

LAKE COUNTRY VILLAGE HOA
10 Maine Road, Plattsburgh, NY 12903
ELECTIONS PROCEDURE
Adopted by Resolution of the Board on July 12, 2021

The election held on May 10, 2021, utilized an online voting service called ezvoteonline.com. Due to all positive feedback from homeowners and directors, the Board voted on June 7th to utilize this or a similar service for all future elections. The following is the election procedure reflecting this change and is effective beginning on the date of its adoption as stated above.

1. Nomination Procedure

- a. Board applications can be accepted from January 1st through March 15th when acceptance of new applications will be closed.
- b. Applications can be found and submitted on the LCV HOA website (www.lcvillage.org/elections/) 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.
- 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 before the first Board Meeting in April. Candidates can be any homeowner who resides anywhere in Clinton County.¹
- d. An election of directors shall be held each year as required by the by-laws, even if directors run unopposed.
- e. The Elections Committee (the Committee) will contact all candidates to acknowledge that their application has been received.
- f. In March the Committee will gather all applications, ensure that all the information required has been completed on the applications/Bio and deliver them for posting on the LCV website.
- g. The Committee with the assistance of the Property Manager and the Communications Committee will update and obtain the latest Homeowner mailing address list and list of emails as of March 15th and this will be the only list used throughout the election process. Homeowners are responsible to ensure that their current email and mailing address are on file.
- h. The Board will hold a "Meet the Candidates" session presided over by the Committee 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.

¹ See resolution of the Board May 10, 2021 for additional eligibility requirements

2. Election Procedure

- a. The Committee should consist of a chair and at least 1 other volunteer member. A Board Member, who is not up for election, can be a liaison to the Committee to provide assistance as needed.
- b. In early March the Committee will contact the online election service (ezvoteonline.com or other similar service authorized by the Board) to obtain any specific instructions regarding setting up the election.
- c. The Committee shall arrange and pay for the service via LCVHOA Credit Card an **annual or individual** election subscription as directed by the Board at the appropriate time as recommended or required by the service. Annual plans allow unlimited elections, surveys or other decisions to be placed before the members during the subscription period for nominal additional cost and is usually the preferred plan.
- d. The service's specific requirements shall be followed to prepare for the election. If **ezvoteonline.com**, these steps are as follows:
 - i. Choose settings for the election. Recommended settings are as follows but may be changed by action of the board.
 1. Select start and end date and time for voting. For an election of directors, start date should be following the Meet the Candidates session. End date and time should be the date of the Annual Meeting of Members at midnight.
 2. Select a Proxy Manager from the Committee to receive any paper ballots submitted at the Annual Meeting. This person will be required to enter such votes, if any, into the ezvote system before the voting deadline.
 3. Security Level – Confidential Voting
 4. Single Chance – voters may not change their ballots after submitting.
 5. Voter weighting – Off
 6. Voter Kinship – On (allows invitations to be sent to joint owners but only one ballot from each address will be counted.)
 7. Voter Registration – Private vote
 8. Authentication method – One-link authentication
 9. Reminders sent – 1
 10. Paper ballots to be sent and processed by ezvote. Voting of paper ballots to be only by telephone or delivery in person to a proxy manager at the Annual Meeting. (no mail-in paper ballots will be accepted)
 - ii. Prepare the ballot form using their online tools.
 1. Ballots for directors may include a pdf bio file and a photo of the candidate. Choose “shuffle” the selections option so candidates names are not in the same order on every ballot.

2. Additional issues to be placed before the membership may be added to the ballot. A complete explanation of the issue, the consequences of a positive or negative vote including impact on homeowner assessments if any and whether the vote is a binding vote or an unofficial survey should be provided on the ballot.
- iii. Develop or review and approve:
 1. "Invitation to vote" email which will be sent by the service with the ballot instructions
 2. "Invitation to vote" letter which will be sent with paper ballots mailed to members for whom email addresses are not available.
 - iv. Prepare and upload email list on excel or other suitable format. Check for "bouncing" addresses and correct as needed.
 - v. Prepare and upload mailing address list for owners receiving paper ballots.
 - e. The Committee will prepare appropriate information for posting on the LCV website to include bios and photos of all candidates and a description of any other issues included on the ballot.
 - f. The Committee will validate the tally of the votes and prepare a report as soon as possible but no later than the first Board Meeting in June.
 - g. Either the candidate or their designate, but not both, shall be entitled to attend the validation of the tally. A candidate's designate may not be a Director or a member of the Elections Committee.
 - h. The 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 or as otherwise required by the Records Retention Policy, whichever is longer.
 - i. The Ballots shall be kept for a period of at least 60 days after the Annual Members Meeting.
 - j. Newly Elected members to the board will commence their two year term 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.
 - k. New and current board members can arrange an election of the board officers or realignment of duties at any board meeting after the Annual Meeting of Members. An election at the first opportunity will allow time for a smooth transition and avoid a significant disruption in action. New positions would not take effect until July 1.

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

The above procedure replaces the procedure approved on 1/9/2018.