**TITLE:** Board Election Process

**PURPOSE:** Establish and maintain procedures for the Board’s annual elections

**ACTIONS/PROCEDURES/ACCOUNTABILITIES**

Nomination Process for Elected Vendors

1. Elections shall take place on an annual basis.

# The Board shall designate an Election Committee during the first regular meeting in September. The Committee shall consist of three to four members including vendors and non-members and one (1) Board member as liaison. The committee shall ensure proper voting procedures, including ballot collection and counting.

# Number of nominees needed will be determined by the number of vacant Board positions due to the ending of Board terms or resignations.

# The Treasurer will produce a list of all vendors in good standing, to be used as both the Nominating List and the Voter Registration List.

# Election Committee will publish an open call for nominees soliciting for nominees to fill the vacant spots on the Board.

1. All nominations shall be received by the second Saturday in October.

# Election Committee shall provide the Board with the list of names for final approval and authorization to create ballets.

Election Process for Elected Vendors

1. Board members shall be voted on at-large. One vote per membership per Board vacancy.
2. Elections shall be held on a Saturday in November with voting taking place at the booths of the Block Coordinators and in the office during normal operating hours the week prior.

# An impartial Tabulating Committee made up of non-members shall tabulate all ballots. The Committee shall prepare a report of the results and deliver them to the Elections Committee Chair.

1. Election results shall be announced at the annual meeting and shall assume their duties at the first meeting in January.
2. Existing Board Members shall remain active until the new Board has elected Board Officers.
3. The ranking Officer from the previous Board whose term did not expire will open the meeting and call for the election of Chair. The new Chair will then conduct the remainder of the meeting.

Application/Selection/Interview Process for Community Board Members

1. Application process shall take place on an as needed basis when a vacancy occurs of the 3 appointed Community Members.

# Number of nominees needed will be determined by the number of vacant Community Member Board positions due to the ending of Board terms or by resignations.

# The Board shall designate a Selection Committee of three (3) volunteers, consisting of members or non-members. Preferably, the committee volunteers may have backgrounds in human resources, finance, and/or management.

# Selection Committee will publish an open call for nominees for at least 14 days.

# Review the applications, resumes, and letters of interest within a one (1) week period of the application closing date.

# Will use the submitted resume and letter of interest to rank each applicant, choosing the top applicant(s) with the highest cumulative score to move forward into the interview phase.

# Will interview applicants within a two (2) week period and present the top candidates for board consideration.

# Board will make selection of candidate/s utilizing the recommendations of the Selection Committee.

# Community Member shall not be a member, vendor, related to or reside with a vendor.

# PROCEDURE APPROVAL:

Secretary Date

Chair Date