

Revised April 7, 2018
RULES AND PROCEDURES
NOMINATING AND ELECTION COMMITTEE
(For Special Election of Vacated Board Member Seats)

1. The RTA Board should appoint the Nominating Committee Chairman at a meeting of the Board. No person will serve as Nominating Committee Chairman two consecutive years, although if possible, the previous Chairman or a Committee Member should serve as a member on next year's committee. The Chairman should submit an article for the Newsletter stating that he/she has been appointed Chairman of the Nominating Committee and is looking for interested lot owners to serve on the committee. **(Some members have already volunteered interest to serve on this committee- per Special Board Meeting: April 6 2018).**
2. The Chairman should select two to three Committee Members so that the committee will be comprised of up to four (4) individuals. The Committee Members will be approved by the Board.
3. **Due to the special nature of this election, please disregard this step:** The Nominating Committee must submit an article for the August/September Newsletter informing the lot owners that they are accepting nominations for the upcoming election of a new Board of Trustees. The nominating period begins no later than August 25th and ends no later than September 25th for lot owners in good standing as of September 25th.
4. All potential Candidates should be checked with regard to lot ownership. This validation should be done at the County Court House by the Nominating Committee Chairman or by the RTA Office Secretary prior to the printing of the ballots. Only Members/Lot Owners in good standing may nominate another member for possible candidacy.
5. All Candidates shall sign a letter of commitment (attached) before the name is placed on the ballot. Resumes will be attached to the letter of commitment. Any resume prepared by any candidate must be restricted to personal data regarding the Candidate and Candidate's family, his knowledge or experience qualifying him/her for the position sought. The Nominating Committee reserves the right to delete any information not germane to the resume rules after discussion with the candidate involved.
6. Position of candidates' names on the ballot will be placed in alphabetical order.

7. All ballots, candidates resumes, return envelopes, letters to members and other required documents should be printed and deposited in the U.S. Mail no later than **May 1, 2018**.
8. A Member of the Nominating Committee and the Treasurer of the Board must verify that ballots are sent out to lot owners in good standing.
9. All letters going out with the ballots should state the following: “The ballots can be sent back to the Nominating Committee Chairman, in care of The Lake Camelot Office, 9278 W. Lake Camelot Dr., Mapleton, IL 61547 or can be brought to the Lake Camelot office by 5:00 PM, May 18, 2018.
 - A. The ballot should be a full 8 ½ by 11 sheet of paper. The top half of the ballot should include a detailed explanation of how to mark the ballots properly with examples given as to what is acceptable a check √ or X
 - B. The top half should also include instructions on how to obtain a new ballot if they make a mistake.
 1. Bring the spoiled ballot to the nominating committee chairperson with a written request for a new ballot.
 2. The Chairperson should write on the old ballot “spoiled” in large letters, sign their name and date it, then attach it to the written request for a new ballot, then give it to the ballot counters before they start counting ballots.
 3. The chairperson shall ask the office manager to issue a properly marked new ballot to the requester.
10. Return envelopes should be addressed to the Chairman of the Nominating Committee in care of Lake Camelot office, 9278 W. Lake Camelot Dr., Mapleton, IL 61547 and retained unopened until the counting of the ballots. If ballots are returned in manner other than the envelopes provided, then the envelopes should be open only enough to determine the presence of a ballot.
11. The Nominating Committee shall appoint 2 ballot counters and a ballot caller who are not otherwise involved in the Nominating Committee.
12. The ballots will be opened in the Clubhouse Office no earlier than the night before and no later than two hours before the meeting scheduled for **Wednesday, May 23, 2018**. All ballots brought to this **Special Meeting of the Membership** shall be accepted until the meeting is brought to order. All results are to be kept confidential until this **Special Meeting of the Membership**. The Counters and Poll Watchers should sign the results and tally sheets and turn them over to the nominating committee chairman for presentation at the **Special Meeting of the Membership**. It is recommended that the only people allowed to be present as

the time the ballots are counted are those people authorized by the nominating committee.

