

# Lake Raponda Association Elections and Voting Procedures

**April 2023**

Thanks to the work of an ad hoc Bylaws Revision committee, the LRA developed a process by which members can participate in discussion about upcoming elections of Officers and Trustees or about contested issues on which a vote is required. Using electronic meetings (e.g., Zoom) and voting by email ballots, members are encouraged to take part in important decisions whether or not they can be present in person. At its July 2022 meeting, members approved revisions to LRA bylaws and the Articles of Incorporation to permit these changes. Voting in these situations will be managed by the LRA Clerk or other LRA Trustee designated by the President as "Registrar."

## **Elections – Candidate Selection/Nominating Committee**

Per the 2022 Bylaws, in odd-numbered years, the LRA Officers, the past President, and one Trustee designate an ad hoc Nominating Committee of no more than four members. The Nominating Committee then assembles a list of all candidates who have agreed to stand for election. This list may include any member who offers his or her name as a candidate. All candidates' names must be provided to the Nominating Committee at least 10 days prior to the election. These candidates stand for election or re-election by eligible voting members of the Association.

Voting is allowed either in person (by paper ballot or hand vote) OR by email ballot before the conclusion of that meeting. Voting takes place at the Annual Meeting in August in the odd-numbered years.

At least 10 days before the election, the Nominating Committee discloses the list of candidates for Officers and Trustees to the members (e.g., by posting on the LRA website, an email announcement, and/or other method). The total number of available Trustee positions voted on is ten (four (4) Officers and up to an additional six (6) Trustees).

An informal meeting may be held for the candidates to provide information about themselves to members after the Nominating Committee provides the list to the members and prior to the election. The information may be provided in writing and/or at the informal meeting. Votes will be tabulated according to the LRA Voting Procedures outlined below.

## **Procedures for a Contested Issue**

Any member may present a contested issue to the Trustees. The Trustees may either add the issue to a ballot at the Annual Meeting or add it to the next meeting agenda as a discussion item under new business. The issue will be posted on the Association's website as a ballot item or a new business agenda item.

At least 10 days in advance of any vote on a contested issue, a Special Meeting will be scheduled by LRA Trustees (through the President or Clerk, according to the Bylaws). As

required by the Bylaws, the members will be provided with 10 days' notice of the Special Meeting date. The purpose of the Special Meeting will be to allow all members to comment on the issue before the members vote.

Results of voting on the contested issue will be conducted according to the LRA Voting Procedures outline below.

## **LRA Voting Procedures**

### *Member Eligibility to Vote*

- The association bylaws state that no more than two people from one property interest may vote. If members want to vote in an election or on a “contested” issue by email, they notify the registrar of the email addresses of the two people who are the eligible voters for their property interest. The membership spreadsheet will have columns for this purpose.

### *Registering to Vote by Email*

- To vote by email rather than in person, a member sends an email to the registrar at [vote@raponda.org](mailto:vote@raponda.org) 6 to 10 days before the meeting.
- The registrar verifies that the sender’s email address is eligible and replies to acknowledge their registration as an email voter.

### *Email Voting Period*

- 5 days before the meeting, the registrar sends an email to each member who registered as an email voter. The email contains a website link to the issues to be voted upon. Registered email voters send their votes to [vote@raponda.org](mailto:vote@raponda.org).
- The registrar verifies that each email vote came from a registered email address and that no more than two email votes per property interest were cast. The registrar records and acknowledges each email vote.
- Before the meeting, the registrar tabulates all the email votes that have been returned to date. The registrar also records the number that have not been returned.

### *In-person Voting at the Meeting and Tabulation of Results*

- The registrar adds the email votes to date to the in-person votes. The clerk ensures that no more than two votes per property interest were cast. The clerk records the time that in-person voting on each issue ends.
- If the sum of the yea votes **exceeds** the sum of the no votes by more than the number of unreturned email votes, the motion will be carried. If the sum of the yea votes **does not exceed** the sum of the no votes by more than the number of unreturned email votes, the outcome will be undetermined until the outstanding email votes are counted. If the outcome is undetermined, **after the meeting** the registrar will check for any further email votes cast before the end of the meeting and add in those votes to determine the outcome.

