

# **ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.**

## **NOMINATING COMMITTEE**

### **POLICIES AND PROCEDURES**

**PURPOSE:** The purpose of the Nominating Committee shall be to solicit, process and present all nominations for election to the Board of Directors to the Association Membership. The number of nominations shall not be less than the vacancies that are to be filled.

**COMMITTEE STRUCTURE:** The committee shall consist of four (4) to six (6) members. The President of the Board of Directors will, each year, appoint the Chairperson of the Committee. The Chairperson may select a Co-Chairperson and will select other committee members from different areas of the community. Members of the Nominating Committee are not barred from seeking nomination to the Board of Directors.

**REPORTING:** The Committee Chairperson, or designee, shall report to the Board of Directors as needed/required.

**PROCEDURE:** The Nominating Committee shall:

1. Actively encourage all members of the Association to consider their qualifications and interest in being a candidate for office. A list of eligible candidates shall be furnished to the Committee by the Recording Secretary. The Management Company (TJW) maintains a listing of eligible Association members.
2. Provide each prospective candidate a Board of Directors Candidate Application Form and require that completed forms be returned to the Nominating Committee by the start of the September Board of Directors meeting.
3. Show each prospective candidate where the duties of Association Officers are in the By-Laws and answer questions related to those duties. Prospective candidates should be directed to current members of the Board of Directors for further discussion of the operation and demands of Board membership, if requested.
4. Keep the Association membership informed of the status of getting the required number of candidate applications. Methods of providing updates include the monthly Board of Directors meetings, the Pelican's Pouch, the Website and notes on the Information Channel.
5. Nominate all identified candidates for election to office at the September Board of Directors meeting. (Note – The President of the Board of Directors may, and should, request additional nominations from the floor, then close nominations at the beginning of this meeting.)
6. Provide a copy of each prospective candidates completed application form to be mailed with the ballots.
7. Conduct a 'Meet the Candidates' forum after the nominations are closed (at the September Board of Directors meeting) and before the election is held at the Annual Membership meeting on the first Thursday in November. This forum should be scheduled to allow the greatest number of Association members to attend (i.e., at night to accommodate members that have jobs).

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**MEET THE CANDIDATES FORUM:**

1. Association members are encouraged to submit written questions for the candidates to members of the Nominating Committee in advance of the forum. The Nominating Committee may add questions based on their experience with the duties and requirements of the Board of Directors.
2. All questions shall be screened for duplication and applicability.
3. A moderator and a timekeeper shall be selected from the Nominating Committee.
4. Each candidate shall be given three (3) minutes to present his/her qualifications and platform.
5. The moderator will present each question to the candidates, individually or as a group. The time allowed to answer each question shall be set by the moderator and limited to no more than two (2) minutes.
6. The moderator may or may not allow questions from the floor at his/her discretion.

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**Board of Directors Candidate Application Form**

Please return completed form to any member of the Nominating Committee no later than the prescribed date.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**My interests and qualifications are: (Be specific; include HOA experience and related skills)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_