**Teller Report Example**

**FY20 Example**

To: NAME, SWE President

Cc: NAME, Society Nominating Committee Chair

 NAME, SWE Headquarters (Archives)

From: NAME, Teller

Subject: Report of FYXX Society Election Results

Date: DATE

The Teller was assisted this year by the vendor, COMPANY NAME, NAME, President. COMPANY NAME electronically created, mailed, received, and tallied the ballots. They reported the totals of the ballots as shown in Table 1 for the FYXX Society election results to the SWE Teller. The returned ballots were processed in accordance with existing Teller procedures approved DATE.

Of the NUMBER ballots sent to the membership, NUMBER valid ballots were returned, representing NUMBER%. No ballots were returned that were deemed invalid. The election results and voting summary are provided in Tables 1 and 2, respectively.

If you have any questions, you may call me at PHONE or reach me by email at teller@swe.org. Thank you for allowing me to serve the Society of Women Engineers.

**Table 1 – FYXX Election Results**

| **Office** | **Candidate** | **Votes** |
| --- | --- | --- |
| **President-Elect** | NAME | NUMBER |
|  | NAME | NUMBER |
|  | [REPEAT AS NECESSARY] |  |
|  |  |  |
| **Treasurer (or Secretary)** | NAME | NUMBER |
|  | NAME | NUMBER |
|  |  |  |
| **Director (3)** | NAME | NUMBER MBER |
|  | NAME | NUMBER |
|  |  |  |
| **Deputy Speaker of the Senate** | NAME | NUMBER |
|  | NAME | NUMBER |
|  |  |  |
| **Senate Secretary** | NAME | NUMBER |
|  | NAME | NUMBER |
|  |  |  |

| **Office** | **Candidate** | **Votes** |
| --- | --- | --- |
| **Trustee (3)** | NAME | NUMBER |
|  | NAME | NUMBER |
|  |  |  |
| **Bylaws Committee Chair Elect** | NAME | NUMBER |
|  | NAME | NUMBER |
|  |  |  |
| **Audit Committee Chair Elect** | NAME | NUMBER |
|  | NAME | NUMBER |
|  |  |  |
| **Ethics Committee Chair Elect** | NAME | NUMBER |
|  | NAME | NUMBER |
|  |  |  |
| **Finance Committee Chair Elect** | NAME | NUMBER |
|  | NAME | NUMBER |
|  |  |  |
| **Nominating Committee Chair Elect** | NAME | NUMBER |
|  | NAME | NUMBER |
|  |  |  |
| **Senator (7)** | NAME | NUMBER |
|  | NAME | NUMBER |

 **Table 2 – FYXX Voting Summary**

NUMBER Eligible members (NUMBER with missing email addresses were sent instructions by mail)

NUMBER Total valid ballots received (NUMBER%)

NUMBER Electronic ballots

NUMBER Paper ballots

NUMBER Invalid ballots not counted

NUMBER Postmarked after DATE

NUMBER Mailings returned to sender as undeliverable

Summary of estimated expenses incurred by the Teller:

 $NUMBER Vendor Contract

 NUMBER hours HQ Staff Time

Signatures:

\_\_ \_\_\_

 Teller

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

 Headquarters