

**GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL
UTAH JURISDICTION**

**GUIDELINES
FOR
BETHEL ELECTIONS**

**UTAH JURISPRUDENCE COMMITTEE
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**UTAH GRAND GUARDIAN COUNCIL
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BETHEL ELECTION GUIDELINES
TABLE OF CONTENTS

Section 1. Bylaw Review and Instructions

I.	Statement of Purpose	2
II.	Bethel Bylaws for Election	2
	A. Constitution References	2
III.	Eligibility	3
	A. Constitution References	3
	B. Eligibility to Ballot	3
	C. Recommendations Regarding Absenteeism	3
IV.	Rules of Order	4
	A. Majority	4
	B. Ballots	5
	C. Tallying the Vote	5
V.	Rules for Conduct of Elections	6
	A. Actions of the Bethel Guardian Council	6
	B. Suggested Voting Procedures	7
VI.	General Instructions to the Daughters	9
	A. Electioneering	9
	B. Progression in the Line	9
	C. Considerations for Line Officers and Candidates	10
	D. Vacancy in the Line	11
VII.	Suggested Sequence of Events for Elections	11
	A. BG Council Meeting Prior to Elections	11
	B. Bethel Meeting Prior To Election Meeting	11
	C. Bethel Meeting – Elections	12

Section 2. Procedures

I.	Utah SI 11 – Uniform Code for Bethels – Bethel Elections	15
II.	General Instructions – Utah Jurisdictions	17
III.	Honored Queen Instructions and Sample Script	18
IV.	Tellers Duties	21
V.	Utah Summary of Election Rules – ABG Script	24

Section 3. Glossary of Terms

I.	Glossary	30
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GRAND GUARDIAN COUNCIL OF UTAH
JOB'S DAUGHTERS INTERNATIONAL
BETHEL ELECTION GUIDELINES

Section 1: Bylaw Review and Instructions

I. STATEMENT OF PURPOSE

The purpose of these guidelines is to provide Bethel Guardian Councils under the jurisdiction of the Grand Guardian Council of Utah with information on parliamentary law and assist in the preparation of uniform procedures for Bethel elections. The Utah Manual of Rules and Regulations and the Constitution of a BETHEL require detailed procedures to be followed in conducting BETHEL elections which shall be as determined by Executive members of the BGC (Bethel Guardian Council). It has been noted that many Bethel Guardian Councils fail to comply with this requirement because they do not have access to the necessary information on parliamentary law or the correct election process.

II. BETHEL BYLAWS FOR ELECTION

A. CONSTITUTION – ARTICLE VII ELECTION
(Summary of References)

1. The election of officers shall be held at the second meeting in the months of May and November unless otherwise established in amendments to individual Bethel Bylaws.
2. The election shall be by secret ballot only, without nomination and a majority vote shall elect.
3. Detailed procedures to be followed in conducting the election shall be as determined by Executive members of the BGC.
4. Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive

members of the BGC present shall decide upon and announce the eligibility of the absentee.

5. All officers and members shall be entitled to vote until the end of the term even though they become twenty (20) years of age before the next election.

III. ELIGIBILITY

A. CONSTITUTION – ARTICLE VI ELIGIBILITY (Reference)

1. To be eligible for election to any elective office, a Daughter shall have passed the Proficiency Lessons Examination, current edition of the Ritual.
2. To be eligible for election a Daughter must have been a member of the Bethel and in regular attendance during the entire term in which the election is held.
3. Regular attendance shall be interpreted to mean “present at all regular meetings of the Bethel unless excused by the Executive Members of the Bethel Guardian Council for good and sufficient reasons”
4. To be eligible for election a daughter may not have any unexcused absences.

B. ELIGIBILITY TO BALLOT

1. A member in Good Standing must be present to at the election meeting in order to cast her ballot. (Reference Roberts Rules of Order, latest edition, and Rules of Order for Bethel, SI 11.)
2. Proxy voting is not allowed in a Bethel’s elections.

C. RECOMMENDATIONS REGARDING ABSENTEEISM

1. An EXCUSED ABSENCE is one for which the Daughter notifies the Bethel Guardian (or whoever the Executive Council designates should be called) in person, by telephone or in writing prior to the scheduled meeting and receives permission to be absent.

