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## Elections

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Elections in the Building Owners and Managers Association of Oakland/East Bay (BOMA OEB) are governed by the Bylaws, as well as by other guidelines enacted by the Board of Directors and documented in the Nominating Committee Policy and Procedure. Bylaws direct that there shall be a Committee on Nominations that prepares a slate with candidates for: Board of Directors, and when necessary Vice President, and President. The Nominating Committee will solicit the membership for Candidates from which they can prepare the slate of nominees for each opening among Directors, and under the guidance of the Board, provides nomination for vacancy of the Vice President.

To be eligible to vote, Members must have joined or renewed their membership no later than March 31<sup>st</sup> of the year in question. Only Principal Members of the Association shall have the right to vote on all issues properly brought before the membership, including the election of Directors and Officers, either at a meeting held for such purpose or by email. Both Principal and Associate Members may hold elected office in the Association (i.e., Associate Members are not eligible to vote but may hold the elected office of Director). Ballots are issued during the Fourth Quarter each year.

There shall be open nominations for all Director positions. Only serving Directors may be nominated for the office of Vice President. All candidates for office must be Members in good standing at the close of business on March 31<sup>st</sup> preceding the expiration of the nomination period. Eligible Members may nominate a Candidate to run in any election for any office that is open to Candidates. The nomination must be in writing and substantially in the following form:

### **NOMINATING PETITION**

As a Member of BOMA Oakland/East Bay, in good standing, nominate (name of candidate) for (description of office, Board or Vice President) for the term beginning January of 20\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Printed Name)

Nominating petitions shall be submitted to the Nominating Committee not earlier than or later than the deadline set forth by the Nominating Committee in the call for Nominations. Only original or electronically transmitted nominating petitions will be accepted for filing. Photographs and biographical material for Board of Directors candidates shall be submitted concurrently with the Nominating Petition.

A Candidate may withdraw from candidacy for the office for which a nominating petition has been submitted by notifying the Executive Director of such withdrawal in writing prior to the tally of the votes. In the event the withdrawal follows the tally, it shall be treated as a declination. All votes cast for a withdrawn candidate shall be null and void.

The Past President shall appoint the Nominating Committee as election tellers to conduct the election. The Executive Director shall cause paper ballots to be printed. Each ballot shall be labeled "Official Ballot", or some such other identifiable title, and list the slate of candidates appropriate to the election. Electronic election notification, instructions, and links, shall be emailed no later than October 1<sup>st</sup> to each voting Member. A printed ballot shall be distributed at the November Luncheon. Electronic election notification, instructions, and links shall be directed to the Member's email address appearing on the records of the Association.

Photographs and biographical material for Board of Directors candidates shall be dispatched with the recommendations of the Nominating Committee to the Board of Directors. Candidate biographies shall be limited to 100 words.

The Nominating Committee shall establish a date by which photographs and biographical material must be submitted by the Candidates to ensure inclusion with the ballots. All photographs and biographical material should be submitted to the Nominating Committee in an electronic format prescribed by the Chair. The Nominating Committee shall not be charged with the responsibility of editing materials for content, grammar, or spelling but has the discretion to do so that it conforms to word count.

At the Annual Membership Meeting in November, all properly noticed action items shall be decided by a vote of a simple majority of the Members voting in person. Members must be present at this Luncheon to cast their vote. The Selected Member Representative may designate that another employee of the Member's firm cast their vote, if the Selected Member Representative cannot attend the Annual Membership Meeting. Only one vote per Membership may be cast. To vote by printed ballot, Members shall mark their printed ballot in accordance with the directions on the ballot. Votes cast via printed ballot shall be verified and securely stored by the Nominating Committee.

The Executive Director shall be responsible for emailing, with the notice of the meeting (Notice), or separately, but at least thirty (30) calendar days before the date of the meeting, the official ballot for all issues properly brought before the Membership including the election of Board of Directors. The official ballot for the election of Directors will include the names of the Candidates nominated. The Notice that is emailed to Members shall contain voting instructions and biographical information about each Candidate. Candidates will be identified by name and length of membership. A Candidate may submit up to a 100-word summary of their qualifications and views for inclusion in the Notice.

The Nominating Committee shall record and count the votes. The number of votes cast for individual candidates shall remain secure and confidential until such time as the election results are transmitted to the President and Executive Director at the conclusion of the voting period. Any irregularities, questions, or concerns arising from the receipt of any ballot or vote identified by the Nominating Committee shall be promptly referred to the Chair for resolution consistent with Association Bylaws, policies and procedures. No ballots other than the official printed ballots and no write-in votes will be counted. No later than the last business day of December of the applicable election year, the Chair shall transmit the number of votes cast for each candidate to the President and Executive Director. The Executive Director shall promptly provide this information to the election tellers along with a statement of any ballot or voting irregularities, concerns or issues affecting the validity of the votes cast. No later than the last business day of November of the applicable election year, the election tellers shall file a report with the President and Executive Director setting forth the names of all candidates, the number of votes received by each, and a statement that the election was conducted in compliance with Association bylaws, policies and procedures. A plurality of the votes cast for any office elects the candidate(s) receiving them. When two or more candidates receive an equal number of votes, the winner shall be determined by lot, under the supervision of the election tellers. The President and Executive Director shall announce the results of the election. The Chairs report shall also be presented at the next Board Meeting.

Questions or concerns, raised by a Member regarding the nomination and/or voting process should be directed immediately to the Nominating Committee for its immediate review and determination. Any question, concern, dispute or inquiry regarding any election or voting issue that might arise during the process will be submitted in writing by a Member to the Chair of the Nominating Committee for immediate review and determination. Any form of written submittal shall be sufficient. The Nominating Committee may respond to non-written questions but such shall not be considered a legal form of inquiry.