



*The Mission of the MVA is to Support and enhance the Montclair Village business district to be a vibrant destination for MVA members, residents, and visitors*

## **Board of Directors Election Procedures**

1. At the March or April meeting, the President of the Board of Directors selects a Nominating Committee that is confirmed by a vote of the MVA Board of Directors.
2. In the May Newsletter, an announcement goes to all MVA members asking anyone who would like to be considered a Board candidate by the Nominating Committee to fill out the petition and return it no later than June 14th. All current board members wishing to be considered for renewal should fill out the forms as well. The qualifications to serve on the Board of Directors are spelled out on the *Board Expectations* document attached to this *Election Procedures* document. A representative may be chosen to serve by the person that pays the business assessment, but this must be done in writing.
  - a. Officer positions are determined annually. Existing officers must indicate if they wish to continue serving. New officer candidates can be considered but such candidates must be an existing member of the Board.
3. The Nominating Committee conducts interviews and presents a slate to the MVA Board of Directors members to vote on at the June meeting.
4. The slate of qualified candidates is sent to all MVA members for voting. If there are more candidates than open positions, the candidates with the most votes are elected.
5. The election results are announced at the end of June/ early July.
6. The New MVA Board of Directors is introduced at the Annual Mixer in late June/early July

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## **Expectations of the MVA Board of Directors**

Members of the MVA Board of Directors are elected annually for two year terms. A minimum of 5 and maximum of 17 directors can serve at one time. The Board is comprised of four officer positions and up to 17 directors, all of whom have one vote in all Board matters. Officers and directors should represent a cross-section of merchants in the Village, both retail and professional/service. A paid Executive Director reports to the Board and performs functions assigned by them.

A Nominations Committee is responsible for obtaining qualified Board candidates for review by May of each year. A roster of Board-approved candidates is sent to all MVA members in June for ratification. Ratified members begin their term on July 1 and end on June 30 of the second year. Existing Board members may be re-elected to subsequent two year terms if approved and ratified.

### **Duties of Directors**

The minimum expected of anyone wishing to serve as a voting director of the Board includes:

1. Having a Business Improvement District (BID) assessment levied by the City of Oakland on his/her company, and having it paid in full and on time.
2. Attending monthly Board meetings and any special meetings called by the Executive Committee. Monthly meetings are usually the first Wednesday of each month from 6:15 PM – 7:30 PM.
3. Participating in and/or leading a committee or team of interest.
4. Assuming fiscal responsibility for the welfare of the Association, including putting the needs of the Association membership ahead of any personal needs or desires.
5. Having familiarity with the contents of latest Association By-laws and Articles of Incorporation.
6. Having a valid E-mail address and computer familiarity with basic office software like Microsoft Word and Microsoft Excel.

See below for specific duties of Officers and Executive Director.

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### **Duties of the President**

The President is the chief executive officer of the Association and, with the approval of a majority of the Board, supervises and controls the activities of the officers and directors. He or she presides at all meetings of the Board and any membership meetings. He or she executes, in the name of the Association any contracts authorized by the Board.

### **Duties of the Vice President**

In the absence of the President the Vice President performs all the duties of the President.

### **Duties of the Secretary**

The Secretary records all minutes from Board meetings, and, working with the Executive Director, maintains in the Association office the original records of Bylaws, meeting minutes and other documents necessary to support the Association. He or she sees that all notices are duly given as required by law, is the custodian of the records and of the seal of the corporation, and maintains a membership book containing the information on existing and former members.

### **Duties of the Treasurer**

The Treasurer has charge and custody of, and is responsible for all funds and securities of the Association, including deposits and withdrawals from any financial accounts. He or she maintains adequate and correct accounts of the corporation's properties and business transactions, and provides, upon reasonable request, the books of account and financial records to any director or member of the Association

### **Duties of the Executive Director**

The Executive Director is a paid staff position. He or she is responsible to the Board and reports to the Board President. He/she performs all functions assigned, including managing the collection of revenues from Business Improvement District (BID) assessments, obtaining vendors to perform duties approved by the Board, and maintaining contracts and other such documents required to manage the Association.

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