2. An UNEXCUSED ABSENCE is one in which the Daughter fails to notify the proper individual prior to the scheduled meeting or offers a reason which, in the opinion of the Executive Members of the Bethel Guardian Council, is not “good and sufficient”.

3. The Executive Members of the Bethel Guardian Council shall review the Bethel Recorder’s attendance Records and Register and rule on any questions of eligibility prior to the election. If a girl is eligible for election and must be excused on the day of the election, she may indicate her willingness to be elected, in writing, to the Bethel Guardian. The Bethel Guardian should then announce the Daughter’s willingness to serve if elected, PRIOR to the beginning of the elections. No mention of what office(s) she is willing to accept is to be mentioned.

AN UNEXCUSED ABSENCE is grounds for declaring a DAUGHTER ineligible for election to an office. The decision of the Bethel Guardian Council shall be final subject to right of appeal under Bylaws-Bethel, Article XI, Appeals.

IV. RULES OF ORDER

Robert’s Rules of Order, Revised (latest edition) shall govern the Bethel meetings and elections where applicable and consistent with the Constitution and Bylaws of the JDI. (Ref SII, Rules of Order, par 5, Bethel Bylaws, ARTICLE IV, Sections 2 (a)).

The following are excerpts from Roberts Rules of Order regarding Voting. It is recommended that each BGC have a copy of Robert’s Rules of Order available for reference.

A. MAJORITY

1. Unless otherwise stated a Majority is defined as more than half (1/2) of the votes cast, ignoring blanks or abstentions, by legal voters. All votes are calculated on the basis of voting members present. Illegal votes are part of the calculation, if they are cast by legal voters.

2. A majority in any election or vote is based on the votes or ballots cast by members present. If there are twenty (20) voting members present but only seven (7) members vote, the majority is four (4), NOT eleven (11). Likewise, if six (6) of twenty (20) voting members cast blank votes or abstentions, the majority is half of the fourteen (14) legal votes plus one (1) or eight (8).

3. A majority is NOT necessarily one more than half of the members present and voting. A majority of twenty (20) present voting members is eleven (11). A majority of twenty one (21) present voting members is also eleven (11).

B. BALLOTS

1. Paper ballots are folded once. This procedure lets the tellers see that no member votes twice.

2. If in unfolding the ballots it is found that two have been folded together, both are rejected as fraudulent. However, a blank piece of paper is not counted as a ballot and should not be grounds for rejection of the ballot with which it was folded.

3. Blanks, abstentions, or ballots marked “Abstain” are all considered blanks. All blanks are ignored as a waste of paper and are not reported, counted or included in the number of votes cast or in the number necessary for election (majority).

4. Ballots with misspelled names or other minor technical errors will not be rejected if the meaning is clear.

5. Ballots which are illegible, cast for an ineligible candidate or unclear (ie: a ballot indicating only the last name of a candidate in an election where two candidates with the same last name are eligible), shall be rejected as illegal. Unlike blanks or abstentions, illegal ballots will be reported and counted as part of the majority if they were cast by legal voters.

C. TALLYING THE VOTE

1. In reporting the number of votes cast and the number necessary for election, all votes except blanks and abstentions must be counted.

2. Votes for ineligible persons, unreadable and fraudulent votes should be reported under the heading of “Illegal Votes”. Per the Supreme Guardian Council in accordance with C-Bethel Art XII Sec 1 (j), Bethel meetings shall be conducted in accordance with the Ritual of the Order and Roberts Rules of Order Revised (latest edition). Robert’s Rules of Order state that “unintelligible ballots or ballots cast for an unidentifiable candidate or a fictional character are treated as illegal votes” and “are take into account in determining the number of votes cast for purposes of computing the majority. A ballot cast for “No one” is considered an illegal ballot.

3. The recommended method of reporting the results of a ballot to the chair is as follows:

Assume the results of an election ballot of 20 voting members was 20 ballots, 2 of which were blank, 2 were abstains, 1 was illegible, and 1 was double (two folded together) and 1 was for an ineligible candidate. The tellers report would be:

Number of votes cast	16
Number necessary for election	9
Miss A received	10 (Majority)
Miss B received	3

ILLEGAL VOTES

Miss C (Ineligible)	1
Fraudulent ballot (doubled)	1
Illegible ballot (can’t read)	1

4. After the tally is complete, the chief teller should stand, address the chair and read the report, without declaring who is elected. The Chair will then repeat the report and declare who is elected.

