

**TAHOE DONNER ASSOCIATION
2024 DIRECTOR ELECTION**



MEMBER ADVOCATING A POINT OF VIEW VERIFICATION FORM

11509 Northwoods Blvd., Truckee, CA 96161

Name: _____ Date: _____

I certify that I am a member of Tahoe Donner and I would like to participate in the director election process in one or more of the following ways:

- Submit a Director Election Statement
- Provide, for the Elections website, a link to my personal website reasonably related to the 2024 director election and my email address
- Speak at the Director Election Forum following all of the candidates


Unit/Lot #: _____

Mailing address: _____

Home Phone: (____) _____ Mobile Phone: (____) _____

Email address: _____

Signature: _____

Click the Sign icon  in the toolbar to sign electronically. For help, visit adobe.ly/3d5bz4J.

Alternatively, you may print this document, sign it and scan it in order to submit it electronically via email.

Print Name: _____

ATTACH PROOF OF OWNERSHIP

This FORM, along with a copy of the CERTIFICATE OF OWNERSHIP - RECORDED GRANT DEED – (which can be obtained through the Architectural Standards Office or Member Services) must be received electronically in PDF format to electionscommittee@tahoedonner.com no later than **10AM, Monday, April 15, 2024.**

It is recommended that you not wait until the last minute to transmit your documents electronically. Internet slowness, server problems at your ISP or elsewhere could result in the deadline passing without your documents being received in time.



**TAHOE DONNER ASSOCIATION
2024 BOARD OF DIRECTORS ELECTION
DIRECTOR ELECTION STATEMENT REQUIREMENTS**

Each member advocating a point of view may submit a Director Election Statement that is reasonably related to the 2024 election. The statement must be in PDF format and must be sent to electionscommittee@tahoedonner.com. The due date is Thursday April 25, 2024 at 12:00 p.m.

Specifications: Director Election Statements shall not, when printed, exceed two 8½" x 11" pages. If the PDF statement exceeds two printed pages the Director Election Statement will be deemed to be only the first two printed pages.

The Director Election Statements will be included in the voter packet mailed to members containing the election ballot and will be posted to the Tahoe Donner Elections website. The printed copies that go in the voter packet will be in black and white.

When provided to members in the voter packet and on the elections website a disclaimer will be presented separately by the Association that "pursuant to California law, the Association is not permitted to edit or redact any content from the Director Election Statements.

The author of each Director Election Statement, and not the Association, is responsible for the content of his or her Director Election Statement".

By submitting a Director Election Statement, all members accept full responsibility for its content and agree to indemnify the Association and its agents and representatives for any and all damage arising from or related to any such content. It is each member's responsibility to confirm that his or her Director Election Statement was received by the Association.



TAHOE DONNER ASSOCIATION 2024 BOARD OF DIRECTORS ELECTION

MEMBER ADVOCATING A POINT OF VIEW INFORMATION FOR ELECTION WEBSITE

The Tahoe Donner Association Communications Department will post the following items to the elections website if provided by a verified member. All items must be sent by email to electionscommittee@tahodonner.com. The due date is Thursday April 25, 2024 12:00 p.m.

- Member's Director Election Statement (see separate document in packet for requirements and specifications)
- Website link to member's personal 2024 Director Election related website, if provided by the member.
- Member's email address, if provided by the member

MEMBER ADVOCATING A POINT OF VIEW PARTICIPATION AT DIRECTOR ELECTION FORUM

Any verified member advocating a point of view reasonably related to the 2024 Director Election may speak at the Director Election Forum on June 4, 2024 via ZOOM provided that they notify the Elections Committee of their intent to do so by email to electionscommittee@tahoedonner.com by April 25, 2024 at 12:00 p.m.

Members may contact the Elections Committee at electionscommittee@tahoedonner.com with any questions.



Tahoe Donner Association

2024 Board of Directors Election Timeline and Procedures:

**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 Application Packets

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 Accounting Department that the ownership documentation provided by the candidate is consistent with Accounting'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.

Members Advocating a Point of View: Verification Form

Non candidate members may advocate a point of view related to the 2024 Director Election via any of the following means:

- Submit a Director Election Statement that will go on tahoedonner.com/boardelections and in the ballot packet mailed to members
- Provide a 2024 Director election-related personal website link that will go on the Tahoe Donner Elections website



- Speak at the June 4th Director Election Forum following the candidates

In order to be eligible to participate in this manner non candidate members must complete a Member Advocating a Point of View Verification Form which will be available on tahoedonner.com/elections starting on March 14. The Elections Committee will receive forms at electionscommittee@tahoedonner.com. Forms must be submitted electronically in PDF format. The close of submitting forms is at **10:00 a.m. on April 15, 2024.**

Members advocating a point of view verification forms will be evaluated by the Elections Committee consistent with the Bylaws Article III, Section 4. The Elections Committee will confirm with Association Accounting Department that the ownership documentation provided by the member advocating a point of view is consistent with Accounting's ownership records.

