

**MCRC Statutory Meeting
Dream City Church (Cave Creek)
January 14, 2023**

TALLY INSTRUCTIONS

TWO people will be needed to assist with handling credential verification at each of the polling stations. (Ballots will be tabulated by Gila County Recorder Voting machines.)

Your team must remain at the polling station for the entirety of the process. You are encouraged to cast any ballots you have in your possession before opening the polling station for the rest of the voters.

1. As each voter approaches, the **FIRST** Tally Team Member will verify that the number of ballots presented is no greater than the number recorded on his or her credential tag(s).
3. YOU must be the one to ensure that the number of ballots to be fed into the tabulator is no more than the number of ballots posted on the credential tag(s).
4. VERIFY that ALL Credential Tags are from the SAME Precinct; if not, ask them to step aside and notify the Tally Chair.
5. If someone has more ballots, than are recorded on his or her credential tag(s), ask them to step aside and notify the Credentials and Tally Committee Chair, Diane Ortiz-Parsons.

NOTE: There will be multiple ROUNDS of Voting.

BEFORE a PC casts his/her ballots, the **SECOND** Tally Team Member will,

1. Draw a line across the Credential box on the Credential Tag corresponding to the current Round.
2. Do this for each credential Tag a PC might be wearing.
3. Watch the PC feed each ballot into the tabulator. (If any problems occur with the tabulator, Gila County Recorder Personnel will be standing by to assist.)

Please do not leave the area until the Chair announces that the POLLS are CLOSED.

We also ask that you do not discuss any voting that you know about with anyone at least until after the meeting is adjourned.

Keep in mind that there are THREE (3) ROUNDS of VOTING at the STATUTORY Meeting – FIRST for MCRC Officers, the SECOND for bylaw changes and Officer Runoff, and the THIRD for resolutions. When the first round is over, you will be called upon again to verify Credentials and ballots submitted for EACH Round.

Spoiled Ballots: If a person in your District makes a mistake on their ballot and wants a new one, they can **exchange** their spoiled ballot for a new one. Designated volunteers on the stage will have extra ballots to exchange for spoiled ballots. Do NOT throw away your spoiled ballot! Ballots will only be exchanged, if the spoiled one is presented.

Thank you for your time and co-operation. You are the people we are all depending on to make this meeting run smoothly and end on time. Thank you for arriving so early and committing to this important job.

Credentials and Tally Committee Chair,
Diane Ortiz-Parsons
Cell: (480) 236-2795