

## NOMINATING COMMITTEE GUIDELINES

PURPOSE: PRESENT A SLATE OF CANDIDATES AT THE REGULAR ASSOCIATION MEETING AT THE NOVEMBER MEETING

NOMINATING COMMITTEE WILL BE APPOINTED AND APPROVED BY THE BOARD OF DIRECTORS AT THE OCTOBER BOARD OF DIRECTORS MEETING AND BE ANNOUNCED AT THE HOA OCTOBER HOA MEMBERSHIP MEETING

AT THE NOVEMBER HOA MEETING, THE CHAIRPERSON OF THE NOMINATING COMMITTEE WILL ANNOUNCE THE CANDIDATES TO THE MEMBERSHIP AND ASK FOR NOMINATIONS FROM THE FLOOR. CANDIDATES NOMINATED FROM THE FLOOR DO NOT REQUIRE A SECOND TO THE MOTION BUT DO REQUIRE THAT THEIR MEMBERSHIP DUES ARE CURRENT AS OF NOVEMBER 1<sup>ST</sup> OF THE CURRENT YEAR.

COMMITTEE TO CONSIST OF 1 CHAIRPERSON AND 2 COMMITTEE MEMBERS

NO MEMBER OF THE COMMITTEE CAN SERVE IF A FAMILY MEMBER OR HOUSEHOLD MEMBER IS A CANDIDATE FOR DIRECTORSHIP

NO COMMITTEE MEMBER CAN BE A CANDIDATE FOR DIRECTORSHIP

COMMITTEE TO CHECK WITH HOA MEMBERSHIP CHAIRPERSON TO INSURE ALL CANDIDATES ARE MEMBERS IN GOOD STANDING IN THE HOMEOWNERS ASSOCIATION.

COMMITTEE TO CHECK WITH MANAGEMENT TO INSURE ALL CANDIDATES ARE HOMEOWNERS IN THE PARK

AFTER SLATE IS PRESENTED TAKE CANDIDATES FROM THE FLOOR

AFTER ALL THE NOMINATIONS FROM THE FLOOR HAVE BEEN ANNOUNCED, THE COMMITTEE CHAIRPERSON WILL DECLARE NOMINATIONS ARE CLOSED.

THE CHAIRPERSON WILL THEN GIVE THE LIST OF CANDIDATES TO THE CHAIRPERSON OF THE ELECTION COMMITTEE.

## ELECTION COMMITTEE

### 3 PEOPLE MINIMUM ON COMMITTEE

NO CANDIDATE FOR ELECTION CAN SERVE ON THIS COMMITTEE

NO MEMBER OF THE COMMITTEE CAN SERVE IF A FAMILY MEMBER OR HOUSEHOLD MEMBER IS A CANDIDATE FOR DIRECTORSHIP

DESIGN BALLOT SHEET- ALPHABETICAL

COMPOSE ARTICLE FOR JANUARY NEWSLETTER STATING VOTING DATE, LOCATION AND TIMES. ADVISE ONE VOTE PER HOUSEHOD AND TOTAL NUMBER OF VOTES MUST NOT EXCEED NUMBER OF OPEN POSITIONS.

HAVE ABSENTEE BALLOTS AVAILABLE AS REQUIRED. VERIFY VOTER ELIGIBILITY, HAND OUT AND COLLECT BALLOTS. ABSENTEE BALLOTS WILL BE AVAILABLE FROM THE CHAIRPERSON OF THE ELECTION COMMITTEE OR COMMITTEE MEMBER APPOINTED BY THE CHAIRPERSON IN HIS/HER ABSENCE AND MUST BE RETURNED TO THE ELECTION COMMITTEE OR DESIGNATED MEMBER BY NOON, THE LAST FRIDAY BEFORE THE ELECTION. BRING THE BALLOTS TO THE ANNUAL MEETING CHECK OFF THE NAMES WITH THE REGISTRAR COMMITTEE AND DEPOSIT THEM IN THE BALLOT BOX

CHAIRPERSON BRINGS THE BALLOT BOX WITH THEM ON ELECTION NIGHT

AFTER VOTING IS COMPLETE COMMITTEE MEETS IN A SEPARATE AREA AND COUNTS BALLOTS

COMPLETE A FINAL VOTE TALLEY SHEET LISTING THE TOTAL VOTES RECEIVED BY EACH CANDIDATE AND PRESENT THE TALLEY SHEET TO THE PRESIDENT. PLACE ALL BALLOTS AND THE TALLEY SHEET IN A SIGNED AND DATED SEALED ENVELOPE AND GIVE TO THE SECRETARY.