

APPROVED REVISION 08/2014
RULES AND PROCEDURES
NOMINATING AND ELECTION COMMITTEE

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.
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 at the September Meeting.
3. 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 November 1.
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 or brought to the Annual Meeting.
 - 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 at the Annual Board Meeting. 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. All valid ballots may also be received at the Annual Board Meeting before it convenes.
11. The Nominating Committee shall appoint 2 ballot counters and a ballot caller who are not otherwise involved in the Nominating Committee. They shall be appointed no sooner than November 1 and no later than November 21.
12. The ballots will be opened in the Clubhouse Office no earlier than the night before and no later than two hours before the Annual Board Meeting. All ballots brought to the Annual Board Meeting shall be accepted until the meeting is brought to order. All results are to be kept confidential until the Annual Meeting. 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 Annual Board Meeting. 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 annual meeting. 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 Annual Board Meeting and then the Committee will be automatically dissolved when the new board is officially seated.
16. At the Annual Board Meeting, 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 January newsletter

SAMPLE LETTER

"If you want to change the world, be that change." ~Ghandi

MONTH/DATE-YEAR

NAME
ADDRESS
Mapleton, IL 61547

Dear Mr./Mrs XXXXXX,

Congratulations! You have been nominated by a member of our community to run for the Lake Camelot Round Table Association Board of Directors. This year, xxxx positions are up for election. The board meets on the third Wednesday of every month at 6:30pm. As a member of the board, you will be working towards what is best for the entire community, as well as the Association. Please sign and return the enclosed 'Candidate Letter of Commitment'. The deadline is October xx, xxxx at 9:00 a.m. Also, include a brief statement about yourself and why you are interested in serving the community.

"A volunteer is a person who believes that people can make a difference – and is willing to prove it."
~Anonymous

Please make a difference in our community. I look forward to seeing your name on our ballot.

Thank you,

XXXXXXXXXX, Chairman
(year) NOMINATING COMMITTEE