**Registrar Committee Guidelines**

1. **Chairman Duties**
2. Chairman must attend Convention.
3. Prepare budget using form provided by ADDC Treasurer by deadline.
4. Prepare report for Budget and Planning Meeting and Pre-Convention Board Meeting using deadline provided by Board Contact.
5. Prepare oral report to be read at all Regional Meetings. Send copy to each Regional Representative, Regional Director, ADDC President and Board Contact. Retain copy for files. Also provide Regional Representatives the credentials form (CRED2) for use at regional meeting along with any support they may need answering questions.
6. Prepare letter to Club Presidents, to be emailed by ADO, giving deadline for submitting credentials form (CRED1) for use at Convention.
7. Prepare ballot for Officer Election, Convention bid, etc. in coordination with Nominating Committee and ADDC President. ADO can be utilized to prepare ballots.
8. Prepare sign-in sheets for Delegates and Alternates to be used at Convention.
9. At the Open Forum at Convention, give Delegates and Alternates instructions on how votes will be taken. Have Regional Representatives present to give demonstration. Ask Association Parliamentarian for assistance, if needed.
10. Coordinate with Convention GAC for an area, with tables, for the Delegates and Alternates to be signed in and their credentials to be checked. This is usually just inside the meeting room, but out of the flow of traffic.
11. Arrange for a separate room to count the ballots and seating area for Delegates and Alternates at Convention.
12. Arrange for numbered badges and club name tent cards to be printed and shipped by ADO to Convention GAC.
13. There are three tools available on the website, under Member Tools for Convention that are very helpful in performing your duties - Ballot Book, Teller Report and Majority Tables. Familiarize yourself with these tools. (See Examples Below.)
14. Give Registrar Report at the beginning of each business meeting at Convention. The report should give the number of Clubs in the Association, number of Clubs registered by Delegates, number of Clubs present at the meeting and if there is a quorum. (The Majority Table will help in determining the number needed for a quorum.
15. A portion of the ADDC bylaws regarding a quorum - Article XIV, Section 3: The voting body of the convention consists of one registered delegate from each club which has been approved for membership at least sixty days prior to the first day of convention. (\*\*Please note that the quorum is based on the majority of REGISTERED delegates, not total number of clubs in the Association.)
16. Count all votes taken at Convention. Standing, voice and ballot votes are generally used. Voice vote requires no count. Give written report to ADDC President. Place marked ballots and certified tally sheets in sealed packet and give to ADDC Secretary after all votes have been tallied.
17. After last business session, retrieve numbered badges and tents from Regional Representatives. Numbered badges will be sent to the next year’s chairperson, most likely tents will have to be made each year.
18. **Regional Representative Duties**
19. The Registrar Committee performs duties at both Regional Meeting and ADDC Convention. You must attend Convention to serve on this committee. If you will be unable to attend Convention, notify Chairman in sufficient time for a replacement to be named.
20. Working with Chairman, instruct Delegates and Alternates on how to vote at Convention.
21. At Convention, be in your assigned place prior to the designated time for Delegates and Alternates to sign in.
22. The first time the Delegate and Alternate sign in, give the Delegate a numbered badge and coordinating tent card. At close of Convention, assure that all items are returned.
23. Remain seated at Registrar table, or designated seating area, during all business sessions as any Delegate and/or Alternate from your region leaving the room must report to you.
24. When the ADDC President requests a vote, count both for and against votes. Report final total to Chairman.
25. Pass out ballots for Officer Election, if vote is not by acclamation. Once Delegate/Alternate has marked ballot, pick up ballots. The Chairman and selected representatives will retire to a separate room to count votes. The Association uses Preferential Balloting for election of officers. Only legally marked ballots will be counted.
26. Give oral report at Regional Meeting.
27. Prepare sign-in sheets for Delegates and Alternates at Regional Meeting.
28. Perform any necessary election duties at Regional Meetings (follow same format as that of convention).
29. **Examples**
30. CRED1 - Convention Credentials Form
31. CRED2 - Region Meeting Credentials Form
32. Teller Majority Vote Chart
33. Teller Two-Thirds Majority Chart
34. Ballot Book
35. Teller’s Report
36. List of Clubs with Badge Numbers
37. Sign-in Sheet for Region meeting
38. **Files**
39. Retain all correspondence pertinent to this committee.
40. Ship files to successor by November 1, or after successor has been named.
41. Retain all files in accordance with the ADDC Files Retention Schedule.

**ASSOCIATION OF DESK AND DERRICK CLUBS**

**ADDC REGISTRAR COMMITTEE FORM**

**Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEND TO:** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDC Registrar Committee:

Region Representative From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chairman (Club President)

Regional Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Official Delegate (Address)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (City, Prov/State, Zip/Postal Code)

 PHONE: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete Section A if attending or Section B if not attending Convention.**

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**A)** This is to certify that the following Official Delegate and Alternate Delegate have been named by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Club Name) to attend the Annual Convention of the Association of Desk and Derrick Clubs.

