

Elections Committee Policy and Procedures

COMMITTEE OBJECTIVES

We, the election Committee, are responsible for holding fair and open elections. We maintain the voice and will of the Association Members (Homeowners) as it chooses its Association Representation (Directors), as it votes for changes to its governance, as it selects special spending projects and as we poll neighbors to get instructional directives to our leadership.

COMMITTEE QUALIFICATIONS

The Election Committee will consist of a minimum of two members. Election Committee Members are Homeowner volunteers appointed by the current Executive Board of Directors. Any member of the Association can serve on the Committee if they are in good standing. Exception to Committee Service is Board Members or Members running on the Ballot should not join the Committee to avoid obvious conflicts of interest. There is no term limit to the Committee's appointed volunteers.

COMMITTEE RESPONSIBILITIES

The Election Committee runs a variety of Balloting and Polling. This includes yearly Director Elections, Bylaw Rewrite Ballots, CCR Rewrite Ballots, Special Project Spending Ballots, other Special Ballots, and conducts non-official opinion Polls. It is the responsibility of the Committee to confirm good standing to its voters and its Candidates. The exception to the good standing requirement is the non-official opinion Polls. In good standing refers to HOA Members that are current on dues. It is the responsibility of the Board to provide the Committee a list of those unable to vote due to their standing. The Committee submits announcements of open positions, voting instructions, create ballots and counts ballots. The Committee is responsible to the Association to report all results to both the Homeowners & Board. Lastly the Committee is responsible to keep or store the Ballots for a minimum of two years.

BOARD DIRECTOR ELECTIONS

The Need-

The Elections for Directors is a yearly event to take place at the Annual Meeting of the Association. It is necessary that the Elections for representative Directors is timely, efficient and an open process to the Association Members, so the leadership can continue the operations of the HOA. Quick results after the Annual Meeting aids the transition between the current Board Members to the incoming elected Board. Efficient Elections benefit the Board by allowing the time for a shift of materials and knowledge.

Candidates-

Approximately 3 months before Elections it should be determined along with the Board of Directors how many out of the 5 Board positions are open for the official Ballot. Ads in the newsletter should be placed at least two months before the Annual Meeting in an attempt to notify the neighborhood of the need for candidates. Candidates must be a member of the Association in good standing and willing to serve the Association as a Board Representative for a minimum of two years. The Board of Directors decide independently of this committee their Board title positions (ie President, VP...ect). The open positions that candidates run for do not determine what title they will hold.

Ballot Creation-

Ballots for Directors must be created for the Annual Meeting each year. The Ballots should be mailed out 30 days or no less than two weeks before the Annual Meeting deadline. The addresses of Homeowners that rent out their home should be provided from the current Board. Ballots need to be mailed to the owner of the Home. Only Homeowners not Renters can vote.

The mailing will include a Ballot with a Privacy Code on each Ballot, a return envelope with the lot# on the outside, and clear instructions written on the Ballot. The paper, envelopes, stamps and all supplies should be provided by the current Board or purchased/reimbursed by Association funds. The Committee creates the Ballot with the names of all qualifying candidate or candidates allowing lines for write in candidates. The instructions must be clear with how many votes are allowed, matching how many open positions. For example, if a Ballot has only two open positions a voter MUST not vote for any more than two names. The Ballot is to be returned by hand to the Committee, at the Annual Meeting or by mail to the Association PO Box. If a Homeowner is allowing someone other than themselves to turn in their Ballot on their behalf, a note must accompany the Ballot by the Homeowner giving approval of the delivery.

Secret Ballots-

The Ballots will be kept private and all voters will remain anonymous. A Privacy code (on each ballot) along with the Ballot Lot Key page allows Ballots to be matched up with its lot# if there is a need to allow the correction of an error i.e. like missing outer envelope lot #. Without this code the Ballot would not have counted.

The Privacy Key code can also be used at a later date if a Homeowner would like to see their ballot for up to two years. The necessity of privacy encourages more Homeowners to vote without stress of their neighbors knowing their choices. A secret Ballot also protects Homeowners privacy.

