

# Snee Farm Community Foundation

## Procedure for Filling a Vacancy on the Board of Directors

Effective May 3, 2005 – Revised February 4, 2014

A vacancy occurs when the departing Director notifies the President, in writing, of their intent to vacate and the date effective has passed. In accordance with the above Article of the ADAR, the Board shall then proceed as follows to fill the required category of vacancy.

Amended Declaration And Restrictions (ADAR):

Pages 8-9, Article V. Board of Directors, 2. Vacancies: A vacancy occurring on the Board shall be filled at the next Annual Meeting. One elected to fill a vacancy on the Board will serve for the remainder of the term of the class in which the vacancy occurred. A vacancy of more than six (6) months shall be filled temporarily by a majority vote of the Board, it being understood that the vacancy shall be permanently filled at the next Annual Meeting. A vacancy of less than six (6) months can be left unfilled.

In accordance with the above, following is the process that will be followed.

- A. The President will officially announce any vacancy at the next regular monthly Board Meeting. Notice of the vacancy and opportunity for interested Foundation members to apply will be posted on the Community Signboards and Website
- B. All applicants shall complete the approved application available from the Website.

It must be returned to the designated recipient by the application deadline.

Following the confirmation that the applicant is a Foundation member in good standing; and, being the recorded property owner according to Charleston County record, the application will be provided to the Board Secretary who will reply to the applicant confirming receipt.

- C. Applicants will be interviewed by the Board following the application deadline. The interviews will be scheduled by the Board Secretary to be held following the regularly scheduled monthly Board Meeting prior to the date any appointment must be made. In the event that schedule cannot be met to make the timely appointment, by majority vote of the Board, an alternate meeting date for the interview and appointment process will be scheduled.
- D. For any reason, by majority approval of the Board, the deadline for applications may be extended so long as the appointment is made to meet the criteria of the ADAR.
- E. Following the interviews, and discussion by the Board, each Director will complete a ballot. Counting of ballots will be done by the Secretary, with the President, and at least one other Director in observance. A majority vote is required to make the appointment.
- F. The President shall promptly notify all candidates by phone of the Board's decision.
- G. At the Board's discretion, by majority approval, a vacancy occurring in the "less than (6) month" category can be filled according to the above process. However, should the need arise to promptly appoint a Director, it may do so, and in so doing forego the above steps for vacancies in this category.
- H. This procedure will remain in effect unless modified by majority vote of the Board.