

Crestwood Village Election Committee
Purpose, Structure, Responsibilities, Policies & Procedures
August 2021

I. Purpose:

The Election Committee will serve the Board as needed to oversee all annual and special elections held by the Homeowners Association (HOA) of Crestwood Village.

II. Structure:

A. Committee Members:

- The Election Committee is a standing committee consisting of 5-7 Crestwood Village homeowners in good standing.
- The committee members are appointed by the Board president for a period of 2 years.
- There is no statute of limitation on serving consecutive terms.
- Each fiscal year a chairperson will be named by a majority of the committee members.
- In the case of a committee member or a family member running for office, the election committee member will not participate in any part of the election process.

B. Meetings:

- An organizational meeting will be held at least two months prior to any election.
- Weekly meetings will start two months before an election to complete the responsibilities listed below.
- Additional meetings may be called by the committee and/or the Board when necessary.
- Meetings are announced by the property manager as soon as they are set.
- Anyone may attend an Election Committee meeting as an observer.

III. Responsibilities:

A. Review Management preparations before distribution or use:

- Election schedule
- Notice of annual and/or special election meetings
- Proxy and absentee ballot affidavit forms
- Ballot
- Roster of eligible voters to be prepared at least 15 days ahead of any election
- Candidate profile packet
 - The candidate profile packet contains an introduction to the candidates and a proxy form.
- Off-site owner packet
 - Packet includes a cover letter with electronic (online) voting instructions, as well as absentee voting instructions, an absentee ballot affidavit, a ballot and a proxy form.

B. Committee Preparations:

- Place sign-up sheet, "Request for Absentee Ballot/Proxy," in the front of the Activities Book.
- Organize Election Notebook.
 - Roster of eligible voters
 - Absentee ballot affidavits
 - Electronic (online) voting documentation
 - Completed Proxy forms
 - Voids
- Prepare absentee voting materials for committee members.
 - Each committee member is to receive absentee ballot affidavits, ballots, blank envelopes, a clipboard and a pen.
- Set up locked ballot box(es) in the outer office.
- Help management with the required election mailings, for example copying, stuffing envelopes, etc.
- Place voting reminder signs one week before an election in front of the Clubhouse and at each entrance to Crestwood Village: Crabapple, New Design, Tamarack/Box Elder and the Crestwood II entrances.
- Work with the property manager and maintenance to have the room set up for onsite voting.

IV. Policies:

- Annual elections are held the first Monday of May.
- Special elections are held as needed.
- Only homeowners in good standing may vote. Good standing is defined as being current with all HOA obligations and requirements. Renters are not eligible to vote on HOA matters.
- There is only one vote per property address.
- Ballots will be one-page documents.
- On paper ballots, space will be provided for write-ins.
- All absentee and onsite voting will be confidential.
- Electronic (online) ballots are not confidential.
- Absentee and electronic (online) voting will start the day after Meet the Candidates night, or, in the case of a special election, ten (10) days prior to the scheduled election day.
- Absentee ballots will be available until 4 o'clock the Friday before the annual or special election.
- Electronic (online) voting will close at the same time as onsite voting.
- Onsite voting hours will be determined by the Board.
- If a homeowner were to vote both electronically (online) and absentee, the second ballot will not be counted.
- All ballots cast before election day will remain as cast. If a vote was cast for a candidate no longer running, that vote will not be counted.
- All affidavits, documentation, ballots, spreadsheets and proxies are to be retained for one year.
- If a committee member or a family member is a candidate, the committee member will not participate in any part of the election process.

V. Procedures:

A. Proxies: Only completed if not voting

- A proxy form can be requested by calling the Clubhouse.
- A single proxy form can be completed for each property address where the homeowner is NOT voting.
- Information that accompanies the proxy form states:
 - A Crestwood Village proxy is a substitute for your presence at a meeting where a quorum must be established to conduct HOA business.
 - This proxy does not appoint someone to vote for you.
 - This proxy will have no effect on any vote taken at the meeting.
 - This proxy is NOT a “yes” vote or a “no” vote regarding the issue being addressed at the meeting.
- A proxy is properly completed if it has the homeowner’s printed name, address and signature.
- Proxies must be returned to the Management Office.
- Each proxy is recorded with a “P” (for Proxy) on the eligibility roster and secured in the Election Notebook.
- A homeowner may void a submitted proxy by voting.

B. Absentee Voting Process:

- Homeowners request an absentee ballot by calling the Clubhouse.
- The homeowner’s name, address and phone number are recorded on the “Request for an Absentee Ballot/Proxy” form in the front of the Activities Book.
- The committee chair assigns a specific committee member to obtain the requested absentee vote.
- The committee member contacts the homeowner and arranges to meet at the property or at the Clubhouse.
- The homeowner signs the absentee ballot affidavit, marks the ballot confidentially and seals the ballot in the envelope.
- The committee member takes the affidavit and ballot envelope and:
 1. Verifies the homeowner’s eligibility.
 2. Records an “A” (for Absentee) on the eligibility roster next to the address.
 3. **If this is the only vote received for the address**, the committee member opens the envelope and deposits the ballot into the voting box and secures the affidavit in the Election Notebook.
 4. **If there is an “O” (for Online) already listed at the address**, the confidential absentee vote will not be opened and/or counted. The committee member will secure the affidavit and sealed envelope in the Election Notebook as a void.

D. **Electronic (Online) Voting Process:**

- Electronic documentation that a homeowner voted electronically (online) is generated by the software program.
- A committee member reviews the documentation to:
 - 1) Verify the homeowner's eligibility
 - 2) Record an "O" (for online) on the eligibility roster next to the address.
 - 3) Secure the documentation in the Election Notebook
 - 4) **If there is an "A" or a "V" already listed at this address**, the electronic vote and all paperwork is secured in the Election Notebook as a void.

E. **Onsite Voting Process:**

- A homeowner will register to vote at the registration table where eligibility will be verified.
- If there is an "A" or an "O" besides the homeowner's address, he/she has already voted by absentee or electronically (online) and is **NOT ELIGIBLE** to vote onsite.
- A "P" besides a homeowner's address indicates a proxy was submitted and the homeowner **IS ELIGIBLE** to vote onsite. Void the Proxy form in the Election Notebook and allow the homeowner to vote onsite.
- Record the letter "V" (for Voted) next to the homeowner's address.
- A homeowner must sign in to receive a ballot.
- Voting stations will be available for homeowners to sit and mark their ballot in private.
- Homeowners will place their marked ballot into the ballot box.

VI. **Determining the Results:**

1. The Election Committee will count the votes as soon as the polls close.

2. **Tallying:**

- The Election Committee Chair reads the names of the candidates who were marked for election on each ballot.
- Each Election Committee Member makes a tally mark on his/her spreadsheet that contains the names of all candidates. One mark is made for each name read by the chair.
- All votes are counted including write-ins unless the candidate is running unopposed.
- Each committee member totals his/her spreadsheet.
- Tally totals are compared, and an accepted tally is recorded.
- Electronic (online) votes are then added to the accepted tally total to provide the official vote for each candidate.
- The official number of votes for each candidate is recorded by the chair.

3. **Recording Results:**

- The property manager is notified of the official number of votes received by each candidate.
- The voting results are announced by Management by noon the following day.