

**After you have determined what you will be ranking and have created your ballot, here are the steps to run a successful mock election.**

1. **Hand out ballots to the audience or attendees.** Save one or two blank ballots for yourself so you can demonstrate how to rank the ballot. Instructions for voters will be on their ballot.
2. **Give a 5 minute warning that ballots will be collected.** Then either have attendees drop the ballots off at a set place or go around and collect ballots.
3. **Count the number of ballots that have been filled out.** You do not need to look at who people voted for, we are only trying to calculate the total number of ballots. Enter the total number of ballots in **Box A**.
4. **Calculate the win number.** To determine how many votes are needed to win, divide the total number of ballots by 2 (50%) then add 1. **Enter that number of Box B.**
5. **Sort the ballots into piles by 1st choices.** Only look at 1st choices and count the piles two or three times to prevent errors. Record the number first choices that each candidate got next to their name in **Round 1**.
6. **Has a candidate reached the win number?** If yes, they win! If no, the candidate with the fewest votes is eliminated (subtract that candidate's votes in the **+/- column** in line with their name - if they had 10 votes it should read -10). All of the voters who selected that candidate as a 1st choice will have their vote to go their 2nd choice. To do this, pick up the pile for the eliminated candidate and one by one add those ballots to the pile of the voters' 2nd choice. Write the number of votes each candidate received in the **+/- column** in line with their name, then count the piles again and write the totals in **Round 2**.
7. **Once again, check if a candidate has reached the win number.** Continue this process, eliminating the candidate with the fewest votes each round, until a candidate reaches the win number.

Total Votes =	Box A	(Total Votes ÷ 2) +1 =			Box B		← Win Number		
Only 1st Choices    ↓		↓ Subtract eliminated candidate's votes, add 2nd choices							
Candidates	Round 1	+/-	Round 2	+/-	Round 3	+/- -	Round 4	+/-	Winner!
Candidate 1									
Candidate 2									
Candidate 3									
Candidate 4									
Candidate 5									

### Tips for Mock Elections

1. In some very rare cases (in small groups this can happen more easily) there may be a tie, either for the winner or determining which candidate to eliminate. If that does happen, fill out your blank ballot to break the tie. If there is a tie that you are not able to break, explain that in the real world the chances of that happening are slim and just as likely as ties in the current system.
2. When going through the counting process you can speculate on how candidates were campaigning. If you were ranking candy and jelly beans were eliminated and most of their voters ranked starburst as their 2nd choice you could infer that those voters prefer fruity candies.