

Election Committee Procedures

This committee is formed to run an open and fair election. They are responsible for advertising the election, being the contact for all candidates, as well as, distributing and collecting ballots.

To qualify for the Election Committee you must be a member of CRHOA, considered to be in good standing, and not be running for a position on the Board in the upcoming election. All election Committee members are to be appointed by the current Board of Directors.

Procedures:

- 1.) In July, no later than the August Board meeting, submit a notice about the upcoming election for the August Newsletter. The notice needs to include:
 - Submit your candidacy to: CRHOA, P. O. Box 7403, by Email, or letter to committee member.
 - How many positions are open on the Board, and that they are to serve a two year term.
 - Expectations of the Board, which can be found in the CC&R's and By-Laws (Article; 7 "Duties and Responsibilities of the members of the Board.")
 - The closing date for candidacy submissions can be any date prior to or up to the September Board meeting.
 - Names of committee members.
- 2.) The Election committee must submit the candidates' names at or before the September Board meeting for approval.
 - All candidates' must be a member of CRHOA and considered to be in good standing.
 - The Board is to announce all names of potential candidate's at the board meeting, and their names are to be entered into the meeting minutes.
 - If there are no candidates, other than current Board members, then the notice for candidates is to run in the Cedar Reader again.
- 3.) After the September board meeting the Election Committee is to request a brief bio and picture of each candidate for a flyer or the newsletter. The candidate can choose not to provide either. However, their names will be announced in the newsletter or flyer.
 - If there is a flyer it is the responsibility of the Election Committee to create and distribute the flyer. The Flyer requires board approval.
 - If there is no flyer the Election committee is to give the editor of the Cedar Reader the information on each candidate prior to the October Board Meeting.
 - The flyer is to be distributed in October and the candidates' names are to be announced in the October Cedar Reader.
- 4.) In October, the committee drafts a ballot (see example) to be submitted to the Board by the October Board Meeting. (See the attached ballot template.)
 - The ballot is to have one (1) write in candidate space regardless of how many open board positions.
 - Instructions on how to return the ballot in the sealed unaltered envelope provided.
 - A.) Mail to CRHOA P.O Box, 7403 Bonney Lake, WA 98391.
 - B.) Bring it to the Annual Meeting (include date).
 - C.) Give it to an Election Committee Member.
 - D.) If unable to attend the Annual meeting, they can have a fellow CRHO bring the ballot to the meeting. However, there must be an attached signed letter giving the deliverer permission to bring the

ballot on behalf of the home owner.

- After the ballot is approved the Election Committee is to review a list of Homeowner's in good standing and their addresses
 - All homeowners are to receive a ballot. However, if there are unpaid fees or unresolved issues of non-compliance by the Annual Meeting their ballot is not to be counted.
 - If the fees are paid and issues resolved by the Annual meeting then their ballots shall be counted.
- 5.) The ballots, instructions, and return envelope are to be mailed out together in a separate envelope to homeowners by November 1st.
- The return envelope must have the lot number of the homeowner and the CRHOA P.O. Box in both the return and send position.
- 6.) At the Annual Meeting a member of the Election Committee is to oversee the counting and recording of the ballots by two appointed, by the Board, ballot counters.
- Committee member to check with Board to see which Lots are not eligible. (Note Any Lots that voted but were not eligible.)
 - The ballot counters are to match each envelope and ballot for authenticity.
 - Record names of candidates, number of received ballots, number of votes for each candidate and any Write-in candidates, and the lot number of each received ballot on a tracking sheet.
 - Any ballot, not received by the Annual Meeting is not counted regardless of why the ballot was received late. No Proxies allowed.

Once finished, ballots are placed in the envelope. The ballot counters and overseeing Election Committee member are to sign and date the sealed envelope.

When all the votes have been counted and recorded the results will be announced at the Annual Meeting, and recorded in the Meeting Minutes. The November Cedar Reader is to include the results of the Election.

- Write in candidates, if willing to serve, are selected by the board to fill any positions not filled by official candidates regardless of how many votes they received.
- 7.) The sealed envelope of ballots is to be given to the board secretary, which will be placed into storage for future references.

