



Elections Committee Charter – Sherwood Forest Homeowners Association

I. Introduction

The purpose of this charter is to establish and define the responsibilities, authority, and structure of the Sherwood Forest Homeowners Association (SFHOA) Elections Committee (EC). This committee was formed to address specific tasks and initiatives within the community, fostering collaboration among homeowners and ensuring the effective management of shared resources.

II. Committee Name

The committee shall be known as the Sherwood Forest Homeowners Association Elections Committee, hereinafter referred to as the "EC"

III. Purpose

The Election Committee (EC) is established as a temporary committee of the Homeowners Association (HOA) Board of Directors with the primary purpose of overseeing and facilitating the election process for the board of directors and any other association-related elections. The committee shall ensure fair, transparent, and efficient elections that uphold the principles of democratic governance and homeowner representation.

IV. Scope of Responsibilities

The Election Committee shall have the following responsibilities:

- a. Develop and implement election procedures, guidelines, and timelines in accordance with the SFHOA bylaws and any applicable state regulations in election management.
- b. Oversee the nomination process, including soliciting candidates, verifying eligibility as defined in the SFHOA Bylaws, and facilitating candidate announcements and introductions to the community.
- c. Organize and conduct candidate forums or informational sessions to provide homeowners with opportunities to learn about the candidates and their platforms.
- d. Coordinate the distribution of election materials, including ballots, and voting instructions, to all eligible homeowners in a manner as outlined in the Bylaws.
- e. Ensure the integrity and confidentiality of the voting process, including the collection, counting, and verification of ballots.
- f. Address any challenges, disputes, or concerns related to the election process, including eligibility disputes, ballot discrepancies, or allegations of misconduct, in a fair and impartial manner.
- g. Validate and certify the election results, including tallying the votes, confirming winners, and announcing the outcome to the community and the SFHOA Board of Directors.
- h. Prepare and maintain documentation, records, and reports of all election-related activities, including voter turnout, ballot counts, and any irregularities or complaints received.



V. Committee Composition

The Election Committee shall consist of at least two members of the BOD who are not up for election, and responsible homeowners who are committed to upholding the integrity and fairness of the election process. The committee members shall be appointed by the HOA Board of Directors by a simple majority vote. Members may include individuals with prior experience in election administration, legal expertise, or a strong understanding of HOA governance and bylaws. The committee shall strive to maintain a balanced representation of homeowners from the community. The committee will be chaired by the ranking BOD member who is not up for election.

VI. Meeting Frequency and Quorum

The EC shall be formed by September 1st of each year and meet regularly, as necessary, to fulfill its responsibilities and objectives. A quorum shall be established when a majority of committee members are present at a meeting. Meetings may be conducted in person, virtually, or through other means deemed appropriate by the committee.

VII. Reporting Structure

The EC shall report directly to the HOA Board of Directors. The committee shall provide regular updates, reports, and recommendations to the board on election planning progress, issues encountered, and proposed solutions. The committee chairperson or designated representative shall attend HOA board meetings to present committee updates and respond to inquiries from the board members.

VIII. Code of Conduct and Confidentiality: Committee members shall adhere to the highest standards of professionalism, integrity, and ethical conduct in the performance of their duties. Members shall respect the confidentiality of sensitive information discussed during committee meetings and exercise discretion when communicating with homeowners, vendors, and other stakeholders. The BOD may remove any committee member for violating any section of this charter by a simple majority vote of the BOD.

IX. Amendment and Review: The EC charter shall be reviewed annually by the EC in consultation with the HOA Board of Directors. Amendments to the charter may be proposed by the committee or the board and shall require approval by a majority vote of the board.

X. Adoption and Acknowledgment: This EC charter shall be adopted upon approval by the HOA Board of Directors and distributed to all committee members for their acknowledgment and adherence.

Chairperson: [Name]

Members: [Names]

Approved by the HOA Board of Directors on February 26, 2024