Responses will be communicated to the member advocating a point of view by email within seven days of verification form submission acknowledging receipt and confirming whether or not the member advocating a point of view satisfies the eligibility requirements. If a member advocating a point of view is determined to be not eligible, the member advocating a point of view 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.

**Wednesday
April 17**

Candidate Informational Forum (Closed to Members)

Wednesday, April 17, 2024

1:00 – 3:00 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 conducted by the Inspector of Elections.

After the Candidate Information Forum, if the candidate(s) has questions for Staff, 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 respond to the candidate(s). Responses 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.

**Thursday
April 25**

12:00 p.m.

- Each candidate and each member advocating a point of view may, but are not required to, submit a Director Election Statement that is reasonably related to the election. The statements must be in PDF format and sent to electionscommittee@tahoedonner.com. The Director Election Statements will be included in the voter packet mailed to members containing the election ballot and will be posted to the Tahoe Donner Elections website. The printed copies that go in the voter packet will be in black and white.
 - Specifications: Director Election Statements shall not, when printed, exceed two 8½" x 11" pages. If the PDF statement exceeds two printed pages the Director Election Statement will be deemed to be only the first two printed pages.
 - When provided to members in the voter packet and on the Elections website a disclaimer will be presented separately by the Association that “pursuant to California law, the Association is not permitted to edit or redact any content from the Director Election Statements. The author of each Director Election Statement, and not the Association, is responsible for the content of his or her Director Election Statement”.
 - By submitting a Director Election Statement, all candidates and members advocating a point of view accept full responsibility for its



content and agree to indemnify the Association and its agents and representatives for any and all damage arising from or related to any such content. It is each Member's responsibility to confirm that his or her Director Election Statement was received by the Association.

12:00 p.m.

- Each candidate and each member advocating a point of view may, but are not required to, provide a URL to a personal website reasonably related to the election and his or her name and email address. Email this to electionscommittee@tahoedonner.com. If provided, the URL, name and email address will be posted to the Tahoe Donner Elections website.

12:00 p.m.

- Any verified non candidate member who wishes to speak at the June 4th Director Election Forum must so notify the Elections Committee along with his or her name and contact information by email to electionscommittee@tahoedonner.com.

12:00 p.m.

- Any candidate who wishes to withdraw is asked to notify the Elections Committee by this date.

**Wednesday
May 1**

Director Election Statements posted to Tahoe Donner Elections website. Links to election related personal websites and names and email addresses provided by candidates and members advocating a point of view posted to the Tahoe Donner Elections website.

**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.

**Wednesday
May 22**

5:00 p.m.

Deadline for members to submit topics of interest for the Director Election Forum. Topic submission will be via an online form coordinated by Comdep and will have a word count limit and Comdep will summarize the topic responses for the Committee.

**Thursday
May 23**

Elections Committee meets to finalize topics for the Director Election Forum and sends to participants by May 28.



**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
- Director Election Statements
- website address that contains Election Rules

**Tuesday
June 4**

Director Election Forum

Tuesday, June 4, 2024

6:00 p.m. – 9:00 p.m. (subject to change) via ZOOM

The event will be moderated by the Inspector of Election and will focus on topics submitted by members by the May 22 due date.

**Monday
June 17**

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

**Tuesday
June 25**

Locked ballot box made available in Member Services office at Northwoods Clubhouse for ballot drop off Tuesday through Saturday, from 8:00 a.m. – 5:00 p.m. The only keys to the ballot box will be in the possession of 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.



TAHOE DONNER CAMPAIGN GUIDELINES



Tahoe Donner is a community, first and foremost. In order to ensure that campaigns, membership votes, and elections serve positively to build and sustain the Tahoe Donner community consistent with its neighborly character, the following guidelines and best practices are recommended:

CAMPAIGN CONDUCT

1. **Speak Respectfully.** Candidates and advocates have the right to express their views. However, to build and sustain our community's neighborly character, while exercising this right, candidates and advocates are expected to speak and act with decency, consideration, and respect.
2. **Show Courtesy.** The right of candidates and advocates to engage in campaign activities must be balanced by the members' right to privacy and the peaceful enjoyment of all Tahoe Donner Association property and facilities. Thus, candidates and advocates are expected to be respectful of members and to honor their privacy.
3. **Bring A Positive Message.** Candidates and advocates are encouraged to campaign for something or someone, not against something or someone. Negative personal attacks distract from the issues and disaffect the voters.
4. **Be Inclusive.** Campaigns are won the same way communities are built: by addition, not by division and subtraction. Candidates and advocates are encouraged to practice the politics of inclusion, not exclusion.
5. **Focus On Your Own Message.** It is recommended that candidates and advocates focus on defining and presenting their own views and their own positions to the members.
6. **Practice Civility.** Candidates and advocates should refrain from attacking, berating, bullying, belittling, insulting, harassing, threatening, or otherwise disparaging candidates or other community members.
7. **Be Factual.** Candidates and advocates should take care to avoid distributing or disseminating information to the members which is inaccurate or which may be false or materially misleading. This includes refraining from making statements known to be false about the backgrounds, affiliations, or positions of candidates or other community members.

