



AGENDA

Nominations & Elections Committee

Thursday, May 9, 2024

10am

West Center, Room 2 / Zoom

GVR's Mission Statement: "To provide excellent facilities and services that create opportunities for recreation, social activities, and leisure education to enhance the quality of our members' lives."

Committee: Barbara Blake (Chair), Candy English, April Hasson Hillard, Betsy Walton, Nanci Moyo (Administrative Supervisor/Liaison)

Agenda Topic

1. Call to Order / Roll Call - Establish Quorum

2. Approve Meeting Minutes: March 14, 2024

3. Chair Comments

4. Business

- a. Introduction of Committee Members
- b. N&E Charge from the CPM
- c. Election Timeline
- d. Committee Action Plan

5. Member Comments

6. Adjournment

Next Meeting: Thursday, September 12, 2024, WC Room 2/Zoom, 10am-11:30am



MINUTES

Nominations & Elections Committee

Thursday, March 14, 2024, 10am
WC Room 2 / Zoom

Committee: Beth Dingman (Chair), Bev Lawless, Marilyn Querciagrossa, Lou Sampson, Sandra Thornton, Scott Somers (CEO), Nanci Moyo (Administrative Supervisor/Liaison)

Board Attendee: Kathi Bachelor

Visitors: 2

- 1. Call to Order/ Roll Call – Quorum:** Chair Dingman called the meeting to order at 10:03am MST. A quorum of committee members were present.
- 2. Approve Meeting Minutes: February 8, 2024**
Approval of the February 8, 2024 was unanimous.
- 3. Chair Comments**
 - The N&E Committee was active this year and had many good accomplishments including: reduced the election timeline slightly, changed the forum questions, worked on promoting committee membership, and working with staff to promote more election awareness.
 - Congratulated and thanked the N&E Committee for all they did and for participating on the committee.
 - The Board election will be over at 4pm today and results will be given to N&E Chair to pass on to the Secretary of the Board, who passes them onto the Board. The N&E Committee will be notified from Chair Dingman. The election results will go to the membership in the eblast and to the public in a press release today after 4pm.
- 4. Business**
 - a. Review and Approve Timeline for 2025
 - Timeline for 2025 is set on the same schedule as the 2024 timeline.
 - Keep the forums during the voting period, not before voting begins. The first forum is scheduled for February 20, Thursday, at 4pm, and the second forum February 26, Wednesday at 5pm.
 - Keep Board applications online year-round. Send out in the Eblast on November 22 and 29 a Special Notification of the election timeline and Board application deadline being December 19.
 - b. Review N&E 2022/23 Year-End Report
 - Suggestions for the YouTube interviews: Limit candidate answers on the YouTube interviews to three minutes and keep the interviews to around

- 12-15 minutes each. Provide transcripts for the interviews.
- Improve the Candidate Orientation by having staff provide the information primarily.
- c. Review of N&E 2023/24
 - Priorities Accomplished for 2023/24
 - ✓ Moved election up – started a week earlier than last year
 - ✓ Established forum format
 - ✓ Improved communication with members regarding voting
 - ✓ Promoted committees through greater visibility at the Showcase
 - ✓ Encouraged Green Valley News to publish interviews
 - Specific Committee Requests
 - ✓ Revise N&E Responsibilities outlined in CPM
 - ✓ Greater visibility on GVR elections on GVR platforms: Eblast, Facebook
 - Recommendations from Staff
 - ✓ Have another staff member from the Leadership Team, Kris Zubicki, participate in the election process.
 - ✓ Work on Paper Ballot process. Ask Vote-Now if they can overnight the ballots in envelopes and staff mails from Green Valley.
 - ✓ Voting at the Kiosks in the center should be the last week of voting.
- d. Approval of Year-End Report
 - There was consensus of support from the N&E Committee on the Year-End Report
- e. Tasks for 2024/25
 - Tasks for Next Year 2024/25
 - ✓ Make candidate applications available all year
 - ✓ Continue to find ways to promote committee participation
 - ✓ Continue to find ways to promote application for Board candidacy
 - ✓ Promote the Green Valley Library computers that people could use for voting
 - ✓ Look at adding to the CPM recruiting for committees to the N&E responsibilities and begin the process in May looking at the data of how many applications came in the previous year to consider a recruiting process

5. Member Comments: Comments were made during the meeting. Compliments were given to the Chair Dingman and the committee for what they have done this year.

