

NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.

CHARTER for ELECTION COMMITTEE

Effective: 1/1/2018

1. **Purpose:** This committee shall conduct all of the Association's elections.
2. **Scope:** The committee, in coordination with the Secretary of the Board, shall oversee and conduct all elections for the Association. This will include the Membership's election of Board members, voting on referendums, and changes or additions to community documents. The committee will also draft all member-meeting election notices and ballots for the approval of the Board prior to their publication.
3. **Policy:**
 - 3.1 This committee shall comply with all notice requirements for any regular meetings.
 - 3.2 Committee members shall comply with Northtown's Policy & Procedure for Sensitive Information.
 - 3.3 Committee members shall be held to, and guided by, the same State standards as for Directors.
 - 3.4 All members shall be familiar with the Association's Policy and Procedures for Elections.
 - 3.5 This committee may hold a closed 'practice' workshop as a dress rehearsal for elections.
4. **Roles & Responsibilities:**
 - 4.1 The Board shall appoint two Co-chairs in January to serve for the year. The Co-chairs will then appoint at least 6 members for each election. Others may be appointed as needed.
 - 4.2 Ballot control and tabulation shall be as described in Northtown's Policy & Procedures for Elections. The committee will verify the presence of a quorum at each election meeting.
 - 4.3 Individual duties shall be as described in Northtown's Policy & Procedures for Elections
 - 4.4 In coordination with the Secretary, Co-Chairs shall:
 - 4.41 Prepare all ballots for up-coming elections; prepare;
 - 4.42 Mail all election notices for non-resident lot owners;
 - 4.43 Distribute absentee ballots as required;
 - 4.44 Report to the Board on a monthly basis, and to the resident owners as appropriate through the official Northtown Newsletter.
 - 4.5 Board shall provide Issues for ballots to Co-Chairs at the third regular board meeting prior to that election.
 - 4.6 Issue and Candidate draft ballots to be presented to the board two regular meetings prior to that election.
5. **Authorities:** As set forth by Article II, Article IV, and Article VII of the Bylaws and described in Northtown Policy & Procedures for Elections as approved by the Board of Directors.
6. **Enforcement:** Failure of Co-chairs or committee members to follow procedures may be cause for removal.