



## **Tahoe Donner Association 2019 Board of Directors Election Procedures**

**January 26**

The Board of Directors is asked to review and approve the Inspector of Election retainer agreement and the Accountancy Firm agreement (subject to approval by the Inspector of Election).

The Board will also review proposed changes to the Fair Campaign Guidelines and 2019 Election Procedures.

**February 23**

The Board of Directors approves the 2019 Election Procedures including use of candidate web pages on the Tahoe Donner website and establishes May 1, 2019 as the Record Date for the election.

**March 1**

Along with their March Statement of Account, owners with outstanding amounts due to the Association, are sent notice of the pending suspension of their membership rights, to include voting rights, by Board action on April 27, 2019, to become effective as of May 1, 2019, unless full payment is received by April 30, 2019. Owners are also advised of their right to a hearing before the Board, regarding their suspension of membership rights.

Such a request must be received by April 18, 2019 and the hearing would be held at the regular board meeting on April 27, 2019. Requests should be emailed to the Elections Committee at [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com).

**March 23**

The Board is briefed on an upcoming action item at the April meeting. Notices are mailed with March and April statements to members in jeopardy of having voting rights suspended. Approval of suspensions and any related hearings occur at the April 27, 2019 meeting.

Elections Committee and Marketing present final marketing plan.

The Board is also asked to approve the updated 2019 Fair Campaign Guidelines.

**March 29**

Candidacy applications will be made available in the Member Services office at the Northwoods Clubhouse or electronically at: [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com).



- April 1** Repeat of March 1, 2019 notice to members with delinquent accounts.
- April 18** Deadline to receive requests for a Board hearing regarding suspension of membership rights must be received by the Elections Committee.
- April 27** The Board of Directors approves the pending suspension of membership rights effective May 1, 2019, for failure to pay outstanding amounts due to the Association (assessments, fines, etc.) or for failure to comply with a duly issued corrective-action requirement. Member hearings, if any, will be conducted at this time.
- April 30** **Close of Nominations is at 4:00 p.m. on April 30, 2019.** Proof of ownership (a copy of recorded deed), and a conflict of interest statement are required with the submittal of candidacy applications.
- Hard copy Applications must be submitted by this deadline to the Member Services office at the Northwoods Clubhouse. Applications may also be submitted via email in PDF format to the Elections Committee at [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com).
- May 1** The Elections Committee and staff meet to verify the eligibility of those candidates whose applications were received in a timely manner. Candidates who are deemed eligible, are advised by the Elections Committee, as to their qualifications to run and are invited to:
- Submit a candidate's statement (not to exceed both sides of a single 8 ½ x 11 inch page), which will be mailed, as submitted, to the membership along with the Election Ballot. Candidate's statements should be submitted electronically in PDF format to [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com). They will be reviewed as received for compliance with size limitations – no review of content will be performed, and the Association shall not be liable for content. If any statement received fails to comply with the size limitation, the author will be advised that such statement will not be accepted unless corrected prior to the May 6, 2019 deadline.
  - Attend the Candidate's Information Forum on May 3, 2019, at the Northwoods Clubhouse.
  - Record an introductory 60 second video and have an official candidate photograph taken which will be posted on the Tahoe Donner website. Videos and photographs will be recorded by Tahoe Donner staff by appointment and must be completed by close of business May 3, 2019. (*See May 3 description of Candidate Information Forum for details on video/candidate photo options*).
  - Participate in three Elections Committee sponsored events intended to allow members to interact with candidates and inform their voting decisions.
    - Candidates Meet and Greets – May 11 & June 8, 2019
    - Candidates Night Forum – May 25, 2019



The Elections Committee will conduct a blind drawing of candidate names to determine ballot order. (The actual drawing is done by a non-committee member.) Ballot order drawn at this time will determine placement of the Candidate names on the elections ballot, candidate statements in the Election Packet, all communications, as well as the order for asking questions at the Informational Forum on May 3, 2019 and Candidate's Night on May 25, 2019.

