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 are considered to be in good standing if not more than 60 days in arrears by date stated in the Board of Directors Election Calendar. 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 8:30 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 a distance of not less than ten feet from any counting team. 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 3 alternates. Committee members will be drawn by lot at the Board’s March work session and approved at the March regular 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 President 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 COO/General Manager of the results. The COO/General Manager or designee will notify the current Board of Directors, all Board of Directors candidates and issue a press release, post on the POA website and send an Eblast 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 COO/General Manager by date stated in the Board of Directors Election Calendar. A check in amount determined by the COO/General Manager to recount the ballots must accompany the written request. The COO/General Manager will announce the charge for a recount when it releases the results of the election.