

NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 7

ELECTIONS COMMITTEE TERMS OF REFERENCE

(7/21/20)

WHEREAS, Article IV, Section 4.01, of the Bylaws assigns the Board of Directors with "... all the powers of the Association, except such as are, by the laws of Virginia, the Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the Members"; and

WHEREAS, Article II, of the Bylaws establishes certain requirements for the nomination and election of members of the Board of Directors;

WHEREAS, the Board wishes to create a body to advise and assist it in developing and conducting the nomination and elections procedures.

NOW, THEREFORE, BE IT RESOLVED THAT an Elections Committee is established having the following terms of reference:

RESPONSIBILITY

- A. The primary responsibility of the Elections Committee is to supervise and administer the nomination and elections of the Board of Directors in accordance with the Bylaws and the procedures adopted by the Board and published in the Book of Resolutions.
- B. In fulfilling this responsibility, the Elections Committee shall perform the following tasks:
 - 1. Establish a nominations procedure, subject to Board approval;
 - 2. Publish the procedure;
 - 3. Arrange to inform the residents of the candidates;
 - 4. Establish campaign procedures;
 - 5. Check residents into the meeting;
 - 6. Distribute ballots;
 - 7. Count the votes cast; and
 - 8. Announce the results of the election.

MANNER OF ORGANIZATION

- A. Membership – Members of the committee will be appointed by the Board President from resident volunteers.
- B. Chairman – The chairman of the committee will be appointed by the Board President.
- C. Vacancies – The Board of Directors may remove any committee member, including the chairman, at any time with cause. Vacancies created by the above, by death, or by resignation of the chairman shall be filled by appointment of the Board.
- D. Subcommittees – From time to time, the committee may create from among its membership such subcommittees as it deems necessary and desirable, so long as each subcommittee has specific goals and objectives approved by the committee. The subcommittee will elect its own chairman. If the subcommittee chairman is absent from two successive regular subcommittee meetings, the subcommittee may elect a new chairman from among themselves, and promptly notify the standing chairman of that change.

MANNER OF OPERATION

The Election Committee is to operate within the following parameters; consistent with such parameters the committee may establish such other rules and methods of operation as it deems necessary:

- A. Functions –
 - 1. Functions of the Election Committee include the following:
 - a. establishing priorities for committee and subcommittee activities in order to meet assigned responsibilities;
 - b. proposing, for Board adoption, guidelines relative to the committee's area of operation; and
 - c. taking such actions as directed by the Board.
 - 2. Functions of the chairman include the following:
 - a. coordinating and supervising the committee activities and meetings to assure that committee responsibilities are met;
 - b. preparing committee reports for submission to the Board of Directors; and
 - c. keeping a roster of committee members.
 - 3. Functions of a subcommittee include the following:
 - a. performing tasks as assigned by the chairman; and

b. submitting monthly written reports to the chairman.

B. Meetings –

1. Regular meetings of the full standing committee shall be held as necessary to carry out assignments and responsibilities.
2. Subcommittee meetings will be held at least monthly or more often as necessary for as long as it takes them to complete their task, which may be a special project of short duration, or an on-going task.

C. Reporting and Channels of Communication – The committee shall, through its chairman, submit to the Board of Directors written reports on a regular basis. Such reports shall include at least the following:

1. summary of annual election results;
2. problems encountered, if any, and assistance requested, if any; and
3. recommendations or proposals, if any, with supporting rationale.