V. RULES FOR CONDUCT OF ELECTIONS

A. ACTIONS OF THE BETHEL GUARDIAN COUNCIL

1. The Executive Members of the Bethel Guardian Council are responsible for the preparation of detailed election procedures. It is recommended that these detailed procedures be written down, published and distributed to all members of the Council, the line officers and all other members of the Bethel.
2. Prior to the last regularly scheduled Bethel meeting before Election, the Executive Members of the Bethel Guardian Council, together with the Bethel line officers, shall meet and review the Bethel election procedures. At this time the Executive Members of the Council and the line officers will review the Bethel attendance records and prepare a list of members eligible to be elected to office. (This action may be part of the agenda of a regularly scheduled Bethel Guardian Council meeting).
3. The actual election should always be conducted under the direction of the Honored Queen. However, the Associate Bethel Guardian or his appointed representative shall be responsible to see that the detailed procedures and instructions are properly followed.
4. Members of the Bethel Guardian Council shall not interfere with the conduct of the election. Executive Members of the Bethel Guardian Council may give advice when requested by a member or members of the Bethel.
5. Restriction regarding electioneering as stated under General Instructions to the Daughters, also shall apply to members of the Bethel Guardian Council.

B. SUGGESTED VOTING PROCEDURES

1. Bethel elections shall be the first (1st) order of business conducted under New Business.
2. The Associated Bethel Guardian or his representative shall read the detailed procedures and rules for Bethel elections.

3. Paper ballots and pencils will be distributed to the voting members of the Bethel.
4. Prior to the start of the election, the Honored Queen will call for a count to determine the number of voting members present.
5. After the number of voting members is determined, it is recommended that the Honored Queen remind the members of the Bethel that election of office is based on the majority of the votes cast and not on total members present.
6. The Bethel Recorder will read the names of the members eligible for election to office. As their names are read, each member will stand for recognition. A member who is not sincerely interested in becoming a line officer may withdraw her name at this time.
7. Election to office shall be by Majority of the votes cast (see Section on Rules of Order). Voting members of the Bethel should be advised that a “blank” or “abstain” vote is not a legal vote and will not be counted in the total for majority. If in doubt, it is acceptable for a member to vote for herself rather than have her vote not be counted.
8. From the moment the ballot is declared open, there will be no discussion between Bethel members.
9. Ballots will be marked and folded in half only once. Ballots will be collected and taken to the Teller’s table for tally.
10. It is recommended that the Honored Queen appoint three tellers, none of which are eligible to be elected in this election. Two tellers shall open and read the ballots. The third shall record the tally and report the vote to the Honored Queen. The Associate Bethel Guardian will monitor the activities of the tellers.
11. Only the committee tellers are allowed to tally the ballots. Members and sideliners are not allowed to keep tally. The Honored Queen and the Associate Bethel Guardian will monitor this rule.

12. If during the election, a girl withdraws her name or there have been several ballots for the same office without a majority, it is recommended that the Recorder repeat the names of eligible girls remaining who have not withdrawn. As their names are read, they should stand for identification.

13. After the election, it is recommended that the ballots be destroyed by the Associate Bethel Guardian or other Executive Council Member. This is usually done by a motion and vote of the Bethel.

VI. GENERAL INSTRUCTIONS TO THE DAUGHTERS

A. ELECTIONEERING

1. It is acceptable for individual members to make their desire for an appointed or line office known to other Bethel members but organized campaigning is prohibited. This specifically refers to direct solicitation, posters, parties, and/or campaign managers.

2. Comments from members of line officers such as “When I am Honored Queen...” or similar remarks are not considered electioneering or campaigning.

3. Discussions by members concerning eligibility to be elected to office are encouraged with the approval of the Executive Members of the Bethel Guardian Council. However discussions of the eligibility of individual Bethel members will not be permitted during Bethel meetings. Questions regarding individual eligibility should be discussed privately with the Executive Members of the Bethel Guardian Council.

4. Under no circumstances should one Bethel member “be put down” to promote the election of another.

B. PROGRESSION IN THE LINE

1. It is the right and privilege of the members of the Bethel to evaluate the performance of individual line officers and candidates and vote accordingly.

2. Each line officer should expect to move to the next higher office; however this progression is not automatic. Progression is a privilege that must be earned and granted by the voting members of the Bethel.

