

BIG CANOE PROCEDURE

Procedure 103.2 Election Results Reporting

I. PROCEDURE

Reporting of election results for POA Directors will include:

(a) For General Elections:

- Audit firm or agent that has received and counted the ballots will send a letter to the Director of Finance for verification of vote count by class.
- Upon verification, the Audit firm or agent will send a summary letter showing the total vote count by candidate. The letter will be sent to the Election Committee Chairperson, POA Board President and Director of Finance. If the Board President is a candidate in the election, the summary letter intended for the President will be sent to the Vice President or to the Secretary if the Vice President position is unfilled or the Vice President is also a candidate.
- On the day before the Annual Meeting, the President or Vice President or Secretary having received the letter will inform the candidates of the summary results.
- The President or Vice President or Secretary having received the letter will announce the names of the successful candidates at the Annual Meeting.
- The election results summary letter will be attached to the Minutes of the Annual Meeting and retained on file with the Minutes.

(b) For Primary Elections

- Audit firm or agent that has received and counted the ballots will send a letter to the Director of Finance for verification of vote count by class.
- Upon verification, the Audit firm or agent will send a summary letter showing the total vote count by candidate. The letter will be sent to the Election Committee Chairperson, POA Board President and Director of Finance. If the Board President is a candidate in the election, the summary letter intended for the President will be sent to the Vice President or to the Secretary if the Vice President position is unfilled or the Vice President is also a candidate.
- The President or Vice President or Secretary, having received the letter, will arrange for announcement of the results to be published to the community no later than September 20, after informing the candidates.
- The Election Results summary letter will be filed.

(c) For proposals requiring Property Owner vote:

- Audit firm or agent that has received and counted the ballots will send a letter to the Director of Finance for verification of vote count by class.
- Upon verification the Audit firm or agent will send a summary letter showing the total vote count. The letter will be sent to the POA Board President and Director of Finance.
- The Board President and staff will determine the results announcement process.

II. RESPONSIBILITIES

POA Board and staff for all ballots plus POA Election Committee for election of Directors.

III. SCOPE

All Property Owners Voting

IV. DEFINITIONS

V. RELATED POLICIES OR DOCUMENTS

Third Amended and Restated By-Laws, Article III; Policy 055 Electronic Document and Signature