



SKY MEADOWS RANCH COUNTRY CLUB  
P.O. BOX 117  
CLE ELUM, WA 98922

TRUSTEES' POLICY DOCUMENT

SUBJECT: Filling Vacancies on the Board of Trustees

POLICY #: Pol – 02 Date Adopted: 07/21/2007

Confirmed by Trustees': 8/18/2007

---

**Policy Statement:**

This document provides a procedure for application of Sky Meadows Ranch & Country Club By – Laws Article IV, Section 3: Elections and Vacancies. “..... Trustees shall be elected at the next annual meeting of the Community Club following the expiration of the term of office of the original named Trustees and their appointees. All such successors shall serve for a term of three (3) years. In the event of any resignation, in competency, or death of any Trustee, the remaining Trustees are authorized to elect a successor in office to serve for the remaining period of time.”

**Procedures**

**Annual elections**

Elections will be a part of the Annual meeting which will be held in September or October each year. Three of the nine Board positions will be open for election each year. Candidates may nominate themselves or be nominated by other members of the Community Club. The nominees must be willing to serve and attend monthly meetings. A short nomination statement listing qualifications and interest in serving on the Board must be furnished to accompany the ballot. See attached form.

**Mid term Vacancies**

Selection of a successor to serve the remainder of the term of a Trustee who has vacated his or her position will be made after at least one publication of the vacancy in the minutes of the Board. All the members of the Community Club will have an opportunity to apply or to nominate an individual to be considered for the vacant position on the Board of Trustees. The remaining members of the Board will then select a successor from the qualified persons who agree to the nomination. A short nomination statement listing qualifications and interest in serving on the Board must be furnished

**Roster**

The Secretary of the Board will keep a roster of Board members which lists the length of remaining terms for each Board member and contact information.

## Trustee Candidate Information Sheet

Name: \_\_\_\_\_ Lot # \_\_\_\_\_ Email \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

How long have you been affiliated with Sky Meadows Ranch: \_\_\_\_\_

Occupation / Related Education / Related Experience: \_\_\_\_\_

---

---

---

What computing and communication skills do you have: \_\_\_\_\_

---

What are your personal interests: \_\_\_\_\_

---

Brief statement on why you would like to be a Board Member: \_\_\_\_\_

---

---

---

## Questionnaire

What do you feel are the top three most pressing issues at Sky Meadows?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Assuming the funding was available, what would your top five priorities be?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_