



Park Village Homeowners Association, Inc.
Nominating Committee Process and Guidelines
2024

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This document addresses the nomination process for 2024 Election of Directors for terms of service that begin January 1, 2025.

Written by: 2024 Nominating Committee
PV24NOMINATIONS@GMAIL.COM

1.0 Introduction

The purpose of this document is to provide all interested Park Village Homeowners Association members with an understanding of the candidate nomination process for Park Village Homeowners Association Board of Directors elections of 2024.

“Prior to an election, it is common that the universe of potential candidates is narrowed down through nominations. A nomination is simply a proposal to fill the blank in the motion “that (blank) be elected” with a name.”¹

This document outlines the steps of the nomination process in an ordered manner complying with the governing documents of the Park Village Homeowners Association, Inc.

In all instances, it is the intent of this Nominating Committee to ensure that all Association Members have the opportunity of expressing their interest in participating as nominees in Board of Directors elections to be held at the 2024 Members Annual Meeting November of 2024.

This process provides conformance with applicable laws and requirements, while providing clear documentation of nomination and election actions to be recorded in the records of the association.

2.0 Background

Park Village Homeowners Association was incorporated and registered with the state of North Carolina in 1993. As such, the corporation (Park Village Homeowners Association, Inc.) pledged to abide by and adhere to all applicable laws and regulations of the state of North Carolina, as well as the Association’s By-Laws. These governing documents provide a solid road map for the success of the association.

Election to the Board of Directors consists of an ordered process beginning with members considering getting involved with the community, taking an active role in the decision-making processes that affect multiple aspects of our community. A vibrant and successful community is led by a vibrant and successful Board of Directors.

3.0 Objective

Among the aforementioned reference to rules and regulations are N.C.G.S. 55A and Park Village Homeowners Association By-Laws. Both are invaluable to our community’s purpose.

In following those, it is the intention of the Nominating Committee to fairly apply all that are applicable and ensure all association members, who so choose, have a fair opportunity to seek election to upcoming vacancies on the Board, and a fair opportunity to cast their vote.

4.0 Appointment and Commission of Nominating Committee

The Park Village Homeowners Association Nominating Committee for 2024 elections

1. Jim Slaughter, *Fast Track>> Robert’s Rules of Order*, (Indianapolis, IN: DK Publishing, 2022), 105.

has been appointed by motion of the Board of Directors: Resolution B240805006 on August 5, 2024. (See attached resolution)

This Nominating Committee is commissioned for the term beginning on the date of August 5, 2024 until adjournment of the November 2024 Annual Meeting.

Creation of a nominating committee is directed by the Park Village Homeowners Association, Inc. By-Laws:

PARK VILLAGE BY-LAWS, ARTICLE V; BOARD OF DIRECTORS; Section 3

“Section 3. Nomination. Nomination for election to the Board of Directors may be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the Members, to serve from the close of such annual meeting until the close of the next annual meeting. The Nominating Committee may make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or non-Members.”

5.0 Nominating Committee Members

Committee membership consists of: Lee Klimek, Karoline White, Brian Zeyak.

6.0 Foundational Guidance for the Nominating Process

The following pages provide basis upon which the Nominating Committee has established this process for execution of work. These include excerpts from the Park Village Homeowners Association, Inc. By-Laws, N.C.G.S. 55A, and more.

7.0 Methods of Nomination

There are two methods of nominations explicitly cited within the Park Village Homeowners Association, Inc. By-Laws:

- By a Nominating Committee
- From the floor of the annual meeting

In addition to these two methods above, this nominating committee hereby augments these methods with an additional method of nomination:

- Self-nomination

In all cases, each nomination must be declared and properly submitted to the Nomination Committee, or the Board. This is accomplished through the submission of the nominating form as provided in this report, submission of nomination from the floor at the annual meeting, and declaration with submission of self-nomination to the Nominating Committee or from the floor at the annual meeting.

8.0 Nomination Process Flowcharts and List of Tasks

Defining the nomination process is done to ensure greatest probability of understanding and, therefore, likelihood of success.

There are two elements provided here: Project Flowcharts and Sequential List of Tasks.

