

McCormick Ranch Property Owners' Association, Inc.

ELECTION COMMITTEE CHARTER

I. Purpose

The Election Committee oversees and administers all elections and balloting activities as specified in the McCormick Ranch Property Owners' Association, Inc. (MRPOA) recorded documents and Board Resolutions. The Committee ensures the fairness and integrity of the election process and makes recommendations for the election of officers and committee appointments.

II. Organization

The Board President shall appoint a Board Member to serve as the Committee Chair, and the Committee shall serve at the pleasure of the Board. The Committee shall include at least three (3) McCormick Ranch Board Members and the Executive Director as an ex officio, non-voting member. The Committee may invite other individuals with relevant expertise to participate in meetings as needed, without voting rights.

III. Member Requirements

Committee members must be current on all assessments and any maintenance charges assessed pursuant to Article XI, Sections 2 or 3 of the Declaration of Covenants, Conditions, Assessments, Charges, Servitudes, Liens, Reservations, and Easement for McCormick Ranch. Committee members must have no open and unresolved violations. For purposes of this requirement, "open" means visible from neighboring properties, the public street, or the common area, and "unresolved" means that the MRPOA has notified the Committee member of the violation and the Committee member has not corrected the violation within the required timeframe.

IV. Term of Office

Committee members shall serve for a term of one year and may be reappointed for additional terms.

V. Meetings

The Committee shall meet as needed. A quorum for meetings shall consist of a majority of the Committee members. Minutes of each meeting shall be recorded and submitted to the Board of Directors.

VI. Responsibilities

1. Ensure the election process's fairness, integrity, and transparency.
 2. Collaborate with office staff to publicize elections and solicit nominations.
 3. Verify the validity of candidate petitions.
 4. Verify that all candidates are current on all assessments.
 5. Collect and publish candidate biographies and platform statements.
 6. Organize and present the slate of candidates to the membership.
 7. Oversee the counting of ballots and verify quorum.
 8. Conduct the election at the Annual Meeting, introducing candidates and explaining the voting process.
 9. Direct the distribution and collection of ballots.
 10. Announce election results.
 11. Present a slate of candidates for officer roles at the first Board meeting after the annual membership meeting.
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VII. Reporting

The Committee shall submit written reports to the Board after each election cycle, including recommendations for process improvements.

VIII. Code of Conduct

Committee members must maintain impartiality, uphold confidentiality, and act with integrity throughout the election process. Conflicts of interest must be disclosed and managed appropriately.

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Election Policies

I. Election Committee

- A. There will be at least three members of the Election Committee, including the chairperson.
- B. The duties of the Election Committee are to:
 1. Ensure the fairness and integrity of the election.
 2. Direct office staff in publicizing the election and soliciting nominations for open Board positions annually.
 3. Verify petitions for candidates' inclusion on ballots.
 4. Verify that all candidates are current on all Assessments due to the Association.
 5. Obtain biographical information and platform statements from nominees.
 6. Organize and publish the slate of candidates (see item III-A below).
 7. Direct office staff or accounting firm to count and verify quorum.
 8. Conduct the election at the Annual Meeting, including the introduction of candidates, announcements, and explanation of the ballot and write-in process.
 9. Direct the distribution and collection of ballots.
 10. Announce the results.
 11. Once the new Board Members are finalized, the Election Committee will present a slate of candidates for Officers at the March board meeting. The Board will then vote to determine the final assignments for the following year. Term limits for Officers will be adhered to as previously approved. (Exhibit A)

II. Nominations

- A. Candidates are nominated by petition with a minimum of ten signatures from property owners of record, who are current on all payments due to the Association as of the Record Date. Signatures must be from owners or spouses of owners; with only one signature per lot counted.
- B. Nominations are for the Board positions up for reelection each year.

III. The Ballots/Voting Procedures

- A. Absentee Ballots will list all candidates in alphabetical order. All Absentee Ballots will be sent out to eligible MRPOA Members by a third party with a postage paid return envelope addressed to the outside audit accounting firm contracted to manage the election. Should there be no more candidates than the number of open Board positions, the accounting firm will not be contracted to receive ballots, count ballots, or to act as inspectors of the election; instead, these duties will be carried out by the MRPOA office staff.
- B. Ballots distributed at the Annual Meeting in February will be letter-size showing all candidates in alphabetical order.
- C. One vote per candidate is allowed and no more votes can be cast on each ballot than the number of positions open on the Board. More votes than the number of open positions will invalidate the ballot.
- D. Cumulative voting is NOT allowed and will render a ballot invalid if more than one vote is cast for any one candidate.

IV. Additional Election Procedures

- A. Except as provided by III-A above, Contracted accounting firm will be inspectors of the election, certify the election, and give the results in writing.
- B. There will be no endorsement of candidates by Board members. Incumbent Board Members running may indicate that they are incumbent candidates in their biography.
- C. The Election Committee will offer all potential candidates an opportunity to meet with them and discuss the duties of a Board Member. During the petition process, those candidates that chose to continue the petition process will be given a copy of *Board Member Basics- CAI Board Education*. Any such meeting will not be mandatory and will be held at the discretion of the Election Committee.

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Term Limitations for Board of Director Officers

Chairman of the Election Committee, Jane Myers, made a recommendation to the Board on behalf of the Election Committee in regards to term limitations for Officers of the Board. After discussion, some changes were made and a motion proposed.

Jane Myers made a motion to put in effect, as of March 25, 2009, a four year term limit for Officers of the Board. All officers will be elected to a one year term, with a limit of 4 consecutive terms in the same office. The 2009 term would be counted as the first term for all current officers.

Dave Wood seconded the motion. Motion carried.

SOURCE:

MCCORMICK RANCH PROPERTY OWNERS' ASSOCIATION APPROVED MARCH 2009 BOARD OF DIRECTOR MEETING MINUTES