

Director Elections Policy

(Rev. 2006-03-11)

The Board of Directors encourages participation in establishing the governance of the community. In recognition that a large number of members are unable to attend the annual meeting as the result of living long distances away from the mountain, and in recognition that these members should be granted an equally important voice in the community by being included in the election process, the Board has hereby instituted a process that encourages participation by all members in the election of Directors.

DIRECTOR NOMINATION PROCESS

1. Nominations for Directors will be accepted in writing or via email if *delivered* to the President, Vice-President or Secretary of the association on or before **April 15** for elections to be held on the Saturday immediately preceding Memorial Day. Incumbents must provide written notice to the President by the deadline if they choose to be candidates for re-election.
2. Each nominee is asked to provide a brief resume (preferably with a recent photo) that can be posted on the POA website and distributed to POA members prior to the annual meeting. The Board shall also confirm with each nominee that they are willing and able to serve for a term of three years if elected to the position, and that the nominee understands the responsibilities associated with serving on the Board of Directors. The Board may also request that nominees provide written answers to questions relating to issues that face the community, experience and qualifications of the candidate, the nominee's viewpoint on key concerns voiced by the community, and the candidate's perspective on the role of the Board in leading the community.

The nominee shall have no duty to provide a resume or to answer the questionnaire. However, it is felt that these tools are invaluable to members in assessing a nominee's suitability for the position. The above information should accompany the written nomination in order to afford the Board the opportunity to properly distribute the information via the website and the annual meeting notice sent to members. The Board is under no obligation to distribute information that is not received on or before the **April 15** deadline. The Board reserves the right to edit submissions that include profanity or are deemed to be vulgar, unprofessional or offensive. In such cases, a notice that content has been edited shall be attached to the distributed information. The Board may also reasonably limit the length of responses or submissions and will provide nominees the opportunity to edit the content under these circumstances.

3. Nominations will not be accepted at the annual meeting, or after the above deadline.
4. This nominations process is intended to provide POA members with a chance to better acquaint themselves with candidates and their qualifications. It ensures that information about all candidates can be distributed prior to the elections, and that those members unable to attend the annual meeting who desire to vote electronically have an opportunity to get involved, talk personally with candidates prior to the elections if necessary, and cast their vote based on an informed awareness.

DESEMINATION OF NOMINEE INFORMATION

1. Prior to the Annual Meeting, the Board of Directors will post the resume supplied by the candidate and answers to the Board questionnaire (if any) on the POA website. Once posted, members that have registered their email addresses with the association will be notified that the information is available. The Board shall make all efforts to have this completed on or before **April 30**.
2. On or before **May 1**, the Board will mail a Notice of Annual Meeting to all members of the association on record as of **April 30**. If this date falls on a Saturday or Sunday, the record date shall be moved to the previous Friday. The Notice of Annual Meeting will include, at a minimum:
 - a. the list of all candidates eligible to participate in the upcoming elections
 - b. notice that detailed candidate information is available on the association's website
 - c. notice that members may obtain web access at their local public library free of charge
 - d. notice that members may contact the Member Hotline and request that the candidate's information be sent to them via the U.S. mail.
 - e. a proxy card that may be used at the Annual Meeting
 - f. instructions relating to voting on-line if they are unable to attend the meeting and do not wish to cast their vote via proxy