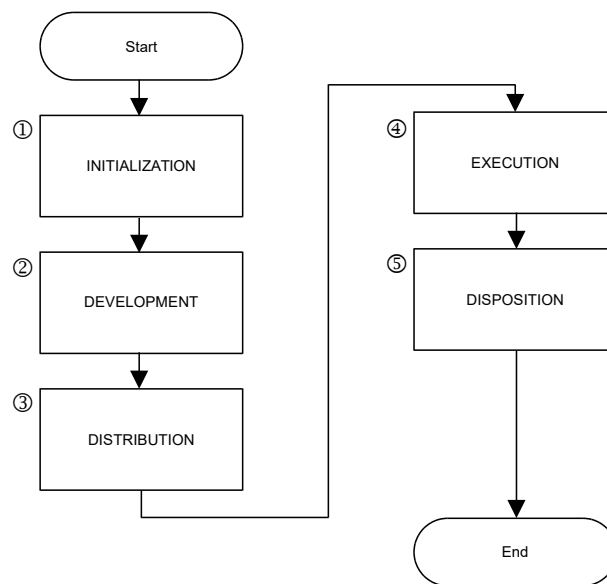
Nomination Process Flowcharts are found on the following pages. A flowchart is a graphical representation of the sequence of events of execution starting with initiation and ending with disposition.

Please note that there are circled numbers used as consistent reference across all flowcharts. That is, a circled number one, e.g. ①, on one flowchart is a reference to the same on other flowchart(s).

Sequential List of Tasks is a list of tasks to be followed in the nomination process. The template is the composition of the nomination. It is considered a workable and realistic list while being receptive to adjustment.

8.1 Project Process Flowcharts, Flowchart 1

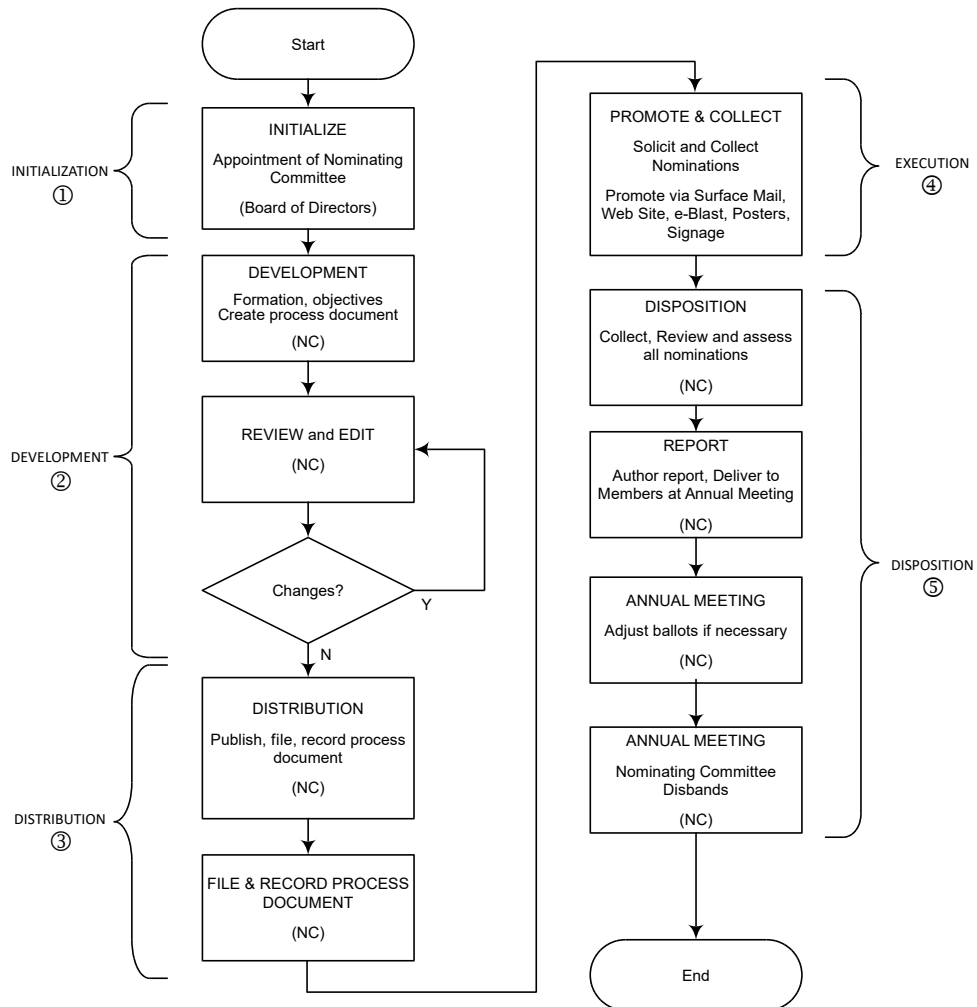
There are two flowcharts. This first flowchart of the Nomination Process is a sequential and general overview of the steps from the start of the process to the end of the same. Each process block in this flowchart is expanded upon on the following pages. The intent of this flowchart is to provide an overview of each key step in the process.



