



M I C H I G A N  
M I N I S T R Y  
N E T W O R K

**SAMPLE  
BUSINESS MEETING TELLERS  
PLAYBOOK**

# LEAD TELLER'S RESPONSIBILITIES

The Lead Teller is responsible to oversee all the Teller's voting and reporting of election results in all Official Business Meetings of [insert church name] Church.

## **LEAD TELLER'S RESPONSIBILITIES RE: ASSEMBLING A TEAM**

The Lead Teller will need to assemble a team of tellers for the business meeting. The suggested number of tellers would be 5 in total.

## **LEAD TELLER'S RESPONSIBILITIES RE: MAKING A MOTION TO CLOSE THE ROSTER**

At the appropriate time (according to the annual business meeting order of business), the Lead Teller will approach the microphone to state the numbers of the following: members registered guests registered, all absentee ballots, and the total voting constituency.

Once those numbers have been stated, the Lead Teller will make a "motion" to close the roster.

## **LEAD TELLER'S RESPONSIBILITIES RE: COLLECTING THE BALLOTS**

The Lead Teller will make sure that ballots have been distributed to members. Once members have cast their votes, the Lead Teller will make sure that the tellers collect each vote and bring them back to be counted and recorded.

## **LEAD TELLER'S RESPONSIBILITIES RE: REPORTING VOTING RESULTS**

Once a vote has been taken it is the Lead Tellers' responsibility to oversee the counting to make sure it has been accurately recorded on the teller's report.

Each time an election/resolution is voted upon, two copies of the teller's report should be filled out. One copy will be brought to the Lead Pastor and the other copy will remain to be filed with ballots and stored in a secure location.

Once voting has been accurately recorded, the teller's report should be brought to the Lead Pastor. The Lead Teller will hand the teller's report to the Lead Pastor (don't worry about interrupting). The Lead Pastor will read the results of said election.

# TELLERS' RESPONSIBILITIES

## TELLERS' RESPONSIBILITIES RE: ELECTION OF DEACONS

### Teller's Responsibilities

- Make sure all ballots have been distributed to members.
- Collect ballots after each vote.
- Count the votes cast and fill in the Teller's Report (along with the Lead Teller) for each vote.

### First Ballot:

1. The Absentee Ballots are included **ONLY** on the First Ballot. [if your church allows absentee ballots]
2. The Lead Teller will bring the teller's report, with the totals to the platform as soon as it has been filled out and verified for accuracy.

### Second Ballot (if necessary):

1. Please count all ballots and fill out the teller's report, verifying its accuracy. DO NOT count any absentee ballots.
2. The Lead Teller will bring the teller's report, with the totals to the platform as soon as it has been filled out and verified for accuracy.

### Third Ballot (if necessary):

1. Please count all ballots and fill out the teller's report, verifying its accuracy. DO NOT count any absentee ballots.
2. The Lead Teller will bring the teller's report, with the totals to the platform as soon as it has been filled out and verified for accuracy.

### Fourth Ballot (if necessary):

1. After the Third Ballot, if all elections have not been obtained, all but those with the highest number of ballots will be eliminated from balloting. The number of those remaining is determined by the number of offices yet to be filled plus one [per your Constitution and Bylaws].

### BYLAWS: ARTICLE II. ELECTIONS - SECTION 2: BOARD OF DEACONS

*The deacons shall be nominated by the Nominating Committee from the membership of the Assembly. Election shall be by secret ballot and a majority of all votes cast shall be required to elect. If such a majority shall not have been reached by the first three elective ballots, all candidates except those*

*receiving the highest number of votes shall be eliminated from further balloting. The number of candidates remaining will be determined by the number of open offices plus one additional candidate.*

2. The Lead Teller will bring the teller's report, with the totals to the platform as soon as it has been filled out and verified for accuracy.

**Additional Ballots** (if necessary):

1. Please count all ballots and fill out the teller's report, verifying its accuracy. Do NOT count any absentee ballots.
2. The Lead Teller will bring the teller's report, with the totals to the platform as soon as it has been filled out and verified for accuracy.

## **TELLER'S RESPONSIBILITIES RE: RESOLUTIONS**

### Teller's Responsibilities

- Make sure all ballots have been distributed to members.
- Collect ballots after each vote (unless the vote is a verbal vote).
- Count the votes cast and fill in the Teller's Report (along with the Lead Teller) recording the vote.

The following guidelines are what is required for the passing of a resolution. The guidelines are different for a resolution for a Constitution or Bylaws change.

A **[what your church bylaws require...example: 2/3 majority]** is required for a constitutional amendment to pass. This is what is listed in the Constitution of [insert church name].

### **CONSTITUTION - ARTICLE XI. AMENDMENTS** [insert your bylaws statement]

*This Constitution may be amended by a two-thirds vote of the membership of the Assembly in attendance at the Annual Business Meeting or Special Business Meeting called for that purpose, provided due notice of such proposed change shall have been made at all the services on at least two Sundays immediately prior to the date of the meeting; announcement to be made by the Lead Pastor or the Secretary.*

**[what your church bylaws require...example: A simple majority (50% +1)]** is required for a constitutional amendment to pass. This is what is listed in the Constitution of **[insert church name]**.

### **BYLAWS - ARTICLE VIII. AMENDMENTS** [insert your bylaws statement]

*The bylaws may be amended by a majority vote of the membership of the Assembly in attendance at the Annual Business Meeting or Special Business Meeting called for that purpose, provided due notice of such proposed change shall have been made at all the services on at least two Sundays immediately prior to the date of the meeting; announcement to be made by the Lead Pastor or the Secretary.*