

**FOUR HILLS VILLAGE ASSOCIATION'S STANDING RULES**  
**(FHVA Board approved March 15, 2022)**

**Section I: General Governance**

The guidelines contained in *Robert's Rules of Order* shall govern the proceedings of the Board of Officers and Directors (the Board) of the Four Hills Village Association (the Association or the FHVA) in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Association.

**Section II: Authorities**

- A. **Governance:** In accordance with the Bylaws of the Association, the Board shall manage the affairs of the Association. The Members of the Association have thereby delegated to the Board all their authority to be exercised between the Association's general membership meetings.
- B. **Participation in General Membership Meetings:** All adult (18+ years) Members of the Association who have paid current annual dues are entitled to participate in public debate at the Annual General Meetings or at other public Special General Meetings concerning neighborhood matters, and to cast votes reflecting their judgment on public issues arising before the Association at these general membership meetings.
- C. **Authority:** The Association reserves the right not to publish, print, or distribute material deemed not suitable. When dealing with the media or in other public forums, the President or his or her approved designee shall be the voice of the Association.

**Section III: Monthly Board Meetings**

The President shall chair a monthly meeting of the Board on the third Tuesday of each calendar month, unless otherwise announced. The place and time will be arranged by the President. Meetings may be held electronically. The President shall, before each meeting, prepare and distribute an agenda including introduction of visitors or observers, Reports from Board Members, Unfinished (Old) Business, and New Business. The Secretary shall record all actions by the Board, and reports to the Board by committees and others, compile those into Draft Minutes within a reasonable time after the meeting, forward the Draft Minutes to the President for review, then share the Draft Minutes with Board Members before the next meeting. Once the Board has approved Minutes, those Minutes may be posted on the Association's website.

**Section IV: Communication**

FHVA exists for the benefit of residents and property owners within Four Hills Village (as defined in the boundaries in ARTICLE II of the Association's Bylaws). Various means of communication, including those detailed as follows, may be employed to reach the appropriate audience. Before an FHVA-related communication is released to the press or printed for public consumption, a proof copy shall be reviewed and approved by the President, or by his or her approved designee.

- A. **Newsletter:** The Association's newsletter, titled "The Chronicle", shall be prepared and published in March, June, September, and December to inform Association members of activities and issues. The deadline for all submissions for inclusion in any edition of The Chronicle shall be set by the Publications Director. Reports, articles, advertisements, or other material received after that date shall be rejected to ensure the timely collation,

printing, and distribution of each edition. The Publications Director has discretion as to the content and length of submissions. The President or his or her designee shall approve each Chronicle prior to publication and distribution. One edition of The Chronicle, usually the Fall/September edition, may be distributed to all homes in Four Hills Village in support of the annual membership campaign.

- B. **Web Site:** The Four Hills Village Association shall maintain a public access website to post information relevant to and about the Association. The President shall approve all postings of such information, with the exception that any Officer or Director may approve specific postings directly relevant only to his or her assigned responsibilities. The President may direct the withdrawal of specific postings for cause. The President and Board Members shall collaborate with the FHVA Webmaster to ensure that relevant information, documents, and links are up to date on the Association's website. The Webmaster shall be responsible for the general appearance and functioning of the website.
- C. **Email addresses** of Members shall only be published in the Annual Directory with the Member's permission and shall not be provided to any requester. From time to time, the President may approve sending information to all of those Members who provided email addresses on their membership applications (whether or not the email was published in the Annual Directory). This approval of the use of all email addresses is reserved for the President and shall require that such broadcast distributions must be made in such a manner as to preserve the privacy of their addresses from others (that is, by using the bcc: function to hide addresses from recipients). Individuals, FHVA Members or not, may not harvest email addresses from the Member Directory for use in personal mass mailings. Additionally, the personal email addresses of Board Members shall not be publicly listed on the FHVA website. However, the Association's public email contact address shall be available on the website.
- D. **Social Media:** At least one Board Member must be an official Lead for the Association's Nextdoor site (Nextdoor "Four Hills Village Association").
- E. **Posted Signs:** The Association may use signs posted at various locations within the neighborhood to advise residents of forthcoming activities. The keys to, and control of, the information panel on the Four Hills Village sign at the entrance to this community rest with the President, who may authorize use by other Board Members for announcements of relevance to residents of this neighborhood.

