

## Pre-election

- 1. Preliminary Planning (90 days before meeting)**
  - a. Check your bylaws to determine when your elections are to be held.
  - b. Book a venue
  - c. Determine what topics will be included on agenda
- 2. Agenda (complete 60 days before meeting)**
  - a. If you need suggestions on what to include, contact CONO
- 3. Voter Roster (complete 45 days before meeting, then update day of meeting)**
  - a. Update membership roster concerning voting rights. Need to be able to verify identification of HOA members and whether they are in good standing with the HOA, in order to be able to vote.
- 4. Recruiting Volunteers (complete 45 days prior to meeting)**
  - a. Venue setup, proxy gathering/advertising meeting, social elements of meeting, ballot counters, minute take, registration clerks...these volunteers could be future Board members.
  - b. Begin to speak with individuals in the community who might be interested in a position on the Board.
- 5. Notice (complete 30 days prior to meeting)**
  - a. Check your bylaws for WHEN you are required to send out the notice and WHAT should be included. Also, for how it should/can be delivered.
  - b. Encourage participation
  - c. State the number of seats on the Board which will be vacant
- 6. Proxy Collection and Final Advertising (complete 7 days prior to meeting)**
  - a. Based on responses – consider going door to door to collect enough proxies for quorum and to encourage people to attend the election
  - b. Check proxies that have been received to ensure that they are filled out correctly, if not, reach out to the member and ask them to fill one out correctly.

## Start of Election Meeting

- 1. Register attendees**
  - a. Ensure members have ID that matches the name on the assessor's record/voting roster.
  - b. Once ID has been made, the member is issued a ballot. If the member has a proxy, ensure it has been filled out correctly and issue them the appropriate number of ballots. Note: if a proxy is not filled out correctly, it should not be accepted and a ballot should not be issued.
  - c. While registering attendees keep track of the number of attendees who have been issued a ballot in relation to quorum.
- 2. Assess quorum**
  - a. If quorum is achieved, let the Board know so they can make the announcement.
  - b. If quorum is not achieved, the Board has the option to still hold the meeting, but without the ability to hold the election.

## During Election Meeting

- 1. Call for Nominations**

- a. Anyone from the floor may nominate themselves for the ballot
  - b. Each nominee should be (including prior nominees and from the floor) given a set amount of time for a speech about why they should be elected to the Board.
- 2. Vote**
  - a. Generally, ballots are secret, the chair of the Election Meeting should remind everyone not to put their name on the ballot.
- 3. Tally Votes**
  - a. Board should ask for a couple of volunteers (not nominees) to tally votes.
  - b. Assign one volunteer to watch over the vote tally as it is conducted.
- 4. Announce Results**
  - a. Thank all nominees and voters

#### **After Election Meeting**

- 1. Separate Meeting for New Board (Immediately Following Election Meeting)**
  - a. Elect Officers of the Board
  - b. Set up new email accounts
  - c. Update Bank Signature Cards
- 2. Send Out Notice to Members of New Board**
  - a. Include meeting minutes