



**Nomination & Election Committee  
Meeting Minutes  
Virtually using Zoom**

**December 16, 2020 – 3:00 pm**

**Members Present:** Katherine George, Kirk Walker, and Sharon Knox

**Board Members Present:** Hannah Walker

**Owners Present:** Joan Tober

- I. **Call to Order** – The meeting was called to order at 3:13 pm.
- II. **Committee Chair Appointment** – The Committee Chair, Katherine George, was appointed by Board President, Hannah Walker.
- III. **NEC Manual – Guideline Review** – Ms. Tober presented the mini handbook for the NEC Guidelines which was approved by the Board of Directors at the November 17<sup>th</sup> Board of Directors’ meeting. Discussion ensued.
- IV. **Election Timeline/Calendar** – The committee reviewed the election timeline.
- V. **Review Call for Candidates**
  - a. **Mailing Dates**

A motion made by Katherine George to set the ballot deadline date for March 26, 2021 at 4:00 pm was seconded by Kirk Walker; motion passed with unanimous consent.

A motion made by Sharon Knox to set the ballot mailing date for March 1, 2021 was seconded by Kirk Walker; motion passed with unanimous consent.

A motion made by Sharon Knox to set the candidate application due date for February 5, 2021 at 4:00 pm was seconded by Katherine George; motion passed with unanimous consent.

A motion made by Kirk Walker to set the ballot count observer deadline for March 19, 2021 was seconded by Sharon Knox; motion passed with unanimous consent.
- VI. **As Brought Forth** – There was none.
- VII. **Next Meeting Date**

A motion made by Kirk Walker to hold the next NEC meeting on January 7, 2021 at 4:00 pm was seconded by Katherine George; motion passed unanimously
- VIII. **Adjournment** – With there being no further business, the meeting was adjourned at 4:33pm.

Respectfully Submitted,  
Jena Carpenter, CMCA, AMS, PCAM  
For the Association