**EXAMPLE**

 .

 **OFFICIAL DELEGATE**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip/Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone :(\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone :(\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Held in Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ALTERNATE DELEGATE**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip/Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone :(\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:(\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Held in Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

=========================================================================

**B)** This is to certify that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Club Name) will **not** be represented at the Annual Convention of the Association of Desk and Derrick Clubs.

======================================================================

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Club President)**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Club Name)**

Rev January 2019 CRED1

**ASSOCIATION OF DESK AND DERRICK CLUBS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REGION REGISTRAR COMMITTEE FORM**

**Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEND TO:** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar Committee Regional Rep

Regional Director From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Official Delegate (Club President)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (City, State/Prov, Zip/Postal Code)

 PHONE: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete Section A if attending or Section B if not attending the Region Meeting.**

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A) This is to certify that the following Official Delegate and Alternate Delegate have been named by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Club Name) to attend the

Annual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region Meeting.

 .

 **OFFICIAL DELEGATE**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip/Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone :(\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone :(\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Held in Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ALTERNATE DELEGATE**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXAMPLE**

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip/Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone :(\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone :(\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Held in Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

=========================================================================

**B)** This is to certify that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Club Name) will **not** be represented at the Annual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region Meeting.

======================================================================

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Club President)**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Club Name)**

Rev January 2019 CRED2

TELLER MAJORITY VOTE CHART

*Majority Vote (more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions.*

Majority vote of:

 is is is is

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  1 |  1 |  | 26 | 14 |  | 51 | 26 |  |  76 | 39 |
|  2 |  2 |  | 27 | 14 |  | 52 | 27 |  |  77 | 39 |
|  3 |  2 |  | 28 | 15 |  | 53 | 27 |  |  78 | 40 |
|  4 |  3 |  | 29 | 15 |  | 54 | 28 |  |  79 | 40 |
|  5 |  3 |  | 30 | 16 |  | 55 | 28 |  |  80 | 41 |
|  6 |  4 |  | 31 | 16 |  | 56 | 29 |  |  81 | 41 |
|  7 |  4 |  | 32 | 17 |  | 57 | 29**EXAMPLE** |  |  82 | 42 |
|  8 |  5 |  | 33 | 17 |  | 58 | 30 |  |  83 | 42 |
|  9 |  5 |  | 34 | 18 |  | 59 | 30 |  |  84 | 43 |
| 10 |  6 |  | 35 | 18 |  | 60 | 31 |  |  85 | 43 |
| 11 |  6 |  | 36 | 19 |  | 61 | 31 |  |  86 | 44 |
| 12 |  7 |  | 37 | 19 |  | 62 | 32 |  |  87 | 44 |
| 13 |  7 |  | 38 | 20 |  | 63 | 32 |  |  88 | 45 |
| 14 |  8 |  | 39 | 20 |  | 64 | 33 |  |  89 | 45 |
| 15 |  8 |  | 40 | 21 |  | 65 | 33 |  |  90 | 46 |
| 16 |  9 |  | 41 | 21 |  | 66 | 34 |  |  91 | 46 |
| 17 |  9 |  | 42 | 22 |  | 67 | 34 |  |  92 | 47 |
| 18 | 10 |  | 43 | 22 |  | 68 | 35 |  |  93 | 47 |
| 19 | 10 |  | 44 | 23 |  | 69 | 35 |  |  94 | 48 |
| 20 | 11 |  | 45 | 23 |  | 70 | 36 |  |  95 | 48 |
| 21 | 11 |  | 46 | 24 |  | 71 | 36 |  |  96 | 49 |
| 22 | 12 |  | 47 | 24 |  | 72 | 37 |  |  97 | 49 |
| 23 | 12 |  | 48 | 25 |  | 73 | 37 |  |  98 | 50 |
| 24 | 13 |  | 49 | 25 |  | 74 | 38 |  |  99 | 50 |
| 25 | 13 |  | 50 | 26 |  | 75 | 38 |  | 100 | 51 |

Majority Vote Table

TELLER TWO-THIRDS MAJORITY CHART

TWO-THIRDS VOTE CHART (At least two-thirds votes cast by persons legally entitled to vote, excluding blanks or abstentions)

