



Tahoe Donner Association 2020 Board of Directors Election Procedures

- January 31** The Board is asked to review and approve proposed changes to the 2020 Fair Campaign Guidelines and 2020 Election Procedures in light of SB 323. The Board establishes April 27 as the record date for candidate eligibility to stand for election and May 27 for member eligibility for voting.
- February 1** February Tahoe Donner News article is published advising membership of procedure and deadline for submitting a nomination for a Board of Directors position, pursuant to Civil Code section 5115 (a), which requires such notice at least 30 days before the close of nominations.
- February 22** The Board is asked to approve the updated 2020 Fair Campaign Guidelines if not approved in January.
- March 28** Candidacy applications will be made available in the Member Services office at the Northwoods Clubhouse or electronically at: electionscommittee@tahoedonner.com.
- April 27** Close of Nominations is at **10:00 A.M.** on April 27, 2020. Proof of ownership (a copy of recorded deed), and a conflict of interest statement are required with the submittal of candidacy applications. All candidates must be members in good standing (Re-stated Bylaws Article IV, section 3) as of April 27 to stand for election, unless an exception exists pursuant to Civil Code section 5100 (f) (3) (b) (2).
- 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
- 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:



1. Submit a candidate's statement (not to exceed 8 ½ x11 inch pages), which will be mailed, as submitted, to the membership along with the Election Ballot. Candidates' statements should be submitted electronically in PDF format to 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 11, 2020 deadline.
2. Attend the Candidates' Information Forum on May 8, 2020, at the Northwoods Clubhouse.
3. Record an introductory 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 8, 2020. (*See May 8 description of Candidate Information Forum for details on video/candidate photo options*).
4. Participate in three Elections Committee sponsored events intended to allow members to interact with candidates and inform their voting decisions:
 1. Candidates Meet and Greets – May 16 & June 6, 2020
 2. Candidates Night Forum – May 23, 2020

The Elections Committee conducts 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 8, 2020 and Candidate's Night on May 23, 2020.

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

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.



April 27

Slate of candidates and the information required by Civil Code section 5115 (b) is communicated to the Board and announced to the membership via e-mail blast and Association video boards.

May 8

**Candidate Video and Photo Shoot
Northwoods Clubhouse - Meadow Room
By Appointment 8:30 AM - 1:30 PM**

TD staff is available by appointment to record a 60 second introductory video and take an official candidate photograph, which will appear on the TD hosted candidate web page. Appointments will be scheduled for 30 minutes.

If a candidate is unavailable on May 8, 2020 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 15, 2020. *Later submissions will be posted to the web when received and processed by the Marketing department.*

May 8

**Candidate Informational Forum
Friday May 8, 2020
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.

May 11

Final Candidate's statements must be submitted electronically in PDF format to the Elections Committee at 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 at electionscommittee@tahoedonner.com by 4 p.m. in order to avoid member confusion during the voting process and to save the Association additional printing expenses.



May 15

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

Tahoe Donner sponsored candidate web pages are live. Candidate web pages are also available for weekly campaign related information posting.

May 16

Candidate's Meet and Greet

Saturday, May 16, 2020

6:00 – 7:30 p.m.

Alder Creek Adventure Center

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*.

If a candidate is unable to attend for any reason, copies of his/her official published candidate statement will be made available for review by the members.

Event will begin promptly at 6:00 PM. Each candidate will be introduced and recognized to deliver an opening and closing statement (order of candidate introductions as determined by ballot order drawing). Time allotted will depend on the number of candidates. The Meet and Greet will end promptly at 7:30.

May 23

Candidate's Night

Saturday, May 23, 2020

Northwoods Clubhouse – Mezzanine Room

6:00 – 9:00

The Inspector of Election will moderate Candidate's Night. Candidates who have been formally certified as eligible to run for the Director of 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 requirements set by the Moderator.

The specific schedule and time frames will be determined and communicated after the number of eligible candidates is determined.

May 27

Election materials including Notice of Annual Membership Meeting, the ballot, candidate's statements and instructions for mailing and returning are mailed to all members of record as of the mailing date.



June 6

Candidate's Meet and Greet
Saturday, June 6, 2020
Alder Creek Adventure Center
6:00 – 7:30 p.m.

See Notes re: participation in this event under May 16, 2020 Meet and Greet.

June 15

Targeted email to non-voters. List provided by Accountancy Firm.

June 26

Election Ballot Meeting & Regular Board Meeting
Friday, June 26, 2020
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 or Tahoe Donner photo 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 28

Annual Meeting of Members
Northwoods Clubhouse
Sunday, June 28, 2020
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 or Tahoe Donner photo ID is required to submit a ballot in person. The Inspector of Election will attend to oversee the voting process. At least one member of the Elections Committee will be in attendance as well.

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 29

If there is a failure to achieve the 25 percent quorum requirement, the Annual Membership meeting is reconvened on June 29 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*.