The ballots shall be counted in the following manor:

- A. 5 tally sheets are to be prepared ahead of time with appropriate space for tally marks.
 - B. The caller shall number all ballots consecutively as he reads them aloud.
 - C. The vote trailers shall mark the tally sheets as follows:
 - 1. As a candidate receives 5 votes the talliers shall say check.
 - 2. If there is a discrepancy a vote of 4 to 1 by the trailers will be needed to correct the sheet that is in question.
 - 3. If more than 1 tallier is off on their count the ballots shall be recounted for that candidate only.
 - D. After each 50 ballots are called by the caller, the 2 talliers shall check their totals for all candidates. A vote of 4 to 1 may correct a total if only 1 candidate's total is off on 1 talliers sheet. If all talliers totals are in agreement the group of 50 ballots will be set aside. (The reason for this step is if an error is discovered later in the tallying procedure only the ballots since the last group of 50 need to be recounted,)
 - E. A ballot may be challenged by anyone authorized to be present in the room. A vote of the 2 talliers and the caller shall determine if the ballot should be counted. If a tie exists then the Nominating Committee Chairperson shall cast the tie-breaking vote.
 - F. In the case that a write-in candidate appears on a ballot, the ballot should be counted but the write-in should be ignored since the election rules have not been followed.
 - G. No cumulative voting will be allowed for any candidate.
 - H. After the ballots are counted they shall be sealed in large envelopes and a confidential seal shall be placed on the envelope with at least 2 authorized signature son it. The 5 tally sheets and the election results sheet shall be signed by all present during ballot counting.
13. All ballots must be marked with a Lake Camelot Corporate Embossed Seal not associated with or identifiable in any way with any property owners name. All ballots returned must be confirmed as authentic by presence of the corporate seal or changing of the corporate seal will result in the ballot being spoiled and that ballot will not be counted.

14. Recounts and Challenges of results:

- A. The signed and validated tally sheets and election results sheet shall be made available for any RTA member's (in good standing) viewing. If a discrepancy is discovered the Nominating Committee Chairperson shall reconvene all ballot counting team members and poll watchers for the purpose of reviewing and/or correcting the above-mentioned sheets only.
- B. If a challenge and/or recount is requested by any RTA member in good standing a determination as to the necessity of a full recount of all ballots shall be by the Board of Directors before they officially adjourn or dissolve which shall be no sooner than 3 days after the **Special Meeting of the Membership**. If they vote for a recount then the ballot counting committee shall be reconvened along with any other RTA members authorized by the old Board. The sealed ballots may be opened at this point only and by no other method or authorization

15. The Nominating Committee Chairman, or such other person as the Committee should designate, will present the verified election results at the appropriate point in the agenda of the **Special Meeting of the Membership** and then the Committee will be automatically dissolved.

16. At **Special Meeting of the Membership**, ballots and reports including tabulating sheets, signed by the Counters, must be given to the Secretary of the Board. The Secretary will retain ballots for sixty (60) days following the election. The Chairman of the Nominating Committee will post the election results in the **upcoming** newsletter.

CANDIDATE LETTER OF COMMITMENT

By your signature below, you agree to comply with the following:

- A. Actively serve on the Lake Camelot Round Table Association Board of Directors for the **remaining terms as dictated by the remaining timeframe concurrent with the open seats vacated.**
- B. Attend board meetings, which are held the third Wednesday of each month. (Any member who has three unexcused absences from board meetings will be asked to resign.)
- C. Be aware of board member duties and work for the best interest of the entire community as well as the association.
- D. Acquaint yourself with policies, practices and procedures of the board of directors.

In the space below (**or on a separate attached sheet**) please give a brief introduction of yourself, your family, years of affiliation with Lake Camelot, your education, occupation, place of employment, etc. Also include your work or other experience (i.e. or community involvement) that would be an asset to the board as well as your outside interests and activities. Please elaborate on the reasons you would like to be elected to serve as a member of the _____(year) R.T.A. Board of Directors. Please state what you see as concerns, the future needs of Lake Camelot and how do you feel you could contribute to them. Please feel free to include changes, improvements, etc. that you would like to see made for the betterment of the association. You might also add areas of special interest to you. Thank you and good luck!!

SIGNATURE

LOT #