

Due to the Covid 19 Pandemia, the Board of Directors of the House of Spain, Casa de España in San Diego (hereafter BOD) has in compliance with our By-laws decided to cancel our in person General Assembly meeting and replace it with a meeting by email. Due to the change in format of the meeting, the BOD has adopted the following changes in procedure.

Members will receive ballots if their current membership dues for the following year are confirmed. **New memberships and renewals for the upcoming membership year must be received by regular mail, or email, at least 14 days prior to the date of the annual meeting (Oct 25).** The membership list for voting will be determined 10 days prior to the virtual annual meeting. One ballot will be sent to each individual membership and another ballot will be sent to each family membership.

Written comments from the general membership must be received by the HOS Secretary 14 days prior to the date set for the virtual annual meeting (Oct 25). Comments should be limited to 100 words or less and mailed to the House of Spain, PO Box 33064, San Diego, CA 92163 or emailed to contact@houseofspainsd.org. All comments received from the general membership will be compiled and included in an election packet.

All written or email requests for inclusion on the ballot must be received by either the Secretary, the President, or the Chairman of the Nominating Committee Joaquin Anguera, joaquin.senior@gmail.com **at least 21 days prior to the meeting (Oct 18).**

All candidates for any office wishing to publicize his/her candidacy may write a maximum 500-word Candidate Statement--in a positive manner--which will be distributed to the members prior to the receipt of the ballot. Within the 500 words, the candidate(s) should offer 3 or 4 points that support his/her candidacy and what they can contribute to the House of Spain. Each candidate may include his/her email address and/or phone number in case the members want more information or want to communicate personally with the candidate. The written Candidate's Statement should be in English and in Spanish. **Written Statements should be emailed to contact@houseofspainsd.org or mailed to the House of Spain, PO Box 33064, San Diego, CA 92163 and be received by the HOS 18 days before the virtual annual meeting date (Oct 21).** All Statements received from the candidates will be compiled and included in the election packet.

Note: Candidates running for President of the HOS should include with his/her Statement a slate of officers willing to serve with him/her as Vice President, Secretary and Treasurer. This proposed slate of officers will be included on the ballot.

An Election Packet and ballots will be mailed to members without an email address five days prior to the virtual annual meeting. For members with email addresses, Election Packets and ballots will be emailed two days prior to the virtual annual meeting. The Election Packet will include: (1) members' general comments; (2) candidates' statements; (3) minutes of the previous annual meeting; (4) President's report; (5) Secretary's report; (6) Treasurer's report, and (7) slate of officers submitted by each candidate for President.

There will be one ballot for each individual membership and another ballot for each family membership. Ballots will be mailed, or emailed, to the general membership prior to the virtual annual meeting. Elections will close 14 days after the virtual annual meeting.

Ballots will contain a section for each of the following: President; Vice President; Secretary, Treasurer and Directors. Each ballot will contain a check box and the name of the person(s) placed on the ballot by the nominating committee, plus the name of any person who has submitted his/her name in writing or email. Additional check box(es) and a line to enter the name(s) of write-in candidates nominated at the virtual meeting will also be included.

Ballots will indicate the number of returned ballots needed to establish a quorum. If an insufficient number of ballots are received within 14 days after the first mailing, a quorum will not be met. Therefore, to establish a quorum, a second mailing will be sent to those members who did not submit a ballot. If after an additional 14 days a quorum has not been reached, there will be as many additional mailings as needed until a quorum is reached. Once a quorum has been reached, the votes will be counted by the nominating committee and the results will be posted on the HOS website.

HOS Virtual Annual Meeting Timeline		
Days before/after Virtual Meeting	Date	Event
-21	Oct 18	Last day for HOS Secretary to receive requests from members to be included on the ballot as a candidate
-18	Oct 21	Last day for HOS Secretary to receive candidate statements. Those running for President should include a slate of officers.
-14	Oct 25	Last day for HOS Secretary to receive membership dues for the following year.
-14	Oct 25	Last day for the HOS Secretary to receive general comments from the members
-10	Oct 29	Finalize membership voting list
-5	Nov 3	Elections Packet and Ballots will be mailed to eligible members without verified email addresses.
-2	Nov 6	Elections Packet and Ballots will be emailed to eligible members with a verified email address.
0	Nov 8	Virtual Annual Meeting
+14	Nov 22	Election closes. If an insufficient number of ballots are received to meet the quorum requirement, a second ballot will be mailed or emailed to members that did not vote.
+28	Dec 6	Extended election closes. If a quorum is not achieved, additional mailings will be made until a quorum is achieved.