



# **PROCESS FOR ELECTION AND SERVICE ON BOARD STANDING COMMITTEES**

## **Role of the Board Standing Committees:**

Voted actions reached by a Board Standing Committee are advisory to the Board of Directors and/or management. Recommendations, dependent on the substance, may be forwarded to the appropriate board standing committee, management, or directly to the Board of Directors for consideration.

## **Qualifications for Position:**

Any Laurelmead resident who is in residence for at least nine months each year may apply for a Board Standing Committee. Committee members must attend all committee meetings. After two unexcused absences, a member will be asked to resign.

## **Requirements of Service:**

- Committee members are expected to contribute to discussions by attending scheduled meetings, forwarding input from the Laurelmead community, and supporting the goals, guidelines, and mission statement of the committee.
- Members are expected to attend all meetings in-person.
- A committee member may request to attend a meeting virtually once a year for preplanned travel or for serious reasons. No meeting can be chaired virtually.

## **Terms of Office:**

- Elected members' terms shall be for two years starting in April, with a maximum of two consecutive terms on the same committee. After serving two consecutive terms, members must rotate off for one year.
- Residents may serve on no more than two Board Standing Committees simultaneously.

## **Application and Election Process:**

Qualified residents may apply for up to three Board Standing Committees.

### **February:**

- Current committee members are notified of their continued term of office and eligibility to reapply for committee membership.
- Late in the month a Committee on Elections informational session will occur to allow interested residents to learn about the six Board Standing Committees and obtain applications. Committee members will be present to answer questions and describe committee work.
- Applications will be available in the Main Lobby until the posted deadline.

### **March:**

- Early in the month applications close.
- Completed applications are available for residents' review in the Great Room, Library and online.
- Elections, open to qualified residents for all six board standing committees, are held approximately two weeks after the application deadline.
- Voting will take place in-person only one day during specified hours. Residents who have a planned extended absence on the day of the election may request an absentee ballot.
- **Ballots are counted and results posted within two working days.**