



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 Community Meeting:

An Election Kick-off meeting shall be held in September, the specific date, time, and location of which shall be designated by the Board of Trustees, to begin the process of collecting nominees for the November election of Trustees and Officers

The President 'Opens the Nomination Process' during the September Regular Meeting. After the Regular Meeting, all residents are provided either a copy or directed to the IBCA website for the following Nomination information:

- **Nomination and Election Process Schedule**
- **Trustee and Officers Positions - Duties and Requirements**
- **By Laws**
- **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, mailed to address below, or email the forms to IBCA@idealbeach.org.

Paperwork may be mailed to:

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

October Nomination Election Meeting

- A "Closing of Open Nominations" meeting shall take place in October during the Regular meeting, at a time and place designated by the Board of Trustees.
- Nominees shall attend the nomination meeting to present themselves to Members.
- Nominations shall be submitted either in person at the meeting during which nominations shall be held, by mail, or email no later than five (5) days before the November meeting.

November Election Meeting

- An Election meeting shall take place in the month of November, the specific date, time, and location of which shall be designated by the Board of Trustees.
- All terms for Trustees and Officers are renewed at the November Election meeting no matter in which month initially elected.
- Nominations to add new or replace exiting Trustees and/or Officers are made by IBCA Members or directly by those seeking office
- Candidate Officers and Trustees shall be presented to the membership for ratification at the regular meeting following the nomination meeting.
- If a candidate is not ratified, alternates shall be presented for ratification.
- If no ratification is made, the Trustee or Officer being replaced shall continue in office until a replacement is nominated and ratified in a subsequent meeting
- 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.
- 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



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

Positions for Nomination:

Check 1 or 2 position(s)

Name: _____

Trustee (3 – 5 positions)

Address: _____

President

Phone # 1: _____

Vice President

Recording Secretary*

Phone # 2: _____

Recording Secretary Alternate

Correspondence Secretary*

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
- 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 shall also be a Trustee



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Article VIII - The President

The duties of the President shall be to:

- 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
- Welcome new Members
- Act as Association figurehead at Association events and gatherings
- Attend scheduled Trustee meetings
- Act as PR point person and Township liaison with Trustee guidance and approval
- Chair committees as assigned by the Board of Trustees

All Officers shall make reports to the President when requested, and their reports shall be submitted to the Association as needed. The President shall be required to take all necessary measures for maintaining order and efficiency.

Article IX - The Vice President(s)

The duties of the Vice President(s) shall be to:

- Preside over IBCA meetings and provide meeting agendas when the 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

Article X - Treasurer

The duties of the Treasurer shall be to:

- Collect, record and deposit funds received from grants, fund raising activities, and other sources
- Pay all Association bills
- Maintain the Association check book and all other necessary accounts
- Participate in budget setting
- Work with CPA to maintain accurate financial records, and to provide input for financial statements, and tax filings
- Attend scheduled Trustee meetings
- Chair committees as assigned by the Board of Trustees

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.

Article XI - Recording Secretary

The duties of the Recording Secretary shall be to:

- Record and maintain the Minutes for monthly Regular Meetings
- Participate in fund raising activities
- Chair committees as assigned by the Board of Trustees



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Article XII - Recording Secretary Alternate

The Recording Secretary Alternate shall fill in and assist the Recording Secretary as needed. The duties of the Recording Secretary Alternate shall be to assist with the following:

- Record and maintain monthly Regular Meeting minutes
- Participate in fund raising activities
- Chair committees as assigned by the Board of Trustees

Article XIII- Correspondence Secretary

The duties of the Correspondence Secretary shall be to:

- 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
- Chair committees as assigned by the Board of Trustees