3. A line officer should be voted “up the line” unless she is clearly guilty of one or more of the following infractions:

(a) If the officer has been negligent in her duties by not attending all Bethel meetings and functions unless legitimately excused

(b) If the officer has not fulfilled the duties of her present office to the best of her abilities

(c) If the officer has not supported the programs of the Bethel

4. Voting a girl out of the line can be very disruptive to the well-being of any Bethel and extremely devastating to the daughter. This action should NEVER be taken lightly and should ALWAYS be considered a “LAST RESORT”.

VOTE FOR THE GOOD OF THE BETHEL

AND THE GOOD OF THE ORDER

C. CONSIDERATIONS FOR LINE OFFICERS AND CANDIDATES

1. A daughter who accepts an office, either in the line or by appointment, also accepts an obligation to support the Bethel to the very best of her ability.

2. A daughter who has been elected to a line office should always remember that she holds the office with the consent of the rest of the Bethel members. Therefore she should act accordingly, setting a good example by attending Bethel functions and performing the duties of her office to the best of

her abilities. Duties and responsibilities of each office should be defined by the Bethel members and the Executive Bethel council and read prior to balloting.

3. During the actual voting at a Bethel meeting, any daughter who receives votes for an office she is not interested in, should stand and withdraw her name following the first ballot.

4. During the actual voting at a Bethel meeting any daughter who does not increase her total votes or gain a majority after two or three rounds of balloting has the option to stand and withdraw her name.

D. VACANCY IN THE LINE

1. An office may be left vacant by a majority vote of ballots marked "Vacant." This means the office will not be filled for the term.

2. An office may be filled with a pro tem by a majority vote of ballots marked "Pro Tem." This means the Executive Bethel Guardian Council will appoint a pro tem to the office for all or part of the term.

VII. SUGGESTED SEQUENCE OF EVENTS FOR ELECTIONS

The following are suggested sequences of actions to follow in the preparation for and conduction of Bethel Elections. These suggestions may be added to or changed as individual Bethel Guardian Councils deem necessary.

A. BG COUNCIL MEETING PRIOR TO ELECTIONS

1. The Executive Members of the Bethel Guardian Council shall review the attendance records and prepare a list of the eligible daughters to be read at the next Bethel meeting (last meeting prior to Bethel Elections).

2. The Executive Members of the Bethel Guardian Council shall review with the Honored Queen, the Bethel election procedures, Rules of Order and the proper method of tallying the vote.

B. BETHEL MEETING PRIOR TO ELECTIONS

1. It is recommended the Bethel Guardian Council have copies of the detailed Bethel Election procedures available for all members of the Bethel.

2. The Honored Queen will request the Associate Bethel Guardian read the information on eligibility for election to office to the members of the Bethel (reference this document, Section III, page 2, Eligibility).

3. The Honored Queen will request the Associate Bethel Guardian read the general instructions to the members of the Bethel during Good of the Bethel for the two (2) prior to the Election meeting (reference this document, Section VI, page 5, General Instructions to the Daughters).

4. The Honored Queen will request the Recorder to read the list of members eligible for election to office. At this time any questions regarding eligibility may be brought to the attention of the Executive Members of the Bethel Guardian Council. However, it is inappropriate to openly discuss the eligibility of an individual Bethel member during a Bethel meeting and will not be permitted. All questions regarding individual eligibility should be deferred until after the Bethel meeting and resolved privately with the Executive Members of the Bethel Guardian Council.

C. BETHEL MEETING - ELECTIONS

1. Elections shall be the first order of business under New Business. The Honored Queen shall announce “Bethel Elections”.

