

## **Cedar Highlands HOA Policy and Procedure**

Policy Number: No. 2024-4

**Name: NOMINATING CANDIDATES- BOARD OF DIRECTORS**

**Date of Inception: JUNE, 2024**

### **Objective:**

The Board desires to improve clarity and consistency of the annual process to identify candidates and facilitate Board of Directors elections.

### **Background:**

Cedar Highlands HOA Bylaws, ARTICLE VI, Section 2 NOMINATING COMMITTEE, states as follows:

*Section 2. NOMINATING COMMITTEE. The President of the Association shall appoint a committee to select qualified candidates for election to the Board at least ninety-five (95) days before the date of the election, and the Secretary shall forward to each Member, with the notice of meeting required by Article V, Section 2, a list of the candidates nominated, by office.*

*Members representing five percent (5%) of the membership may nominate candidates for directorships at any time before the fiftieth (50th) day preceding such election. On timely receipt of a petition signed by the required number of Members; the Secretary shall cause the names of the candidates named on it to be placed on the ballot along with those candidates named by the nominating committee. At the meeting to elect directors, write-in nominees may be submitted and counted in the ballot elections. any Member present at the meeting, in person or by proxy, may place names in nomination.*

### **Policy:**

Each year when identifying willing and prospective members to be placed on the ballot for Board elections, the nominating committee will adhere to clear and consistent steps to complete their task.

### **Procedure:**

1. The HOA Annual Membership Meeting is held on the Saturday of the Labor Day weekend.
2. On or around June 1<sup>st</sup> (95 days prior to the annual meeting) a committee of volunteer members will be appointed to identify willing members to be candidates to serve on the HOA Board of Directors.
3. The committee will send out a mass text message to all members asking for interested volunteers to serve on the Board.
4. Five (5%) percent of members (8) can nominate a member to be placed on the ballot by submitting a petition with all eight signatures and signature confirmation that the candidate is willing to be placed on the ballot.
5. All nominees/candidates willing to be placed on the ballot in advance of the Annual Meeting must be confirmed no later than 30 days prior to the Annual Meeting.
6. At the annual meeting any member present or by proxy may place names in nomination with confirmation from the nominee who must also be present.

