



IDEAL BEACH COMMUNITY ASSOCIATION

P.O. Box 179, Middletown, NJ 07748
www.idealbeach.org - Email: ibca@idealbeach.org

IBCA Nomination and Election Process Schedule

September Kickoff Meeting:

The President 'Opens the Nomination Process' during the September Regular Meeting. As soon as possible after the Regular Meeting, all residents are emailed the following Nomination information:

- **Nomination and Election Process Schedule:** (This sheet) Provided for all to read.
- **Trustee and Officers Positions- Duties and Requirements:** Provided for all to read.
- **By Laws:** Provided for all to read.
- **Nomination Form and Agreement:** To be filled out by all Nominees to include Name, Address, Contact information, Position desired, Qualifications and Signature showing Nominee applicant agrees to the terms of the ByLaws.

Residents interested in running for a Trustee and/or Officer position:

May submit their paperwork in person at the October Regular Meeting or may submit their paperwork prior to the Regular Meeting.

Paperwork may be mailed to:

Ideal Beach Community Association
P.O. Box 179
Middletown, NJ 07748

October Meeting

The President receives paperwork from potential Nominees attending the October Regular Meeting and adds it to any paperwork received prior to the Regular Meeting. The submittal of all paperwork is considered complete and is closed to additional candidates; however, the Open Nomination Period remains 'open' until one (1) week before the November Election Meeting in case any unexpected or urgent situations occur that may not allow Nominees to continue.

In the days following the October Regular Meeting, Nominees will be mailed a letter accepting or declining their nomination based on their 'eligibility' as laid out in the Bylaws, Article IV- Membership, Section 1 and Article VIII - Trustee and Officer Communication.

November Election Meeting

All Nominees must attend the November Election Meeting. Multiple Nominees for the same position shall stand up and introduce themselves to the Membership, stating their desired position and giving a short statement about themselves as it relates to the position they are running for.

Association Members (those having voting privileges as laid out in the Bylaws) will provide proof of residency as may be needed to vote. Each Member and each Nominee shall have one vote per candidate that is to be voted on. Candidates that are unopposed will not be voted on by the Membership, but will have one (1) vote placed in the ballot box securing their Trustee or Officer position.

The Recording Secretary and a Member will collect, count, and call out the votes.
The President will preside over the Election and will ratify the winners.

During the 3rd week of November, there will be a New Trustee/Officer Work Session to transition the new Trustees and Officers and prepare for the December Annual Meeting.

Newly-elected Trustees and Officers will function in their new positions at the December Annual Meeting.

Dedicated to improving the quality of life in our Community and celebrating progress together



IDEAL BEACH COMMUNITY ASSOCIATION

Trustees and Officers Nomination Form and Nominee Agreement for Year 2017 Positions

Positions for Nomination:

Check 1 or 2 position(s)

- Trustee (3 – 5 positions)
- President
- Vice President
- Recording Secretary*
- Recording Secretary Alternate
- Correspondence Secretary*

Name: _____

Address: _____

Phone # 1: _____

Phone # 2: _____

Email: _____

**** The Positions listed with an (*) shall ALSO be Trustees***

Background and Experience that Will Contribute to Position(s) for Nomination:

I have read the Association Bylaws and agree to serve my term accordingly:

(Signature)

Received by IBCA on _____ Initials _____



IDEAL BEACH COMMUNITY ASSOCIATION

Trustees (Board of Trustees)

- Trustees must reside in and own property in the Ideal Beach community.
- There shall be a minimum of 3 Trustees. If less than three Trustees remain after nominations, a third Trustee shall be appointed as quickly as possible, and the departing Trustee shall remain until a replacement is appointed.
- Two-thirds of the Trustees shall be a quorum for voting or conducting official business.
- Trustees may attend meetings in person, via phone or via computer.
- Appointing/dismissing Trustees requires 2/3 vote of the Board of Trustees with notification given in writing
- Trustees may resign in writing giving four (4) weeks' notice

Duties of the Trustees:

- Establish the mission and purpose of the Association
- Prepare strategic plan and goals
- Monitor programs and services Act as PR point person and Township liaison with Trustee guidance and approval
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 - Set budgets; monitor financial performance
 - Raise funds; set fundraising strategy
 - Ensure compliance with laws and regulations Enhance public standing
 - Build a competent Board of Trustees; Orient new Members
 - Establish and maintain Bylaws

The Board of Trustees shall assign the work of the Association to committees and shall decide any questions of jurisdiction over matters of common interest that may arise between committees.

Officers

- President
- Vice President
- Vice President
- Treasurer
- Recording Secretary
- Recording Secretary Alternate
- Correspondence Secretary

- Only Members residing in the Ideal Beach Community may serve as Officers of the Association
- They shall serve for a term of one year or until successors have been elected as may be necessary. Officers may resign by giving four (4) weeks' notice in writing to the Board of Trustees and shall help to transition their successor. In the case of the death of an Officer, removal from office, resignation, or extended absence of any of the Officers, the Board of Trustees shall appoint one of the Members to fill the vacancy temporarily, or until the return of the absentee or until a successor has been elected.
- The Recording Secretary and the Correspondence Secretary shall also be a Trustee



IDEAL BEACH COMMUNITY ASSOCIATION

Duties of the President:

- Preside over IBCA meetings, prepare and provide meeting agendas
- Inform Members regarding activities, progress against goals, and financial performance
- Participate in budget setting
- Lead fund raising activities
- Act as PR point person and Township liaison with Trustee guidance and approval
- Attend scheduled Trustee meetings
- All officers shall make reports to the President when requested, and their reports shall be submitted to the Association
- The President shall be required to take all necessary measures for maintaining order and efficiency

Duties of the Vice President(s):

- Preside over IBCA meetings and provide meeting agendas when President is unable to attend
- Act as back up for President
- Participate in fund raising activities
- Chair committees as assigned by the Board of Trustees
- Act as PR point person and Township liaison with Trustee guidance and approval

Duties of the Treasurer:

- Collect, record and deposit funds received from grants, fund raising activities, and other sources
- Pay Association bills
- Maintain the Association check book and all necessary accounts
- Participate in budget setting
- Work with CPA to maintain accurate financial records, provide input for financial statements, and tax filings
- Attend scheduled Trustee meetings
- The Treasurer shall make a report to the Association at each regular meeting, wherein the Treasurer shall show the amount of money on hand and the receipts and disbursements since the preceding meeting

Duties of the Recording Secretary: **The Recording Secretary shall also be a Trustee

- Record and maintain the Minutes for monthly Regular Meetings
- Participate in fund raising activities

Duties of the Recording Secretary Alternate:

- The Recording Secretary Alternate shall fill in and assist the Recording Secretary as needed
- Record and maintain monthly Regular Meeting minutes
- Participate in fund raising activities

Duties of the Correspondence Secretary: **The Correspondence Secretary shall also be a Trustee

- Maintain the Corporation Book (mission statement, bylaws, resolutions, corporate seal, etc.)
- Maintain Membership list
- Maintain and manage IBCA email account communication with Members and others contacting the IBCA
- Prepare, generate, and keep all written communications, letters, documents, and general correspondence associated with IBCA business and relations
- Participate in fund raising activities

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