**Policy 2.03**

**Election of Board Members**

Revised and Restated

**Purpose:** The purpose of the policy is to define the procedures for the administration of an Election for Board Member positions.

**Authority:** The Board of Directors has the authority under Article III, Section 3.2.2 to establish and determine the function of an Election Committee.

**General.** The election for Sunflower Board of Directors will occur annually. The election will be for positions of (1) expiring terms of Board Members and (2) electing Board Member(s) for those appointments to the Board to fill unexpired terms.

A candidate applying for a Board position must:

1. Be in agreement with the established purpose and mission of the Sunflower Community Association
2. Make being a Board member their first priority.
3. Accept fiduciary responsibility for actions of the Board.
4. Participate actively and throughout the entire term as part of the Board team
5. Be a community leader and advocate for the Sunflower Community.

For additional Board responsibilities see Policy 1.03 Board Member Job Description and Bylaws Article III, Section 3.11 entitled Powers and Duties of the Board.

**A. Qualifications of Candidates.**

1. All Directors shall be Members of the Association or Qualified Occupants. Lessees are not eligible to serve as directors. Any director who is more than 30 days delinquent on any assessment payment (and specifically excluding sanctions, fines and penalties) shall not be eligible to serve as a director. (Ref: Article III, Section 3.1 of the Bylaws).
2. The Election Committee is to notify the Nominating Committee of the starting date for the election process. Applications shall be made available at the Sunflower Village Center by the date prescribed the Nominating Committee. A packet of information shall be provided the candidate which shall include:
   a. A calendar of events.
   b. Applicable rules and procedures
   c. Application Form
   d. Candidate Statement Form
3. Candidates shall submit written statements not to exceed 250 words in a form prescribed by the Nominating Committee. The form and format of the statement shall not be altered in publication.
B. Election Calendar and Procedure

1. The Board of Directors will set the Annual Members meeting date for the election of new Board members and appoint the Election Committee six months prior to the election.

2. The Election Committee shall establish a time line for the election process, including but not limited to:

   - Advertise BOD Opening Date (Beginning of the Election Process)
   - Candidates Application Deadline
   - Candidates BOD training session time frame
   - Meet the Candidate time frame
   - Mail Out Date (ballots mailed to membership)
   - Post Mark Deadline Date (return of ballots from membership)
   - Counting of ballots / Election Night

* See Attachment 1 - Events & Timeline for BOD Elections. The election calendar shall be posted on the Sunflower Village Center bulletin board, in the Suncatcher, and on the Sunflower website (Sunflowerliving.com). All calendar dates will take into consideration week ends and holidays.

3. The General Manager (GM) will schedule and/or conduct the Candidates BOD Training Session. It is mandatory for candidates to attend a BOD training session if they wish to be placed on the ballot.

C. Ballot Instructions and Envelope Addressing

1. The GM staff will review the ballot instructions and the addressing of envelopes prior to printing and modify them as required.

2. Ballot instructions will be plainly marked noting reasons that would make the ballot invalid. The following instructions will be included but not limited to:

   - Please read the following instructions before you begin to mark your ballot. These instructions are intended to ensure the integrity of our voting process.
   - The ballot must be returned in the enclosed envelope. Use of any other envelope will nullify the ballot.
   - The envelope must be post marked no later than (insert date).
   - You must add postage to the enclosed return envelope. Envelopes marked “Postage Due” are invalid and will nullify the ballot.
   - The ballot may not be reproduced or altered in any way.
   - The ballot must be plainly marked in the space provided to vote for a candidate with Black or Dark Blue ink.
   - Vote for up to (insert number of BOD vacancies) candidates.
   - Only one ballot per lot number will be valid. As stated in the Bylaws, “When more than one person is the Owner of any Lot, all Owners will be considered Members in the Association. The vote for a multiple-Owner Lot will be exercised as they, among
themselves, determine; however, no more than one (1) vote may be cast with respect to any Lot. The votes for each Lot must be cast as a whole unit. Fractional votes are not allowed. If joint Owners are unable to agree among themselves as to how their vote or votes are to be cast, they will lose their right to vote on the matter in question. If any Owner casts a ballot representing a certain Lot, it will thereafter be conclusively presumed for all purposes that the Owner was acting with the authority and consent of all other Owners of the same Lot. If more than one ballot is cast for a particular Lot, none of the votes for the particular Lot will be counted, and all of the votes for the particular Lot will be deemed void.”