#### **Section V: Business Procedures**

- A. **The daily business of the Association** shall be referred to the responsible Officer or Director for consideration when it arises and for action as required. If the contemplated action would require review or approval by the Board, the responsible Officer or Director shall inform the President at the earliest opportunity with a recommendation for appropriate action, including possible inclusion as an agenda item for the next Board Meeting. If urgency requires and the situation cannot await the next monthly meeting of the Board, the responsible Officer or Director shall distribute a concise explanation of the situation and proposed action to all of the other Board members by phone, personal contact, or e-mail. Urgent issues may be voted on in a virtual meeting initiated by the President (e.g., verbal discussion and informal recording of votes given by phone or in person, or the archiving of e-mail messages). If a question (essentially a Motion and Second) is put before the Board by e-mail by the President, a reasonable time for response will be set, and the e-vote shall be taken at the end of that time.

- B. **If the situation is of an immediate nature** that precludes consultation with the entire Board, the President shall act for the Association in the role of Chief Executive Officer. The President shall inform all of the members of the Board as soon as is feasible of the situation, considerations applied, and actions taken.
- C. **Written substantiation of actions** taken between regular meetings by either procedure shall be submitted at the next monthly meeting for attachment to the minutes of that meeting.

#### **Section VI: Financial Approvals**

The Board shall comply with the limitations on expenditures specified in the Bylaws (e.g., annual limit on obligation of legal fees). The Treasurer is authorized to approve reasonable and documented reimbursements and expenditures up to \$600, so long as only one reimbursement or expenditure applies; expenses exceeding that amount shall require additional review and approval. The President is authorized to approve (a) reasonable and documented reimbursements and expenditures up to \$1,000 within the caveat above, and (b) all legal expenses. The Treasurer and the President may refer individual invoices or other bills to the Board for consideration. The Board reserves the authority to approve reimbursements and expenditures in excess of \$1,000. The Treasurer may issue checks for approved expenditures up to \$2,000; two signatures from approved signatories are required on checks for \$2,000 or more.

#### **Section VII: Committees**

Each Officer and Director shall consider the need for and value of advisory committees of volunteers to assist him or her in performing the business of the Board and the Association. The Officer or Director who concludes that an advisory committee is needed shall prepare a concise statement of purpose, proposed solicitation of committee members, and suggested scope of activities for review and approval by the Board. Advisory committees approved by the Board shall be chaired by the responsible Officer or Director, include the President (or designee) as a Member *ex officio*, and be either temporary (e.g., single event support) or of longer duration (e.g., Manzano-Four Hills Open Space Committee, or Education Advisory Committee). Advisory committees shall not act for or in the name of the Board or the Association, but only in support of an elected Officer or Director for the approved purpose. Each committee chair shall compile a written record to be filed annually in the FHVA archive.

#### **Section VIII: General Duties and Responsibilities of the Officers and Directors**

- A. **The duties of the four mandatory Officers** (President, Vice President, Treasurer, and Secretary) of the Association are broadly outlined in ARTICLE VI of the Association's Bylaws.
- B. **Vacancies** (as in the FHVA Bylaws ARTICLE V, Section 5): A vacancy in the office of the President shall be filled by the Vice President. The vacancy thus created in the office of the Vice President and any other mid-term vacancy will be filled by a Board vote on no more than 3 nominees presented by the President to the Board.
- C. **The Board shall review Officers and Directors' position descriptions annually** to ensure that they are current, relevant, and comprehensive. Duties and responsibilities of any appointed Board Member shall be established by the President.
- D. **All Board members are responsible:**
  - 1. to keep current on matters before the Board;
  - 2. to address residents' concerns relative to their areas of responsibility;

3. to provide advice on issues of concern to the neighborhood and support for useful proposed actions to address such concerns;
4. to report at each monthly Board Meeting on accomplishments and new concerns in their areas of responsibility;
5. to provide a quarterly report for inclusion (following approval by the President and the Publications Director) in The Chronicle;
6. to work collaboratively with other Board Members;
7. to coordinate with the Webmaster to ensure information, documents, and links pertinent to their positions are included on the website;
8. to document, for the historical record, important activities undertaken relevant to their positions;
9. to ensure the orderly transition of duties and records upon their departure; and
10. to maintain records of annual activities relevant to their positions and ensure that they are archived.

