

DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Nominations and Elections, Board of Directors

Initially Adopted: 11/11/2020

Amended: _____

I. Policy Statement:

It is the policy of Dreamland Villa Retirement Community (DVRC) to ensure that the process used to nominate and elect eligible individuals to serve on its Board of Directors is a fair and equitable process that complies with its By-Laws. It is with this in mind that an ad-hoc Nominating Committee has been established.

II. Nominating Committee:

A. Rules and Responsibilities:

a. Rules:

- a. Each year the Nominating Committee functions as a new ad-hoc committee with a life span beginning each fall and ending in April of the following year.
- b. The Nominating Committee should consist of three (3) DVRC members in good standing that are appointed and approved by the Board at a regularly scheduled meeting of the Board of Directors.
- c. Current members of the Board of Directors are not eligible to serve on the Nominating Committee. Additionally, members of the Nominating Committee who become candidates for the Board of Directors, are required to relinquish their seat on the Committee.

b. Responsibilities:

- a. Seeking out and identifying the required number of willing and qualified candidates necessary to fill the vacancies that will exist on the Board at the beginning of the next Board term. The minimum number of individuals required to run, and their length of service should be set as prescribed in the By-Laws.
- b. Meeting as often as necessary to carry out the charge to the committee.
- c. Reporting the committee's progress at each regularly scheduled meeting of the Board of Directors and at the Annual Membership meeting until the committee is dispersed in April.
- d. Managing and overseeing the entire nominating process, the election process and the vote tally process.
- e. Validating that each candidate is a DVRC voting member in good standing.
- f. Reporting of the official election results and installation of the next president at the first meeting of the Board in April.