

# **SHA NOMINATING COMMITTEE**

## **NOMINATING COMMITTEE CHAIRPERSON:**

The Nominating Committee Chairperson is appointed by the President of the Board of Directors. A Co-chair may be selected by the Nominating Committee.

### **Duties and Responsibilities.**

- Convene a meeting in the first quarter of the year to discuss the operation of the committee and possible procedures for obtaining nominees to fill vacancies in the Board of Directors.
- Determine if future meetings shall be held on a “regular” or an “on-call” basis.
- Record minutes of the meetings for record and submit a copy to the SHA President and Secretary.
- In the event of death, resignation, or removal of a director, advise the community of the vacancy and solicit from homeowners as many nominations as it deems necessary, but not less than the number of vacancies to be filled. Nominees are to be submitted to the Board within two (2) months of the vacancy.
- Submit the names and autobiographies of Board of Director nominees to the Board of Directors for consideration within two (2) months of any vacancy or a month prior to the Annual Membership Meeting for the following year’s Board.
- Inform Committee members of any nominees obtained for future Board membership.