

3. Association Meetings - **FOR REVIEW**

3.1 Annual Meeting (Relates to Bylaws Section 5.1)

3.1.1 Purpose

The Annual Meeting provides a formal opportunity to present Association reports from the Officers and Committee Chairs, elect or ratify new Board Directors, and conduct other Association business as necessary in accordance with the Association's Bylaws and governing statutes.

3.1.2 Scheduling the Meeting

The Annual Meeting shall be held on a **Saturday in February**, as specified in the Bylaws.

- The Executive Committee confirms the date no later than **December** of the prior year.
- The Office Administrator books the venue and coordinates logistics.
- The President may invite a person knowledgeable in parliamentary procedure to advise during the meeting.

 **Board:** Confirms the date, venue, agenda and determines how questions will be addressed during the meeting, i.e., questions from the floor, or written questions sent in advance or collected at the meeting.

 **Members:** Encouraged to attend and participate.

3.1.3 Nominating Committee Actions Within the Annual Meeting

Timeline

The Nominating Committee (NC) supports the Annual Meeting by preparing and publishing the slate of candidates for open Board positions.

| Required Action | Responsible Party | Timeline |
|--|---------------------------|---|
| Identify open Director positions that will appear on the upcoming election ballot. | NC ↔ Board | By November (prior year) |
| Prepare slate of qualified candidates and present to the Board for review at the December Board Meeting. | NC | By November (prior year) |
| Board reviews and approves the candidate slate for publication. | Board | December Board Meeting |
| Publish approved slate and candidate bios in the GRIT Newsletter and on the Association website. | Office Administrator / NC | ≥ 30 Days Before Annual Meeting (≈ January) |
| Accept written nominations from members per Bylaws 6.5.2. “Floor” nominations are not permitted (6.6). | NC | ≤ Two Months Before Meeting (≈ December) |
| Present final slate and participate in the election process (ballot or acclamation). | NC Chair / President | At Annual Meeting |
| Certify election results and provide confirmation to the President and Secretary for the record. | NC | After Election |

3.1.4 Notice to Members

- Notice must be sent at least **14 days before** the meeting.
- Acceptable methods:
 - Email (to members who have opted in)
 - Posting on the SHHA website
- The Office Administrator prepares and distributes the notices.
- The notice must include:
 - Date, time, and location
 - Agenda highlights
 - How Q&A Session will be conducted to include deadline for written question input, if applicable.
 - Voting instructions and quorum information
 - Any proposed matters requiring member approval

 **Board:** Reviews and approves notice content, previews and assigns pre-sent questions.

 **Members:** Responsible for reviewing the notice, preparing questions, and preparing to vote.

3.1.5 Agenda Development

- Drafted by the President with input from Board members.
- Typical agenda includes:
 - Call to order and quorum confirmation
 - Approval of the agenda
 - Approval of prior minutes
 - Summary slides from Officers and Standing Committee Chairs
 - Presentation of Nominating Committee report and candidate slate
 - Election of Board of Directors
 - Announcement of Officers
 - Other business
 - Member discussion or Q&A
 - Adjournment

 **Board:** Submits reports and prepares to respond to questions.

 **Members:** May request inclusion of items in advance by requesting agenda item no later than December Board Meeting to the Board President.

3.1.6 Reports and Summary Slides

- Committee Chairs and Officers must submit written reports and summary slides at least **three weeks prior** to the meeting.
- Reports are included in the meeting packet and published in the March GRIT. Summary slides are presented at the meeting.
- Reports and summary slides should summarize activity highlights, achievements, challenges, and future goals.

3.1.7 Elections

- Per the Bylaws, Section 6.6, Directors are elected by a **plurality voting** cast by the membership.
- Contested Elections
 - When the number of candidates **exceeds** the number of open Board positions, the candidates receiving the highest number of votes, up to the number of available positions, currently 25 as defined in Bylaws 6.4, shall be declared elected. A candidate does not need to receive a majority of votes to win.
 - Balloting is required.
- Uncontested Elections
 - When the number of candidates is **equal to or fewer** than the number of open positions, those candidates shall be declared elected by voice acclamation. Balloting is not necessary. At the Annual Meeting, the chair will ask for “Yea’s” and “Nay’s” to ratify the new Board members.
- Voting is typically in-person unless alternative methods are pre-approved, see Section 3.4.
- Results will be certified by the Nominating Committee and announced before the close of the Annual Meeting.

3.1.8 Quorum and Sign-In

- A quorum is **25 voting members** and a **quorum of the Board** (as defined in Bylaws).
- A sign-in sheet is maintained to verify member status and attendance.
- The Secretary announces quorum status before proceeding.

