



## **AGENDA**

### **Nominations & Elections Committee**

Thursday, May 8, 2025

10am

West Center, Room 2 / Zoom

GVR's Mission Statement: "To provide excellent facilities and services that create opportunities for recreation, social activities, and leisure education to enhance the quality of our members' lives."

**Committee:** April Hasson Hillard (Chair), Beth Dingman, Candy English, Connie Johnson, Betsy Walton, Nanci Moyo (Administrative Supervisor/Liaison)

#### **Agenda Topic**

#### **1. Call to Order / Roll Call - Establish Quorum**

#### **2. Approve or Amend Agenda**

#### **3. Approve Meeting Minutes:** March 13, 2025

#### **4. Chair Comments**

#### **5. Business**

- A. Introduction of Committee Members
- B. Review N&E Charge from the CPM
- C. Review the Election Timeline
- D. Discuss and Draft Committee Action Plan

#### **6. Member Comments**

#### **7. Adjournment**

**Next Meeting:** Thursday, September 11, 2025, WC Room 2/Zoom, 10am-11:30am



## MINUTES

### Nominations & Elections Committee

Thursday, March 13, 2025, 10am  
WC Room 2 / Zoom

**Committee:** Candy English (Chair), Barbara Blake, Betsy Walton, Nanci Moyo  
(Administrative Supervisor/Liaison)

**Board Attendees:** Kathi Bachelor

**Visitors:** 1

1. **Call to Order/ Roll Call – Quorum:** Chair English called the meeting to order at 10am MST. A quorum of committee members were present.
2. **Approve or Amend Agenda**  
**MOTION: Walton moved / Blake seconded to approve the Agenda as presented.**  
**Passed: unanimous**
3. **Approve Meeting Minutes:** February 13, 2025  
**MOTION: Blake moved / Walton seconded to approve the February 13, 2025, Minutes as presented.**  
**Passed: unanimous**
4. **Chair Comments**
  - Thanked everyone for the hard work with the Forums and Elections.
5. **Business**
  - A. Review Forums
    - 1) Review Time, Questions, Surveys
      - Two Forums: one at 4pm was less attended with 26 including volunteers, and 5pm was better attended with approximately 70 Members.
      - MC Tony Zabicki was very good.
      - Surveys were beneficial with a positive response. Continue with having surveys on the tables for Members. One comment the N&E Committee considered is to have Forums before voting begins.
      - Include Agendas on the table for Members.
      - Have the tables closer to the candidates.
      - Members questions: do not have written questions, Members come to the microphone.
      - Members liked the surprise questions and also answering different

- questions vs. all the same question for each candidate.
  - For food and wine: 8 Bottles of wine were used in total. Too much food at first Forum with less people. Food was enough at second Forum.
- 2) Set Time and Dates for 2026
  - N&E Committee consensus was to hold two Forums at 5pm on Tuesday or Thursday, February 17 or 19 and February 24 or 26. Staff will check for room reservations to decide the date.

Staff will review paper ballot process in the upcoming election with Vote-Now (third party) to obtain information on how other organizations handle the paper ballot. The GVR Elections take between three and four weeks due to the paper ballot process currently.

#### B. Review Year-End Report

- The N&E Committee added under Priorities Established for 2024-2025: Poster Board for encouraging to run for Board Director and/or sign up to be on a Committee; and extend voting period to allow for paper ballots to be processed.
- Under Specific Committee Requests add: Add surveys for Forums; changed the way candidate questions were asked; and set up Forum dates for 2026.
- Under Tasks for Next Year add: Get more involved in recruiting Committee Members; be involved in Committee recruitment with the N&E having a table at the GVR Showcase; Clearinghouse for Volunteers; and any Club open houses; have the Board present a Forum on Committees of GVR to promote more volunteers; and emphasize Committee volunteers to new Members when they are with Membership Specialists.

