

ELECTIONS PROCEDURES

1. Board and CAM discussion to identify potential Nominating Committee members begins in February.
2. The POA Office Staff will draft a “Call for Volunteers” announcement to serve on the Nominating Committee in February, which will be distributed via email, posted at the office, and on the website.
3. CAM and/or Board members reach out to potential committee members in February to affirm interest in serving on Nominating Committee.
4. Board selects and approves Nominating Committee volunteers at the March board meeting.
5. Nominating Committee, President, and CAM will have first meeting in March during which the President shall charge the Nominating Committee with their responsibilities, advising that ALL proceedings of the committee are STRICTLY CONFIDENTIAL. President leaves the meeting, and the Nominating Committee continues the meeting to identify a Chair and Secretary for recording minutes. The Committee will also discuss recruitment ideas, application questions, and processes. The Committee will provide drafts and timelines for communications to members via website calendar, announcements, emails, and will work with the POA Office Staff for distribution schedule.
6. The POA Office Staff will post a “Call for Candidates” announcement for the number of open BOD positions by 1st Friday of April with a submission closing deadline of 2nd Friday of June. This notice will be emailed to all registered members and will be posted on the POA website and at the POA Office.
7. As self-nominations are received, CAM validates the property owner is in good standing and has signed the Statement of Interest Affidavit.
8. Once Candidate Nomination Forms have been validated by the CAM, the Nominating Committee will schedule optional in-person interviews for all candidates. Interviews will be completed prior to the July board meeting.
9. The Nominating Committee meets after interviews to review all candidates and nominate candidates for the number of open board positions.
10. The Nominating Committee presents the list of candidates, via the minutes, for approval at the July board meeting. The Committee’s nominations will be submitted to the Board of Directors for inclusion on the ballot and in the annual mailing according to our bylaws. Candidates will be listed in alphabetical order with the candidates nominated by the Nominating Committee denoted with an asterisk.
11. Refer to information in our bylaws, the Nominating Committee Policy, the Elections Procedures Policy, within the annual meeting schedule outline tab for additional detail(s) on submission, and ballot counting processes.