

Horizons Village Property Owners Association Nominating Committee Charter

Board Approved - January 2016

1. AUTHORITY

The authority of the HVPOA Nominating Committee derives from the HVPOA Homeowners Association Bylaws, Article VII, Section 6: Nominating Committee.

2. ORGANIZATION

The Nominating Committee is a standing committee of the Horizons Village Property Owners Association (HVPOA). The HVPOA Homeowners Association Bylaws, Article VII, Section 6.A, states, "The Nominating Committee shall consist of five members. Two shall be appointed each year by the Board of Directors and three shall be elected each year at the Annual Meeting by the Property Owners Association." The committee is run under *Robert's Rules of Order*. The committee members select a lead or chairperson to record the activities of the committee and present its findings to community members at the Annual Meeting. The bylaws state that the Nominating Committee will serve for one HVPOA budget year.

The three elected Nominating Committee members (i.e., those not appointed by the Board of Directors) are encouraged to serve no more than three consecutive years on this committee, in the interest of broader greater HVPOA member involvement in the committee. Likewise, Nominating Committee members appointed by the Board of Directors are also encouraged to serve no more than three consecutive years on this committee. This guidance can be bypassed if the newly formed Nominating Committee otherwise includes only members with no prior experience serving on the committee, or if three-year incumbents are considered to be the only viable candidates.

3. PURPOSE

The primary purpose of the Nominating Committee is to present nominations for the Board of Directors at the Annual Meeting of the membership. In the event of a resignation or removal, the Nominating Committee will, in accordance with the HVPOA Homeowners Association Bylaws, Article VII, Section 6.B, "also submit nominations for unfilled terms of office resulting from resignations or removal." In the event of a resignation or removal, the Board of Directors will ask the Nominating Committee to nominate a candidate, and the Board of Directors will then fill the position by voting on the nominee put forward by the Nominating Committee.

However, the HVPOA Homeowners Association Bylaws, Article VI, Section 5.B, appears to provide some degree of flexibility in filling vacancies: "Vacancies shall be filled by the board of directors for the unexpired portion of the term." Our interpretation is as follows: If the Nominating Committee is unable to nominate a candidate to fill a vacancy, this provision in the HVPOA Homeowners Association Bylaws appears to give the power of replacement to the Board of Directors.

4. AREAS OF FOCUS

- A) Identifies and nominates candidates to serve in specific positions on the Board of Directors.
- B) Ensures that the nominees are lot owners of record, members in good standing of the HVPOA, and willing, qualified, and able to serve in these positions.
- C) Presents the Nominating Committee Report at each annual meeting.
- D) Interfaces with the Board of Directors at regular board meetings as needed.

- E) Performs other tasks related to the nominating process as requested by the Board of Directors and/or the HVPOA membership.

5. PROCESS

- Generally in April of each year, the Nominating Committee meets to begin the process of searching for candidates.
- Generally in April of each year, the Nominating Committee notifies the Board Secretary who notifies the HVPOA membership that candidate(s) for certain positions are sought.
- The Nominating Committee identifies potential suitable nominees by considering the following characteristics of each nominee:
 - Does the nominee have sufficient time and commitment to actively prepare for and participate in Board of Directors meetings and related activities?
 - Can the nominee commit to serving all lot owners, not just his or her own personal view?
 - Does the nominee have the ability to work cooperatively and collaboratively in a group?
 - Does the nominee have the ability and willingness to communicate by email between meetings?
 - Does the nominee have some familiarity—or a willingness to become familiar—with the governing documents of the HVPOA (i.e., covenants, bylaws, and state and county laws and regulations)?
 - Does the nominee live in or visit Horizons Village regularly?
 - Does the nominee have the ability to attend meetings in person (desirable but not required)?
 - Is the nominee the lot owner of record (required)?
 - Does the nominee have particular skills or experience that would be useful, such as
 - leadership skills
 - experience/skill running meetings
 - writing/communication skills
 - bookkeeping/financial skills/experience
 - HOA experience
 - experience with a particular issue anticipated to come before the Board of Directors?
- To the extent possible, the Nominating Committee strives to nominate candidates that it believes will strengthen the Board of Directors as a whole and help it serve the interests of the HVPOA membership.
- No later than July of each year, the Nominating Committee prepares a slate of qualified nominees, and the lead or chair presents them to the Secretary by the July meeting of the Board of Directors. This is to ensure that the list of nominees is included in the mailing for the Annual Meeting.
- During the August Annual Meeting, the lead or chair of the Nominating Committee presents the slate of nominees to the community. New Board of Directors members are elected by the HVPOA membership at this meeting, and their responsibilities commence at the close of the meeting. It should be noted that, in accordance with the HVPOA Homeowners Association Bylaws, Article VII, Section 6, nominations “from the floor” at an Annual Meeting are permitted. Any candidate nominated by the membership must be a lot owner of record and be a member in good standing of the HVPOA.