

Sandia Heights Homeowners Association

Nominating Committee Charter

Board-Approved Charter

1. Committee Status and Authority

The Nominating Committee (NC) is a standing committee of the Sandia Heights Homeowners Association (“Association”) established and authorized by the Board of Directors (“Board”). The NC operates under authority delegated by the Board and supports the nomination and election process for the Association’s Board of Directors.

2. Charter Adoption and Review

This Charter was approved by the Board on April 8, 2026, and shall be reviewed periodically and updated as necessary to ensure continued alignment with the Association’s governance needs.

3. Purpose

The purpose of the NC is to support continuity of Board leadership by managing and supporting the nomination process for the Board of Directors. The NC helps ensure that a sufficient number of qualified and engaged candidates are identified to maintain effective Board operations and to enable the Board to fulfill its responsibilities in accordance with the Bylaws.

The NC facilitates a fair, transparent, and inclusive nomination process for Director candidates that is consistent with the Association’s governing documents. The NC identifies qualified candidates, encourages broad member participation, and supports leadership succession planning.

4. Membership and Composition

The NC shall consist of:

- The Vice President
- At least two (2) additional Directors

Committee members are appointed by the Board. Recommendations may be made by the Committee Chair or committee members. The Board shall designate the Committee Chair.

5. Ongoing Roles and Responsibilities

The NC performs the following ongoing responsibilities through a structured and consistent nomination process.

A. Board Nomination Planning

- Maintain awareness of the Board’s seat assignments and term cycles to support the staggered structure of Director terms.
- Determine the number of Director seats to be filled at the Annual Meeting based on seat term expirations and the staggered term structure established in the Bylaws.

B. Candidate Identification and Evaluation

- Identify and evaluate qualified candidates for Board service.

- Encourage broad participation from the Association membership.
- Meet with potential candidates to provide information about Board service and to understand their interest and perspectives.

C. Member Nomination Process

- Notify the membership in October of the Director seats scheduled to expire and expected to be open for election.
- Receive and review nominations submitted by members, including self-nominations.

D. Candidate Information and Ballot Preparation

- Publish biographies of qualified candidates at least thirty (30) days prior to the Annual Meeting.
- Ensure that candidates appearing on the ballot comply with the nomination requirements of the Bylaws.
- Ensure that Director seats held by Interim Directors are included on the election ballot.

E. Officer Recommendations

Recommend candidates for officer positions for consideration by the Board at the December Board meeting.

F. Election Process Support

Facilitate the nomination process associated with the election of Directors at the Annual Meeting.

G. Succession Planning

Support succession planning by developing a pipeline of qualified Board candidates. Coordinate with the Governance Committee regarding Board development and leadership preparation.

6. Scope Limitations

The NC does not independently appoint Directors or Officers and does not make binding decisions regarding Board membership. Final decisions regarding the election or appointment of Directors and Officers remain subject to the Association's governing documents and Board authority.

7. Reporting and Accountability

The NC reports regularly to the Board on its activities related to Board nominations and succession planning.

8. Board Oversight and Charter Amendments

The Board retains oversight of the NC and may amend or revise this Charter as necessary.