

Rockcastle Karst Conservancy

Board of Directors Election Committee Guidelines

Approved 10/19/2014

Revised 12/10/2017

Revised 12/4/2022

The Election Committee shall consist of an Election Committee Chairman and minimum of three additional members appointed annually by the RKC Chair. If possible, at least one Committee Member should be picked from each of the four 'Member Grottoes' being GCG, BGG, COG and DUG. All members of this committee shall be RKC Members. The Election Committee shall be responsible for the process of the election of Directors in strict accordance with the Election Committee Guidelines. The Election Committee Guidelines are promulgated from time to time by the Executive Committee.

Only RKC Members 18 years of age or older may vote or hold office. All Individual, Sustaining, and Lifetime members are considered full members for voting purposes and can vote. Benefactor and Honorary have no voting rights. Only RKC members of record on December 1st are eligible to vote in the election of Directors following the December meeting.

Rules for the General Election

The Election Committee shall accept nominations, prepare the ballots, submit to a balloting service a list of all eligible RKC members with a functioning email address, mail the ballots to the remaining RKC Members (for a General Election), accept the electronic results and count the returned postal ballots, then announce the officers in accordance with the Election Committee Rules. It is important that a current email address is used for each RKC Member. Pursuant to Chapter III, Section E of the RKC Bylaws, only voting members of record on the 90th day prior to the Annual Meeting are entitled to vote in that year's election.

Nominations

- Nominees for the Board of Directors should be current members of the National Speleological Society. Exceptions may be made to accept a non-NSS nominee by a majority vote of the current Board.
- It is the responsibility of the Election committee to solicit nominations. Nominations can be accepted from any current RKC member in good standing.
- As noted in the Land Trust Alliance Standards and Practices, it is important to select nominees so that RKC will:
 1. Have a board of sufficient size, skills, backgrounds and experiences to conduct its work effectively.

2. Have a board substantially composed of independent members to reduce risk arising from conflicts of interest.

- Nominations will be opened at the September General meeting of RKC.
- Nominations can be accepted through the December General Meeting of the RKC.
- Nominations can be made by mail or Email application. Nominations can be made by the candidate, or others. If not made by candidate, the nomination must be agreed to in writing by the candidate nominated before the December meeting
- Seconds will not be required for nominations.
- Candidates will be required to provide biographical information as well as a statement as to why they would like to be elected to Director, only for sharing with the general members to help the selection process. This information may not exceed 500 words in length. If such information is not received by the Election Committee by December 31st, the candidate's nomination will be nullified.

Voting

- Only the number of boxes equal to the number of open positions may be checked for an office.
- Partial ballots WILL be counted.
- Ballots with more than the specified number of votes WILL be disqualified
- Write-in votes shall not be counted.

Preparing Electronic Ballots

- The list of candidates and their statements will be prepared and submitted to a reputable electronic balloting service according to their procedure.
- The Committee shall submit to the balloting service a list of all eligible RKC members with a functioning email address in the membership database. This list must be submitted in sufficient time for the service to initiate the balloting process by January 10th

Preparing Paper Ballots and Envelopes

The Ballots shall be prepared and mailed to each eligible RKC Member without an email address on or before January 10.

- Ballots shall be printed on colored paper with instructions that include how to mark, how to return, and where and when to return the ballots.
- The ballot shall have a check box for each candidate.
- The ballot and a return envelope shall be placed in a business letter size envelope and mailed to each RKC Member. The biographical information and the statement as to why they would like to be elected to Director will be included in this mailing.
- The Election Committee shall apply address and return labels for both envelopes.
- The return address label for the RKC Member shall include their return address

Voting via Paper Ballots

- The ballots shall be folded in the envelopes so the printing does not show through.

- Ballots must be returned in the provided return envelope.
- There shall be only one ballot per return envelope.
- If two or more RKC Members live at the same address, their individual sealed returned envelopes may be mailed in a larger return envelope for convenience.
- The ballot, in the returned envelope, must be **received by February 10** or it will not be counted.

Processing and Counting the Paper Ballots

- The sealed returned envelopes are to be mailed back to arrive at the designated location by February 10. The envelopes will remain sealed and stored in a secure location.
- After the close of the electronic balloting, if the number of paper ballots returned could make a difference in the election results, the paper ballots should be counted in an Election Committee meeting as per the "In the Case of a Significant Number of Paper Ballots" section below.
- If there are NOT enough paper ballots returned to make a difference in the election results, then the ballots should be opened by the Election Chair, and results added to the electronic total.

