

ANNUAL MEETING ELECTION COMMITTEE 2021

Leisure Time RV Park Subdivision Homeowners Association Ballot Custody Process and Procedure

PURPOSE: To receive, tally & report results of ballots cast to vote for the Board of Directors for the Leisuretime RV Park (LTRVP) Subdivision Homeowners Association.

COMMITTEE REQUIREMENTS: No person shall be on the committee that is a candidate or related to a candidate. No Board member shall be on this election committee other than to be its sponsor (which is required). The Board members sole function will be as a contact in the case of an emergency. All of the Election Committee Members shall agree not to disclose any details of the tally before, during or after the count and shall sign a confidentiality agreement.

PROCESS:

Receiving Ballots – The Committee Chair and one other designated Committee member will retrieve ballots from a post office box designated for the sole purpose of receiving ballots. All Ballots received shall be registered on a roster by the envelope control number and date received. All ballot envelopes received shall remain sealed and held in a locked ballot box with the committee chairperson until all five (5) committee members meet to count ballot votes. Any unsealed ballots received shall be sealed with tape.

Ballot Drop-Off – Prior to July 19, 2021 the election committee will post drop-off dates and location on the reader board and website for anyone that does not want to mail their ballot. Drop off ballots must be delivered in the sealed control numbered envelope.

For Ballots to be considered valid they must be:

- Received no later than July 19, 2021 regardless of the post mark.
- Each individual ballot must be returned in an individual envelope with a control number.

Ballots will be declared invalid if:

- There are multiple ballots in one envelope.
- Ballot is received after the July 19, 2021 deadline regardless of the post mark.
- Ballot is received outside of a control numbered envelope.
- More than five (5) candidates marked on a ballot.

NO ballots will be accepted or cast at the Annual Meeting (per current bylaws). Any control numbered envelopes/ballots received after July 19, 2021 shall be marked with date received and held separately but not tallied.

Counting Ballots shall not be recorded - Individuals attending the ballot counting shall be limited to the following.

- The five (5) Election Committee Members. In case of an emergency the Chairperson will select a substitute.
- The witnesses selected by the Election Committee Members. In case of an emergency the Chairperson will select a substitute.
- The Candidates whose names are printed on the ballot. No substitutes or representatives shall be present in lieu of a candidate. Candidates will remain silent observers until the final ballot envelop is opened and excused from observing before final tally totals are added.

All committee members, appointed witnesses and candidates agree to turn off and put away their phones during the process and shall agree not to disclose outcomes prior to the annual meeting. The committee chairperson will register each envelope control number and validate each ballot. Envelops shall be bundled separately and ballots passed to the first of three (3) committee members that will each record the five (5) or less votes from each ballot onto their individual roster of candidates. Write-In candidates will be added to another separate ballot roster. After the three (3) committee members have recorded each ballot the ballot will be passed to a final committee member who will file the ballots pending the final tally. If the three (3) tallies do not match a recount of the non-matching candidate names will be counted again until three tallies match. Once all three (3) committee members that recorded the votes have a matching tally their individual tally count will be signed by the committee member and two (2) witnesses. The ballots will be placed in a locked ballot box and the chairperson shall deliver the ballot box and key to the Committee Board Sponsor.

Final Vote Tally - The Chairperson will transfer all the candidate ballot totals to a separate report signed by all five (5) Election Committee members. All totals shall be announced at the annual meeting with the top five vote getters serving terms as listed here:

- 5th most votes and will serve a 1-year term
- 4th most votes and will serve a 2- year term
- 3rd most votes and will serve a 2-year term
- 2nd most votes and will serve a 3-year term
- 1st most votes and will serve a 3-year term