



## ***Voting Procedures - KHSAA Annual Business Meeting***

### **1. Location and Preliminary Procedures.**

- a. All voting delegates should be seated in the center section of the hall, while all non-voting delegates shall be seated in the outer areas of the hall.
- b. Delegates will be issued a redemption card and a school labeled paddle at morning session upon registration.

### **2. Use of the Ballot and Floor Voting Procedures**

- a. During the prescribed time on the agenda, prior to the start of the voting session, each delegate will return his/her ballot redemption card in exchange for an electronic scan ballot (s).
- b. The scanned ballots are all identical, with no identifying mark or code. Staff will ensure through registration, that only valid voting delegates are issued ballots.
- c. At time of receipt of ballot, delegate will also receive #2 pencil to use in the completion of the ballot.
- d. Voting on the proposed amendments to the Bylaws and Constitution will be done by ballot. Each delegate has received a ballot for the meeting.
- e. In completing a ballot, each delegate is to completely mark the box indicating the choice for each of the ballot issues. This voting can be done at the conclusion of each issue, or all issues on the ballot can be voted at once following consideration of the last issue.
- f. Delegates are to make all marks dark, and to completely blacken the box indicating the choice on the issue.
- g. There will be no record, electronic or otherwise, of a school's vote on a specific issue on the ballot.
- h. Requests for amendments and procedural motions shall be taken by standing vote using the school labeled paddles or by voice vote.
- i. As this is a Convention, and each delegate represents only one school, there are no provisions for a roll call vote. To allow a roll call vote in this type of assembly would serve the sole purpose of identifying the specific vote of each member and is therefore out of order in accordance with Robert's Rules of Order.

### **3. Submission of Ballots**

- a. Ballots will be collected following the discussion of the last issue.
- b. Upon completion of the ballot, the delegate will hold the ballot up, and KHSAA staff will relay the ballot to the scan machine.
- c. No ballot may be submitted early.

### **4. Results of Balloting**

- a. Following the completion of the tabulation of the ballot, the results of the ballot and all issues contained on the ballot will be announced.
- b. Delegates may choose to wait for the final count on issues, or may choose to receive the results via the mail or web site distribution.
- c. In order to pass and be forwarded to the Board of Control for consideration of future action within the regulatory process, a proposal requires a two-third (2/3) affirmative vote of those schools answering the roll.

### **5. Emergency Procedures**

- a. If electronic problems develop, the school-labeled paddles shall be used for voting.
- b. In this case, KHSAA staff, Board of Control representatives, and other designated delegates will assist in the hand tabulation of the ballots.