

Statement of Operating Procedures:

13. Election Procedure

The Hillcrest Business Association's bylaws provide a general structure for the board election process that seeks to maximize participation and member involvement. This SOP seeks to clarify the election process within the broad confines of the bylaws and create transparency for the process. While implementing the election process, the HBA will observe the following steps:

- Beginning in the month of July the Board shall form a Nominations Committee appointed by the President. The committee shall not include any Board members whose terms are expiring that year.
- The Nominations Committee shall meet and craft an "Annual Meeting, Nominations and Election notice" which will describe the process for elections, establish the date of the Annual Meeting, call for nominations for the Boards of the HBA and Uptown Community Parking District, and announce the date of the closing of nominations for the Proxy Ballot as a month before the annual meeting.
- The notice shall be delivered to the membership two months before the Annual Meeting.
- The Nominations Committee shall nominate qualified candidates to stand for board positions that are expiring and shall accept nominations from the membership for the proxy ballot up to a month before the annual meeting.
- One month before the annual meeting, nominations for the proxy ballot shall close and the proxy ballot shall be posted online.
- Members may use the proxy ballot to vote by delivering it to the Secretary.
- HBA staff shall continue to accept written indications from the membership for those seeking to stand for election at the Annual Meeting until close of business the day before the Annual Meeting.

History:

Draft by Governance Committee: 8/2/18