

Massanutten Property Owners Association

MPOA Nominating Committee

Last Revision
16 January 2021

Nominating Committee

1. Mission Statement

The Nominating Committee is a standing committee with these primary missions:

- a. To locate and nominate individuals for the annual election to fill vacancies on the Board of Directors. To locate and recommend candidates for positions on the various committees.
- b. To respect the confidentiality of the committee and the applicants.

2. Composition and Appointment of the Committee

- a. The committee has two members of the Board of Directors and three members of the association. The Committee shall select its Chairman.
- b. All members are appointed by the President of the Board of Directors and serve staggered two year terms, beginning with the annual board meeting in May.

3. Calendar

June

- a. Publicize for committee applications in the MPOA quarterly newsletter on bulletin boards at the mail houses, on the MPOA website, in the Women's Club, in the Lions Club, and the MPOA various social events .
- b. Evaluate applications

July

- a. Submit candidates to the board of directors

September

- a. Process any new applications
- b. Plan for recruitment at MPOA events
- c. Submit any candidates at the board meeting

October

- a. Recruit MPOA for new committee and board members

November

- a. Process new applications
- b. Submit candidates at board meeting

January

- a. Start campaign for new board members
- b. Contact incumbent board member for re-election
- c. Nominating committee members can contact other committee members to recruit
- d. Prepare written material for newsletter to recruit for board and committee candidates
- e. Put up flyers and applications on bulletin boards at mail houses
- f. Solicit applications at the board meeting
- g. Notify Board of any committee vacancies

February

- a. Continue to seek applications
- b. Check on application availability

March

- a. Submit board candidate names so candidates are on the agenda for the board meeting
- b. Plan “Meet the Candidate” function

April

- a. Candidate biographies are collected and given to MPOA office for distribution in the newsletter
- b. Analyze rosters of committees for recruitment
- c. Contact chairpersons of committees for input
- d. “Meet the Candidate” function

May

- a. Organize recruiting table for annual meeting
- b. Election at annual meeting
- c. Tally ballots
- d. President brings in new Nominating Committee members

4. Selection for Board

- a. Obtaining names to be considered. The committee is to collect an adequate pool of names to be considered. The committee should take measures to notify the membership and solicit applications. The measures taken should be left to the committee's discretion, except for a mandatory notice in the MPOA newsletter.
- b. Consideration. The committee considers for nomination all persons who have submitted an application for a position on the board.
- c. Selection. All nominees are eligible for the election.
- d. Notice to the board. The committee provides the candidates names to the board at least 60 days before the election. Nominating Committee and MPOA office staff need to verify the nominees are in good standing prior to notifying the Board and preparing ballots.
- e. Candidate biographies, rules and procedures
 - Limit each candidate biography to 400 words.
 - Text will be printed, preferably using a word processing computer program.
 - Recommend each candidate include professional experience, educational background, community service related experience and MPOA goals.
 - Provide each candidate seven days to review MPOA typed text to ensure accuracy.
- f. Candidates Night rules and procedures (Zoom/online meeting simultaneously)
 - Required to have a board approved moderator. Must maintain strict control and ensure equal opportunity for all candidates to participate.
 - Names will be pulled from a hat to determine order of participation.
 - Have ample seating available if applicable.
 - Each candidate will have up to five minutes for opening introduction.
 - If candidate does not attend the moderator will read their written remarks Of up to 400 words.
 - Moderator should have a table at entrance door for questions from the audience to be recorded 30 minutes before the event begins or solicit questions from owners through an email blast message.
 - Moderator will ensure each candidate answers the audience questions with a two minute time limit in an equal rotating manner. Recommend having a visible timing device present (ipad stopwatch).
 - Each candidate will have two minutes to make closing remarks. Order determined by draw from hat.
 - Recommend board members not participate in discussion.

5. Selection for Committees

- a. Obtaining names to be considered. The committee is to ensure an adequate pool of names for consideration. The committee should periodically notify the membership and solicit applications. The committee determines strategy and their approach to obtain candidates. The committee will post notices in the MPOA newsletter and on the MPOA website and on social media.
- b. Consideration: The committee considers for nomination all persons who have submitted an application for a position on the board.
- c. Notice to Board. The committee provides the candidates names to the board in writing for next board meeting.
- d. Appointment: The board makes appointments to the A&ECC Committee. Appointments to all committees are made by the board president.