 A two-thirds vote of:

 is is is is

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  1 |  1 |  | 26 | 18 |  | 51 | 34 |  |  76 | 51 |  |
|  2 |  2 |  | 27 | 18 |  | 52 | 35 |  |  77 | 52 |  |
|  3 |  2 |  | 28 | 19 |  | 53 | 36 |  |  78 | 52 |  |
|  4 |  3 |  | 29 | 20 |  | 54 | 36 |  |  79 | 53 |  |
|  5 |  4 |  | 30 | 20 |  | 55 | 37 |  |  80 | 54 |  |
|  6 |  4 |  | 31 | 21 |  | 56 | 38 |  |  81 | 54 |  |
|  7 |  5 |  | 32 | 22 |  | 57 | 38 |  |  82 | 55 |  |
|  8 |  6 |  | 33 | 22 |  | 58 | 39 |  |  83 | 56 |  |
|  9 |  6 |  | 34 | 23 |  | 59 | 40 |  |  84 | 56 |  |
| 10 |  7 |  | 35 | 24**EXAMPLE**  |  | 60 | 40 |  |  85 | 57 |  |
| 11 |  8 |  | 36 | 24 |  | 61 | 41 |  |  86 | 58 |  |
| 12 |  8 |  | 37 | 25 |  | 62 | 42 |  |  87 | 58 |  |
| 13 |  9 |  | 38 | 26 |  | 63 | 42 |  |  88 | 59 |  |
| 14 | 10 |  | 39 | 26 |  | 64 | 43 |  |  89 | 60 |  |
| 15 | 10 |  | 40 | 27 |  | 65 | 44 |  |  90 | 60 |  |
| 16 | 11 |  | 41 | 28 |  | 66 | 44 |  |  91 | 61 |  |
| 17 | 12 |  | 42 | 28 |  | 67 | 45 |  |  92 | 62 |  |
| 18 | 12 |  | 43 | 29 |  | 68 | 46 |  |  93 | 62 |  |
| 19 | 13 |  | 44 | 30 |  | 69 | 46 |  |  94 | 63 |  |
| 20 | 14 |  | 45 | 30 |  | 70 | 47 |  |  95 | 64 |  |
| 21 | 14 |  | 46 | 31 |  | 71 | 48 |  |  96 | 64 |  |
| 22 | 15 |  | 47 | 32 |  | 72 | 48 |  |  97 | 65 |  |
| 23 | 16 |  | 48 | 32 |  | 73 | 49 |  |  98 | 66 |  |
| 24 | 16 |  | 49 | 33 |  | 74 | 50 |  |  99 | 66 |  |
| 25 | 17 |  | 50 | 34 |  | 75 | 50 |  | 100 | 67 |  |

 Two-Thirds Majority Vote Table

**\_\_\_\_**

(Year)

**ADDC Convention**

**EXAMPLE**

**Ballots**

**Please do not mark any ballot**

**until directed by the presiding officer.**

**ADDC Convention**

**Association of Desk and Derrick Clubs**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(date)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(location)

**OFFICE OF ADDC PRESIDENT-ELECT**

 (year)

 **OFFICIAL BALLOT**

**EXAMPLE**

* Balloting is by Preferential Ballot.
* Please mark your ballot with the numeral “1” for your first choice and numeral “2” for your second choice (if two names appear below.)

 **O**

 **F**

 **F**

 **I**

 **C**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I**

 **A**

 **L**

 **B**

 **A**

 **L**

 **L**

 **O**

 **T**

**Association of Desk and Derrick Clubs**

**ADDC Convention**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(date)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(location)

**OFFICE OF ADDC SECRETARY**

 (year)

 **OFFICIAL BALLOT**

* Balloting is by Preferential Ballot.
* Please mark your ballot with the numeral “1” for your first choice and numeral “2” for your second choice (if two names appear below.)

**EXAMPLE**

 **O**

 **F**

 **F**

 **I**

 **C**

 **\_\_\_\_\_\_\_\_\_\_\_\_ I A**

 **\_ \_\_\_\_\_ L**

 **B**

 **A**

 **L**

 **L**

 **O**

 **T**

**Association of Desk and Derrick Clubs**

**ADDC Convention**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(location)

**OFFICE OF ADDC TREASURER**

 (year)

 **OFFICIAL BALLOT**

* Balloting is by Preferential Ballot.
* Please mark your ballot with the numeral “1” for your first choice and numeral “2” for your second choice (if two names appear below.)

