

## **MUTUAL OPERATIONS**

### **HOMEOWNERS MEETINGS**

#### **Annual Elections – Mutual Seventeen**

In accordance with State Law and the Mutual Bylaws, the following policy is established for the election of candidates to the Mutual Board of Directors.

#### **1. Candidates**

##### **a. Candidate Eligibility**

In accordance with the Mutual Bylaws, all members in good standing are eligible to run for election to the Mutual Board of Directors. “Good Standing” means that the member is not delinquent in the payment of monthly or special assessments in an amount equal to or greater than one month’s assessment for a period of time greater than 30 days.

##### **b. Notification to Members**

The Mutual Board of Directors shall arrange to place a notice in the *Golden Rain News* and in the Mutual monthly meeting minutes not less than 90 days prior to the annual meeting that any member of the Mutual in good standing may place his/her name into nomination as a candidate for election to the Board of Directors.

##### **c. Self-Nomination by Members**

Mutual members who wish to nominate themselves as a candidate for election to the Mutual Board of Directors must do so in writing not more than 90 days or less than 60 days prior to the annual meeting date.

##### **d. Nominations from the Floor**

Candidates may be nominated from the floor during the annual meeting, provided that the candidate is present at the annual meeting to accept the nomination.

#### **2. Election Process**

- a. The Golden Rain Foundation will provide a contracted vendor to assume all election services, including the inspectors of the election, who will be directed to conduct the election under current applicable codes.
- b. If the Golden Rain Foundation does not provide a contracted vendor to assume all election services, then Sections 3 and 4 will govern the election procedures which will be prepared and processed by the Mutual Corporation or the Golden Rain Foundation:

**MUTUAL OPERATIONS****HOMEOWNERS MEETINGS****Annual Elections – Mutual Seventeen****3. Election Materials**a. Notice Letter

The notice letter, mail-in secret ballot, voting instructions and mailing instructions for the Mutual annual election shall be mailed out to each Mutual unit owner no later than 30 days prior to the annual meeting.

b. Secret Ballots Returned By Mail

The mail-in secret ballot is required to be mailed to the “Inspectors of the Election” for proper verification and validation, and must be received before 4:00 p.m. on the day before the annual meeting.

The mail-in secret ballot, if sealed and properly mailed, will be opened the day of the annual meeting by the inspectors of the election. The mail-in secret ballot is irrevocable once it is validated by the inspectors of election.

**4. Inspectors of the Election**

If a contracted vendor is not provided, the Mutual Board of Directors will, not less than 30 days prior to the election, designate three inspectors of the election to carry out the duties outlined below.

a. Qualifications of Inspectors

An inspector of the election may not be a member of the Mutual Board of Directors, or a candidate for the Mutual Board of Directors, or related to a member of the Mutual Board of Directors, or under contract to the association for any compensable services other than for election services.

b. Inspectors of the Election - Duties

- 1) Determine the number of members entitled to vote and the voting power of each.
- 2) Determine the authenticity, validity and effect of proxies, if any.
- 3) Receive mail-in proxy forms and ballots.
- 4) Open mail-in proxy forms and ballots at the annual meeting.
- 5) Hear and determine all challenges and questions in connection with the right to vote.
- 6) Count and tabulate all votes.
- 7) Determine the results of the election.
- 8) Perform his or her duties expeditiously, impartially, and in good faith at all times.

**MUTUAL OPERATIONS****HOMEOWNERS MEETINGS****Annual Elections – Mutual Seventeen****5. Voting****a. Qualification for Voting**

Votes may be cast by mutual members in good standing:

- 1) By hand-delivering their secret ballot to the inspectors of election on the day of the annual meeting prior to the closing of “the polls”; or
- 2) By mailing the secret ballot; or
- 3) By using the proxy form.

**b. Method of Voting**

In accordance with the Mutual Bylaws, members shall be entitled to the number of votes equal to the number of vacancies. Members shall not cast more than one vote per candidate. A vote for a candidate shall be indicated by the symbol “X” or any other affirmative symbol on the ballot.

**c. Voting by Secret Ballot**

All ballots shall be prepared in a manner consistent with providing and ensuring that the member’s vote will be by “secret ballot.”

**6. Actions by a Mutual Board when a Contracted Vendor is Retained for Elections**

- a. The Mutual Board of Directors may appoint observer(s) who may make their observations to the Board.
- b. The Mutual Board of Directors shall validate its own election results.

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**MUTUAL ADOPTION**  
SEVENTEEN: 02-06-07

**AMENDED**  
05-06-14