

SAFER BUILDINGS COALITION BOARD OF DIRECTORS ELECTION MANUAL

Section 1 — Key 2026 Election Details

Section 2 — Election Rules and Procedures

SECTION 1. Key 2026 Election Details

1.1 2026 Election Timeline

Step	2026
Call for Nominations opens	Monday, July 6, 2026
Nominations close	Friday, July 24, 2026, 5:00 PM PDT
Electronic ballot opens	Monday, July 27, 2026
Electronic ballot closes	Thursday, August 20, 2026, 11:30 PM PDT
Elections Committee validates results	by Tuesday, August 25, 2026
Results announced	on or before Friday, August 28, 2026
New Board seated	Wednesday, September 30, 2026 (first Board meeting)

1.2 September 2026 Board — Status of Each Seat

Seat	Current Holder	September 2026 Status
President	Scott McClure	Advances to Immediate Past President
Immediate Past President	Ron Schachter	Term complete; rotates off (eligible to seek another seat)
Vice President	John Thompson (MCA)	Advances to President
Treasurer	Ryan Kelly	Term ends — open to election (3-year term)
Secretary	Joseph Ruszkowski	Continuing through September 2027
At-Large (Odd Years)	Dave Adams (PCTEL)	Continuing through September 2027
At-Large (Even Years)	Mark Johnson	Term ends — open to election (2-year term)

1.3 Positions Up for Election in 2026

- Vice President – Term: 1 year
- Treasurer – Term: 3 years
- At-Large Director (Even Years) – Term: 2 years

SECTION 2. Election Rules and Procedures

Executive Summary

The SBC Bylaws require that the operational details of Board elections be set forth in this Election Manual, which is published on the SBC website and available for member inspection.

This manual guides the Elections Committee, board candidates, and voters through the Safer Buildings Coalition elections process. It is drawn from Safer Buildings Coalition's bylaws, and staff experience.

The Function of the Board, Eligibility, Term, Election Procedure, and other matters are described more fully in the Safer Buildings Coalition Bylaws, which are published at <https://saferbuildings.org/bylaws>.

Board terms are set in Bylaws Article III, Section 3:

- President, Vice President, and Immediate Past President serve one-year terms
- Secretary and At-Large Directors serve two-year terms
- Treasurer serves a three-year term

Outline

The Bylaws specify the minimum contents of this Election Manual.

- a. Job descriptions for each Board of Directors role
- b. Mandatory candidate eligibility requirements
- c. Additional candidate eligibility requirements for the offices of President and Vice President
- d. Candidate application procedures and required contents
- e. Composition and duties of the Elections Committee
- f. Procedures for verification of candidate eligibility
- g. Voting Tiers and Vote Weights by Member Tier
- h. Campaigning rules
- i. Ballot procedures and counting
- j. Post-election obligations of newly elected Directors
- k. The annual election calendar for the current cycle

2.a Job descriptions for each Board of Directors role

Each Director participates in the governance of the Safer Buildings Coalition as set forth in Bylaws Article III. In addition to this shared governance responsibility, each position has the specific duties described below.

President

The President is a voting member of the Board of Directors. The President shall, subject to the control of the Board of Directors, generally supervise, direct, and control the business and the officers of the corporation. He/she shall preside at all meetings of the members and at all meetings of the Board of Directors. He/she shall have such powers and duties as may be prescribed by the Board of Directors or the bylaws. The President automatically becomes the Immediate Past President at the conclusion of their term as President.

Immediate Past President

The Immediate Past President is a voting member of the Board of Directors. The President automatically becomes the Immediate Past President at the conclusion of their term as President.

Vice President

The Vice President is a voting member of the Board of Directors. In the absence or disability of the president, the Vice President shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the president. The Vice President automatically becomes President at the conclusion of their term as Vice President. The Vice President must meet the qualifications to serve as President.

Treasurer

The Treasurer is a voting member of the Board of Directors. The Treasurer shall have oversight (but not clerical or administrative responsibility) of the organization's financial accounts and other matters customarily included in financial statements; shall act as financial officer and have oversight of the financial condition of SBC; and shall have other powers and perform such other duties as may be prescribed by the Board of Directors or the bylaws. Actual bookkeeping and financial systems are managed by an outsourced accounting resource firm – these duties are not the responsibility of the Treasurer.

Secretary

The Secretary is a voting member of the Board of Directors. The Secretary shall keep and maintain the minutes of all the meetings and actions of directors, the names of those present at such meetings, the number of members present or represented at members' meetings, and the proceedings of such meetings; shall keep a record of the corporation's members, showing the names of all members, their addresses, and the class of membership held by each; and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the bylaws.

