

AGENDA
COMMUNICATIONS COMMITTEE
Administration Conference Room
Thursday, May 8, 2014 – 1:30 p.m.

1. Call to Order
2. Roll Call
3. Approval of Regular Meeting Minutes of April 11, 2014
4. Chair's Announcements
5. **STAFF REPORTS**
 - a. Section Editor/Staff Writer, Ruth Osborn
 - b. Executive Director, Randy Ankeny
 - c. ITS Manager, Steve Perez
6. **COMMENT PERIOD**
 - a. Foundation Members
 - b. Committee Members and Ex Officio Member
7. **CORRESPONDENCE**
8. **UNFINISHED BUSINESS**
 - a. Finances
 - 1) Pre-budget Planning – Sales numbers for 2012, 2013 and 2014
 - 2) Telephone Directory – update
 - 3) Sales Reports - update
 - b. Content - Website
 - 1) Subcommittee Report
 - c. Content – *Golden Rain News*
 - 1) Policy 5025, Election Procedures, Section H
Mutual Board Candidates - discussion
 - d. Community
 - 1) Centenarian Subcommittee Report
 - 2) Disband the Centenarian Subcommittee
 - 3) Community Information Phone Number – creation of new policy
9. **NEW BUSINESS**
10. Next meeting: July 2014 – date/time to be determined
11. Adjournment

****Agenda is Subject to Change****

GOLDEN RAIN OPERATIONS

Election Procedures

The following will be in effect for the election of representatives to the Golden Rain Foundation Board of Directors:

1. Elections

a. Annual Election

The election of representatives for odd-numbered Mutuals will occur during odd-numbered years and the election of representatives for even-numbered Mutuals will occur during even-numbered years. Each representative shall serve a two-year term.

- 1) One representative will be elected from each Mutual except for Mutuals One and Two where there will be two.

b. Special Elections

Upon the occurrence of a vacancy on the Board of Directors representing an odd- or even-numbered Mutual, the process for a special election will begin within ten (10) days after the Secretary of the Board is notified of the vacancy.

2. Voting

a. Qualification for Voting

Members may vote only by using the mail-in secret ballot. Members may cast one vote, except on the ballots of Mutuals One and Two, members may cast two votes, but they may not be cast cumulatively.

b. Cumulative Voting

There is no provision in the GRF By-Laws for cumulative voting.

3. Candidates

a. Candidate Eligibility and Qualifications

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All members of the Golden Rain Foundation “in good standing” are eligible to run for election to the Board of Directors representing the Mutual in which they reside. “In good standing” is defined as a member who is not in arrears of his or her carrying charge to the Mutual.

b. Candidate Resume/Biography

Prior to the deadline established by the association, each candidate shall submit a resume/biography containing up to 300 words. The resume/biography shall be mailed with the ballot.

- 1) The resume/biography shall contain only the candidate’s background and qualifications.

c. Notification of Nominations for Election of Directors

The Golden Rain Foundation shall place a notice in the *Golden Rain News* not less than ninety (90) days prior to the election counting meeting that any member may place his or her name into nomination for the director position representing the Mutual in which they reside. The notice shall be published in the *Golden Rain News* every week thereafter until the election counting meeting is held.

d. Self-Nomination by Members

Members who wish to nominate themselves as a candidate for election to the Board of Directors must do so in writing to the Foundation Board Office not more than ninety (90) days or less than sixty (60) days prior to the election counting meeting.

- 1) All candidates shall be provided candidate instructions upon submitting their name for nomination.

e. A Mutual Board of Directors may appoint a nominating committee for the purpose of recommending a candidate for the election. Any candidates who are recommended by their Mutual Board of Directors or nominating committee will be given candidate instructions by the GRF Board Office.

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f. Nominations from the Floor

There is no provision in the By-Laws for nominations from the floor.

g. Campaign Cycle

The campaign cycle shall begin mid-April and end mid-May.

h. Equal Access to Association Media

- 1) Candidates and other members advocating a point of view for purposes reasonably related to the election shall be provided a one-time access to the Association's website during the campaign cycle as follows:
 - A) Submissions shall be posted on the election bulletin board on the LWSB website.
 - B) Submissions shall be limited to 200 words.
 - C) One submission shall be accepted from each candidate or member for posting on the LWSB website.
- 2) Candidates and other members advocating a point of view for purposes reasonably related to the election may purchase, subject to space availability and advertising guidelines established by the News Office, a maximum of a half-page of space in an edition of the *Golden Rain News* at regular advertising rates during the campaign cycle. No other access to the *Golden Rain News* will be granted.
- 3) Equal access to clubhouses shall be provided at no cost to all candidates, including those who are not incumbents, and to all members advocating a point of view for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come, first-serve basis.
- 4) In the event that the statements or actions of an incumbent director, who is also a candidate for re-election to the Board, are reported in the Association media solely in the context of that directors' performance of

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duties, those reports or statements shall not constitute provision by the Association of access to its media for campaign purposes.

