

INDIAN ROCKS POA POLICY AND PROCEDURE

ELECTION OF BOARD MEMBERS PROCESS

January 2022

Announcement of the Election

An election for open seat(s) on the Board of Directors will be announced in August on the web-site.

These announcements will require a resume and applications from prospective candidates to be submitted to the Indian Rocks office by September 25th of that election year.

Election Process

The election process for Board of Directors will be supervised and conducted by a Judge and Tellers of Election (a committee of property owners appointed by the Board of Directors in accordance with Article VIII, Section 4 of the By-Laws).

Ballots will be mailed to property owners in good standing on or before October 25th and must be returned by the Thursday prior to the scheduled November Board of Directors meeting.

The Tellers of Election will tally the votes on the Friday before the scheduled November Board of Directors meeting of that year.

Office Procedure:

1. Print a computer-generated list of property owners with the number of assessments (i.e., lots) for which they are billed.
2. Print a computer-generated list of all accounts receivable showing present balances as of October 1st. This will generate a "members in good standing" list. A representative of the Tellers of Election committee, along with a member of the Board of Directors who is not running for re-election will determine those eligible to receive ballots from the list.
3. Address labels are printed and placed on mailing envelopes of all deemed eligible to vote. Remaining address labels are left intact and saved.
4. All ballot cards are to be counted by the Tellers of Election committee representative(s) and the representative of the Board before being placed into mailing envelopes. Note: ballot cards mailed must equal number of valid votes as determined in #2 above.

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5. Each voting mailing envelope will contain:
- a. A letter with instructions on voting procedures.
 - b. Copies of resumes of the candidates.
 - c. One (1) return envelope with the following printed on the reverse side:

“This must be completed to have ballot counted

Indian Rocks Property Owners Assn., Inc.

VERIFICATION

Name (Print): _____

Signature: _____

Lot number or Indian Rocks Street Address _____

PLEASE INSERT SEALED BALLOT ENVELOPE IN THIS ENVELOPE”

- d. Ballot card(s) and envelope(s). A ballot card and a sealable envelope will be sent for each assessment (i.e., if a property owner pays three (3) assessments, that envelope will contain three (3) ballots and three (3) sealable envelopes).
6. The ballot return envelopes will be pre-addressed to:

Indian Rocks Property Owners Association, Inc.

Attention: Tellers of Election

889 Ledgedale Road

Lake Ariel, PA 18436

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Tellers of Election Procedure:

1. Each ballot return envelope will be checked against the master list, certifying that the correct numbers of sealed ballot envelopes were received. The Tellers of Election representative(s) along with the representative of the Board will conduct this phase of the process.
2. The entire Tellers of Election committee will meet on the Friday before the scheduled November meeting of the Board of Directors to choose the Judge (Chairperson), open the sealed ballots and tally the votes.
3. Counted ballots, return envelopes, both master lists, unused address labels and the unused ballot cards will be securely boxed and labeled and retained in the Association office for a period of one (1) year from the date of the election.
4. The Judge will present a sealed envelope containing the tally of votes counted and the election results at the November meeting of the Board of Directors.

If the Board of Directors is satisfied that the results are valid, the results will be certified. Should the Board feel that it couldn't certify the election at this meeting, it will take whatever steps appropriate and legitimate according to the Covenants and By-Laws of Indian Rocks.

NOTE: At any time that a vacancy occurs on the Board of Directors, the seat will be filled by going to the last election and choosing the person with the next highest votes to fill that seat until the end of that Board member's term. If there are no candidates from the last election, The Board will advertise the open seat for 30 days and appoint by majority vote of the Board of Directors at a regular Board meeting.