

COMMITTEE GUIDELINES

Elections Committee October 2017

I. GENERAL

The Election Committee is set forth and established in Article XI of the Bylaws. The committee's purpose is to secure nominations for election to the Board of Trustees (BOT or Board), count ballots and oversee the election process. The committee will serve from January until September, at which time the committee will be automatically dissolved and a new committee formed for the following year.

II. PURPOSE

The Election Committee of Crosspointe Swim & Racquet, Inc. shall be responsible for:

1. Making nominations for election to the BOT; as it shall at its discretion determine, but not less than the number of vacancies that are to be filled.
2. Overseeing the nomination and election of Trustees in accordance with procedures outlined in the Declaration, the Bylaws, Resolution(s), as amended and adopted by the BOT, and these guidelines:
 - a. Publishing a call for candidates to the BOT.
 - b. Publishing Candidates Biographies
 - c. Verifying eligibility of candidates and ballots.
 - d. Verifying and counting ballots and certifying election results
 - e. Addressing any post-election issues as necessary

III. ORGANIZATION

The membership of this Committee shall be organized as follows:

1. Committee Chairperson. The Board of Trustees will appoint the Chairperson of the Election Committee in October or November of each year. The Chairperson will be selected from among the trustees whose term is not expiring. The Board will set the date for the annual March Association meeting at its December meeting.
2. Committee Members. The committee shall be comprised of at least two homeowners in good standing, in addition to the Chairperson, as recommended by the Committee Chairperson and approved by the Board.
 - (a) It will be the Chairperson's responsibility to recommend at least two additional committee members for appointment by the BOT in December or January.
 - (b) Prospective committee members shall be selected from homeowners who are in good standing and not running for the Board.
 - (c) The Chairperson will exercise discretion in designating approved committee

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members as primary and alternate members.

IV. OPERATIONS

1. Meetings. The Elections Committee will be required to hold at least one regular meeting in January or February, to set the nominations for the annual March election to the Board of Trustees, and review and organize the draft ballot.

The Elections Committee is also to attend the annual association meeting in order to fulfill its duties to verify and count ballots.

In the event that one or more members of the Election Committee is not in attendance at the annual meeting, then either an approved alternate member will serve, or as needed a call may be made to those homeowners in good standing and in attendance at the annual meeting, to serve on the Elections Committee.

The Board of Trustees is to appoint members to fill vacancies if so necessary.

2. Additional Meetings. In the event that an election is challenged, the Election Committee is to reconvene, in a meeting, to hear the challenge and take appropriate action. After six months from the election date, all election material is to be destroyed and the committee disbanded.
3. Communications. The Chair in either the October and or November/December Chronicle, or on the Association web site, shall publish a call for candidates to the Board of Trustees. During the same time frame, the Chair may also publish a call for Election Committee members.
4. Nominee Biographical Sketch: Each nominee will be asked to provide a brief biographical sketch (bios) to be published in the Chronicle, on the web site, and included with the annual meeting notice and ballot. All bios are to be limited to 250 words or less and should include such information as the nominee determines to be in his or her best interest. In the event a nominee submits a bio statement that exceeds the 250 word limit, the nominee will be requested to revise the bio and comply with the prescribed word limit. Failure to do so in a timely manner that supports the annual meeting notice schedule will result in the bio being truncated.

The Election Committee is to publish a nominee's bio as submitted, however the Election Committee, with due notice to the nominee, may elect not to print a bio if such bio is found to be inflammatory, derogatory, or otherwise not in accordance with Crosspointe standards for Chronicle publication. All bios shall have the same required due date, normally due with a candidate's nomination

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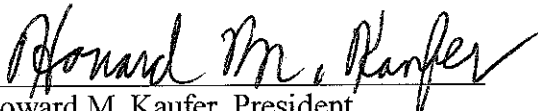
Elections Committee October 2017

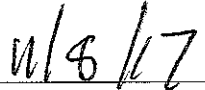
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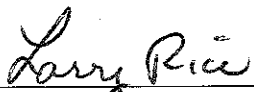
5. Extension of Time Limits: In the event that the requisite number of nominees is not available by the established January deadline, the Election Committee is to extend the deadline for nominations to a date no later than as feasible to develop and copy an election ballot for mailing with the annual meeting notice.

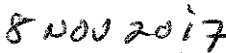
An announcement of the extension of time shall be published in the Chronicle, on the web site, and, in the discretion of the Chairperson, in social media. If no further nominees are forthcoming after the extension of time, the Election Committee shall move forward with publication of the ballot with the names of the nominees available.

6. Confidentiality: The names of nominees will be made available to any member, in good standing.
7. Annual Meeting: The Chairperson, in addition to counting ballots shall:
- Ensure that Committee members sign the Oaths and Duties of Inspectors of Elections form prior to the election; and that they certify the results on the same form as soon as practicable after completion of the election.
 - Present the BOT nominees.
 - Call for Nominations from the floor.
 - Close the nomination process.
 - Announce the election results, including
 - the number of votes per nominee, and
 - ballots cast.
 - Write an article for publication announcing the results of the election.


Howard M. Kaufer, President
Crosspointe Swim and Racquet, Inc.


Date

Attest: 
Larry Rice, Secretary
Crosspointe Swim and Racquet, Inc.


Date

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Nominal Annual Election Cycle Schedule:

Board appoints Election Committee chair	Oct-Nov
Chair recommends committee (primary/alternate) members to the Board	Nov-Dec
Board approves committee members	Nov-Dec-Jan
Board sets the tentative date for annual Association (March) meeting	Dec
Chair drafts Call for Nominations article for publication	Nov-Dec
Election Committee meets in open session	Jan-Feb
Committee affirms Nominees good standing and reviews draft ballot	
Chair drafts Nomination article for Chronicle and Web site	Jan-Feb
Board reviews committee recommended ballot	Feb
Annual Meeting notice and ballot completed and mailed to residents	Feb-Mar