In The Case of a Significant Number of Paper Ballots

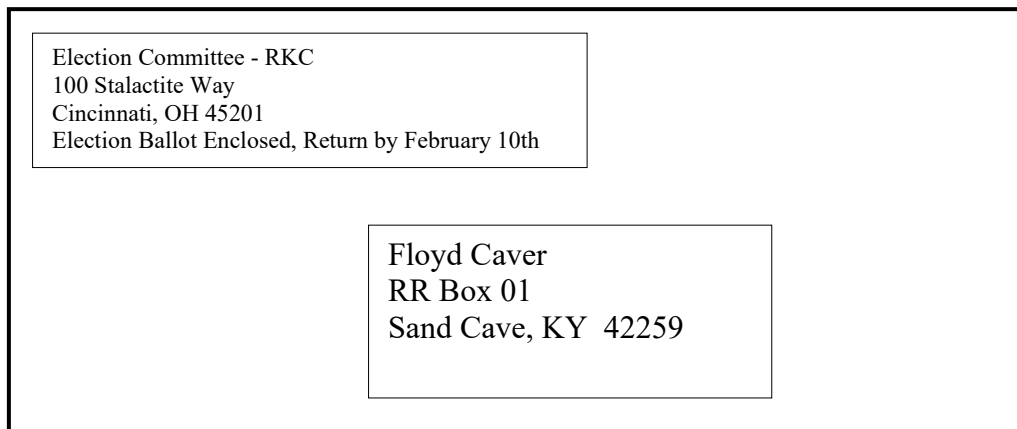
- No envelopes will be opened until a meeting called by the Election Committee Chairman, on or after February 10, for the purpose of validating and counting the ballots. The meeting will follow these directives:
- The Election Committee Chairman and a minimum of three additional Election Committee Members must be present.
- Only Election Committee Members will be present and participate in this process.
- The Chairman will explain the seriousness of this meeting and will insure full participation by the Election Committee Members present.
- The Election Committee Members are there to participate and check the action of the other Committee Members, so that the general membership can be assured of a fair and accurate election.
- The name and return address on the sealed envelopes are to be checked against a list of RKC Members of record on December 1st prior to the Annual Meeting.
- Only sealed envelopes from eligible RKC Members are further processed. Letters without return address WILL be disqualified.
- The Committee determines that there is not more than one envelope for a given RKC Member. If so, BOTH will be disqualified.
- Checked envelopes are then opened and the folded ballots are separated and removed without looking at the marked portion of the ballots.
- Two or more Election Committee Members watch as the votes are then counted by two Election Committee Members.
- The votes are counted again by two different Election Committee Members.

- The tallies must agree or the votes will be counted again until all Committee Members are satisfied of the count.
- The return envelopes and the ballots will be stored in a sealed container and kept in a safe place should the need arise for a recount due to a challenge to the election.
- The ballots and envelopes will be destroyed in June.

Announcing Results and Transition

- The Committee will combine the results of the electronic balloting system and any paper ballots received.
- After weighing the results of the combined totals, the Election Committee will notify the candidates, the Board, and the members, in that order, of the results **at least one week** prior to the spring RKC meeting.
- The actual counts are not to be revealed outside the Election Committee to avoid embarrassment to candidates.
- In the event of a tie for the last position, the two candidates will meet with the Board for a coin toss. The coin will be tossed by any Director not a candidate in the current election.
- In the event a position is not filled, for any reason, the position will be filled per Article IV.A.4 of the By-Laws.
- The current Officers run the March General meeting. During that meeting the Election Committee will announce the results of the election. The newly elected Officers take effect upon the Announcement.

Example of Envelope mailed to RKC Member



Example of return envelope mailed to Election Committee

Floyd Caver
RR Box 01
Sand Cave, KY 42259

Election Committee
RKC
100 Stalactite Way
Cincinnati, OH 45201

Rockcastle Karst Conservancy

Official General Election Ballot (Draft)

Instructions:

- In order to vote, you must be a RKC Member.
- Check only X boxes
- Write-In Votes are not counted.
- There is no need to sign the ballot.
- Fold the ballot so that the printing is inside the fold.
- Only one ballot per return envelope.
- Ballots must be returned in enclosed return envelope.
- Ballots must be **received by February 10** or they will not be counted.

Director of the RKC

- Candidate One
 - Candidate Two
 - Candidate Three
 - Candidate Four
 - Candidate Five
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CHECK ONLY X BOXES