



CTA Board Elections – Guidelines and Policies

Schedule - 2021 Elections

- November 1–29, 2021: Nominations for CTA Board of Directors Open
- November 2, 2021: Virtual Info Session on CTA Board nominations and elections
- November 30, 2021: Announcement of Nominees for CTA Board of Directors
- December 2–10, 2021: Voting Open for CTA Board of Directors
- December 11, 2021: Announcement of Election Results of CTA Board of Directors

Procedures - Nominations

- **What CTA Board of Directors positions are up for election?**
 - The 5 elected positions are President, VP Operations, VP Membership, Secretary, and Social Director. They are elected each year. Nominations will be accepted for all CTA Board of Directors elected positions each year, regardless of whether an incumbent decides to run again for the same position.
 - After the new board is elected, the incoming President will submit nominations for board approval of the 3 appointed board positions: Treasurer, League Commissioner, and Cap Classic Director.
 - Members who are interested in an appointed position do not need to do anything during the election period.
- **Are there any requirements for running for a seat on the CTA Board of Directors?**
 - All nominees must be members of CTA with active memberships in good standing as of November 29, 2021, at the latest. Individuals who are not members of CTA, or whose membership in CTA has lapsed and has not been renewed, may not run for a position on the CTA Board of Directors.
 - Nominations must be submitted to the Nominations Committee (nominations@capital-tennis.org) before the end of the nominations period. You may nominate yourself or someone else. If you are nominated by someone else, the Nominations committee will reach out to you to confirm whether you accept the nomination.
 - All nominees must submit a candidate statement to the Nominations Committee before the end of the nominations period.
- **If I am considering running for a position on the CTA Board of Directors, may I ask the Nominations Committee if other nominees are already running for that position?**
 - The Nominations Committee will inform prospective nominees whether other nominations for a particular position have been received, but will not provide the identities of any nominees prior to November 30, 2021.
- **If I am nominated for a position on the CTA Board of Directors, may I inform individuals of that fact prior to November 30, 2021?**
 - Yes. The CTA Nominations Committee will officially announce nominees for the CTA Board of Directors on November 30, 2021, but nominees may disclose the fact of their nomination prior to that date if they so choose.

Procedures - Elections

- **Who may vote in the election for the CTA Board of Directors?**

- In order to submit a vote, an individual must be a member of CTA with an active membership in good standing as of December 10, 2021, at the latest. Individuals who are not members of CTA, or whose membership in CTA has lapsed and has not been renewed prior to casting their vote, may not vote in the election of the CTA Board of Directors.

- **How will voting take place?**

- Votes will be recorded via Google Forms.

- **How many votes may I cast?**

- Each eligible CTA member may only cast one vote. The Nominations Committee will implement measures to ensure that only one vote per eligible member is cast.

- **May I change my vote after I have already voted?**

- No. No votes will be changed once they are submitted.

- **Will the Nominations Committee provide vote tallies?**

- Generally speaking, the Nominations Committee will only provide vote tallies to members of the CTA incumbent Board of Directors who are not running for positions for next year's CTA Board of Directors in the event that potential voting irregularities are discovered.

Additional information regarding the elections process for CTA's Board of Directors is set forth in Article VII of CTA's bylaws (<https://www.capital-tennis.org/resources/Documents/CTA%20Bylaws%2010-29-2019.pdf>). Please contact the CTA Nominations Committee (nominations@capital-tennis.org) if you have any questions.