



## Qualifications for CACM Board Member Candidates

### Application Process

1. Each applicant must complete the Application for Nomination (see next page). By completing and signing this application, the applicant agrees to abide by all policies of the Board of Directors, as well as the [Board Members' Code of Conduct](#) (Policy 4.5), [Directors' Individual Responsibilities](#) (Policy 4.6), and the [Board's Ends Policies](#) (Policy 1.0).
2. Each applicant must include a professional color headshot and a statement of **not more than 100 words** explaining the reason(s) why he/she wishes to serve on the CACM Board of Directors with the application. This statement will be provided verbatim to the CACM membership throughout the election process if selected as a candidate by the Board. If the statement is more than 100 words, it will be edited by CACM to adhere to the guidelines.

Once all materials have been submitted to CACM, staff will review for standing and basic qualifications (1, 2 and 3 below under "Qualifications"). The Nominating Committee will review the applications and qualifications of interested applicants and present a slate of the most qualified applications to the Board of Directors. After reviewing all applications and the recommendations from the Nominating Committee, the Board will select the most qualified applicants and place them on the general ballot as candidates for positions on the Board of Directors for election by the membership.

3. If elected, a candidate may serve three consecutive three-year terms in accordance with the [CACM Bylaws, Article 4.2, Election and Term of Office](#).

### Qualifications

1. A candidate must be an active CACM manager member in good standing for a minimum of two years prior to the election.
2. A candidate must be a [Certified Community Association Manager \(CCAM®\)](#), [Master of Community Association Management \(MCAM\)](#) or [Community Association Financial Management \(CAFM\)](#) professional in good standing. To be in good standing you must have no outstanding monies owed to CACM or any pending activity with the CACM Professional Standards Committee.
3. Any member who has had a disciplinary sanction(s) imposed against him/her by the PSC or the EAC within the past five years shall not be eligible to file an application.

### Other Requirements and Considerations

1. By signing the application, an applicant certifies that he/she is able to travel to attend Board meetings, at his/her own expense, during the term of office. Board members are entitled to complimentary event registration fees for one of CACM's Law Seminar & Expo, Regional Forums, and Holiday Receptions. CACM offers a stipend of \$500 to Directors for each in-person Board meeting attended. Please review the [Board of Director Position Profile](#) for further information.
2. A candidate must be educated in Policy Governance either through actual Board experience or by participating in, either prior to election or committing to do so at the next offering, in CACM's Effective Governance course (Policy 4.1.7) at his/her own expense. This requirement is confirmed by applicant by signing the application.

3. In evaluating an applicant's qualifications, the Nominating Committee shall consider, in addition to the criteria set forth above, such other criteria as the Committee shall consider appropriate under the circumstances including but not limited to the following:
  - A. An applicant should have served on a CACM committee for 2 years prior to having their name placed in nomination. Consideration will be given to applicants who have demonstrated active participation in CACM for 2 years in other capacities such as an instructor, Vision magazine contributor, or panelist for the Law Seminar, Regional Forums, task force or special project. Consideration will be also given to applicants who have served as a host for CACM educational courses or events.
  - B. To attain the diversity of background, knowledge, viewpoints, and skills for candidates to the board, the Committee shall consider, but not be limited to, the following precepts: geographic region, area of specialization of community management, number of representatives from a management firm or association should be 25% or less, and diversity of the then existing directors.
  - C. Management Firm and/or Association shall be defined as any corporation, partnership, or group of individuals working cooperatively by virtue of a business agreement or agreements.



**CACM Board of Directors:  
Confidential Application for Nomination  
(Submitted to Nominating Committee)**

NAME: \_\_\_\_\_

COMPANY/ASSN: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZIPCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ OTHER PROFESSIONAL DESIGNATIONS: \_\_\_\_\_

PROFESSIONAL AFFILIATIONS: \_\_\_\_\_

LENGTH OF TIME IN CID INDUSTRY: \_\_\_\_\_

CACM COMMITTEE/ACTIVITY PARTICIPATION: \_\_\_\_\_

(within past two years)

OTHER CACM ACTIVITY: \_\_\_\_\_

POLICY GOVERNANCE EXPERIENCE (if any): \_\_\_\_\_

OTHER FIDUCIARY BOARDS OR COMMITTEES: \_\_\_\_\_

I agree to abide by all policies of the CACM Board of Directors. I acknowledge that a Director is responsible for his/her own expenses to Board and Committee meetings. I understand that attendance is required at all meetings of the Board which, at a minimum is five per year. Further, I agree to attend or have attended training in Policy Governance (CACM Effective Governance course or other approved course).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Application Steps**

1. Complete the Application for Nomination above. Please attach a "Statement of Candidacy," **not to exceed 100 words**, that emphasizes your qualifications and industry involvement. This statement will be published verbatim to the membership throughout the election process. If your statement exceeds 100 words, CACM will edit the statement to adhere to the guidelines. Your application also must include a professional color headshot.
2. The Election of Directors will begin on November 7, 2023, with electronic voting taking place from November 7, 2023 to November 17, 2023. Results will be provided to the membership following the election. Terms will start January 1, 2024 and continue for three years. All Directors are expected to attend the CACM Board Meeting #1 and the Annual Membership Meeting in February 2024 at the Oakland Marriott & Convention Center in Oakland, California.
3. **Submit the signed application, Statement of Candidacy and photo to [communications@cacm.org](mailto:communications@cacm.org) by 5:00 pm, Thursday, August 17, 2023**