

ELECTION GUIDELINES FOR A BOARD of DIRECTOR VACANCY

NOTE: Candidates can choose to appear on **EITHER** the Special Election ballot to serve the remaining term expiring in 2026 **OR** the Annual Election ballot for a 3-year term, **but not both**.

To be a candidate for Board of Directors, a member must meet the following qualifications:

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 **August 2, 2025**
3. Candidate must be fully paid up on Annual Membership dues and current with all other fines and assessments.
4. Candidate must have a criminal background check conducted by the Office dated no earlier than August 1, 2024.
5. Candidate must provide the Office with a current Child Abuse History Certification (*certifications are considered current if within 60 months from the date of the last clearance.*).
6. Candidate cannot be a paid employee of the Association.
7. Candidate shall not be the spouse of or 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. It is strongly recommended that the Candidate has participated in at least one of the following committees for at least one year, Finance, Management, Rules, By-Laws or Maintenance.

SUBMITTING A LETTER OF INTENT (LOI): This Election packet contains the Letter of Intent (LOI), the Election Guidelines and an Observer Form. All eligible candidates who submit a LOI will have their names on the ballots. A signed and dated LOI must be in the possession of the Office by 4:30pm **Friday, July 4, 2025**. Candidate's qualifications will be verified by the Office and the Nomination/Election Committee on July 5, 2025.

CANDIDATE'S ANNOUNCEMENT: Once verified as eligible candidates, Letters of Intent and Letter of Introduction will be posted on the SRCA website, on all outlying bulletin boards and in the office. **Campaigning may begin after posting.** Personal information will be redacted before posting.

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 and 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 Thursday, July 31 2025.**

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 Chairperson or Co-Chairperson will conduct the tiebreaker on Election Day in the Rec Hall. Order of toss or draw is determined by 1st letter of last name.

Chairperson _____

OBSERVER FORM

SECTION C 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.

To the Observer:

- You must be a member of the SRCA. You are permitted to be present during the vote count on Saturday, August 2, 2025 tentatively at 12 PM.
- 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.
- 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

**CELL PHONE USE IS PROHIBITED DURING THE OBSERVING TIME
EXCEPT FOR THE CHAIRMAN AND CO-CHAIRMAN.**

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 Designee by 4:30 PM on Thursday, July 31, 2025. When the candidate submits this from, you will receive a copy of this to give to your observer.

Signature of Observer agreeing to the above

Brief Summary of a being a DIRECTOR

If you are considering becoming a candidate for a Director at SRCA, you should be familiar with our By-laws, Rules/Polices and Finances. You should be aware of the time commitment involved such as Board meetings, chairing a committee, participating in committee meetings, and addressing member's issues.

ORIENTATION - An orientation session will be held to familiarize newly elected Directors with the Associations financial statements and accounts (Operating, Capital and Contingency) and to review the other areas of Director's responsibilities. The current Directors will have the option to attend.

APPROPRIATE CONDUCT and CONFIDENTIALITY- *Ref Art IV, Sections 6- 12*, as a Director, you represent the interest of the membership and will have access to confidential information such as memberships, employees, board discussion, and private emails between Directors. You are asked to maintain ethical behavior such as confidentiality, integrity, honesty, dignity, diversity, fairness, and respect for the members, staff and fellow Directors on the Board. Directors must be impartial, fair, and courteous during the meetings.

Your First Meeting- *Ref Article IV, Section 4*, you will attend the Reorganization meeting whereby the newly elected Directors takes office. The annual reorganization meeting is held the day following the completed and verified voting count. At the end of the Annual Membership meeting, the President will announce the time of the meeting. At the meeting, the newly elected board members shall be seated, the Board of Directors will elect the officers, and the committee chairpersons will be selected. As a Director, you will be asked to Chair a committee since we have 17 committees with 12 Directors. If two or more Directors are interested in chairing a committee, Directors will then take a vote. Directors can chair more than one committee and also co-chair others as well. Non-directors may co-chair committees too. After the meeting, the new Board is introduced in the Rec Hall.

Board Meetings: *Ref Art IV, Sec 5*, The Directors are required to meet not less than once each quarter, but there are usually 8- 10 Regular Board meetings per year. The morning of the Regular Board meeting, the President may call an *information-only* workshop. Throughout the season, there may be occasions when a Special Board Meeting may be called for matters that need to be addressed before the next Board meeting. If you cannot be present for the Board meetings or Special meetings, Directors may call in to attend by phone.

CHAIRING A COMMITTEE. All Directors should actively participate in all functions of the Board and the committees. As a Chairperson, you are responsible to stay within your committee's budget (if applicable). Chairpersons are expected to hold committee meetings to discuss various issues relating to that committee which may be brought forth by the committee members, staff or management. The recommendations of the committee are then taken to the Board for consideration, discussions and possibly adopted. You are expected to give a committee report at all the Board meetings. Chairs are asked to submit articles for the newsletter. As a Chairperson, you are expected to forward information for the next year's Chairperson. It is highly recommended a Director attends Financial and Maintenance meetings to stay current of the workings of our campground.

FIDUCIARY RESPONSIBILITIES All Directors are responsible to stay abreast of Financial reports. Attending Finance committee meetings are highly recommended. As a Director, your fiduciary responsibilities require you to perform the duties of a director in good faith and in a manner to be in the best interests of the Association above your own. (*refer to Bylaw Art IV, Sec 7*).