



Nominations and Elections Guidelines

Spring 2007 Edition

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Prior to Annual Meeting

Section 1: Nominations and Elections Committee Assignment and Makeup

Makeup: Seven (7) Members:

- 1) The Immediate Past Chairman of ARVC shall serve as the Chairman of the Nominations and Elections Committee.
- 2) One representative from each of the six Voting Areas.

Appointment of the Nominations and Elections Committee:

- 1) There shall be one member selected for each of the six Voting Areas and for the purpose of this committee, all board members are considered as a member from their appropriate Voting Area.
- 2) Any board member wishing to serve on the Nominations and Elections Committee may place their name for consideration before the Board in writing three days prior to the last board meeting of the year
- 3) The members of the Nominations and Elections Committee are elected for one year at the first meeting of the new Board meeting of annual convention.
- 4) The Board shall elect the members of the Nominations and Elections Committee from the list of candidates from a region, the procedures for elections of officers shall be followed.
- 5) Should there be no volunteers from a Voting Area, the Executive Committee will have the option of appointing someone from that Voting Area to serve on the committee.

It is important to select persons not seeking election during their term on this subcommittee. Should a subcommittee member decide to seek election to the board during their membership on this committee they must remove themselves from any candidate reviews and the decision process from the region in which they are seeking election.

It is important that the Governance Committee and the Nominations and Elections Committee members are familiar with the bylaws and policies regarding elections. They, together with this booklet, are the sources for answers to questions regarding elections and nominations. In the event there is a question that is not answered clearly in writing, the ARVC President, the National Chairman, the Nominations & Elections Committee Chairman and the Governance Committee Chairman must be consulted prior to making any decisions.

Section 2: Timing and Data Collection

Once the Nominations & Elections Committee persons have been contacted and have accepted the position, the following must be accomplished:

First order of business for the subcommittee is to establish the following:

- 1) Work with staff to ascertain the open board seats for the election in the next annual meeting, including checking for any realignment of board members due to membership changes.
- 2) So that the ARVC Board can be informed of the status of the election slate at their Spring Board Meeting, contact ARVC Staff to ascertain dates of that meeting and ask Staff to calculate the following based on the first day of the board (not committee) meeting:
 - a) The deadline for staff and committee to send each affiliated state an invitation to submit nominations for candidates. (60 days prior to the Spring Meeting)
 - b) The deadline for accepting nominations from the States (1 week prior to Spring Meeting)
 - c) The deadline for individual nominations by petition (120 days prior to Annual Meeting)

Section 3: Notice of Election

The Committee is to work with ARVC staff to insure proper implementation of the election process.

- 1) Send notice 2.a. above to affiliated states having an opening for a board seat. (See Appendix A)
- 2) Outline prerequisites for nomination as outlined in Article IX, Section 3. (See page 9 of this booklet)
- 3) Publish Notice of individual nominations as outlined in 2.c above.

Section 4: Prerequisites and Eligibility

- 1) All Nominations must meet the eligibility criteria as set forth in article IX, Section 3 of the ARVC Bylaws.
- 2) Nomination packets must include the following:
 - a) A letter from the Affiliate State President or Executive attesting to a state board action to nominate said nominee, **OR**, A form with 15 certifiable voting member signatures nominating candidate.
 - b) A letter from candidate certifying willingness and reason they wish to serve.
 - c) A Biography stipulating candidate's abilities and outlining involvement as described in Article IX of the ARVC Bylaws.

Section 5: Certification of Nominations

Upon receiving the nomination information from staff:

- 1) Distribute copies to all committee members.
- 2) Ask committee members for input and ultimately, approval of submissions.
- 3) Any questioned nominations which appears not to meet the eligibility criteria, the committee shall provide the nominee with an opportunity to correct the problem in a timely manner before rejecting that submission
- 4) Present a written report to Governance Chair and the ARVC President of the eligible candidates and the regions they represent.
- 5) Assist Staff in putting together the packet for the nominations report to the Board.
- 6) Staff must certify each of the 15 signatures (if applicable) to be valid voting members.

