

Crestwood Village Election Committee
Purpose, Structure, Responsibilities, Policies & Procedures
May 2022

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 seven (7) Crestwood Village homeowners in good standing.
- The committee members are appointed by the Board president for a period of two (2) years.
- If any committee member is unable to complete his/her two-year term, then the Board president will make an appointment that completes the term.
- There is no statute of limitation on serving consecutive terms.
- Each fiscal year co-chairs 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 prior to any election to review the schedule and discuss committee responsibilities.
- Additional meetings will be held as necessary to complete the responsibilities listed below.

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.
- Off-site owner packet
 - Packet includes a cover letter with electronic (online) voting instructions, as well as absentee voting instructions, an absentee ballot affidavit and a ballot.

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
- 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 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 in-person 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 unit address.
- Ballots will be one-page documents.
- On paper ballots, space will be provided for write-ins.
- All absentee and in-person voting will be confidential.
- Online (electronic) ballots are not confidential.
- Absentee and online (electronic) 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 pm the Friday before the annual or special election.
- Online (electronic) voting will close at 4 pm on Election Day.
- In-person voting hours are 10 am – 2 pm and 5 pm – 7 pm.
- If a homeowner were to vote both online (electronically) and absentee, the second ballot will be voided.
- Any ballot submitted before Election Day cannot be changed.
- All affidavits, documentation, ballots, spreadsheets and proxies are to be retained for 22 months.
- 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 unit 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, phone and signature.
- Proxies must be returned to the Management Office and processed by an Election Committee member.
- 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:

1) Collecting Absentee Votes:

- 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.
- A 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 residence or at the Clubhouse.
- The homeowner signs the absentee ballot affidavit, marks the ballot confidentially and seals the ballot in the envelope.

2) Recording Absentee Votes:

The committee member takes the affidavit and the sealed envelope to the outer office where the Ballot Box and the Election Notebook are located and:

1. Verifies the homeowner’s eligibility to vote by checking that the unit address is in the voting roster found in the Election Notebook under the Roster Tab.
2. If there are no marks already indicated at that unit address (i.e. O, or *) then:
 - a) the committee member signs the affidavit at the bottom
 - b) writes an “A” (for Absentee) in the voting roster next to the unit address
 - c) deposits the sealed envelope into the Ballot Box
 - d) secures the affidavit in the Election Notebook under the Absentee Tab
3. If there is an “O” (for Online) or an asterisk already listed at the address, the confidential absentee vote **will not be processed**. Eliminate step 2 above. In this case, the committee member will sign in the boxed section of the affidavit indicating that the homeowner is not eligible to vote absentee. He/she will then staple the sealed envelope to the affidavit and secure both in the Election Notebook under the Void Tab. Under no circumstances should the sealed envelope be deposited in the Ballot Box.

C. Online (Electronic) Voting Process:

- Management is responsible for creating, setting up, activating and terminating the special online voting website.

- Once a homeowner votes online, electronic documentation is generated by the software program.
- Management secures this electronic documentation.
- The committee co-chairs review the documentation to:
 - 1) Verify the homeowner's eligibility
 - 2) Record an "O" (for online) on the voting roster next to the unit address.
 - 3) If there is an "A" or a "V" or an asterisk already listed at this address, the electronic vote is not counted.

E. In-person 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 unit address, he/she has already voted by absentee or electronically (online) and is **NOT ELIGIBLE** to vote in-person.
- A "P" besides a homeowner's unit address indicates a proxy was submitted and the homeowner **IS ELIGIBLE** to vote in-person. Void the Proxy form in the Election Notebook and allow the homeowner to vote in-person.
- Record the letter "V" (for Voted) next to the homeowner's unit address.
- A homeowner must sign in to receive a ballot.
- Voting stations will be available for the homeowner to sit and mark his/her ballot in private.
- The homeowner will place his/her marked ballot into the Ballot Box.

VI. Determining the Results:

1. Election Committee members will count the votes.

2. Tallying:

- All votes are counted, including write-ins, except for candidates running unopposed.
- An Election Committee co-chair reads the names of the candidates who were marked for election on each ballot. Ballots will be read in subgroups of 15.
- Election Committee members make a tally mark on their spreadsheets under the name of the candidate called. One mark is made for each name read by the co-chair.
- After a subgroup of 15 ballots is read, each committee member tallies their own spreadsheet, and the numbers are compared for accuracy. If there are any discrepancies between the committee member totals, the 15 ballots are re-read and re-tallied.
- After all ballots are read, a tally total is achieved by adding all the subgroup tallies for each candidate.
- Online (electronic) votes are then added to the tally total to provide a total vote count for each candidate.
- The total number of votes received by each candidate is then certified with the signatures of each Election Committee member.

3. Recording Results:

- The property manager and the Board president are notified of the certified results.
- The certified results are announced on the Website and at the Clubhouse.