



## 2020 BOARD OF DIRECTORS ELECTION Candidate Information

The following information is being made available to all candidates for the South Riding Proprietary 2020 Board of Directors Election. These guidelines are provided to promote a fair and positive election and to ensure a balanced and consistent distribution of candidate materials during the campaign period.

Candidate nominations are due to Town Hall by 5pm on Friday, March 27th. Election results will be announced during the Annual Meeting on Tuesday, May 19<sup>th</sup>.

An Orientation provided by the General Manager will be given to each potential candidate to inform them of the responsibilities, duties and opportunities related to Board membership.

- As a possible leader of the South Riding Proprietary, candidates are expected to ensure that any campaign materials reflect the positive nature of his/her campaign. There will be no campaigning using Proprietary maintained email distribution lists. Candidates will adhere to the South Riding Design & Maintenance Standards as related to posting or distributing of campaign materials. **(No posting of materials on mailboxes or homeowner doors)**. All campaign materials are to be properly disposed of after the completion of the election.
- Candidates must adhere to all community guidelines as outlined in the South Riding Proprietary documents, including but not limited to, the Articles of Incorporation, By-Laws, Design & Maintenance Standards and the Elections Rules & Guidelines.
- At the May 7<sup>th</sup> Board of Directors meeting at 7pm is an opportunity for the candidates to speak to the Board and residents in attendance. It is recommended candidates attend.
- New this year candidates will introduce themselves to South Riding voters through a 30 second video spotlight. The candidate videos will be featured on our website and shown at our Spring event on May 2<sup>nd</sup>.

The mission of the South Riding Proprietary is to promote the health, safety, welfare and interests of all residents, preserving property values, enhancing the aesthetic beauty and fostering a spirit of community for all members.

Any questions regarding campaigning, the voting process and/or a candidate's involvement should be directed to the Elections Committee via email at [elections@southriding.net](mailto:elections@southriding.net).

# **South Riding Proprietary Board of Directors Election Rules and Guidelines**

*Adopted June 2016*

1. Elections Committee Charter/Purpose
  - a. Bylaws for South Riding Proprietary Section 7.1(B) Elections Committee. The Board of Directors shall establish an Elections Committee as required in Article 5 of the Articles of Incorporation.
  - b. Articles of Incorporation for South Riding Proprietary Section 5.3(c) Elections Committee. The Elections Committee shall develop election procedures and administer such procedures as approved by the Board providing for election of directors by ballot of the Owners at annual meetings and, where appropriate special meetings.
  - c. Elections Committee Charter:
    - i. PURPOSES:
      - A. The Elections Committee shall, for approval by the Board, develop and administer the procedures associated with each annual meeting of the Association and any other meeting at which a director or directors are to be elected, including, but not limited to, developing the agenda, all the necessary notices, forms, candidate's forums, rules and administrative procedures related to such meeting.
      - B. The Elections Committee shall be responsible for counting all proxy/absentee ballots collected prior to each election, and for counting all ballots submitted at each annual meeting or other meeting at which a director or directors are elected, if applicable, and for certifying the vote taken in each such election.
      - C. The Elections Committee shall be responsible for making arrangements for each annual meeting.
2. Annual Meeting and Director Election Schedule
  - a. Call for Candidates
  - b. Orientation for Potential Candidates/Residents
  - c. Deadline for Nominations
  - d. Announcement of Candidates/Election
  - e. Spring Festival Campaigning
  - f. Voting Period
  - g. Notice of Annual Meeting
  - h. Annual Meeting
  - i. Election of Officers/First Board Meeting

3. Candidate Nominations
  - a. There will be an Orientation for Potential Candidates/Residents which will include information on:
    - Candidate qualifications
    - Nominations
    - Association Documents
    - Membership and Voting (Ownership Classes)
    - Voting Methods (proxy, online, ballot)
    - Roles and responsibilities of a Board Member
    - Candidates attendance at the New Resident Orientation
4. South Riding Events
  - a. No election campaigning shall be performed from South Riding Proprietary or South Riding Proprietary Committee booths except as arranged by the Elections Committee.
  - b. Spring Festival Meet and Greet
    - Online voting will take place during the Spring Festival for residents who are eligible to vote, and who have not yet voted.
5. Campaigning
  - a. There will be no campaigning using Proprietary-maintained email distribution lists.
  - b. Candidates will adhere to the South Riding Design and Maintenance Standards as related to posting or distributing of campaign materials.
6. Annual Meeting
  - a. Nominations will be taken from the floor only if circumstances call for it, per Articles of Incorporation for SRP, Section 5.3 Qualifications: Election Procedures.
  - b. Paper ballots will be accepted at the meeting.
  - c. Voting rules and procedures are detailed in the Voting Procedures document.
7. Assumption of Office
  - a. On the first Thursday of June, the new Board of Directors will meet. The first item on the agenda will be to hold elections of officers. Immediately after this vote, the newly elected Board of Directors members and any resignations from the Board of Directors become effective.
8. Replacement Ballots
  - a. Available through request to Town Hall. Specific instructions are detailed in the Voting Procedures document.

