

**Proposed** Timeline Nominating / Election Committee  
(Dates may be adjusted based on input from members)

**March 17** – Board Meeting

1. Approval of 5 Members at large for the Nominating / Election Committee
2. Approval to the following Proposals is necessary to start the process.
  - a. Use HOA Email and the FB pages on March 10 to define for possible candidates the **roles and responsibilities and time length** for each office and encourage them to apply. Make it easy for all Island residents to get this critical information.
  - b. Include with the ballot sheet a separate sheet containing candidate information and bios for everyone running in the election. People may refer to the candidate statements and the ballot at the same time. This helps island residents who don't know everyone on the island to make more educated choices.

**April 7** – Cut-off date for declaration of official candidacy and bio / candidate information. Write in candidacy still available on ballots.

**April 8 - 11** All Information assembled and submitted to HOA for processing. Committee to work with Secretary Katherine Walsh to develop Ballot per Island By-laws.

**April 11** Information submitted to HOA for processing.

**April 18** (approximate) HOA mails out Ballot information – Information should also be sent out via HOA email and posted on FB pages to reach as many residents as possible. Hard copy ballots and information **must be sent out USPS to all island**

**May 10** – **Reminder** of voting and upcoming Annual Meeting sent out through HOA and placed on FB pages along with 2<sup>nd</sup> publication of candidate bio statements.

**May 19** – Annual Meeting

**May 20** – Votes Counted and sent to the Board of Directors.

**May 20 / 21** - **Complete** election results published to the Island residents through HOA email and FB pages.