



## 2022 Year-End Report – Nomination & Election Committee (NEC)

### Members:

- Dan Sturmon, Chair
- Randy Kohout
- Joan Sauer
- Bill Van Dam
- Susan Wood
- Barbara Daoust, VCA Staff

### Responsibilities:

- Call for nominations of Officers and Directors in accordance with the governing documents.
- Review nominations against the selection criteria established by VCA governing documents and develop a slate of nominees that represents those criteria for board selection.
- Vet all candidates to ensure that they have the proper competencies, experience, and willingness to fulfill their duties and responsibilities as board directors.
- Ensure that the board composition reflects the necessary criteria that meets best practices for independence and diversity.
- Contribute articles for publication to encourage community participation in an election, noting dates and deadlines as established in 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.
- Ensure the security of the election Ballots and Return envelopes.
- Conduct impartial elections by ensuring validity and accurate counting of each ballot.
- Certify in writing to the Board Secretary the election results and total Quorum count.
- Working closely with the VCA General Manager to ensure completion of all necessary tasks leading up to and including the Annual Meeting.
- Achieve other duties as assigned by the chair and General Manager.

### 2022 Accomplishments:

- **Reviewed NEC Documents** - Committee members convened in November and December 2022 with VCA staff to review and update everyone on the processes/events occurring prior to a the 2023 VCA Board of Directors election. Specific items addressed were the accuracy of the dates noted in the calendar of events as well as the “Call for Candidates” mailing.
- **Defined Ballot Audit Process and Assigned Auditor Ballots** – VCA staff and committee members agreed to a ballot audit and selected an outside 3<sup>rd</sup> party to oversee the 2023 board election process. The objective is to assure VCA voting members that a comprehensive election process was implemented.

- **Developed VCA Board Candidate Orientation** – Committee members reviewed and updated last year’s PowerPoint presentation so that board candidate orientation can be held in January 2023. The presentation will acquaint candidates with VCA administrative responsibilities and functions. Committee members were assigned specific topics to present during the orientation.
- **Digital NEC Handbook** – To help make the process of updating annual revisions to the NEC handbook, Committee members agreed to setup an on-line digital format for members to access. This will help reduce the time and cost in producing a hardcopy during each election cycle.

## **2023 Objectives:**

- **Conduct VCA Board Candidate Orientation** - Committee members will conduct an orientation meeting with eligible candidates who submitted applications by the due date. The meeting will inform candidates of the VCA Articles of Incorporation, Bylaws, Architectural and Landscape Guidelines, Covenants, Conditions, and Requirements (CC&Rs), Code of Conduct, Standing Committees, the Board Calendar, and expected time commitments of BOD members.
- **Introduce Slate of Board Candidates** - The Committee will introduce the slate of BOD candidates at the January 2023 Board Meeting.
- **Hold Candidate Meet and Greet** – NEC will host and facilitate a virtual “Candidate Meet and Greet” session in February 2023. Candidates will have an opportunity to briefly present their experiences and reasons for seeking a position on the VCA Board. Following the presentations, the candidates will be available to answer association member questions.
- **Tally Election Ballots and Compile Results** – VCA staff and designated NEC members will tally the ballots and compile election results. VCA attorney shall conduct an audit of ballots to ensure that the designated voting process was followed.
- **Improve Community Engagement** – Work with Communications Committee to identify ways to engage more of the community in the election process. Including recruiting more candidates, increasing participation in Meet and Greet, increasing voter turnout.