ON-LINE VOTING

3. On-line voting for Directors shall be open for members on record at least one week prior to the scheduled elections or the commencement of on-line voting, whichever occurs first. If this date falls on a Saturday or Sunday, the record date shall be moved to the previous Friday.
4. Members may cast their vote by logging onto the POA website and providing the appropriate individual password, as they do for accessing account balance information and other members-only features of the site. Voting shall be opened at least **seven days** prior to the Annual Meeting. Members will be able to cast as many ballots as they have votes, and may vote these ballots individually or as a group. Once a member casts his or her ballot, the vote may not be changed or otherwise recast. "Write-in" votes are not permitted via on-line balloting, but can be accommodated in person or via proxy at the Annual Meeting.
5. On-Line Voting will close at **11:59 P.M.** on the day preceding the Annual Meeting. This is required to allow production of voter ballot cards for those members eligible to vote in person or via proxy at Annual Meeting. This is done to ensure that no member is permitted to cast both an electronic ballot and a proxy or regular ballot at the meeting. If an attempt is made to vote multiple times, the Board may deem all such ballots to be invalid.
6. Once On-Line voting is closed, the results shall be delivered in a sealed format to the President and Treasurer, or such other officers of the association as the Board may direct. The vote totals shall be listed by candidate. A detailed electronic voting register shall be produced and delivered in a sealed envelope to the Board's attorney to be collected with ballot cards and proxies.

PROXY VOTING

1. Proxies for members unable to attend meetings will be accepted only if they contain an original signature. No facsimile or electronic image of a signature will be permitted.
2. Proxies for election of Directors must specifically indicate the names of the candidates for whom the votes are to be cast.
3. Any appearance of alteration or addition to a proxy not deemed by the Board or its designated election official to be original in intent, or any proxy not containing the original scheduled date of the meeting, shall constitute the proxy to be held invalid.
4. Proxies must be physically **received** by the Board of Directors **at least three (3) business days** prior to the scheduled meeting date to permit certification. Proxies received after this date, including any received at the Annual Meeting, will not be counted.

VOTER REGISTRATION AT THE MEETING

1. Prior to registration, review YELLOW proxy cards for acceptability. If the proxy registration is questionable, write the letter "P" on the ballot side of the YELLOW card to indicate it is a provisional ballot.
2. As individuals register, pull the registration label and place on the unruled side of a BLUE index card to be used as a ballot. Place only one registration label on each card. If the registration is questionable, write the letter "P" on the unruled side of the BLUE ballot card to indicate it is a provisional ballot. Place any proxies in the proxy envelope.
3. If an individual requests return of a YELLOW proxy card, return the YELLOW card to the individual only after ensuring proper identification.
4. When all voter registration is complete, the YELLOW proxy cards should be completed. Place a label on the addressed side of the YELLOW ballot (the side that does NOT contain the actual vote). Place all proxies with registration stickers in the ballot box.

VOTE COUNTING

1. Two Directors (typically President and Treasurer) will choose a member (not related to any candidate or member of the Board) to serve on the ballot counting team.
2. Enter the results of the on-line voting onto the ballot sheet.
3. Sort the BLUE ballots and YELLOW proxy cards so that the label side of the ballot is "up".
4. Verify that each ballot has a registration label, and separate the provisional ballots from the others.

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5. Count the ballots that have nothing written beside the label. Record these in the ballot sheet in the “certified” section.
6. Count the ballots that have the letter “P” beside the label, and record these in the “provisional” section of the ballot sheet.
7. Determine the three unofficial winners by totaling the certified and provisional votes. The top three vote totals are the unofficial winners.
8. For each of the three unofficial winners, subtract the “provisional” votes from the totals. If the three unofficial winners still have more votes than the fourth place candidate, then the unofficial winners should be certified as official election winners. Any candidate who after having provisional votes removed from his/her total does not have more votes than the fourth place candidate shall be considered a “provisional” winner.
9. If any provisional winners are named, ALL provisional ballots must be certified in order to determine official results since other candidates may lose (or possibly gain) votes in the process.
10. The following information should be announced when the counting is complete:
 - a. The total number of ballots counted (including electronic votes and proxies)
 - b. In descending order, the name of the first, second and third place vote getter and the number of votes received.
 - c. If the vote getter is a provisional winner, the words “subject to certification of provisional ballots” should be used prior to announcing his/her name.
 - d. In consideration of those who did not win the election, no name or vote total below third place should be announced publicly. However, any candidate or Director may request the individual vote totals.
11. Certification of provisional ballots, if required by the results, will be a priority for the Board with an expectation of expediency in making a determination and resolving any questions.