

## ELECTION COMMITTEE GUIDELINES

*Since we belong to a KO-OP, personal mileage will be reimbursed only with the prior approval of the Board of Directors. Any amount over \$500, will need to be Board approved. All expenditures must be okayed in writing by the Committee Chairperson. This includes purchases with cash expenditures from petty cash. If NOT APPROVED in writing before the purchase, the buyer WILL NOT be reimbursed.*

### PRIOR TO ANNUAL MEETING

Closing date for nominations and the deadline for resumes shall be fifteen (15) days before the date for mailing out of the packets to members.

1-Signed resumes will be given to the Chairman of the Nominating Committee who will present them to the Chairman of the Election Committee by the above deadline, along with a signed copy of the Nominating Committee Form "A".

2-When resumes are received from the Nominating Committee, place in packet to be taken for printing.

3-Prepare ballot in alphabetical order.

4-Prepare Proxy Form.

5-Advice office in advance of your envelope needs. Stamp 152 #6  $\frac{3}{4}$  envelopes with the word BALLOT. Stamp 152 #6  $\frac{3}{4}$  envelopes with the word PROXY.

6-Have 152 #10 envelopes prepared, leaseholder's return address in upper left-hand corner.

7-Have a cover letter from the President prepared—be sure letter includes date of meeting, time and place.

8-Also include with cover letter in the mailing the rules of the meeting, the agenda, a copy of the budget, all proposals to be voted on. Include for printing a ballot for each proposal, keep these aside for processing prior to the AGM when ballots are counted.

9- Have all the above materials printed & collated by a professional printing company 2-3 days before the mailing date.

10-Check to make sure SKP dues are paid. If SKP dues are not paid, the packet will not be mailed nor will the leaseholder be entitled to attend the meeting or vote.

11-Have packets addressed and stuffed by the Committee prior to the January Board Meeting. Packets can then be given out and/or mailed after the meeting.

12-The leaseholder of record on the day the packets are mailed will be the person with voting privileges. A new leaseholder after the mailing of packets will not get packets or vote in the election. No packet will be mailed if leaseholders are deceased at date of mailing. Print a copy of leaseholders on record on date of mailing.

13-Place Ballot Box in the office (the Ballot Box is kept in the computer area of the Board room with keys) with a current list of the membership to be marked as the #10 envelopes are received by the office.

14-Place notice in Clubhouse that the deadline for the Ballots and Proxies is 3:00 P.M. on the Thursday prior to the Annual Meeting. No envelopes are accepted after this deadline.

15-Have a Committee member take charge of the room on the day of the meeting to collect ballots. This person should select the number of people necessary to assist and should secure enough baskets/bowls to make the collections.

**PRIOR TO THE ANNUAL MEETING (SET TIME FOR THIS MEETING AND WRITE YOUR COMMITTEE'S NAME & TIME ON THE CALENDAR ON THE BOARD ROOM DOOR.)**

1-Secure the Ballot Box from the office and open the mailbox. Make sure you have a current membership list as of the day of the mailing.

2-Count the envelopes and compare with the number with those marked off on the membership list. These should agree.

3-Count the envelopes and separate Ballots and Proxy envelopes. Check envelopes to be sure they are empty and put aside. Put Proxy envelopes aside unopened.

4-Open Ballot envelopes. Remove ballots, check to be sure envelopes are empty. Destroy these ballot envelopes.

5-The Committee will check each ballot to be sure it is legal (If there is a question, refer to the Chairperson.) There must be no more names selected than the number to be elected. The number can be less. One may be scratched through and another marked in its place.

6-Count the ballots. There are forms to do the recommended continuous count tally. This requires the Chairperson (or a designee) as the supervisor, one person to call and three people to tally. Tally should be checked after every five votes. Chairperson should list the names of the successful candidate in alphabetical order, after all votes are counted. If there is a difference of four or less between candidates, an automatic recount will be done if it could change the outcome of the election. Hold for the Annual Meeting and announce the results

when asked for by the President. **The results are not to be told until the results are announced at the Annual Meeting.**

7-Put Ballots and #10 envelopes back in the ballot box. Lock it and return it to the locked back room of the Boardroom. After 30 days, if there are no questions or concerns, destroy the contents and return the box to the locked room. Return keys of mailbox to office.

8-Open Proxy envelopes—remove proxies—check envelopes to make sure they are empty. Destroy the envelopes.

9-Follow Proxy guidelines.

10- Also, prepare the necessary number of ballots for each proposal. Collate into 152 sets.

## **ON THE DAY OF THE ANNUAL MEETING**

1-Before 8:00 A.M. set up needed tables

Table 1 for Lots 1—50

Table 2 for Lots 51—100

Table 3 for Lots 101—154

Table 4 for Proxies

2-Registration to begin at 8:00 a.m. and end at 8:45 a.m. Members present will be given a packet of proposals to be voted on and a card with their lot number on it. The proxies will also receive a card and a packet of proposals from the Proxy table.

3- Tables 1 through 3 will mark off the names on their list as leaseholders register. Table 4 will mark off the Proxies as they are picked up.

4-The Chairperson will count the number of voting members present from the names marked off the list of registering members and the number of Proxies. Total of each plus the total of both and compute the number for the 2/3 vote and 50% vote and give these figures to the President.

5-As each vote on the proposals is completed and returned to the boardroom, count the ballots. Have three large bowls from the kitchen. Place in one bowl, then yes votes in one and no votes in another. Count votes.

6-Chairperson should record the vote and give a copy to the President.

7-Each set of ballots should be banded and placed in the ballot box after the close of the meeting. They should be destroyed after thirty days.

## **AFTER THE MEETING**

1-Complete Election Committee files and place in the locked election file cabinet. Be available to answer questions and be helpful in any way.

2-The Chairman will hold the results of the election for the Board of Directors and the officers elected in the boardroom. The ballots will be held for 30 days, then destroyed.

## **PROXIES**

1-After ballots are counted and the process is complete, open the Proxy envelopes and remove proxies. Double check envelopes to be sure they are empty. The empty envelopes may be thrown away. Put Lot # of designated proxy on the proxy form. Also be sure the Lot # of the leaseholder is on the form.

2-Check all the proxies to be sure they are valid. They must be signed by everyone whose name is on the leasehold. If the proxy is signed by only one member of the leasehold and two individuals hold the lease, it is an invalid proxy and cannot be used.

3-Be sure the #1 name on the proxy is in the park. If they are not, check #2, etc. If none of the designated proxies are in the park, the proxy is invalid and cannot be used.

## SPECIAL ELECTION GUIDELINES

This is a Special Election Meeting to replace a Board member who has resigned. Leaseholders must be register before the election.

The rules for the election are as follows:

1-One vote/leasehold.

2-There are no proxy votes.

3-The chairperson will take nominations from the floor.

4-If nominee accepts, he/she may come forward and have the floor for no more than two minutes.

5-The names of the nominees will be written on the white board.

6-The ballot received during registration will be used for this vote.

7-The votes will be counted in the Board Room by Committee members.

8-If there is more than one name on the ballot, the ballot will be void.

9-The person with the most votes will be named to the Board of Directors.

10-In the event of a tie vote, there will be a run-off and a new ballot will be handed out.

11-Ballots will be held for 30 days in the committee's locked file and then destroyed.

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Approval

\_\_\_\_\_  
Date