

Election Committee Charter

Revised April 2023

Purpose

The POA Election Committee is designated by the POA Board of Directors with the responsibility to coordinate with POA Staff in conducting the annual election of Elected Board Directors.

Membership:

The Board of Directors shall appoint the Election Committee by March 1, which shall be composed of no fewer than five (5) and no more than seven (7) individuals who are Members (Property Owners within Big Canoe). These may include full-time residents, part-time residents, and non-resident lot owners.

A Member of the Committee shall be appointed by the Board of Directors to serve as Chairperson.

All committee members are expected to commit to a term of three (3) years. Members may serve for two (2) consecutive terms. The term shall commence on March 1 and end on the last day of February.

Any vacancy that occurs may be filled as the Board determines. A member of the Board of Directors will serve as liaison to the Committee.

Responsibilities:

The responsibilities of the Election Committee include, but shall not be limited to:

- (i) Promoting the annual election campaign to Members
- (ii) Actively encouraging community recruitment of candidates prior to and during the candidate qualification period
- (iii) Qualifying candidates according to published requirements
- (iv) Coordinating, with POA Staff, the Primary Election (if the number of candidates warrants a Primary Election)
- (v) Coordinating, with POA Staff, any Special Election that may be required because of a vacancy on the Board

(vi) Coordinating, with POA staff, to have the General Election ballots counted and the results announced at the Annual Meeting.

Communication:

The Committee will work closely with the current POA Board of Directors for candidate recruitment during the qualifying period of April 15 – June 30 each year.

The Committee will recommend to the Board, the means and methods for disseminating information about an election and the candidates.

Candidate Information:

Candidates may begin campaigning no sooner than September 1, except in the case of a Primary Election, where dates will be decided as circumstances warrant.

Candidates must meet the following qualifications to be considered for the position of Elected Director:

- Own property in Big Canoe for a period of at least twenty-four (24) consecutive months prior to the Primary Election date.
- Be at least twenty-one (21) years of age by the Primary Election date.
- Be in good standing with the POA at the time of qualifying.
- Secure a signature from at least twenty-five (25) different Members representing at least twenty-five (25) of the Lots in Big Canoe.
- Be willing to authorize a criminal background check by the POA.