6. Record Keeping

- a. The committee keeps a complete record of its actions, including minutes of meetings. Minutes of the meetings will be available to the public, with the exception of any discussion and voting on personnel matters.
- b. A file is maintained with any correspondence with the board. The file also contains all copies of applications received for nomination to the board.
- c. Applicant files.
- d. Report on annual activities of the committee at the July board meeting.
- e. Office
 1. Receives application. Stamps date received at the top and bottom of form
 2. Vetting of application for “Member in Good Standing”
 3. If applicant is in good standing send application to the Nominating Committee and notify applicant of reception and forwarding of application. If applicant is not in good standing notify the applicant.
- f. Nominating Committee
 1. Reviews committee and board vacancies
 2. Checks on special needs for committees
 3. Listen to acceptance recommendations
 4. Submits names to board (A&ECC) or president (all other committees).
- g. Board/President
 1. The board notes the candidates.
 2. The President or Board appoints the selectee to the committee or rejects the selection.
 3. The President or Board submits the names on the proper form to the office.

MASSANUTTEN PROPERTY OWNERS ASSOCIATION INC.

Phone: 540/289-9466/ Fax: 540/289-9406/E-MAIL: mpoa@massanuttenvillage.com

DATE: _____ Stamp Received: _____

APPLICATION FOR COMMITTEES

PLEASE CHECK WHICH OF THE FOLLOWING INTERESTS YOU THE MOST (IN ORDER OF PREFERENCE)

___ SOCIAL COMM. ___ NOMINATING COMM. ___ WEB PAGE COMM.

___ LONG RANGE PLANNING COMM. ___ ARCHITECTURAL & ECOLOGICAL COMM.

___ FIREWISE COMM. ___ HOPKINS PARK COMM. ___ RULES COMM.

NAME: _____

_____ OWNERSHIP CATEGORY: ___ FULL ___ PART ___ OTHER (explain) _____

___ UNIT NO. ___ LOT NO:

PHONE: WORK _____ HOME _____

OCCUPATION: _____ E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

WHEN DID YOU BECOME AN OWNER: _____

PLEASE ELABORATE ON YOUR PROFESSIONAL/EDUCATIONAL BACKGROUND:

PLEASE LIST SKILLS WHICH YOU FEEL WOULD BENEFIT THIS COMMITTEE:

PLEASE LIST CIVIC AND COMMUNITY ORGANIZATIONS/MPOA COMMITTEES/CLUBS IN WHICH YOU HAVE BEEN

INVOLVED OR HELD OFFICE:

EXPLAIN WHY YOU WANT TO JOIN THIS COMMITTEE:

PHONE: 540/289-9466 **MASSANUTTEN PROPERTY OWNERS** FAX: 540/289406

ASSOCIATION, INC

DATE: _____ E-MAIL: mposa@massanuttenvillage.com STAMP RECEIVED: _____

APPLICATION FOR BOARD OF DIRECTORS

NAME: _____

OWNERSHIP CATEGORY: _____ FULL _____ PART _____ OTHER (explain) _____

_____ UNIT NO. _____ LOT NO.

PHONE: WORK _____ HOME _____

OCCUPATION: _____ RESUME ATTACHED: _____

E-MAIL: _____

MAILING ADDRESS: _____

WHEN DID YOU BECOME AN OWNER: _____

PLEASE ELABORATE ON YOUR PROFESSIONAL/EDUCATIONAL BACKGROUND:

PLEASE LIST SKILLS WHICH YOU FEEL WOULD BENEFIT THE MPOA:

PLEASE LIST CIVIC AND COMMUNITY ORGANIZATIONS/MPOA COMMITTEES/CLUBS IN WHICH YOU HAVE BEEN INVOLVED OR HELD OFFICE:

EXPLAIN WHY YOU WANT TO JOIN THE BOARD:

THANK YOU FOR YOUR INTEREST. PLEASE RETURN TO MPOA OFFICE.

Example of “Meet the Candidate Night” Procedures

1. On behalf of the MPOA Board of Directors I would like to welcome everyone tonight. My name is Kevin Frazier and I will moderate tonight’s introduction of the MPOA Board Candidates

We have 6 candidates running for 5 open board seats

2. We will start with an Introduction of candidates - Each candidate will have 5 minutes. Draw from hat for order and use iPad countdown clock

Mary Cook

Jana Gough

Orris Hambleton

Jim Slye

Daryl Borgquist

Ken Mitzkovitz - not here. Read his 400 word statement

3. The candidates will answer pre-written Questions from audience or moderator - Draw names from hat for order or reverse order

Two minutes to answer per question

4. Candidates closing statement 2 minutes reverse order

5. Thanks to everyone for coming