

Proxy Voting and Absentee Voting Guidelines

**Purpose:** To establish a system whereby absent homeowners can participate in management of The Views of Asheville Homeowners Association..

**Discussion:** The Bylaws of The Views of Asheville Homeowners Association allow voting by proxy but simply state that proxies must be in writing and filed with the Secretary before the appointed time of any meeting. Proxies were used for the first time in the Board of Directors elections in December, 2010, and the guidelines developed at that time seem to have worked well. One observation is that homeowners exercising their right to vote by proxy should strive to submit their proxies in exact accordance with the language laid out in the guidelines. This will decrease any chance that their vote would be disallowed for non-compliance with these guidelines.

**Guidelines for proxy or absentee voting**

1. Your proxy or absentee ballot must be in writing and be submitted to the Secretary of the Board of Directors before the appointed time of any meeting.
2. One proxy or ballot per household.
3. May be submitted by either hand delivery, U.S. Mail or by e-mail.
4. If delivered by hand, the proxy or ballot will have the time and date received entered on the envelope by the secretary
5. If delivered by U.S. Mail, allow at least three business days for delivery. Proxies received after the appointed time of any meeting must be disallowed.
6. Electronic delivery, or e-mail, is the preferred method. The date/time of the e-mail will serve as the time of receipt. The Secretary will check his e-mail no more than thirty minutes before he departs for a scheduled meeting.
7. You may submit either a general proxy or an absentee ballot.
8. **A general proxy can only be cast by another lot owner or home owner.** Suggested wording :

I hereby authorize  (Name)  to vote in my absence on any and all issues that may come before the membership at the (  Specify which meeting  ) Views of Asheville Homeowners Association on (  Date of meeting  ) .

A copy of the proxy must also be sent to the Secretary for record purposes. These proxies will be voted at the time of the physical vote.

9. Absentee ballot suggested wording:

**I hereby register my vote by absentee ballot for the following issue: ( Insert specific issue or election ) as a ( yes or no, or other appropriate vote )**

If you wish to specify a vote on any particular issue, it should be stated clearly.  
Absentee ballots must be submitted directly to the secretary.

Absentee ballots will be opened after the physical vote and added to the vote tallies.