

ELECTION GUIDELINES OF SRCA
REVISED 6-1-24

The Nominating and Election Committee will verify all candidates for the Board of Directors who meet the following **qualifications**:

1. The candidate's name must be on the Certificate of Membership for the section in which he/she is a candidate.
2. The candidate must be a member for at least one year prior to **9-1-24**, be fully paid up and current with all membership dues, fines and assessments.
3. No candidate may be a paid employee of the Association
4. The candidate must be at least 18 years of age.
5. **IT IS RECOMMENDED THE CANDIDATE HAS SERVED ON A COMMITTEE(S)** and be knowledgeable of the campground Rules/Policies and Bylaws with a focus on Articles IV, V and VI.
6. All candidates must have or obtain a criminal background check conducted by the Office within the last 12-months. Additionally, candidates must provide the office with a current Child Abuse History Certification (Child Abuse History Certifications are good for 60 months from the date of the last clearance.)
7. The candidate may not be the spouse or co-owner of a membership or memberships owned by a current Director.
8. Any candidate with a Major Offense of the campground rules within the past 3-years will be ineligible for candidacy.
9. The Candidate **CANNOT** interfere with the Nominating/Election Committee rules regarding the election process. Any violation will render the candidate disqualified. The candidate will be notified of the reason(s) for this disqualification.

SUBMITTING A LETTER OF INTENT (LOI): The Election packet contains the Letter of Intent, the Election Guidelines and an Observer Form. This packet is available in the Office or SRCA's website at www.srcahome.com. All eligible candidates who submitted a LOI will have their names on the ballots. A fully completed, signed and dated LOI **must** be in the possession of the Office by end of business day **Thursday, July 11, 2024**. Candidates must also submit a criminal background check and Child Abuse History Certification as mentioned above in #6. Candidate's qualifications will be verified by first the Office and then the Nomination/Election Committee on July 13, 2024.

CANDIDATE'S ANNOUNCEMENT: All eligible candidates will be announced and posted after verification by the committee on Saturday, July 13, 2024. All LOI's will be posted on the SRCA website, in the Office and on all outlying campground bulletin boards. Candidates will be introduced at the July 14th Board Meeting. It would benefit the candidates to attend. **Candidates may begin campaigning after they are introduced at the July 14 Board meeting.**

CAMPAIGN SIGNS shall not exceed 18" X 24" in size. **One (1) sign is permitted per lot per candidate, endorsing the candidate only. Campaign signs are not permitted on any Association lots, common ground, or bulletin boards. Do not staple or nail to any tree in the campground.** Campaign signs may be placed on other member's lots with the permission of that member. All campaign signs must be removed by the day after the election.

WRITE-INS: Write-in candidates are permitted according to our Bylaws. Should a write-in candidate receive the majority of the votes, they **must** meet all the above qualifications to remain seated. Should the write-in candidate not meet the above qualifications, the candidate from that Section with the next highest number of votes will be seated.. If a write-in chooses, they may submit an introduction letter to office to have posted on the website and campground bulletin boards. Write-in candidates' names are not on the ballot. Name stickers may be used for a write-in candidate

OBSERVERS: Each candidate is permitted one (1) observer. **The candidate must submit their Observer's Form to the Office no later than August 30, 2024.** Observers are permitted to be present both days when the Proxies are recorded (Saturday) and when the Ballots are counted (Sunday). They are permitted to view only the Section for which they are observing. Observers must not interfere in any way and remain from the beginning until the end and only to observe. They will be seated not less than 12 feet from committee members' table. If the observer has a complaint, she/he is to see the Nominating/Election Committee chairperson or Co-Chairperson.

TIE: If there is a tie in the election of a section director, a coin will be tossed by the Election Chairperson or Co-Chairperson to determine the winner. If a 3-way tie, one (1) suit of a deck of cards, minus the Ace will be used. This will take place on Election Day in the Rec Hall. The time will be announced so all members who wish may be present.

