

**Policy of Board of Administration of Salt Marsh Cottages Owners Association Inc.
on the Process for Annual Elections**

Article I

Board of Administration: Nomination and Election

Section 1. Nominations for election to the Board of Administration shall be administered by the Nominating Committee, which shall be a standing committee of the Board.

Section 2. The Nominating Committee shall have three (3) members appointed by the President of the Board, one (1) of whom shall be a present member or past member of the Board of Administration and two (2) Co-Owners that are not a current member of the Board of Administration.

Section 3. The members of the Nominating Committee will be appointed by March 1 of each year and will serve on the Committee for a term of one (1) year each. The Chairman of the Committee will be chosen by majority vote of the members of the Committee at its first meeting,

Section 4. The Nominating Committee shall make a general request to the Co-Owners for candidates interested in available board positions by August 1 of each year. Completed Notice of Intent and Invitation to be a Candidate must be returned to the Committee by September 15. All Co-Owners who file the Notice and Invitation with the Nominating Committee shall be listed on the ballot presented to the Co-Owners.

Section 5. The Nominating Committee shall submit at least as many candidates for the Board as vacancies exist on the Board to be filled. The Committee shall publish the slate of interested candidates by October 1 of each year.

Section 6. In accordance with the By-laws of Salt Marsh Cottages Owners Association Inc. (formerly Salt Marsh Cottages Horizontal Property Regime II) , Article II section 3, the annual election of Co-Owners to fill vacancies on the Board of Administration shall be held at the annual meeting of the Council of Co-Owners, usually held in November or December of each year.

Section 7. Election to the Board of Directors shall be by printed ballot in accordance with this policy. Ballots with the information from the Invitation to be a Candidate submitted by candidates shall be sent out to the Co-Owners by the Nominating committee. The names of the candidates on the ballots shall be listed alphabetically according to last names. Each ballot form shall contain one space per vacancy for write-in votes.

Section 8. The Nominating Committee shall send ballots to Co-Owners by post and email at least thirty days prior to the date of the annual meeting. Co-Owners may complete and return election ballots to the Nominating Committee's designee by mail by a date set by the Nominating Committee prior to the date of the Annual Meeting of Co-Owners or in person on the Annual Meeting date not later than the start of the Annual Meeting.

Section 9. At such election, Co-Owners may cast votes in respect of each vacancy of one ballot per Cottage. Co-Owners may only cast one vote per vacancy. Ballots which contain votes for more than the number of vacancies or more than one vote per vacancy will be invalid.

Section 10. Vote counting of printed ballots shall be conducted by the Secretary of the Board of Administration and two non-Board Co-Owners appointed by the Board. Candidates receiving the highest number of votes shall be elected. Results shall be tabulated during the Annual Meeting and winners announced at the Meeting.

Section 11. Ties shall be resolved by majority vote of the Co-Owners attending the Annual Meeting in person, by telephone or by other means of concurrent communication.