ELECTRONIC CAMPAIGNING

1. Social Media. When using social media, candidates and advocates should follow the campaign conduct guidelines outlined above and abide by the rules of the social media site.

2. Bulk/Mass Communication. The use of the Membership List, personal bulk email or contact lists, and/or other publicly available member contact information cannot be controlled by the Tahoe Donner Association. So members are not overwhelmed by bulk/mass communications, it is recommended that candidates and advocates prioritize communication quality over quantity. Features that automatically resend emails to non-openers should not be used.

3. Bulk/Mass Communication Unsubscribe Links. Candidate and advocate communications delivered via any bulk/mass email or text marketing service shall display a prominent, automated unsubscribe link. If the recipient chooses to unsubscribe using the link, the recipient will be permanently removed from the sender's distribution list. Candidates and advocates should clearly identify themselves on their unsubscribe link, e.g.:

Click this link to unsubscribe from the "X" campaign email list.

4. Membership List. Association members, including candidates and advocates, may request the official Membership List for communications reasonably related to the requester's interest as a member, including for communications related to elections and other membership votes. Requests for the list must be made in writing using the Tahoe Donner Association Membership List Request Form available at the administrative office.

To ensure that the most accurate and up-to-date information is used, candidates and advocates should request the current membership list. To promote legal compliance and member privacy, candidates and advocates should not share the Membership List with anyone outside the campaign's organizational structure.

5. Membership List Opt-Out Right Notice. Tahoe Donner members may opt-out of sharing their personal contact information that is included in the Membership List with other members by notifying the Association in writing, or by submitting their request via the opt-out form on Tahoe Donner's website. This opt-out remains in effect until changed by the member, and will not affect a member's ability to receive official communications sent directly by the Tahoe Donner Association.

Candidates and advocates sending bulk emails or texts to members should also remind members about their right to opt-out of sharing their personal contact information with other members by adding the following sample language beneath their unsubscribe link:

Tahoe Donner members are legally entitled to obtain copies of the Membership List to communicate with other members about issues relating to our community. To exercise your legal right to opt-out of sharing your contact information with other members, please visit TahoeDonner.com/optout.

OTHER CAMPAIGN PRACTICES

1. Campaign Signage. Campaign signage shall not be posted in or on Association owned or controlled common area or common facilities or property unless expressly authorized by the Association. Campaign signs are permitted on private property (lots owned by a member) within Tahoe Donner with the owner's express permission. Any election related signage must comply with the Town of Truckee regulations that exist at the time of the Election. As of 2021, the regulations provide that temporary political signs may be posted 60 days preceding the election and must be removed within 14 days following the election and may be located within the Town of Truckee right of way as long as they do not create sight distance conflicts or other safety hazards. ([See Town of Truckee website for more information.](#))

2. Door Hangers, Pamphlets, and Other Handouts. When distributing handouts in Tahoe Donner, please abide by the spirit of Tahoe Donner's Common Courtesy Guidelines by taking care to respect the privacy and property of others, and by being careful not to contribute to a litter problem. Because door hangers or other materials visibly left on vacant homes for weeks or months present a safety and security issue, this campaign practice is strongly discouraged.

CAMPAIGN SPENDING

1. Campaign Economically. Escalating campaign spending can reduce confidence in the fairness of our elections, undermine the political equality of our members, and present financial barriers of entry to those considering running for the board of directors. To de-escalate campaign spending, candidates and advocates are encouraged to run economical campaigns, employing cost-effective campaign outreach techniques. Many electronic and grassroots campaigning techniques can be used effectively in Tahoe Donner for little to no cost.

COMMUNITY LEADERS

1. Conduct of Community Leaders. Community leaders, such as board members, committee or task force members, club officers and Tahoe Donner employees, are expected to conduct themselves during elections and membership votes with a level of decorum that is both becoming and worthy of

community leaders. By policy, Tahoe Donner may establish additional specific standards of decorum for different types of community leaders.

2. Endorsements. Personal written endorsements made by individual community leaders, as defined above, should prominently display a disclaimer dissociating their private endorsement from any official Tahoe Donner groups or bodies with which they are affiliated. The following language is provided as a model:

This endorsement does not represent the views or opinions of Tahoe Donner or any official Tahoe Donner groups or bodies.

3. Board Members. A director is obligated to act and speak in all matters pertaining to Tahoe Donner in accordance with his or her fiduciary duties and the Director Code of Conduct, including during elections and other membership votes. Specific guidance for directors, including any conditions or restrictions related to endorsements and other campaign activities, is contained in the Board of Director Code of Conduct.

CONCLUSION

By following these guidelines and best practices, candidates and advocates can present their views and illuminate the issues while conducting neighborly campaigns with the respect and courtesy that members want and deserve.