April 2017

Ballot Counting Procedures

Materials:

- Counters have a numbered list 1-91
- Board Provides list of Members not in “good standing”
- Large manila Envelope
- Rubber bands
- Pen
- Seal or Tape
- Stapler
- All collected ballots

Procedure

- 1) Check off on numbered list (#) list for each ballots lot number received.
- 2) Remove any envelope that the lot number is not visible and present. Mark as ineligible on outer envelope and set aside.
- 3) Mark numbered list (#) ineligible lots from Boards list of members not in “good standing”.
- 4) Remove and set in ineligible pile any ballots not eligible from board list of not in “good standing”. Mark outer envelope as ineligible.
- 5) Check postdates on stamps. Any posted later than provided cutoff date and remove as “not eligible ballot”. Mark as ineligible on outer envelope.
- 6) Mark the outside of envelopes of all ineligible ballots set aside, with a brief reason. Rubber band this pile to later be placed in manila envelope.
- 7) Separate all eligible ballots from their envelopes.
- 8) Count # of ballots and count # of envelopes and make sure they agree in number.
- 9) Tally all votes for Board Members and write this information on the lot numbered (#) sheet.
- 10) Each ballot cannot have more votes than open positions. Mark any of these ballots as ineligible and place with rubber banded pile ineligible pile.
- 11) All Ballots, envelopes including ineligible ballots are placed in a manila envelope and sealed with tape or seal.
- 12) Staple the lot list that includes the tally information to the outside of the manila envelope.
- 13) Each Counter must sign and date the tally/ lot number (#) Sheet.
- 14) Vote Tallies for Board Members are announced with the following information:
 - -# of lots voting
 - -# of votes received for which names
 - -# of ineligible votes received and reasons (i.e. not in good standing)

Elections Results for Board Positions for (year-year) _____

Number of Ballots Received	Number of Board Positions Open	Number of Ballots Not "In Good Standing"

Number of Ineligible Ballots Received and Brief Explanation

1.	17.	33.	49.	65.	81.
2.	18.	34.	50.	66.	82.
3.	19.	35.	51.	67.	83.
4.	20.	36.	52.	68.	84.
5.	21.	37.	53.	69.	85.
6.	22.	38.	54.	70.	86.
7.	23.	39.	55.	71.	87.
8.	24.	40.	56.	72.	88.
9.	25.	41.	57.	73.	89.
10.	26.	42.	58.	74.	90.
11.	27.	43.	59.	75.	91.
12.	28.	44.	60.	76.	
13.	29.	45.	61.	77.	
14.	30.	46.	62.	78.	
15.	31.	47.	63.	79.	
16.	32.	48.	64.	80.	

Candidates' Names and number of Votes Received Below:

Counters Sign and Date Results Below

X _____

X _____

X _____

X _____

(Example) Official 2XXX/2XXX Ballot

Cedar Ridge Homeowners Association

There are XX positions available for the 2xxx/2xxx Cedar Ridge Board of Directors.

The xx Candidates receiving the most votes will be elected to serve as a Board of Director for a two-year term expiring on December 2XXX.

Please vote for the candidate/candidates of your choice. You do not have to vote for both candidates, but you cannot vote for more than XX candidates.

Please mark your ballot so that your intentions are clear. You may either: Place a check mark next to the candidate of your choice, place an X next to the candidate of your choice or circle the name of the candidate of your choice.

All sealed Ballots must be delivered to the Elections Committee no later than Friday November XX, 2XXX.

There are 4 ways to have your ballot counted:

- 1) You may mail your sealed ballot to the (Elections Committee, PO Box 7402 Bonney Lake WA, 98391)
- 2) Hand deliver your sealed ballot to any (Elections Committee) member as noted in the Cedar Ridge Newsletter.
- 3) Bring your sealed ballot to the Annual Meeting at XX: XX. on Saturday, November XX, 2XXX at the Bonney Lake Library, 18501 90th St E, Bonney Lake, WA 98391.
- 4) If you cannot attend the Annual Meeting or get your sealed ballot to the Elections Committee by November XX you may have a fellow homeowner deliver your sealed ballot along with a signed note stating you are asking said homeowner to deliver your sealed ballot to the Annual Meeting on Saturday, November XX, 2XXX.

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Cedar Ridge Homeowners Association
 Official Ballot
2XXX-2XXX Board of Directors

_____ John /Jane Doe

_____ John /Jane Doe

_____ John /Jane Doe

Write In Candidate