



Election Guidebook

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I. Purpose

The purpose of this document is to outline the election process for the board of directors.

II. Definitions

1. Ballot – instrument used by resident to show their choice for a board member to office.
2. Board of Directors – group of residents that have been elected or appointed to office to oversee the day to day operations and financial well-being of the association.
3. Campaigning – action by candidate to further that ability to obtain office, examples are knocking on doors or talking with residents concerning their bid for office.
4. Candidate – Individual seeking a term as an elected member of the board of directors.
5. Fraternization – To associate or mingle with someone
6. Good Standing – Status to define an association member who has met the qualifications to vote or hold office.
7. Nomination – Action that places someone on the ballot for an election.
8. Nominee – Individual who wishes to seek office.
9. Poll Operator – Resident who monitors and administers the polling place.
10. Polling Location – Designated location for ballots to be cast
11. Polling Period – Period with a start date/time and end date/time for election to be conducted.
12. Term – Length of time for office to be held.

III. Nomination Process

1. Residents must be in good standing as outlined by the current Members in good Standing resolution on file for the community.
2. Nominees must be willing to fulfill the requirements and duties of the position.
3. Nominations may be submitted or post marked via email, US mail, hand delivery or fax to the management company before the date specified for the deadline has passed.
4. There will be no nominations allowed from the floor.
5. Candidates shall submit a brief resume to be published to the community outlining what their qualifications are and their reason for wishing to assume office.

IV. Campaign Period Activities

1. Candidates shall be furnished with two opportunities to have a meet and greet with residents.
2. One weekday and one weekend meet and greet shall be provided for candidates.
3. No community funds shall be used for a specific candidate to make announcements or print media.
4. The association shall publish candidate biographies on the collingtonhoa.com website as well as US Mail and mass email.

V. Voting Process

1. There shall be no campaign activities inside the polling place
2. There shall be no fraternization with the poll operator inside or outside the polling place.
3. For election to be valid, a quorum must be established.

4. If no quorum is established, the board of directors shall appoint the members to fill the positions until the next general meeting.
5. Per the Collington By-Laws, each owner is entitled to (1) vote per lot. When more than one person holds an interest in a unit within Collington, the vote for such unit shall be exercised as the co-owners among themselves determine.
6. A ballot shall be cast and shall be marked as directed or it shall be invalidated.
7. A proxy ballot shall be allowed, but must be reclaimed before the polls are closed in order to be cast in person.
8. Once a physical ballot is cast, it may not be reclaimed.
9. No write-in votes are allowed and will invalidate the ballot cast.

VI. Tabulation Process

1. Votes will be counted by a committee established by the board of directors.
2. The committee members shall be residents of the community.
3. The committee members may not be in the same household as the candidate.
4. The committee members shall not be familiarly related to any candidate.
5. A member of the management company will witness the counting of the ballots.
6. Physical ballots shall be destroyed after election results are announced.

VII. Announcement of Results

1. Results of the election shall be made public following the conclusion of the last agenda item.
2. Detailed results shall be available for examination upon request.