

Seabrook Island Property Owners Association 2020 Election FREQUENTLY ASKED QUESTIONS

What are the positions that property owners can run for in this upcoming 2020 election?

In the 2020 Seabrook Island Property Owners Association election, candidates are needed for four (4) positions on the Board of Directors and two (2) positions on the Nominating Committee. The Board of Directors positions are three-year terms and the Nominating Committee positions are two-year terms. Seabrook Island property owners in good standing, whether full or part-time residents, are eligible to run for these positions. "Property Owner in Good Standing" is defined in the SIPOA Bylaws, Article I as a Property Owner who is not more than thirty (30) days delinquent in the payment of any obligation owed to the SIPOA.

How many people serve on the Board of Directors?

The SIPOA Board of Directors is made up of 12 Directors including the President and Vice-President. (Bylaws §5.1)

What is Policy Governance and how does it relate to how the Board conducts its business?

The Board strives to follow principles of an operating model called "Policy Governance." In this model, the focus is on ends, not means. The Board strives to identify desirable outcomes and establish policies to accomplish them, leaving the details of implementation and day-to-day decision making to the Executive Director and her staff.

What are the responsibilities of the Board of Directors?

SIPOA Board Directors represent all Seabrook Island property owners at SIPOA Board of Directors meetings. They are required to attend a minimum of two-thirds (2/3) of all monthly Board of Directors and special meetings, either in person or via telephone or video conference. The President of the Board assigns responsibility to each Director to Chair or co-Chair one or two standing or special committees. (Bylaws §5.5)

The standing committees include (Bylaws §7.4):

Architectural Review Committee (ARC) (Bylaws §7.4.6) Elections Committee (Bylaws §7.7)

Environmental Committee (Bylaws §7.4.7)

Finance Committee (Bylaws §7.4.1)

General Operating and Maintenance Committee (GOMC) (Bylaws §7.4.3) Legal Committee (Bylaws §7.4.4)

Long Range Planning and Development Committee (Bylaws §7.4.5) Safety and Security Committee (Bylaws §7.4.2)

The current special committees are (Bylaws §§7.5 and 7.7):

Activities Committee (Bylaws §7.5)

Communications Committee, with the *Tidelines* subcommittee (Bylaws §7.5)

Nominating Committee (Bylaws §7.6)

In most committees, Board Directors guide volunteers in investigations of various issues and development of proposals for consideration by the entire Board of Directors.

Committees play a prominent role on Seabrook Island in developing ideas into policy frameworks that lead to action and accomplishment.

For more information regarding the work of and time commitment for each Committee, please see SIPOA COMMITTEE DESCRIPTIONS AND TIME COMMITMENTS (Rev. 3/2016).

What is the SIPOA Board of Directors Executive Committee?

In addition to the various committees to which Board Directors are assigned, there is an Executive Committee made up of the Board President, Vice-President, Treasurer and Secretary, in addition to the Chair of the Legal Committee. (Bylaws §5.15) The Executive Committee considers sensitive issues such as complaints regarding SIPOA employees, strategy regarding pending litigation, contract negotiations and legal advice or matters covered by attorney-client privilege. (Bylaws §5.14)

What criteria will be used in considering candidates for the Board of Directors?

Per Bylaws §7.6, potential candidates for the SIPOA Board of Directors should meet several specified requirements. These include but are not limited to, experiences at Seabrook Island such as participation on committees, community involvement and volunteer service, as well as prior relevant professional and career experience. For a complete list of requirements, please see COMBINED SIPOA BOARD OF DIRECTORS AND NOMINATING COMMITTEE CANDIDATE SELECTION GUIDELINES.

What happens if a candidate can't be present for Committee or Board meetings?

The SIPOA staff has purchased technology that makes it easier for people to attend meetings virtually. A GoToMeeting license (see gotomeeting.com) has been purchased which enables people off the Island to both see and hear what's going on in a meeting. With GoToMeeting, Directors and Committee members can lead or participate in a meeting virtually, even sharing video and slide presentations if needed. Participants can attend meetings using desktop, tablet or phone. The SIPOA Board is now using

GoToMeeting for its monthly Board of Directors meetings, and several property owners typically participate remotely during each one. Coaching and tutorials on GoToMeeting are available from the SIPOA staff.

What skill level with computers and mobile devices is adequate for Board Directors?

Essential skills for serving on the Board of Directors include an e-mail account and the ability to use Microsoft Word or a comparable word processing program that can read and export MS Word documents, and save documents in Adobe PDF (Portable Document Format). From time to time, it may be necessary to compose or read Microsoft Excel spreadsheets and Microsoft PowerPoint presentations, so having access to Microsoft Office (Word, Excel and PowerPoint) will be helpful and convenient, although other similar programs that can read and export Office documents may also be functional.

