

***Election Procedure for Board Policy Handbook approved
3/15/14***

K. Election Procedure

1. Election Committee - The Committee shall consist of the Secretary of the Board, who shall serve as Chairperson, and two or more property owners appointed by the Board at the first meeting of the calendar year. (Three members are recommended.)
 - Election Committee members serve a one year term. The Committee will select one member to serve as Vice Chairperson.
 - The Board may ask for additional owners to volunteer to assist with materials preparation and vote counting.
2. Duties -
 - The Secretary as Committee Chair serves in an advisory capacity and makes sure procedures are followed. The Secretary or any Board members shall not handle any election materials.
 - The Board sets the date for mailing as well as the deadline for returning ballots. This will be announced at the two Board meetings prior to the ballot mail-out. At that time, the Board will also announce that member's dues and/or assessments must be current as of the day before the ballot mail-out or the member will not receive a ballot.
 - If an accounting firm is used to run the election, the following process should be outlined in the work agreement.
3. Materials needed - Description of ballot materials and their preparation:
 - 6 x 9 envelopes for mailing the materials to the owners in a color other than white.
 - Each envelope is prepared with a mailing label with owner's name, address and Lot, Block and Filing number and a return address label. (If an accounting firm is used, the return address label should contain their address.)
 - Each envelope is stamped with "AIA BALLOT ENCLOSED" (stamp is available in the AIA office).

- 6¾ (letter size) secrecy envelopes labeled "Official Ballot".
- #9 envelopes (legal size) with mailing labels addressed to AIA office. Front side contains owner's name, Lot, Block, Filing, AIA address and the note "Return ballot to arrive by 99/99/99". (If an accounting firm is used, the return envelopes should be labeled with that address.) The back side is stamped with a voter signature and date line (stamp available in AIA office).
- Paper stock - white and yellow
- Postage for mailing out election materials.
- All election materials must be kept in a secure location such as the AIA office.
- **For Board of Director Elections:** Use white paper for the Voter Instructions and candidate statements and yellow paper for ballots.
- When preparing the ballots, the candidate names shall appear in random order (see sample in election folder).
- **For Special Elections:** Use white paper for the explanation of the election or *action* to be voted on and the reasons which have been advanced both for and against the action. In addition, it should contain the recommendation of the Board on the proposed action and the position of each Board member either for or against the action. Use white paper for the Voter Instructions; use yellow paper for the ballots.
- **Instructions to voters (see sample in the election folder):**
 Indicate your vote on the ballot.
 After voting, insert the ballot in the secrecy envelope and seal it.
 Insert the secrecy envelope inside the return envelope that is pre-addressed to the AIA office.
DO NOT include any payments or correspondence with your ballot.
 Sign and date as indicated on the return envelope.
 Only one (1) voted ballot is permitted per mailed envelope. If more than one ballot is

placed in a return envelope, **none** of the ballots will be counted.

Only ballots postmarked by 99/99/99 will be counted.

The ballots must be mailed out to property owners at least 45 days before the last day of voting.

- **Preparation of ballot tracking and vote tally materials:**

Obtain a spreadsheet of current owners from the AIA office. This spreadsheet will be used to create two sets of tracking sheets that have the following headings: Last name, First name, Address, Lot, Block, Filing.

One tracking sheet (sorted alphabetically by last name) will be used to verify what outgoing ballots were sent and what ballots were returned.

A second spreadsheet (sorted by Lot, Block and Filing) will be used to handle questions; i.e., if ownership of a lot is changed during the voting process, if a replacement ballot was sent and/or if a quorum has been reached (in the case of a special election).

Note: When the outgoing envelopes are being labeled, keep them in the same alphabetical order as the alphabetical tracking sheet to make it easy to keep track during the ballot stuffing process.

The day before the Committee assembles the outgoing ballot materials, obtain a list from the AIA office showing those lots that are not in compliance with the Covenants by being thirty (30) calendar days or more behind in payment of Association dues or having unpaid fines or other assessments which have been lawfully imposed by the Board. Developer-owned lots are not to be included in the voting process. Pull the mailing labels for these exceptions from the ballot materials and set them aside so that they are not mailed out. Tracking sheets should be noted to show that no ballots have been sent for these lots.

On ballot assembly day, committee members stuff the envelopes and mark the tracking sheet

indicating to whom a ballot was sent. The AIA office manager attaches first class postage and delivers the materials to the post office for mailing on ballot mail-out day. A few extra ballots should be kept on hand at the AIA office as replacement ballots if needed.

As the returned ballots come in, they are checked off the tracking sheets by the AIA office manager as having been returned and are kept in alphabetical order for speedier ballot count processing. (Outside envelopes are not to be opened.) If the vote is one that requires a 60% quorum and that quorum is in jeopardy, the list of those who have not returned a ballot can be used to notify those owners that they haven't returned their ballots and encourage them to do so.

Replacement ballots may be issued by the AIA office manager (or the accounting firm handling the election) upon request. The secrecy envelope for the replacement ballot must be marked "Replacement Ballot". Note this on the tracking sheet.

- **Vote counting procedure:**

After the vote ending date, the Committee meets to count the ballots.

The process works best using pairs of workers and splitting up the ballots between them. First step is to check the tracking sheet for which owners have returned ballots. This is to make sure there are no duplicates, no fraud and no cases of both new and old owners voting the same lot, etc. If there are questions, set those ballots aside.

The return envelopes are opened and the secrecy envelopes are separated from the return mailing envelopes to keep the owner's vote confidential. Secrecy envelopes are opened and votes are counted using a tally sheet (see sample). If a ballot is improperly marked, there is more than one ballot per envelope or there are other questions, set the ballot aside.

The count will be repeated by another team, using a new tally sheet. If the counts don't match, a third counting is required.

The Committee meets to resolve any issues with questionable ballots.

In case of a tie vote, each tied candidate's name is placed in a sealed, unmarked envelope and an envelope is drawn from a hat. The name selected is the winner.

The results are summarized and reported to the Board Secretary. The Election Committee will inform the candidates of the election results. The Board Secretary will inform the other members of the Board and publish the results via email blast, Facebook and the AIA website. All voting materials, including the vote tally, will be put in a sealed box, retained for one year by the AIA office manager and then destroyed.

- **Board elections:**

No one standing for election nor their cohabitant, business partner or relative shall participate in administering that election. The Election Committee shall solicit notices of intent to run for Director from interested owners. Each candidate shall prepare a short biographical sketch of no more than 250 words, outlining qualifications and reasons for wanting to serve the community as a Director which will be included in the ballot mailing along with the candidate's contact information.

The Election Committee will send each candidate instructions for participating in the election. The final list of candidates shall be presented to the Board at least 30 days before the ballots are mailed. The candidates may be introduced to owners at the annual meeting or any regular meeting of the Board of Directors. If there are not contested openings, the candidates may be affirmed by a vote of the Directors without a vote of the owners.

Newly elected Board members will be introduced and seated during the New Business section of the January Board Meeting agenda.

- **Special Elections:**

A special election; ie., annual dues increase, capital expenditure over \$100,000, special assessment or amendment to the Covenants, requires that a quorum of 60% of ballots sent be

returned and that 50% of those returned ballots be affirmative votes to pass the question. The packet will contain an explanation of the election or action to be voted on and the reasons which have been advanced both for and against the action. In addition, the packet will contain the recommendation of the Board on the proposed action as well as the position of each Board member either for or against the action. It will also contain the instructions for voting.