

SPECIAL ELECTION GUIDELINES FOR A BOARD of DIRECTOR SECTION VACANCY

This Election packet contains the Election Guidelines for a Vacancy, Letter of Intent and Observer Form.

To qualify for a candidate for Board of Directors, a member must meet the following criteria:

1. Candidate's name must be on the Certificate of Membership for the section in which he/she is a candidate.
2. Candidate must be a member at least one year prior to **April 18, 2026**.
3. Candidate must be current on Annual Membership dues and all other fines and assessments.
4. Candidate must pass a criminal background check conducted by the Office.
5. Candidate must provide the Office with a current, clear Child Abuse History Certification. (*certifications are current if within 60 months from the date of the clearance*).
6. Candidate cannot be a paid employee of the Association.
7. Candidate shall not be the spouse of, or a co-owner of any membership(s) owned by a current Director.
8. Candidate with a Major Offense of the campground rules within the past 3-years is ineligible for candidacy.
9. Candidate CANNOT interfere with the Nominating/Election Committee rules regarding the election process. Any violation will render the candidate disqualified. The candidate will be notified of the reason(s) for this disqualification.
10. Active participation on Association committees is encouraged.

TO SUBMIT A LETTER OF INTENT (LOI): All qualified candidates who submit a LOI will have their names appear on the ballot. A signed and dated LOI must be in possession of the Office by end of business day **Thursday, March 12, 2026**. Candidate's qualifications will be verified by the Nomination & Election Committee on **Saturday, March 14, 2026**.

CANDIDATE'S ANNOUNCEMENT: All qualified candidates will be posted on the SRCA website and on all outlying bulletin boards. Candidate's *Letter of Intent* and *Letter of Introduction* will be posted on the SRCA website and on all outlying bulletin boards. Personal information will be redacted before posting.

***** Campaigning can begin after *Letters of Intent* are posted *****

CAMPAIGN SIGNS shall not exceed 18" X 24" in size. If your signs exceed the required measurements, you will be asked to adjust them or remove them. **One (1) sign is permitted per lot per candidate, endorsing the candidate only.** Campaign signs are not permitted on any Association lots, common grounds, or bulletin boards. Do not staple or nail to any tree. Campaign signs may be placed on other member's lots with the permission of that member. All campaign signs must be removed by the day after the election.

OBSERVERS: Each candidate is permitted one (1) observer. The observer must be a member of the campground. The candidate should review the instructions on the Observer Form with their designated Observer. The candidate must submit their Observer's Form to the Office no later than **Thurs., April 16, 2026**.

TIE: A tie in the election of a section director will be decided by a coin toss. A 3-way tie will be decided by high card draw using one suit of a deck of playing cards, with the Ace removed. The Nominating and Election Chairperson or a Board officer will conduct the tie breaker the day the ballots are counted in the Rec Hall. Order of toss or draw is determined by first letter of last name.

Chairperson *Renée Curry*

LETTER OF INTENT

SECTION A DIRECTOR VACANCY

First

Middle

Last

I, _____ Lot _____ submit my nomination for a Director for a vacancy in Section A for a term expiring on **September 3, 2028**. I hereby signify my intent and willingness to serve, adhering to the Rules and Bylaws of SRCA. I understand I must pass a Criminal Background Check conducted by the office and provide a copy of my Child Abuse History Certification to the office. **Please contact the office with your personal information so the background check can be completed.** You may include a *Letter of Introduction* which will be posted with this LOI. *Your address, phone number and email address will be redacted before Posting.*

Current Address:

Phone: _____

Email: _____

1. What qualifications, special skills and experience do you have that will assist you as a Board member.

2. What is your motivation for running for the Board and what would you like to see improved to better the campground?

3. If you have actively participated in any committees, please list them below.

The Deadline to submit this LOI is March 12, 2026, at the end of business day. Place this signed LOI in a sealed envelope addressed to the Attn: Nominating/Election with your name and lot#.

You may drop off at the office **OR** email to nominating@srcahome.com **OR** mail to SRCA, Attn: Nomination, 1150 West Park Rd, Slippery Rock, PA 16057. If emailed or mailed, the candidate will be notified if any *documents are received by email or mail*. If the candidate does not receive confirmation, then they should assume that the documentation was not received.

