

Date: September 20, 2023 FINAL
To: Cougar Ridge Homeowners
From: Cougar Ridge Homeowners' Association Board of Directors
Subject: **SECRET BALLOT PROCEDURE**

Purpose:

To establish a policy that promotes consistent, safe and fair elections.

Background:

On March 21, 2023, the Cougar Ridge Homeowners Association recorded a restatement of the bylaws of the association. Section 4. Voting by Secret Ballot asks the Board to develop a rule for this purpose.

Authorizing Document:

ARTICLE VII – MEMBER MEETINGS AND NOTICE

Section 4. Voting by Secret Ballot.

Notwithstanding any other law or provision of the governing documents, elections regarding election and removal of Board Member(s) and amendments to the governing documents shall be held by secret ballot in accordance with a rule adopted by the Board for this purpose.

RULE:

In accordance with Article VII, Section 4 of the CRHOA bylaws (March 20, 2023), the board of directors shall apply the following procedure:

1. The Association mails the ballots to all members in good standing, along with a pre-addressed envelope and instructions on how they can return the ballots.
2. To preserve confidentiality, voters shall not be identified by name, address, or lot number on ballots.
3. Members should fold their completed ballot to conceal votes and place the ballot in the return envelope and seal.
 - a. Ballots must be returned in an envelope with the lot number on the outside of the envelope.
4. Ballots will be collected by the Inspector(s) of the election.
5. Inspector(s) of election will use the lot number information on the returned ballots to certify the number of ballots received satisfies quorum requirements.
 - a. This list may also be used for eliciting more votes by members in good standing if the necessary quorum has not been achieved and the deadline for ballot submission has been extended.
6. All ballots will be removed and separated from the envelope with the lot number prior to tabulating votes.
7. Ballots will be tabulated at the annual meeting of members or at a meeting of the board of directors following the election period.
 - a. Quorum requirements will be confirmed.
 - b. Election results will be quantified and certified by the Inspector(s) of elections.
8. Election results will be emailed to members following tabulation and certification.