



ELECTION PREPARATION AND ELECTION DAY PROCESS

1. The Election Committee will adapt the Official Harbor Town Ballot template for each specific election. Only the Official Ballot Form created by the Election Committee will be allowed for that specific election. No other forms will be allowed. See attached ballot sample.
2. The Election Committee will work with the Association Management Office to compile a roster for each specific election, ensuring that the lists of Titleholders (resident vs. non-resident) and registered Citizens who are **not** Titleholders are reviewed and included as appropriate for each election. See Election Calendar details and attached roster outline.
3. Voter must present valid ID. Please bring a photo ID (government-issued ID, student ID, or employee ID) that includes both name and address. If the photo ID does not have the address, then a current MLGW bill will suffice as proof of residency. All other voter eligibility requirements will be verified.
- 4. Eligibility requirements to vote in a District Representative election**
 - a. Be registered with the Harbor Town Community Association Management Office as of January 1st of the election year
 - i. Titleholders are registered upon notifying the Association Management Office of taking ownership of their Lot or Living Unit—the effective date of registration being the date they took title.
 - ii. Any resident who is not a Titleholder is also required to register to be eligible to vote.
 - b. Reside in the District for which the election is being held
 - c. Be current on any financial obligation to the Association to within thirty (30) days of the due date
 - d. Be 18 years or older
 - e. For a District Representative election, each Citizen gets **one** vote regardless of the number of Lots or Living Units owned.
- 5. Eligibility requirements to vote in a Presidential election**
 - a. Be registered with the Harbor Town Community Association Management Office as of January 1st of the election year
 - i. Titleholders are registered upon notifying the Association Management Office of taking ownership of their Lot or Living Unit—the effective date of registration being the date they took title.
 - ii. Any resident who is not a Titleholder is also required to register to be eligible to vote.
 - b. Reside in any District or reside in the Multifamily Structures (apartment complexes within Harbor Town)

- c. Be current on any financial obligation to the Association to within thirty (30) days of the due date
 - d. Be 18 years or older
 - e. For a Presidential election, each Citizen gets **one** vote regardless of the number of Lots or Living Units owned.
6. The Citizen voting will sign the roster prepared for that election and be issued a numbered ballot. The intent of the ballot numbers is to serve as accounting control only and not intended to be traceable back to that individual voter.
 7. Ballot must be completed legibly.
 8. No ballots that are incomplete, illegible, or cast by an ineligible voter will be valid.
 9. Polls will close at <<time TBD>>. **Voters must be in line to vote no later than <<time TBD>>.**
 10. The Election Committee Chairperson will be responsible for casting one ballot for any uncontested District Representative candidates, documenting same with a letter following the attached example.
 11. At the discretion of the Election Committee, verification and count of proxies may begin before polls open or close.
 12. Certification and vote count will take place immediately after polls close. Details of the certification will be provided in letter form following the attached example.
 13. In the event of a tie, see Harbor Town Bylaw 3.101(b)3 for instructions on determining the winner.
 14. Election results will be communicated by the Election Committee to the HOA President upon completion of the count.
 15. All records will be filed in the official repository for Association business, as directed by the Board of Trustees.
 16. **Voting will take place at <<place TBD>>.**
 17. **Polls will be open on <<day and date TBD>>, from <<open to close times TBD>>.**

See Attachments:

- Ballot sample
- Roster outline
- 2017 District 4 uncontested letter example
- Generic certification of election letter template



PROXY PROCESS

DISTRICT REPRESENTATIVE AND PRESIDENTIAL ELECTIONS

In accordance with Section 2.106(g) of the Harbor Town Bylaws, proxies will be permitted, following the procedures listed below.

What is a Proxy?

- A proxy is the means by which you exercise your right to appoint another Citizen OR the Secretary of the Board of Trustees OR your mortgagee to physically cast your vote when you are unable to cast your own ballot in person on the day of the election.
- For each election, the Election Committee will adapt the Official Harbor Town Proxy Form template for that specific election and make it available through the Association Management Office. Only the Official Proxy Form created by the Election Committee will be allowed for that specific election. No other forms will be allowed.

Eligibility requirements to vote in a District Representative election

1. Be registered with the Harbor Town Community Association Management Office as of January 1st of the election year
 - a. Titleholders are registered upon notifying the Association Management Office of taking ownership of their Lot or Living Unit—the effective date of registration being the date they took title.
 - b. Any resident who is not a Titleholder is also required to register to be eligible to vote.
2. Reside in the District for which the election is being held
3. Be current on any financial obligation to the Association to within thirty (30) days of the due date
4. Be 18 years or older
5. For a District Representative election, each Citizen gets **one** vote regardless of the number of Lots or Living Units owned.

Eligibility requirements to vote in a Presidential election

1. Be registered with the Harbor Town Community Association Management Office as of January 1st of the election year
 - a. Titleholders are registered upon notifying the Association Management Office of taking ownership of their Lot or Living Unit—the effective date of registration being the date they took title.
 - b. Any resident who is not a Titleholder is also required to register to be eligible to vote.
2. Reside in any District or reside in the Multifamily Structures (apartment complexes within Harbor Town)
3. Be current on any financial obligation to the Association to within thirty (30) days of the due date
4. Be 18 years or older
5. For a Presidential election, each Citizen gets **one** vote regardless of the number of Lots or Living Units owned.

Proxy Form Procedures

1. All proxies must be picked up IN PERSON at the Harbor Town Community Association Management Office by **the** Harbor Town Citizen who is planning to execute **that** proxy (the voter). The proxy forms will be available for pick-up beginning on a date no later than 15 calendar days prior to the election. Specific dates and times shall be jointly determined and coordinated between the Election Committee and the Association Management Office. The dates and times will be communicated to the Citizens.
2. Eligibility to vote via proxy will be verified at the time of proxy pick-up. Please bring a photo ID (government-issued ID, student ID, or employee ID) that includes both name and address. If the photo ID does not have the address, then a current MLGW bill will suffice as proof of residency.
3. The Proxy number will be recorded in the appropriate column on the Election Roster associated with that voter's name to avoid the chance of voting twice.
4. When completing the proxy form, the voter will select ONE of the candidates for each office. The voter may complete and submit the proxy at time of pick-up, making the Secretary of the Board of Trustees his/her Appointee; however, if the voter wants to appoint any Citizen or mortgagee other than the Secretary of the Board of Trustees, then that Appointee must submit the proxy in person and be verified as a Citizen or mortgagee in order for the proxy to be valid.
5. When a proxy is submitted by the Appointee, the Appointee's ID and residency will be verified. Please bring a photo ID (government-issued ID, student ID, or employee ID) that includes both name and address. If the photo ID does not have the address, then a current MLGW bill will suffice as proof of residency.
6. **ONLY MORTGAGEES AND THE SECRETARY OF THE BOARD OF TRUSTEES ARE ALLOWED TO BE THE APPOINTEE FOR MORE THAN ONE PROXY.** The appropriate column associated with the Appointee's name on the Election Roster will be checked and/or the number of the first proxy naming that Appointee will be recorded within that column.
7. Each individual proxy must be submitted IN PERSON to the Association Management Office by the Voter completing that proxy or his/her Appointee for that proxy. **NO DROP BOX SUBMITTALS WILL BE ACCEPTED.** Dates and times will be jointly determined and coordinated by the Election Committee and the Association Management Office. Dates and times will be communicated to the Citizens.

All proxies must be submitted to be verified NO LATER THAN 6:00pm Central Time one day prior to the day of the election in order to be considered filed with the Secretary.