

Voting Procedures for Lake Hollyhill Owners Association

Purpose: The Bylaws explicitly state that elections should be by hidden ballot. The following procedures outline how we intend to accomplish this going forward.

- Assign a random 10 digit PIN to each envelope/voter. The President will keep a record linking each PIN to a property in secure storage until the annual meeting, but will turn over the list of valid PINs to the Secretary and the Nominating/Counting Committee.
- A list of PINs of submitted ballots will be maintained such that any member can contact the Secretary and inquire whether their ballot has been received by providing their PIN.
- The ballot itself has no distinguishing features.
- Any mailed ballots not received by COB on the day of the annual meeting are marked 'late' and retained but not counted.
- Scanned or pictures of ballots sent by email or text to the secretary will be accepted as long as a valid PIN is included in the subject or body of the email/text. The secretary shall print out such ballots and place them in an envelope with the appropriate PIN and submit them to the nominating committee.
- Empty envelopes/blank ballots are available for use at the annual meeting.
- Voter PINs on the envelopes are cross checked by the nominating committee, in the presence of the members/candidates, against the list of valid PINs. Envelopes with invalid PINs are set aside and not counted.
- The envelopes are opened and the ballot itself deposited in a closed box
- In the case of multiple envelopes with the same PIN, the envelope with the latest postmark will be chosen to be the will of the voter, unless the voter is at the meeting and able to choose or override the mailed ballots by turning in a new one. The duplicate PIN envelopes are set aside and marked 'duplicate' but the ballots inside are not counted.
- The envelopes themselves are retained as a record of who voted and who did not
- The ballot box is shuffled, then ballots are drawn one by one and tallied.