

MAPLE RIDGE HOMEOWNERS ASSOCIATION NOMINATING COMMITTEE PROCEDURE

Policy Purpose: The purpose of this policy is to establish the procedures for election of Directors and the duties of the Nominating Committee.

THE NOMINATION PROCESS:

Nominating Committee:

Article VI, Section 1 of the Association By-Laws states, "Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting."

The Chairman of the Nominating Committee should not be among those seeking re-election to another term. The Committee shall follow these guidelines and instructions and any future amendments adopted by the Board. The Committee shall nominate at least one person for each vacancy to be filled. Members of the Committee will serve as Tellers for the annual meeting. The Chairman of the Nominating Committee may schedule meetings as necessary.

Notification:

The Board of Directors shall notify all Members of the opportunity to participate in the process. (Appendix A)

Candidacy:

Candidates running for board office must be a Member of the Association, and must be current with any dues or assessments and not have any disciplinary actions being imposed.

All potential candidates must submit a Petition for Nomination and a Candidacy Statement (Appendix B) to the Nominating Committee by the date set by the Committee to be considered for placement on the proxy and ballot. Nominations received after the deadline will not be included on the proxy ballot sent to homeowners. The Nominating Committee will inform candidates that upon election they will be expected to sign the **Code of Conduct for Directors and Committee Members**.

The Committee will require verification from Lambeth Management that the potential candidates who are members are current with their dues or assessments and have no disciplinary actions being imposed.

Applicant Evaluation:

The Committee shall not make any subjective determinations regarding the suitability of an applicant to serve as a director, but shall restrict its role to:

1. Receiving applications from candidates for nomination.
2. Determining that applicants who are Members of the Association are current in their dues or assessments and have no outstanding actions recorded with Lambeth Management.
3. Determining that required candidacy statements and recommendation forms have been correctly completed and submitted. (Appendix C)
4. Ascertaining that the candidate is willing to sign and abide by the Code of Conduct.

If an applicant has satisfied 1-4, the Committee shall nominate the applicant.

The Nominating Committee shall not discriminate against any applicant based on race, color, religion, sex, age, national origin, disability, military status, marital status, sexual orientation or any other factor prohibited by law.

Nominations can be made from the floor at the Annual Meeting. No motion, and no second is required. The person nominated must either be present at the Annual Meeting to accept the nomination or the person nominating must present to the President the nominee's written consent to be nominated. The nominee's eligibility to serve will be verified by the Lambeth Management agent present at the meeting. The nominee will assure that they are willing to sign and abide by the Code of Conduct.

The President shall invite nominations from the floor immediately after the minutes of the prior Annual Meeting have been approved.

After nominations from the floor have been completed, the Chairman of the Nominating Committee shall introduce the nominees. Following their introduction, all nominees shall be given the opportunity to address the members.

PROXY, BALLOT AND ELECTION PROCESS

Proxy and Ballot:

1. The names of each candidate, selected by the Nominating Committee, shall appear on the proxy and ballot in random order.
2. See Appendices E and F for the proxy to be used for the election of directors and the instructions for completing the proxy.
3. The instructions shall state as clearly as possible that Members who designate a proxy holder are encouraged to give their proxy directly to their designated proxy holder. Otherwise, they may mail their proxy to Lambeth Management to be given to their designated proxy for execution.
4. See Appendix G for the ballot to be used for the election of directors.

Proxy and Ballot Distribution:

1. Election packages will consist of the notice letter as required by the Association's By-Laws, proxy instructions and a proxy, copies of candidacy statements (unedited) and an envelope addressed to Lambeth Management. The materials should be mailed by first class mail to each Association Member.
2. Homeowners who are in arrears with dues or assessments are ineligible to vote.