### **Section IX: Detailed Duties and Responsibilities of the Individual Officers and Directors**

These are recorded as a road map for new Board Members and as an aide memoire for incumbent Board Members.

- A. **Immediate Past President:** Term of office shall be the one year following the last year of office. Primarily ensures continuity for the incoming President and Board, assisting in the smooth transition of Association business by highlighting unfinished business from his or her tenure, and providing background advice and counsel on those items, while sharing expertise on items of new business.
- B. **President:**
  1. Acts as the chief executive officer and presides at all meetings (Board, Special Board, Annual General, Special General) and works to maintain an effective, efficient Board.
  2. Plans the agenda for all Annual, Special, and Board meetings and books the facilities for said meetings. Releases the agenda at least one day prior to the meeting.
  3. Ensures that the affairs of the Association are conducted in accordance with its Bylaws and Standing Rules.
  4. Files the required Annual Report Form (NARO O-92) with the City of Albuquerque's Office of Neighborhood Coordination (and with Bernalillo County, should such be required). Makes all other necessary reports to the State of New Mexico, and to the City of Albuquerque and Bernalillo County (in compliance with the Neighborhood Association Recognition Ordinances for the latter two).
  5. Notifies, at the beginning of the year, all required City and County organizations of the names, addresses and phone numbers of each member of the Board.
  6. In collaboration with the Government Affairs Director, Parks & Open Space Director, and Security Director, serves as the Association's contact and spokesperson with City and County governmental agencies.
  7. With the approval of the Association's Board, appoints all standing and special committees and shall be an ex officio member of all committees. Makes necessary appointments to the Board and committees, with Board approval.
  8. Approves all media contacts relative to Association activities.

9. Initiates collaboration with other local neighborhood associations, as relevant.
10. In coordination with the Vice President, reviews the Association's Bylaws and Standing Rules for any required changes. May create a Bylaws and Standing Rules Committee to undertake this review and present such changes to the Board for approval prior to being submitted to the general FHVA membership for legal approval.
11. As is indicated in Section IV.E of these Standing Rules, the keys to, and control of, the information panel on the Four Hills Village sign at the entrance to this community rest with the President, who may authorize use by other Board Members for announcements of relevance to residents of this neighborhood.
12. Has final approval of items posted on the Association's website, social media, and in The Chronicle.

**C. Vice President (as indicated in the FHVA's Bylaws):**

1. Fulfills the duties of the President in his or her absence or resignation, or upon his or her death until such time as a successor can be elected.
2. Acts as the Election Manager, overseeing the annual election process, which includes the nomination and eligibility of candidates and the voting process. If conducting the election creates a conflict of interest, as when the Vice President is running for office, responsibility for managing the election process shall be delegated to an Association Member who is not running for election.
3. Undertakes special studies or activities as may be assigned by the President.
4. In coordination with the President, reviews the Association's Bylaws and Standing Rules for any required changes; chairs the Bylaws and Standing Rules Committee to undertake this review and present such changes to the Board for approval prior to changes to the Bylaws being submitted to the general FHVA membership for legal approval.

**D. Treasurer (as indicated in the FHVA's Bylaws):**

1. Is the custodian of all funds, securities, property, and books of accounts of the Association and is responsible for the collection of dues and the deposit of funds in a bank or banks approved by the FHVA Board.
2. Ensures that all bills approved by the FHVA Board are paid and shall keep a written account of all expenditures and retain all receipts.
3. Presents a financial statement at every FHVA Board meeting and at the Annual General Meeting.
4. Causes an annual financial audit of the Association's previous year's financial records by providing them to an independent entity. The independent entity shall provide a report of the audit to the FHVA Board in a timely manner, to be available for publication in the Spring edition of The Chronicle.
5. Serves as primary contact with the U.S. Postal Service on matters such as bulk mailing and box rental, and along with the Membership Director, collects FHVA mail and distributes it to the appropriate Board Member.

