



2025

Board of Directors

Candidate

Packet

TIPS FOR FILING AS A 2025 CANDIDATE FOR THE RWA BOARD OF DIRECTORS

Refer to RWA Election Committee Rules, Procedures and Political Campaign Guidelines and RWA By-Laws for specific requirements.

- Any person desiring to be a candidate for the 2025 BOD shall give written notice to the RWA in the form of a signed *Notice of Intent* and *Candidate Information Sheet*.
- A **signed** *Notice of Intent* and *Candidate Information Sheet* must be completed, sealed within an envelope and in the lockbox at the RWA office no later than 12:01 p.m. on Friday, August 8, 2025.
- Include a USB drive containing the candidate's required forms in PDF or MSWord format with a separate JPG (small pixel, 2 MB, or condensed) picture of candidate only.
- A proxy may deposit the envelope with all required documents in paper & electronic formats.
- Sealed envelopes are opened and reviewed during the Election Committee Meeting on Friday, August 8, 2025, at 1:00 p.m. **Electronically submitted scanned documents are not considered valid.**
- The candidate's documents will be preliminarily certified at that meeting.
- All candidates are invited to attend the RWA Election Committee meeting on Friday, August 8, 2025, at 1:00 p.m. to ensure that their documents comply with Election Committee Rules, Procedure and Political Campaign Guidelines. Candidates present will have an opportunity to correct any issues with their documents during the meeting.
- If the candidate does not attend the meeting and does not bring the documents into compliance, the committee will recommend to the Board that the candidate be disqualified.
- All candidates may contact the Election Committee at electioncommittee@rotondawest.org.with any questions. Contact the RWA office for assistance with document formatting.
- If the candidate wishes to make changes to their documents, they may retrieve their envelopes before August 8, 2025, but the envelope **must be redeposited** no later than 12:01 p.m. on Friday, August 8, 2025.

Notice of Intent

I hereby place my name in nomination as a candidate for the Board of Directors of Rotonda West Association, Inc. ("RWA").

I understand that I must submit a *Candidate Information Sheet* that contains the information specific in the Rotonda West Association, Inc. Election Committee Rules, Procedures & Political Campaign Guidelines by 12:01 p.m. on Friday, August 8, 2025. I further understand that I am responsible for the accuracy of the information contained in the *Candidate Information Sheet*.

I understand that pursuant to Section 720.306(9)(b), Florida Statutes I am not eligible for Board membership if I am delinquent in the payment of any fee, fine, or other monetary obligation to RWA for more than 90 days. I further understand that pursuant to Section 720.306(9)(b), Florida Statutes I am not eligible to serve on the Board of RWA if I have been convicted of any felony in this state or in a United States District or Territorial Court or any offense in another jurisdiction which would be considered a felony if committed in this state unless my civil rights will have been restored for a least 5 years as of the date of the Annual Meeting at which I seek election to the Board.

By submitting this *Notice of Intent*, I attest that I will be eligible to serve on the Board of Directors as of the date of the Annual Meeting (Thursday, December 4, 2025). I further consent to the RWA conducting or having conducted a criminal investigation to verify compliance with Section 720.306(9)(b), Florida Statutes.

I understand that every effort shall be made by the RWA to maintain the confidentiality of the results of the criminal investigation. However, by signing this Notice of Intent, I hereby waive and hold the RWA harmless from any claim, action or suit regarding the criminal investigation.

Signature of Candidate: _____

Print Name: _____

Date: _____

CANDIDATE INFORMATION SHEET EXAMPLE AND REQUIREMENTS

EXAMPLE:

Name:

Email:

Phone:

PHOTO

CONTENT

- A brief personal summary about yourself including name, qualification for RWA Board, such as property address or other eligibility pursuant to the By- Laws, background, education, and work experience.
- A list of any RWA-related or other such volunteer involvement with dates.
- A brief statement as to:
 - Why do you want to serve?
 - What would you like to see the RWA accomplish in the future?

Signature: _____

Date: _____

REQUIREMENTS:

The *Candidate Information Sheet* is a one-page document in size 12 or 14 Arial font that contains a photo of the candidate only in upper right corner. The photo should be in compressed or small JPEG format. Letterhead stationery is not permitted.

Seal one printed, signed copy of the *Candidate Information Sheet*, the signed *Notice of Intent* and a USB drive that has one copy of your *Candidate Information Sheet* with your address information and one copy without your address information in an envelope and deposit it in the Candidate Information Lockbox at the RWA office, 646 Rotonda Circle. The copies should be in either MS Word or PDF format. Note: The copy without an address will be used for publication.

RWA EVENTS and RWA COMMON PROPERTY CAMPAIGNING GUIDELINES

Campaigning at RWA Organized Events

Certified RWA Candidates may seek permission from community event organizers, e.g., Community Outreach Committee, to set up a table within the event to allow attendees to approach and discuss candidacy.

Holding Campaign Events or Rallies Within the Community Center

Any campaign rally or political event within the Community Center may be scheduled with the RWA office during regular business hours or after hours with RWA and Board approval per calendar scheduling process.

Campaigning on RWA Common Areas

Campaigning on RWA Common Areas is not allowed without RWA and Board approval as defined and in compliance with RWA deed restrictions. For purposes of the RWA, Common Area is defined as all real property owned or leased by the Association for the common use and enjoyment of the Owners, or property which has been dedicated to the Association or Owners for common use or enjoyment, regardless of whether title has been conveyed to the Association.

Key Events, Dates and Times for 2025 RWA Board Candidates

Event and Date	Time	Information
Candidates Workshop Friday, July 18, 2025	1:00 p.m.	A Candidates Workshop will be held for all interested individuals at the RWA Community Center.
Candidate Documents Due Friday, August 8, 2025	12:01 p.m.	Candidate's sealed envelope containing Notice of Intent, Candidate Information Sheet and USB drive with copies of the candidate's documents must be submitted in the lockbox at the RWA office at 646 Rotonda Circle.
EC Meets to Validate Documents Friday, August 8, 2025	1:00 p.m.	Election Committee Meeting to verify documents and recommend validated candidates to BOD.
Board Meeting to Approve Candidates Thursday, August 14	2:00 p.m.	Board of Directors Meeting.
Monday, October 6		Political signs may be placed.
Thursday, October 16	7:00 p.m.	Candidate's Night.
Wednesday, December 3	5:00 p.m.	All ballots must be received in mail or at the RWA office.
Thursday, December 4	Subject to Change 5:00 – 5:15 p.m.	Annual Meeting starts.
Thursday, December 4	7:00 p.m.	Annual Meeting resumes and results of election are announced
Thursday, December 11		All Political Signs must be taken down