

## **Election Committee Charter**

### **Background:**

The function of this committee is driven by the annual demand to support the election process of new members to the board and the annual or occasional voting process for ballot questions presented to the corporation membership. The Election Committee is recognized by authority of the Cooperative By-laws, Article XX, as a Standing Committee and participates in the Management Team. Duties are performed at the request of the current Board of Directors.

### **Mission:**

**The committee is responsible for all procedural aspects of the election process.**

1. Recruit quality candidates for the Board of Directors and assure they meet the minimum requirement as stated in the Cooperative Bylaws, Article V, Section 1.
2. Coordinate the preparation of all ballots and voting instructions.
3. Upon approval of the Board of Directors, prepare and distribute the vote packets to members.
4. Coordinate the logistic preparation for the Annual Membership Meeting.
5. Count, audit and announce the vote results.
6. Preserve the records of all elections.

### **Objective:**

Conduct an election and voting process that establishes the highest membership confidence in its integrity by training committee and temporary support members, not only in their physical duties, but in the demand for secrecy in the pre-announced election results.

### **BOD Expectations of the Election Process:**

1. The Committee Chair should be selected and committee members affirmed shortly after the Annual Meeting when the Board of Directors have selected their officers and accepted their Liaison positions. The committee is composed of the Chairperson and up to twelve additional voting members. Additional sub-committees may be added to support special requirements, i.e. candidate recruitment, annual packet preparation and distribution, preparation for the Annual Meeting, ballot counting, etcetera. It is recognized that if a voting member of this committee be elected to the BOD, this elevation to the higher level of authority and responsibility, which includes planning and attention to Park business affairs and an increased level of energy and time commitment, necessitates the resignation of the voting member from this committee. The Committee Chair, Vice Chair or designate, will be a member of, and in attendance at, the bi-monthly Management Team Meeting.

2. The committee will begin actions annually, by mid-March. Their initial tasks will be to establish the schedule for the next election cycle and notify the BOD of their recommendations. Determine and publish which BOD terms will be open for the next election cycle. Anticipate and itemize issues that will require preparation of a ballot question. This committee will advise the BOD and other committees on proper preparation of ballot questions as issues develop during the pre-election period.

3. When a slate of Board Candidates is recruited, an introduction will be made to the membership and a "Meet the Candidate" session(s) will be conducted to give the candidates and members an opportunity for dialog.

4. A "lessons learned" summary will be prepared and presented to the Board of Directors prior to end of season in March or April, and should be made available for review by the membership.

## Guidelines and Attachments Summary

Attachment 1 of 8

### A. Controlling By-laws:

Definition of Membership, Article III  
Meetings of Membership, Article IV  
Directors, Article V  
    Section I Number and Qualifications  
    Section III Election and Term of Office  
    Section IV Vacancies  
    Section V Removal of Directors  
Proprietary Lease, Article VII  
    Section 2 Allocation of Memberships  
Corporation Lien, Article IX, Section I (When a member may not vote)  
Amendments, Article XVII  
Standing and Special Committees, Article XX

### B. Annual Schedules (critical dates)

1. Recruitment of Board Candidates
2. Meet the Candidate Session(s)
3. Packet Preparation, Mailing & Distribution
4. Annual Meeting: Between January 1 and February 15 of each year
5. Special Meetings as determined by the Board of Directors

### C. Membership Eligibility to Vote Control

1. Review member eligibility list provided by....Bookkeeper

### D. Committee Organization Structure (*attachment 2*)

### E. Committee Rosters

- a. Election Committee Roster
- b. Packet Preparation Sub-Committee Roster
- c. Ballot Counting Sub-Committee Roster

### F. Standard Ballot Forms

- a. Candidates (*attachment 3*)
- b. Issues (*attachment 4*)
- c. Issues Explanation Page(s); each issue may require more than one page