6. At the end of the fiscal year, submits a proposed annual budget for the following year to the Association's Board for approval.
7. Secures the signatures of the Treasurer and Alternate Treasurer (if appointed) on bank cards and completes all other business arrangements with the bank.
8. Solicits annual bids (RFP) for Board of Directors' insurance.
9. Maintains or seeks knowledge of the requirements for non-profit, tax exempt status as a 501(c)(4) organization for the Association (given that the Association neglected to maintain such status well prior to 2010). With the President, files annual federal (IRS Form 990) and relevant State tax reports, should tax-exempt status be re-established.
10. Keeps a record of the Association's New Mexico State MCC Certificate of Incorporation Authority number (which is 0686550).

**E. Secretary (as indicated in the FHVA's Bylaws):**

1. Records the proceedings of all meetings (that is, including the monthly Board, Supplemental Board, Annual General, and Special General Meetings) in formal minutes. Issues a draft of these records to the President and Board Members shortly after the meetings, for input before completing the official draft minutes (which will be submitted for approval at the following relevant meeting).
2. Maintains the Association's central files, notably as they relate to the documentation of all meetings. Is responsible for the collection and oversight of all the Association's archives, paper and electronic, including financial and committee records.
3. Performs any other duties relative to Association activities as required by the President or the Board.

**F. Publications Director:**

1. Solicits, collects, and edits material (including from local politicians who represent Four Hills Village in City, County, and State governments) for the Association's official quarterly publication, The Chronicle, and organizes for its printing and distribution. Seeks editorial help from the President and other Board Members as directed by the President, prior to it being printed.
2. Before any publication is printed, a proof shall be reviewed by the President, or a person or persons so designated by the President.
3. Arranges for the printing and distribution of the Member Directory, after preparation in close collaboration with the Membership Director.
4. Publication costs shall be reviewed by the Treasurer and included in the Treasurer's monthly report to the Board.

**G. Membership Director:**

1. Maintains alphabetical and street master files of all FHVA Members.
2. Verifies that the details provided by Members are correctly recorded in the database file.

3. Closely collaborates with the Publication Director on the compilation of the annual Directory of Members, as well as on other documents, such as an updated membership form.
4. Receives a monthly report from the Public Relations, Documentarian, & Real Estate Director that provides information on the home sales completed in Four Hills Village in the preceding month.
5. Collaborates with the Four Hills Neighbors (FHN) women's group on membership issues, sharing information on new residents via its Hostess Chairperson or other FHN officer.
6. On a quarterly basis mails a welcoming letter, to include the most recent edition of The Chronicle and an Association membership application form, to all new residents of Four Hills Village.
7. By early November of each year, mounts a membership recruitment drive for the following year, noting that privileges, such as being a candidate for the FHVA Board and voting for those candidates to serve on the Board in the following year, require membership for that year. For this membership drive, uses, though not exclusively, available electronic and social media avenues, such as placing a notice on the Four Hills Village Nextdoor general group (and the Four Hills Village Association's Nextdoor group) with information about the Association, with a membership form for the subsequent calendar year, and with a reference to the Association's website at [www.fhva.org](http://www.fhva.org). May also post a notice about membership renewal for the coming year on the message board of the sign at the entrance to Four Hills Village (prior to the need to use that sign to publicize the January FHVA Annual General Meeting).
8. Attends the Annual General Meeting (or arranges for a replacement to do so) to verify memberships and RSVPs prior to attendance at the annual breakfast and meeting.
9. Along with the Treasurer, holds a key to the Association's Post Office box and checks the box regularly, processing the arrival of membership renewals and distributing other mail appropriately.
10. Submits membership payments made by check to the Treasurer at least monthly (and prior to the monthly Board meeting).

**H. Government Affairs Director: (City, County, & State Liaison)**

1. Serves, under the authority of the President, as the Association's contact with relevant government departments and neighborhood associations, including, but not limited to, the City Council, the County Commission, the Environmental Planning Commission, City Traffic Engineering and Street Maintenance, the Offices of Neighborhood Coordination, and the East Gateway Coalition.
2. Becomes familiar with the Albuquerque/Bernalillo County Comprehensive Plan, and other City/County land use and development directives and processes. Maintains a current copy of the Albuquerque/Bernalillo County Comprehensive Plan and the City of Albuquerque Comprehensive City Zoning Code.