Chairperson *Renee Curry*

OBSERVER FORM FOR 2024 ELECTION

Date: _____

Candidate: _____ Signature of Candidate: _____

Observer: _____

Observer's Lot # _____ Phone number _____

Signature of Chairperson/Designee: _____

To Candidate and the Observer:

Each candidate is permitted one (1) observer. The observer's name must be submitted by the candidate to Nominating Chairman or the Office no later than the date and time listed below. The observers are permitted to be present for both of the counting days. The Proxies are opened and recorded on Saturday (at 9:30 AM) and the Ballots are counted on Sunday (9 AM). They are permitted to view the ballot counting (not results) of only the section for whom they are observing. Observers must not interfere in any way. If the observer has a question, she/he is to see the Nominating/Election Committee chairperson or designee.

**CELL PHONE USE IS PROHIBITED DURING THE OBSERVING TIME
EXCEPT FOR THE CHAIRMAN AND CO-CHAIRMAN.**

THE OBSERVER SHALL REMAIN FROM THE BEGINNING UNTIL THE END and ONLY TO OBSERVE. If they should leave before the end, they cannot return. Observer must remain seated and maintain a distance of not less than 12 feet from the table being used for counting.

This form must be turned into the Nominating/Election Committee Chairperson or Designee by 4:00 PM on August 30, 2024 .

Signature of Observer agreeing to the above

WHAT TO EXPECT as a DIRECTOR

If you are considering becoming a Director at Slippery Rock Campground, you should be familiar with our Bylaws and Rules/Policies. Article IV, V and VI of our Bylaws (Board of Directors, Officers and Committees) while VII cover Fiscal responsibilities. Being a Director also means being aware of the time commitments that are involved- Board meetings, committee meetings, and/or members seeking advice or questions.

APPROPRIATE CONDUCT and CONFIDENTIALITY- are covered in Art IV, Sections 6- 12. As a Director, you represent the interest of the membership and will have access to confidential information such as memberships, employees, board discussion, and private emails between Directors before matters are taken to the Board Meetings. You are asked to maintain ethical behavior such as honesty, dignity, diversity, fairness, and respect for the members including the other Directors on the Board. Directors must be impartial, fair, and courteous during the meetings.

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The First Meeting you will attend is the Reorganization meeting whereby the newly elected Director takes office. (Ref Art IV, Sec 3 and Sec 4). The time of the Re-org meeting will be announced by the President at the end of the Annual Membership meeting. If you are a new Director, be prepared to meet the next morning. During the Re-org meeting, the Directors will elect the four officers – President, Vice President, Treasurer and Secretary- also referred to as the Executive committee. After the officers are elected, the Board will set the meeting dates and the Chairpersons and co-chairs. As a new Director, you may be asked to Chair a committee since there are, at this time, 17 committees and 12 Directors. As the Board goes through the naming of Chairpersons, you can ask to be the Chair. If two or more are interested, the Directors then vote. Directors can chair more than one committee and also co-chair others as well. Non-Directors may co-chair committees too. After the meeting, the new Board is introduced in the Rec Hall.

Board Meetings: Ref Art IV, Sec 5, The Directors are required to meet not less than once each quarter, but there may potentially be up to 8- 10 Regular Board meetings per year. The morning of the Regular Board meeting, the President may call an *information-only sharing meeting*– also known as a ‘workshop’. Throughout the season, there may be occasions when a Special Board Meeting may be called for matters that cannot wait until the next Board meeting. If you cannot be present for the Board meetings or Special meetings, Directors may call in to attend by phone.

CHAIRING A COMMITTEE. The Board expects all Directors to actively participation in all functions of the Board and Committees. As a Chairperson, you are responsible to stay within your committee’s budget (if applicable). Chairpersons are expected to hold committee meetings to discuss various issues relating to that committee which may be brought forth by our members, staff or management. The recommendations of the committee are then taken to the Board for consideration, discussions and possibly adopted. You are expected to give a committee report at all the Board meetings. Chairs are asked to submit articles pertaining to their committee(s) for the quarterly newsletter. As a Chairperson, you are expected to forward information for the next year’s Chairman.

FIDUCIARY RESPONSIBILITIES All Directors are responsible to stay abreast of Financial reports. Attending Finance committee meetings are highly recommended. As a Director, your fiduciary responsibilities require you to perform the duties of a director in good faith and in a manner to be in the best interests of the Association above your own. (refer to Bylaw Art IV, Sec 7).

It would be difficult to list all the Director activities here but there’s plenty to do. Most of this information is available in our Bylaws. As stated earlier, as a Director, you should be familiar with the Bylaws and the Rules and Policies as a further guide to the Directors responsibilities.