Voting:

1. The President shall determine when voting will begin.
2. Any Association Member holding proxies will receive one ballot as a member and one ballot for each proxy.
3. Voters will be instructed to fold their ballots to ensure that the tellers who collect them do not inadvertently see a voter's selection.
4. Tellers shall examine the ballots to verify that they have been completed correctly. Ballots that have been completed incorrectly shall be disqualified, so noted on the election report.
5. In the event of a tie vote, the tie will be broken by drawing straws.
6. The results of the vote should be announced prior to the adjournment of the meeting.

APPENDIX A
Maple Ridge Homeowners Association
Call for Candidates for the Board of Directors

Date:

From: Nominating Committee

The 20__ Maple Ridge Homeowners Association Annual Meeting will take place in April 20___. A formal notice will be sent to each homeowner in the months to come with the exact date and time. One of the primary functions of this meeting will be to elect three (3) Directors to the Board – two (2) from townhomes and one (1) from single family – each to serve a three (3) year term.

At this time persons interested in running should complete the Petition for Nomination and Candidate Statement (no more than one page) that addresses the following:

- Why do you want to serve?
- What strengths do you bring to the Board and nay other qualifications that fit the job?
- Your perspective on issues for the Board to address.

The completed package must be submitted to the Nominating Committee no later than March 30, 20___. Nominations received after this date will not be printed on the election ballot and would have to be nominated from the floor as write-in candidates. You may mail your information to the Nominating Committee c/o Lambeth Management or email to the Nominating Committee Chairman _____ at _____.

DUTIES AND OBJECTIVES OF A DIRECTOR:

The duties and objectives include, but are not limited to the following:

1. Adhere to and help enforce existing governing documents and help implement revisions in areas where the governing documents are flawed, ineffective or non-existent.
2. Seek continuous improvements in financial oversight.
3. To support general community interests such as issues with the City or County, efforts designed to increase property values and other long-term goals
4. Satisfy the community's support requirements relating to property values, legal and safety issues.
5. Listen to concerns of the community.
6. Encourage collaborative participation that includes an involved membership.
7. To reserve the right to challenge actions that is deemed not to be in the best interests of the majority.

The Board of Directors serves an important function as the leadership of the association in concert with the committee volunteers who support our organization. We encourage all who seek to serve to participate in this annual election.

Enclosure:

Petition for Nomination to the Board of Directors/Candidate Statement
Code of Conduct for Board of Directors and Committee Members

APPENDIX B
MAPLE RIDGE HOMEOWNERS ASSOCIATION
Petition for Nomination to the Board of Directors/Candidate Statement

This statement must be received along with the Candidate Statement before March 30, 20__ in order to be included with the notice of the Annual Meeting. Nominations received after this date will not be placed on the ballot, but will be accepted from the floor at the Annual Meeting. This form may be mailed or faxed to:

Lambeth Management
P. O. Box 8071
Greensboro, NC 27419
Attention: Nominating Committee
Fax: 336-869-7768

You may also email this petition to the Chairman of the Nominating Committee:

_____ at _____

ATTESTATION

I _____ owner of _____

Do hereby submit my name for consideration as a candidate to serve on the Board of Directors of the Maple Ridge Homeowners Association. I am willing to sign and abide by the Code of Conduct shared with me.

Signed: _____ Date: _____

APPENDIX D

Dear Maple Ridge Homeowner

The Maple Ridge Homeowners Association will conduct the Annual Meeting on April __, 20__. Starting at 7:00 p.m. at _____.

(Include any special information concerning the meeting, etc.)

It is important that you either attend the meeting, or submit your proxy, to ensure that we have a quorum to conduct business.

At the Annual Meeting, you will have the opportunity to elect three directors to the Board of Directors. They will each serve a three year term. There is a candidacy statement from each candidate for your consideration. A proxy form and instructions are also enclosed for your convenience.

If you have any questions, or would like to discuss a matter, please contact Lambeth Management. Thank you.

Sincerely,

HOA President

Enclosures

APPENDIX E

____ (year) Annual Meeting of the Maple Ridge Homeowners Association

PROXY INSTRUCTIONS

If you are unable to attend the annual meeting, you are encouraged to complete the included proxy form. You have two options to completing your proxy.

