



Nominations and Elections Committee Charter

The Nominations and Elections Committee is established as a **standing** committee in accordance with the bylaws of Roadhaven Resort. The Committee serves in an advisory role to the Board of Directors and takes direction from them. The chairperson(s) of the Nominations and Elections Committee are appointed annually by the Board of Directors. The Committee will consist of a minimum of 5 and a maximum of 9 members, plus the Board Liaison(s).

Board members that are serving their last year in a current term and have not exceeded the three term guidelines are ineligible to serve as board liaison for the Nominations and Elections Committee.

Candidates and their spouses are not permitted to volunteer for Nominations and Elections Committee or any position at Roadhaven that is within proximity of ballots during the election season.

The Nominations and Elections Committee is responsible for interviewing and selecting qualified homeowners who would be willing to have their names placed on the ballot for election to the Roadhaven Board of Directors. Prior to presentation of the names of the suitable candidates to the Board, the Nominations and Elections Committee would ensure the candidates understand the responsibilities and duties of being a Board member. The names of the candidates shall be presented to the Board of Directors by the end of the first week in January. Upon presentation of the names of the candidates to the Board, the Committee would then arrange for and confirm participation for all candidate in appropriate pre-election training/workshops.

The Nominations and Elections Committee would conduct the election of Roadhaven Resort Homeowners Association Board of Directors and votes on actions requiring written or electronic ballots by the Homeowners Association members in the most responsible, confidential, and ethical manner. The integrity of the nominations and election process shall be of the highest order.

The Nominations and Elections Committee encourages electronic voting and would strongly encourage all homeowners to participate utilizing appropriate communications. This Charter shall be reviewed annually by the Committee and

any changes shall be approved by the Board of Directors.

The Nominations and Elections Committee will remain in close coordination with the following individuals to coordinate requirements and processes:

- Board Executive Assistant

Nominations and Elections Committee Meetings

The Nominations and Elections Committee will meet on an 'as-needed' basis throughout the Winter season at a time and place agreed to by the Committee. The Board Liaisons or designate(s) will be requested to attend these meeting.

Agendas will be posted, and minutes of all meetings will be approved, with copies maintained according to the Roadhaven Document Retention Policy and published on the Roadhaven website.

Approved by:

Committee Chair / Date

Committee Secretary / Date

