

**Twelfth Triennial Convention
Women of the ELCA
September 19-21, 2023
Phoenix, Arizona**

CONDUCT OF ELECTIONS COMMITTEE

(nine members, including chair)

Purpose of the committee:

Conduct elections of officers and board members of Women of the ELCA in compliance with the triennial convention rules of procedure (as printed in the *Convention Program & Reports*) and *Women of the ELCA Constitution and Bylaws*.

Duties of the chair:

Work together to conduct the work of the committee, as follows:

1. Attend a pre-convention orientation for convention business committees (*on-site*). (Time and place to be determined.)
2. Study carefully all requirements relating to election procedures as stipulated in the *Women of the ELCA Constitution and Bylaws* and the convention rules of procedure.
3. Call all committee meetings.
 - a. Set time of committee meetings.
 - b. Notify all committee members of the time and place of these meetings.
 - c. Provide in writing to the triennial convention secretary the time and place of these meetings.
4. Convene all committee meetings.
5. Divide the committee into teams for counting votes.
6. Help the committee implement a system for counting and tallying votes.
7. Prepare (or arrange for the preparation of) the committee reports on forms (to be provided by churchwide staff at the triennial convention) – copies each to the presiding officer (president), triennial convention secretary and committee chairs. *These reports consist only of the information provided on the teller's form.*
8. Present the committee reports to the triennial convention at the scheduled times on the convention agenda in the *Convention Program and Reports* or as requested by the presiding officer.
9. Read to the triennial convention the constitutional provisions related to all elections.

10. Move, after the final convention report, that all ballots be destroyed.
11. Write an evaluation of the committee's work, including the work accomplished and suggestions for improving committee procedures; and submit this written report at the end of the triennial convention to the convention office.

Duties of committee members:

1. Attend a pre-convention orientation meeting (*on-site*). (Time and place to be determined.)
2. Study carefully all requirements relating to election procedures as stipulated in the *Women of the ELCA Constitution and Bylaws* and the convention rules of procedure as printed in the *Convention Program & Reports*.
3. Attend all committee meetings and carry out assignments as quickly as possible. Report to the committee room immediately after each ballot unless informed otherwise.
4. Be on the alert throughout the triennial convention for committee meeting notices.
5. Implement a team system for counting and tallying the ballots.
6. Assist the chair, when requested, in preparing the committee reports to the triennial convention.
7. Keep all elections results *confidential* until the report is made to the convention.

Committee organization:

Details regarding any sub-committee assignments will be provided to the committee at the on-site orientation.

Resource person:

A churchwide staff member is assigned to the committee as a resource person. She provides information about policies and procedures, as necessary, to the committee. She is not a committee member, but she must participate in all committee meetings. Therefore, she must be notified of all committee meetings.

Materials to be provided to the committee:

1. Tellers' tally sheets
2. Suggested instructions for counting ecclesiastical ballots
3. Forms for reports to the triennial convention
4. *Women of the ELCA Constitution and Bylaws* (Article XIV – Nominations and Elections Process, Section 3, Provisions, and Section 5, Election of the Churchwide Women's Organization Officers.)
5. The rules of procedure (these are included in the *Convention Program & Reports*)
6. Eligibility of current executive board members

7. Demographic provisions for board representation from regions/synodical women's organizations.

NOTE: Each committee member is encouraged to bring along a calculator or smart phone with calculator app.