



## **Election Committee Charter**

The Election Committee is established as a functional element of the Board of Directors, Greenbriar Occanaire Association and is subject of their approval each year in accordance with the Master Committee Resolution. The Chairperson of the Election Committee shall be a resident-member in good standing appointed by the Board of Directors.

### **Mission Statement:**

**The Election Committee shall have the duty to conduct Elections of the Board of Directors, and any other votes of the Association in accordance with the rules, regulations and procedures established by the Board.**

### **Committee:**

**The Committee shall consist of no more than seven (7) members appointed by the Board. Each member will serve a staggered two (2) year term. Members may not be on the Board. If committee members wish to be reappointed to the committee after their term expires, they may reapply. The Board, in its sole discretion, may appoint new members each year in January or as needed. There will be a Chairperson, Vice Chairperson, and Secretary. The Chairperson will preside over each meeting. The Vice-Chairperson will be the spokesperson if the Chairperson is unavailable. There must be a quorum present for voting. No more than (5) unexcused absences will be permitted by any committee member.**

### **DUTIES:**

**The functions of the Committee, as determined by the Board of Directors, are as follows:**

- Oversee, manage and conduct the various events associated with and required during Elections for the position of member of the Board of Directors
- Conduct the actual voting process, the counting of the votes cast, and the certification of the results to the Board of Directors.
- Arrange for a Moderator for Candidate's Day.
- The committee may arrange for and guide additional member volunteers to assist them in the completion of their task

**Within the above broad guidelines, the Election Committee shall:**

- Conduct the Orientation Meeting so as to insure every Candidate is aware of the mechanisms to be employed, the procedures to be followed, and the duties and responsibilities of the position.
- Conduct Candidates' Day so as to provide a forum for presentation of and by the Candidates to the Association membership at large.
- In the event a specific vote is challenged, be prepared to provide an Investigative Sub-Committee to the Board of Directors, so as to assist in the equitable and impartial disposition of the challenge.
- The committee shall give progress reports at the Board meeting of up until the time of the election

**Adopted Feb. 8, 2007 Reviewed December 11, 2013**