Your first option is to delegate _____, Secretary of the Board of Directors as your proxy. A list of the nominees is on the proxy form. If you wish to vote by proxy, you must make your selection(s) from this list and not add any other name(s). Indicate your vote by entering an "X" in the space provided next to the candidate(s) of your choice. You may vote for two (2) candidates from townhomes and one (1) candidate from single family.

DO NOT VOTE FOR MORE THAN 3 CANDIDATES. If you vote for more than three, your vote will be DISQUALIFIED.

We request that you use the enclosed preaddressed envelope to send your signed proxy to Lambeth Management. The proxy must arrive no later than five (5) days prior to the Annual Meeting.

Your second option is to appoint someone other than the Secretary to be your proxy. If you make this selection we encourage you to deliver your proxy to the individual you have chosen or you may use the enclosed preaddressed envelope to send your signed proxy to Lambeth Management.

Regardless of which option a homeowner chooses, you must sign the proxy and indicate your street address.

All proxies will be counted towards satisfying the quorum requirement whether or not you vote.

You may revoke your proxy any time prior to the start of the Annual Meeting and request a ballot to vote.

Your proxy will terminate upon the close of the Annual Meeting.

APPENDIX F

OFFICIAL PROXY FORM

(YEAR) ANNUAL MEETING

Maple Ridge Homeowners Association Annual Meeting on April ____, 20__

OPTION 1: Appointment of Secretary as my proxy:

I, _____, owner of the home identified below by its Maple Ridge street address, hereby appoint the Secretary _____ to be my proxy and to act on my behalf and in accordance with my instructions, at the Annual Meeting of the Association held on April ____, 20__.

Instructions for the Secretary:

I instruct you to vote at the Annual Meeting, for the candidates I have selected from the list of nominees, by my placing an "X" in the space provided next to the candidate's name. **DO NOT CHECK MORE THAN THREE (3). IF YOU DO, YOUR VOTE WILL NOT COUNT. WRITE-IN CANDIDATES WILL NOT BE COUNTED.**

Townhome Candidates:

(you may vote for two)

() Name 1

() Name 2

() Name 3

Single Family Candidates:

(you may vote for one)

() Name 1

() Name 2

() Name 3

OR

OPTION 2: Appointment of Proxy of my Choosing:

I, _____, owner of the home identified below by its Maple Ridge street address, hereby appoint _____ (insert name of proxy), to be my proxy and to act on my behalf at the Annual Meeting of the Association held on April ____, 20__. ***If you make this selection, we encourage you to give this form to your proxy to bring to the Annual Meeting. You may also use the enclosed preaddressed envelope. Your proxy will receive a Ballot TO VOTE.***

AUTHORIZATION:

The undersigned has executed this directed proxy on _____(date).

Printed Name of Homeowner:_____

Signature of Homeowner:_____

Homeowner's Maple Ridge Street Address:_____

APPENDIX G

OFFICIAL BALLOT

(Year) ANNUAL MEETING

Maple Ridge Homeowners Association Annual Meeting on April ____, 20__

Please vote by placing an "X" in the space provided next to the candidate's name.

If you want to vote for a candidate nominated from the floor, during the annual meeting, please write their name in the space provided and place an "X" in the space provided next to their name.

Do not check more than two (2) for townhome and one (1) for single family. If you do, your vote will not count.

Townhome Candidates
(you may vote for two)

() Name of Candidate

() Name of Candidate

() Name of Candidate

() Name of Candidate

() _____

() _____

Single Family Candidates
(you may vote for one)

() Name of Candidate

() Name of Candidate

() Name of Candidate

() Name of Candidate

() _____

() _____

There is no cumulative voting. This means, a voter has three votes, but cannot cast all three for only one of the candidates. Ballots or proxies that vote for fewer than the number of vacancies shall be accepted; however, ballots or proxies that vote for more candidates than there are vacancies shall be disqualified.