6. Adjournment
The meeting was adjourned at 11:25am.

Next Meeting: Thursday, May 9, 2024, WC Room 2 / Zoom, 10am-11:30am



Green Valley Recreation, Inc.
Nominations and Elections Committee
N&E Charge from CPM

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: May 9, 2024

Presented By: Barbara Blake, Chair

Originating Committee / Department: Nominations and Elections Committee (N&E)
Action Requested: Review N&E Committee Charge
Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation
Background Justification: Each Standing Committee for GVR has a charge in the CPM under Part 3. This charge gives direction to the Committee for the responsibilities to be addressed.
Committee Options: 1) Review the Charge from the CPM.
Staff Recommendation: Option #1
Attachments: 1) N&E Charge from CPM

3.6.2 Responsibilities

- A. Nominations
 - 1. Submit a slate of qualified candidates to the Board at least ninety (90) days prior to the Annual Meeting.
 - 2. Submit a slate of qualified petition candidates to the Board at least sixty (60) days prior to the Annual Meeting.
- B. Election Process
 - 1. Recommend to the Board a record date to determine the eligible roster of voting members which shall be no more than thirty (30) days prior to the election. If the Board fails to set a record date, the record date shall be the date of ballot delivery.
 - 2. The counting of ballots, at the discretion of the Board may be conducted by an independent organization (e.g., Pima County Elections or electronic voting firm), in which case the results shall be obtained from the organization by the Nominations and Elections (N&E) Chairperson or their representative. (*Bylaws Article V Section 3*)
 - 3. In the election of Directors, if there are fewer than fifty (50) valid votes separating the last successful candidate and the first unsuccessful candidate in the election, or less than a fifty (50) vote difference on any other ballot issue, then the Board may, at its sole discretion, order a recount.
- C. Election Forums for Members

Arrange two (2) election forums for members to attend to hear the candidates answer questions arranged by the N&E Committee and questions from the members.
- D. Election Results
 - 1. The Chairperson shall notify the Board Secretary of the results of the election.
 - 2. The Committee Chairperson shall report the establishment of a quorum and the election results at the Annual Meeting. Successful candidates shall be announced in the order of the total votes received. The results of the ballot for any other matters shall be announced in the order in which the items appeared on the ballot.



Green Valley Recreation, Inc.
Nominations and Elections Committee
Election Timeline

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: May 9, 2024

Presented By: Barbara Blake, Chair

Originating Committee / Department: Nominations and Elections Committee (N&E)
Action Requested: Review the 2025 election timeline.
Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation
Background Justification: Each year the N&E reviews the timeline for the upcoming elections and makes any necessary changes.
Recommended Motion: Move to approve the 2025 election timeline.
Attachments: 1) 2025 Election Timeline



TIMELINE: ELECTION, BALLOT, ANNUAL MEETING 2025

Candidate Applications available online year-round.

October 18, 2024, Friday	Eblast announcing Candidate Informational Session
October 23, 2024, Wednesday	Board of Directors Meeting: Set the Record date for January 30, 2024
November 6, 2024, Wednesday	10am Candidate Informational Session WC Room 2 (to provide potential candidates a chance to ask questions and receive information)
November 22 and 29, Friday	Send Eblast announcement the Board Applications are due December 19 at 4pm, Thursday
December 2, 2024, Monday	Candidate Applications Available
December 12, 2024, Thursday,	10am N&E Committee: Share draft and get approval of the Annual Meeting announcement and Ballot by N&E
December 19, 2024, Thursday	4pm Candidate application deadline <ul style="list-style-type: none">• Candidate eligibility verified
December 27, 2024, Friday	90 days to Annual Meeting - Submit the Candidate slate to the Board of Directors in Email/Membership in Eblast
January 2, 2025, Thursday	Petitioner Candidate Applications available
January 7, 2025, Tuesday	Draft Ballot to Attorney for review
January 14, 2025, Tuesday	Attorney reviewed draft ballot returned to staff
January 16, 2025, Thursday	4pm Petitioner Candidates Applications due and vetted by January 18, 2023. <ul style="list-style-type: none">• Petition deadline for Bylaws changes or Petition Board of Directors Candidates• Email notification sent to N&E Committee and Board of Directors• Not less than 60 days prior to annual meeting (Bylaws)• At least 60 days prior to annual meeting (CPM)
January 21, 2025, Tuesday	10am Board Candidate Orientation
January 22, 2025, Wednesday	2pm Board of Directors Meeting: Slate of Candidates announced

