

# **ELECTION COMMITTEE CHARTER**

## **for the Eldorado Community Improvement Association, Inc.**

### **1.0 The Mission Statement**

The Mission of the Election Committee is to:

- conduct and ensure the fairness and integrity of any Eldorado Community Improvement Association (ECIA) election process;
- confirm a quorum of Members has been met for the Annual Meeting of Members, in accordance with the ECIA Bylaws;
- fulfill all provisions delineated in the ECIA Election Procedures; and
- review the Bylaws every two years for possible amendment.

### **2.0 Background Statement**

The purpose of the Election Committee is to conduct elections for ECIA Board positions, proposed amendments to ECIA governing documents, conduct removal elections of Directors and to conduct any other election related matters as directed by the ECIA Board. The Election Committee is to review the Bylaws every two years.

### **3.0 Working Procedures**

The Election Committee meets as needed to promulgate policies and procedures for any election process and to conduct elections, validate and count ballots in accordance with ECIA Election Committee Procedures and to review the Bylaws of the ECIA.

The Election Committee communicates to the ECIA Board and to lot owners through its assigned liaisons and by posting minutes of its meetings in a timely fashion on the ECIA website. The committee also publishes articles concerning election activities as well as requesting notices be placed on the ECIA marquee.

Minutes of the Election Committee meeting may be approved at the next Committee meeting or by email approval by a majority of Committee Members. Approved minutes will be filed in the ECIA office.

### **4.0 Level and Scope of Activities**

The Election Committee supports the ECIA Board by preparing, organizing and following through with all responsibilities as stated in the ECIA Election Procedures and by reviewing the ECIA Bylaws every two years.

### **5.0 Products and Reports Requirements**

The Election Committee is responsible to:

- maintain and adhere to the ECIA Election Procedures;
- contribute articles for publication to encourage community participation in an election, noting dates and deadlines as established in the Calendar of Key Election Dates;
- reserve the Community Center or other community rooms and request time on marquee(s) as detailed on the Calendar of Key Election Dates;
- organize and oversee a candidate forum and/or an informal “meet and greet” with questions during years when candidates equal or exceed the number of open positions;

- receive the name of each attending candidate or his/her one designated observer who wishes to witness the ballot tallying and notifying appropriate staff and other candidates or approved attendees of the date, time and place of ballot counting;
- ensure the security of the election Ballots, Proxies and Return envelopes;
- conduct impartial elections and proxy results by ensuring validity and accurate counting of each Ballot and/or Proxy. Certify in writing to the Board Secretary the election results and total Quorum Proxy count; and
- review the Bylaws every two years in Advance of the Annual Meeting of the Members and providing the Board of Directors with recommendations for possible amendment.

## **6.0 Committee Membership and Responsibility**

- The Election Committee shall consist of no more than five (5) or fewer than three (3) Members and one (1) Alternate. The Alternate will be a non-voting member unless requested by the Chairperson or his/her delegate, to be a voting member to complete a quorum. Three members in attendance at any meeting shall constitute a quorum.
- Candidates to be an Election Committee Member shall attend at least one regular monthly meeting prior to consideration to be an Election Committee Member. If the candidate wishes to pursue becoming a Member, the candidate shall be interviewed by the committee on the second or subsequent regular monthly meeting.
- All Members must be in Good Standing with the Association.
- Members must be able to uphold the high standards required by the Election Committee regarding impartiality and confidentiality of the election results and reliability regarding participation in the annual Board election count.
- Members are recommended by the Election Committee and appointed by the Board of Directors. The appointments continue unless revoked by the Board or upon resignation of the Committee Member.
- Election Committee Officers (e.g. Chairperson, Vice Chairperson, and Secretary) are nominated and voted upon by Election Committee Members. Nominations and voting are to be conducted during a regular committee meeting and shall be listed on the agenda. An Election Committee Officer's nomination is confirmed by a majority vote by Election Committee Members where quorum has been met. Election Committee Officers are to retain their appointments until (a) they resign their position as an Officer; (b) resign their position as a Member; or (c) are replaced by a new nomination and successful vote by the Election Committee.
- Voting Members of the Election Committee must be available to count Ballots in elections set by the Board of Directors. The Alternate may assist with counting of Ballots and is to be knowledgeable of Committee actions.
- Candidates for election, current Board Members or their spouses may not serve on the Election Committee. If an Election Committee member accepts nomination to the Board of Directors, then that member must resign and be replaced.

## **7.0 Resources Required and Available**

The Election Committee will require staff assistance as noted in the ECIA Election Committee Procedures. Staff will also assist in posting the agenda and approved minutes of Election Committee meetings on the ECIA website as well as posting bulletin board notices and information on marquees.

Approved: Dag Ryen  
Dag Ryen, Board President

January 19, 2017  
Date Approved