

Procedures for On-site RCI, Inc. Elections

Nominating Chair Duties during the Annual Meeting

1. Candidates speak to present their positions
 - Secretary/Treasurer
 - 2nd VP
 - 1st VP
2. Call to the floor for any write-in candidates
3. Call to the floor to close nominations
4. Ballots are collected
5. Count and tally votes – Follow *Procedures for Counting and Tallying Votes* below
6. Announce results of voting
7. Introduce new board
 - Thank unsuccessful candidates and encourage they run next year.
 - Congratulate newly elected Officers
8. With acceptance of the vote the vote record document will be destroyed.

Procedures for Counting and Tallying Votes

1. Two members of the Nominating Committee and two RCI staff members will withdraw from the meeting room to count ballots. This group will be known as the Vote Counters. The vote count is closed to all other parties.

The Nominating Chair and a committee member appointed by the Chair shall be present.

In the event the Nominating Chair is unable to attend, his replacement will be appointed by the current President of RCI.

Two RCI Staff members appointed by the EVP/CEO shall also be present.
2. The RCI Staff will distribute a ballot to each RCI voting member eligible to vote during the annual meeting.
3. Ballots will be divided between three Vote Counters. Each vote counting person will divide ballots into a separate stack according to the candidate receiving that vote. The Nominating Committee Chair will oversee the counting and write the total vote for each candidate onto the vote record document.

If there is a competitive election for the Second Vice President position the vote count process will be continued in the same manner after the Secretary/Treasure candidates have been counted.

4. The ballots will be passed to a different counting person who will verify the total votes for each candidate. This process will confirm that the original count is correct. Any discrepancy will be resolved by passing the ballots to the vote counter who has not reviewed that group of ballots.
5. The total of each Candidate's convention votes will be combined with the count of ballots from members who voted prior to the convention.
6. All four of the Vote Counters will sign the official vote record indicating their agreement with the process and count.
7. The Nominating Committee Chair will announce the result of the vote to the general membership.