

The Floyd Bennett Gardens Association Inc.
PO Box 340986 Ryder Retail Station, Brooklyn NY 11234

Carl Arendt President • Ekaterina Kashkin, Vice-President
Lynn Halligan, Recording Secretary • Adriann Musson, Corresponding Secretary • Judy Tropeano, Treasurer

August 17, 2021

Dear Gardeners,

The Floyd Bennett Garden Association, Inc. (FBGA) seeks nominations for President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. You may nominate yourself or another FBGA member who meets the criteria of 1) a gardener for at least 3 years, and 2) a gardener in good standing (no violations). All submissions for nominations are anonymous and due by **12 pm on Saturday September 4, 2021**, nominations received after will **NOT** be considered. Enclosed with the nomination form are the following three (3) pages: (1) FBGA Rules; (2) Powers and Duties; (3) Nomination form.

To submit your nomination, please fill out the nomination form, following the instructions on the form. Once nominations are submitted and recorded by the Election Committee, the Committee must ensure that nominees are members in good standing for the past three (3) years. Then, the Committee will contact nominees for confirmation of nominations. If a candidate confirms his/her nomination, these results will be submitted to the FBGA board for approval/validation. Thereafter, the nominees will be asked to submit a photo and a 350-word biography. These will be included in the ballot mailings.

Members will be invited to participate in the Meet the Candidates meeting if we are able to meet due to covid-19 restrictions. At this meeting, candidates will have the opportunity to share their vision, plan and/or proposal for their respective role if elected. Members will have a chance to ask questions of each candidate or express any concerns about a candidate that he/she may have.

Then, the Election Committee will mail out the ballots seeking your vote. After the ballots are counted and recorded, the results will be reported to the FBGA board at the FBGA fall meeting date to be announced, if circumstances permit. Please note that the Committee counts the ballots multiple times to ensure accuracy. Only committee members are allowed in during the counting of the ballots.

Additionally, if only one person is running for any office, the Secretary shall cast one ballot for that person and that person shall be so elected. However, if no qualified nomination is submitted for any particular position, then the current FBGA official holding that position remains in such position granted that they want to continue holding such a position.

If you have any questions or concerns, please email me at ca0451@gmail.com. Please note that nominations will NOT be accepted via email.

Thank you for your participation

Asima Chaudhary
Election Committee Chairperson

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FBGA Election Rules:

1. To run for office, candidates must be members in good standing for the past 3 years.
2. No one person may hold more than one elected office in FBGA.
3. Candidates, close friends, supporters, or family members may not campaign. We are using www.definitions.net description of campaigning. Political operations preceding an election, by candidates, their assistants, and supporters, for the purpose of convincing voters to vote for the candidate. **It usually consists of one or more methods of contacting voters including advertising, distribution or mailing of printed leaflets or letters; speeches, interviews with news media, and door-to-door visits with potential voters.**

Also prohibited are phone calls, emails, or social media (i.e. Facebook, Instagram, Twitter, etc.).

4. **Each plot holder receives 1 vote.**

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Powers and Duties

President:

The President shall preside at all meetings of the Members and of the Board 4 times a year and as needed. President chairs the executive committee, oversees all committees, and is on call 24/7. Must have good communication, administrative, writing and editing skills.

President shall have general supervision of the affairs of FBGA. They shall keep the Board fully informed and shall freely consult with them concerning the activities of FBGA. They shall have the power to sign alone, unless the Board shall specifically require an additional signature, in the name of the Corporation all contracts authorized either generally or specifically by the Board. They shall perform such other duties as shall time to time be assigned to them by the Board.

Vice-President:

The Vice-President shall have such powers and duties as may be assigned to them by the Board. In the absence of the President, the Vice- President in the order designated by the Board shall in general perform the duties of the President.

Recording Secretary:

The Recording Secretary shall act as secretary of all meetings of the Members and the Board and shall keep the minutes of all such meetings. They shall keep the attendance of all such meeting and shall maintain the records of FBGA. They shall attend to the giving and serving of all notices of FBGA and shall perform all the duties customarily incident to the office of the Recording Secretary, subject to the control of the Board, and shall perform such other duties as shall from time to time be assigned by the Board.

Treasurer:

The Treasurer shall have the custody of all funds and securities of FBGA which may come into their hands. They shall keep or cause to be kept full and accurate accounts of receipts and disbursements of FBGA and shall deposit all moneys and other valuable effects of FBGA in the name of and to the credit of the Corporation in such banks or depositories as the Board may designate. Whenever required by the Board, they shall render a statement of his accounts. They shall at all reasonable times exhibit their books and accounts to any officer or director. They shall perform all duties incident to the position subject to the control of the Board.

Corresponding Secretary:

The Corresponding Secretary will prepare and transmit all correspondence that is not designated to be done by any other officer or chairperson and all correspondence as requested by the officers. They will correspond with members weekly and the public at large as needed. Work closely with the President and Administrative committees. Must have writing and editing skills. Must be present for all meetings including: executive, board, spring and fall meetings.