Section 6: Reporting

Upon certifying nominations the following must be done:

- 1) Assist Staff in putting together information for the ARVC report announcing candidates to ARVC membership.
- 2) Within 90 days of the annual meeting, report is to be prepared for the ARVC ExCom, the ARVC President of each eligible candidate and the voting region they will represent.
- 3) See that staff prepares ballots, ballot books and ballot boxes for the caucuses.
- 4) Verify that the voting area caucuses information and time limits are printed correctly in the Convention Program. (There may be more than one reference so check all pages)

Annual Meeting Agenda

Section 1: Procedures for Conducting the Voting Area Caucuses

The Committee is responsible for the Annual Elections Procedures:

- 1) Upon arrival at annual meeting site, check with staff and verify the following:
 - a) See that all materials for the elections, included printed ballots and individual ballot books and ballot boxes are available for the area caucuses.
 - b) Verify that absentee ballots are secure and unopened and will be available for counting at the assigned polling place.
 - c) Verify that a ballot book for each voting area caucus in which there is an election is in proper use at the elections desk.

- d) Verify that the Registration Desk is reminding members to go directly to the election desk after registration to obtain their ballot slip if they are in a region where there is an election.
 - e) Ascertain that a location has been designated for the counting of ballots and the location is known by staff and the elections desk.
 - f) Remind staff and elections personnel of the caucus procedures and explain that the polls need to close 30 minutes after the beginning of the caucus in order to allow enough time for a vote count, a possible re-vote in the event of a tie and the announcement of the results before caucuses are adjourned.
 - g) Each voting ARVC member is entitled to only one ballot per election. Anyone requesting an absentee ballot cannot be issued a ballot at the voting area caucus, but they can bring their absentee ballot and deposit it at the polling place up to the closing of the polls.
 - h) In the event that a member requesting a ballot is not in the ballot book, elections desk personnel must verify with staff that the member is in food standing and a designated voting member, prior to manually entering the member in the ballot book and issuing a ballot. The Nominations and Elections Committee Chair may replace the extra ballot slip from secure inventory if required.
- 2) At least one day prior to the caucuses, committee chair must make certain that there will be a representative from the committee at each caucus holding an election who will conduct the election procedure. If additional volunteers are required it is important that they are chosen prior to the day of the caucus. (It is imperative that the persons selected have no vested interest in the election they are moderating.
- a) Provide each moderator with a script (Appendix B) for conducting the election process in his or her caucus.
- 3) Check with the election desk and make certain everything is going well.
- 4) Day of Caucus:
- a) Make certain that a staff member can provide the absentee ballots to the designated counting place at the time the polls close.
 - b) Obtain and assign the ballot books and blank ballot slips for each caucus in which there is an election. Blank ballot slips may be issued at the caucus up to the time of the polls closing, once the applicant has been checked against the ballot book.
 - c) Assigned person will attend the caucus and conduct the election process. It is important that the person conducting the election process has no vested interest in the outcome of the election in this caucus. The person is to strictly follow the guidelines contained herein to conduct the elections process and must use the script provided (see Appendix B).
 - d) Closing of the Polls
 - i) An announcement must be made in the caucuses holding an election 10 minutes prior to the closing of the polls that the polls will be closing in 10 minutes
 - ii) Upon closing of the polls another announcement must be made that the polls are closing.
 - iii) Invite any candidate or representative of a candidate to accompany the ballots to the counting place and monitor counting of the ballots
 - iv) All absentee and cast ballots must be counted separately. Each set of ballots must be counted by three (3) people who do not have a direct interest in the election.

- v) Any candidate of proxy may be allowed to count the ballots for their elections only.
- vi) In the event of a tie, the procedure outlined by Roberts Rules must be used to break the tie.
 - 1) An announcement must be made to the caucus concerned that a tie has occurred and that a re-vote will be attempted to break the tie. Absentee ballots will be recounted as originally cast and those present at the caucus who voted in the first round should be given a new ballot and asked to vote again.
 - 2) In the event of a second tie, the drawing of lots shall break the tie. A coin shall determine the winner.
- e) Return to the area caucus and announce winner
- f) Provide a summary of the results to the Association Chairman and to the ARVC President prior to the start of the Annual General Meeting
- g) Report to the general membership the outcome of the elections, using the script provided in these guidelines (See Appendix E).