3. Coordinates with the Albuquerque Planning Department, the Bernalillo County Zoning and Planning Department, the Office of Neighborhood Coordination, and other related agencies and offices. Monitors proposed City and County planned zoning and developments changes in or near Four Hills Village and recommends appropriate action to the Board.
  4. Through personal inspection or a resident's complaints, investigates needed improvements to the streets, including surfacing, snow plowing, overhanging trees, traffic, and street signs, with the aim of making recommendations to the Board. (Collaborates with the Security Director, as necessary.)
  5. Similarly, reviews any plans for proposed changes to roads and makes recommendations to the Board.
  6. Responds to FHVA Members who have queries and issues concerning potential code, ordinance, or zoning regulations.
- I. **Parks & Open Space Director:** (City Liaison)
1. Liaises with the City's Parks & Recreation Department and its Open Space Division, along with other City offices relevant to the maintenance and improvement of City-owned public areas in and adjacent to Four Hills Village.
  2. Checks the City's Open Space Advisory Board's monthly agenda to ensure that the FHVA Board is aware of any activity that may affect Four Hills Village.
  3. Coordinates complaints from members and residents concerning the Open Spaces adjacent to FHVA boundaries and other vacant land in the vicinity. Reports such complaints to the Open Space Division or other appropriate City or County Division or Department.
  4. When necessary, prepares draft letters for the President's signature to government entities or individuals to express Four Hills Village Association's views, concerns, and suggestions regarding the Open Spaces near Four Hills Village.
  5. Organizes and directs periodic (suggested as at least twice yearly) neighborhood initiatives for cleanup, beautification, and environmental enhancement of Four Hills Village and adjacent public spaces. This includes participation in the annual city-wide cleanup campaign, and concern for the maintenance of the Four Hills Park and the medians at the intersection of Stagecoach Road and Four Hills Road (the Y-intersection).
  6. Organizes for an annual "shred event" in Four Hills Village, to offer the opportunity for residents to dispose of paper documents safely.
- J. **Security Director:** (City Police Liaison)
1. Maintains liaison with the City of Albuquerque's Police Department (APD), most notably with the Foothills Area Command and with its Community Policing Council.
  2. Notifies the officers of the Albuquerque Police Department Foothills Substation who are assigned to patrol in the vicinity of Four Hills Village of specific problems or concerns of residents regarding crime. Requests additional patrols, investigations, tactical plan, or other actions as appropriate.
  3. Coordinates with the Albuquerque Police Department, Crime Prevention Council, and Albuquerque Office of Neighborhood Coordination should residents of Four Hills Village wish to have a Neighborhood Patrol Program. Considers the need or enthusiasm for a Neighborhood Watch program in Four Hills Village.
  4. Keeps current on government and private security activities.

5. Coordinates, as necessary, with the FHVA Government Affairs Director on safety issues relating to streets and with the FHVA Parks & Open Space Director on related safety issues.
6. Obtains information on crime trends and traffic accidents or violations in Four Hills Village and in the APD Foothills Command area, providing this information to the Board at the monthly meetings.

