

CSPA Nominations and Elections Committee Roles and Responsibilities

Purpose:

To nominate candidates for election to the Board, and to prepare and supervise the election of Directors at the annual meeting.

Committee Responsibilities:

1. Recruit homeowners to become candidates for election to the Board.
 - a. Announce upcoming elections through the minutes, website CSPA billboards.
 - b. Visit with potential candidates to explain the functions and responsibilities entailed by serving as a Director.
2. Prepare for the voting at the annual meeting.
 - a. Submit biographical information as prepared by each candidate to the Board for distribution.
 - b. Distribute and collect Designated Proxy forms.
 - c. Prepare ballots and listings of designated proxies.
 - d. Set up meeting site for distribution of ballots.
3. Supervise the election at the annual meeting.
 - a. Distribute ballots to homeowners and additional ballots to homeowners designated as proxies.
 - b. Count the ballots.
 - c. Submit results to the Board.
4. Recruit candidates to fill any vacancies as may arise on the current Board and submit the names directly to the Board.

Management Responsibilities:

1. Distribute announcements, ballots, Designated Proxy forms at the direction of the Board and in accordance with the Bylaws.