

ELECTION COMMITTEE

CHARTER

The Election Committee is a standing committee providing all of the services, materials, and facilities to conduct an election or approval vote on behalf of the Board for the Association in accordance with the Governing Documents procedures.

DUTIES

- 1) Coordinate with Board secretary and any committee(s) involved in the election.
- 2) Develop a schedule of events & activities for Board approval.
- 3) Prepare budget and request approval from the Board.
- 4) Determine the authorized voter for each Lot and ineligible voters.
- 5) Prepare proxies and ballots for members.
- 6) Distribute election packages to voters.
- 7) Provide publicity for elections (newsletter, TV, posters, etc.).
- 8) Schedule place for voting and personnel to control voting.
- 9) Develop a procedure for counting votes and proxies.
- 10) Count votes and certify the results to the Board.
- 11) Collect and store all proxies and ballots in a secure area.
- 12) Dispose of proxies and ballots at the time approved by the Board.
- 13) Develop method to have a secret vote while determining which Lot # has voted.
- 14) Develop procedure to handle voters with multiple Lots.
- 15) Develop a method to control & register voters entering the meeting & voting areas.
- 16) Develop method to prevent multiple voting from one Lot .
- 17) Verify if a quorum is present and certify to the Board secretary.
- 18) Develop guidelines for handling and cutoff date for mail in ballots and proxies.
- 19) Develop a procedures for members to request a recount or other challenge.
- 20) Develop a procedure to conduct a vote at a meeting when required.
- 21) To avoid the appearance of conflict of interest spouses of candidates may serve on the committee, but shall not be involved in ballot counting.
- 22) The committee may recruit additional personnel (not committee members) to assist in performing certain tasks.

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