

ELECTION COMMITTEE GUIDELINES

Establishment of committee

At a duly called monthly meeting of the Board of Directors (no later than August for December elections), the Election Committee will be established. The board may ask for volunteers, or appoint members at said meeting. The committee make-up should include 1 representative from each street (Andre may be combined with another street) with the following restriction: No current officers (or their spouses/significant others) can serve on the committee nor be involved in any fashion with the workings of the election committee once established, unless pertinent information is required (eg. Voting roster, list of lot numbers and owners).

Committee Responsibilities

I. Seeking Nominees

The election committee will proceed with seeking nominees for the various offices in the following manner:

- a. Ask for interested parties to respond to the election committee members at the meeting in which the committee is established.
- b. Solicit nominees in a notice placed in the GCV Newsletter, no later than August edition.
- c. Each street representative (or otherwise designated committee member) will be responsible for contacting each homeowner on his or her designated street. If personal contact is not possible, then a telephone contact or written correspondence must occur. (In a timely fashion to allow responses by October Board of Directors meeting).
- d. Nominations must be completed, and to be presented to the membership at the October Board of Directors meeting.

II Providing required information to homeowners

By October 15th, each homeowner will receive a letter (Exhibit "a") including (at least) the following information:

- a. A copy of the official ballot (Exhibit "B") listing all candidates for each office, including areas for write-in candidates. (The ballot will be marked "copy").
- b. A procedure for proxy or absentee ballot voting (Exhibits "C, D"), and a date by which homeowners must request said absentee ballot. (The election committee must receive requests back from homeowners for absentee ballots by October 30th, and must mail out said ballots for homeowners to receive in hand by November 15th). Absentee ballot requests will receive an official ballot, including the raised seal of the organization, (Exhibit "E") and a log will be kept of those requesting said absentee ballots (Exhibit "F"). Those individuals requesting absentee ballots will NOT be allowed to vote in person the night of the election, unless they present their raised seal ballot that was mailed to them per their request. This will be verified via the log.

c. Include in the mailed information any proposals/additional referendum items that will be on the ballot. (The proposed budget can be included in this information as well).

III Procedure for Election Day

Absentee ballots sent to the clubhouse are to be kept unopened until the night of voting. Place the unopened envelopes in a cabinet where the keys are located in the park office at the clubhouse.

Absentee ballot request log will be available, and those requesting absentee ballots will be marked off of the street lists, to assure no duplicate votes will be cast.

Night of the voting: (3-6pm)

Set up 6 separate tables – one for each street (or 3 tables of two streets) (MOST RECENT STREET LIST CAN BE OBTAINED FROM THE SECRETARY). Whoever mans the table should identify the voter and have them sign the street register (from that time no one can vote that address – not duplication). If they have the copy ballot with them it can be accepted. If the ballot is deposited in the ballot box at that time, have the voter initial the sheet next to their signature. If they do not have the ballot, give them one and they can fill it out then. When the completed ballot is returned to the ballot box, the voter must initial beside their signature. The ballot boxes are to be kept behind the tables, ballots only placed in boxes under supervision of election committee members. If voters hold PROXY forms. They can obtain one ballot for each signed proxy, but must be done one at a time. Each ballot must be returned and initialed for, as above, marking the signature line with a “P”.

At 6:00PM members of the committee will adjourn to the poolroom.

A. Absentee ballots to be collected and handled at this time:

Number the ballot in the top left corner and tally ballots.

B. Hand-cast ballots are to be removed from the ballot box and numbered in the top left corner, continuing from the last number of the absentee ballots.

All ballots are then tallied according to their number, one member of the committee utilizing the computerized spreadsheet (if applicable), one member handwriting results on a numbered tablet, while the third member of the committee reads off the results of each question.

All ballots are then re-counted, members of the committee rotating responsibilities.

Reporting Results:

Once the ballots have been tallied, and re-counted, the final results are to be written upon white board or poster, to be presented to membership at the annual Board of Directors meeting.

- a. Total number of ballots cast are to be reported (Proxy and absentee ballots to be reported a subset of total number).
- b. Total votes cast for each office are to be reported
- c. Total votes cast for referendum items are to be reported, along with total “yes” and total “no” votes for each item.

According to current documents, for referendum items:

- a. Changes to the By Laws can occur with a majority vote.
- b. Changes to the Declarations and Articles of Incorporation require passing by 75% of those voting.