Dropbox is a document storage and management program that allows users to access and forward large documents without worrying about size limits on e-mail attachments. It is similar to Google's G-Drive and Apple's iCloud Drive. Personal accounts are free, and the SIPOA staff are available to help set up an account and show Directors how to use it.

Basic familiarity with social media channels such as Facebook, Twitter, YouTube and others is helpful. It is not necessary to be highly proficient in any of them, but a basic understanding of their characteristics and capabilities will help in understanding discussions regarding them in Board and Committee meetings.

The Lake House frequently sponsors free tech forums with basic training in different social media. There are also training books available from booksellers. Additionally, the Johns Island Public Library has online video training available on a variety of computer topics. A library card is free for Johns Island residents, and the library staff will provide an orientation on how to access the programs.

What are the responsibilities of the Nominating Committee?

The Nominating Committee is responsible for actively recruiting and selecting qualified candidates to run for the SIPOA Board of Directors and the SIPOA Nominating Committee annual election.

How many people serve on the Nominating Committee, and how much time is expected of the Nominating Committee Members?

Five people serve on the SIPOA Nominating Committee: four voting members and one Board Member who votes only in the case of a tie. Nominating Committee members serve two-year terms. The Nominating Committee begins working in April and generally concludes its work in January. This committee starts with monthly meetings, and as the work ramps up, moves to bi-monthly meetings. Interviews of candidates are usually held in the first two weeks of October, so it is essential that Nominating Committee members be available during this time.

What criteria will be used in considering candidates for the Nominating Committee?

Per the Bylaws §7.6, potential candidates for the SIPOA Nominating Committee should meet several specified requirements. These include but are not limited to experiences at Seabrook Island such as participation on committees, community involvement and volunteer service, as well as prior relevant professional and career experience. For a complete list of requirements, please see Combined SIPOA Board of Directors and Nominating Committee Candidate Selection Guidelines.

Where can I find additional information about the Nominating Committee?

Additional information can be found on the SIPOA Website, at www.sipoa.org. Click on Owner/Resident Information. At the drop down menu, click on Island Governance, then click on SIPOA Bylaws, section §7.6.

How are candidates for the SIPOA Board and Nominating Committee Selected?

The Nominating Committee welcomes all applicants for the SIPOA Board and Nominating Committee who are property owners in good standing, and are interested in sharing their skills through participation on the SIPOA Board or Nominating Committee. Those interested can apply by submitting a Nominee Form. Nominee forms must be received no later than September 17th.

All candidate Nominee Forms will be reviewed by each member of the Nominating Committee. Applicants who complete the Nominee Form and meet the selection criteria for the Board of Directors or the Nominating Committee will be contacted and asked to participate in an interview with the Nominating Committee. Interviews are held in a structured group interview format, meaning that one candidate will meet with the whole Nominating Committee at the same time. The same list of questions will be used for all candidate interviews. The interviews can take place in person or remotely using Facetime/Skype/GoToMeeting.

Nominee Forms can be found in this Candidate Information Packet or from the SIPOA Office.

Do candidates who are not selected to run on the ballot have other options to run in this election?

Names of nominees for the Board of Directors and Nominating Committee positions will be posted in the SIPOA office and on the SIPOA Website at least 60 days before the Annual Meeting of Property Owners. Thereafter, additional nominations for the Board and the Nominating Committee may be made by written petition signed by fifty (50) or more Property Owners in Good Standing. It is important for candidates wishing to run by petition to refer to the SIPOA Bylaws §7.6 for additional information.

What financial information will be required to be submitted with the Nominee Form?

No financial information is required when submitting the Nominee Form to be considered for an interview. Candidates who are elected to the SIPOA Board of Directors will be asked to complete a Financial Disclosure Form and a form that is related to the Directors' Code of Conduct at the time they are elected.

What are important dates to know if interested in running for a position on the SIPOA Board of Directors or Nominating Committee?

- Call for Candidates: On or about July 10th, 2019.
 - Application Forms Due: No later than September 17, 2019.
 - Biographical Statement, Position Statement and Conflict of Interest Forms: The Biographical Statement, Position Statement and the signed Conflict of Interest form must be submitted at the time of the interview. Also, the candidate's photo must be submitted (or taken) at the time of the interview. Please see Guidelines for Composing a Brief Biographical Statement and Position Statement.
 - Candidate Interviews: Interviews will be scheduled Sept 30- October 5, 2019. They can be conducted in person, or remotely using video, GoToMeeting, or Facetime/Skype.
 - Nominating Committee Selections: The Nominating Committee will contact all interviewed candidates to advise whether they have been selected for its slate of candidates.
 - SIPOA Board Announcement of Slate of Candidates: SIPOA Board Meeting November 18, 2019
 - Meet the Candidates Night: Meet the Candidates Night has been tentatively scheduled for January 6, 2019 from 5:00-7:00 pm.
 - Announcement of elected 2019 SIPOA Board and Nominating Committee Members: SIPOA Annual Meeting, February 15th, 2020
- Updated: 5/19 (TEM)