- 5) In the event that the Association's media reports any candidates' statements or actions that are reasonably unrelated to the election, the reporting of such shall not constitute provision by the Association to its media for campaign purposes.
- 6) In accordance with Civil Code 1363.04, no Association funds shall be used for campaign purposes, except to the extent necessary for the Association to comply with the duties imposed upon it by law.
- 7) Provision of Mailing Labels

Candidates are entitled to purchase labels for the addresses in their Mutual at a per-label cost which is to be paid at the time the labels are ordered. Labels can be ordered by completing an "Access to Documents" form in the Accounting Department.

4. Election Meetings

The Golden Rain Foundation Board of Directors will convene a special meeting one week prior to the Annual Meeting for the purpose of counting ballots. All members are welcome to attend the special meeting.

In the case of a special election, the Golden Rain Foundation Board of Directors will convene a special meeting approximately thirty days after the ballots are mailed for the purpose of counting ballots. All members are welcome to attend the special meeting.

5. Election Process

- a. The Executive Committee shall review and approve the election materials and the election process.
- b. The Golden Rain Foundation shall contract with an independent third-party vendor to perform all election services as Inspector(s) of Election. The vendor will be directed to conduct the election, and be accountable for the

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conduct of the election in accordance with this policy and all applicable codes, By-Laws, and state laws.

- c. During its meeting in February, the Executive Committee of the Golden Rain Foundation Board will recommend that the Board appoint the election services company as its Inspector(s) of Election.
- d. During its meeting in February, the Board of Directors will appoint the election services company as its Inspector of election.
- e. If the Golden Rain Foundation does not contract with a vendor to perform all election services, then the Golden Rain Foundation will conduct the election in accordance with this policy and all applicable codes, By-Laws, and state laws. The Golden Rain Foundation Board of Directors will appoint in-house Inspector(s) of Election.

6. Election Materials

a. Reminder Post Card

The Golden Rain Foundation will prepare, address and mail an "Annual Meeting" reminder post card to all members ten days before the Annual Meeting.

b. Ballot Packet

The ballot packet will consist only of a mail-in secret ballot, voting instructions, any candidate resumes/biographies, two return envelopes, and mailing instructions for the election. The ballot packet will be mailed at least thirty (30) days prior to the ballot counting meeting.

c. Secret Ballots Returned By Mail

The mail-in secret ballot is required to be mailed to the Inspector(s) of the Election for proper verification and validation, and must be received before noon on the date established on the ballot.

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The mail-in secret ballot is irrevocable once it is validated by the Inspector(s) of the Election.

The Inspectors of Election will open and process the mail-in secret ballots on the day of the special meeting held for the purpose of counting ballots as outlined under Section 7.

- 1) If a mail-in secret ballot is compromised or improperly sealed or addressed, it will be invalidated by the Inspector(s) of the Election.

7. Inspector(s) of the Election

a. Inspector(s) of the Elections shall perform the following:

- 1) Determine the number of shareholders entitled to vote and the voting power of each.
- 2) Establish a mailing address for mail-in ballots, and the contact phone number for members' questions.
- 3) Prepare and mail to all members in the odd- or even-numbered Mutuels, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, any candidate resumes/biographies, voting instructions, two envelopes, and mailing instructions for the GRF election, in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."
- 4) Receive mail-in secret ballots.
- 5) Open mail-in secret ballots at the special meeting for the purpose of counting ballots.
- 6) Count and tabulate all votes.
- 7) Determine the results of the election.

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- 8) Certify, in writing, that the election was held in accordance with this policy and Section 1363.03 of the Davis-Stirling Common Interest Development Act (the Act).

8. Observers of the Election

Any candidate or member of the Association may witness the counting and tabulation of the votes.

9. Ballot Retention

The sealed ballots at all times shall be in the custody of the inspector or inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, and until the time allowed by Section 7527 of the Corporations Code (nine months) for challenging the election has expired, at which time custody shall be transferred to the Association.

After the transfer of the ballots to the Association, the ballots shall be stored by the Association in a secure place for no less than one year after the date of the election.

Policy

Adopted: 15 Jun 76
 Amended: 20 Aug 96
 Amended: 19 Aug 97
 Amended: 15 Sept 09
 Amended: 15 Feb 11

GOLDEN RAIN FOUNDATION
Seal Beach, California

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