Secret ballot Key Keeper responsibilities-

The Election Key Keeper is a member of the Election Committee and has a limited, but important roll in maintaining a Privacy Ballot for every voter. The Key Keeper will assist during the stuffing of Ballots for mailing, while creating a Ballot Lot Key. The Ballot Lot Key is a Decode page. Each Ballot will have a discrete Privacy Key Code on its upper left corner. The Decode page that the Key Keeper fills out will include each code matching each code to a lot number on the Ballot that the Key Keeper stuffs within the mailing. The Key Keeper will be the only person to see the codes. The decode page will be placed in a secure envelope for keeping. The Key Decode page will be kept up to two years and not together with the counted ballots which will also be sealed and kept. If a Ballot must be pulled or viewed the Key Keeper can release the code for the Lot matching the Ballot in question to the Election Committee Chair and the Ballot can be located.

Annual Meeting counting-

Our bylaws dictate the Annual HOA Meeting as the timing/location for the opening of received ballots.

The Ballots received by the deadline must first have a lot number on the outer envelope. The Committee must first pull any ballots of members that are not in good standing. This information should be given to the Election Committee from the current Board. Then the Ballots are separated from their envelopes so that it remains secret how each lot voted. Candidates are then counted. Results of Ballot content tallies will be announced at the meeting and recorded in the Annual Meeting Minutes. The Ballots will be placed in a sealed envelope and stored separately from the key code sealed envelope for up to two years. The outside of the Ballot storage envelope should include in writing the Election type (ie Directors), date, tally and signed by Committee counters. The Committee further should announce its results in the next newsletter & HOA website.

Disqualifying or Correcting Ballots-

Ballots must be from a lot that is in good standing, have the lot number on the outer envelope, voter intent should be clear, and they can not vote for more candidates than open positions. These Ballots can not be counted without correction. If needed to meet a quorum the Committee can attempt to correct an errored Ballot. To correct a Ballot the Committees can refer to its security code key to identify and work with the Homeowner for a correction. If a Ballot is turned in to the Committees by someone other than the Homeowner without an accompanying note of approval it is pulled until approval can be verified. A ballot not in good standing can not be corrected.

Director Quorum-

A quorum for a directors position is achieved by 31 ballots received. If a quorum is reached, the name with the highest wins the Election position. If a quorum is not reached, the name with highest vote count will be appointed to the position. If there are no candidates the Ballot's write-in names will be used as a list for appointments if the candidates are willing. The list should start first with the name receiving highest number of votes, working it's way down the list till the position is filled by Appointment. An Appointed and Elected Director holds the same authority in their held Board position.

Election for Director's Timeline-

1. Announcement of open positions (at least 2mo before Annual Meeting)
2. Collect supplies
3. Verify Candidates (1mo before)
4. Creation of Ballot
5. Ballot Approval by Committee
6. Stuff & Code Ballots
7. Mail Ballots (30days-no less 2 weeks before Annual Meeting)
8. Collect Ballots
9. Verify Ballots (At Annual Meeting)
10. Separate Ballots
11. Count Ballots
12. Seal Ballots
13. Announce results (at meeting, newsletter & HOA website)
14. Correct if needed errored ballots

ELECTIONS FOR GOVERNANCE DOCUMENT CHANGES

Ballots for changes to our governance must be kept separate from the ballots for other types of elections. The reason is that the quantification for quorum qualifications varies. Governance changes can be voted upon any time of year. There is a cost to the Association each time the governing documents are changed and this should be kept in mind.

Ballots for Governance Changes

Ballots going to the Association should be written in final Language for Association Members to clearly see the change that they will be asked to approve. The Ballots should include clear instructions for voting.

The Ballots should be kept private with a privacy code, key keeper and privacy key (see above), unless a signature is required by state law. The Election Committee will create, mail, and later count these Ballots. Ballots should be counted at a meeting that is designated for this purpose. It is the responsibility of the Election Committee to notify the voters of the place and time of the meeting set to count Ballots. The Committee is responsible to seal and retain the ballots for two years. The outer envelope should include the Election type, date, tally & be signed by Committee counters.

