

Election Policy

1. Background

- a. Article III.5 of the Rotary Club of Santa Rosa Foundation (Foundation) Bylaws spells out the general procedure the foundation must follow when nominating and electing trustees to the board for three-year terms. Included in Article III.5 is the requirement to report election results to the club membership and call for a vote of verification. Article III.5 does not address the make-up of the foundation nominating committee, or the operational timeline or trustee qualifications. The following policy is intended to guide the entire trustee election process and by doing, insure openness and transparency to all members of the Rotary Club of Santa Rosa (Club).

2. Introduction

- a. It is the intent of the Foundation to conduct its trustee election process in an open and transparent manner while following all commonly accepted rules and regulations expected of community-based IRS 501(c)(3) non-profit organizations. This policy underscores the Foundation's fiduciary responsibilities to its donors while maintaining, to the highest degree possible, a close working relationship with the Club and its local community service projects. This policy also provides guidelines for the Foundation board and the board's nominating committee.

3. Appointment & Composition of the Foundation Nominating Committee

- a. A Nominating Committee of five (5) Foundation members shall be appointed by the President of the Foundation.
- b. The committee shall include the Club President-Elect and four (4) additional Foundation trustees whose terms are not ending during that election cycle.

4. Duties & Timeline of the Foundation Nominating Committee

- a. An announcement of the upcoming trustee election will be made to the Club at least 60 days prior to the scheduled election which takes place at the Foundation's annual meeting in March of each year.
- b. Members of the Club interested in being nominated will be encouraged to contact the Chair of the Nominating Committee to express their interest in serving as a trustee.
- c. Current Foundation Trustees with expiring terms will be asked by the Nominating Committee if they would like to be nominated for an additional term.

- d. The Nominating Committee will convene as needed to consider the qualifications of all persons expressing an interest in serving as a Foundation Trustee and develop a recommendation for consideration by the Foundation Board.
- e. The Foundation Nominating Committee will present a preliminary report to the Foundation Board 30 days (February) prior to the scheduled election. The report will also be presented to the Club.
- f. The Nominating Committee will present a final report with recommendations to the Foundation Board for action at the annual meeting in March.
- g. The results of the Foundation Boards action will be presented to the Club at a regular club meeting within 30 days following the Foundation's annual meeting, with the Club members verifying the election by voice vote.
- h. The Foundation trustees elected through the before mentioned procedure will take office on July 1st of the next fiscal year. An orientation meeting will be held prior to July 1st for newly elected trustees.

5. Nominee (New and Continuing) Qualifications

- a. Nominees must be a member in good standing of the Club as defined by Article III.3 of the Foundation Bylaws.
- b. Nominees shall have demonstrated their interest and support of the Foundation through one or more of the following:
 - i. History of financial support
 - ii. Service on a Foundation committee such as the scholarship committee
 - iii. Possess professional qualifications needed by the Foundation such as accounting, law, investment, technology, marketing/public relations and community-based fund-raising.