

LAKE COUNTRY VILLAGE HOA
10 Maine Road, Plattsburgh, NY 12903
ELECTIONS PROCEDURE

The following is the actual election procedure that was developed by the LCV HOA elections committee in February and March of 2016. It is being updated in December 2017 to reflect changes on the application/bio form, when applications are due, when homeowners can vote, when the candidates are invited to attend a meet the candidates' board meeting, and when the new board members will start/end their time on the LCV HOA board.

Section 1. Nomination Procedure

- a) Board applications can be accepted from January 1st through March 7th when acceptance of new applications will be closed.
- b) Applications can be found and submitted on the LCV HOA website (lcvillage.org) or by downloading a copy of the form, filling it out and sending it to LCVHOA, INC., c/o Elections Committee, 10 Maine Road, Plattsburgh, NY 12903. There are also copies of the application in each mail kiosk.
- c) The application contains the candidate's name, HOA address, phone number, email address, experience, and other comments such as Why I Am Running, philosophy, etc. The candidate experience/comments and/or Bios will be posted on the LCV Website after March 15th and before the first Board Meeting in April. Candidates can be any homeowner including full or part time residents of the HOA.
- d) The Elections Committee will contact all candidates to acknowledge that their application has been received.
- e) In March the Elections Committee will gather all applications, ensure that all the information required has been completed on the applications/Bio and prepare them for posting on the LCV website.
- f) The Elections Committee will obtain the latest Homeowner mailing address list as of March 15th and this will be the only list used throughout the election process. Homeowners are responsible to ensure that the LCV Property Manager has their current mailing address.
- g) The Board will hold a "Meet the Candidates" session at the first Board meeting in April. Candidates will be asked to introduce themselves, present relevant information about their candidacy and answer questions from attendees. The regular board meeting shall immediately follow this session.

Section 2. Election Procedure

- a) The Elections Committee should consist of at least 5 volunteer members. A Board Member who is not up for election can be a liaison to the Committee to assist the Election Committee following the election process.
- b) The Elections Committee will prepare a ballot form, ballot instructions, and a reference to all the applications/Bios on the LCV website.

- c) The ballot form and ballot instructions (on the back of the Ballot) and required envelopes will be prepared by the Election Committee prior to the 1st Tues in April HOA Board Meeting. Ballots will be mailed out by the Elections Committee to all homeowners during the first week of April.
- d) LCV Homeowners must read completely through ballot instructions before completing the Ballot.
- e) The Ballot will list the candidates alphabetically by surname. Beside each name is an open circle in which a Member can indicate a vote for the candidate per the instructions on the back of the Ballot.
- f) The completed Ballot is to be placed in an envelope marked "Place Ballot in this envelope and SEAL", but bearing no other marking or identification. Only the completed Ballot goes into this envelope.
- g) The ballot envelope will be placed in another envelope addressed to the HOA at its mailing address in Plattsburgh, NY and marked Attention: LCV HOA Elections Committee. The return address on this envelope will be pre-labeled with the Homeowner's name and mailing address, and will bear one or more unique stamps or markings which will render the envelope difficult to forge or duplicate. If the return address label is altered or removed it will make this Ballot invalid.
- h) The returned envelopes which identify the sender and contain the sealed ballot envelope shall be kept unopened by the HOA until validated by the Election Committee.
- i) All completed mailed Ballots must be received by or delivered to the HOA by the second Tuesday of May. Homeowners may also vote their ballot on the second Tuesday of May during the Annual Meeting of Members. (Except for postage, ballots cast at the meeting must be prepared as per the instructions the same as if they were mailed.) The LCV HOA Elections Committee will validate, tally the votes and prepare a report as soon as possible but no later than the first HOA Board Meeting in June.
- j) The Elections Committee will decide on a time and place to count the votes. Either the candidate or their designate, but not both, shall be entitled to attend the validation and counting of the Ballots. A candidate's designate may not be a Director or a member of the Elections Committee.
- k) Each returned ballot envelope shall be compared against the current mailing list of Members of the Association before being opened.
- l) If it is impossible to determine from an examination of the exterior of the returned envelope that the sender is a Member of the Association, the envelope shall be destroyed without being opened or counted.
- m) If the identity of the sender can be matched against the list of Members, the returned envelope will be placed in a box of valid Ballots. The Elections Committee will complete this process until all the envelopes received have been validated.

- n) All the *valid* envelopes will now be opened and the *ballot* envelope removed and placed into a box. The *valid* return envelopes can now be set aside or placed into a large folder for disposal at a later time. This process will continue until all *valid* envelopes have been opened and the *ballot* envelope removed.
- o) The *ballot* envelopes will now be opened and the Ballots removed and placed in the center of the table face down. This process will continue until all ballot envelopes have been opened and the Ballot removed. The ballot envelopes can now be set aside or placed into a larger folder for disposal at a later time.
- p) At least two Elections Committee members will read the voting from the Ballot (one at a time) and two or three Elections Committee members will tally the votes on tally sheets previously provided by the Elections Committee. This process requires that there be no interruptions from any of those attending this ballot counting. All voting will be tallied in this manner. The counted Ballots will be placed into a separate box and saved until the votes are validated. If more than the required number of candidates was selected on a Ballot then that Ballot will be deemed invalid and set aside.
- q) The two or three Election Committee members doing the tallying will add up all the votes. All tally sheets need to compare exactly unless a discrepancy could not affect the ranking of the candidates. The Committee will decide on what needs to be recounted by a unanimous vote of the Committee.
- r) The Elections Committee will prepare a summary tally sheet that contains the name of each candidate and the total vote for each. The Committee members will all date and sign this final tally sheet and make copies for retention purposes and one to be submitted to the board no later than at the first HOA Board Meeting in June. The final tally sheet must be kept by the Elections Committee for 3 years.
- s) The Ballots and the initial tally sheets shall be kept in a large folder or envelope for a period of no more than 60 days after the Annual Members Meeting.
- t) Newly Elected members to the board will commence their two year term on the board on July 1 of the HOA fiscal year and serve until June 30 two years later. They may also elect to be elected again prior to the end of their second year term.
- u) New and current board members can arrange to have a realignment of the board officers and other duties at any board meeting after the Annual Meeting of Members. New positions would not take effect until July 1.

Respectfully submitted by Carol Shuttleworth, chairperson, LCV HOA Elections Committee

The above procedure was approved at the 1/9/2018 board meeting and replaces the procedure approved on 1/17/17.