2. The Honored Queen shall direct the custodians (or other members) to distribute paper ballots and pencils to the voting members of the Bethel.
3. The Honored Queen will request that the Associate Bethel Guardian read information on eligibility for election to office to the members of the Bethel (reference this document Section III, page 2, Eligibility). After reading the rules for eligibility, the Associate Guardian will read the general instructions to the members of the Bethel (reference this document Section VI, page 5, General Instructions to the Daughters).
4. The Honored Queen will direct the voting members of the Bethel to rise and count off. As each voting member counts off, they shall be seated. After the count, the Honored Queen shall announce the total number of voting members present.
5. The Honored Queen shall announce the “majority to elect” based on the voting members present. However at this time, the Honored Queen shall remind the members of the Bethel that election to office is always based on the majority of the votes cast and not necessarily on total members present.
6. The Honored Queen shall further advise the voting members of the Bethel that a “blank” or “abstain” vote is not a legal vote and will not count in the total for majority. The Honored Queen should encourage all members to vote. If a member is in doubt as to whom to vote for, suggest the member cast a vote for herself rather than have her vote not be counted.
7. The Honored Queen will ask for any questions from the Bethel members regarding election procedures or majority at this time. If there are no questions, the Honored Queen shall direct the Bethel Recorder to read the names of the members eligible for election to office. As their names are read, each member will stand for recognition. After all names are read, the eligible members will be seated.
8. The Honored Queen shall appoint a Chief Teller and three assistants. Two of the assistants will open and read the ballots. The other assistant will record the tally. The chief teller will monitor the activities of the other tellers and report the vote to

the Honored Queen. The Associate Bethel Guardian or his representative will monitor this procedure.

9. The Honored Queen shall announce that “Balloting for the office of Honored Queen is now open”. The Honored Queen will remind the members that there will be no discussion between Bethel members during the actual voting.

10. The Honored Queen shall instruct the voting members to mark their ballots and fold them in half only once.

11. After determining that all members who wish to have voted, the Honored Queen shall announce that “balloting for Honored Queen is now closed. The Custodians (or other members) will collect the ballots and take them to the Tellers Table for tally.”

12. The tellers will count the ballots before opening and announce the total number of ballots cast. Ballots shall then be opened and counted in accordance with Rules of Order, (reference Section IV, Paragraph C, Tallying the Vote, in this document.

13. The chief teller shall address the Honored Queen and announce the vote tally **WITHOUT** announcing the winner. She will then hand the written tally to the Honored Queen and return to her seat.

14. The Honored Queen will repeat the vote tally and announce the candidate who has won the election. The Honored Queen will address the winner. “_____, you have been elected to the office of Honored Queen. Do you accept?”

15. In the event there is no majority, the Honored Queen will repeat the voting procedure until a majority is determined for each office.

16. Once an office has been filled, the Honored Queen will proceed with the election and balloting for next office down the line (Sr. Princess, Jr. Princess, etc...) until all five line offices have been filled.

17. When necessary, the Recorder will be asked to repeat the names of eligible girls remaining who have not been elected to an office or who have not withdrawn. As their names are read, they should stand for identification.

18. After the election, the Honored Queen will call for a motion to have the ballots and tally sheets destroyed by the Associate Bethel Guardian or other Executive Bethel Council member.

Section 2: Procedures

UNIFORM CODE FOR BETHEL UTAH S.I. 11 PG. 5, 6 BETHEL ELECTIONS

Article V Officers

Section 1 Elective

- (a) The elective officers of each Bethel shall be Honored Queen, Senior Princess, Junior Princess, Guide, and Marshal.

Article VI Eligibility

Section 1

- (a) To be eligible for election to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual, and except in case of a new Bethel or one being reorganized for lack of participating members, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive Members of the Bethel Guardian Council for good and sufficient reason.

Article VI Election

Section 2

- (a) The election of officers shall be held at the second meeting in the months of May and November. Bethels under Supreme and Grand may hold elections at another time by amendment to their Bylaws.
- (c) The election shall be by ballot without nomination. A majority vote shall elect.
- (d) The method of balloting shall be secret ballot.
- (e) Detailed procedure to be followed in conducting the election shall be as determined by the Executive member of the BGC.
- (e) Election shall be from members present, except in the case of sickness or unavoidable absence. The Executive members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (f) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.

General Instructions – Utah Jurisdiction

ELECTION OF BETHEL OFFICERS

The designated meeting that elections are held depends on the specific by-laws of the Bethel. However, it is important to note that if there is a change in the election date, a special dispensation must be requested and written

notice must be sent out to all members at least 30 days in advance.

In Utah, it is the Associate Bethel Guardian who covers the election procedures with the daughters. The ABG will cover the election rules three (3) times prior to elections. Once each at the two (2) Bethel meetings prior to elections, during Good of the Bethel, and once again under New Business before balloting begins at the meeting.

Covering the election rules does not necessarily mean reading the “Summary of Election Rules” all three times. It can often be more effective to mix it up a little or make a trivia game out of the rules. Holding a mock election at a prior meeting to elections may help the Daughters understand the process, (example: hold an election for what flavor of ice cream they want after the next meeting).

