



# NORTH SHORES BOARD OF GOVERNORS

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## Resolution

It is resolved that-

The following processes, procedures and timeline will be utilized for future NSBG elections.

### NSBG Election Processes, Procedures and Timeline

#### Timeline:

**By January 24:** Directors who are in the final year of their term will notify NSBG whether they intend to stand for reelection at the upcoming election/annual meeting on the fourth Saturday of May.

**By February 14:** Mid-winter update will be mailed/emailed. Included in the update will be the number of open board seats and the names of the directors whose terms are ending and who intend to seek reelection.

**By March 31:** New candidates will notify NSBG of their candidacies and all candidates will submit candidate statements and bios to be included in the April 15 mailing.

**By April 15:** President's letter, candidate statements/bio, proxy form, etc., to be mailed/emailed.

**Friday before election/annual meeting:** Proxies are due in the North Shores office by noon.

**Proxy requirements:** All valid proxies will count for quorum purposes. The proxy form will enable owners to direct proxy holders regarding any matter(s) considered at the annual meeting. If no such specific direction is given, the proxy holder will have the authority to vote on such matter(s). The proxy form will include a ballot with the name(s) of the candidate(s) running for the open board seat(s). The ballot will make clear that the owner may either (i) vote for the candidate(s) of their choice, or (ii) authorize the proxy holder to vote for the candidate(s) of their choice. NSBG will ask that proxies not utilizing the NSBG form include all candidates running for the NSBG.

**Candidate statement:** All candidates will have the opportunity to submit a statement no longer than two (2) pages that invites candidates to provide the following information:

- Background and Personal Information
- Relevant Board, volunteer, professional, etc., experience
- How the candidate sees the role of the Board and what its focus should be in the near term
- Why the candidate wants to serve on the Board
- Whether there are any time constraints on the candidate's willingness to serve

**Meet-and-greet:** NSBG may invite all candidates to a meet-and-greet prior to the election; provided that, all candidates agree.

**Encourage participation:** NSBG may encourage owners to run for the NSBG at the annual meeting, board meetings or through mail/email communications to owners.

**Board neutrality:** Board neutrality is a best practice in HOA elections. Owners are free to endorse or campaign for the candidate(s) of their choice. If a board member endorses or campaigns for a candidate, such board member is doing so as an owner and not in their official capacity. NSBG resources (e.g., office, letterhead, email distribution lists, community executive or staff time) will not be used in support of a particular candidate.

By order of the North Shores Board of Governors  
February 5, 2025