

POLICY RESOLUTION NO. 52

Election of Board of Directors

Article III of the Articles of Incorporation sets forth membership in the Association and voting rights. The By-laws, Article III, Sections 23, 25, 26, 27, 31, 32, clarify definitions. Article VI, Sections 1, 2, 4 and 5 outline the requirements for meetings of the members. Article V outlines procedures for notice to members of meetings. Article VI, Sections 1 and 2 establish the number of Board members and how they are elected.

The Board has established the following procedure based on the terms of the Articles of Incorporation and the By-Laws in order to provide clear guidelines for those Unit Owners who desire to seek election to the Board of Directors and/or vote at the annual or special meetings of the membership.

WHEREAS, the Board adopted Administrative Resolution 50, Election of Board of Directors on July 26, 2011;

WHEREAS, Policy Resolution No. 52 was adopted on September 27, 2011,

WHEREAS, Policy Resolution No. 52 needs to comply with state law P.L. 2017 Ch.106,

NOW, THEREFORE, BE IT RESOLVED THAT Policy Resolution 52 is rescinded and replaced with this revised Policy Resolution No. 52 with respect to the Election of Board of Directors.

A. Establishment of an Election Committee

The Board of Directors shall appoint an Ad Hoc Elections Committee, hereafter referred as the Election Committee, no later than two months prior to the annual meeting date. The Election Committee shall consist of a chairman who may not be a Director, and at least four members, none of whom shall be members of the Board or candidates for office. The Election Committee shall provide supervision of the nomination and election of Directors in accordance with procedures adopted by the Board and placed in the Book of Resolutions. The Election Committee shall be dissolved when the current year's election activities have been concluded.

The Goal of these Election Procedures is:

- To encourage all members to vote;
- To ensure the legitimacy of the results;
- To increase efficiency;
- To assure a fair and impartial election

B. Election Procedures

1. No later than August 31st, the Board shall appoint an Election Committee Chair who will recommend to the Board a list of the Election Committee members consisting of no less than four members, none of whom shall be members of the Board or candidates for office. The Election Committee Chair shall inform the Board of the designation of Election Committee Members for Board consideration no later than mid-September for appointment at the September

Board Meeting. It is recommended that the Election Committee Chair be a prior Board member, in order to draw upon that experience with the election process.

2. At the September Board meeting, the Board shall appoint the Election Committee. The Board shall also request Management to prepare the ballots; registration codes, stocks of paper for printing of ballots, envelopes, and the necessary postage.
3. The Election Committee shall have the responsibility of ensuring that the procedures for election are followed. By this Resolution, the Board is authorizing the Chair of the Elections Committee to consult with the Association's Legal Counsel as deemed necessary. To do so, the Board will set a number of hours with the Associations Legal Counsel with a "not to exceed amount" for the Election Committee use. This budget can be increased as necessary at the Board's discretion upon request from the Election Committee.
4. The first two Association Newsletters after August shall list the number of seats up for election, the term of those seats, the responsibilities of the Board including Board Member responsibilities and time commitment required. The first newsletter mailed out must be mailed no later than mid-September; the second newsletter no later than the end of the first week of October. These newsletter shall notify the members that they may nominate themselves or another member in good standing for candidacy by completing a Nomination Form, and shall indicate how the Nomination Form can be obtained.
5. The Nomination Form for Candidacy is due to the Election Committee by 5 PM on the Monday before the October Board Meeting. The Nomination Form should be placed in the "Nominations for Candidacy" lock box located at the monitor's office at the Smith House or mailed to the same location (but must be received by 5 PM). Nomination Forms should also be available in the Management office and on our website. A biography or vision statement from the candidate not to exceed 250 words and a photo (photo optional) should be submitted with the Nomination Form for inclusion in the newsletter and on the website.
6. The Election Committee will meet prior to the October Board Meeting, open the Nomination Forms, verify the candidate's eligibility and certify the list of candidates to the Board.
7. The Chair of the Election Committee will announce the verified and certified candidates at the October Open Board Meeting.
8. Notification of Candidates, including the biography or statement of 250 words or less and a photo (if provided) provided by the Candidate will be sent to Members with the ballots with instructions to voters no later than the second Friday of November and posted on our website. The Chair of the Election Committee shall meet with the Candidates and explain the Election Process. All campaigning should be done in a civil manner.
9. One "Meet the Candidates" event shall be organized by the Election Committee. The Chair of the Election Committee or designee shall moderate the event. It shall be held at the Smith House at 1 PM on the first Sunday after the first Friday of November. The Moderator shall explain the purpose of the event and issue a clear set of instructions. The Moderator will maintain the clock to ensure a fair distribution of time among the candidates and will strive to fairly and evenly distribute attendees' opportunity to ask questions. To maintain maximum credibility and neutrality, the Moderator should strive to avoid any appearance of bias for or against any candidate or set of candidates. To that end, the Moderator should refrain from asking questions or follow-up questions of the candidates.

10. Rules for use of the Newsletter and Website – there shall be one statement from each candidate published in the Newsletter and placed on the Website. The Statement shall be that biography or statement provided with the Petition of Candidacy, not to exceed 250 words and may include a photo.

Once the candidates are announced, no candidate name will be featured in a column or article in the Newsletter or on our website. All candidates must be treated equally and given the same opportunities.

11. Parcel Meetings are official functions of the Association. Parcel Chairs may invite the Candidates to attend their Annual Parcel Meeting. The invitation must be extended to all candidates or no candidate may attend.
12. All candidates shall have equal access to any public information provided by the Association.
13. The Ballot must be mailed by Management to all owners and residents – no later than the second Friday in November. The mailing shall include the Ballot listing the candidates in alphabetical order by surname and term, Instruction to Voters, envelope and, in alphabetical order by surname, the biography/photos of all candidates as provided by each candidate. No other material may be included in the ballot mailing.
14. All ballots must be mailed out at the same time.
15. All candidates will be informed at the same time by phone or email when the Ballots have been mailed.
16. Candidates and those campaigning for them may not collect Ballots. With this single exception, candidates are permitted to campaign in all other ways they have in the past, for example, mass mailings or going door-to-door. The USPS does not allow flyers to be posted on mailboxes.
17. Ballots are due by 5 PM on the Monday before the Annual Meeting
18. Ballots will be counted by the Election Committee, in the presence of representatives from Management and the Association’s Auditing firm. The Association’s Legal Counsel shall be available by phone to advise on any issue that may arise. No candidates may be present during the count.
19. Once the Ballots are counted and verified, they will be removed and stored off site for two (2) years and one (1) month by the representative from the Association’s Auditing firm.
20. The Chair of the Election Committee will report the election results to the Board at the end of the Executive Session on the day of the Annual Meeting.
21. The Chair of the Election Committee will announce the election results and the new Board at the Annual Meeting.
22. The Executive Session of the Board shall reconvene with the newly composed Board and elect Board Officers immediately following the adjournment of the Open Session.
23. The Board shall dissolve the Elections Committee when all election activities have been concluded.

Book of Minutes:

ATTEST: