

CHAPTER SIXTEEN - Section 16.08

ELECTION COMMITTEE CHARTER

Adopted: July 18, 1983
Amended: September 19, 1985
Amended: August 23, 1986
Amended: March 28, 1988
Amended: October 23, 1997
Amended: March 4, 1999
Revised: March 22, 2001
Amended: December 16, 2004

I. PURPOSE

The Election Committee shall be an operating committee of the Lake Monticello Owners' Association Board of Directors. Its primary purpose shall be as follows:

- A. To ensure that all Annual Meeting and Special Meeting elections conducted by LMOA are fair, objective and legal.
- B. To ensure the validity of all member signatures on petitions submitted to the Board of Directors in support of either Member Proposals or Declarations of Candidacy for election to the LMOA Board of Directors.
- C. To advise the Board of Directors on matters pertaining to the election, voting and petitioning processes in which the Committee is involved.

II. MEMBERSHIP STRUCTURE

The Election Committee shall consist of seven (7) members, appointed by the Board of Directors in accordance with PM 16.0 – Committees. Committee members shall be appointed for three-year terms, staggered so that at least two members are appointed each year. No appointed member may serve more than six consecutive years. A representative of the Association's independent auditing or accounting firm may be designated as a consultant to validate the Committee's efforts.

III. DUTIES AND RESPONSIBILITIES

- A. For Annual Meeting and Special Meeting elections, the Election Committee shall:
 - 1. Conduct the receipt, inspection, count and tabulation of proxies and ballots, ensuring that all of the requirements of Article 4-Section 4.10 of the Association's Bylaws with respect to these duties are met.
 - 2. Advise the Annual Meeting or Special Meeting chairperson if a quorum is present in person or by proxy.
 - 3. Submit to the chairperson of an Annual Meeting or Special Meeting, prior to adjournment of the meeting if possible, but no later than 48 hours following adjournment, the results of the voting
- B. For the purpose of validating member petitions, the Election Committee shall conduct the inspection and tabulation of signatures, ensuring that the requirements of Article 2-

- Section 2.01(e) and Section 2.01(f) of the Bylaws are met, and that the required numbers of valid signatures were obtained.
- C. The General Manager, in support of the Election Committee, shall furnish all logistical and administrative support including, but not limited to, adequate work space

IV. MEETINGS

- A. The Election Committee shall meet at least once per year for the purpose of reviewing, selecting and recommending to the Board of Directors candidates for appointment to fill vacancies on the Committee.
- B. The Committee shall meet at whatever additional times the Committee shall determine are necessary to complete its duties and responsibilities on or before deadlines established by the Board of Directors.
- C. Meetings of the Election Committee held for the purposes of (1) validating and counting proxies, ballots and petition signatures; and (2) verifying receipt dates and validating and counting petition signatures shall be conducted in closed session

Cross Reference:

- Bylaws Section 2.01(e), (f)
Bylaws Section 4.08 Member Proposals
Bylaws Section 4.10 Voting
Bylaws Section 5.17 Committees