



Tahoe Donner Association

2024 Board of Directors Election Timeline and Procedures: Preliminary Version

**Friday
November 17**

The Board is requested to review and approve the preliminary version of the 2024 Board of Directors Election Timeline and Procedures. This timeline has the essential election dates required by Davis-Stirling corresponding to the Association's June 30, 2024 Annual Meeting of Members. Additional dates related to campaign-specific activities and communications will be provided to the Board for approval in a supplemental version for the January 26, 2024 Board Meeting which has been the customary due date for this election timeline.

The Board of Directors establishes Tuesday, May 28, 2024 as the Record Date for the election.

**Friday
December 15**

The Board appoints the Inspector of Elections and, in coordination with the Inspector of Elections, the accounting firm charged with tabulation of the election results under the direction of the Inspector of Elections.

**Friday
January 12**

The initial notice of the candidate application due date is sent to the membership by US mail. This notice is pursuant to Civil Code section 5103 and will contain:

- call for candidates
- number of board positions open (one)
- deadline and procedures for submitting nominations
- information about concluding the election by acclamation if there is only one candidate

**Thursday
February 1**

February Tahoe Donner News election article is published which includes advising membership of procedures, 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.



**Thursday
March 14**

Candidacy applications will be made available electronically at: tahoedonner.com/boardelections. Proof of ownership (a copy of the recorded deed) and a conflict of interest statement are required with the submission of candidacy applications.

**Monday
April 1**

Nomination Reminder Notice sent to the membership by US mail. The notice (required by Civil Code section 5103) contains the same information about the nomination process as in the earlier communications and contains the names of eligible candidates who have submitted applications up to the date of the Reminder Notice.

**Thursday
March 14-
Monday
April 15**

Candidate packets will be available on tahoedonner.com/elections starting on March 14. The Elections Committee will receive applications to electionscommittee@tahoedonner.com. Applications must be submitted electronically in PDF format. The close of nominations is at **10:00 a.m.** on April 15, 2024.

Nominations will be evaluated by the Elections Committee consistent with the Association Election and Voting Rules Sec. 2.1.2. The Elections Committee will confirm with Association Member Services that the ownership documentation provided by the candidate is consistent with Member Service's ownership records.

Responses will be communicated to the candidates by email within seven days of application submission acknowledging receipt and confirming whether or not the candidate is eligible to run for the board. If a candidate is determined to be not eligible the candidate will be provided with Internal Dispute Resolution procedures.

**Tuesday
April 16**

Pursuant to the Association bylaws and Election and Voting Rules (5.8), if the acclamation requirements are met (same number of candidates or less as open positions) a Board Meeting /agenda item listing the candidate's name will be scheduled to consider the candidate elected by acclamation. A notice will be sent to members communicating that this meeting/agenda item is scheduled.

If acclamation requirements are not met the Elections Committee meets to finalize the list of eligible candidates and oversees a blind drawing of candidates' names which will determine the placement of candidates' names on the ballot, candidate statements in the election packet, on all other communications, and at any campaign event.

Pre-ballot notice will be sent to members by general notice and will contain:

- Final list of eligible candidates
- Voter list verification/update procedures and deadline
- Date that ballots will be mailed and the address to return ballots
- Election meeting date, time and location

Note- if the finalization of the candidate list is delayed beyond April 16 because of the need for Internal Dispute Resolution regarding candidate qualifications the pre-ballot notice will be shifted until after resolution.

The Elections Committee Chair notifies the Board of the list of candidates for election.

**Friday
April 26**

12:00 p.m.

- Candidate's statement for election packet due to electionscommittee@tahoedonner.com.
- Any candidate who wishes to withdraw will be asked to notify the Elections Committee by this date.

**Thursday
May 9**

The Elections Committee works with Comdep to verify the accuracy of the finalized Election Packet to be sent to the membership. The Inspector of Elections reviews and approves the materials.

**Tuesday
May 28**

Voter List finalized, date of record for the election.

Election materials are mailed to members and include:

- notice of Annual Membership Meeting
- the ballot and instructions for mailing and returning ballots
- candidates' statements
- website address that contains Election Rules

**Monday
June 17**

Targeted email to members who have not yet voted. The list is provided by the Accountancy Firm.

**Friday
June 28**

Election Ballot Meeting & Regular Board Meeting

Friday, June 28, 2024

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.

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



**Sunday
June 30**

**Annual Meeting of Members
Northwoods Clubhouse
Sunday, June 30, 2024
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 or his appointed assistant will attend to oversee the voting process. At least one member of the Elections Committee will be in attendance.

Prior to the conclusion of the meeting, if a 25 percent quorum is achieved and the election results are certified by the Inspector of Elections or his appointed assistant, 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
July 1**

If there is a failure to achieve the 25 percent quorum requirement, the Annual Membership meeting is reconvened on July 1st 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 next Tahoe Donner News.

