

Bayside Neighborhood Association

Nominating & Election Procedures and Policies

Nominating Committee Meeting Decorum

The Nominating Committee shall abide by BNA Bylaws and other Policy documents, including BNA Decorum Policy.

Nominating Committee Make Up and Member Selection

The board may delegate the selection of new board member candidates by forming an ad hoc nominating committee at least sixty (60) days in advance of the annual election date. Otherwise the Officers of the Board will operate as the nominating body.

There must be at least three (3) people on the Nominating Committee, and no more than 5. To be a member of the committee, a person must be a member of the BNA in good standing.

To conduct the business of the actual nominations, two-thirds of the members of the Committee must be present.

Nominating Committee Procedures

Step One: The Committee will determine the number of available seats in any given election year. The Committee will ensure the balance between Board members with staggered terms stays as close to equal as possible as required by the bylaws. To that end, the number of available seats in any given year should be no greater than the number of sitting board members not facing reelection in that year, unless the board has voted to expand the number of its members. Exceptions to this guidance would include any instance wherein the number of board members is below the recommended seven members.

Step Two: The Nominating Committee will list possible candidates. Submissions to the Committee of those who wish to be considered for the board are encouraged. The Chair of the Nominating Committee will be responsible for announcing at each board meeting during the nomination period that the Nominating Committee is looking for submissions, and ensuring notice to general membership such as email and/or post. The Nominating Committee will decide who is qualified to be nominated for the board according to the responsibilities laid out in the bylaws and qualifications below. The Committee will then ask all the nominees if they are interested.

Qualifications of Board Nominees

To be considered for Board membership, a person must have demonstrated they have the best interest of the Bayside Neighborhood Association and Bayside neighborhood in mind, must be responsible and have leadership skills, as well as exhibit some of the objective qualities listed here.

- Attends General Meetings
- Attends Board Meetings
- Participates at meetings
- Participates on committees
- Attends events
- Attends City Hall meetings
- Has done past work on behalf of BNA
- Has organizational skills

Election Procedures

The Nominating Committee will publicly announce a slate of qualified candidates at least thirty (30) days prior to the election, and will create and distribute paper ballots to be cast in-person at the annual meeting.

Up to seven (7) days before the Annual Meeting, people who do not appear on the slate may declare their names to be considered as a write-in candidate. The Nominating Committee shall announce any declared write-in by the same means they announced the nominated slate, but not print write-in names on the ballot.

Ballots shall bear the name and address of each nominated candidate on the slate with a corresponding checkbox to indicate a "YES" vote, as well as one blank line if there are any declared write-in candidates. Ballots shall instruct voters to select a number of candidates equal to or less than the number of available seats.

To receive a ballot, an individual must be a voting member in accordance with the Bylaws and have signed a membership form at the annual meeting before receiving their ballot.

Ballots must be counted by at least two (2) members of the Association who are in good standing and not up for election to the board. The Chair of the Nominating Committee will appoint the ballot counters. Ballots may only be handled in the presence of the aforementioned ballot counters. Ballots that have been tampered with and ballots with more votes than available seats shall be

invalid and not counted. It shall be at the sole discretion of the counters whether a written name matches a declared write-in candidate.

All candidates shall be ranked according to "YES" vote totals, and those receiving a majority of votes shall be assigned seats from highest to lowest until all available seats are filled. If the resulting total board makeup does not satisfy the bylaws requirement of two-thirds residents, then the non-resident candidate with the least number of votes in the first ranking shall cede their seat to the next ranked candidate with resident status, and so forth until the resident requirement is satisfied. If there are fewer candidates passing the majority threshold than available seats, then the remaining seats will be treated as an off-cycle vacancy, to be filled by the incoming board as described below

Election results including vote totals will be made public within 24 hours of the Annual Meeting, at which time the newly elected board members will be considered officially installed.

If a tie vote results in a contested final seat or seats, the nominating committee will convene immediately with the tied candidates to attempt to resolve the contest. The candidates will first be given the option to concede by mutual agreement. Failing that, a runoff election will be held at the next scheduled monthly board meeting, with the public invited to vote for as many candidates as there are remaining seats to fill. The process may repeat until the contest is resolved.

Off-cycle Vacancies

Interim nominations will be conducted by majority vote of the full board.

The association will approach each of the nominees to determine whether they are interested in serving. The president, in accordance with the bylaws and board policies, may appoint them to the board if they are interested in serving. If a nominee is not interested in serving, the board may recommend another nominee to the president and the process may repeat until the vacancies are filled.

Board Nominations for Organizational Seats

Organizational seats are not required. As long as Bylaws numerical requirements are met (i.e. no more than one-quarter total Board seats may be organizational),

The Board has discretion whether or when to invite organizations to join or continue as voting members, as well as the method of outreach appropriate to a particular newly identified organization.

The Board may choose to consider specific organizations that align with the BNA mission, represent key membership groups, provide unique resources or expertise, participate in shared initiatives, or are considered strategic partners for other reasons.

If a quorum of individual Board members as defined in the Bylaws (i.e. including a majority of the residents) by majority vote identifies a new nominee for organizational seat, the rights and responsibilities of Board membership should be explained to an appropriate decision-maker at that organization. To accept the nomination, an organization must designate a primary representative to attend, participate and vote. Then the Board shall vote whether to appoint each nominated organization (including any returning organizations nominated) for one year. A quorum of individual Board members may vote to remove an organization from voting Board membership at any time for any reason.