

# 12 STEPS TO ELECTING CHAPTER REPRESENTATIVES TO THE APAC BOARD OF DIRECTORS

## **1. Confirm status of the chapter**

APAC chapters can participate in APAC programs, receive APAC staff support, and elect up to two chapter representatives to the APAC board of directors. The APAC bylaws state that a chapter can be formed when 10% or more of the occupied manufactured home park households join APAC as members. APAC membership applies to the entire household and every adult residing in the household is considered a member of the chapter. Before holding elections, confirm that 10% of the households have joined.

## **2. Organize a chapter steering committee meeting**

Provide all member households with written notice of a chapter steering committee meeting, including the purpose, date, time and location. Make it clear that all residents of the household who are eligible for membership are invited to attend.

## **3. Review and affirm your support for the APAC mission statement**

The steering committee should review the APAC mission statement and vote to support it, so that it is clear to chapter what APAC is about and what becoming an APAC chapter means. The APAC mission statement reads:

“The primary purpose of this organization is educational. This organization will provide an effective voice for manufactured home owners and other park residents to express their needs and concerns in the community. Through action and communication, this organization will serve as a vehicle to promote meaningful social change and to improve the quality of life in manufactured home parks. The organization will also work to promote the health, safety and welfare of residents and address issues affecting the quality of their housing.”

## **4. Approve APAC chapter bylaws**

The steering committee should develop and approve APAC chapter bylaws. These bylaws can be very short and simple, but need to include support for the APAC mission statement, a definition of APAC membership (including disqualifying conflicts of interest), a description of the role of an APAC chapter, a general outline of the duties of a board representative, the process for electing, removing and/or replacing a board representative, and the month an Annual Meeting is held for the election of board representatives. It is best to start with the sample APAC chapter bylaws.

## **5. Approve a job description for chapter representatives to the APAC board**

The chapter representatives serve as the most direct link between individual park residents and the APAC board of directors. As a result, this position plays a critical role in ensuring that APAC is aware of critical park concerns that need to be addressed and park residents are aware of statewide activities where their involvement is crucial. It is important to identify their responsibilities to both the chapter and the APAC board. A sample job description is available.

## **6. Identify desired qualities of an APAC chapter representative**

The steering committee should discuss the type of individuals they want to represent them on the APAC board of directors. This can include personal qualities, particular skills or expertise, relevant experiences, time commitment, etc.

## **7. Review disqualifying conflicts of interest**

Most of the conflicts of interest that disqualify an individual from serving on the APAC board of directors are set by APAC itself. If there are other conflicts that the chapter feels should disqualify an individual from serving as a chapter representative, those can be added, as long as they are not discriminatory in nature. However, it is a fundamental disqualifying conflict if the individual is:

- a person that does not reside in the park at least part of the year, even if the person owns one or more homes in the park
- an owner, landlord, park manager, or person otherwise employed by a non-resident owned park
- an immediate relative of a park owner, landlord, or employee of a non-resident owned park
- a person who benefits financially from the operations of the park or from closing the park due to a unique relationship with the park or developers, except in the case of a resident owned cooperative

## **8. Nominations**

Only the residents of the member households can be nominated for chapter representative. Members can also nominate themselves. A candidate once nominated can either accept or decline based on their interest and the required commitment.

## **9. Candidate speeches**

Candidates should be encouraged to give a brief speech (usually 2-3 minutes) about why they want to be a chapter representative, what they hope to accomplish, and why they are a good choice.

## **10. Voting**

Elections should be done through secret ballot. Every adult in each member household is entitled to vote for their top two candidates. To be elected a candidate must be one of the top two vote getters and receive at least 51% of the vote. If, after the first ballot, only the top vote getter receives at least 51% of the vote, that person is considered elected and there is a second vote with the remaining candidates. If no one receives 51% on the first or a subsequent ballot, the bottom vote getter is eliminated and a new vote is held until both positions are filled.

## **11. Vote counting**

Votes should be counted by an objective party. Candidates should not be involved in counting ballots. Votes should be tallied and the results posted for all to see.

## **12. Acceptance Speech**

Each newly elected board member should give a one-minute acceptance speech and promise to uphold the APAC mission statement, chapter bylaws, and job description.