

**Border Terrier Club of America
Policies and Procedures Manual**

Procedure for Dealing with Ballots

This Procedure pertains to all ballots and spreadsheets related to BTCA membership votes on changes to the Constitution and By Laws, Sweepstakes Judges, Board elections, Judges Lists and any other club business.

Once the results are tallied, the paperwork - including the ballots – will be sealed and sent by mail to the Club Archivist.

The Club Archivist will document receipt of the sealed paperwork and retain it for a period of three years.

The paperwork, including the ballots, will remain sealed except in the event of an official recount.