- At least one of the lot owners must sign the ballot for it to be valid.
- If the lot number is not indicated on the ballot, cannot be determined from the signature, or is otherwise unintelligible, the ballot will be nullified.

3. A return envelope with the preprinted address of the Election Teller shall be provided in the ballot package. These envelopes shall be retained by Election Teller until the day after the election when they shall be delivered to the GM at the Sunflower Village Center.

D. Meet the Candidate Sessions

1. Meet the Candidate sessions will be scheduled by the Election Committee between the Candidate Application Deadline date and the Post Mark Deadline date.

2. The Election Committee Chairperson will send a letter (See attached Example 1) to each candidate inviting them to attend the Meet the Candidate sessions. The invitation will include time and place of sessions, allotted times for questions, and all pertinent information for the candidates prior to attending the session.

3. The Election Committee Chairperson working with the GM staff will advertise the Meet the Candidate sessions in the Suncatcher, on the Sunflower Village Center bulletin and on the Sunflower website in a timely manner.

4. There will be a minimum of two and no more than three Meet the Candidate sessions scheduled by the Election Committee.

5. Meet the Candidate sessions will be scheduled convenient to the greatest number of members.

6. All Meet the Candidate sessions will be held in open sessions on the dates and times set by the Election Committee. The sessions will be conducted by the Election Committee Chairperson in a manner which is non-discriminatory to all candidates.

7. The Candidates will draw for position and speak in that order. Each candidate will have three minutes to address the membership at the opening of the session. The order in which candidates are asked questions will be the order in which they gave their opening statements, then in rotating order.
8. Questions will be solicited from the membership by placing a “Question Box” in the community center by the Election Committee. Questions will be restated or reworded by the Election Committee so that similar questions are not asked more than once.

E. Distributing the Ballots

1. The GM staff will have preprinted address labels and envelopes made available to the Election Committee.

2. The Election Committee, together with the GM staff, shall prepare the ballot and envelopes. The Election Committee shall arrange for the envelopes to be mailed to the members within 24 hours after they are assembled.

3. A ballot for those members who did not vote by mail will be available at the Annual Members Meeting. The Election Committee and the GM staff will verify the members’ eligibility, issue a ballot to the member, and ensure the ballots placed in the ballot box are valid.

F. Counting the Ballots and Posting the Result

1. A disinterested third party (Election Teller) will be contacted to count the ballots for the entire process.

2. The Election Teller of record will count the absentee ballots and the ballots submitted on election night. The Election Committee will assist the Election Teller on election night with the final ballot count. Final ballot count will be certified by the Election Teller and the winning candidates revealed on election night by the Election Committee Chairperson.

3. All written election material shall be retained per State Law. Any material not retained per State Laws will be shredded and discarded.

4. When the count is complete, the Election Teller and the Election Committee Chairperson will verify the addition totals.

5. The Election Committee shall announce the result of the election at the annual meeting. The General Manager shall post the results on the Sunflower Village Center bulletin board and publish the results in the next issue of the Suncatcher and on the Sunflower website.
Amendments or Revisions.

This policy may only be amended, changed, revised or cancelled by the Board of Directors by a majority vote.

This revised and restated policy was approved by the Board of Directors on June 6, 2007.

Attested to by:

Sharon Nelson, Secretary

History:
Adopted on 12-14-04
Revised and Restated on June 6, 2007
Revised on August 7, 2007