

XV. THE NOMINATING COMMITTEE

1. PURPOSE AND MISSION

The Nominating Committee is mandated by the By-Laws of the Association. Its mission is to ~~nominate~~ **inform the community about** candidates for vacancies on the Board of Directors, to be filled at each annual ~~election meeting~~.

2. SPECIFIC AREAS OF RESPONSIBILITY

The committee is responsible for ~~seeking, screening, evaluating, and nominating candidates~~ **educating and informing the community of the qualifications, responsibilities and rewards of serving on** the Board of Directors. The committee is directed to make as many nominations as current law allows but not less than the number of vacancies to be filled. Nominees shall be limited to the members of the Association **who are also current in their assessments. It should be noted, however, that** Any property owner who meets the qualifications as outlined in the Election and Voting Rules may nominate himself/herself by filing the appropriate application with the Association by the applicable deadline. Nominations may also be made from the floor **at the Annual Meeting**.

3. ACTIVITIES AND OPERATIONS

The Committee shall perform the following functions in the time periods indicated:

a. October - November: Organization and Planning.

- 1) Convene and organize the committee
- 2) Plan committee activities for the upcoming election year.
 - a. Including at least one Board member information workshop.
- 3) Ensure that all committee members receive and are familiar with the Election and Voting Rules as adopted by the Board of Directors.
- 4) Ensure that all committee members receive a copy of the Timeline for Elections as prepared by staff.

b. December – January: Recruitment and Interviewing

- 1) Encourage homeowners to run for the Board, and otherwise seek qualified candidates by various promotional means, such as LVTN notices, articles in the *Village Voice*, announcements at monthly Open Board Meetings, campaigns through LV committees, clubs and organizations.
- 2) Conduct interviews with prospective candidates.
- 3) Determine candidate compliance with established requirements as outlined in the Election and Voting Rules.
- 4) Publish in January Village Voice Election and Voting Rules, deadline for applications to be submitted to the Nominating Committee and deadline for application to run by petition.

c. February: Finalization

- 1) Finalize list of candidates.
- 2) Contact selected candidates and inform them of their selection. Inform them that they will be introduced to the Board of Directors at the April Board Meeting in addition to those property owners who have qualified through self-nomination.
- 3) The candidates not selected by the Nominating Committee are to be contacted, informed of such, and advised that they can self-nominate by filing the applicable application with the Association by the deadline that has been established.
- 4) It should be noted that qualified persons may nominate themselves or other qualified members from the floor at the Annual Meeting.

d. March: Self-Nomination Period

- 1) Self-nomination applications must be submitted to the Association Office at least ninety (90) days prior to the Annual Meeting. A deadline will be established by the Association and advertised each year depending on the date of the Annual Meeting.
- 2) Upon completion of the self-nomination period and verification of those self-staff will notify all candidates of their introduction at the April Open Board Meeting and dates and procedures for Candidates' Night and the Annual Meeting.

e. April Open Board Meeting: Formally announce committee nominations and other qualified candidates to the Association Board of Directors

f. May-June: At the discretion of the Board of Directors, the Nominating Committee may or may not assist the Board, or be otherwise involved, in the May-June election process, including such activities as the Candidates' Night.

g. At the conclusion of its assignment in May-June, the committee shall issue a brief "Final Report" that does not violate its mandate for secrecy. The final report shall summarize the total number of candidates formally interviewed and the total nominated. Additionally, the report shall contain any brief re-evaluations concerning the overall performance of the Nominating Committee.

4. COMPOSITION AND MEMBERSHIP

- a. The By-Laws specify at present: "The Nominating Committee shall consist of a chairperson who shall be a Member of the Board of Directors, and two (2) or more members of the Association." Accordingly, only homeowners qualify.

- b. The Chairperson shall appoint one member as the committee secretary who shall be responsible for correspondence and for all committee records.
- c. Members of the Nominating Committee should be familiar with the functions and responsibilities of the Board of Directors and with the governing documents of the Association. They should also be familiar with the Village, its features, activities, and problems.
- a. In the event that a member of the Nominating Committee decides to become a candidate for election to the Board prior to February 1st, that person must immediately resign from the Nominating Committee.
- e. The Nominating Committee is appointed by the Board of Directors each year prior to the Annual Meeting of the Association, is announced at the Annual Meeting and, serves from the close of each Annual Meeting until the close of the next Annual Meeting. Nominating Committee minutes, at completion of term, should be destroyed.

5. MEETINGS

- a. The Nominating Committee shall hold meetings, subject to call of the Chairperson, as required to perform its functions listed in Section 3.
- b. Due to the sensitive nature (personal interviews of members) meetings shall be held in privacy. Matters discussed must be generally reported at the next open Board meeting of the members and will be so noted in the Board minutes.
- c. Minutes of all meetings shall be taken by the secretary of the committee and retained until after the Annual Meeting has adjourned and then handed to the Executive Assistant for filing with the Executive Session minutes of the Board of Directors. All committee records, including minutes of all meetings, are CONFIDENTIAL. The chairperson shall be responsible for maintaining confidentiality.
- d. All meetings to discuss candidates or conduct interviews are to be held in privacy. No visitors shall be permitted at any of the meetings.

6. WORKING RELATIONSHIPS

- a. Nominating Committee functions and activities are confidential, and its activities are not divulged to anyone outside the committee membership. This exclusion also applies to members of the Board of Directors (except for the Nominating Committee Chairperson).
- b. LTVV provides assistance to the Nominating Committee with publicity during the recruitment and promotion phase of the search for candidates, as well as later in announcing the qualified candidates.

- c. In addition to Candidate's Night, the Nominating Committee may coordinate with staff to develop a format for the presentation of all Board candidates in a manner consistent with Leisure Village election rules and procedures.
- d. LVA staff provides support as required.

TIMELINE

The Timeline for Elections as prepared by staff each year should be consulted on a monthly basis to ensure that all legal requirements are satisfied during the extended period of time leading up to the Annual Meeting.