**6. Member Comments:** 1 comment

**7. Adjournment**  
**Meeting adjourned at 11:44am.**

**Next Meeting:** Thursday, May 8, 2025, WC Room 2 / Zoom, 10am-11:30am



Green Valley Recreation, Inc.  
**Nominations and Elections Committee**  
**N&E Charge from CPM**

**Prepared By:** Nanci Moyo, Admin. Sup.

**Meeting Date:** May 8, 2025

**Presented By:** April Hasson Hillard, Chair

<b>Originating Committee / Department:</b> Nominations and Elections Committee (N&E)
<b>Action Requested:</b> Review N&E Committee Charge
<b>Strategic Plan Goal:</b> GOAL 5: Provide sound, effective governance and leadership for the corporation
<b>Background Justification:</b> Each Standing Committee for GVR has a charge in the CPM under Part 3. This charge gives direction to the Committee for the responsibilities to be addressed.
<b>Committee Options:</b> 1) Review the Charge from the CPM.
<b>Staff Recommendation:</b> Option #1
<b>Attachments:</b> 1) N&E Charge from CPM

### 3.6.2 Responsibilities

- A. Nominations
  - 1. Submit a slate of qualified candidates to the Board at least ninety (90) days prior to the Annual Meeting.
  - 2. Submit a slate of qualified petition candidates to the Board at least sixty (60) days prior to the Annual Meeting.
- B. Election Process
  - 1. Recommend to the Board a record date to determine the eligible roster of voting members which shall be no more than thirty (30) days prior to the election. If the Board fails to set a record date, the record date shall be the date of ballot delivery.
  - 2. The counting of ballots, at the discretion of the Board may be conducted by an independent organization (e.g., Pima County Elections or electronic voting firm), in which case the results shall be obtained from the organization by the Nominations and Elections (N&E) Chairperson or their representative. (*Bylaws Article V Section 3*)
  - 3. In the election of Directors, if there are fewer than fifty (50) valid votes separating the last successful candidate and the first unsuccessful candidate in the election, or less than a fifty (50) vote difference on any other ballot issue, then the Board may, at its sole discretion, order a recount.
- C. Election Forums for Members

Arrange two (2) election forums for members to attend to hear the candidates answer questions arranged by the N&E Committee and questions from the members.
- D. Election Results
  - 1. The Chairperson shall notify the Board Secretary of the results of the election.
  - 2. The Committee Chairperson shall report the establishment of a quorum and the election results at the Annual Meeting. Successful candidates shall be announced in the order of the total votes received. The results of the ballot for any other matters shall be announced in the order in which the items appeared on the ballot.



Green Valley Recreation, Inc.  
**Nominations and Elections Committee**  
**Election Timeline**

**Prepared By:** Nanci Moyo, Admin. Sup.

**Meeting Date:** May 8, 2025

**Presented By:** April Hasson Hillard, Chair

<b>Originating Committee / Department:</b> Nominations and Elections Committee (N&E)
<b>Action Requested:</b> Review the 2026 election timeline.
<b>Strategic Plan Goal:</b> GOAL 5: Provide sound, effective governance and leadership for the corporation
<b>Background Justification:</b> Each year the N&E reviews the timeline for the upcoming elections and makes any necessary changes.
<b>Recommended Motion:</b> Move to approve the 2026 election timeline.
<b>Attachments:</b> 1) 2026 Election Timeline



## TIMELINE: ELECTION, BALLOT, ANNUAL MEETING 2026

Candidate Applications available online year-round.

<b>October 17, 2025, Friday</b>	<b>Eblast announcing Candidate Informational Session</b>
<b>October 22, 2025, Wednesday</b>	<b>Board of Directors Meeting:</b> Set the Record date for January 28, 2026
<b>November 5, 2025, Wednesday</b>	<b>10am Candidate Informational Session WC Room 2</b> (to provide potential candidates a chance to ask questions and receive information)
<b>November 21 and 28, Friday</b>	<b>Send Eblast announcement the Board Applications are due December 19 at 4pm, Thursday</b>
<b>December 1, 2025, Monday</b>	<b>Candidate Applications Available</b>
<b>December 11, 2025, Thursday,</b>	<b>10am N&amp;E Committee:</b> Share draft and get approval of the Annual Meeting announcement and Ballot by N&E
<b>December 18, 2025, Thursday</b>	<b>4pm Candidate application deadline</b> <ul style="list-style-type: none"> <li>• Candidate eligibility verified</li> </ul>
<b>December 26, 2025, Friday</b>	<b>90 days to Annual Meeting - Submit the Candidate slate to the Board of Directors in Email/Membership in Eblast</b>
<b>January 2, 2026, Friday</b>	<b>Petitioner Candidate Applications available</b>
<b>January 6, 2026, Tuesday</b>	<b>Draft Ballot to Attorney for review</b>
<b>January 13, 2026, Tuesday</b>	<b>Attorney reviewed draft ballot returned to staff</b>
<b>January 19, 2026, Monday</b>	<b>4pm Petitioner Candidates Applications due and vetted by January 21, 2026.</b> <ul style="list-style-type: none"> <li>• Petition deadline for Bylaws changes or Petition Board of Directors Candidates</li> <li>• Email notification sent to N&amp;E Committee and Board of Directors</li> <li>• Not less than 60 days prior to annual meeting (Bylaws)</li> <li>• At least 60 days prior to annual meeting (CPM)</li> </ul>
<b>January 22, 2026, Thursday</b>	<b>10am Board Candidate Orientation WC Room 2</b>
<b>January 23, 2026, Friday</b>	<b>Last day to withdraw candidacy and have name removed from ballot</b>