 **Board:** Confirms quorum and proceeds accordingly.

 **Members:** Must sign in to obtain ballot, if needed.

3.1.9 Distribution of Questions and Answers

- Board prepares answers to all remaining questions received and all answers are reviewed.
- Answers are emailed to all members who asked Questions within 30 days after the Annual Meeting.
- The Secretary (or designee) posts all Questions and Answers on the website within 30 days after the Annual Meeting.

3.1.10 Meeting Minutes

- The Secretary (or designee) records official minutes.
- Draft minutes are reviewed at the next Board meeting and posted online after approval at the subsequent Annual Meeting.

3.2 Special Meetings of the Association - detail removed

3.3 Quorum Requirements for Association Meetings *(Relates to Bylaws Section 5.3)*

3.3.1 Quorum Definition

A quorum is required for any Association meeting in order to conduct official business.

- A quorum consists of **at least 25 voting members, and a quorum of the Board** (as defined in the Bylaws)
- A sign-in sheet verifies eligibility and attendance.
- The Secretary announces quorum status before the meeting begins.

 **Board:** Must verify quorum before proceeding with any meeting.

3.3.2 Quorum Verification

- Sign-in sheets or validated ballots are used to verify presence.
- The meeting chair will announce whether quorum has been met before any business begins.
- If quorum is **not** met:
 - Business may not proceed.
 - The meeting may be adjourned or continued to a later date.

3.4 Absentee and Virtual Voting - **need to set up with timeline?**

To ensure all Association members have the opportunity to participate in the SHHA Board election process, the Association will permit Absentee and Virtual Voting in accordance with these procedures. Instructions on how to participate in absentee and/or virtual voting will be communicated to members well in advance of the Annual Meeting.

- Absentee Voting
 - Members unable to attend the Annual Meeting in person may submit an Absentee Ballot. *(See Attachment x.)*
 - Absentee ballots must be submitted to the Association by a specified deadline, as determined by the Board of Directors, to be counted in the election.
- Virtual Voting
 - The Board may choose to allow virtual voting for the election of Board members.
 - Virtual voting will be conducted via a secure, online voting platform approved by the Board, ensuring that all members have an equal and fair opportunity to vote.

SECTION 1 – Planning and Scheduling

| Task | Responsible Party | Target Completion |
|--|---|--------------------------|
| Confirm number of open Board seats and any vacancies | Nominating Committee (NC) | By November (prior year) |
| Establish Annual Meeting date (Saturday in February) | Executive Committee / Board | By December (prior year) |
| Reserve venue and confirm setup requirements | Office Administrator | By December (prior year) |
| Confirm parliamentarian or procedural advisor | President | By December (prior year) |
| Determine question process (floor / written / hybrid) | Board | By December (prior year) |
| Update contact list for all Directors and Committee Chairs | Secretary / Office Administrator | By December (prior year) |

SECTION 2 – Nominating Committee (NC) Process

| Task | Responsible Party | Target Completion |
|--|----------------------------------|--|
| Recruit and vet candidates for open Director positions | NC | Begin October–November (prior year) |
| Interview candidates and verify qualifications | NC | November |
| Review Statements of Interest; confirm ownership and membership status | NC | November |
| Present slate of qualified candidates to Board | NC | December Board Meeting |
| Board reviews and approves slate for publication | Board | December Board Meeting |
| Publish slate and candidate bios in GRIT and on website | Office Administrator / NC | ≥30 days before Annual Meeting (≈ January) |
| Accept additional written nominations (Bylaws 6.5.2) | Members → NC | Due ≈ December |
| Close nominations and finalize election format (ballot or acclamation) | Board + NC | January |
| Prepare ballots (if required) or acclamation script (if uncontested) | NC / Secretary | January |

SECTION 3 – Optional Absentee & Virtual Voting

| Task | Responsible Party | Timing |
|--|---|-------------------------|
| Decide if absentee or virtual voting will be allowed | Board | Before meeting notice |
| Approve secure voting method or platform | Board / IT / Office Admin | Prior to meeting notice |
| Include clear voting instructions in meeting notice | Office Administrator / Secretary | ≥14 days before meeting |
| Verify receipt and counting of ballots | NC / Secretary | Before meeting day |
| Announce certified results at Annual Meeting | NC / President | Meeting day |

SECTION 4 – Reports, Agenda, and Notice

| Task | Responsible Party | Target Completion |
|---|---|-------------------------|
| Collect Committee and Officer reports | President / Secretary | ≥3 weeks before meeting |
| Finalize agenda (include NC report and election) | President | ≥3 weeks before meeting |
| Prepare and Board-approve meeting notice and agenda highlights | Secretary / Board | ≥15 days before meeting |
| Distribute official notice (email + website posting) | Office Administrator | ≥14 days before meeting |
| Include in notice: date/time, quorum info, voting instructions, agenda, candidate list, and Q&A process | Office Administrator | ≥14 days before meeting |
| Prepare answers to questions sent in ahead that are to be addressed at the meeting | Assigned Board | ≥14 days before meeting |
| Prepare printed packets and sign-in sheets | Office Administrator / Secretary | Week before meeting |

