

# **Sandia Heights Homeowners Association Nominating Committee Charter**

**Board Approved, May 14, 2025**

The Nominating Committee (NC) is a Standing Committee of the Sandia Heights Homeowners Association (the Association). The purpose of the NC is to manage the nomination process for the Board of Directors.

Per the SHHA Bylaws, all members of the Board of Directors are considered Directors, including those holding positions as Officers of the Board. The number of Directors may be adjusted as determined necessary by the Board to efficiently and effectively conduct the business of the Association. However, in no case shall there be fewer than 11 or more than 25 Directors.

## **Membership**

The Nominating Committee shall consist of:

- A minimum of three and no more than four committee members.
- The Vice President shall serve as the Chair of the NC.
- Two members of the NC shall be current Board members.

## **Structured Process for Candidate Selection**

The Nominating Committee will implement a structured process to ensure that the Board of Directors is composed of qualified and engaged candidates who can effectively lead the Association. This process is designed to:

1. Maintain the integrity and effectiveness of the Association leadership by selecting candidates who support the Association's values, goals and activities.
2. Ensure member participation by allowing members to be involved in the nomination and election process, promoting transparency and accountability.

The NC will adhere to this process to ensure that all candidates are carefully evaluated, and that the selection process is fair, transparent, and inclusive of the community's interests.

## **Primary Responsibilities of the Nominating Committee**

The NC is responsible for ensuring a transparent, fair, and efficient process in nominating and electing candidates for the Board of Directors. The key responsibilities include:

1. Determine how many Director positions need to be filled, in accordance with the Bylaws.
2. Prepare a slate of qualified candidates for the open Officer positions to be presented to the Board of Directors at the December Board meeting for approval.
3. Follow the NC Structured Process for the election and ratification of new Directors at the Annual Meeting.
4. Manage succession planning for the Association to include developing a pipeline of qualified candidates and coordinating with Governance Committee to align with Board development.