

SADDLEBROOKE 2 VILLAS ASSOCIATION 35/35A  
NOMINATING AND ELECTION COMMITTEE CHARTER

I. COMMITTEE COMPOSITION

- A. The Board shall approve the Charter and appoint a Chairperson.
- B. Homeowners in good standing may volunteer for the Committee. The Board or Committee Chair may also solicit homeowners. A member of the Board will act as liaison with the Committee.
- C. Committee members shall be approved by the Board.
- D. Committee size shall be at the discretion of the Board and the Committee Chair.
- E. Committee shall maintain a written record of Committee meetings.

II. TERM OF OFFICE

The term of office shall be one (1) year.

III. PURPOSE

Oversee the Nominating and Election process for election of Board members. Produce a slate of candidates for Board positions subject to election.

IV. PROCEDURES

- A. Select Committee members from a variety of homeowners, including full-time and part-time homeowners.
- B. Establish a time table which will enable the the Committee to complete the nominating / election process prior to the Annual Meeting.
- C. Committee meetings may be held electronically or in-person.
- D. Communications to Committee members, Board members or homeowners may be written, electronic, or a combination thereof.
- E. Search for candidates , and contact of homeowners, may be in person, electronically, written or any combination thereof.
- F. Committee will present the Board with slate of candidates. Board will review to see if candidates are qualified. Qualification is based on dues being current and candidate is listed as a homeowner on Pinal County records. Board will approve slate of candidates.
- G. Comply with the Villas By-Laws, Tract documents, Arizona Statutes and other HOA Two / Villas documents controlling the election process.
- H. Prepare and distribute communications releases on candidates. Distribution may be written, electronic or a combination thereof.
- I. Arrange for a "Meet the Candidates" forum. This forum may be in-person, electronic, or a combination thereof.
- J. Present to the Board, for its approval, a recommended method for the distribution of, and tallying of the ballots. This may include utilization of homeowners, an outside party, or a combination thereof.

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- K. Oversee the integrity of the process to maintain homeowner confidentiality.
- L. Deliver any paperwork and ballots to a Board member, for further delivery to the Associations' management company. The management company will meet retention requirements.
- M. Review the process used and announce the results to the homeowners at the Associations' Annual Meeting.
- N. Conduct a post-meeting review of the process used, and make recommendations for future years.

V. REPORTING STRUCTURE

The Committee reports directly to the Board of Directors.

Approved by the Villas Board of Directors on November 23, 2021.