Memo

To:       Lesley Nalley, Chief Executive Officer
From:    Linda Mayhood, Chief Operating Officer
Date:   February 21, 2018
Re:       Motion - Appoint Election Day Committee

Motion

I move to appoint the 2018 Election Day Committee as presented.

Background

Article VIII of the POA Bylaws calls for the Board of Directors appointment of an Election Day Committee to be composed of members in good standing. This committee is responsible for overseeing the opening, counting and tallying of ballots during the Board of Directors Election. This year’s election day is scheduled for March 22, 2018.

Members were solicited to serve on the 2018 Election Day Committee; 31 members applied to serve.

Following a blind draw, during the February 21, 2018 regular meeting, 25 members and 6 alternates will be appointed to the Election Day Committee.

Attached are the Election Day Committee procedures for reference only.
BALLOT COUNTING PROCEDURES

- Water-marked ballots (to avoid duplication), letter, resumes and return postage paid envelopes will be mailed to all Association members in good standing as stated in the Board of Directors Election Calendar. Members in good standing as defined in article X of the Declaration. The order of appearance of the candidates’ names on the ballot (written or electronic) shall be determined by a draw by each candidate or his/her designee no later than two business days after the filing deadline and shall be conducted by the POA Board Secretary or his/her designee at the POA Administration Building. Two colors of ballots are used to distinguish between resident and non-resident votes.

- Deadline for receipt of ballots as stated in the Board of Directors Election Calendar.

- Prior to the election day, ballots are stored unopened in the Accounting Department vault as they are received and bundled in lots of 100 envelopes.

- On the established election date as stated in the Board of Directors Election Calendar, members of the Election Day Committee and POA staff meet to open and tally the ballots beginning at 8:00 a.m. at the Ouachita Building.

- On the morning of the election, envelopes containing ballots are taken to the site of the count, at the Ouachita Building where they are opened.

- After envelopes are opened, a numbered tally sheet is affixed to each bundled 100 envelopes by one of the Election Day Committee members.

- Ten teams, composed of one POA staff, and two members of the Election Day Committee, are seated at separate tables.

- Election Day Committee counting teams remove the ballots from each envelope and separate the two different colored ballots into separate piles.

- One member of each counting team reads the votes while the second member records each vote on the bundle tally sheet. Spoiled or questionable ballots will be segregated for evaluation by the Election Day Committee.

- A second count by the same team, with reversed roles, will be performed and verified to original count.

- Completed numbered bundle tally sheets are affixed to the related ballots and given to the member of the Election Day Committee responsible for recording on the master bundle tally list. Tally sheets indicate the total number of ballots, the total number of votes in each bundle and the number of votes for each candidate.

- The Ouachita Building will be open to the public during the counting of ballots. Property owners, Board members and the press may view the entire counting and tallying procedure from outside the tabulation area. Observers cannot speak to any counting team or engage in any activity which would serve to distract the counting/tallying team.
• Following the election, ballots and tally sheets will be put in secure storage taped and sealed with official signatures on the seal, at the POA Accounting Department vault and retained for one year.

• All ballots will be destroyed after one year.

**Election Day Committee Duties:**

• The Board will solicit applications for an ad hoc Election Day Committee in February. The Committee shall consist of 25 members and up to 10 alternates. Committee members will be drawn by lot and approved at a regular Board meeting. Committee members must be property owners in good standing and must not be the spouse of a Board member or Board candidate. A Chairman will be appointed by the Chairman of the Board.

• POA staff will assist the Election Day Committee as directed by the committee chairman.

• The results will be recorded into an Excel spread sheet on a laptop provided by the POA.

• The Election Day Committee as a whole will rule on the validity of any spoiled/questionable ballots. A simple majority of the Election Day Committee will determine the final outcome of any spoiled/questionable ballot.

• The Election Day Committee then completes the Election Certification Sheet and notifies the CEO of the results. The CEO will notify the current Board of Directors, all Board of Directors candidates, issue a press release, post on the POA website, and send an E-blast on the results.

• In the event of a tie, the affected candidates will be called together and final results will be determined by the drawing of lots.

**Recount Procedure**

• Deadline for any property owner to request a recount to the CEO by date stated in the Board of Directors Election Calendar. A check in amount determined by the CEO to recount the ballots must accompany the written request. The CEO will announce the charge for a recount when it releases the results of the election.