

OCEAN HIGH CONDOMINIUM ASSOCIATION

Policy #11, 1999

SUBJECT: Nominating Procedures - Chronological Checklist

1. Request for Nominating Committee volunteers is published in winter Newsletter and at the annual meeting.
2. President appoints Nominating Committee.
3. Committee meets, elects chairman, sets agenda and calendar. Committee members are encouraged to solicit possible candidates.
4. In Spring Newsletter, committee requests prospective candidates for the board to apply in writing with biography and any additional information desired.
5. Interview prospective nominees.
6. Committee decides on number of candidates commensurate with board vacancies.
7. Obtained signed acceptance from nominees.
8. Encourage persons wanting to run that they may petition the board to have their name placed on the ballots as candidate.
9. In Summer Newsletter, publish committee selection as candidate(s), and at the same time give procedure for petitioning the board to have their names placed on the ballot (Name, Biography).
10. Deadline for petitions - 60 days before date of annual meeting.
11. Committee meets to review petitions, if necessary.
12. Nominating Committee forwards names and biographies of both committee selections and petitioning candidates to the President and Chairman of the Election Committee at least fifteen days (15) prior to

publication of the Fall Newsletter.

APPROVED: Board of Directors
May 22, 1999