



## **Tahoe Donner Association**

### **2021 Board of Directors Election Timeline & Procedures**

#### **Revision 1 – March 18, 2021**

#### **January 22**

The Board is asked to review and possibly approve the 2021 Board of Directors Election Timeline & Procedures and appoint the Inspector of Elections and Accounting Firm charged with tabulation of the election results under the direction of the Inspector of Elections. The Board of Directors establishes May 26, 2021 as the Record Date for the election.

#### **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 26**

The Board is asked to approve the updated 2021 Fair Campaign Guidelines.

**March 24**

Candidacy applications will be made available electronically at: [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com). Elections Committee will review applications as received for completeness. If application is deemed incomplete for any reason the applicant will be advised and can re-submit before the 10 AM deadline on April 23.

**April 23**

Close of Nominations is at **10:00 A.M.** on April 23, 2021. 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) to stand for election, unless an exception exists pursuant to Civil Code section 5100 (g) (3).

Applications must be submitted by this deadline via email in PDF format to the Elections Committee at [electionscommittee@tahoedonner.com](mailto: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 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](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 3, 2021 deadline.



Candidates are also invited to participate in a number of Elections Committee sponsored activities described below.

- **April 29 – Candidate Informational Forum**
- **May 29 – Candidate’s Night Forum**
- **June 5 – Virtual Meet and Greet**

The Elections Committee oversees a blind drawing of candidate names by a neutral individual to determine ballot order. Ballot order drawn at this time will determine placement of the Candidate names on the election ballot, candidate statements in the Election Packet, all communications, as well as the order for asking questions at the Informational Forum on April 29, 2021 and Candidate’s Night on May 29.

Slate of verified candidates and date of the Annual Meeting (close of election) are 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 one, but no more than one, eligible candidate has submitted his/her timely application for the one available seat, the Board of Directors declares that that candidate is elected, and the Director Election concluded.



**April 29**

**Candidate Informational Forum**

Thursday, April 29, 2021  
2:00 – 4:00 p.m. via ZOOM

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.

Following this forum, if the candidate(s) needs assistance from staff to answer such questions, the question should be forwarded to the Elections Committee mailbox at [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com). The Elections Committee, in conjunction with Senior Staff will identify the appropriate staff member to answer the question and consult with the candidate(s). Once an answer is received, it will be shared with all candidates. This process will ensure that all questions asked are answered correctly, factually and shared with all the other candidates.

**May 3**

By 4 PM candidates submit electronically to the Elections Committee at [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com):

- A 60 second introductory video and an official candidate photograph which will be posted on the Tahoe Donner website.
- Final candidate's statement

If any candidate wishes to remove his/her name from the election ballot, they are asked to notify the Elections Committee by 4 p.m. in order to avoid member confusion during the voting process and to save the Association additional printing expenses.



- May 5** Candidate web pages live on the TD website.
- May 17** Elections Committee verifies accuracy of finalized Election Packet to be sent to the membership. Inspector of Elections reviews and approves the materials.
- May 21** **4 PM** – Deadline for submission of member questions for the Candidate’s Night Forum to [electionscommittee@tahoedonner.com](mailto:electionscommittee@tahoedonner.com)
- May 26** Voter list is finalized and election materials including Notice of Annual Membership Meeting, the ballot, candidates’ statements and instructions for mailing and returning are mailed to all members of record as of the mailing date.

**May 29**

**Candidate’s Night**  
 Saturday, May 29, 2021  
 6:00 – 9:00 PM via ZOOM

The Inspector of Election will moderate Candidate’s Night. Only candidates who have been formally certified as eligible to run for the Board of Directors 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, he/she will be invited to submit an opening statement that complies with the time limit set by the Moderator. That statement will be read into the record by an Elections Committee member.

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

**June 5**

**Virtual Meet and Greet**  
 Time TBD

**June 14**

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



**June 25**

**Election Ballot Meeting & Regular Board Meeting**

Friday, June 25, 2021

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 **will be** available during this meeting until its adjournment at 5PM. **(The feasibility of providing a secure ballot drop box during in-person voting will be explored as the election gets closer.) Government or Tahoe Donner ID is required to receive and submit a duplicate ballot.** The Inspector of Election will attend this meeting to oversee the ballot counting process.

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

**June 27**

**Annual Meeting of Members**

**Northwoods Clubhouse**

Sunday, June 27, 2021

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 **receive and** submit a duplicate ballot. 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 28**

If there is a failure to achieve the 25 percent quorum requirement, the Annual Membership meeting is reconvened on June 28 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*.

