

# WALDEN NEIGHBORHOOD ASSOCIATION

## RESOLUTION NO. 2026-01: COMPREHENSIVE ELECTION & VOTING PROTOCOL

**WHEREAS**, the Association is governed by the Pennsylvania Uniform Planned Community Act (68 Pa. C.S. § 3101 et seq.) and the Association Bylaws; and

**WHEREAS**, the Executive Board seeks to establish a definitive, transparent, and non-discretionary process for all Member meetings and elections to ensure integrity and prevent disputes;

**NOW, THEREFORE, BE IT RESOLVED** that the following protocol is adopted in its entirety:

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### I. THE ELECTION CALENDAR (STRICT TIMEFRAMES)

To ensure compliance with the 10–60 day statutory notice window, the following schedule is mandatory:

1. **Day -90 (Call for Candidates):** Notice sent via first-class mail to all Owners.
2. **Day -60 (Nomination Deadline):** Written "Notice of Intent to Run" must be physically received by the Management Company by 5:00 PM. No floor nominations are permitted unless a Class has zero candidates.
3. **Day -45 (Certification of Candidates):** Management verifies deeded ownership and "Good Standing" (zero balance on all assessments/fines).
4. **Day -30 (Formal Notice & Ballot Mailing):** The "Election Packet" is mailed. It **must** include:
  - The Meeting Agenda.
  - Specific Class-based Ballot.
  - Official Proxy Form.
  - Candidate Bio Statements (standardized to 1 page).
5. **Day -3 (Proxy Pre-Verification):** Deadline for voluntary proxy submission to Management for advance "Judges of Election" review. The proxy voting form and instructions will be provided as a component of the Formal Meeting Notice and Ballot)

## II. CONDUCT OF THE ELECTION MEETING

1. **Strict Commencement:** The meeting **must** be called to order at the exact time posted in the notice. No "grace periods" are permitted for quorum-seeking unless the Chairperson formally adjourns the meeting.
2. **Location:** Meetings must be held at Walden Hall 400 Well Street, Mechanicsburg PA 17050 in the Walden community, at the Association's registered management office, or as specified in the notice.
3. **Check-In Procedure:**
  - Management shall provide a "Master Membership Roster" current as of 72 hours prior to the meeting.
  - Members must present photo ID to receive a ballot.
  - The roster must indicate the **Unit Class** for each member to ensure they receive the correct colored ballot.
  - All members must have completed the Check-In Procedure by the start of the meeting to be eligible to vote. Members should arrive thirty (30) minutes prior to the start of the meeting to complete the Check-In Procedure.
4. **Voting Allocation:** Each unit is allocated one (1) vote per candidate within their designated unit category (Detached Dwelling, Attached Dwelling, or Interior Space Units). If two or more people are owners of a unit, they shall not exceed the one limit (1) unit vote per candidate.
5. **Time:** All unit owners have the option of casting their votes in-person at the scheduled meeting time or submitting a proxy vote three (3) days in advance of the voting meeting. Proxy votes may be dropped off at the Management Office during normal office hours.

## III. JUDGES OF ELECTION & TABULATION

1. **Appointment:** The Board shall appoint three (3) Judges of Election. No candidate, current board member, or their respective household members may serve.
2. **Authority:** The Judges have the sole authority to:
  - Determine the existence of a **20% Quorum**.
  - Validate or invalidate proxies (checking signatures and dates).
  - Tabulate **Cumulative Voting** ( $\$Total\ Votes = Seats \times Units\$$ ).
3. **The Tabulation Room:** Counting must occur in an area separated from the general meeting floor but visible to Candidate Observers.
4. **No Electronic Viewing:** Per your requirement, no part of the ballot or proxy may be viewed, scanned, or transmitted via electronic means (email, PDF, or video) for the purpose of counting or inspection. Physical, original paper documents are the only recognized media.

## IV. INSPECTION OF DOCUMENTS & CUSTODY

1. **Custody:** Immediately following the adjournment of the meeting, the Judges of Election shall seal all ballots and proxies in a tamper-evident container. This container shall be transported to and held at the **Main Office of the Management Company**.
2. **Inspection Location:** Inspection of any election-related document (ballots, proxies, tally sheets) is permitted **only** at the Management Company's main office during standard business hours.
3. **Inspection Procedure:**
  - A written request must be submitted 5 business days in advance.
  - No copies, photographs, or electronic reproductions of ballots are permitted to maintain the "Secret Ballot" privacy of other members.
  - A representative of Management must be present at all times during the inspection.
4. **Retention:** All documents must be kept in their original paper form for a period of **one (1) year** following the election.

## V. CONTESTING AN ELECTION (THE "HOLE-PLUGGING" CLAUSE)

1. **The Challenge Window:** Any member in good standing may contest the election results by filing a formal "Notice of Protest" with the Management Company within **five (5) business days** of the meeting.
2. **Burden of Proof:** The protest must specify the exact Bylaw or Protocol provision violated. A protest will only be upheld if the "Material Irregularity" would have changed the mathematical outcome of the election.
3. **Recounts:** An automatic recount is triggered if the margin between candidates is less than 1%. For margins greater than 1%, a candidate may request a manual recount at their own expense (payable as a deposit to the Management Company).
4. **Finality:** If no protest is filed within 5 business days, the election results are deemed final, conclusive, and legally binding.

## VI. CUMULATIVE VOTING CLARIFICATION

To prevent the "over-vote" hole:

- If a Class has 2 seats open, an owner of 1 unit has 2 votes.
- **The Zero-Tolerance Rule:** Any ballot where the total votes cast exceeds the allowed cumulative total is **void in its entirety** and shall not be counted for any candidate.

## VII. QUORUM & ADJOURNMENT (ACT COMPLIANCE)

1. **Failure of Quorum:** If the 20% quorum is not met, the meeting is adjourned. Written notice for the second meeting must be sent at least 10 days prior.

2. **The Second Meeting:** At the second adjourned meeting, those present in person or by proxy constitute a quorum **solely for the purpose of the Board Election**, regardless of the 20% threshold.
3. **Scheduling of First and Second Meeting (if necessary):** In the event that a quorum is not present at the start of the Annual Meeting, the meeting will be adjourned and a second meeting will be scheduled to start 5 minutes later the same evening as outlined in the Annual Meeting Notice.

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## **CERTIFICATION**

This Protocol was approved by a majority vote of the Executive Board on this \_\_\_\_ day of \_\_\_\_\_, 2026. This document serves as the binding procedural framework for all future Walden Neighborhood Association elections.