

Tahoe Meadows

A Historic District

Summary of Policies and Procedures for Tahoe Meadows Secret Ballot Elections

Secret ballot procedures were adopted by the membership in 2008 and are intended to meet the requirements of the Davis-Stirling Act for the election of directors, removal of directors, special assessments, amendments to the CC&Rs and By-Laws, and grants of exclusive use of common areas.

1. Nominations and Self-Nominations for Board of Directors

1. As provided in the Tahoe Meadows By-laws,
 - a. The Nominating Committee shall make as many nominations for election to the Board as it shall in its discretion determine, but not less than the number of vacancies that are to be filled.
 - b. In addition, any member present, in person or by proxy, at a meeting at which Directors are to be elected, may place names in nomination.
2. As provided by SB323, the association shall provide general notice of the procedure and deadline for submitting a nomination at least 30 days before any deadline for submitting a nomination.
3. A form for Self-Nomination shall be mailed to the Membership Representative for each property in November. Any member who wishes to be listed as a candidate on the Spring Meeting ballot must submit the Self-Nomination form to the Chair of the Nominating Committee. The deadline is 30 days from the mailing date.
4. Tahoe Meadows By-Laws do not permit write-in candidates unless nominated from the floor.
5. All nominees put forth as provided in paragraphs 1 and 2 above must be members in good standing.

2. Pre-Ballot Notice

At least 30 days before the ballots are distributed, the association shall send:

1. A general notice (individual if requested) including:
 - Date, time and physical address to mail or hand deliver ballots to inspectors
 - Date, time and location ballot counting meeting
 - List of candidates to appear on the ballots
2. An updated roster as the “voter list” to permit members to verify the accuracy of their information on the candidate list and voter list. Those persons identified as membership representatives are the voters on this roster.

3. Inspector of Elections

At least 60 days prior to an election requiring a secret ballot, the Board of Directors shall appoint an Inspector of Elections who is not a member of the board of directors nor a candidate for the board of directors nor related to a member of the board of directors or to a candidate for the board of directors. In addition, the inspector may not be a person, business

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entity, or subdivision of a business entity who is currently employed or under contract to the association for any compensable services other than serving as an inspector of elections. The sealed ballots, signed voter envelopes, voter list (roster used for mailing ballots), proxies, and candidate registration list shall at all times be in the custody of the inspector of elections or at a location designated by the inspector until after the tabulation of the vote.

4. Ballot Distribution and Voting

1. Ballots shall be mailed to the designated Membership Representative at least 30 days before the Spring Membership Meeting or the Summer Membership Meeting.
2. The ballot must be completed and submitted by a Tahoe Meadows member or their officially designated proxy.
3. The completed ballot may be mailed to the Inspector of the Elections prior to the meeting or submitted in person at the meeting.
4. Once a secret ballot is received by the inspector of elections it shall be irrevocable.

5. Proxies

As provided in the Tahoe Meadows By-laws,

1. Each member entitled to vote may vote in person or by proxy. All proxies shall be in writing and filed with the Corporate Secretary before the beginning of the meeting.
2. The proxy shall identify the person who is authorized to exercise the proxy. No one person may exercise more than two proxy votes.
3. The proxy shall afford the opportunity to specify a choice between approval and disapproval of each matter or group of matters shown on the agenda for membership vote. The proxy shall be cast in accordance with that choice.

5. Secret Ballot

A ballot and two envelopes shall be provided to preserve confidentiality. To be accepted for counting, the ballot shall be submitted as follows.

1. The completed ballot shall be inserted into the small envelope and sealed.
2. The unmarked small envelope shall be inserted into the larger envelope and sealed.
3. The upper left hand corner of the larger envelope must contain the member's signature, printed name and Tahoe Meadows property address.

6. Counting the Ballots

1. All votes shall be counted and tabulated by the Inspector of Elections during the membership meeting.
2. Any candidate or other member of the association may witness the counting and tabulation of the votes.
3. The member's information and signature shall be verified on all ballots before the ballot is accepted for counting.
4. Ballots may not be opened prior to the announced counting of the ballots

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5. The small envelopes shall be separated from the large envelopes prior to removing the ballot to maintain confidentiality.
6. The Inspector of Elections may be assisted by volunteers who are not members of the board of directors nor candidates for the board of directors or related to such persons.
7. The results shall be announced before the end of the meeting.
8. The final tallies must be reported in the meeting minutes.
9. The ballots, signed voter envelopes, voter list (roster used for mailing ballots), proxies, and candidate registration list shall be stored at a location designated by the inspector for one year after the date of the election.