January 23, 2025, Thursday	Last day to withdraw candidacy and have name removed from ballot
January 24, 2025, Friday	60 days to Annual Meeting: Slate of candidates presented to GVR Members – eblast and media
January 27 – February 3, 2025	Candidate Interviews for Website
January 27, 2025, Monday	Record Date <ul style="list-style-type: none"> • Dues paid in full/MAP/Monthly plan set up to be able to vote • No more than 30 days prior to election (CPM)
January 27, 2025, Monday	All documents for candidates and bylaws turned in
January 30, 2025, Thursday	Vote-Now Documents Sent: Annual Meeting information insert and mailing list
February, 10, 2025, Monday	Notice of Annual Meeting/electronic voting instructions mailed via USPS to members
February 19, 2025, Wednesday	Notice of Annual Meeting / electronic voting instructions received by members via USPS <ul style="list-style-type: none"> • At least 30 days prior to annual meeting (Bylaws)
February 19, 2025, Wednesday	Membership voting begins
February 20, 2025, Thursday	4pm Candidate Forum – West Center
February 27, 2025, Tuesday	5pm Candidate Forum – West Center
February 26, 2025, Wednesday	Board of Directors Meeting
February 26, 2025, Wednesday	Candidate Meet & Greet after Board of Directors Meeting
March 13, 2025, Thursday	Voting deadline paper and electronic ballots 4pm <ul style="list-style-type: none"> • At least five days prior to annual meeting (CPM)
March 13, 2025, Thursday	Election results reported to GVR Corporate Secretary <ul style="list-style-type: none"> • At least two business days prior to Annual Meeting (CPM) • Corporate Secretary reports election results to Board President and CEO, notifies candidates and results are published in eBlast
March 19, 2025, Wednesday	Board of Directors Meeting <ul style="list-style-type: none"> • Directors provide staff with Committee Chair Requests • Orientation of New Directors
March 26, 2025, Wednesday	Annual Meeting of the Corporation <ul style="list-style-type: none"> • Within 90 days of year end (Bylaws) • Special Meeting after Annual Meeting to Elect Board Officers/Committee Chairs • Committee Applications Due



Green Valley Recreation, Inc.
Nominations and Elections Committee
Committee Action Plan

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: May 9, 2024

Presented By: Barbara Blake, Chair

Originating Committee / Department: Nominations and Elections Committee (N&E)
Action Requested: Review the Committee Action Plan and make any changes for Board approval at the May 22 Regular Meeting.
Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation
Background Justification: Each year the staff prepares a Work Plan for each Committee. This Work Plan will be incorporated into the Committee Action Plan with any changes the Committee proposes and is agreed upon by the Committee. The Committee Action Plan will be presented to the Board for approval.
Committee Options: <ol style="list-style-type: none">1) Review the proposed Committee Action Plan and move to approve for Board approval.2) Review the proposed Committee Action Plan and make any changes as necessary, move to approve for Board approval.3) Scrap it and start all over.
Staff Recommendation: Option #1
Recommended Motion: Move to approved the proposed Committee Action Plan for the 2025 Committee year and present to the Board for approval.
Attachments: <ol style="list-style-type: none">1) Proposed Committee Action Plan



Committee Action Plan
2024-2025
Nominations and Elections Committee

Chair: Barbara Blake

Staff Liaison: Nanci Moyo

Committee Members: Candy English, April Hasson Hillard, Betsy Walton, Marge Garneau (President)

Committee Responsibilities:

3.6.2 Responsibilities

- A. Nominations
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 - 3. In the election of Directors, if there are fewer than fifty (50) valid votes separating the last successful candidate and the first unsuccessful candidate in the election, or less than a fifty (50) vote difference on any other ballot issue, then the Board may, at its sole discretion, order a recount.
- C. Election Forums for Members

Arrange two (2) election forums for members to attend to hear the candidates answer questions arranged by the N&E Committee and questions from the members.
- D. Election Results
 - 1. The Chairperson shall notify the Board Secretary of the results of the election.

GVR encourages members to voice concerns and comments in a professional, business-like, and respectful manner.

2. The Committee Chairperson shall report the establishment of a quorum and the election results at the Annual Meeting. Successful candidates shall be announced in the order of the total votes received. The results of the ballot for any other matters shall be announced in the order in which the items appeared on the ballot.

Priorities and Timeline Established for 2024-2025:

- N&E Approve Timeline for Elections 2025/Committee Action Plan
 - ✓ May 2024
- Recruit Candidates
 - ✓ September 2024
- Informational Meeting for Prospective Candidates October 2024 (Format and Presenters)
 - ✓ September 2024
- Provide Board of Directors with Record Date 2025
 - ✓ September 2024
- Orientation for Candidates in January 2025 (Format and Presenters)
 - ✓ December 2024
- Forums and Interviews for Candidates (MC, Format and Questions)
 - ✓ December 2024 and January 2025
- Promotion for Committee Members during Election Cycle
 - ✓ January 2025
- Mail In Ballot Discussion
 - ✓ January 2025
- Year-End Review
 - ✓ March 2025

Resources Needed:

- Prepared Timeline
- Provide Optional Record Dates
- Provide Past Questions from Forums and Interviews
- Provide Brochure and Handout for Committee Recruiting