

GOA Standard Operating Procedure

Version: 00

Title: Board Member Nominations and Elections

Status: Approved, September 2022

Description: This procedure describes the process for GOA Board Member nominations and elections.

Relevant Bylaws:

ARTICLE VI (Board of Directors) dated 20220504

Section 6.1. Number and Qualification of Directors: The affairs of the Association shall be governed by a Board of Directors composed of seven persons, all of whom must be lot owners in Glen Oban.

6.4. Election and Term of Office: Each Director shall be elected to serve a term of three years. The Directors shall hold office until their successors have been elected and hold their first meeting. No compensation shall be paid to Directors for their services as Directors. No remuneration shall be paid to a Director for services performed by the director for the Association in any other capacity, unless a resolution authorizing such remuneration shall have been unanimously adopted by the Board of Directors before the services are undertaken.

Background Information: GOA needs a consistent process for board member nominations and elections so that expectations can be understood by the general membership.

Process Steps:

Assumptions / Constraints:

- Board elections are normally held at the FEB general membership meeting, in years when terms expire.
- Candidate board members must be GOA members in good standing.
- There must be a quorum at the general membership meeting.
- The Elections Committee Chair (and any assistants) cannot accept a nomination or run for a board position in the cycle for which they act as Chair.

Step 0) Initiating event: It is 45 days prior to the general membership meeting and one or more board terms are expiring.

Step 1) The President appoints an Elections Committee Chair from the membership and directs them to this SOP and any supporting documentation.

Step 2) From the GOA googlegroup address, the Chair sends out a “call for nominations” email to the GOA membership; one at 30 days prior and two reminders at 15 and 8 days prior to the general membership meeting.

Step 3) Nominees (either self-nominated or nominated by another GOA member) notify the Chair of the intent to be a board member candidate within 8 days of the general membership meeting.

Step 4) The Chair screens all candidates to confirm that each nominee is a GOA member in good standing and is willing to serve on the board.

Step 5) The Chair solicits written bio information from each candidate, to be sent out to the membership en masse.

Step 6) Seven days prior to the general membership meeting, the Chair will send out an email to the membership with the list of board member candidates as well as election procedure information. The candidate bios should be sent as a separate email on the same day.

Step 7) At the general membership meeting, the President will call for any additional nominations from the floor. If no further nominations are forthcoming, proceed to Step 7. If there is a nomination at the general membership meeting, the Chair will screen the candidate. Note: Candidates need not be present to run, so long as they meet all requirements.

Step 8) The President will call for a motion to close the call for nominations.

Step 9) The Chair certifies all eligible voters at the general membership meeting.

Step 10) The general membership will vote according to the bylaws. If the number of candidates is equal to or fewer than the available board positions, then the vote will be a simple voice vote for each candidate. If the number of candidates exceeds the available board positions, then there shall be a ballot vote. Those candidates receiving a majority vote are elected to office. Ballot voting may require several rounds to achieve majorities. Ballots are counted by non-candidate non-board members (e.g., the Chair and/or assistants).

Step 11) The secretary records the board-elect members in the general membership minutes.

Step 12) The Chair sends out a list of the board-elect members to the GOA membership via email. If applicable, a follow-up email will be sent that announces the board-elected officer positions.

Required Forms: None; however, a sample ballot, and sample email communications (with more details on voting procedures) are available.

Amendments: Any GOA member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting.