

# *Nomination Process to Elect Board Members - 2016*

## **Lee Road Safe Neighborhood**

### ***Board Member Skills and Experience***

The Lee Road Safe Neighborhood (LRSN) Nominations Committee (“the Committee”) will manage the collection of Board of Directors Board (“the Board”) candidates to meet the skill set requirements and needs. The Committee will create the roster of candidates and present these to the Board as potential candidates, considering the following criteria:

- Proven leadership ability;
- Previous experience serving on boards (either for-profit or nonprofit);
- Diversity, including but not limited to gender, ethnicity, race, age, disabilities, and geography;
- Experience with large and complex organizations;
- Knowledge and experience regarding nonprofit and volunteer organizations (not limited to community experience);
- Community and Board Meetings Attendance on a continuous basis;
- Specific skills such as finance, communications, auditing, legal, international, information technology, diversity awareness, governmental affairs, public relations, marketing, leadership development, and disaster relief are first to be considered;
- Community experience and knowledge of Orange County Neighborhood Services, an added benefit.

The skill set evaluation will be completed in election year October. Below are the four (4) Nomination Process Steps.

## ***Nomination Process***

### **Step One: Receive Nominations for Potential New Board Members – 11 October**

Based upon the Board’s identified skill set requirements for the election year, the Committee will also consider nominees recommended by Board members, management, and other recommendations that may come to the Committee’s attention. A short resume synopsis of a candidate as a short bullet list should include the following:

- Skills, experience, or other qualifications necessary to determine where candidates meet the needs of the skills and experience outlined above, per elected position;
- Information necessary to determine whether the candidate meets the requirements outlined in the LRSN Bylaws. This document can be obtained from the follow website page:  
<http://www.ocsafeneighborhoods.net/lee-road>.

### **Step Two: Review Candidate Resumes**

The Committee will review submitted candidate resumes with possible outside assistance from Orange County Neighborhood Services following the October Community Meeting. The Committee will then forward candidates to the Board for its presentation in the November Community Meeting.

### **Step Three: Community Interview – 15 November**

The Community Meeting attendees will have an opportunity to assess the candidates for a high level of personal and professional integrity and commitment to promote the long term interests of the LRSN. The November meeting will introduce the candidates and offer them the opportunity to present a quick

synopsis of his or her qualifications and goals. Community attendees can ask short-answer questions and will be encouraged to discuss further details following the current meeting.

Finally, the Committee members should be convinced that potential Board members can commit adequate time to serve as an elected Board member. A profile of each candidate recommended by the Committee will be forwarded to the current Board for final approvals before submitting to Orange County Neighborhood Services to print ballots for the December meeting.

The Nomination Period will conclude 6 December as the last day any nominations will be accepted and submissions are closed at the end Tuesday. Then on Wednesday morning, 7 December, the Committee will compile all the submissions into a single document and submit to Cristina.

**Step Four: Community Elections – 13 December**

The Community will formally vote in person to elect candidates to the Board at the Community Meeting in December. Voting regulations will be conducted as documented in the LRSN Bylaws Voting sections.

Elections will be conducted with paper ballots (see example below) provided by Orange County for votes to be made during the December Community Meeting. During this meeting, a representative from Orange County will tabulate and deliver the voting results to announce the final election results, per elected position.

The Board will formally recognize the newly elected Board members at the conclusion of the election results. Those elected will begin their roles immediately after the results announcement. This inauguration will be conducted by an official Orange County Neighborhood Services representative and will be officially recorded in Orange County records.

The image shows a sample election ballot for the Lee Road Safe Neighborhood Executive Officers. The ballot is titled "LEE ROAD SAFE NEIGHBORHOOD Executive Officers - Election Ballot". It includes instructions: "Please select candidate per office by filling in the ellipse with a black or blue ink pen as demonstrated below." Below the instructions are two examples: "CORRECT:" with a solid black circle and "INCORRECT:" with a circle containing a checkmark. The ballot is divided into four sections for different offices: President, Vice President, Secretary, and Treasurer. Each section lists "Candidate #1" and "Candidate #2" with an empty circle next to each name for voting.

**Oath of Office – Inauguration Swearing-in Script**

*Recognizing the important responsibility you are undertaking in serving as a member of the Board of Directors for the Lee Road Safe Neighborhood, do you hereby pledge to carry out in a trustworthy and diligent manner all the duties and obligations in your role as a Board member? Pause for answers.*

*And will you exercise the duties and responsibilities of this office with integrity, collaboratively, and due care? Pause for answers, then congratulate.*