

Willow Valley Club Association
Voting and Ballot Handling Policy

ARTICLE I

As stated in the By-Laws for Willow Valley Club Association at:

Article I, Paragraph 2,

“Ballots shall be distributed and or collected at the clubhouse on the second Saturday of February each year. Voting hours will be from 9:00 A.M. until 5:00 P.M.

Each regular membership in good standing shall be able to cast one vote.

Otherwise, ballots will be cast in the manner designated in the Amendment to Article II, Section 4, paragraph (e)”

Article II, Section 4, paragraph (e),

The Board of Governors shall supervise all annual elections by the regular membership for officers and directors and shall install the new officers and directors, pursuant to ARS 10-3708. At least eight weeks before the annual meeting of the regular members, the Board of Governors shall call a general meeting of the membership and take nominations from the floor. At the termination of this meeting, the nominations will be deemed closed. All properly qualified nominated candidates will be listed on the ballot for the annual election with the agreement of the Board of Directors. The Board of Governors will also supervise the distribution and counting of ballots. All ballots cast at the polling place shall be placed in a sealed ballot box. All written absentee ballots must be returned by the day of the poll and must comply with ARS 33-1812. These shall be placed in a sealed ballot box to be counted with the ballots cast at the polls. When practicable, ballots may also be cast in a manner described in ARS section 10-3708, subsections F and G. The votes will be counted at the close of the polls. Only one vote shall be cast per lot or parcel. When a lot or parcel is owned by more than one person, the owners shall designate to the Association which of them shall cast the vote. Ownership of more than one lot or parcel shall not entitle the owner thereof to more than one membership or vote.

Each membership in good standing to include owner of record of each lot. In the event a lot is owned by two or more persons, a single regular membership shall be issued in the names of all such owners, and they shall designate to the association in writing one of said owners who shall have the power to vote the said membership.”

The purpose of this policy is to ensure transparency for the membership; and to ensure proper voting and ballot handling procedures are followed. Although this policy provides details regarding annual elections, the ballot details, including signatures and addresses on envelopes, as well as ballot handling and counting remain for all special ballot voting initiatives.

The Board of Directors hereby establishes the following policy regarding voting and ballot handling.

ARTICLE II

DEFINITIONS

- A. Regular members (as defined in the By-Laws Article VI, Section 2) in good standing are defined as property owner(s) determined by the name or names of record at the Office of the County Assessor within the before mentioned subdivisions and:
1. Has paid current assessments/fees.
 2. Has not had membership privileges terminated or currently suspended per paragraphs 5, 6 and 8 of Article VI of the By-Laws.

ARTICLE III

NOMINATIONS

- A. At the November general membership meeting each year, the Board of Governors shall open nominations for the upcoming election. Except for the process described in paragraph 1, people nominated for any position must be present at that meeting to accept the nomination.
1. If a qualifying member wishes to be nominated but cannot be present for the in-person nominating process, that member shall submit, in writing, a document expressing their desire to be nominated, an explanation for not attending the nominations in person and current contact information, and a signature, along with a photo (headshot) no less than seven days (7) prior to said nominating process. The photo does not have to be a professional photo but must be a clear, full face photo. Side view or only partial facial photos will not be accepted. Additionally, group photos (beach, party, event, etc.) will not be accepted. These documents shall be submitted to the club office who shall notify a member of the Board of Governors as soon as practicable. Those wishing to submit such documents are responsible for being familiar with the current office hours to ensure the documents can be delivered by the deadline.
 - a) The office staff shall sign and mark the date and time the documents were submitted on the face of the written explanation. A copy of the

signed document shall be provided to the candidate at the time the documents were submitted.

2. Prior to the nomination process, the Board of Governors will evaluate the written explanation for not attending the nominations to determine if the member's nomination will be accepted. The results of that evaluation will be announced during the nominations. The name(s) of the person(s) accepted by the Board of Governors shall appear on the upcoming ballot. Attendance at meetings for purposes of having a quorum and being available to the membership during meetings is of extreme importance. Therefore, verifiable attendance at previous meetings will carry significant weight in the evaluation by the Board of Governors.

3. In the event a member either misses the deadline or the absentee nomination is not accepted by the Board of Governors, they still have the option to run as a write in candidate.

Once nominations for any/all upcoming openings are completed, the nominations shall be closed.

B. Only the names of those nominated at the November meeting shall appear on the ballot. Any qualified member wishing to be considered for election after the nominations are closed shall be by write-in only.

1. Qualifying members wishing to be write-in candidates must complete a "Write-In Candidate Registration" form to be considered for counting on voting day. This is to prevent prank Write-in votes. This form must be submitted no later than twelve o'clock P.M. (noon) on the day of ballot counting. Only those write-in registration forms submitted and accepted by the office professional staff prior to the deadline will be eligible to be counted.

C. All candidates, whether nominated or write-in, shall be vetted by the office professional staff to ensure that they are regular members in good standing. Any person that is not qualified to be a candidate shall be notified in writing as soon as practicable.