<b>January 23, 2026, Friday</b>	<b>60 days to Annual Meeting:</b> Slate of candidates presented to GVR Members – eblast and media
<b>January 28, 2026, Wednesday</b>	<b>Record Date</b> <ul style="list-style-type: none"> <li>Dues paid in full/Member Assistant Program (MAP)/Monthly plan set up to be able to vote</li> <li>No more than 30 days prior to election (CPM)</li> </ul>
<b>January 28, 2026, Wednesday</b>	<b>2pm Board of Directors Meeting: Slate of Candidates announced</b>
<b>January 30, 2026, Friday</b>	<b>All documents for candidates and bylaws turned in</b>
<b>January 29 - 31, 2026</b>	<b>Candidate Interviews for Website</b>
<b>February 2, 2026, Monday</b>	<b>Vote-Now Documents Sent: Annual Meeting information insert and mailing list</b>
<b>February, 9, 2026, Monday</b>	<b>Notice of Annual Meeting/electronic voting instructions mailed via USPS to members</b>
<b>February 18, 2026, Wednesday</b>	<b>Notice of Annual Meeting / electronic voting instructions received by members via USPS</b> <ul style="list-style-type: none"> <li>At least 30 days prior to annual meeting (Bylaws)</li> </ul>
<b>February 18, 2026, Wednesday</b>	<b>Membership voting begins</b>
<b>February 19, 2026, Thursday</b>	<b>5pm Candidate Forum – West Center</b>
<b>February 24, 2026, Tuesday</b>	<b>5pm Candidate Forum – West Center</b>
<b>February 25, 2026, Wednesday</b>	<b>Board of Directors Meeting</b>
<b>February 25, 2026, Wednesday</b>	<b>Candidate Meet &amp; Greet after Board of Directors Meeting</b>
<b>March 17, 2026, Tuesday</b>	<b>Voting deadline paper and electronic ballots 4pm</b> <ul style="list-style-type: none"> <li>At least five days prior to annual meeting (CPM)</li> </ul>
<b>March 17, 2026, Tuesday</b>	<b>Election results reported to GVR Corporate Secretary</b> <ul style="list-style-type: none"> <li>At least two business days prior to Annual Meeting (CPM)</li> <li>Corporate Secretary reports election results to Board President and CEO, notifies candidates and results are published in eBlast</li> </ul>
<b>March 18, 2026, Wednesday</b>	<b>Board of Directors Meeting</b>
<b>March 25, 2026, Wednesday</b>	<b>Annual Meeting of the Corporation</b> <ul style="list-style-type: none"> <li>Within 90 days of year end (Bylaws)</li> <li>Special Meeting after Annual Meeting to Elect Board Officers</li> </ul>

PAPER BALLOT Possibilities: Have one or two days where there is an Candidate/Bylaw Information Meeting and voting by paper ballot.