## 9. Additional Rules and Guidelines

- a. Electronic voting is the preferred method of voting.
- b. No sub tallies or quorum statuses will be provided to the Board of Directors, South Riding volunteers, or the candidates.
- c. The order of names for all candidate lists will be the same and will be selected by random drawing by the Election Committee.
- d. Elections Committee members will not publicly endorse any candidate(s).
- e. The South Riding website and South Riding magazine will only publish impartial information regarding the election and the candidates.
- f. Questions, concerns, or needed clarifications should be addressed to [elections@southriding.net](mailto:elections@southriding.net) or brought to an Elections Committee meeting.

### **What if the Vote Results in a Tie?**

These rules apply only to the individuals involved in the tied result, not to the whole election result. If the vote count results in a tie, then the Elections Committee will determine the winner through a coin toss.

### **What if There Aren't Enough Candidates?**

If there are not enough candidates for all the vacancies, the election will still be conducted. The Board of Directors will determine if additional elections should be held.

According to the Bylaws for South Riding Proprietary, Section 4.4 Number of Directors. After the Declarant Control Period, the Board shall consist of between five and nine directors.

### **What if There is an Unplanned Vacancy on the Board?**

The Board of Directors will determine if the vacancy should be filled during any regularly scheduled election, or whether there should be a special election called.

According to the Articles of Incorporation for SRP, Section 5.6 Vacancies. Vacancies on the Board of Directors caused by any reason other than (1) the removal of a director by the Owners; or (2) removal or resignation of an initial director or a director elected by the Class E Owner shall be filled by a Majority Vote of the remaining directors at the meeting of the Board held for such purpose promptly after occurrence of such vacancy.

# 2020 SRP BOARD OF DIRECTORS CANDIDATE ELECTION PROFILE

**N**AME: \_\_\_\_\_

**A**DDRESS: \_\_\_\_\_

**E**MAIL ADDRESS: \_\_\_\_\_

**P**HONE: \_\_\_\_\_

## INSTRUCTIONS:

In order for your neighbors to get to know you better, please complete the attached Candidate Profile form. Candidate Profiles will be posted on [southriding.net](http://southriding.net) and included in the Election Information Package mailed to each Proprietary homeowner. (Note: your street address will not be published.)

The Candidate Profile includes a brief introductory statement about yourself and why you would like to serve on the South Riding Board of Directors, including background information, strengths, goals for serving, relevant community activities and other leadership activities. Candidate information must be submitted electronically, along with your digital photo and Nominating Petition, to [elections@southriding.net](mailto:elections@southriding.net). (Submissions will be formatted by publication designer for consistency.) Once your information has been received you will be sent confirmation. *You will also need to schedule a time on March 30<sup>th</sup> or 31<sup>st</sup> to meet with our Events Director to record your 30 second video spotlight.*

**Candidate information including the profile form and nominating petition should be submitted in Word. Please include a high-resolution digital photo. Information must be submitted to Town Hall by 5:00 p.m. on Friday, March 27, 2020.**

Any questions or concerns about the Election may be emailed to [elections@southriding.net](mailto:elections@southriding.net).

Thank you!

# CANDIDATE PROFILE

**Name:** \_\_\_\_\_

*All information should be typed and emailed in word format.*

**Introductory Statement** (background, education information, strengths, etc.) 200-word maximum

**Goals for serving South Riding:** 100-word maximum

**Relevant South Riding community activities:** 100-word maximum

**Other leadership activities:** 100-word maximum

# 2020 BOARD OF DIRECTORS ELECTION NOMINATING PETITION

(Other than where a signature is required, please legibly print all information)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell) \_\_\_\_\_

I, \_\_\_\_\_, acknowledge that I am a Member in Good Standing of the South Riding Proprietary and hereby place my name into nomination for a position on the Proprietary Board of Directors. I understand and will abide by the Board of Directors Candidate Election Information as outlined by the Elections Committee and approved by the Board of Directors. If elected, I agree to attend the Board meetings as they are scheduled and to serve in the best interests of the South Riding Proprietary.

\_\_\_\_\_  
*Candidate Signature* *Date*

## **Nominating Endorsement**

We, the following deeded homeowners (must be listed on the deed) of South Riding Proprietary, nominate the above-named person as a candidate for a position on the Proprietary Board of Directors.

Printed Name	Address	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Nominating Petition must be returned to the Town Hall no later than 5:00 p.m. on **Friday, March 27, 2020.**

Please email Candidate Profile (in word) and Digital Photo (high res.) to [elections@southriding.net](mailto:elections@southriding.net).

To be completed by the Elections Committee:

\_\_\_\_\_ Legible Petition                      \_\_\_\_\_ Candidate Profile (within guidelines)  
\_\_\_\_\_ High Resolution Photo sent        \_\_\_\_\_ Verification of 5 deeded homeowners  
\_\_\_\_\_ Verification of good standing        \_\_\_\_\_ YouTube video recorded

Date Received: \_\_\_\_\_ by \_\_\_\_\_ (Proprietary Staff Initials)  
Date Verified: \_\_\_\_\_ by \_\_\_\_\_ (Proprietary Staff Initials)