

# OCEAN HIGH CONDOMINIUM ASSOCIATION

## Policy # 10, 1999

SUBJECT. Election Procedures

### Chronological Checklist

- A. Request volunteers for the Election Committee at the Annual Meeting and again in the Spring Newsletter.
- B. President appoints Election Committee.
- C. Committee meets, elects Chairman, sets agenda and calendar.
- D. Make list of supplies and equipment needed such as ballot box, ballots, tally sheets, summary sheets, pens, pencils, owner roster, sign-in sheets, etc.
- E. Prepare proxy forms and instructions.
- F. Receive from Nominating Committee names and biographies of candidates.
- G. Receive from President or designee any questions to be voted on that must be included on the ballot.
- H. Prepare election notice for mailing by the Manager including proxy forms, ballots, instructions on voter eligibility, and deadline for receipt of proxies at the resort office of Ocean High.
- I. Ensure President appoints person to preside at Annual Meeting over election procedures.
- J. At Annual Meeting:
  - 1. Appoint readers, tally clerks, and judge.
  - 2. Describe procedures and introduce the Nominating and Election Committee members.

3. Call for nominations from the floor.

4. Introduce all candidates and, if appropriate, allow statements from the candidates.

5. Explain procedures for counting and tallying ballots and proxies.

6. Actual voting.

7. Counting - Readers read ballots while tally clerks record the votes. Questionable ballots are referred to the judge for ruling. Tally clerks prepare summary. Judge gives summary to President.

8. In the event of a tie vote, a run off vote will be taken between the candidates that are tied.

9. Announce the final winners and close the election proceedings.

K. All voting records pertaining to the election should be retained for three (3) years.

APPROVED: BOARD OF DIRECTORS  
May 22, 1999