

**NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.  
POLICY & PROCEDURE**

**HOA ELECTIONS**

June 2013

**DEADLINES, NOTICES & PREPARATION**

**ANNUAL MEMBERS MEETING**

**September Newsletter**

Reminder – meeting on third (3<sup>rd</sup>) Tuesday of December (date) – submissions for Proposals to be placed on the ballot due at October BOD meeting.

**October Newsletter**

Reminder – meeting date – Proposal deadline October BOD meeting – nominations for BOD candidates deadline is November BOD meeting. Include nomination/candidate declaration form in the newsletter.

**October Board Meeting**

Deadline for submission of Proposals for the ballot. Board considers forwarding Proposals to Association attorney. All proposals for changes or additions to Community documents will be reviewed by our attorney unless an individual item is exempted by the Board.

**November Newsletter**

Notice of Members Meeting: include date, time, location. Repeat deadline for nominations; deadline to place an item on the agenda – fifteen (15) days before the meeting; instructions and deadline for requesting an absentee ballot – ten (10) days before the meeting. Include nomination/candidate declaration form in the newsletter.

**November 1**

Secretary submits ballot proposals to attorney to assure proper wording and legality of potential changes to Community documents. Election Committee also receives Proposals to design ballot and consult with those submitting any Proposal regarding phrasing and correct placement in the document to achieve the desired result.

**November Board Meeting**

Nominations deadline for candidates. Board to approve final ballot for wording and format.

**November: Third Tuesday**

Secretary and Election Committee to prepare sample ballot with effect of a 'yes' or 'no' vote and any other brief explanation to clarify the Proposals; include either candidate biographical info or the nomination forms. Notice of Members Meeting and sample ballot to be mailed to nonresident owners no later than this date to satisfy thirty (30) day notice requirement.

**December Newsletter**

Reprint Notice of Members Meeting from November newsletter plus a reminder that ID is required to vote in person the day of the election. Include the sample ballot and candidate information in the newsletter.

# HOA ELECIONS

June 2013

## DEADLINES, NOTICES & PREPARATION

(Annual Members' Meeting Continued)

### **December 1**

Printing of absentee ballots, voting instructions, and return envelopes. Absentee ballots will have the Northtown corporate seal applied. Election Committee to create a log to record date absentee ballot requests are received and date the ballot is mailed out. This information will be entered on the master sheets on the day of the election. Absentee ballots may be mailed any time up to ten (10) days prior to the election. Ballot mailing will include a pre-addressed envelope with spaces to indicate owner's name, lot number, and signature. This information must be completed to assure validity of the vote. Envelopes without this information will not be processed and the ballot will not be counted. Separate instructions for completing and returning the ballot will also be included.

### **December: Ten (10) Days Prior to the Election**

Deadline for receiving requests for absentee ballots. Mail or deliver final absentee ballots. Note: State law (ARS 33-1812) requires that absentee voters have a minimum of seven (7) days to return the ballot.

# HOA ELECIONS

June 2013

## DEADLINES, NOTICES & PREPARATION

### REGULAR MEMBERS MEETINGS

The two meetings scheduled in spring and fall will often not involve an election. Only replacement Board members are elected at these times and Proposals to be decided by Member vote are usually presented at the Annual meeting. The following guidelines mostly refer to the timing of similar actions leading up to the Annual meeting. As these deadlines are set in our By Laws, they should be translated to the corresponding times to accompany the spring and fall meetings to assure the proper process is followed if an election is conducted. As an example, for the April Regular Meeting, the requirements for the March newsletter are the same as those in the November newsletter leading up to the Annual meeting.

#### **APRIL MEMBERS MEETING**

##### **January Newsletter**

Reminder – meeting third Tuesday of April  
Ballot Proposals: due Feb. BOD meeting

##### **February Newsletter**

Reminder – meeting third Tuesday of April  
Proposal deadline Feb. BOD meeting  
Nominations due March BOD meeting  
Include nomination/declaration form

##### **February Board Meeting**

See October Board Meeting (page 1)

##### **March Newsletter**

See November newsletter (page 1)

##### **March 1**

See November 1 (page 1)

##### **March Board Meeting**

See November Board Meeting (page 1)

##### **March: Third Tuesday**

See November: Third Tuesday (page 1)

##### **April Newsletter**

See December newsletter (page 2)

##### **April 1**

See December 1 (page 2)

##### **April: Ten (10) Days Prior to the Election**

See December: Ten (10) Days Prior (page 2)

#### **SEPTEMBER MEMBERS MEETING**

##### **June Newsletter**

Reminder – meeting third Tuesday of Sept.  
Ballot Proposals: due July BOD meeting

##### **July Newsletter**

Reminder – meeting third Tuesday of Sept.  
Proposal deadline July BOD meeting  
Nominations due August BOD meeting  
Include nomination/declaration form

##### **July Board Meeting**

##### **August Newsletter**

##### **August 1**

##### **August Board Meeting**

##### **August: Third Tuesday**

##### **September Newsletter**

##### **September 1**

##### **September: Ten (10) Days Prior.....**

# HOA ELECTIONS

June 2013

## DEADLINES, NOTICES & PREPARATION

### PREPARATION FOR ELECTION DAY (to be completed three (3) days prior to election date)

Print ballots; appoint Election Clerks; Secretary to prepare updated Member Roster and provide new copy for the Election Committee. Members **ineligible** to vote to be highlighted on the Roster. Secretary and Election Committee to prepare three Master Sheets dividing the Roster into three sections reflecting lot numbers for the work tables mentioned below.