Flowchart 1: High level depiction of process

8.2 Project Process Flowcharts, Flowchart 2

This second flowchart expands upon each of the general areas in the sequence presented in the preceding flowchart (flowchart 1). Note the reference numbers (circled numbers) correspond to the same on the preceding flowchart.



Flowchart 2: Detailed sequence in congruence with the Sequential List of Tasks.

9.0 Sequential List of Tasks

List of tasks to be accomplished.

	STEP	WHO	TASK
①	INITIALIZATION	BOARD	Appoint Nominating Committee (NC).
②	DEVELOPMENT	NC	Initial meeting of Nominating Committee. <ul style="list-style-type: none"> • Introduction of purpose, objective, responsibilities.
		NC	Committee on-going work. <ul style="list-style-type: none"> • Create process for nominations. • Initiate process document. • Edit process document. • Finalize process document. • Record process document. • Post to Board of Directors.
③	DISTRIBUTION	NC	Publish process document.
		NC	Record process document with association records and documents at Park Village Homeowners Association office of record.
④	EXECUTION	NC	Promotion <ul style="list-style-type: none"> • Actively promote nominations within community. • Solicit participation from all homeowners. • Letter via USPS to all homeowners. • Park Village e-Blast. • Posters and signage at clubhouse • Post this document to the PVHOA website.
⑤	DISPOSITION	NC	Collect, review, assess all submitted nominations.
		NC	Write nomination report.
		NC	Deliver nomination report to Board of Directors at Annual Meeting.
		BOARD	President is to solicit nominations from the floor.
		BOARD	President is to formally close nominations.
		NC	Adjust ballots to reflect any additions or subtractions.

Note: At adjournment of Annual Meeting, the Nomination Committee is automatically dissolved.

Note: Prior to adjournment, the Board of Directors should appoint a new Nominating Committee. If a nominating committee is not appointed, the newly constituted Board of Directors to take office on January 1, 2025 should do this as among their first items of business.


10.0 How To Nominate Someone

The process of nomination is sequentially straight-forward.

1. A potential candidate considers nomination. This can be perhaps a neighbor or themselves for taking an active role in the Park Village community by serving on the association's board of directors.
2. To formally nominate someone for inclusion on the ballot, complete the form on the next page, "BOARD OF DIRECTORS CANDIDATE NOMINATION FORM," and submit to the Park Village Homeowners Association Nominating Committee.
3. Once received, the Nominating Committee will confirm receipt by contacting the nominee and the nominator directly via e-mail or telephone.
4. If assistance with any part of the process is needed, please send inquiry to PV24NOMINATIONS@GMAIL.COM or call Lee Klimek at 919-637-5196.

Description of information to be entered on the Nominating Form

Keys to the Nomination Form identifying what information is to be entered into each section of the form.

- 
- ① If self-nominating, Enter your name as nominee. (go to key ②).
If nominating someone else, Enter your name, then Enter the nominee's name.
 - ② Enter the nominee's street address, telephone number (if known), and e-mail address (if known).
 - ③ Enter any information, experience, motivation, or similar in support of the nominee's nomination. This is optional.
 - ④ Enter the nominee's name indicating confirmation of agreement to be nominated.
 - ⑤ Sign your name making the nomination (nominator, or nominee if self-nominating), date, your street address, your e-mail address, your telephone number.
 - ⑥ Submit the nomination form by surface mail or email. You can also hand-deliver to any member of the Nominating Committee or the Board of Directors.



