

NOMINATING COMMITTEE PROCESS

(Approved at Annual Meeting on 10/7/95; Amended 10/4/97, 10/3/98, 10/2/10 and
10/6/12)

1. Nomination for election to the Board of Directors shall be made by a Nominating Committee. The Horseshoe Bend Homeowners' membership at the Annual Meeting shall elect seven (7) members and two (2) alternates, in the order of preference, who will comprise the Nominating Committee. Membership on the Committee shall not preclude nomination to the Board.
2. The first meeting of the Nominating Committee shall be held as soon as possible following the selection process, preferably immediately after the Annual Meeting at which the committee is selected. The initial action of the Nominating Committee will be to select a Chairman. After the selection of the Chairman, it will be the responsibility of the Chairman to report his/her selection to the President of the Board of Directors.
3. Should it not be possible for the initial meeting to be held immediately after the aforementioned Annual Meeting, the responsibility for scheduling and conducting the first meeting will be that of the Nominating Committee as a group. If the President has not been informed of the election of the Nominating Committee Chairman by December 1, following the Annual Meeting in which the Nominating Committee was selected, the first meeting will be scheduled by the President no later than February 1. Should this action be necessary, the President will officially inform all Nominating Committee members of the time and place of the meeting.
4. The name of the Chairman of the Nominating Committee shall be made known to the Association membership via the Association Newsletter in the issue immediately following the notification of same to the President. After that time, any Association member interested in being nominated for the future Board of Directors may feel free to contact the Nominating Committee Chairman, letting their interest be known.
5. The Nominating Committee shall nominate only those persons who are members of the Association who have verifiably not been convicted of a felony or a crime involving moral turpitude. (Texas Property Code, Section 209.00592. Board Membership).
6. The following process is to be used by the Committee:
 - a. A minimum of five (5) Nominating Committee members shall be present and voting.
 - b. The slate of proposed directors shall consist of a minimum of two (2) in the even numbered years or three (3) in the odd numbered years.

- c. The nominees shall be notified of their nomination and their acceptance confirmed by the Nominating Committee Chair. In the event one or more of the nominees declines nomination and the slate of nominees does not meet the minimum requirements set forth in paragraph (b) above, the Chair shall contact other possible candidates until the minimum number of nominees has accepted. The Chair shall report the results to the Nominating Committee as soon as possible after determining the minimum number of nominees. If the Chair cannot recruit the minimum number of nominees, he/she shall reconvene the Committee to help determine other nominees.
- d. The Nominating Committee Chair shall provide the Board of Directors through its President with the slate of nominees a minimum of forty-five (45) days prior to the Annual Meeting.
- e. The Board of Directors shall notify the membership of the slate of nominees a minimum of thirty (30) days prior to the Annual Meeting.
- f. The Nominating Committee Chair shall present the slate of nominees to the membership at the Annual Meeting.
- g. The Chair shall keep detailed records of the process and results for review by succeeding Chairpersons.