The Executive Bethel Guardian Council determines the eligibility of the daughters and that list is read by the Recorder during the second time the ABG is giving the rules. The Recorder will also read the eligibility list just prior to elections. . . If a girl is eligible for election and must be excused on the day of the election, she may indicate her willingness to be elected, in writing, to the Bethel Guardian. The Bethel Guardian should then announce the Daughter’s willingness to serve if elected, PRIOR to the beginning of the elections. No mention of what office(s) she is willing to accept is to be mentioned.

Honored Queen Instructions and Sample Script

BETHEL ELECTIONS

ELECTIONS ARE THE 1ST ORDER OF BUSINESS
UNDER NEW BUSINESS

C-Bethel 3 Article VII (f) Detailed procedure to be followed in conducting an election shall be as determined by the Executive members of the BGC.

Honored Queen will call on the Associate Bethel Guardian to read the election procedures and the Recorder will read the list of eligible daughters.

Suggested Election Procedure for Balloting by Secret Ballot:

- (1) Three appointed individuals act as tellers; two (2) to collect and read ballots; one (1) to tally the votes. ABG or his representative supervises.
- (2) There is to be NO unnecessary talking during elections.
- (3) Honored Queen states:
 - (a) “MEMBERS OF BETHEL NO. ____ WILL RISE AND COUNT OFF.”

Honored Queen says “one” and is seated. All members follow same procedure, calling out a number and sitting as soon as number is called.

- (b) “THERE ARE ____ MEMBERS ENTITLED TO VOTE. A MAJORITY OF VOTES CAST

FOR EACH OFFICE IS NECESSARY FOR ELECTION.”

Blank ballots are not counted as votes. The majority may vary, depending on the number of votes cast for each office. (Majority means ”more than half”... more than half of the votes cast by persons legally entitled to vote, excluding blanks and those who abstain- Robert’s Rules of Order).

- (c) “THE TELLERS WILL DISTRIBUTE THE BALLOTS AND PENCILS.”
- (d) “NO BALLOT IS TO BE CAST UNTIL BALLOTING IS DECLARED OPEN. WRITE FULL NAME LEGIBLY. CAST ONLY ONE BALLOT DURING EACH POLLING. BALLOTS ARE TO BE FOLDED ONLY ONCE.”

If two are folded together, both are fraudulent and not counted; if one is blank, the blank is not counted.

- (e) “YOU WILL NOW MARK YOUR BALLOT FOR THE OFFICE OF HONORED QUEEN.”
- (f) After allowing time to ballot, “HAVE ALL BALLOTTED WHO DESIRE TO DO SO? IF SO, I DECLARE THE BALLOT CLOSED.”
1 rap of gavel.
- (g) “TELLERS, YOU WILL COLLECT THE BALLOTS.”

- (4) When the tellers have placed the ballots on the Tellers desk- “TELLERS, YOU WILL COUNT THE BALLOTS.”
- (5) When the tellers have finished, one will read the tally and bring the tally sheet to the Honored Queen. If there is a majority(one half plus one of the total votes cast) the Honored Queen will state:

“BY YOUR VOTE YOU HAVE ELECTED _____ AS YOUR HONORED QUEEN. _____ DO YOU ACCEPT?”

If the daughter accepts then the Honored Queen will state:

“I DECLARE _____ ELECTED HONORED QUEEN FOR THE ENSUING TERM.”

If the daughter does NOT accept, then the Honored Queen will state:

“THE OFFICE HAS BEEN DECLINED. WE WILL BALLOT AGAIN.”

If there is no majority, the Honored Queen will state:

“THERE BEING NO MAJORITY, WE WILL BALLOT AGAIN. YOU WILL NOW MARK YOUR BALLOTS FOR THE OFFICE OF HONORED QUEEN.”

Return to step (3) (e) and continue the steps until a majority is reached.

It is permissible for a Daughter to stand and withdraw her name. The Honored Queen will reply,

“Thank You.” (No other conversation should ensue.)

- (6) Repeat this process with the correct office title until each office is filled.
- (7) When all balloting is completed the Tellers collect pencils and all excess ballots returning them to the Teller’s desk. They return to their stations.
- (8) A member needs to make a motion to destroy the ballots and tally sheets. The ABG or other Executive member of the BGC should be responsible for destroying the ballots.

