

Lake Land 'Or Property Owners Association, Inc.
319 Land 'Or Drive
Ruther Glen, VA 22546

Nominating Committee Charge

Standing Committee

Approved April 21, 2007

Purpose

The Nominating Committee is a standing committee appointed by the Board of Directors. The Nominating Committee shall make and recommend as many nominations for election to the Board of Directors as it shall in its discretion determine, but in no event less than the number of positions to be filled.

Authority

As stated in Article III-A, Section 4 of the Bylaws of the Association, "Nominations for election to the Board of Directors shall be proposed by a Nominating Committee". The Board of Directors shall not later than its regular annual meeting, approve and provide a written charge to a Nominating Committee. Members appointed to the Committee are to serve a term of one (1) year or until their successors are appointed and such appointment(s) shall be announced at each annual meeting.

Membership & Organization

The Committee shall consist of at least five (5) members in good standing, none of whom shall be current Directors or members seeking election. Members of the Committee shall elect a Chairperson, vice-Chairperson and Secretary. In addition, the following applies:

1. The Chairperson who shall have responsibility for scheduling and presiding at meetings, accomplishing the "charge" and presenting the recommendations of the Committee to the Board of Directors.
2. Select a Secretary who shall be responsible for preparing and submitting to the Board of Directors minutes of the meeting of the Committee.
3. Establish procedures for completing the work of the Committee that are within the guidelines provided by the Board of Directors.
4. The Committee shall have discretion regarding its general methods and procedures and in its contacts with prospective candidates.

Charge

The “charge” of the Board of Directors to the Committee is as follows:

1. Seek and encourage qualified members to become candidates for service on the Board of Directors (Mandatory qualifications are found in Article III-A, Section 3 of the Bylaws).
2. Assist prospective nominees as needed in completing application materials.
3. Interview candidates by telephone or at or just prior to the Committee’s meeting scheduled.
4. Evaluate candidates according to the Committee’s judgment and submit recommendations to the Board of Directors.

Closed Session

Pursuant to the Virginia Property Owner’s Association Act Section 55-510.1, “Meetings” extends the same open meeting requirements that currently exist for the Board of Directors meetings, i.e. notice of meetings and ability to go into closed session.

Committee Activities Guidelines

The following guidelines are imposed on the activities of the Committee as they relate to seeking and qualifying of candidates.

Interviews – If the committee conducts interviews, they will be for the sole purpose of qualifying candidates to run for election to the Board of Directors. At no time will the Committee screen candidates regarding their position on issues affecting the community.

Open House – The Committee may hold no more than two open houses for the purpose of generating interest in running for the Board of Directors. The Committee may provide prospective candidates an election package during the open house, but at no time will the Committee require a prospective candidate to read and acknowledge either verbally or in writing that they agree with anything in the package. The Committee will not screen a prospective candidate on their position regarding issues affecting the community during an open house.

Election Flyers – The Committee may create and distribute no more than one flyer at the entrance gates to members of the community. The design, wording and distribution must be approved by the Board. Any funds spent by the Committee may be reimbursed to the Committee upon presentation of receipts upon approval of the Board.

Meet The Candidates Night – The Committee may hold a Members only Meet the Candidates Night during the month of March so the membership has an opportunity to meet the candidates and query them on the various issues affecting the community.

Administrative Election Time-line

The following time-line has been established to ensure that the Association meets its legal requirements to conduct a timely and effective annual election of Directors for the Association as prescribed by the Association's Bylaws and in accordance with the VAPOA. This time-line is subject to change to reflect the annual calendar fluctuations and will be adjusted accordingly.

- Final Candidate Package to Administration for distribution. January 1
- Deadline for candidates to return Package to Admin January 31
- Administration check for status as members in good standing and submission to Nominating Committee February 1
- On February 1, Administration will copy and/or type the resumes to begin preparation for the March 1, 2007 mailing.
- Committee to provide date for Meet the Candidates by: (to be held by the second week of March subject to Committee availability) February 3
- Resumes to Admin for Gazette publication by: February 15
- Committee to provide Slate of Candidates for the February Board Meeting to include in Board Packages February 19 or prior to a phone vote
- Approval of Candidates by Board February Board Meeting to enter into official record of the Association (only a formality – not legally binding) Feb. Meeting the Phone vote
- Mailing election materials along with resumes: March 1