BOARD OF DIRECTORS CANDIDATE NOMINATION FORM

① I, _____, hereby submit my name for consideration for nomination to the Board of Directors for Park Village Homeowners Association.

- OR -

I/We, _____, do hereby recommend, _____ for consideration for nomination to the Board of Directors of Park Village Homeowners Association, Inc.

② Nominee's address: _____
Nominee's telephone: _____ e-mail: _____

③ I/We believe I/he/she would be an asset to the Board of Directors for the following reasons(s) (optional): _____

④ _____ expresses or has expressed willingness to serve on the Board of Directors.

⑤ Signature: _____ Date: _____
Address: _____
E-mail address: _____ Telephone: _____

⑥ Deliver this form no later than November 19, 2024...

By mail:

Lee Klimek
Park Village Nominating Committee
129 Swan Quarter Drive
Cary, NC 27519

By e-mail (in digitized format JPG, PNG, or similar):

PV24NOMINATIONS@GMAIL.COM

By personal delivery:

To any member of the Nominating Committee or member of the Board of Directors

11.0 Nominating Committee Task List

This is a list or timeline of the initial tasks and work to be done in managing and executing the 2024 nominations. **This list is dynamic and will be continually updated to reflect alterations and updates.** (Gray indicates step is complete)

05AUG24	Appointment of Nominating Committee
20AUG24	Initial committee meeting
19SEP24	Create process
24SEP24	Meeting - Nominating Committee
25SEP24	Post process
28SEP24	Meeting - Nominating Committee
01OCT24	Announce nominations process, submission of nomination forms
01OCT24	e-Blast announcement
24OCT24	Meeting - Nominating Committee and candidates
	Begin collecting nominating forms. On-going through 18NOV24
07OCT24	Poster for display at clubhouse
18NOV24	Meeting of Nominating Committee
	Review and assess all nomination forms received to-date
	Choose two nominees
	Author final list of nominees
	Create final slate of candidates
	Write nominating committee report
	Test-run of ballot printing
20NOV24	Members Annual Meeting, November 20, 2024
	Deliver report to membership, including full slate
	Adjust ballots for any additional nominations
	Print ballots
	Nominating Committee is dissolved at adjournment meeting

ATTACHMENTS

Park Village Homeowners Association, Inc. Board of Directors

Meeting of the Board of Directors

Resolution: B240805006

Creation of Nominating Committee for 2024

1 Whereas the duties of the Board of Directors of Park Village Homeowners
2 Association, Inc. (PVHOA) include annual constitution of an election
3 Nominating Committee; and
4

5 Whereas the PVHOA By-Laws (Article 5, Section 3) direct the creation of a
6 nominating committee;
7

8 **NOW THEREFORE BE IT RESOLVED**, the Board of Directors of the Park Village
9 Homeowners Association, Inc. hereby creates the PVHOA Nominating Committee
10 for 2024 to be chaired by Lee Klimek (PVHOA BoD, Director-At-Large);
11

12 **BE IT FURTHER RESOLVED**, two additional non-board PVHOA members shall be
13 submitted for membership on the Nominating Committee and presented by the
14 chairman (Lee Klimek) to the BoD.
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30 Motion by: Lee Klimek Date: August 5, 2024

31
32 Second by: Jordan Odle Date: August 5, 2024
33
34

35
36 Vote Tally: AYE 3 NAY 0 ABSTENTIONS 0
37

38 Motion passed by vote.

39 Motion failed by vote.

40 Motion failed for lack of a second.

Resolution B240805006
ATTACHMENTS

Excerpt: Park Village Homeowners Association, Inc. By-Laws, Article V, Section 3

ARTICLE V.

BOARD OF DIRECTORS

Section 3. Nomination. Nomination for election to the Board of Directors may be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the Members, to serve from the close of such annual meeting until the close of the next annual meeting. The Nominating Committee may make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or non-Members.