**EXAMPLE**

 **O**

 **F**

 **F**

 **I**

 **C**

  **I**

 **A**

 **L**

 **B**

 **A**

 **L**

 **L**

 **O**

 **T**

|  |
| --- |
| **TELLER'S REPORT** |
| **(year) Association of Desk and Derrick Clubs Convention** |
| **(Day and Date)** |
|  |  |  |  |
| **President-Elect** | Votes Received |  |  |
|  |   |  |  |
|  |   |  |  |
|  |   |  |  |
| Illegal Ballot |   | \*Total Ballots Cast for Office |   |
| Abstentions |   | \*\* Votes Necessary for Election |   |
|  |  |  |  |
|  |  |  |  |
| **Secretary** | Votes Received |  |  |
|  | **EXAMPLE** |  |  |
|  |   |  |  |
|  |   |  |  |
| Illegal Ballot |   |  |  |
| Abstentions |   | \*Total Ballots Cast for Office |   |
|  |   | \*\* Votes Necessary for Election |   |
| **Treasurer** | Votes Received |  |  |
|  |  |  |  |
|  |   |  |  |
|  |   |  |  |
| Illegal Ballot |   |  |  |
| Abstentions |   | \*Total Ballots Cast for Office |   |
|  |   | \*\* Votes Necessary for Election |   |
| ***\*Total of ballots cast for the office including illegal ballots*** |
|   |
| ***\*\*Majority of votes received plus illegal ballots*** |
|   |  |  |
| ***NOTE: An illegal ballot is counted as a "ballot cast" HOWEVER the candidate does not receive the vote.*** |
|  |
| ***Abstentions do not count as a "ballot cast".*** |

**Club Listing (Attending or Not Attending) with Badge Numbers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | BADGE | REGION  | CLUB NAME | CRED1 RECEIVED | ATTENDING YES/NO |
|  |  1 | W | ABILENE |  |  |
|  |  2 | W | ALBERTA FOOTHILLS |   |  |
|  |  3 | W | AMARILLO |  |  |
|  |  4 | W | ARTESIA |  |  |
|  |  5 | SE | BATON ROUGE |  |  |
|  |  6 | NE | BAY AREA |  |  |
|  |  7 | NE | BUCKEYE |  |  |
|  |  8 | C | BUTLER COUNTY |  |  |
|  | 9 | SE | CORPUS CHRISTI |  |  |
|  | 10 | C | DALLAS |  |  |
|  | 11 | W | EDMONTON**EXAMPLE** |  |  |
|  | 12 | SE | EL DORADO |  |  |
|  | 13 | C | ENID |  |  |
|  | 14 | W | FARMINGTON |  |  |
|  | 15 | C | FORT WORTH |  |  |
|  | 16 | C | GRAHAM |  |  |
|  | 17 | W | GRANDE PRAIRIE |  |  |
|  | 18 | C | GREAT BEND |  |  |
|  | 19 | NE | HEARTLAND SOUTHERN ILLINOIS |  |  |
|  | 20 | SE | LAFAYETTE |  |  |
|  | 21 | C | LIBERAL |  |  |
|  | 22 | C | LONE STAR |  |  |
|  | 23 | W | MIDLAND |  |  |
|  | 24 | SE | MORGAN CITY |  |  |
|  | 25 | SE | NEW ORLEANS |  |  |
|  | 26 | SE | NHMC |  |  |
|  | 27 | NE | OHIO VALLEY |  |  |
|  | 28 | NE | OIL HERITAGE |  |  |
|  | 29 | C | OKLAHOMA CITY |  |  |
|  | 30 | W | PAMPA |  |  |
|  | 31 | NE | PENN YORK OIL AND GAS ASSOC |  |  |
|  | 32 | C | RED EARTH |  |  |
|  | 33 | SE | RED RIVER |  |  |
|  | 34 | W | ROSWELL |  |  |
|  | 35 | SE | SAN ANTONIO |  |  |
|  | BADGE | REGION | CLUB NAME | CRED1RECEIVED | ATTENDINGYES/NO |
|  | 36 | NE | THREE RIVERS |  |  |
|  | 37 | NE | TRI STATE |  |  |
|  | 38 | C | TULSA |  |  |
|  | 39 | NE | TUSCARAWAS VALLEY |  |  |
|  | 40 | SE | VICTORIA |  |  |
|  | 41 | NE | WEST VIRGINIA |  |  |
|  | 42 | SE | WESTBANK |  |  |
|  | 43 | C | **EXAMPLE**WICHITA  |  |  |
|  | 44 | C | WICHITA FALLS |  |  |
|  |  |  | TOTAL CLUBS ELIGIBLE TO VOTE |  |  |
|  |  |  | TOTAL OF CLUBS PRESENT |  |  |
|  |  |  | CLUBS NOT REPRESENTED |  |  |

|  |  |
| --- | --- |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REGION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_REGION DIRECTOR |
|   | CLUB NAME | DELEGATE NAME | SIGNATURE | ALTERNATE | SIGNATURE |
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| 2 |  |  |   |  |   |
| 3 |  |  |   |  |   |
| 4 |  |  |  **EXAMPLE** |  |   |
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|  | REGISTRAR |  |   |  |  |
|  | DATE |   |  |  |  |