

Nominations & Elections Committee  
April 24, 2023 via Remote  
MINUTES

Chair Michael Wadsworth called the meeting to order at 7:37PM.

Roll Call: Members present: Michael Wadsworth (MW), Chair; Gail Chiarello (GC), Secretary; Karen Borchert (KB). Excused absences: Rob Gibbs (ill), Laurie Robinson (traveling).

Property Owners Present: 3

KB moved to approve the agenda; GC seconded. The motion was approved unanimously. GC moved to approve the March 20, 2023 Minutes; KB seconded. The motion was approved unanimously.

Committee Member Announcements: MW announced that the special BoD meeting scheduled for the following day had been canceled and the BoD would meet Thursday April 27th. Changes to the N&E Manual would be discussed under New Business.

Property Owner Comments: None.

Old Business:

Status of Board Approval of N&E Manual Changes. MW reviewed the status of Board approval as per his announcement above.

GC moved to add the draft Recommended Changes to the N&E Manual as an Addendum to the Minutes of the March 20th meeting. After discussion, she amended the motion that the draft be appended to these April 24th minutes. KB seconded. Passed unanimously.

Review of 2023 AGM Calendar.

May 23, 2023: Deadline for submitting an announcement to the Sudden Valley Views of the upcoming Candidate Application Period for those wishing to run for the Board of Directors, ACC, and N&E. The application period will run from July 5, 2023 through COB September 5, 2023. Discussion: The Views for any given month is usually available between the 10th and the 15th of that month. Waiting to announce the Candidate Application Period in the July Views means the application period will have opened before members learn of it. The initial announcement needs to appear in the June Views which has a May 23rd deadline. GC volunteered to write up the announcement and to give Bill Helm, Views editor, a heads up that the piece is coming.

Other Dates of Interest:

August 19th: Sudden Valley's 50th Anniversary Gala. Committee requested Chair MW to request a table at this event to publicize the AGM.

August 24th: Board adopts AGM measures and 2024 budget.

August 25th: N&E Chair and General Manager draft election booklet for Unilect.

September 5th: Candidate applications due no later than 4:30PM. Thereafter N&E/GM validate candidates in good standing and do the lottery for candidate order on the ballot.

September 7th: Deadline for candidates to submit photos, bios, and for Board candidates, an optional Vision Statement for publication in the October Views. Photos and bios will also appear in the election booklet.

Discussion: Candidates will be encouraged to submit photos, bios, and Vision Statements as part of their initial application. Wording to this effect will be part of the letter to candidates in the Application Packet. Karen Borchert volunteered to write this letter.

September 11th: All elections materials mailed to Unilect.

TBD: Unilect Print Date. N&E will use official channels to announce candidate withdrawals up until this date. Candidates withdrawing after this date will still appear on the ballot and N&E will not inform the membership of their withdrawal, as per guidance from Sudden Valley's attorney.

September 27th: Unilect will mail out ballots.

November 3rd (Friday at noon): Unilect will collect last ballots from its PO box.

November 3rd 1PM Unilect will fly to Seattle.

November 3rd 4:30PM: N&E will collect last ballots from the Drop Box and remove it.

Candidate Forums: [NOTE although N&E proposes to host these, the "approved" Manual still references the Communications Committee. Unfinished business: Bring this change to the Board.] Discussion: MW reported N&E had received informal approval from the Board President to run the candidate forums. Three candidate forums were discussed—one on a weekday evening, one on a weekend afternoon, and a third more informal gathering ("Meet & Greet") at El Agave as happened last year. GC volunteered to look at possible dates for these forums. MW will ask the Board if N&E can sponsor an informal Meet-and-Greet at El Agave or if this needs to be an effort sponsored by the candidates themselves.

Other Business: Jo Anne Jensen has prepared a large calendar showing AGM dates and deadline. Copies have been made for N&E and will be picked up and distributed. Committee members asked to be provided a copy of the final Unilect contract.

Action items for Chair (MW):

- Request N&E Table at the 50th Anniversary Gala.
- Final Unilect contract for N&E Members.
- Get Board clarification on N&E's role re the Candidates Forums.
- Get relevant Sudden Valley attorney's opinion(s) to share with N&E.

There being no further business, the meeting was adjourned at 7:21PM.

**ADDENDUM TO APRIL 24, 2023 MINUTES**

**NOMINATIONS & ELECTIONS COMMITTEE**

**RECOMMENDED CHANGES TO THE 2023 ELECTION PROCESS**

1. Changes to the N&E Manual

DOCUMENT: N&E Manual

SECTION 4.1.6

Revise Section 4.1.6 and Delete Section 4.1.10

4.1.6 Association Members who are interested in running for an open position must use the current year application package. The package is available from the Administration Office, from the pamphlet distribution center next to the Administration Office or can be downloaded from the Sudden Valley website. Members should state on each application only a single position for which they are running. A separate application is required for each position (a member may not hold more than one elected position at a time).

