

Memo

[Date]

To: [SWRA Secretary]

From: [Nominating Committee]

Subject: Nominating Committee Report for Upcoming SWRA Board Election

On behalf of the StillWaters Nominating Committee, we are submitting the following report regarding our selection process for the [Number] upcoming vacancies on the SWRA Board of Directors.

Nominating Committee Members:

- [Committee Member Name]
- [Committee Member Name]
- [Committee Member Name]
- [Committee Member Name]
- [Committee Member Name]

Candidates Considered:

(* indicates those who were not interested/declined)

- *Candidate Name
- *Candidate Name
- *Candidate Name
- Candidate Name
- Candidate Name

Interview Process:

- On [DATE] the committee interviewed [Names].
- On [DATE] the committee interviewed [Names].

Committee Decision:

After conducting interviews and thorough deliberation, [Committee Member Name] made a motion to place the names of [Names of Candidates] on the ballot as the Nominating Committee's recommended candidates for the upcoming Board election. The motion was seconded by [Committee Member Name] and unanimously approved by the committee.

Congratulatory letters requesting written acceptance responses are being sent to the [Number] candidates recommended by the committee. Once the acceptance responses are received letters of appreciation will be sent to the unsuccessful candidates.

Please include this report in the official records and take the necessary steps to ensure that the recommended candidates are placed on the ballot.