Section 2: Executive Committee Elections

The subcommittee chairman must do the following for the ExCom Elections process:

- 1) Prior to the Annual Fall Meeting, insure the appropriate form (Appendix C) is included in the board packet of all board members.
- 2) During the first board meeting of the annual fall meeting the committee chair or the Chairman of the Board should remind board members of the election process and that they must turn in the appropriate form prior to the end of the board meeting to be eligible to run for office. The committee chair should also remind board members that all Ex-Com positions are open to eligible directors and that some may be vacant as a result of the sitting officer(s) having served their full term.
 - a) Qualified ARVC board members must submit their intent to seek position on the ExCom as outlined on the nomination form (Appendix C).
 - b) In the event there are more than three candidates for any one office, the committee is to interview all candidates for said office and prepare a slate of only three candidates to be presented to the board.
 - c) The committee chair must prepare a report of candidates and give it to the ARVC chair and the ARVC President as soon as the slate of officers is ascertained.

During the election portion of the Board Meeting, the Chairman of the Nominations and Elections committee conducts the meeting.

Procedure:

- 1) Explain the following elections procedures to the Board
 - a) The order of elections is:
 - i) Chairman
 - ii) Vice-Chair

- iii) Secretary
- iv) Treasurer
- b) Candidates submitted for each office will be announced.
- c) Nominations will be allowed from the floor.
 - i) Any candidate nominated from the floor must accept the nomination and express a willingness to serve.
 - ii) Chair will ask for nominations from floor three times. (according to Roberts Rules)
- d) If more than one candidate, ballots (Appendix D) will be handed out to each voting board member to select a winning candidate.
- e) New offices will be sworn in.
- 2) Begin the election procedure:
 - a) Announce all candidates for Chairman in alphabetical order.
 - b) Ask for nominations from the floor (three times)
 - c) Proceed to election process:
 - i) If only one candidate ask the outgoing secretary to cast a single unanimous ballot for the candidate.
 - ii) If more than one candidate:
 - 1) Give each candidate (in alphabetical order) the opportunity to make a 2 minute or less campaign speech.
 - 2) Pass out ballot slips to each eligible voting board member and have them cast a ballot for a single candidate.
 - 3) Subcommittee will count the ballots three times.
 - a) The voting process is repeated until one candidate receives a majority of the votes.
- 4) Subcommittee chair will announce the winner.
 - d) Repeat the above process for each position on the Executive Committee.
 - e) In the event that the outgoing Secretary from the previous term is filling the final position of Secretary, and he/she was the only candidate, the outgoing Chairman should be asked to cast a single unanimous vote for the candidate.
- 3) Swearing in of new officers.
 - a) Committee Chair invites all the newly elected officials to the front of the room and swears them into office using the script included in this booklet (Appendix F)
 - b) Committee Chair turns to the Board of Directors and presents the newly elected Executive Committee to the Board and returns the floor to the newly elected Chairman of the Board.

Miscellaneous Subcommittee Duties

Section 1: Verification of Other Election Procedures

From time to time, ARVC may include, or be supported by additional groups and councils. These currently include the Supplier Council, the Business Forum, the Education Foundation and the Council of Delegates. In each case, the appointed head of each group occupies a seat on the Board of ARVC.

- 1) In order to ensure that ARVC By-Laws governing Board tenure are adhered to, The Governance Committee is required to monitor the appointment procedures for such additional groups and councils.
- 2) Where such groups have their own By-Laws governing the appointment of a Chairman or group representative (e.g. Education Foundation) the Governance Committee must monitor the group's compliance.
- 3) Where such groups do not have their own By-Laws (e.g. Supplier Council), the ARVC By-Laws should be used to in order to monitor compliance.
- 4) In the event of conflict between a group's By-Laws and ARVC's By-Laws relating to appointment of a Chairman or group representative, ARVC's By-Laws shall take precedence.
- 5) The ARVC shall call upon the Governance Committee to provide notification of any failure on the part of such groups or councils to follow the prevailing By-Laws in this respect.