The Honored Queen thanks the tellers and announces, “THIS CONCLUDES THE ELECTION OF OFFICERS.” 1 rap of gavel.

TELLERS DUTIES

Three (3) members of the Bethel will serve during elections as tellers. If possible, these members should be Daughters that are not eligible for election. If this is not possible Majority Members or Council Members may be used. Two (2) will collect the ballots when directed to do so by the Honored Queen and return to the Teller's table. When the Honored Queen states; "Tellers, you will count the ballots",

1. One (1) teller will pass the unopened ballots, one at a time, to the second teller who will count each ballot out loud.
2. The third teller will write on the top of the tally sheet the office being voted upon and the total number of ballots received.
3. The first teller will open each ballot, one at a time, look at it and pass it to the second teller, without saying anything.
4. The second teller will read the name aloud without saying anything else.
5. The third teller will write the name (the first time read) and repeat the name and number of the vote (i.e. Susie one) as she strokes tallies on the tally sheet. When any one Daughter reaches 5,10, 15, etc. the third teller will repeat the name and vote number as "Susie-tally."

6. When all votes have been counted the third teller reads the results out loud WITHOUT announcing a majority or winner, (Susie 3, Mary 5, etc.). The teller will hand the tally sheet to the Honored Queen and return to her seat at the Teller's table. The Honored Queen will read the report and announce the results of the ballot.

If ANY teller has a question about any of the ballots received (can't read, etc.) she should ask the ABG or his representative about the eligibility of the ballot. The Tellers do not decide among themselves about the eligibility of any ballot.

If any tellers name is read from a ballot, that teller will be replaced for the duration of that election.

Only those designated as tellers shall keep track of tallies. No one else present is entitled to record or keep a tally.

Associate Bethel Guardian Script

ELECTION OF BETHEL OFFICERS

Summary of Election Rules- Utah
(To be read in a Bethel meeting)

Note to Associate Bethel Guardian; keep in mind the ages of the daughters in your Bethel and adjust the vocabulary when necessary.

We have five officers to elect: Marshal, Guide, Junior Princess, Senior Princess and Honored Queen. The election is open and you may vote for anyone who is eligible. The normal procedure is to advance the line officers, in order, up the line to the office of Honored Queen. The reason for this orderly advancement is that each station is a learning experience that helps to prepare the daughter for the higher office. This gives her the necessary experience and confidence to be a good Honored Queen and Bethel leader.

However, being a line officer in a Bethel is a privilege and an honor awarded by a majority vote of the Bethel members. If a daughter has satisfactorily performed the work and responsibilities required of her office and has lived up to the standards of our Order to the best

of her ability, she has earned your support and she should be elected up the line. If on the other hand, you feel that the daughter is not qualified or has not performed her duties and responsibilities, or is only promoting herself and not the good of the Bethel, you should not vote for her.

Each daughter should make up her own mind and do her own voting. This is NOT a popularity contest and electioneering or organized campaigning is prohibited. You are NOT to try to persuade or influence any daughter to vote for or against anyone. Under NO circumstances should one daughter be “put down” to promote the election of another. While organized campaigning and electioneering are prohibited, it is acceptable for an individual daughter to let other members of the Bethel know of her interest in being considered for a particular office.

Always remember, you have the precious right to vote for yourself or for the candidate of your choice. DO NOT ever let anyone take this right away from you or tell you how to vote. Make your decisions and vote your conscience for the good of the Bethel and for the good of Job’s Daughters.

Any daughter who receives a majority vote should carefully consider the requirements and responsibilities of the office before accepting the position. She should keep in mind that she will be expected to devote more time to the Bethel than she has in a lesser office. Should a daughter be voted into the line, it is her obligation to attend all meeting, all practices, and all Bethel functions unless prohibited by a reasonable excuse. If she feels that she does not have the time, she should not accept the office. Also, when voting for the Marshal, keep in mind the age the daughter will be by the time she would become Honored Queen.

Election of officers shall be held in the months of May and November, unless otherwise established in the amendments of individual Bethel Bylaws. The election shall be by ballot without nomination. A majority vote shall elect. The method of balloting shall be by secret ballot. The Recorder will read the names of those eligible for election immediately prior to the actual voting. If a daughter is not interested in taking ANY offices, she should ask to have her name removed from the list.