By signing this Letter of Intent, I affirm that I have received, read and understand the Election Guidelines for a Board of Directors Vacancy of SRCA and meet the requirements to serve as a director

Signature

Date

OBSERVER FORM

2026 Vacancy Special ELECTION

Date: _____

Candidate: _____

Signature of Candidate: _____

Observer: _____

Observer's Lot # _____

Phone _____

Signature of Committee Chairperson/Designee: _____

To the Candidate:

- Each candidate is permitted one (1) observer.
- Your Observer must be a member of SRCA.
- The candidate must submit this form to Nominating Chairman or the Office no later than the date and time listed below.
- A copy of this form should be given to the Observer.

To the Observer:

- You must be a member of the SRCA.
- YOU SHALL REMAIN FROM THE BEGINNING UNTIL THE END and ONLY TO OBSERVE. If you should leave before the end, you cannot return.
- Observer must remain seated while the committee is counting the ballots.
- You must not interfere with, or in any way hinder, the committee workers. You are permitted to view the counting of the ballot (not results) of only the section for whom they are observing. If you have a question, please see the Nominating/Election Committee chairperson or designee.
- The Secret Ballot envelopes will be opened and counted on Saturday, April 18, 2026 beginning 9:00 AM.

**CELL PHONE USE IS PROHIBITED DURING THE OBSERVING TIME
EXCEPT FOR THE CHAIRPERSON.**

Observer are seated with a distance of not less than 12 feet from the table being used for counting.

This form must be turned into the Nominating/Election Committee Chairperson or the Office by **Thursday, April 16, 2026.**

Signature of Observer agreeing to the above

Slippery Rock Campground Association

Board of Directors Summary

Purpose

The purpose of this summary is to give a new Board applicant an initial overview of the position with its responsibilities and qualifications. This is the first step of any potential candidate interested in running as a Board Director. A member **MUST** meet these qualifications and agree to follow all the policies in order to be considered and approved by the **Nominating and Election Committee**.

Thank you in advance for your interest in becoming a member of the Board of Directors!

1. Role of the Board

The Board of Directors is responsible for overseeing the Association's operations, strategy, and governance. It ensures that the Association remains financially sound, compliant with all relevant laws and regulations, and aligned with the interests of its participants, including members, employees, and the broader community. Board's role includes approving the association's strategic direction, overseeing its financial performance,

Through the committee structure, the Board is also responsible for the oversight of activities and tasks of the Association.

2. Structure of the Board

The Board is made up of twelve members, three from each section of the campground. A Director serves a term of three years and has the option of running for a second term. No Director shall serve for more than two (2) consecutive terms. Members receive no compensation for being on the Board and cannot be a paid employee of the Association.

3. Director Responsibilities

Directors should provide leadership and guidance, contributing their expertise and diverse perspectives to help the association achieve its objectives. Specifically, directors are expected to:

- **Attend Meetings and Be Prepared:** Directors are expected to attend regular meetings and actively participate in discussions. Preparation is key to ensuring productive meetings, so directors should review all relevant documents and reports before each meeting.
- **Exercise Independent Judgment:** Directors are expected to make decisions that are in the best interests of the Association independent of personal interests. This includes providing unbiased insights and constructive criticism when necessary.
- **Ensure Legal and Ethical Compliance:** Directors must understand and comply with

relevant laws of the land, regulations and Association By-Laws. They are responsible for ensuring that the Association adheres to its ethical and legal obligations, particularly in areas such as financial reporting, data protection, and environmental sustainability.

- **Maintain Confidentiality:** Directors are privy to sensitive information and must maintain confidentiality regarding Association operations, financials, and strategies.
- **Communicate with Members** - Clear and transparent communication with members is vital for maintaining trust and accountability. The Board ensures that members are regularly updated on the Association's performance, strategy, and key decisions through various channels. These channels include open Board meetings, monthly financial statements, website postings, periodic newsletters, town hall meetings, and personal communications.

Each Director is given a mailbox which is kept in the front office. Also, each Director will have a mailbox assigned to them on the webpage under '*Park Management*'. The system will route to the Director's email address on record.

