



**Canyon Ridge Springs Property Owners Association
Bylaws Review Committee**

Ballot Tabulation Process for Proposed Changes to Bylaws and CCRs (Updated October 2022)

General:

- Ballots are returned by mail to the address of the Association.
- Ballots remain sealed until they are ready to be tabulated.
- Date and location of tabulation set by the Board and Members advised.
- For a vote of this type, an observer is optional, but may be requested by the Committee or the Board.
- For a vote of this type, confidentiality is not required, but may be imposed by the Committee or the Board.
- Ballots will be tabulated on paper or electronically as specified by the Committee.

Tabulation Personnel:

- Ballot Handler
- Ballot Tabulators – two Members of the Association. Depending on availability, one on-property resident and one off-property resident is preferred; cannot be a Board or Committee member, relative, or person residing in those households
- Voter Confirmation – the Association Treasurer (or Treasurer's designee)
- Record Keeper – the Association Secretary
- Observer – optional (only required for official elections)

Vote Documentation:

- Voter record
 - Ballot control number
 - Lot owner(s) name
 - Lot number(s) - represents the number of votes per ballot
- Tabulation sheet
 - Column for ballot control number
 - Column for number of votes per ballot control number
 - Column for each proposition number
 - Yes/No sub-column for recording each proposition vote

Tabulation Process:

- Attendees at tabulation:
 - Ballot Handler
 - Two tabulators [Tabulator One, Tabulator Two]
 - Observer, if requested
 - Treasurer (or designee)
 - Secretary

- Process for opening and recording votes:
 - Seated at a table are the Ballot Handler (BH), Tabulator One, and Tabulator Two.
 - The Secretary, Treasurer, and Observer are seated away from the table.
 - The Treasurer delivers the sealed envelopes to the BH to start the tabulation process.
 - The BH counts the envelopes aloud, and the Secretary records the total number of envelopes on the Voter Control Record.
 - The BH opens the first envelope and lays the ballot flat on the table.
 - The BH assigns the ballot a sequential number (Ballot Control Number) and records that number in the upper left corner of the ballot's first page.
 - The BH reads aloud the name and lot numbers on the ballot. The information is verified by the Treasurer and the Ballot Control Number and the # of lots voting are recorded by the Secretary on the Voter Control Record.
 - The BH records the total number of lots voting in the upper right corner on the ballot's first page. This informs the tabulators how many times each vote should count.
 - The BH places the ballot face down in a stack to be tabulated.
 - The process is repeated until all envelopes are opened.
 - From the stack, the BH hands the first ballot to Tabulator One.
 - Tabulator One records the ballot number votes on a spreadsheet.
 - When all votes from the first ballot are entered, the ballot is passed to Tabulator Two, and the process is repeated.
 - Tabulator One begins tabulating the second ballot, while Tabulator Two tabulates the first ballot
 - Only two ballots are tabulated at a time
- Process for final tabulation:
 - The total number of "Yes" and "No" votes are calculated for each proposal independently by Tabulator One and Tabulator Two
 - Tabulator One reads the results (Yes and No) for Proposal #1 from their spreadsheet
 - Tabulator Two verifies the results for Proposal #1 from their spreadsheet
 - If the number of votes matches, the Secretary records the vote; if the results do not match, the recorded votes are compared by Tabulator One and Tabulator Two, reading the votes aloud
 - Once the Secretary records all votes, the record is signed by the following:
 - Secretary
 - Treasurer (or designee)
 - BH
 - Tabulator One
 - Tabulator Two
 - Once all ballots have been tabulated and the certification signed, we thank and excuse the BH, tabulators, and observer.

Certification Approval

- Certified results are presented to the Board for approval
- Once approved by the Board, results are presented to the Bylaws Review Committee.
- Members are notified of results.
- Ballots are retained by the Association for one (1) year.

Process Revision

- Do process post-mortem to determine if changes are needed to improve efficiency, success
- Survey residents and non-residents for input