(APPENDIX A)

NOTICE OF OPEN ARVC BOARD POSITIONS
ARVC BOARD NOMINATIONS 2007

February 6, 2007

TO: Affiliated State Association Presidents
Affiliated State Association Executive Directors

FROM: Jason Sheaffer, Chairman
ARVC Nominations & Elections Committee

RE: **2007 NOMINATIONS PROCEDURE FOR OPENINGS ON THE
ARVC BOARD OF DIRECTORS**

Please Read Carefully & Adhere to Deadlines

This memorandum describes the procedure by which state associations may make nominations for open seats on the ARVC Board of Directors which will become available in November at the 2007 InSites Convention & Expo in Phoenix, Arizona

The following Board members' terms end in November, 2007:

<u>VOTING AREA</u>	<u>CURRENT BOARD MEMBER</u>	<u>TERM ON BOARD</u>
<u>Voting Area 1*</u>	David L. Berg (ME)	Served 1, 3 year term
<u>Voting Area 2</u>	No Openings	
<u>Voting Area 3**</u>	No Openings	
<u>Voting Area 4</u>	No Openings	
<u>Voting Area 5***</u>	Carolyn Strong (MO)	Served 1, 3 year term
<u>Voting Area 6</u>	No Openings	

The nomination process is a bit different this year due to the natural attrition process outlined in the governance restructuring plan. Through that process, any Board member who has served only one three year term in a seat that would otherwise dissolve under natural attrition, remains eligible for a second three year term should they choose to run. There is no nomination process needed except for the state executive to contact that Board member to determine his/her desire to run for a second term. The vote to get them on the ARVC Board would only be a "yes/no" vote of the members from that Voting Area. If the person chooses not to run, his/her seat would be dissolved to get down to two Board seats per Voting Area.

*Voting Area 1: There can be no nominations from Connecticut since Pat Quinn is on the ARVC Board representing Voting Area 1 from Connecticut.

**Voting Area 3: The seats of Gary Doudna (WI) and Garry Cole (OH) will dissolve under the natural attrition process bringing Voting Area 3 into compliance with governance restructuring leaving two seats on the Board from Voting Area 3.

***In Voting Area 5, Carolyn Strong is eligible to run for a 2nd three year term. Carolyn was elected to serve her 1st three year term which is ending in 2007 and previous to that was appointed to fill the remaining 2 years and 10 months of a Board member who resigned from the Board. If Carolyn chooses to run, her nomination would be voted on by a “Yes/No” vote of the members in Voting Area 5 per the paragraph above.

NOTICE OF OPENING OF NOMINATIONS

The ARVC Bylaws provide that each state be given sixty (60) days from the time this notice is sent to nominate their candidate(s) to the ARVC Board prior to the petition process kicking in which takes place after that 60 day window. This announcement satisfies that required notice. The Bylaws further provide that qualified recommendations must be returned to the Nominations & Elections Chairman in care of Linda Profaizer, ARVC President, at the ARVC home office. **The deadline for receipt of these pre-petition nominations is April 13, 2007.**

QUALIFICATIONS

The Bylaws stipulate the following requirements of nominees to the Board.

Article IX

Section 3 – Candidates and/or Nominee Requirements

- B. No person shall be eligible to become a Director or Officer unless they:
- i) Have been an RV Park or campground owner/operator for at least two years or must have industry experience including, but not limited to, being the owner/operator, vendor or experience working within the industry;
 - ii) Are currently and have actively been involved in the operation of a voting member campground/RV park for not less than six (6) months immediately prior to the submission of their membership petition. (For the purpose of this section, “actively involved” shall be defined as personally and directly involved in the day to day operation of a voting member Park at the highest decision making level, with a clear history of physical presence and compensation in this capacity throughout the period of involvement). The required period of active involvement can be at more than one member Park during the six, (6) month period, provided it is continuous.
 - iii) Have been the designated Representative, as defined in Article IV, Section 2, (A), of a voting member campground/RV park for not less than thirty, (30) days immediately prior to the submission of their nomination petition. [Article IV, Section 2, (A) states “only one person, who must be an owner or an employee designated as the representative, may be designated by that member campground/RV park to exercise its rights and privileges as a Voting Member”.]
 - iv) Are associated with a voting member Park as defined above, which is in good standing within the National Association (as defined in Article IV, Section 4), at

