



Springhurst Community Association

502-425-4672 • 4200 SPRINGHURST BLVD. LOUISVILLE KY 40241 • WWW.SPRINGHURSTONLINE.COM

Policy for Filling a Vacated Board Seat

Section 2.2 of the SCA Bylaws states that “The office of a Director shall become vacant if the Director (i) ceases to be a member of the Corporation, (ii) dies, (iii) resigns by a writing signed by such Director and accepted by the Board, or (iv) fails to attend two (2) consecutive Board meetings without excuse.”

When a vacancy on the SCA Board of Directors occurs for any reason listed above, the board will confirm the vacancy at the next regularly scheduled board meeting by a motion and vote to accept the vacancy.

Any resident who receives compensation for work done for the SCA is not eligible to serve as an SCA board member for a period of three (3) years following the last payment from the SCA.

Procedure for Filling a Vacated Board Seat

Vacant Board Seat – Director from a Village with Its Own Board

Notice of the vacancy will be given to that village’s board president. The village board will appoint a representative to serve on the SCA Board of Directors for the remaining term of the vacancy.

Vacant Board Seat –Director from a Village without Its Own Board or an At-large Director

1. If a board member desires to resign, the resignation must be submitted to the board utilizing the email address board@springhurstonline.com.
2. Notification to the residents and a search for interested candidates will begin immediately. Announcements will be made to the village concerned, or to the entire community, if replacing an At-large director.
3. The board secretary will prepare an email blast and an announcement of the vacancy to be placed in the next SCA Newsletter. The announcements will include notice of the time remaining on the term of the vacant position, and the time limit for responses as determined by the SCA Board. The vacancy is official when approved by the board of directors.
4. Interested candidates may notify any board representative of their desire to be considered for the vacancy.
5. If the property manager is contacted by an interested resident, the resident will be referred to any director or to the board@springhurstonline.com by email.

6. Contact information for all interested candidates will be forwarded to the board secretary.
7. The board secretary will contact all candidates, send an information packet (Community Overview, Covenants/Financial Policy, and Committee Job Descriptions), request a brief summary of the candidate's qualifications and a statement of why they are interested in serving, and extend an invitation to the candidates to attend the next board meeting.
8. When responses are received, the secretary will forward the information received from the candidates to each director.
9. Interested candidates attending the board meeting will be introduced to the directors, given an opportunity to speak, and may be interviewed by the directors.
10. The board will make its determination by majority vote from the candidate pool.
11. Notification of the board's decision will be communicated to all candidates by a board officer.

APPROVED BY THE SPRINGHURST COMMUNITY ASSOCIATION BOARD OF DIRECTORS

7.16.12
(Date)

Brenda Harral
(Signature, SCA Officer)

Reviewed _____
8.27.13
(Date)

Brenda Harral
(Signature, SCA Officer)