



The Point Owners' Association, Inc.

## Nominating Committee Guidelines

Enacted & Effective: January 20, 2015

1. **Purpose.** The Nominating Committee (“Committee”) was created by bylaws of The Point Owners Association, Inc. (“POA”) and reports to the POA Board of Directors (“Board”).
2. **Annual Review.** The Committee chair is responsible for ensuring that this document is reviewed by the Committee annually. The Board liaison to the Committee shall provide a short report of such review to the Board for inclusion in the Board pre-read packet for the Board’s October regular meeting clearly identifying any recommended edits (or that no edits are recommended) to be made to this document through this annual review process. Any recommended edits should be provided in a format that readily shows the recommended edits (*e.g.*, a redline).
3. **Responsibilities.** The Committee is responsible for having a fair process for identifying candidates for openings on the Board, and operating consistent with the POA Bylaws and these guidelines, including the attached Exhibit A.
4. **Committee Organization.**
  - a. The Committee shall consist of a Committee chair and two or more POA members (i.e. an owner in The Point), all of whom shall be unpaid volunteers. The Committee members shall be appointed by the Board prior to the annual meeting of Association members, and shall serve from the close of the annual meeting until the close of the next annual meeting.
  - b. The chair of the Committee shall be appointed by the Board annually, provided that the Board shall appoint an owner in The Point. The Committee chair shall serve from the close of the annual meeting until the close of the next annual meeting. Except in extraordinary circumstances, the Board liaison to the Committee shall not serve as the Committee chair. The Board may remove a Committee chair at any time, with or without cause. The appointment of the chair and members of the Committee shall be announced at each annual meeting of Members.
  - c. The Committee shall meet as frequently as the Committee chair deems necessary.
  - d. Minutes may be taken at all committee meetings (but there is no requirement to take minutes). A copy of any and all Committee meeting minutes must be timely sent to the Management Company.
5. **Relationship To The Board.**
  - a. A Board member shall be appointed annually to serve as the liaison between the Committee and the Board. The Board liaison is responsible for keeping the Board apprised of significant Committee activities.

- b. All contracts to be managed by the Committee shall be consistent with the contracts/signature authority policies and SOPs set forth in the POA's Governance Manual.
6. **Relationship To POA's Management Company.** The management company engaged by the Board ("Management Company") staff will provide administrative support to the Committee, including maintenance of contracts managed by the Committee and other Committee records and files and shall provide reasonable secretarial support to the operation of the Committee as reasonably requested.
7. **Record Retention.** The following types of paper and electronic documents pertaining to the operation of the Committee that need to be retained include:

<b>Document Type</b>	<b>Where Stored</b>	<b>Retention Period</b>
Nomination forms of POA members who have expressed an interest in serving on the Board	Paper and/or electronic copy with Committee chair.	Three years from when the member last expressed interest in serving on the Board.
Meeting notes	Paper and/or electronic copy with Committee chair.	Three years.
Routine administrative e-mails and other routine administrative communications, and data, transient memoranda or notes, and unused or insignificant drafts or copies having limited and short-term value or usefulness.	n/a	Need not be maintained and can be destroyed at any time, unless subject to a legal hold.

Records that are no longer in active use may be archived, including being stored at one or more commercial off-site storage facility designed for the storage and prompt retrieval of archived records, as deemed appropriate by the Board of Directors from time to time.

Paper and electronic records of the POA that are maintained by a member of the Committee, should be promptly provided to the Committee Chair or deleted upon that Committee member's resignation or removal from the Committee, as directed by the Committee Chair.



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## Exhibit A

### Process for Naming Candidates

When a person expresses an interest in serving on the Board by submitting a POA nomination form, the Nominating Committee shall follow this process for determining if the person should be named as a candidate for election (or appointment, if applicable to fill a mid-term vacancy) to the Board:

#### 1. Good Standing

- a. Owner. Confirm with the POA's management company that the individual is an owner (and not only a renter) in The Point.
- b. Current on POA Accounts. Confirm with the POA's management company and/or the POA's Treasurer that the individual has a history of promptly paying all POA assessments, charges and/or fines billed by the POA to that individual during the 18 month period preceding his consideration by the Committee.
- c. History of Respecting CCRs. Confirm with the POA's management company that the individual has a history of respecting the Covenants, Conditions and Restrictions that are applicable to the neighborhood (e.g., promptly addresses any issues of non-compliance, no history of multiple fines for non-compliance).

#### 2. Variety. The Committee shall strive to identify candidates who:

- a. Reflect the variety of interests and people who live in The Point (e.g., retirees, individuals who are not retired but have adult children, individuals with young children or no children, people of varied race, color, religion, national origin, age, sex, etc., people who have significant ties to the golf and/or tennis programs in the community as well as individuals who neither golf nor play tennis).
- b. Have skills, training and/or experience of value for service on the Board (e.g., POA committee experience, executives, attorneys, finance, insurance, leaders).

Example: If two attorneys serve on the Board and the term of the current POA Treasurer will expire in two years, the Committee should focus on identifying at least one individual who meets the good standing criteria and also has financial experience.

#### 3. Interview/Meeting. One or more Committee member will typically interview and/or meet with each prospective nominee to better understand their qualifications and help answer questions.