SECTION 5 – Day of Meeting

| Task | Responsible Party | Timing |
|---|------------------------------------|---------------------|
| Verify quorum (≥25 voting members + Board quorum) | Secretary | At start of meeting |
| Call meeting to order and follow agenda | President (Chair) | During meeting |
| Present Officer and Committee reports | Committee Chairs / Officers | During meeting |
| Present Nominating Committee report and candidate slate | NC Chair | During meeting |
| Conduct election (ballot or acclamation) | President / NC | During meeting |

| | | |
|---------------------------------------|-----------------------------|--------------------|
| Certify and announce election results | NC / President | Before adjournment |
| Facilitate Q&A or open discussion | President | Before adjournment |
| Record minutes | Secretary / Designee | During meeting |

SECTION 6 – Post-Meeting Actions

| Task | Responsible Party | Target Completion |
|--|--------------------------------------|--------------------------|
| Draft meeting minutes and circulate to Board | Secretary | Within 2 weeks |
| Review and approve draft minutes | Board | Next Board meeting |
| Publish Q&A responses to all members and on website after Board review | Secretary / Board | Within 30 days |
| File final approved minutes and election certification | Secretary / NC | After Board approval |
| Publish meeting summary and new Directors in GRIT | Communications / Office Admin | March GRIT |
| Maintain record of quorum, attendance, ballots, and packets | Secretary | Permanent record |

Plurality Voting

A. One-Page “Election Information Sheet” (for Notice Packet or Website)

SHHA 2025 Board Election – How This Year’s Election Will Be Conducted

This year, the number of candidates is **equal to or fewer than** the number of open Board positions. Under **Bylaws §6.6 (Plurality Voting)**, the Association follows the standard nonprofit process for **uncontested elections**, which is **election by acclamation**.

What This Means

- **A ballot vote is not required**
- The membership will **ratify the slate** by a **voice vote** (“yea”/“nay”) at the Annual Meeting
- The slate is seated **immediately upon ratification**
- Members still participate, ask questions, and vote — the process is simply more efficient

Why the Bylaws Use This Method

Uncontested elections occur in many nonprofits. When there are not more candidates than available seats, a ballot does **not** change the outcome and can:

- Waste time at the Annual Meeting
- Create unnecessary cost and confusion
- Delay the seating of directors

Election by acclamation ensures a **smooth, cost-effective, and transparent** process.

Your Role as a Member

At the Annual Meeting, members will be asked for:

1. **A voice vote** to ratify the slate
2. Participation in discussion and Q&A
3. Continued engagement in SHHA activities

If the slate were rejected (rare), the Nominating Committee would reopen the process and conduct a follow-up election.

Thank you for participating in the governance of our Association. Your voice and engagement always matter — even in an uncontested election.

B. Short GRIT Article (Member-Friendly Tone)

Understanding This Year's Election (Uncontested Slate)

This year, SHHA's Board election has the same number of candidates as open positions. When this happens, our Bylaws call for an **uncontested election**, meaning the slate is confirmed by a **voice vote of members** at the Annual Meeting rather than through individual ballots.

This approach is common in nonprofit organizations because it avoids unnecessary cost and complexity when the outcome does not require member ranking or selection among multiple candidates. Members will still have full opportunity to ask questions and cast a “yea” or “nay” vote on the slate at the meeting.

We thank all candidates for stepping up to serve and thank our members for supporting the governance process. Your participation continues to make Sandia Heights a strong and engaged community.

C. Slide Content for Annual Meeting Deck (simple and visual)

Slide Title: 2025 Election – Uncontested Slate

- Seats open: ____
- Candidates: ____
- Election type: **Uncontested**
- Voting method: **Voice vote (acclamation)**
- Bylaws reference: **§6.6 – plurality & uncontested election process**

Slide footer:

“Ballots are only required when there are more candidates than open seats.”

D. Parliamentarian/Chair Script (plus objection responses)

Primary Script (30 seconds)

“Under our Bylaws, because this election is uncontested, the slate is elected by acclamation. We will now take a voice vote of the membership by ‘yeas’ and ‘nays’ to ratify the slate. This method is standard for nonprofits and allows us to complete the election efficiently and in compliance with our governing documents.”

If someone objects (“We should still get to vote by ballot!”)

Response: “Thank you. The members still vote — just by voice instead of ballot. Our Bylaws specify that ballots are required only when members must choose among multiple candidates. In an uncontested election, a ballot would not change the outcome and could delay the seating of the Board.”

If someone claims “This feels undemocratic.”

Response: “I understand the concern. The democratic action today is your ‘yea’ or ‘nay’ vote on the slate. If the slate were rejected, we would immediately reopen the nomination process and hold another election. The voice vote is simply the lawful and efficient method required in non-competitive elections.”