Governance Quorum

Ballots for each Bylaw change and each CC&R change must be tallied independently of one another. It is important to note that the quorums are not achieved by the number of ballots received but by the approval of each change presented after quorum is met. Each change to the Bylaws needs **31 votes** to meet quorum with a majority of those votes approving/yes to pass. So even if there is more than 31 votes for an individual change it only passes if more than half of the number + one returned is yes. Each Change to the CCRs needs **31 votes** or more to meet quorum but then needs 46 votes approval/yes to pass. Each governance change needs to meet its own quorum and qualification for passage.

The Committee is responsible to announce its results to the Association at the next Meeting and in the newsletter.

SPECIAL ELECTIONS-

Ballots for Special purposes such as special spending must first have a meeting for discussion called for this purpose. Notice of the meeting should be given 30 days before. The Committee should create a ballot, mail, collect and count ballots. A Quorum requirement must be met.

Note. If the purpose of the Election is to dissolve the Association, it would be prudent for the Association to be aware of the consequences of its decision. Such as current contracts, street lights, common areas, finances and ect. To dissolve a quorum vote of two-thirds of the members at any regular meeting or at any special meeting called for that purpose, vote yes to dissolve said Association after notice of the proposed dissolution has been given to all members.

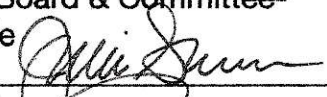
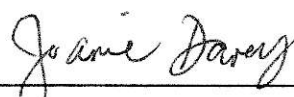
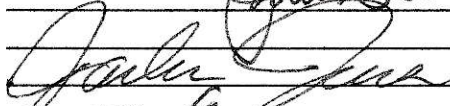
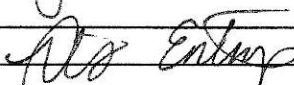
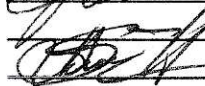
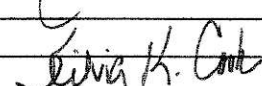
EXTENDED ELECTIONS

Any election can be given an extended timeline for voters to cast votes although it is better for Directors Elections to move forward without extensions. The current Board must vote to approve the extension. A reasonable amount of time should be given to extend the voting deadline. This is to give voters a little more time to vote. It maybe beneficial to the association if quorum is close to being achieved. It is important to open and tally the contents of the votes to know if you are close to passage. The Ballot is the same and has already been distributed since this is not a new Election. If a member has lost their original ballot a new ballot can be requested from the Committee. The Committee must use the code key to duplicate the Homeowner's original ballot. The Election Committee must record the results of the Ballots they have already been given. The Ballots are counted but Lots that have not voted are given extended time. The Committee will write down all the lots that have voted on a page to insure that no Lots can vote twice. The lots #s can be found on the outer envelopes. The Committee will open the extended elections ballots under the same protocol at an open meeting called for this purpose. The Committee is responsible to announce the results and inform neighbors of an extended voting opportunity if they have not voted yet. Results of the extension needs to also be recorded in the Minutes, announced, and sealed in a separate envelope. The envelope should have written the Election type (ie..Extended) , date, tally and signed by Committee counters

OPINION POLLS

Polls are only for opinion and unofficial, non binding yet are important for informational purposes. Polls are a useful tool to get direction to the Board and involvement from the HOA. Polls can be advertised in the newsletter or dropped off at doorsteps. Homeowners should be given a choice between two sides with, if possible, a middle ground. The language should represent differing points of view without prejudiced to its conclusion. A phone number to text or an email should be provided for the Homeowner to cast their vote. A deadline for voting should be listed and Homeowners should include their lot# and name with their vote cast. A return reply should be sent by the Committee thanking each Member for their vote as to verify its receipt. The final tally should be announced at the next Board Meeting, put into the next newsletter and text or emailed back to each voter.

Approved by Board & Committee-
Signature/Date

	6-11-24		6-11-24
	6-11-24		6-12-24
	06/11/24		6.12.24