

Nominating Committee (NC) Structured Process for Candidate Selection

The NC is responsible for recruiting Association members to fill vacant Director positions. Pursuant to the Bylaws Section 6.14, the NC can, at any time during the year, recommend to the Board candidate(s) for replacement of Director(s) that have resigned or been removed. They would serve for the remainder of the term. Additionally, the NC can recommend to the Board candidates(s) for open Director positions as needed. The selection of these Replacement/Additional Director candidates takes effect immediately and do not have to wait until they are voted onto the Board by the Association members at the Annual Meeting. The NC must maintain an awareness of the total number of Directors to ensure that this number does not fall below 11 or exceed 25, as dictated by the Association Bylaws.

Timeline for Nominations

1. No later than November of each year, the NC will assist the Board in determining which Director positions need to be filled.
2. No later than November of each year, the NC will prepare a slate of qualified candidates for the open Director positions needing to be filled and will present that slate to the Board at the December Board meeting. The slate of qualified Director candidates with their bios will be published in the GRIT Newsletter and on the Association website at least 30 days before the Annual Meeting. New Directors will be elected by the Association members at the Annual Meeting and their responsibilities will commence at the close of the Annual Meeting.
3. Per the Bylaws, Section 6.5.2, nominations for Director positions may also be made in writing by any member of the Association and presented to the NC no later than two months prior to the Annual Meeting. It should be noted that in accordance with the Bylaws, Section 6.6, nominations "from the floor" at an Annual Meeting are not permitted.

Candidate Qualifications

1. Any candidate for the Board is strongly encouraged to initially serve on a SHHA committee for at least 6 months prior to the nomination process, in order to become sufficiently acquainted with the Association for potential Board service. Their committee work will be an important consideration by the NC when recommending the candidate to be qualified to serve on the Board.
2. The NC is responsible for verifying that all candidates for Director positions are home/landowners within Sandia Heights and members of the Association, and are willing, qualified, and able to serve in these positions.
3. Per Bylaws 6.5.3, candidates are required to submit a Statement of Interest form for consideration, which will be available in the Association office.

Candidate Interviews

All candidates will be interviewed by the NC after verifying the candidate's qualifications. The interview will review Statement of Interest, and candidate's past work on committee(s) or other Association activities, with an evaluation of contributions from Committee chair(s).

Voting

1. NC's recommendations to the Board of Directors can be presented at any Board Meeting. Candidates are discussed in Executive Session and voting is done by secret ballot.
2. Nominations made in writing to the Association will be reviewed at the December meeting and the Board will vote to recommend or not recommend their candidacy.

3. Ratification of the new Directors at the Annual Meeting shall be elected by a plurality of votes cast by the members, **and how this will be done is prescribed in the Bylaws 6.6**. If not elected, the NC will conclude that the candidate is not qualified to serve on the Board.

Absentee Voting and Virtual Voting

To ensure all Association members have the opportunity to participate in the SHHA Board election process, the Association will permit Absentee and Virtual Voting in accordance with the procedures outlined below. Instructions on how to participate in absentee and/or virtual voting will be communicated to members well in advance of the Annual Meeting.

Absentee Voting

- Members unable to attend the Annual Meeting in person may submit an Absentee Ballot.
- Absentee ballots must be submitted to the Association by a specified deadline, as determined by the Board of Directors, to be counted in the election.

Virtual Voting

- The Board may choose to allow virtual voting for the election of Board members.
- Virtual voting will be conducted via a secure, online voting platform approved by the Board, ensuring that all members have an equal and fair opportunity to vote.

This structured process ensures that the Nominating Committee can select qualified and engaged candidates for the Board, maintaining the integrity and effectiveness of the Association leadership while giving members an opportunity to participate in the process.