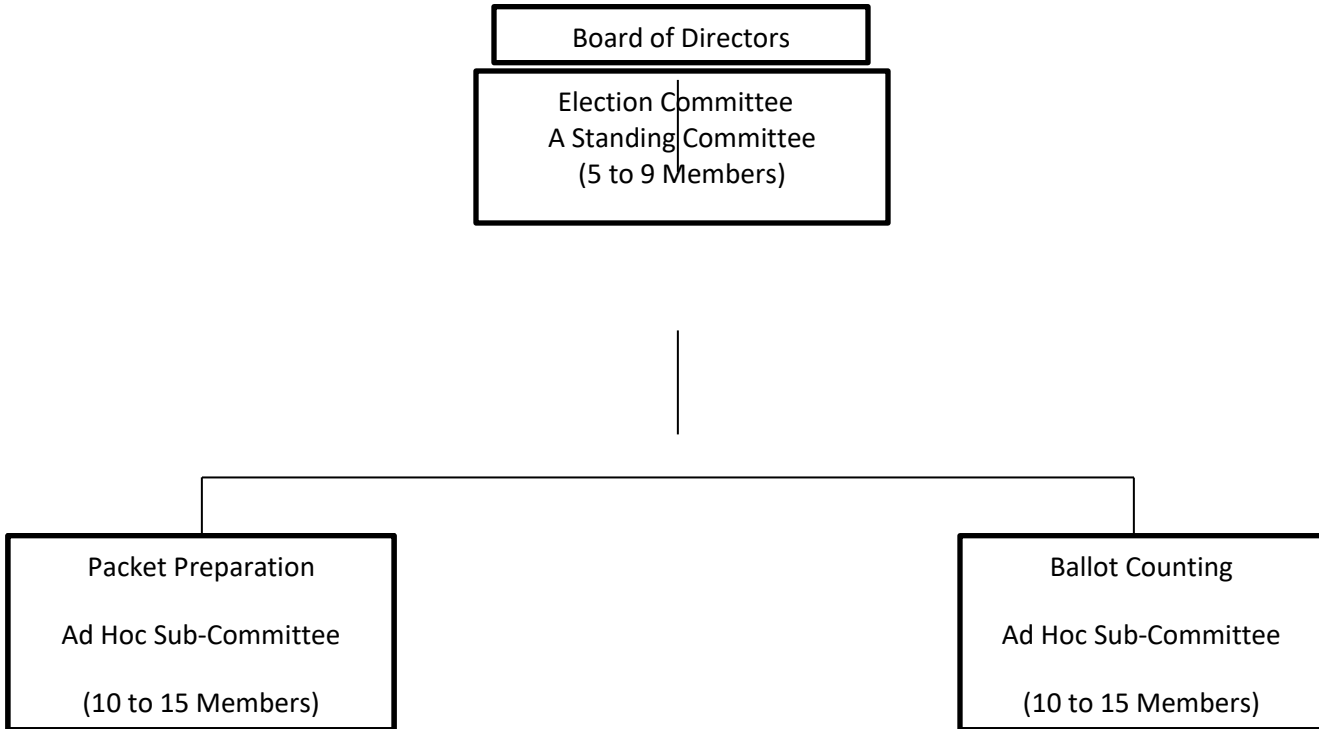
### G. Report Formats

- a. Vote Tally Sheet (*attachment 5*)
- b. Lessons Learned
  - i. What anomalies occurred; how handled; future impact
  - ii. What went well; as expected; continue use
  - iii. What did not work well; could be eliminated/revised

### H. Candidate Information Packet

- a. Sunscape Board Of Directors Charter (*attachment 6*)
- b. Application for BOD Member (*attachment 7*)
- c. Expectations for a BOD Member (*attachment 8*)

Recommended Organization Structure



1. Chair:

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

1. Chair:

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

*Example*

Attachment 3 of 8

## Official Voting Ballot – Election February xx, XXXX

### Candidate Ballot

The following (8) persons are candidates for the Board of Directors.

**Two positions are open.**

**Only Vote for 2 persons**

- |    |                    |                          |             |
|----|--------------------|--------------------------|-------------|
| 1. | Mary Appleton      | <input type="checkbox"/> | 3 Year Term |
| 2. | Fred Brown         | <input type="checkbox"/> | 3 Year Term |
| 3. | Harrietta Cooper   | <input type="checkbox"/> | 3 Year Term |
| 4. | Bill Domore        | <input type="checkbox"/> | 3 Year Term |
| 5. | Marjorie Ellsworth | <input type="checkbox"/> | 3 Year Term |
| 6. | Tom Fredricks      | <input type="checkbox"/> | 3 Year Term |
| 7. | Harold Smith       | <input type="checkbox"/> | 3 Year Term |
| 8. | Bill Youngtstone   | <input type="checkbox"/> | 3 Year Term |



*Example*

Attachment 5 of 8

### Official Vote Tally Sheet – Election February xx, XXXX

			First	Second	Audit Third+
1.	Mary Appleton	7	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Fred Brown	4	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	Harrietta Cooper	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	Bill Domore	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	Marjorie Ellsworth	3	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	Tom Fredricks	5	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	Harold Smith	8	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	Bill Youngtstone	6	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rank and circle the top two candidates which will identify them as the winners.