Elections Committee Chair notifies the Board of the slate of candidates for election. As provided by Article VII, Section 5 (d) of the Amendments to the Restated Bylaws, if two, but no more than two, eligible candidates have submitted their timely applications for the two available seats, the Board of Directors declares that those candidates are elected, and the Director Election concluded.

**May 2** Slate of candidates is announced to the membership via e-mail blast and Association video screens.

**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. This informational Forum is overseen by the Inspector of Elections.

Candidate videos and official photos are due by 4 p.m. If a candidate is unavailable on May 3, 2019 to have the video and photo completed by Tahoe Donner staff, he/she can either produce them independently and submit them to the marketing Department by 4 p.m. or waive the opportunity to have them included on the website when Candidate pages 'go live' on May 8, 2019. *Later submissions will be posted to the web when received and processed by the Marketing department.*

**May 6**

Final Candidate's statements must be submitted electronically in PDF format to the Elections Committee at [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com) by 4 p.m.

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 that the statement will not be included in the election materials if not corrected by the deadline.

If any candidate wishes to remove his/her name from the election ballot, they are asked to notify the Elections Committee in writing by 4 p.m. in order to avoid member



confusion during the voting process and to save the Association additional printing expenses.

**May 8** Elections Committee verifies accuracy of finalized Election Packet to be sent to the membership. Inspector of Election reviews and approves the materials.

Tahoe Donner sponsored candidate web pages are live. If approved by the Board for use, candidate web pages are also available for weekly campaign related information posting.

**May 11**

**Candidate's Meet and Greet**

Saturday, May 11, 2019

6:00 – 7:30 p.m.

Alder Creek Adventure Center

Only candidates who have been formally certified as eligible to run for the Director Election will be permitted to campaign at this event. It is an informal opportunity for members to 'put a face with a name' and ask questions of the *candidates*.

Copies of published candidate statements will be available in the event a candidate is unable to attend in person.

**May 20**

Election materials including Notice of Annual Membership Meeting, the ballot, candidates' statements and instructions for mailing and return are mailed to all eligible members.

A flyer reminding the membership of the Governing Documents vote coming this fall is included with the Election materials.

**May 25**

**Candidate's Night**

Sunday, May 25, 2019

Northwoods Clubhouse – Mezzanine Room

Time TBD

The Inspector of Election will moderate Candidate's Night. Only candidates who have been formally certified as eligible to run for the Director Election will be permitted to appear on the dais or otherwise act as a candidate at this forum. If a candidate is unable to attend for any reason, his/her official published candidate statement will be read into the record by an Elections Committee member, providing the statement meets the time requirements set by the Moderator.

**June 8**

**Candidate's Meet and Greet**

Saturday, June 8, 2019

Northwoods Clubhouse – Gathering Room

6:00 – 7:30 p.m.



See Notes re: participation in this event under May 19, 2019 Meet and Greet.

**June 10** Targeted email to non-voters. List provided by McClintock Accountancy.

**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; ballots delivered in person will be accepted and replacement ballots will be 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.

Deadline for receipt of Director Election ballots mailed or personally delivered directly to the Accountancy Firm is 5:00 p.m.

**June 23**

**Annual Meeting of Members**  
Sunday, June 23, 2019  
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. Government ID is required to submit a ballot in person. The Inspector of Election will attend to oversee the voting process.

Prior to conclusion of the meeting, if a 25 percent quorum is achieved and the election results are certified by the Inspector of Elections, results (including vote count) are announced at the meeting and communicated to the membership via e-mail blast, Tahoe Donner media boards and Tahoe Donner News.

If less than 25 percent of the voting power of the Association, the quorum requirement, has submitted valid ballots, the failure to achieve a quorum will be announced (but not the vote tally), and the meeting, along with the culmination of the Election, will be adjourned to the following morning.

**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.



As soon as the Election results are certified by the Inspector of Election, the results (including vote tally) are announced and posted at the Northwoods Clubhouse, distributed via member email blast and published in the *Tahoe Donner News*.

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