- the time of submission of their nomination petition. [Article IV, Section 4 states “a member in any category of membership who has not paid the annual dues within thirty (30) days after the scheduled payment date shall be classified as delinquent and such member shall be notified of the delinquency. Membership and benefits shall be suspended after sixty (60) days.”]
- v) Have previous board experience, preferably related to RV parks and campgrounds, and/or the hospitality industry and/or the travel and tourism industry.
 - vi) Have up-to-date communication ability such as email and preferably a cellular telephone.
 - vii) Have their CPO certification or be actively enrolled in the CPO Program. This criterion shall be waived where earning the designation of CPO is not an available option for the type of Board seat due to the CPO designation criteria.
 - viii) Are able to give priority to the ARVC meeting schedule for Board meetings and the annual InSites Convention.

Additional Desirable Qualifications (Not Required):

- 1) Participation in local, regional or state tourism councils
- 2) Have experience in fund raising
- 3) Possess the ability and willingness to represent ARVC at state meetings
- 4) Particular expertise

PLEASE NOTE:

Here is some additional information to consider as you are selecting the best candidates for nomination: As the industry continues to evolve and the vision and the strategic goals that have been adopted become the guiding principles of the industry and the association, we need to assure that we are positioned to expand our horizons to serve all segments of our part of the outdoor hospitality industry. Further, the importance of developing a cadre of trained managers and qualified business people to run the parks of the future will increase the emphasis on continually improving our education programs. And, finally the industry needs to become aggressively involved in public relations to assure that the positive images of RVing and camping that have developed are nurtured so that the park industry can take full advantage of the diverse consumer base and the diverse ways in which RV parks and campgrounds can serve a broad market.

The role of a Board Member includes:

- Developing, approving and annually reviewing the association’s strategic plan;
- Ensuring that the Association has adequate resources to fulfill its mission and goals;
- Establishing governance and public affairs policy for the association;
- Accepting partial Fiduciary Responsibility for the organization;
- Providing direction and feedback to the President/CEO.

ARVC does pay Board expenses as outlined in our Policies & Procedures. There are currently two Board meetings each year – one in April and the other during the InSites Annual Convention & Expo. Board members are expected to attend. The April meeting spans four days and involves 1 ½ days of committee meetings. It should be noted, that up until 2005, the Board met three times a year (January, April and at InSites) and there is nothing to preclude that from happening in the future. The Board may also meet via conference call several times a year and members also work throughout the year on committee assignments. There may also be e-mails requiring Board participation.

We urge you to look carefully and interview prospective board candidates with the above goals and responsibilities in mind to ensure that ARVC has the best talent possible to move us forward. Prior board experience would also be recommended.

NOMINATION INFORMATION MUST INCLUDE:

1. A biography stipulating the candidate's abilities and outlining involvement as described in the section above labeled "Qualifications";
2. A letter from the Affiliated State President or State Executive attesting to a state board action to nominate said nominee; OR, a form with 15 certifiable voting member signatures nominating candidate (only if using Petition Nomination), and;
3. A letter from the candidate certifying their willingness and reasons they wish to serve.

DEADLINES

Regular Nominations: Again, the **deadline for nominations through the normal nomination process by affiliated states is April 13, 2007.**

Petition Nominations: The membership may recommend other candidates after April 13, 2007. The nomination of other candidates after April 13, 2007 may be submitted to the Chairman of the Nominations & Elections Committee in care of the ARVC home office, attention: Linda Profaizer, President, no later than one hundred and twenty (120) days prior to the association's annual meeting. These nominations must be accompanied by signatures from fifteen (15) voting members from the nominee's voting area. These nominees must provide the same information as outlined above and meet the same qualifications. **The deadline for receipt of petition nominations is Tuesday, July 10, 2007. Petition nominations are eligible for open seats in Voting Area 1 only for this year.**

Ninety (90) days prior to the annual meeting, nominees for board openings will be presented to the general membership, complete with a résumé describing the qualifications of each nominee and a statement of their views on important issues and the association.

In the event that fewer candidates are nominated than there are openings, the Board of Directors may nominate candidates with a majority agreement.