~~Sunscape Estates~~ RV Park Cooperative  
**Board of Directors**

Date of Origin January, 2010  
**Renewed: April 9, 2013**

**Charter**

In accordance with the by-laws of the corporation, The Board is elected by the membership to represent them in all aspects of business operations of the Cooperative. There are seven (7) Directors elected, each one having one vote on Board measures. The terms of office are governed by the by-laws. The Board will conduct no official business without a quorum being present.

The Board convenes after the annual meeting and holds an election of new directors to determine, by their election, who will serve as President, Vice-President, Treasurer, Secretary, and Chair of the Architectural Committee. They also determine to which committees they will assign themselves to provide "liaison" support.

*The Board is vested with the responsibility to assure the Cooperative remains financially viable indefinitely, while protecting the quality and integrity of the corporate assets and providing services and amenities that enhance the enjoyment of members and guests.*

To achieve these objectives the Board will use a "strategic planning" approach with "tactics" that employ common business tools. It will use an organization structure to assign responsibility and authority for accomplishing delegated tasks. The Board will rely on the committees chartered by the by-laws or by a defined need to improve the operations of the Cooperative. To guide park operations on a daily basis the Board will hire a Park Manager

The Board will convene a monthly workshop to establish an agenda for its formal monthly meeting. At the workshop the Board will take input from all organization elements and the general membership. They will discuss and determine what issues will require Board action and decide direction on items to be delegated for follow-up.

Additionally, the Board will direct that a "Policy Statement" be prepared for clarification of certain issues that require such documentation, to preclude misunderstandings or to prevent the wrong course of action from occurring.

This charter is developed as one of the essential "strategic" business tools and is adopted by the Board sitting on this date.

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Vice-President: \_\_\_\_\_ Date: \_\_\_\_\_

Arch Comm. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

**Sunscape Estates R.V. Cooperative Park  
Application/Resume for Candidate Selection to the Board of Directors**

Attachment 7 of 8

Name: \_\_\_\_\_ Sunscape Lot # (s): \_\_\_\_\_

Spouse's Name (If Applicable): \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Sunscape Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe the experiences that would make you a great Board member:

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What accomplishments would you like to see occur during your tenure as a Board member:

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After reading the attached Candidate Expectations, which of those, or others not mentioned, best describes what you could bring to the Board:

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Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Please feel free to attach any additional information that would be helpful to the Sunscape Membership in the election process for the Board of Directors.



## BOARD OF DIRECTORS CANDIDATE EXPECTATIONS

1. A candidate for the board of directors must meet the required qualifications to serve as stated in Article V, Section 1 of the Corporate By-Laws:
  - a. Member of corporation for a minimum of one (1) year, shall have a physical presence in the park for a majority of the period of September 1<sup>st</sup> to May 1<sup>st</sup>, and shall be active participants in board activities.
2. Become familiar with the by-laws, rules and regulations, policies, charters and all other governing documents of the cooperative. Further, to accept the responsibility to monitor and write policies as needed, since these define how the cooperative functions.
3. Take an active role in all meetings involving the board. Including acceptance as an officer of the board (if selected by the board) and the position as board liaison to one or more committees.
4. Accept the legal duties of a board member, acting in an unbiased, loyal, confidential and respectful manner to other board members, cooperative members, renters and guests of the park. Listening to and considering the entire membership in board decisions.
5. Understand that all power rests with the full board, not individual board members. Individual board members are not granted power except that granted through the by-laws and the rules and regulations or by authority of the full board.
6. The board will self-evaluate personal performance and determine the need for improvement and as members, be willing to resign when no longer able to support the best interest of the cooperative and/or to expend the time required to be a positive contributing board member.
7. Accept the responsibility to hire professional management and delegate the day-to-day business operation of the cooperative to the Park Manager. The role of the board is to monitor the operation as defined by the corporate documents, and refer membership concerns and complaints to the Park Manager for resolution. It is expected by the membership that business operation be openly conducted, unless there is a legal requirement for confidentiality.
8. Due to the high volume of business communication between board members, it is required that board members be computer literate. This allows for board business to be conducted both in and out of "park season".

Approved by the Board of Directors: \_\_\_\_\_ Date: \_\_\_\_\_  
Jean Aili, President