

**Runaway Bay Homeowners Association
Nominating Committee Charter
Policy Resolution No. P13-01**

WHEREAS, the Board of Directors of the Runaway Bay Homeowners' Association has determined that establishing a Nominating Committee will materially contribute to ensuring fairness, integrity, transparency and participation by all Association members in good standing in selecting Association Directors.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Association does establish by this resolution a Nominating Committee as a standing committee of the Association.

Purpose:

The purpose of the Nominating Committee is to seek and nominate qualified candidates for election or appointment to the Runaway Bay Board of Directors.

Membership:

The Nominating Committee will consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. Committee members are appointed by the Board of Directors and serve at the pleasure of the Board.

Duties and Functions of the Committee

1. The Committee is responsible assisting the Board in determining which Director positions need to be filled and then for recruiting Association members to fill those vacant Director positions.
2. No later than December 31st of each year, the Committee will prepare and provide to the Board a slate of qualified candidates for the Director positions that will come open at the next Annual Meeting. New Directors will be elected by Association members at the Annual Meeting and their responsibilities will commence at the close of the Annual Meeting.
3. The Committee is responsible for verifying that all candidates for Director positions are members in good standing in the Association and are willing and able to serve as a Director. To assist in this process, the Committee shall request all potential nominees to submit a Nomination Form to the Committee. The Committee is responsible for ensuring that the form is available from the Property Owner Services Manager and the Association website. Once the Committee determines that the nominees are qualified to

serve, the Committee will provide copies of the forms to the Property Owner Services Manager and the Board.

4. Nominations for Director positions may also be made in writing by any member in good standing of the Association no later than January 31st of each year. Nominations in writing shall be on the Nomination Form that is available from the Property Owners Services Manager and the Association website. The Nomination Form can be either emailed or mailed to the Association. Nominations may also be made from the floor at the Annual Meeting.
5. The Committee can recommend to the Board candidates for open Director positions at any time during the year. The Association Bylaws allow the Board to appoint Directors between annual meetings.

**RUNAWAY BAY HOMEOWNER'S ASSOCIATION
RESOLUTION ACTION RECORD**

Resolution Type: POLICY Number: P13-01
Pertaining To: Committees

Duly adopted at a meeting of the Board of Directors held July 6, 2013.

Motion by: _____ Seconded by: _____

VOTE Record:

	YES	NO	ABSTAIN	ABSENT
Michael Lobue, President	<u> x </u>	_____	_____	_____
Carmen Perri, Vice President	<u> x </u>	_____	_____	_____
Karen Bragg, Secretary	<u> x </u>	_____	_____	_____
Carol Skeen, Treasurer	<u> x </u>	_____	_____	_____
Richard Jenet, Director	<u> x </u>	_____	_____	_____
Herbert Miller, Director	<u> x </u>	_____	_____	_____

This Resolution Effective, July 6, 2013.

ATTEST:

__Signature on File_____ Date __July 6, 2013_____
Michael Lobue, President

__Signature on File_____ Date __July 6, 2013_____
Karen Bragg, Secretary

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Resolution was posted to the Book of Resolutions and a copy of this Resolution and any associated documentation was made available to all members of the Runaway Bay Homeowner's Association via the Association website on this 6th day of July , 2013.

__Signature on File_____
RUNAWAY BAY HOA Property Owner Services Manager