The Nominations and Elections Committee can refuse submitted candidates based on the candidate not meeting the criteria for Board service. The Committee can also recommend possible candidates to the Voting Area.

VOTING AREAS

VOTING AREA 1	ME	NH	VT	RI	MA	CT		
VOTING AREA 2	NY	PA	NJ	MD	DE	VA	WV	

VOTING AREA 3	MN	WI	MI	OH	IL	IN	KY			
VOTING AREA 4	NC	SC	GA	FL	TN	AL	MS			
VOTING AREA 5	ND	SD	IA	NE	MO	AR	TX	LA	NM	
	CO	KS	OK							
VOTING AREA 6	WA	MT	WY	OR	ID	NV	CA	UT	AZ	
	AK									

Please adhere to the above dates and procedures. Questions concerning nominations and elections should be addressed to Jason Sheaffer, Pinch Pond Family Campground, 3075 Pinch Pond Road, Manheim, PA 17545, 717-665-7640 or via email jmspond@aol.com. Questions may also be directed to Linda Profaizer at the address below.

IMPORTANT: Nominations for Board seats should be sent directly to the ARVC Office to the attention of Linda Profaizer. Please send to: Linda Profaizer, President, ARVC, 455 Tenderfoot Drive, Larkspur, CO 80118. Nominations must be accompanied by the three items listed above under “Nominations Must Include”. These can also be submitted via e-mail to lprofaizer@arvc.org

(APPENDIX B)

Procedures for Conducting Area Caucus Elections

- Make sure your chosen volunteer is with you at the start of the caucus.
- Make sure that you have the names of the candidates seeking election at the caucus you are moderating.
- Ask the person conducting the caucus to allow you to have the first part of the meeting to conduct the election process.
- Announce that the polls will be open for the first 30 minutes of the meeting, after which the ballot box will be closed and removed for counting. Announce that there will be a ten-minute warning before the polls close.
- Announce that once the votes have been tallied, the winner will be announced before the caucus adjourns.
- **Inform all present that they must remain *in* the caucus after the initial vote in case a re-vote is required in order to determine a dear winner.**
- Introduce the candidates in alphabetical order.
- Allow them to have up to three minutes to make their campaign speech (you may use your discretion to allow more time).
- Again, announce the time the polls will close and instruct qualified voters to place their votes in the ballot box prior to that time. Explain that no ballots can be accepted after the polls are closed.
- Announce that the candidate(s) or one designated representative may accompany you to the central counting area to monitor the tally of the ballots.
- Give the floor back to the person conducting the meeting.
- After 20 minutes has elapsed since the start of the meeting, announce that the polls will be closing in ten minutes.
- After 30 minutes, announce that the polls are closed and follow Section 1, (4) of these guidelines.
- If you do not have a fellow committee member to accompany you with the ballot box, ask for a volunteer (not from the caucus) to accompany you to the central counting area. You must have a second person with you whenever the ballots are in your possession.
- Make sure that the Nominations & Elections Committee Chair is informed of the winning candidate names.
- Return to the area caucus and announce the winner. Do not announce the vote tally. If there is a question about the voting procedure, it must be directed to the Committee Chair prior to the end of the caucus.
- At this point, your job is complete and you may return to your own area caucus if you choose.

(APPENDIX C)

Nomination Form for Association Officers

This form should be placed in each Board member packet prior to the start of the fall Board meeting at the annual convention. Board members are reminded that they must submit this form to the Association President or the Chair of the Nominations & Elections Committee prior to the end of the first board meeting at the annual convention. Absent board members may submit this form by mail.

ARVC Election of Association Officers Nomination Form	
The Officers of ARVC make up the Association's Executive Committee, which includes: Chairman, Vice Chairman, Treasurer and Secretary.	
I am an eligible director of the Board and I would like to enter my candidacy for the role of an Association Officer as shown below:	
Officer Position:	
Name:	
Signature:	

(APPENDIX D)

Ballot Form for Association Officers

This ballot should be used by the **ARVC Board** at their fall meeting to vote in the election of Association Officers.