D. To promote election transparency, all paperwork (including autobiographies and/or candidate statements) for qualifying nominated candidates shall be submitted in their original, unedited form, to the Board of Governors, via the clubhouse office staff, prior to any official publication to the membership. The office staff shall sign and date any paperwork submitted by a

nominated candidate and provide a copy of the signed paperwork to the candidate at the time it is submitted. Each candidate is responsible for proofreading their respective documents for clarity, spelling, grammar and completeness. No member of the Board of Governors, Board of Directors or office staff is permitted to make any changes to the original document. These documents shall be delivered no later than the third Saturday in November. Ballots shall be printed no later than the second Saturday in December.

ARTICLE IV

BALLOTS

- A. Except for electronic ballots, all ballots are to be numbered as required in the By-Laws Article II, paragraph 2.
- B. Ballots whether for members voting in person or mailed, shall include a return envelope with a signature line and address on the outside. (Per A.R.S. section 33-1812, Paragraph 6.)
 - 1. All ballots shall be placed into envelopes, accompanied by any related paperwork the Board of Directors or Board of Governors deems necessary. The ballots are to be placed randomly without any regard for the individual ballot number.
 - 2. The Election Committee and any additional volunteers are responsible for this task.

ARTICLE V

ELECTION COMMITTEE

- A. After nominations are closed, an annual Election Committee shall be formed. The committee shall be comprised of at least one, but up to three members of each the Board of Directors and at least one, but up to three members of the Board of Governors. Additionally, the committee shall include at least three regular members in good standing of the Willow Valley Club Association.
 - 1. In the event of a special election, the Election Committee from the last annual election shall be designated as the Election Committee for the special election.

B. Members of the Election Committee shall designate at least two members to collect the absentee (mail in) ballots and immediately deposit them into the designated, locked ballot box. Ballots shall remain in the locked box untouched until the day of ballot counting. The ballot box should have a note reminding members that only ballots within signed envelopes will be counted. Only the Chairman of the Board of Governors and his/her designee shall have the key/combo to the lock on the ballot box.

C. Regular members, as defined herein that are not part of the Election Committee are encouraged to attend and observe the ballot counting process from beginning to end on the day of counting.

D. Any person running for any position on the ballot, either as a nominee or write-in, is prohibited from participating on the Election Committee or otherwise assisting in the ballot handling or counting. However, such candidates are welcome to observe the process.

ARTICLE VI

VOTING

A. All ballots either returned by mail or personally delivered in a sealed envelope shall have the respective member's signature on the signature line and address.

1. Only those ballots containing a signature and address on the outside of the envelope shall be counted.

B. Members wishing to vote in person shall be handed a sealed envelope just like those mailed to absentee voters. After voting, those ballots shall be signed and placed in the ballot box.

1. Members voting in person must present a membership card and driver's license/identification card.

2. Members voting in person shall place their ballot into the ballot box. No member of the Board of Governors, Board of Directors, Election Committee or office professional staff shall handle the ballot but may assist the voting member with directions regarding ballot handling.

C. Once practicable, electronic voting will be permitted. Those votes shall be tallied in the manner prescribed by the voting program utilized at that time. Members wishing

to vote electronically must designate so and are not eligible for in-person or absentee voting.

ARTICLE VII

BALLOT HANDLING

- A. No ballots are to be handled by any member of the Board of Directors, Board of Governors, Election Committee or office professional staff until election day as described in Article I.
- B. At least 1 week prior to that day, the Board of Governors will determine and advise the Board of Directors of a starting time to begin the counting process. At least 2 members of the election committee shall retrieve the ballots from the locked box.

ARTICLE VIII

BALLOT COUNTING

- A. Immediately before the ballots are collected, a total number of Election Committee members and volunteers is to be determined to provide for the number of tables would be available for counting. Three tables has worked the best in the past.
 - 1. Each table shall consist of 3 members. One to call out the individual votes by open director/officer position. Any initiatives on the ballot shall be recorded in the same manner. The other two members will record the results on the approved voting tally sheet.
 - a. Write-in votes for obviously fictitious or otherwise ineligible names (Cartoon characters, movie/tv actors, nick names, names of non-conforming write-in candidates, etc.) will not be counted.
 - 2. Once all the ballots at the individual tables have been counted, the entries on the tally sheets shall be totaled by candidate and/or initiative. The two tally sheets must have exactly the same result for each candidate/initiative.
- B. Once the tables have reconciled their respective tally sheets, the tally sheets shall be collected by the Chairman, or in his/her absence, Vice Chairman of the Board of Governors after noting which stack of ballots they represented. Those ballots shall then

be moved to another table until all stacks have been distributed to a different table. Once all tables have a new stack of ballots, the counting process shall be repeated.

C. The tally sheets from the second counting for the respective stacks must match the first count exactly. In the event of a discrepancy, appropriate steps to determine the cause must take place before the vote is to be considered valid.

D. If electronic voting is utilized during the voting process, the total of the electronic results shall be added to the paper ballots for a total number of votes for each candidate and/or initiative.

ARTICLE IX

PUBLICITY

A. At least one week prior to voting day, notices of the impending ballot counting time and location shall be posted in locations at the clubhouse designated for such notices.

B. Starting at least one week prior to the voting day, daily notices of the ballot counting time and location shall be made via social media.

C. The official results of the election shall be announced via the same process as announcing the upcoming election and shall be made as soon as the Board of Governors validates the results.

ARTICLE X

RECORD KEEPING

A. All records regarding any voting must be maintained for one year.

Approved by Board of Directors October 5, 2024