



Tahoe Donner Association

2023 Board of Directors Election Timeline & Procedures

Recommendation: By motion, approve the 2023 Board of Directors Election Timeline and Procedures as described below.

**Friday
January 27**

The Board is asked to review and possibly approve the 2023 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 22, 2023 as the Record Date for the election.

**Wednesday
February 1**

February Tahoe Donner News article is published advising membership of procedure, start date 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.

**Monday
March 20**

Candidacy applications will be made available electronically at: electionscommittee@tahoedonner.com.

**Thursday
April 20**

Close of Nominations is at **10:00 A.M.** on April 20, 2023. Proof of ownership (a copy of recorded deed) and a conflict of interest statement are required with the submittal of candidacy applications. A candidate may not have a criminal conviction that prevents the Association from obtaining a fidelity bond and cannot be delinquent in assessment payments unless the member has either paid under protest, agreed to a payment plan and has been provided an opportunity for internal dispute resolution as per Tahoe Donner Voting Rules.

Applications must be submitted by this deadline 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 submit a candidate's statement (not to exceed two 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 Friday, April 28 deadline.

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

- **April 25 – Candidate Informational Forum**
- **May 30 – Candidate's Night Forum**

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 25, 2023 and Candidate's Night on May 30, 2023.

List of verified candidates, date and time that the ballots will be mailed, mailing address for the ballots to be returned and date of the Annual Meeting (close of election, June 25, 2023) are announced to the membership via e-mail blast, posted on the General Notice bulletin board at The Clubhouse and Association video screens.

Elections Committee Chair notifies the Board of the list of candidates for election and announces the candidate list at the April 28, 2023 Board Meeting.

As provided by Article VII, Section 5(d) of the Amendments to the Restated Bylaws, if one or two, but no more than two, eligible candidate(s) has/have submitted his/her timely application(s) for the two available seats, the Board of Directors will declare that that candidate(s) is(are) elected, and the Director Election is concluded.

**Monday
April 24**

Voter List Verification Completed.

**Tuesday
April 25**

Candidate Informational Forum

Tuesday, April 25, 2023

2:00 – 4:00 p.m. via ZOOM or in person at the Mezzanine



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. 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.

**Wednesday
April 26**

Optional Candidate Amenity Tour, time TBD

**Friday
April 28**

By 4 PM candidates submit electronically either to the Elections Committee at electionscommittee@tahoedonner.com or to a website upload link to be specified by ComDep:

- 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.

**Tuesday
May 2**

Candidate web pages live on the TD website.

**Monday
May 8**

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

**Friday
May 19**

4 PM – Deadline for members to submit topics of interest for the Candidate's Night Forum to electionscommittee@tahoedonner.com



**Monday
May 22**

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.

**Tuesday
May 30**

Candidate's Night
Tuesday May 30, 2023
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.

**Monday
June 12**

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

**Friday
June 23**

Election Ballot Meeting & Regular Board Meeting
Friday, June 23, 2023
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. 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.



**Sunday
June 25**

**Annual Meeting of Members
Northwoods Clubhouse
Sunday, June 25, 2023
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. 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.

**Monday
June 26**

If there is a failure to achieve the 25 percent quorum requirement, the Annual Membership meeting is reconvened on June 26 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*.