<p>ARVC Election of Association Officers BALLOT</p> <p>Please indicate clearly below, the title of the Officer position for which you are voting and the name of your chosen candidate.</p>	
<p>I am a voting member of the ARVC Board of Directors as defined in Article W Section 2, and/or Article IX, Section 2 of the By-Laws.</p>	
<p>Officer Position:</p>	
<p>Candidate:</p>	

(APPENDIX E)

Script for Announcing the Results of the Voting Area Caucuses at the Annual General Meeting.

Introduction: Thank Chairperson and then introduce and thank your Committee members.

In Voting Area (*area number*) which includes (*description of voting area*), there was/were (*number*) open Board seats and (*number*) candidate/s was/were nominated for that/those seat/s.

(If uncontested) As this seat was uncontested, as is our practice, I would ask the Secretary to cast a single unanimous ballot to elect (*name*) of (*State*) to a first/second three year Board term.

(If contested) The tellers have counted and certified the votes and the new Board member/s from Voting Area (*area number*) is/are (*Name*) from (*State*) etc.

NOTE: Staff may also have provided you with additional information on any Board Seat appointments, which should also be announced at this time.

Finally, Mr./Madam Chairman, I am pleased to report that the (*Council of Delegates*) has appointed (*name*) as the next (*Chairman of the Council*) and by virtue of that position, a member of the ARVC Board of Directors. NOTE: If same person is elected for a second term say: I am pleased to report that the Council of Delegates has elected (*name*) as Chairman of the Council for a second term and by virtue of that position, a member of the ARVC Board of Directors.

Repeat the above announcement if applicable for the Supplier Council Representative, the Business Forum Chairman, the Foundation Chairman and the Affiliated and Cooperating States Representative.

Hand the floor back to the Association Chairman who will invite all of the above to stand and be sworn in.

(APPENDIX F)

Script for Swearing in of Association Officers

This script should be used to swear in newly elected Officers of the Association.

It is my pleasure at this time to install the newly elected ARVC officers for the coming year.

Serving as a national leader in our Association is a very positive experience, one which enriches us as we give back our time and effort to the industry that has given so much to us. As we install our officers, keep in mind that it is the spirit of volunteerism embodied by all of us here today that is a key element in the growth and prosperity we enjoy in the United States.

As I call your name, please come forward and be sworn into office.

_____ has been elected Secretary of ARVC for the coming year.

Do you promise to perform the duties of the office of secretary to the best of your ability? Do you promise to keep or cause to be kept an accurate record of the actions of the association and to report those actions faithfully, fairly and accurately to the members of the association?

Do you promise to participate in the deliberations of the Executive Committee and the Board by keeping the interests of all members foremost in your mind and making decisions based on the best interests of all the members of ARVC?

If so, please say, I do.

_____ has been elected Treasurer of ARVC for the coming year.

Do you promise to perform the duties of the office of treasurer to the best of your ability? Do you promise to keep or cause to be kept an accurate record of the finances and financial position of the association and to report those actions and findings faithfully, fairly and accurately to the members of the association? Do you promise to participate in the deliberations of the Executive Committee and the Board by keeping the interests of all members foremost in your mind and making decisions based on the best interests of all the members of ARVC?

If so, please say, I do.

_____ has been elected Vice Chairman of ARVC for the coming year.

Do you promise to perform the duties of the office of vice chairman to the best of your ability? Do you promise to do everything in your power to assist the chairman in representing the Association, to work with the appropriate committees and to provide your expertise and counsel to the betterment of ARVC? Do you promise to participate in the deliberations of the Executive Committee and the Board by keeping the interests of all members foremost in your mind and making decisions based on the best interests of all the members of ARVC?

If so, please say, I do.

_____ has been elected to the position of Chairman, the highest elected office in ARVC.

Do you promise to perform the duties of the office of chairman to the best of your ability? Do you promise to faithfully uphold the bylaws of the Association, work to implement the plans, and policies of the Board and membership and to represent the industry and ARVC in accordance with the Code of Ethics and the highest principals of integrity?

Do you promise to lead the deliberations of the Executive Committee and Board by keeping the interests of all the members foremost in your mind and to foster decisions based on the interests of all the members of ARVC?

If so, please say I do.

Congratulations to each of you. I hereby declare you installed in the office to which you have been elected and wish you every success during the coming year.