

**CTM Nomination and Election of Trustees Standing Rule**  
**Adopted November 5, 2018**

1. The purpose of the nominating committee is to ensure a sufficient number of qualified candidates run in each election and to ensure that all bylaws are followed for the nomination and election of candidates. The nominations committee shall have no power to reject candidacy.
2. The nominating committee should seek to educate candidates on the requirements and expectations of the position to avoid misunderstandings after elections.
3. The nominations committee report is an opportunity for the committee to communicate to the board and community identified priorities for recruitment. For example, the report could state that there is a current need for individuals with website skills.
4. Any CTM member who wishes to run for the position of trustee may do so. They must notify CTM with their intent to run by no later than November 1<sup>st</sup>.
5. Trustee Candidate Qualifications: Must be a member of CTM. Membership is denoted by having paid annual dues. Members must be a part of at least one of the following neighborhood groups: resident, **property owner, business operator.**
6. Trustees who have finished their sixth year of service consecutive or nonconsecutive shall not be able to run for re-election to Clifton Town Meeting for six years.
7. Elections will be held for the hour preceding the start of the December meeting each year.
8. Trustee candidates must submit a bio by November 1<sup>st</sup>. Bios will be published on the Clifton Community website at least 10 days before the December election. Candidate bios will be no more than 400 words. Bios submitted at greater length will only have the first 400 words published.
9. Membership committee shall provide a list of all current members for the election to verify voting rights and shall be on hand to accept new memberships. New members can vote on the same day as they make their payment.
10. Election ballots shall be printed names in varying order as to not have an order bias.
11. In the event of a tie, hold a tie-breaker vote during the regular December meeting at approximately 7:45pm. Read aloud, in random order, the bios of those who have tied. Re-vote using the normal method of verifying ID's versus membership list and filling out ballot. In the case that there are further ties, use coin tosses to finish.
12. Nominations committee shall make a request for volunteers in September, however it is a best practice to send notice multiple times per year.
13. This *CTM Nomination and Election of Trustees Standing Rule* was adopted by the Board of Trustees effective as of the 5th day of November, 2018.