*[Add the following] As part of the application packet, all candidates shall submit a maximum 100-word digital biography and photograph. These biographies will be a part of the official Association Notice of Meeting voting packet mailed to each member. In addition, Board candidates may submit an optional maximum 500-word essay stating their vision for the Valley. Candidate photographs, digital biographies, and optional Vision Statements will be printed in the October Views.*

~~4.1.10 Once candidate applications have been accepted, the N&E will send a letter to each eligible candidate seeking additional information. All candidates shall be asked to furnish a maximum 100 word digital biography and photograph for the Views. In addition, candidates for the Board will be asked to submit a maximum 500 word essay stating their vision for the Valley. These will be printed in the October Views so the membership will be aware of the candidates' backgrounds, experience and views. The biographies will be a part of the official Association Notice of Meeting voting packet mailed to each member. Before submission to the publisher candidates may review their information for typographical errors.~~

Background: (1) Membership should be aware of the candidates' backgrounds, experience and views. However some individuals find writing tasks daunting and two such writing requirements may deter otherwise well qualified individuals from running. Thus submitting a Vision Statement is at the discretion of the candidate. (2) To facilitate speedier printing of the AGM voting packet, and thus earlier mailing of the AGM election materials, candidate biographies, photos, and optional Vision Statements shall be submitted with their Statement of Candidacy by the candidate closing date.

DOCUMENT: N&E Manual

SECTION: 4.1.7

4.1.7 The N&E will meet in early September after the closing date for submission of applications to confirm the eligibility of the candidates. The N&E will open the applications and check them for signatures and whether any additional information needs to be provided. Staff will vet each candidate application and they will be sorted into open positions. N&E will create name slips for the random drawing to determine the order in which the candidates' name appear on the ballot.

(Add to end of section 4.1.7)

*“Upon declaration of candidacy, any current N&E member seeking an elected position on the Board, N&E, or Architectural Control Committee shall immediately resign from the N&E committee.”*

Background: Section 1.2 of the N&E manual gives the N&E committee the responsibility to ensure the integrity of the election process. SVCA Bylaws Article V, section 3 (c): "No person nominated as a Board member or as a member of the Nomination and Election Committee or the Architectural Control Committee, nor members of their family or their household, shall assist in counting votes for any election. Article V, Section 3 h(1) further states that "The Committee shall supervise the balloting during elections, as set forth in Article III, Section 3 and h(ii) "The Committee shall supervise elections conducted during any Annual or Special General Meeting".

Recognizing that N&E supervises the entirety of the election process, and that actions taken throughout that process must always appear to be unbiased and fair, in order to avoid the appearance of a conflict of interest throughout the election process, N&E proposes adding language to the N&E manual requiring candidates seeking an elected position to resign from N&E.

DOCUMENT: N&E Manual

Section 4.1.12 [This section is not changed. Retain 2-day official withdrawal period.]

(Add to 4.1.12)

*Section 4.1.12: "A candidate who wishes to withdraw after the date called out in 4.1.12 above shall do so in writing to the Chair of Nominations and Elections and to the Board. No reason for withdrawing need be given. The communication must clearly state the position for which they applied and the statement "If elected, I will not serve," and must give their permission that the Statement be shared with the Sudden Valley community. The withdrawal will be effective as of the date of the letter or email and there after the candidate will be ineligible to hold the office to which they applied. The Statement shall be shared with the Sudden Valley community as recommended by the Nominations and Elections Committee: (1) Published in the Sudden Valley Views; (2) Disseminated as an Eblast to the Community; (3) Posted as an announcement outside the Administration offices in the Welcome Center and in the lobby of the Clubhouse; (4) Posted to the Sudden Valley webpage and Facebook page; and (5) and elsewhere as determined by Nominations & Elections."*

Background: Nominations & Elections is charged with ensuring the integrity of Sudden Valley's elections by conducting an open, free and fair process. A candidate's late withdrawal means that ballots may already have been printed and/or mailed showing that individual as a candidate. This distorts the election process and is a disservice to members of Sudden Valley. In the 2022 election cycle, over 200 ballots [GC ck] were cast for a candidate who had indicated she would not serve. A failure to address this in Sudden Valley's Rules/Regulations as found in the N&E Manual 4.1.12 meant staff were unable to share or post information re the withdrawal lest they be "telling people who to vote for." Providing members with timely and clear information on candidates who have withdrawn would allow members the option of voting only for candidates who have not announced their withdrawal.

DOCUMENT: N&E Manual

Following Section 4.1.12

Add 4.1.14 Status of Votes Cast for Candidates Who Have Withdrawn.

*“Votes cast for a candidate who has formally withdrawn their application shall be counted and reported. The votes cast for a candidate withdrawn shall be disregarded and not affect the certification in determining the vote ranking for length term of office.*

2. Other Changes to the Election Process:

DOCUMENT: Ballot Security Envelopes (and elsewhere as needed) alerts:

*Additional language on reverse side of ballot security envelope top portion:*

**STOP! Do Not Mail After Oct. 20th.**

**Use Drop Box in Clubhouse.**

*Additional language for Canadians on reverse side lower portion:*

**INTERNATIONAL MEMBERS: Allow minimum 4 days additional mailing time.**