- **Promote a Positive Culture:** The Board must help foster a culture based on integrity, transparency, and respect. Directors are responsible for modeling Code of Ethics and ensuring that these values permeate throughout the association.

No Director shall at any time interfere with the management of daily campground operations unless given permission by the President of the Board

4. Director Qualifications

Although the Board should comprise a diverse representation of the membership, it is recommended that Directors have the following qualifications:

- Be a member for at least one year prior to the annual meeting
- Participation in at least one of the following committees for at least one year, Finance, Management, Rules, By-Laws or Maintenance.
- Have experience or expertise that would enhance the operation of the Board and address the Board's responsibilities.
- Demonstrate the demeanor and presence that will present the proper image of a Director.

5. Director Code of Ethics

Directors should be committed to observing the highest standards of ethical conduct in the performance of their responsibilities. The following provides a minimum guideline for ethical conduct.

- **Fiduciary Responsibility** – The Director will act in good faith and with the utmost loyalty to the Association, exercise reasonable care and diligence in decision-making, and prioritize the interests of the Association above personal gain.
- **Confidentiality** - The Director represents the interest of the membership and has access to information that is confidential. This information includes personal information regarding membership and staff and this information should not be shared.

Discussions among Directors and private emails among Directors concerning matters being addressed by the Board should also be considered confidential. For example, it is inappropriate for a Director to discuss any item currently being considered by the Board with non-Directors. Discussion concerning these topics should be limited to other Directors and management.

To ensure an environment that allows for open dialog, the Director must maintain confidentiality regarding the above.

- **Behavior** – Directors are expected to exercise their duties and responsibilities of their positions with integrity and care. This includes:
 - Cooperating with and respecting the opinions of fellow Directors, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Director personally did not support the action taken.
 - Putting the interests of the organization above personal interests.
 - Representing the organization in a positive and supportive manner at all times and in all places.
 - Showing respect and courteous conduct in all board and committee meetings.

Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.

- **Ethical Conduct** – The Director should demonstrate ethical behavior such as honesty, dignity, diversity, fairness, and respect for all members including the other Directors on the Board. Directors must be impartial, fair, and courteous during the meetings and interactions with members and staff.
- **Conflict of Interest** - The Director must act first and foremost with the needs of the Association in mind. Strict care must be taken to ensure there is no conflict of interest between the Director and the Association. The Director should not benefit personally from having a position on the Board.

Further, the Director should not receive special consideration because of their position. For example, Directors may not allow rules to be adjusted for friends, family, members, or guests.

- **Compliance** – The Director will adhere to all applicable laws, regulations and Association policies.

6. Orientation and Training

The Orientation session will be conducted before the September Board meeting and attendance will be mandated for all new Directors. It will include a discussion of the major components of this reference guide including, but not limited to:

- Directors Responsibilities
- Management Structure
- Finance
- Standard Procedures
- Committee Management

Training – The training may be held in conjunction with the orientation or as a separate session, but it should be conducted prior to the September Board meeting. The purpose of this session is to address the following:

- Transition for Directors in new positions as officers or Committee Chairs
- Objectives / Expectations for the coming year
- Open projects, both assessment and resolutions
- Proposed Committee activity
- Performance Evaluation
- Procedure for addressing issues, chain of authority, hearing

7. Submitting a Letter of Intent (application)

During the election period, members interested in applying for candidacy, will do so using the Letter of Intent that is available at main office and on the website. Letters of Intent are included in the election packet along with the Election guidelines, an Observer Form and the *Board of Director Summary*. The guidelines will also advise when the candidate is required to return the information either through the website or directly to the office. These dates are pre-determined by the Nomination and Election Committee. The Nominating committee verifies the qualifications of the candidates and once verified, the candidates' names are then posted throughout the campground and on the website.

If the deadline to submit a Letter of Intent is missed, a member may run a campaign as a write-in candidate. In that event, copies of the Election Guidelines and Observer Form are available in the main office or on the website. Within the Guidelines is a summary of what to do if the member is running as a write-in candidate. As a write-in candidate, the candidate's name will not be listed on the ballot. Write-in candidates may also submit a Letter of Introduction to have posted on the bulletin boards and website.