



Tahoe Donner Association

2025 Board of Directors Election Timeline and Procedures:

**Friday
November 22,
2024**

The Board is requested to review and approve the 2025 Board of Directors Election Timeline and Procedures. This timeline has the essential election dates required by Davis-Stirling corresponding to the Association's June 29, 2025 Annual Meeting of Members.

The Board of Directors establishes Tuesday, May 27, 2025 as the Record Date for the election.

**Friday
December 20,
2024**

The Board appoints the Inspector of Elections and, in coordination with the Inspector of Elections, the accounting firm that will tabulate the election results under the direction of the Inspector of Elections.

**Monday
January 13**

The initial notice of the Board 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 (two)
- deadline and procedures for submitting nominations
- information about concluding the election by acclamation if there are two or fewer candidates

**Saturday
February 1**

February Tahoe Donner News election article published with general information about running for the Board.

**Friday
February 14**

2025 Election Information + Key Dates is published on the Tahoe Donner Elections webpage. This will contain key dates and requirements related to the election consistent with this document.



**Saturday
March 1**

March Tahoe Donner News election article is published which includes advising membership of the procedures and deadline for submitting a nomination for a Board of Directors position and for Member Advocate verification.

**Thursday
March 13**

Candidate Applications Available

Candidate packets will be available for download on tahoedonner.com/elections. 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, 2025.**

Nominations will be evaluated by the Elections Committee consistent with the Association Election and Voting Rules. The Elections Committee will confirm with the 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

Member Advocate: Verification Form Available

Non candidate members may advocate a point of view related to the 2025 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 2025 Director election-related personal website link that will go on the Tahoe Donner Elections website
- Speak at the June 3rd 2025 Director Election Forum following the candidates
- If there is a TD News Q&A article for candidates, an equivalent amount of space as a candidate receives will be provided to a Member Advocate, following the candidates' Q&A.

In order to be eligible to participate in this manner non candidate members must complete a Member Advocate Verification Form which will be available on tahoedonner.com/elections starting on March 13, 2025. The Elections Committee will receive the Member Advocate Verification 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, 2025.**

Member Advocate 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 Advocate is consistent with Accounting's ownership records.

Responses will be communicated to the Member Advocate by email within seven days of verification form submission acknowledging receipt and confirming whether or not the Member Advocate satisfies the eligibility requirements.

**Tuesday
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.

**Tuesday
April 15**

The close of submissions of Board candidacy applications and Member Advocate verification forms is at **10:00 a.m. on April 15, 2025**. Submissions must be sent in pdf format to electionscommittee@tahoedonner.com.

**Tuesday
April 15**

Pursuant to the Association bylaws and Election and Voting Rules, if the acclamation requirements are met (same number of candidates or less as open positions) a Board Meeting /agenda item listing the candidates' names 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.

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

The list of candidates is communicated to members by email. This email will also contain the information required under Davis-Stirling Sec. 5115 to be sent to members at least 30 days before the ballots are mailed, specifically:

- Final list of eligible candidates
- Voter list verification/update procedures and deadline
- Due date and address/location for return of completed ballots
- Election meeting date, time and location
- Procedures if a quorum is not met.

**Thursday
April 17**

Candidate Information Forum (Closed to Members)
Thursday, April 17, 2025
1:00 – 3:00 p.m. via ZOOM or in person at the Mezzanine



Tahoe Donner staff and Board members 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.

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 24**

12:00 p.m.

- Each candidate and each Member Advocate may, but is 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 Member Advocates 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 Advocate may, but is 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 Member Advocate who wishes to speak at the June 3rd 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.

**Thursday
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 Member Advocates posted to the Tahoe Donner Elections website.

**Thursday
May 8**

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.

**Thursday
May 22**

5:00 p.m.

Deadline for members to submit topics of interest for the June 3rd 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.

**Tuesday
May 27**

Elections Committee meets to finalize topics for the Director Election Forum and sends to participants by May 29.

**Tuesday
May 27**

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 3**

Director Election Forum

Tuesday, June 3, 2025

6:00 p.m. – 8:00 p.m. (subject to change) via ZOOM

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

**Monday
June 16**

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

**Tuesday
June 24**

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. Ballots received as of Friday June 27th will be counted at the June 27th Election Ballot Meeting. The ballot box will be in place through Sunday June 29 at 10:00 a.m.

**Friday
June 27**

Election Ballot Meeting & Regular Board Meeting

Friday, June 27, 2025

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 29**

**Annual Meeting of Members
Northwoods Clubhouse**

Sunday, June 29, 2025

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 will later be 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 Monday June 30th.

**Monday
June 30**

If there is a failure to achieve the 25 percent quorum requirement, the Annual Membership meeting is reconvened on June 30th 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.