To be eligible for any elective office, a daughter must have satisfactorily passed the Proficiency

Lessons Examination, current edition of the Ritual, and she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held. She must have NO unexcused absences. A daughter may turn 20 years old prior to the next election and still fulfill her term. (See C Bethel 3, Article IX, Section 1 (b))

An excused absence is recognized only when the Bethel Guardian is called and the excuse is granted for good and sufficient reasons. Election shall be from members present, except in the case of sickness or other unavoidable absence; in which case the Executive Members of the Bethel Guardian Council present shall decide upon and announce the eligibility of the absentee. Regular attendance shall be interpreted to mean being present at all regular meetings of the Bethel, unless excused by the Executive Members of the Bethel Guardian Council for good and sufficient reasons.

If you are not sure who to vote for, turn in a ballot with your own name or the words "Vacant". Do not turn in a blank ballot. If you turn in a blank vote or a ballot with "Abstain" written on it you have wasted your vote and what's more

important, you may have also changed the number of votes required for a majority.

Blank or “Abstain” ballots are considered “Not Voting” and are not counted when determining majority. When you change the majority count, you could wind up electing someone to an office by default.

If you wish to have an office left vacant, turn in a ballot with the word “Vacant” on the ballot. This means the office will not be filled for the term. If you wish to have a pro tem in the office, turn in a ballot with the words “Pro Tem” on it. This means the Executive Bethel Guardian Council Members will appoint a pro tem in the office for all or part of the term. As long as the ballot is not otherwise illegal, a vote for “Vacant” or “Pro Tem” will not change the count for majority and the total vote will remain the same as if the ballot had been cast for a member. Total number of ballots cast for “Vacant” or “Pro Tem” must reach the majority number to elect.

If during the actual voting at a Bethel meeting, a daughter receives votes and she is not sincerely interested in becoming that line officer, she should rise and withdraw her name for that office.

A daughter always has the right to decline a position and still be eligible for election to other offices. A candidate should also withdraw her name if her vote total does not increase after two or three rounds of balloting.

Discussions between Bethel members during the actual voting at a Bethel meeting are prohibited. Daughters that have questions during the balloting may request an Executive Bethel Guardian Council member to have a discrete private discussion on the floor. The Honored Queen will enforce this rule.

Section 3: Glossary

GLOSSARY

ABSTAIN- Ballot not turned in for tally or a ballot marked “Abstain” is considered a blank ballot. Blank ballots are not reported, counted, or included in the number of votes cast or in the number necessary for election (majority). As blanks are not counted as votes, number of votes cast will change, thus the number of votes for majority may change.

BLANK- Ballot turned in for tally, but left empty or marked “blank”. Blank ballots are not reported, counted, or included in the number of votes cast or in the number necessary for election (majority). As blanks are not counted as votes, number of votes cast will change, thus the number of votes for majority may change.

ELIGIBILITY- Requirements for eligibility are stated under Bethel Bylaws for Election, section III of this document. No other requirements may be used to determine eligibility.

ILLEGAL BALLOT- Unintelligible ballots, ballots cast for an ineligible candidate, or ballots that are unclear as to which candidate, (i.e. ballot indicating only first name of candidate where multiple candidates have the same first name) shall be rejected and reported as illegal. Illegal ballots will be reported and counted in the number of votes cast for majority.

LEGAL BALLOT – A ballot cast for an eligible candidate following the recommended procedure for balloting.

MEMBERSHIP- Membership is achieved by the candidate having received the Initiation Ceremony and signing the Permanent Record Book or following the proper affiliation procedure.

PROFICIENT- Having passed the Proficiency Lessons Examination.

PROFICIENCY- Special part of the ritualistic work that is known only to members and those who have attended a Job's Daughters meeting.

PROFICIENCY LESSONS EXAMINATION- Proficiency work satisfactorily repeated to the Bethel Guardian or someone designated by her and then taking the test in a Bethel meeting.

PRO TEM- Ballot to have a pro tem appointed to an office. Ballot is turned in to tellers marked “Pro Tem”. Executive Bethel Guardian Council will appoint a pro tem in this office for all or part of the term. This is a legal ballot and requires ballots counted to reach a majority to have office Pro Tem.

VACANT- Ballot to leave an office vacant. Ballot is turned in to the tellers marked “Vacant”. Office will not be filled for the term. This is a legal ballot and requires ballots counted to reach a majority to leave office vacant.