Green Valley Recreation, Inc.  
**Nominations and Elections Committee**  
**Committee Action Plan**

**Prepared By:** Nanci Moyo, Admin. Sup.

**Meeting Date:** May 8, 2025

**Presented By:** April Hasson Hillard, Chair

<b>Originating Committee / Department:</b> Nominations and Elections Committee (N&E)
<b>Action Requested:</b> Review the Committee Action Plan and make any changes for Board approval at the May 28 Regular Meeting.
<b>Strategic Plan Goal:</b> GOAL 5: Provide sound, effective governance and leadership for the corporation
<b>Background Justification:</b> The proposed Committee Action Plan was prepared by staff, and needs the review of the Committee to add to, change, or take away. Once agreed upon by the Committee through a motion the final Committee Action Plan will be presented to the Board for approval.
<b>Committee Options:</b> <ol style="list-style-type: none"> <li>1) Review the proposed Committee Action Plan, make any changes as necessary, and move to approve for Board approval.</li> <li>2) Scrap it and start all over.</li> </ol>
<b>Staff Recommendation:</b> Option #1
<b>Recommended Motion:</b> Move to approved the proposed Committee Action Plan for the 2026 Committee year and present to the Board for approval.
<b>Attachments:</b> <ol style="list-style-type: none"> <li>1) Proposed Committee Action Plan</li> <li>2) Committee Action Plan for 2024-25 Year</li> </ol>



## Committee Action Plan

**2025-2026**

### **Nominations and Elections Committee**

*Bylaws Article VIII, Section 1:*

*"The Committees shall make policy recommendations to the Board of Directors for approval."*

**Chair:** April Hasson Hillard

**Staff Liaison:** Nanci Moyo

**Committee:** Beth Dingman, Candy English, Connie Johnson, Betsy Walton,

#### **Committee Purpose:**

##### **3.6.2 Responsibilities**

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- C. Election Forums for Members

Arrange two (2) election forums for members to attend to hear the candidates answer questions arranged by the N&E Committee and questions from the members.
- D. Election Results

*GVR encourages members to voice concerns and comments in a professional, business-like, and respectful manner.*

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### **Priorities and Timelines Established for 2025-2026:**

- N&E Approve 2026 Election Timeline and Committee Action Plan
  - ✓ May 2025
- Discuss Recruiting Board Candidates
  - ✓ September 2025
- Prepare Informational Meeting for Prospective Candidates October 2025 (Format, Information, Presenters)
  - ✓ September 2024
- Consider Change to CPM 3.6.2.B.1 Regarding Record Date for Board Approval
  - ✓ September 2025
- Provide Board of Directors with Record Date 2026
  - ✓ September 2025
- Discuss Election Timeline and Paper Ballots
  - ✓ September 2025
- Prepare for Orientation for Candidates in January 2026 (Format, Information, Presenters)
  - ✓ December 2025
- Prepare for Candidate Forums and Interviews (MC, Format, Questions)
  - ✓ December 2025 and January 2026
- Promotion for Committee Members during Election Cycle (Showcase, Club Open Houses, etc.)
  - ✓ January 2026
- Finalize Forums
  - ✓ February 2026
- Year-End Review
  - ✓ March 2026

### **Resources Needed:**

- 2026 Timeline
- Forum and Interview Questions
- Brochures and Handouts for Committees



## Committee Action Plan

**2024-2025**

### **Nominations and Elections Committee**

**Chair:** Barbara Blake

**Staff Liaison:** Nanci Moyo

**Committee Members:** Candy English, April Hasson Hillard, Betsy Walton, Marge Garneau (President)

#### **Committee Responsibilities:**

##### **3.6.2 Responsibilities**

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### **Priorities and Timeline Established for 2024-2025:**

- N&E Approve Timeline for Elections 2025/Committee Action Plan
  - ✓ May 2024
- Recruit Candidates
  - ✓ September 2024
- Informational Meeting for Prospective Candidates October 2024 (Format and Presenters)
  - ✓ September 2024
- Provide Board of Directors with Record Date 2025
  - ✓ September 2024
- Orientation for Candidates in January 2025 (Format and Presenters)
  - ✓ December 2024
- Forums and Interviews for Candidates (MC, Format and Questions)
  - ✓ December 2024 and January 2025
- Promotion for Committee Members during Election Cycle
  - ✓ January 2025
- Mail In Ballot Discussion
  - ✓ January 2025
- Year-End Review
  - ✓ March 2025

### **Resources Needed:**

- Prepared Timeline
- Provide Optional Record Dates
- Provide Past Questions from Forums and Interviews
- Provide Brochure and Handout for Committee Recruiting