**K. Public Relations & Real Estate Director:**

1. Regularly promotes the desirability of Four Hills Village as a premiere residential area in Albuquerque through newspaper, magazine, television, and radio media.
2. Endeavors to ensure that all events or activities that the Association organizes, or is involved with, receive media coverage. Prepares news articles, messages, and other media releases for approval by the FHVA President. Develops ideas for events that could be used to generate publicity (such as architectural tours or art shows) about the positive aspects of living in Four Hills Village.
3. Liaises with relevant local groups – notably, the existing Four Hills Neighbors (FHN) women’s group that serves the same residents – to try to secure publicity for their events that present Four Hills Village in a positive light and to ensure that both the Four Hills Village Association’s “Welcome letter” and membership form and details about the FHN are mailed monthly to new residents of Four Hills Village.
4. Coordinates with one or more local realtors (or the Greater Albuquerque Association of Realtors - <http://www.gaar.com/>) to acquire monthly statistics on the real estate market in Four Hills Village and its environs to report on the current real estate market, providing a monthly sales and listing activity report at Board meetings.
5. Shares other pertinent information on real estate matters such as property tax values, City and County tax initiatives, and property evaluations in Four Hills Village and nearby.
6. Provides the Membership Director with a monthly report about the home sales completed in Four Hills Village in the preceding month.
7. Coordinates with the Webmaster to ensure that all media coverage and other relevant information (such as real estate data) are uploaded to the Association’s website.
8. Plans and coordinates an annual community-wide Garage Sale (establishing a committee, if needed, to undertake this) and conducts this event under the auspices of the Four Hills Village Association, using it as a public relations opportunity for the Association.

**L. Education & Youth Affairs Director: (Board of Education Liaison)**

1. Establishes and chairs a Four Hills Village Education Advisory Committee (FHV-EAC) that will concern itself with working to improve the public education options available to Four Hills Village.
2. Either personally, or through members of the FHV-EAC, maintains regular contact with the members of the APS Board of Education (APS-BoE), notably the District 6 Member who represents Four Hills Village but also other APS-BoE members who chair relevant APS-BoE committees (such as the Policy & Instruction Committee).
3. Establishes contact with members of the APS’s senior administration: the Superintendent, the deputy superintendents, and the directors responsible for budgeting, facility planning, enrollments and boundaries, curriculum instruction, and specialty programs.

4. Researches (or assign a member or members of the FHV-EAC to research) relevant public education statistics, such as boundaries, school capacities, and school enrollments for the schools that serve Four Hills Village and nearby areas to become familiar with possible options and changes to be suggested for the benefit of the residents of Four Hills Village.
5. Researches (or assign a member or members of the FHV-EAC to research) the existing APS specialty education options (e.g., the International Baccalaureate or foreign language immersion or dual immersion programs and the available public charter schools).
6. Researches (or assign a member or members of the FHV-EAC to research) the existing City of Albuquerque's after-school, summer, and other youth programs and publicizes these programs to members of the Association in quarterly reports in the Chronicle.
7. Shares other information found on local social media and in regular meetings called for parents of school-aged children.
8. Liaises with and publicizes any existing "Play Groups" for pre-school children and youth sports organizations (T- ball, soccer, etc.) that serve the Four Hills Village area.
9. Coordinates with the City Liaison Parks & Open Space Director about any issues that may concern the Four Hills Village City Park Playground.

**M. Webmaster:**

1. Maintains the Association's website (at [www.fhva.org](http://www.fhva.org)) with timely updates in coordination with the President and relevant Board Members.
2. Endeavors to have the Association's website hosted on a user-friendly platform.
3. Collaborates with all members of the Board to ensure that the information on the Association's web site is as current as possible, is vibrant, interesting, and easy to navigate.
4. Includes links for relevant City and County websites.
5. Researches "Cloud Storage" enterprises, or other possible sources, for use to archive electronic communications and historical Association and Four Hills Village records and information.
6. Maintains online membership enrollment so that information needed for the membership record and, specifically, for the accurate creation of the annual Member Directory, membership mailing addresses, and membership email distribution lists, is efficiently and accurately recorded. Ensures timely, accurate, and complete access and/or transmission of such record to the Membership Director and/or Publications Director on an as-needed basis.
7. Liaises with the Public Relations & Real Estate Director to post periodic neighborhood real estate statistics (such as number of homes for sale, price per square foot, etc.).
8. Considers the possible establishment on the website where certain information may be available only to FHVA members and only to FHVA Board Members, while other information is publicly available.

**Section X: Annual Election to the FHVA Board – Nominations, Candidates, and Schedule**

- A. **Responsibility** for conducting the annual election to the FHVA Board is defined in ARTICLE VI Section 2 of the FHVA's Bylaws and in Section IX.C of these Standing Rules. The Election Manager is charged with soliciting volunteer candidates for the Board's Officer and Director positions. The Election Manager will recruit at least one non-candidate who is an FHVA

Member to assist with vetting candidates and to participate in the tallying and recording of the votes.