#### Sample Master Sheet

Req'd	Mailed	Rec'd	# of Ballots	Lot #	Owner Name	Signature
6/14	6/15	06/17		618	Jones, George	
6/18	6/19	NO		619	Smith, Jane	

Election Committee to enter from the absentee ballot request log the date ballot was requested and date mailed. “# of Ballots” column to be used to determine total ballots issued in the election.

## CONDUCTING THE ELECTION

If the absentee ballots have been mailed to a professional office (attorney, accountant, bookkeeper) as recommended, on the day of the election the Chair of the Election Committee and any Officer of the Board shall pick up the ballots and return them unopened to the location of the election meeting. **Prior** to beginning the voting, the absentee ballots will be entered on the Master Sheets as “received” and the envelopes will be counted to aid in establishing a quorum. Each ballot will be recorded sequentially in the “# of Ballots” column. If the Master Sheet shows a ballot mailed out but not returned, the word “no” will be printed in the “Rec'd.” column. All absentee ballots received **will be held unopened** until a quorum is established. If a quorum is not achieved, the envelopes will be held securely until the meeting is reconvened.

At the election meeting, there will be three tables set up. Each table will serve a group of lot owners as follows:

- Table #1    Lots 1 thru 99
- Table #2    Lots 100 thru 199
- Table #3    Lots 200 thru 232

Each table will have two Election Clerks. One clerk will work from the Master Sheet showing the Lot numbers for their table and the second will hand out the ballots. When a Lot Owner comes to the table he/she will state their name and Lot number and show identification. Any state, work, bank or other organization ID card may be used provided it is imprinted with the Lot Owner’s name. The clerk will locate the name and Lot number on the Master Sheet and have the Owner sign for the ballot. The second clerk will deliver the ballot along with any instructions. Each ballot will be recorded sequentially in the “# of Ballots” column.

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(Conducting the Election continued)

Should a Member bring his/her absentee ballot to the election meeting, the clerk will notify the Election Committee Chair. The absentee ballot will be destroyed and a new "in person" ballot will be issued. The word "destroyed" will be printed across the "request/mailed" column of the Master Sheet and the member will sign for the new ballot. If an Owner's line listing on the Master Sheet shows a "no" for an absentee ballot not returned, the Owner will be allowed to vote in the normal manner.

The President or other presiding officer shall be notified when a quorum is reached including absentee ballots and those voting "in person ". A quorum of 20% of the Lot Owners is required for the election of Board Members and for the approval of Proposals; the exception of certain financial issues is defined in the CCRs Article IV, Section 5. If a quorum of the members is not present or represented through absentee ballot, the meeting may be adjourned to a future date in accordance with the By Laws Article II, Section 2D.

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## TABULATION OF BALLOTS

The Election Clerks will count the voted ballots by having one clerk read the results of each ballot aloud and the other clerk record the votes on a Tabulation sheet. When the first count is completed, the clerks will reverse rolls and repeat the ballot counting. When each team of clerks is satisfied that they have an accurate count, the totals for each Tabulation sheet will be entered on the Total Sheet and added for the final results. (See attached sample Tabulation and Total sheets.) Write-In votes will not be counted since these names did not appear on the absentee ballots.

Each team of clerks will sign their Tabulation sheet and the Total sheet. The Committee Chair shall collect the ballots, Tabulation, and Total sheets to submit to the Secretary immediately following the meeting. The election materials will be sealed in an envelope which shall be signed and dated by the Election Chair and the Secretary. This record shall be preserved in accordance with the Association’s Documents and Records Retention policy.

### Sample Tabulation Sheet

Candidate #1	Candidate #2	Candidate #3	Prop. #1		Prop.#2	
			Yes ___	No ___	Yes ___	No ___

### Sample Total Sheet

**Table #1**

Candidate #1	Candidate #2	Candidate #3	Prop. #1		Prop.#2	
			Yes ___	No ___	Yes ___	No ___

**Table #2**

Candidate #1	Candidate #2	Candidate #3	Prop. #1		Prop.#2	
			Yes ___	No ___	Yes ___	No ___

**Table #3**

Candidate #1	Candidate #2	Candidate #3	Prop. #1		Prop.#2	
			Yes ___	No ___	Yes ___	No ___

Total	Total	Total	Total		Total	
			Yes	No	Yes	No
_____	_____	_____	_____	_____	_____	_____

# HOA ELECIONS

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(Print on Letterhead)

## ABSENTEE BALLOT INSTRUCTIONS

The (annual/regular/special) meeting of the members of the Association will be held at the above address (the Community clubhouse) at 7:00 PM on (insert day /date). Voting will take place from 6:30 to 7:30 PM.

Election of members of the Board of Directors will be held during this meeting; also, several proposed changes or additions to the Association governing documents will be voted upon. (Note: include only applicable specifics for each election.)

This election will offer the use of absentee ballots for members who cannot attend the meeting. **Absentee ballots must be returned by mail only.** All ballots must be mailed in an envelope with member name and lot number clearly printed on the outside and bearing the member's signature on the envelope. A pre-addressed envelope to help in meeting these requirements is enclosed. Only the enclosed ballot may be used; this ballot bears the seal of the Association to assist in protecting your vote. Mail your ballot to the address below:

(To protect the privacy and security of the ballots, it is recommended that they be mailed to an agent of the Association; i.e. attorney, accountant or bookkeeper, at their business address.)

Please mark your ballot and indicate your choices only in the spaces provided. Please check any instructions regarding number of votes to be cast. For example, "Vote for no more than two candidates." **Do not write your name or lot number on the ballot.**

The ballot must be mailed in time to be **received** no later than the close of business on (insert day/date of the day **prior** to the meeting/election date.) Ballots not received by this deadline will **not be counted**. Postmark dates will not be considered.

Thanks for taking time to help govern our Community. Your vote makes a difference!

(signed) \_\_\_\_\_

(Co)Chair of the Election Committee