

## Board Action to Establish the Nominations & Election Committee

The BTHA Board establishes an independent "Nominations & Election Committee" of 5 residents to implement an annual nomination and election process for BTHA Board of Directors.

**Independent Membership:** To insure independence, the Committee's membership is composed of one Board member, and two independent residents who are currently not on the Board. If all Board members on the current BTHA Board desire to be re-elected to the Board, then a third independent resident shall be selected for the Committee. These three shall elect two additional members. No one intending to stand for election may be on the Committee.

**Solicit Candidates:** The Committee shall solicit potential candidates from all residents by letter and email, cost and addresses to be provided by the Association. To ensure a competitive process, the number of candidates should exceed the number of positions to be elected by three.

**Candidate Qualifications:** All candidates, including incumbents, shall provide a summary of their qualifications, achievements and or interest in 100 words or less for Committee inclusion on the ballot, newsletter and website. All candidates shall reside in the Association and expect to volunteer a minimum of one hour monthly for every hour of Board meetings.

**Committee Duties.** The Committee's duty is to Association membership. The Board shall reimburse cost of expenses and provide all contact information to the Committee to fulfill this duty. The Committee's additional responsibilities, where not contrary to the law, Articles and By-laws, are:

1. **Nominations:** Prepare and distribute a cover letter and nomination format to solicit voluntary nominees. The letter should describe the nominating process and objectives.
2. **Ballot:** Prepare and distribute a cover letter, ballot format and return envelope to encourage a timely return of ballots to a designated address. The Ballot will list the qualifications and experience of each candidate, and provide voting instructions.
3. **Ballot Count:** The Committee shall appoint three members, who are not on the ballot as candidates, to act as Inspector(s) of elections and perform the functions as set forth in Corporations Code Section 7614. Any qualified resident who has not voted may cast their official ballot at the Meeting before election results are announced.