- B. **Candidates.** All candidates must be FHVA Members, currently and for the term of the office sought. The FHVA Members, including eligible incumbent Board Members, may self-nominate. Candidates may compete for only one position. The FHVA seeks to have at least one candidate for each position.
- C. **Candidate eligibility.** All candidates shall be interviewed briefly to confirm their willingness to serve and their understanding of the relevant responsibilities (with the duties of the positions having been shared with candidates). Candidates must be computer literate and have access to the Internet, so as to be able to receive electronic communications and participate in virtual (video) meetings. Any candidate deemed not eligible (including write-in candidates, any previously removed from the Board, as provided in the FHVA Bylaws, or any not current on membership) cannot stand for any office.
- D. **Candidate publicity.** All candidates submit a brief summary, of no more than 100 words, of their qualifications. Such summaries shall be submitted to the Election Manager by October 31 and nominations for the positions shall similarly be closed by October 31. The slate of nominees shall be published, with their brief biographies, the ballots and the voting instructions, in either the Winter Edition of The Chronicle or in a separate mailing specifically for the election of the FHVA Board Members.
- E. **Election protocol.**
  1. As is detailed in Section X.B of these Standing Rules, all candidates for the FHVA Board positions must be FHVA Members, currently and for the term of the office sought.
  2. Similarly, for votes to be eligible to be counted, voters must be FHVA Members, currently and for the year of office being voted on, by the time that the votes are officially counted in January.
  3. The identified Election Manager (as specified in Section IX.C.2 of these Standing Rules) will liaise with the Membership Director in order to have, by the date of the counting of the ballots, an up to date record of those who are dues-paid FHVA Members for both years. Ballots will require an address line and a signature line; anonymous ballots will not be counted.
  4. The Election Manager shall receive the ballots delivered either via the official mailing address of the Association or electronically.
  5. The Election Manager will recruit a neutral non-resident of Four Hills Village to be present to observe the opening of the envelopes and to verify the tabulation of the votes, along with having at least one FHVA Member also present. The latter will record, on an electronic spreadsheet, the number of votes for each candidate on the ballot to determine which candidate received the most votes for each position and, therefore, who was elected.
  6. Should two candidates for one position receive the same number of votes (a tie), a vote by the outgoing Board Members will be the tie-breaker.
  7. All ballots received shall be retained at least until after the FHVA Annual General Meeting in January.
  8. Results of the election shall be reported to candidates and to the outgoing Board Members before the FHVA January Board meeting. Winning candidates shall be notified and asked to attend the January FHVA Board Meeting, for the purpose of introducing the newly elected Officers and Directors.

9. The previous year's President shall formally present the election results at the Annual General Meeting later in January. Then, barring any controversy, shall cede control of the meeting and of the Association to the newly elected President, who will then introduce and officially install the other incoming Officers and Directors and lead the Annual General Meeting.

**F. Specific calendar of events for the FHVA annual election.**

1. Nominations for FHVA Board positions are to be received by the Election Manager between October 1 to October 31.
2. Similarly, prospective candidates' brief biographical statements will be accepted by the Election Manager from October 1 to October 31.
3. The brief interviews with prospective candidates are to be conducted between October 1 and November 10.
4. The Election Manager will provide the President and the Publications Director with the list of candidates, and their brief biographies, by November 15.
5. Arrange for delivery of the ballots, with the voting instructions and the return mailing details and deadline, along with the brief biographies of the candidates, either via The Chronicle to the commercial printer or electronically via the FHVA Webmaster, by December 6.
6. Preferably, ballots should be dated by January 4, but they MUST be received by the FHVA no later than at the end of business on January 7.
7. Before January 7, recruit the non-FHV resident to observe and verify the vote counting.

**Section XI. Suspension, Amendment, or Revision**

Any provision of the Standing Rules may be temporarily suspended by a majority vote of the Board during that Board meeting, amended by a two-thirds vote of the Board, or rescinded by a two-thirds vote of the Board at any formal monthly Board meeting. If notice of the proposed action is given at a previous monthly meeting or in the call for the current monthly meeting, the Standing Rules may be amended or rescinded by a majority vote of the Board.