

## Procedures for WPOA Nominating Committees

### **Nominating Committee for Village and School Board Trustees**

The September regular meeting notice shall advise resident-electors of the Western Section that the Nominating Committee for Village and School Board Trustee shall be formed. That committee shall consist of seven (7) resident-electors of the Western Section. Five (5) members of this committee shall constitute a quorum.

In addition, since the Garden City School District spans several blocks into the Village of Stewart Manor, whenever a resident-elector within the School District, who is not a resident-elector of the Village, is eligible to apply for a School Trustee position, the nominating committee shall be increased by two (2) to nine (9) members, both additional members of whom are resident-electors of both the School District and the Village. In this case, seven (7) members of this committee shall constitute a quorum.

The Secretary and Publicity Director will advertise that the WPOA is seeking candidates on the Association website, in the official newspaper of the Village, and by other means approved in the By-laws.

Applicants will send letters of intent and resumes to the President no later than November 5. The President will serve as chair pro temp and will call the Nominating Committee to order. At the first meeting, the committee will elect a chair and the President will deliver the applicants' resumes. Thereafter, the president may attend subsequent committee meetings but not as a voting member.

The Nominating Committee shall meet and review the applications received and consider any other persons that members of the Committee may submit for consideration. The committee shall meet with each candidate at least once during the review process. The committee shall choose a candidate for each position available. All decisions made by the Committee at any meeting shall be by a majority of the votes cast by the members present.

The committee chair will file a report with the Secretary no later than December 1, stating the names, addresses and a short bio of the selected candidates, and the position for which they are selected. A short biography will also be presented at that time.

On or about 40 days prior to the Electors Meeting in January, the Secretary will cause an announcement and notice to Residents to be made, which contains the names of the Trustee candidates selected by the Nominating Committee together with the position for which they are nominated. The notice shall contain information regarding the location, date and time of the annual Electors Meeting.

The notice shall also instruct residents that alternative or additional candidates may be nominated by Residents. In order to nominate an alternative or additional candidate, a petition signed by fifteen (15) residents, which notice shall include the address of each signatory, setting forth the names and addresses of the prospective candidates. Petitioners shall make certain that said petition is received by the Secretary of the WPOA (or if not available, to any officer of the POA Board) at least twenty-eight (28) days before the Electors Meeting. In turn, receipt of this petition shall be communicated to the Board of Directors immediately. The petition shall include a written consent of the candidates for whom the petition is submitted, along with the candidates' complete resumes. The petition if properly received 28

days before the Electors Meeting must also be submitted at the Electors Meeting to the WPOA President or officiating officer if the president is not present.

In the event that alternative or additional candidates are proposed 28 days before the Electors' Meeting, then the vote for the specific offices in which alternative or additional candidates are proposed will be postponed. Voting for other offices without alternate nomination shall still occur at the Electors' Meeting. A subsequent vote will take place at a supplemental Electors' Meeting to be held on the second Tuesday following the date of the initial Electors' Meeting. Voting shall be by secret ballot. All Residents seeking to vote shall be required to present valid government issued identification such as a drivers' license in order to vote.

The Secretary of the POA shall cause to be published in a newspaper of general circulation in Garden City, New York, on the WPOA website, and by electronic communication, a notice which states the place, date and exact time of the supplemental Electors Meeting. In addition, written notice shall also be provided by first class mail to each residence within the POA. The notice shall also state the names and addresses of the candidates up for nomination together with the position for which they are candidates, and whether the particular candidate was proposed by the Nominating Committee or by petition at the Electors' Meeting. No additional nominations will be accepted at the supplemental meeting.

Thereafter, all procedures shall be specified in the current UNIFIED PROCEDURE FOR THE DESIGNATION OF NOMINEES FOR VILLAGE AND SCHOOL DISTRICT OFFICES, which is provided by the Village Clerk.

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### **Nominating Committee for Board of Directors**

Hereafter at the Electors Meeting in January, there shall be formed a committee to be known as the Nominating Committee for the Board of Directors to consist of seven (7) Voting members of the Association at least three (3) of whom shall be other than members of the Board of Directors, and appointed and elected officials of the Village and School District. Five (5) members of this committee shall constitute a quorum. If the membership of the Nominating Committee for Village and School Board Trustees meets the criteria for the Nominating Committee for Board of Directors, that committee may continue to nominate candidates for officers and directors.

The notice for the January Electors Meeting shall advise the general membership that this Nominating Committee will be formed. The chair of the Nominating Committee for the Board of Directors will be designated by the president of the Association. The president of the Association or his designee shall act as an advisor to the Directors and Officers Nominating Committee.

Immediately following the formation of the committee, the Secretary of the Association and Publicity Director shall advertise that the WPOA is seeking candidates for Officers and Directors on the Association website, in the official newspaper of the Village, and by other means approved in the By-laws. Applicants will send letters of intent and resumes to the President no later than February 10.

The responsibilities of the members and chair of the Nominating Committee include a review of the letter of intent and resumes of all candidates, a interview (either in person or by teleconference) with each candidate to clarify the candidate's intent and to answer any questions about the position being

sought, as well as to inform the candidate of the duties of said position. In the case of a candidate who has previously served, or is currently serving the WPOA, a personal interview may be waived.

Members of the Nominating Committee shall not include officers or directors whose terms for office are expiring and are eligible for either election or re-election to a position as Officer or Director. Members of the Nominating Committee shall not be nominated by the Nominating Committee to run as either an Officer or a Director.

On or about March 1, it shall be the duty of said Nominating Committee to file a report in writing with the Secretary of the Association that contains the names, addresses and brief background of the members of the Association whom they nominate for election and their terms of office. This information shall be posted on the WPOA website, published in the official newspaper of the Village, and by other means approved in the By-laws.

Any fifteen (15) Voting members of the Association may, at any time, not later than twenty (20) days prior to the succeeding annual meeting nominate any person or persons in opposition to any of the candidates nominated on the regular ticket by filing with the Secretary, a petition over their signatures, which notice shall include the address of each signatory, showing their nomination of such opposition candidate or candidates with a brief background. It shall then be the duty of the Secretary to mail each resident, at least ten (10) days prior to said succeeding annual meeting a copy of the nominations so made. No additional nominations will be accepted at the annual meeting, at which time, the vote for officer and directors will take place.