

## Tahoe Donner Association Elections Committee 2019 Task Calendar - DRAFT 2

- January 8** EC Meeting. Agenda includes calendar planning/discussion for 2019 election cycle, dates/times/venues for EC sponsored campaign events, proposed changes based on last election activity/issues, incorporation of MEC liaison role and coordination of marketing/communication activities.
- January 10** TD News article content due. 2018 article focused on educating the membership on upcoming election and what it means to serve on the Board, - time commitment, etc. **Language around “Why Care’ to be added to last year’s article as well as candidates ‘Save The Date’ - May 3 for videos, headshots and informational forum.**
- January 26** Board Meeting. Committee recommends appointment of Inspector of Elections and Accountancy Firm. Elections Procedures also presented at this meeting last year, but potential changes to Procedures, **Draft of updated Fair Campaign Guidelines will be completed and go to legal counsel for review prior to the meeting.** EC will advise Board of status of that **review and possibly present draft** at the meeting.
- February 5** EC Mtg. Review and approve Task and Communications calendars. Update Fair Campaign Guidelines (if applicable) and Election Procedures to include guidelines for electronic bulletin boards and any other required changes, e.g., use of e-mail lists.
- February 10** TD News article content due. 2018 article focused on Election Procedures. Hopefully will be ready to publish with ‘pending Board approval at 2/24 meeting.
- February 23** Board Meeting. Approval of Election Procedures, appointment of Inspector of Elections and Accountancy Firm. set Record Date of the Election. Approve revisions to Fair Campaign Guidelines document if any.

- March 5** EC Meeting - March Activities
- Review, update and finalize Candidate packet ready for distribution March 29. Include Electronic Bulletin Board guidelines and notification that Candidate Statements are due on **May 6**; Head shots and videos due by **May 3** (include directions for preparing/submitting self-produced video and/or head shot); written candidate interview responses for TD News due May 10
  - Planning of format for Candidate's Night/Meet and Greet
  - Marketing plan for 2019 election cycle finalized. Interfaces with MEC identified
  - Pending suspension of members rights prior to May 1 record date **NOTE: Election Procedures will be revised to indicate that members in danger of having voting rights suspended will receive first notice with March statement**

**March 10** TD News article content due. 2018 article focused on Fair Campaign Guidelines

**March 23** Board Meeting. Board is briefed on upcoming action item - notices mailed with April statements to members in jeopardy of having voting rights suspended. Approval of suspensions and any related hearings occur at April meeting.

EC presents final marketing plan to the Board.

- March 29**
- Candidate's Packages are made available in the Member Services office or electronically from the Elections Committee email
  - **Previous practice of tracking who picks up candidate packet discontinued**
  - EC Mailbox tracking increases to twice/daily - increase in questions re: candidate packets and/or impending suspension of voter rights

- April 9** EC Meeting
- Review list of pending member suspension letters sent out with April statement of accounts; letter to the Board advising of number of members receiving notice of suspension
  - Review/revise/update Notice of Annual Membership Meeting that is mailed with election packet. Explore option of 'slick and glossy' publication similar to TD News vs. boring white envelope that doesn't grab recipients' attention. **Work with Marketing to finalize plan for Election Packet with all documents included except actual ballot with candidate names and candidate statements,**
  - **EC will request to be on the agenda for the May 10, 2:30 PM, Manager Meeting to review changes to Fair Campaign Practices/Election Rules/Procedures**

- April 10** TD News article content due. 2018 article Roadmap to the Election
- April 27** Board Meeting. Hearings for impending suspension of member benefits effective May, if any. Board approves pending suspension of membership rights for outstanding dues, effective May 1 which is Record Date of the election. List cannot be updated after this date.
- April 30** Deadline for submittal of Director Applications for candidacy, proof of ownership (copy of recorded deed), and conflict of interest statement required. **Close of Nominations is at 4:00 p.m.**
- May 1** EC Meeting - **9 AM - 12 Noon**
- Elections Committee and staff meet to verify the eligibility of those candidates whose applications were received in a timely manner. Candidates who are eligible are advised by the Chair of the Elections Committee or appointee as to their qualifications to run. Candidates are invited to submit a candidate's statement **by May 6 at 4 PM and** schedule an appointment with Marketing to record an introductory video and have an official candidate photo taken **on May 3** prior to the candidate informational forum. (An EC member must be present during taping of videos) Candidates are also invited to attend the following:
    - Candidate Informational Forum
    - Candidates Meet and Greets
    - Candidate's Night
  - The Executive Assistant will assist with verification of eligibility, but a committee member must send email to candidates.
  - Elections Committee Chair sends a memo to the Board of Directors advising them of the slate of candidates
  - **Elections Committee conducts blind drawing of candidate names to determine ballot order. (Actual drawing done by non-committee member)**
  - Slate of Candidates announced to the membership **on 5/2**
  - Elections Ballot Packet **updated to include ballot with candidate names listed in correct order.**
  - If one, but no more than one, eligible candidate has submitted his/her timely application for the one available seat, the Board of Directors is notified, and the Board declares that that candidate is elected, and the election concluded.

**May 3**

**Candidate Informational Forum**

Friday, May 3, 2019

Northwoods Clubhouse – Mezzanine Room

2:00 – 4:00 p.m.

Tahoe Donner staff, Board members and Committee Chairs are present at this meeting to provide information to the candidates and answer any questions candidates have about serving on the Board, Association governance and management, Committee structure and functions, etc. The Informational Forum is overseen by the Inspector of Election.

