



**2025**

**Board of Directors**

**Candidate**

**Packet**

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

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

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- 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. In the alternative, the Notice of Intent and Candidate Information Sheet may be mailed by regular U.S. mail or Certified mail, return receipt requested to the Rotonda West Association, Inc., 646 Rotonda Circle, Rotonda West, FL 33947. The mailing must be received by no later than 12:01 p.m. on Friday, August 8, 2025.
- In lieu of the Notice of Intent form, a candidate may submit a letter or other writing stating his or her intent to run for the Board. However, the form Candidate Information Sheet is required.
- 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.
- As a result of the introduction of electronic voting, candidates may now provide additional electronic campaign material, e.g., a larger and/or better resolution photo, a colorful resume/bio/campaign statement and a link to a video campaign ad, which will be available to RWA members who have chosen to vote electronically. This multi-media campaign material should be provided on a separate USB. The photo and resume/bio/campaign statement are limited to 5 Mb in size and must be submitted in .pdf format. If you create a video campaign ad on your own or with RWA assistance, you can have it hosted on the RWA website or on a separate platform, e.g., YouTube, Vimeo. In either case, the election platform will provide a URL link to your video. A video campaign ad is limited to three (3) minutes in duration.
- 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](mailto: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

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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 and I will provide whatever information the RWA requires to perform this investigation.

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 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.

## **CANDIDATE MULTI-MEDIA CAMPAIGN MATERIALS**

As a result of the introduction of electronic voting, candidates can now create multi-media campaign presentations that will be displayed to the voters if they select “view candidate profile” under your name on the ballot. Examples of campaign material you may want to add to your profile can be in either written or video format or both. Examples of additional information you may want to provide include but are not limited to:

- A larger and/or better resolution photo. This file must be under 5MB in size.
- A more detailed resume and/or a detailed campaign statement including your vision for Rotonda West and why you believe members should vote for you. This file must be under 5MB in size.
- A link to a personal campaign video introducing yourself and your vision for Rotonda West. This video can be created by you and provided to the committee which will arrange for it to be hosted on the RWA website or the RWA staff will work with you using our equipment to video your presentation and host it on the RWA website. Personal campaign videos are limited to three (3) minutes in duration.

This additional multi-media material can be provided and/or created shortly after the RWA Board has approved your candidacy.

Please note that your additional multi-media material will be reviewed and approved by the committee prior to it being loaded onto the e-voting platform.

**Please do not mention or disparage your opponents.**

## **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. If the community event organizer agrees to permit campaigning at their event, that permission applies to all candidates.

### **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/or 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

<b>Event and Date</b>	<b>Time</b>	<b>Information</b>
<b>Candidates Workshop Friday, July 18, 2025</b>	1:00 p.m.	A Candidates Workshop will be held for all interested individuals at the RWA Community Center.
<b>Candidate Documents Due Friday, August 8, 2025</b>	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.
<b>EC Meets to Validate Documents Friday, August 8, 2025</b>	1:00 p.m.	Election Committee Meeting to verify documents and recommend validated candidates to BOD.
<b>Board Meeting to Approve Candidates Thursday, August 14</b>	2:00 p.m.	Board of Directors Meeting.
<b>Monday, October 6</b>		Political signs may be placed.
<b>Thursday, October 16</b>	7:00 p.m.	Candidate's Night.
<b>Wednesday, December 3</b>	5:00 p.m.	Electronic voting deadline.
<b>Wednesday, December 3</b>	5:00 p.m.	All ballots must be received in mail or at the RWA office.
<b>Thursday, December 4</b>	Subject to Change 5:00 – 5:15 p.m.	Annual Meeting starts.



<b>Thursday, December 4</b>	7:00 p.m.	Annual Meeting resumes and results of election are announced
<b>Thursday, December 11</b>		All Political Signs must be taken down