

**SEABROOK ISLAND PROPERTY OWNERS ASSOCIATION (SIPOA)  
BOARD AND NOMINATING COMMITTEE ELECTION PROCESS  
ANSWERS TO FREQUENTLY ASKED QUESTIONS**

**Positions Available for the SIPOA 2026 Election:**

In the 2026 SIPOA election, candidates are needed for:

- Four (4) three-year terms on the Board of Directors
- Two (2) two-year term positions on the Nominating Committee.

**Eligibility:**

Seabrook Island Property Owners in Good Standing (not more than 30 days delinquent in any obligation to SIPOA) who have owned property for at least one year (purchased before October 1, 2024), whether full or part-time residents.

**Board of Directors Composition:**

- Consists of 12 Directors
- Members serve 3-year terms. (Bylaws §5.1)

**Nominating Committee Composition:**

- Consists of five members: four voting members and one Board Member (votes only in case of a tie).
- Members serve two-year terms.

**Policy Based Governance**

The Board operates under a Policy Based Governance model, focusing on defining desirable outcomes and establishing policies. Committees make policy recommendations to the Board. The Executive Director and staff implement policy and oversee day-to-day operations.

**SIPOA committees are:**

- Amenities and Activities Committee (Bylaws §7.4.8)
- Architectural Review Committee (ARC) (Bylaws §7.4.6)
- Communications Committee (Bylaws §7.4.9)
- Environmental Committee (Bylaws §7.4.7)
- Finance Committee (Bylaws §7.4.1)
- General Operating and Maintenance Committee (GOMC) (Bylaws §7.4.3)
- Legal Committee (Bylaws §7.4.4)
- Long Range Planning and Development Committee (Bylaws §7.4.5)
- Nominating Committee (Bylaws §7.6)
- Safety and Security Committee (Bylaws §7.4.2)

**Executive Committee:**

- Composed of Board Officers: President, Vice-President, Treasurer, Secretary, and Legal Committee Chair (Bylaws §5.15).
- Handles matters between regular Board meetings, including personnel issues, contract negotiations, and legal matters covered by attorney-client privilege (Bylaws §5.14)

**Responsibilities of the Board of Directors (Bylaws §3.2)**

- Represent all Seabrook Island Property Owners.
- Attend a minimum of two-thirds (2/3) of monthly Board and special meetings (in person, by telephone, or video conference).
- Each Director chairs, vice chairs, or co-chairs one or two committees.

**Criteria for Board of Directors Candidates:**

Must meet requirements outlined in Bylaws §7.6, including:

- Experience at Seabrook Island (e.g., committee participation, community involvement, volunteer service).
- Relevant professional and career experience.
- Have the ability to work well with others.
- Understand that Board members are required to serve in the best interest of all Property Owners.
- Have the willingness and ability to commit to the required time for Board and Committee duties.
- Have the ability to evaluate issues and work collaboratively to recommend solutions.

**Technology Skills for Board Members:**

Required:

- Dedicated SIPOA email account (will be provided by SIPOA IT staff)
- Proficiency in Microsoft Word or compatible word processing software (able to read/export MS Word and save PDFs).

Preferred:

- Ability to use Microsoft Excel and PowerPoint.
- Familiarity with SharePoint for information access.

**Time Commitment for Board Members:**

- Monthly Board meetings on the third Monday at 1:00 p.m., lasting up to three hours.
- Optional working sessions on the third Monday at 9:00a.m., lasting one to two hours.
- Committee assignments require additional time (see [Committee descriptions](#) for details)
- Mandatory attendance at the Annual Meeting and Organizational Meeting in February (approximately 3 hours total).
- Mandatory attendance at Board Orientation in February (approximately 8 hours).
- Committee chairs are responsible for creating agendas, minutes, and monthly reports (2-4 hours).

**Responsibilities of the Nominating Committee:**

Actively recruit and select qualified candidates for the SIPOA Board of Directors and Nominating Committee.

**Criteria for Nominating Committee Candidates:**

Must meet requirements outlined in Bylaws §7.6, including:

- Experience at Seabrook Island (e.g., committee participation, community involvement, volunteer service).
- Relevant professional and career experience.
- Have a broad social network and a willingness to put in the time needed to identify outstanding candidates.
- Have an understanding of the roles the Board of Directors and SIPOA committees play in Association governance.
- Have the ability to evaluate the suitability of candidates to best meet the qualifications for the Board of Directors and Nominating Committee.

**Time Commitment for Nominating Committee Members:**

- Work begins in April and concludes in January, with monthly meetings initially, increasing to bi-monthly as needed.
- Candidate interviews typically occur in October, requiring availability during this period.

### **Additional Information on the Nominating Committee Duties:**

Available in the SIPOA Bylaws on the SIPOA website: [sipoa.org](http://sipoa.org).

### **Candidate Selection Process for SIPOA Board and Nominating Committee:**

Application process:

- Submit a Candidate Application Form by October 1, 2025.
- Nominating Committee reviews all Candidate Forms.
  - [Board of Directors Application](#)
  - [Nominating Committee Application](#)
- Qualified candidates are invited for a structured group interview with the Nominating Committee. Conducted in person or via videoconferencing.
- Interviews use a standardized list of questions.
- Nominating Committee selects candidates for the ballot after interviews

### **Options for Candidates Not Selected for the Ballot:**

- Nominee names for Board of Directors and Nominating Committee are posted at the SIPOA office and on [sipoa.org](http://sipoa.org) at least 60 days before the Annual Meeting.
- Additional nominations can be made via written petition submitted within 30-days of posting (Bylaws §7.6): Requires signatures from 50 or more Property Owners in Good Standing.

### **Key Dates for Candidates:**

- **Application Forms Due:** October 1, 2025
- **Interviews:** October 2025 (in person or via videoconference).
- **Submission of Additional Materials:**
  - Biographical Statement, Position Statement, and signed Conflict of Interest Form due at the time of the interview.
  - Candidate photo submitted or taken during the interview
- **Nominating Committee Selections:** Candidates notified of selection status post-interview
- **Slate of Candidates Announced:** November 17, 2025
- **Meet the Candidates Night:** January 12, 2026
- **Election Period:** January 15, 2026 – February 14, 2026
- **Announcement of Elected 2026 Candidates:** February 14, 2026