

# Laurel Lakes Nominating Committee

## Procedures & Guidelines

### **Committee Procedures & Guidelines**

Each year, there is a possibility of needing to fill vacancies for a Board Member position for the Board of Directors (BOD). When this occurs, an approved application must be received and vetted according to the Association's Declarations rules. These rules are found under the Bylaws and Articles of Incorporation of the Laurel Lakes Association, Inc. and under the Florida Statutes HOA Section 720, which the Declarations are governed by.

A committee should be selected of volunteers who are Owners and should consist of a minimum of three (3) members (owners) and usually not more than seven (7) owners depending on the size of the organization and how many Directors are allowed, per the Bylaws, to be voted to the Board of Directors by the Membership. This committee is then approved by the current Board and holds this position until the election occurs. At which time, after the election is certified, the committee is disbanded.

All BOD applications must be received by a specified closing date and time, per the Bylaws, allowing for committee review and membership mailing before the election meeting. Any applications received after this period are considered as NOT ACCEPTABLE unless there are unusual circumstances which may be determined by the committee and Board and then may be accepted with the approval from the Board.

No Owner serving on the committee may be with a member of the family of a person who has applied for a Board of Director position.

A quorum, defined in the Bylaws and Resolution, is required for a final vote and must be established before the Vote Call in accordance to the Bylaws of the Association. The committee is responsible to make sure this is achieved before the vote is called by the Board/Officers of the Association. A Membership (owner) List is provide by the Property Management Company or Board providing the names of the owners, address and lot #s with a certification of a member being allowed to cast a vote per the Bylaws.

All ballots received by mail and presented at the time of the election meeting must be counted and certified by the committee and presented to the Property Management Company or Board before the Vote Call.

If no volunteers are found for a Nomination Committee, the current Board of Directors and the Property Management Company takes on the responsibility of the committee.

### **Committee Detailed Guidelines:**

1. Each application received, must be marked and dated with a Date and Time stamp. This can be noted by hand on the document.
2. Each BOD application must be completed, in full, with a resume, expressing a clear understanding of their abilities which may be applied to a corporate HOA Board position. The application must have an original signature. If an application is received by email, it must be in a PDF format allowing for an electronic signature or in a MS-Word document format and then must show and electronic signature being applied so that the document cannot be changed.

3. Once the application is received, the committee needs to verify the that the applicant is an owner within Laurel Lakes and has no outstanding debts or legal actions with the Association.
4. Once verified, the application goes to the Board of Directors and then submitted to the Secretary and/or Property Management Company to be placed on file.
5. After the closing date, the committee works with the Property Management Company to begin the mailing of the applications and Voting Ballots and/or Proxies to the membership which must be completed within 30 Days of the Election Meeting held in December.
6. If ballots and/or proxies are received by mail, the committee needs to make sure they are secured. Usually this is done by the Property Management Company. At no time can this voting information, being received, be given out to memberships before the election.
7. At the time of election, the committee works with the Property Management Company to register the members as they enter and certify that they are current owners and not Leased Residents. A count is made and given to the Secretary of the Board to make sure Membership Quorum is met before calling the meeting.
8. The Meeting is called by the Board and an agenda is followed, giving the committee and the Property Management Company time to tally the votes and confirm and certify by signature that only one vote, per lot/owner, has been received in accordance to the Bylaws.
9. All votes are placed in a file with the signature sheet and maintained as Official Documents and stored in accordance to the Declarations.

Declaration Sections that Apply:

**Articles of Incorporation:**

Article IV: MEMBERS

Section #1 Owner Members.

Section #4 MEMEBRS" Voting Rights

Section #5 MEMBERS's MEETINGS

**Bylaws:**

Section 2 – MEMBERSHIP IN GENERAL

Sub-Section – 2.01 Qualification

Sub-Section – 2.03 Member Registration

Section 3 – MEMBERSHIP VOTING

Sub-Section – 3.10 Voting Rights

Sub-Section - 3.02 Majority Vote (as amended)

Sub-Section – 3.03 Determination as to Voting Rights

Sub-Section – 3.04 Proxies

Sub Section – 3.06 Quorum (as amended) (see Bylaws Amendment dated 2015 and Resolution – 3.06)

Sub-Section – 5.02.03 (as amended)

Sub-Section – 5.03 (as amended) Term of Office

Section 4 – MEMBERSHIP MEETINGS

Sub-Section – 4.05 Annual Meeting