Executive Assistant will send out a communication reminder to all Tahoe Donner staff, Board members and Committee Chairs of this meeting requesting their attendance and requesting that they be prepared to provide a brief overview of their area of responsibility.

Candidate videos and official photos are due by 4 PM. If a candidate is unavailable on May 3 to have the video and photo completed, they can either produce them independently and submit them to the marketing Department by 4 PM or waive the opportunity to have them included on the website.

**May 6**

Candidate's statements must be received at the Member Services office no later than **4:00 p.m.** No electronically transmitted (facsimile, e-mail, etc.) statements will be accepted, except for those transmitted via e-mail in PDF format to [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com). Candidates are encouraged to submit statement's in electronic PDF format, which improves quality of printed version sent to the membership.

Elections Committee Chair or appointee reviews each Candidate statement to assure that size limitations are met. Statements are limited to both sides of a single page 8 ½ x 11 sheet of paper. If size limitations are exceeded, the candidate is notified, and the statement will not be included in the election materials if not corrected.

Approved Candidate Statements added to final Elections packet by EA.

Candidates are requested to notify the EC in writing by 4 PM should they decide to withdraw application for election

**May 8**

EC Meeting - **9 AM - 11 AM**

Elections Committee (or representatives) meets to verify accuracy of finalized Election Packet to be sent to the Membership.

- The Inspector of Election reviews and approves the materials.
- The Elections Committee Chair or appointee meets with the Marketing Department to prepare the Election package for submittal to the printer.

Candidate websites and electronic bulletin boards live

**May 10**

The Marketing Department submits the Election package to the printer and requests collated copies from the printer exactly assembled for mailing for review and approval by the Elections Committee Chair or appointee before mailing occurs. The independent mailing firm begins preparation of Election package in anticipation of a **May 20** mailing. (Ballots must be mailed a minimum of 30 days prior to the end of voting. (If the end of voting is June 23, the Election package must be mailed by May 25.)

TD News article content due. Notice of annual meeting, ballots in the mail, etc.  
Candidate interviews - responses due by 4 PM

**May 11**

**Candidate's Meet and Greet # 1**

**Location TBD - Preference is ACAC**

**6:00 PM - 7:30 PM**

Individual candidate spaces to be identified

Light refreshments and cash bar

**May 15**      **Sample voting packets returned from the printer/ mailing house for review by Marketing Manager and Elections Committee Chair. They assure that the Election materials are correct and in the proper order; also recheck the mailing list to ensure they have not been de-duped.**

Once approved, independent mailing firm begins preparation of the Election package in anticipation of a **May 20th mailing date**. Election package should include – a cover letter, the Notice of Annual Membership Meeting and Board of Directors Election, the Candidate’s statements, an election ballot, ballot envelope, mailing envelope, advertisement for Candidate’s Night, and Tahoe Donner Association coupons. **New this year - Flyer reminding membership of Governing Documents Vote coming in the Fall.**

**May 18**      Board Meeting

**May 20**      Ballots are mailed to all eligible members by the independent mailing firm.

EC mailbox checked multiple times/day in anticipation of election process/campaign related questions

**May 25**  
[Live Stream](#)

**Candidate’s Night**

Northwoods Clubhouse – Mezzanine Room

Time - 3 hours? More than 1 session?

Format - TBD

The Inspector of Election will moderate Candidate’s Night; the Executive Assistant will be the time keeper. All Elections Committee members should be in attendance.

If format doesn't change, provide candidates with general topic areas for questions or questions 1 week in advance

**June 4**      EC Meeting - if needed

**June 8**

**Candidate's Meet and Greet #2**

Northwoods Clubhouse - Gathering Room  
6:00 PM - 7:30 PM

**June 21**

**Election Ballot Meeting & Regular Board Meeting**

Friday, June 21, 2019  
Northwoods Clubhouse – Meadow Room / Mezzanine Room  
9:00 a.m. – 5:00 p.m.

The Board of Directors convenes an Open Board Meeting for the Accountancy Firm to commence tabulation of ballots; personally, delivered ballots will be accepted and replacement ballots available during this meeting until its adjournment at 5:00 p.m. Government ID is required to submit a ballot in person. **The Inspector of Election will attend this meeting to oversee the ballot counting process. At least one Elections Committee member will be in attendance as well.**

**June 23**

[Live Stream](#)

**Annual Meeting of Members**

Sunday, June 23, 2018  
10:00 a.m. – 12:00 p.m.  
Voting from 10:00 a.m. – 11:30 a.m.

The Annual Membership meeting will be held from 10:00 a.m. to 12:00 p.m. Personally delivered ballots are accepted at the Annual Membership meeting from 10:00 a.m. to 11:30 a.m., at which time voting in the Director Election will conclude. Replacement ballots will be available until the conclusion of voting. A government ID is required to submit a ballot in person. The Elections Committee members should attend and assist with property owner check in for voting. The Inspector of Election will attend to oversee the voting process and ballot counting.

If election results are certified by the Inspector of Elections, results (including vote count) is published in e-mail blast, TD media boards and TD NEWS.

**June 24**

If there is a failure to achieve the 25 percent quorum requirement, the Annual Membership meeting is reconvened at 10:00 a.m. at the Northwoods Clubhouse for the purpose of concluding the annual Election of Directors in accordance with a reduced 15 percent quorum requirement.

**June 24** Member News Email – Executive Assistant received election statistics from Accountancy Firm and submits statistics to the Marketing Department to be published online and in the July *Tahoe Donner News* issue.

**July 9** EC Meeting Debrief

**August 6** Final Meeting until December

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