At-Large Director

The At-Large Director is a voting member of the Board of Directors. Two At-Large Directors serve staggered two-year terms — one elected in even years and one in odd years. An At-Large Director is eligible for appointment to other Board positions in the event of a vacancy, as provided in Bylaws Article III, Section 11.

2.b Mandatory candidate eligibility requirements

All candidates for the SBC Board of Directors must meet each of the following baseline requirements at the time of nomination and throughout the election process.

- Candidate must be an employee of an SBC Voting Tier member organization in good standing, as defined in the bylaws and listed at www.saferbuildings.org/apply.
- Candidate must have maintained membership in good standing through a member organization for a minimum of two (2) consecutive years prior to nomination.
- Minimum of five (5) years of professional experience in a field directly relevant to SBC's mission.
- Passive familiarity of the SBC mission is not sufficient; candidates should be able to articulate how their experience directly advances it.
- Must disclose all potential conflicts of interest as required by SBC's Conflict of Interest Policy.
- Candidates with unresolved or undisclosed conflicts that could materially compromise their independence as a director are ineligible.
- The Election Committee shall determine whether the candidate meets the above criteria.
- No more than one representative from any company (including subsidiaries) may run in a board election.

2.c Additional candidate eligibility requirements for the offices of President and Vice President

Candidates for the Vice President and President Officer positions must also meet the following requirement, in addition to the mandatory eligibility requirements in Section 2.b:

- Must currently hold or have previously held an SBC Board seat or SBC Work Group Chair, or a C-suite, Vice President, Director, Chief, or equivalent senior executive title within their organization.
- Title alone is insufficient, the candidate must have exercised substantive organizational authority, including responsibility for staff, budgets, strategy, or policy.

2.d Candidate application procedures and required contents

Members wishing to be placed in nomination shall provide the following information via the online form no later than the deadline published in Section 1 (Key 2026 Election Details). A member may submit their name for a maximum of one (1) position in each election cycle.

- Name, contact information, and office sought
- Employer and position within the organization.
- Must attest that they have authorization from their company management to run for and serve on SBC Board.
- Brief Bio and Candidate Statement to the Members

Potential candidates also should have:

- Demonstrated a commitment to Safer Buildings Coalition through regular involvement in the organization.

Examples of beneficial activities can include but are not limited to:

- Serving as Chair, Vice Chair, or being an active member of a Work Group
- Routine attendance at Safer Buildings Coalition conferences and events

The candidate, if elected, must be prepared to fulfill the responsibilities of a Safer Buildings Coalition board member, including:

- Fully support the Safer Buildings Coalition's mission and objectives;
- Being active, engaged, and committed to Safer Buildings Coalition's growth and success;
- Participating in volunteer sub-committees;
- Attend Annual SBC Member's Dinner and meeting (Date and Time TBD);
- Being familiar with Safer Buildings Coalition's bylaws and the organization's history;
- Participate SBC Board Calls (currently monthly);
- Assist in recruiting new members to the Coalition and promoting attendance at SBC events;
- Exercising common non-profit board fiduciary duties such as the duties of care, loyalty, and obedience, as outlined in the Oregon Nonprofit Corporations Act (ORS Chapter 65).

2.e Composition and duties of the Elections Committee

The Elections Committee administers the annual election. It consists of the Managing Director, Executive Director, and Chair of the Member Advocacy Work Group. The Committee verifies eligibility, certifies results, and notifies candidates.

2.f Procedures for verification of candidate eligibility

The Elections Committee shall review all nomination submissions for completeness and compliance with eligibility rules. Submitters will be notified if their application has been accepted, or if there are errors or deficiencies in the submittal. Submitter will have 2 business days to correct deficiencies. Determinations of ineligibility will be communicated to the submitter and the SBC Board. Submitters determined to be ineligible may submit a written appeal to the SBC Board of Directors. The decision of the Board is final.

2.g Voting Tiers and Vote Weights by Member Tier

Voting-tier designations and vote weights for each tier are established by the Executive Staff and published on the SBC membership application page at www.saferbuildings.org/apply.

2.h Campaigning rules

Active campaigning is not currently permitted. Each candidate will be permitted to submit a brief bio and candidacy statement which will be provided to the voting members of the Safer Buildings Coalition prior to the election.

2.i Ballot procedures and counting

Managing Director shall collect the raw and summary ballot results from the electronic online polling platform. In the event that duplicate votes are recorded by a member, the first ballot received will count and duplicate vote(s) discarded. MD shall provide a preliminary report plus raw data to the Executive Director and Member Advocacy Work Group Chair who will validate and certify the results. The certified results will be communicated to SBC Board and then announced to the membership according to the current year schedule.

2.j Post-election obligations of newly elected Directors

Candidates elected to Board of Directors are required to attend their first board teleconference on the scheduled date following the close of the elections (usually, the first Wednesday of September).

2.k The annual election calendar for the current cycle

Refer to Section 1.