

Wild Marsh Townhome Association
Nominating/Election Committee 2023
Co-Chairs - Carrol Knutson and Liz Sanson, Gloria Gillette, Patricia Dutra

The nominating/election committee needs to be functional for a few months during the year to organize information for the community about the need for new board members, to prepare information and ballots for mailing to the community, and to count the ballots at the Annual Meeting. This name really needs to be changed to Election Committee to better define the required duties.

Please Note:

The duties for this committee are noted in the WMTA Revised Bylaws 2023 noted in Sections:

- 5.5 Election Procedures for Board of Directors
- 7 Board of Directors
- Committees 9.1 Nominating/Elections Committee

Please note these Sections:

- 5.5 a. 2 – which states “Set forth the names of those nominated by the Nominating/Election Committee.”
- 7.3 Nominations states: “Nominations for the board of directors shall be made by a nominating committee appointed by the Board of directors....”

While appointed by the board of directors, this committee doesn't seek out nominees other than requesting and receiving nominations from the community.

In 2023, the board asked the committee to vote and make a recommendation on:

- Section 7 Board of Directors, 7.2 Term of Office b. which states: “An incumbent director can be re-elected to only one consecutive term.”

In 2023 the committee recommended to the board that this section be changed. This recommendation was not acted upon by then board and remains a topic of concern for future elections.

Though a show of hands by association members at the 2023 Annual meeting indicated a strong preference for change of board member terms.

In 2023 there were three candidates for the three openings, however in previous years, having a sufficient number of candidates to fill open board positions has been challenging.

The 2023 election process went relatively smoothly. Every effort is made for these elections by community volunteers to be a confidential, accurate, efficient and timely process.

The practice of organizing and implementing the annual elections has been defined over the years with documents for all matter of things - a timeline that defines the necessary actions, an election folder with examples from previous year elections and an “election box” of supplies.

The first meeting for the election committee needs to take place in early May to accommodate the necessary election timeframe to the Annual Meeting held in September.

- An election committee needs to be formed and recognized before May. For the past few years, the committee has operated with 3-4 members.
- The current **Timeline** that is used by the committee that details the necessary steps and important dates is below.

**Wild Marsh Nominating Committee
Timeline/Checklist**

Year: _____

Committee Members: _____

Committee Chair(s): _____

Mid-May:

1st committee meeting: (date) _____

_____ Determine the date of Annual Meeting: _____

_____ Request board approval for the committee members and chair(s)
Contacted by _____

_____ Board approval of committee members and chair(s) _____

_____ Request board to appoint committee to mail ballots on behalf of the secretary
Contacted by _____

_____ Board approval for the committee to mail ballots on behalf of the secretary

_____ Identify which board terms are ending or are open:

_____ Names: _____

_____ Establish timeline:

_____ Date to send nomination request letter to homeowner (90 days prior to the
Annual Meeting) _____

_____ Date nominations need to be submitted _____

_____ Date to mail the ballots _____

_____ Date ballots must be returned - 1 week prior to Annual Meeting

_____ Inventory supplies - white envelopes - #9 and #10 _____
manilla envelopes - #11 _____
postage stamps (3/homeowner) _____
rubber stamps - "Confidential" & "Important" _____

Supplies purchased by: _____

_____ Draft letter to be sent to homeowners requesting nominations (attach copy)

Drafted by: _____

Printing done by: _____

_____ Contact Board Secretary (See attached sample of letter)
If current board secretary or the co-owner of their unit is on the ballot, an
alternative will be chosen by the board.

Alternative to secretary: _____

Contact made by: _____

_____ Request labels from management company for mailings.
Homeowners – 3 sets
Return labels (Board secretary name only on labels or alternate) – 3 sets

Request made by _____

Early June:

_____ Send the letter to all property owners 90 days prior to the Annual Meeting, requesting
nominations for the upcoming board election.

Mailed by: _____

Early July :

_____ Nominations due _____

_____ Draft letter to accompany ballots (attach copy)

Drafted by: _____

Printing completed by: _____

_____ Draft ballots (attach copy)

Drafted by : _____

Printing completed by: _____

Print on colored paper

_____ Stuff envelopes for ballot mailing (date): _____

_____ Mail ballots to property owners (date mailed): _____

Mailed by: _____

September:

_____ Ballots returned to the Board Secretary. Deadline: 1 week prior to the Annual Meeting.

_____ Track homeowners' names as ballot envelopes are returned to ensure a quorum.

_____ Contact homeowners who have not returned their ballots.

Annual Meeting:

_____ Ballots opened by the Nominating Committee.

Committee Members: _____

_____ Ballot envelopes separated from the return envelopes to preserve privacy.

_____ Votes counted and vote tallies given to the Board.