

ELECTION COMMITTEE CHARTER

This committee is a Standing committee established by the Board of Directors and shall be governed by the Declaration of Covenants, Conditions & Restrictions and the By Laws of the Sunflower Community Association.

Membership: Shall consist of 3-5 Community members in good standing and approved by the Board. A Board liaison shall be appointed to the committee. All Committee members shall review the General Committee policy 7.01.

The committee members shall choose a Chairperson and Secretary. All information regarding the ballot and electronic counting and outcome of votes shall be kept confidential until the Annual meeting when the Board chair announces the names of the new Board members.

Duties:

- The Liaison and Community Manager will review all applications to verify the qualifications of the candidates for Board of Directors (assessments are current, name is on the Title of the property, etc.).
- Prepare paper ballots and procedure for accepting, scanning and processing them. Work with the Community Manager in establishing procedures and processes for electronic voting.
- The Election Committee will prepare a timeline which will include:
 1. Securing candidate bios and pictures and providing those bios to the community.
 2. Setting up two Meet the Candidate sessions and prepare questions for candidates to answer. One meeting to be held on a weekday and one meeting to be held on a weekend.
 3. Candidate reflection with the previous Board members. The Election Committee Liaison will set this meeting up.
 4. Secure and scan paper ballots and forward to AAM for counting. Verify electronic voting reports. Tally any last minutes paper ballots received for counting for each candidate. The Election chair then can announce the names of the new Board members.

Meetings:

The committee shall meet as needed. Minutes shall be taken and approved at the following meeting. A copy of the approved minutes will be sent to the Community Manager for approval by the Board. After the Board approves the minutes, the Election

Committee Secretary will send a copy of the approved minutes to the sunflowerliving.com website.

The Chairperson and committee members shall agree on a date and time for the next meeting. Notifications will be given to the Liaison and Community Manager. These are open meetings so should be placed on the monthly Suncatcher calendar or sent out in the communicator if unable to meet the Suncatcher's deadline.

Approved: _____ Election Committee Liaison
February 14, 2024