**Nomination/Ballot Information**

**The RVCC Executive are announcing the early bi-annual ballot due to various resignations in various positions. The ballot procedures under normal circumstances would have occurred after the AGM and completed before the BCC meeting in October 2018. However, due to vacancies it is felt that it is important to bring the process forward.**

**Applications for nominations will be available from the Secretary and on the website. Alternatively, any member can request one to be sent via email.**

**According to the rules -** *The names of all new nominees should be sent to the Secretary by the closing date for nominations, which will be announced in the Cavy Press and which will give at least 4 weeks notice of the date for closure of nominations.*

**With this in mind - the announcement will not be in press until the February issue at the time of press the closure of nominations will take place 4 weeks after the announcement in Cavies magazine. However, you are welcome to send your nominations early and at any time until the date of closure. After the closure date the postal ballot will be mailed to all members -- again there will be a four week time frame to post back the ballots to the scrutineer.**

**Officers of the Club**

The Officers of the Club consist of: President, Chairman, eightGeneral Committee Members and Secretary/Treasurer (combined office). No person may occupy more than one of the above positions. And these Officers will be known as ‘the Executive’. Other Officers are to consist of an Auditor, one BCC Representative dependent upon membership - with larger membership there may be 2 and Deputy (all of which should be Members of the Executive), six RVCC Standards Committee Members, and one or more Scrutineers.

All nominations for new candidates for election as Officers must be made by a Proposer and Seconder who will be Adult members, and the prior consent of the nominee must be obtained in writing.

Any member who is nominated as an Officer of the Club must be a member of the RVCC at the time of the nomination and have been a member for the preceding three years. Please be aware that the positions are for two and a half years, because of the early ballot you should not allow yourself to be nominated unless you are certain you will be able to serve for the entire term.

The names of all new nominees should be sent to the Secretary by the closing date for nominations, which will be announced in the Cavy Press and which will give at least 4 weeks notice of the date for closure of nominations.

General Executive members

The Executive will transact all business of the Club, settle all disputes or any questions not presented in the rules. They must be contactable and in communication with the chair and maintaining club business.

President

The President is responsible for Club leadership, presides at the AGM and represents the Club in all official Club business. The President is responsible for making sure that the Executive follows the rules and provides guidance and direction. The President is a voting member of the Executive.

Chairman

The Chairman is responsible for leading the Executive. They make sure that the Club is running smoothly and effectively and provides support to the Club. They are responsible for Chairing the Executive and organizing the Executive meetings. The Chairman ensures that the Standards Committee is functioning properly and that there is full participation within the Executive as a whole. The Chairman is in charge of making sure all relevant matters are discussed and effective decisions for the club are made and carried. The Chair does not vote unless there is a tie.

Secretary/Treasurer

The Secretary/Treasurer's role is to run the stock shows and monitor point shows, they are responsible for making sure that the points are calculated, rosettes, awards, award cards and trophies are given to members and all finances related to club business. They maintain a membership list and are responsible for the AGM minutes and Executive Committee minutes. They are responsible for the handbook and the bi-annual ballot. They are also a voting member of the Executive but have the added responsibility of attending every stock show unless they find a stand-in. It is the Secretary's responsibility that the stock shows are staffed. The Secretary is a voting member of the Executive. There is no travel stipend available for shows.

Club Judges

Fifteen Club Judges will be elected biennially by postal ballot, judges to be unique Guide Standard breeds*,* Full Standard breeds (without a specialist breed club)and serious experimental New/Emerging breeds (Non-Standardised) breeders or past breeders and members of the Club. All existing Judges will automatically be included on the ballot unless the Secretary is notified in writing to the contrary. All nominations for new candidates for election as Judges must be made by a Proposer and Seconder who will be Adult members, and the prior consent of the nominee must be obtained in writing.

All nominations for new candidates for election as Judges must have been a member of the RVCC at the time of the nomination and have been a member for the preceding five years; unless such member has previously been elected as a Club Judge, in which case the period of membership must be at least 3 years including the current year. All Club Judge nominees MUST be familiar with guide/breed/notes of all breeds under the RVCC umbrella. This information is very important when judging the large variety of breeds that the RVCC is responsible for.

Please be aware that the positions are for two and a half years because of the early ballot and you should not allow yourself to be nominated unless you are certain you will be able to serve for the entire term. In addition judges need to be flexible and serve the club. They must be willing to judge at least one show during the elected year.

**Standards Committee Responsibilities**

The responsibilities of the Standards Committee are to formally review all breeds under the RVCC umbrella. The status of all NEB and Guide Standard varieties should be formally reviewed by the Standards Committee at intervals of no longer than two years, and recommendations made to the Executive Committee for any changes that might be required. In addition, the Standards Committee is responsible for the Assessment Classes. Therefore, it is important for individuals to have some knowledge of genetics as this is important in understanding new potential breeds and be able to comment on the background and objectives of the breed presented for assessment. The Standards Committee is responsible for maintaining contact with members of the various breeds, informing them of any potential changes, and writing up a report for the annual BCC meeting. Once the committee is elected they will vote a chair of this committee who will be responsible for making sure that members are contacted, breed reports are written and a final report is completed to be presented to the BCC for the annual October meeting.