

REVISED: APRIL 2024

PURPOSE: To define a procedure for nominations and elections to the Board of Directors to ensure that all co-owners have an equal opportunity to both vote and run for openings on the Board.

POLICY: Pursuant to the Condominium Bylaws and the Association the following procedures will be followed:

1. Notice of the election procedures along with notice of the Annual Meeting will be communicated to the community no more than 60 days and no less than 10 days prior to the Annual Meeting.
2. The President may opt to form a nominating committee to solicit director candidates and arrange for the presentation of biographies to the community. If formed, the committee will be created at least 90 days prior to the Annual Meeting and will consist of 2 members not running for the board.
3. All members of the Association are eligible to run for a board seat.
4. Candidates are encouraged to complete an application (ARR 1.8 b) which shall be available from the management company or the website. A brief biographical sketch will be part of the application (approximately 100 words or less). Candidate bios submitted by the deadline established by the Association will be published and distributed to the co-owners prior to the Annual Meeting.
5. Pursuant to Robert's Rules of Order nominations for the board may be taken from the floor at the Annual Meeting. Write-in candidates who have not been nominated or submitted their name for consideration are eligible.
6. Voting will take place at the Annual Meeting by those who are present in person or by proxy. A total of 35% of qualified Co-owners, both in number and unit value, shall constitute a quorum. If quorum cannot be achieved, the directors currently in office will continue on until their successors are elected either at an adjourned meeting or until the following year's Annual Meeting. Co-owners must be current on their assessments to vote.
7. A motion to vote by acclamation (given that the number of candidates equals the number of open positions) may be made at the Annual Meeting. If there are different terms available (some for 1 year and some for 2 years) an election will take place to decide which candidates receives the 2-year and 1-year terms based upon the number of votes received, unless the candidates agree to terms before the vote.
8. Two volunteer co-owners present at the Annual Meeting, appointed by the chairperson, or by the Board in advance of the meeting, will act as designated election inspectors to count the ballots. The results will be announced at the meeting. The ballots will be kept on file at the management copy's office for 30 days following the Annual Meeting.

SAMPLE BALLOT FOR BOARD OF DIRECTORS

ARR 1.8 a

VOTE FOR NO MORE THAN THREE OF THE NAMES LISTED, BY PLACING AN X NEXT TO THE CANDIDATES OF YOUR CHOICE.

- CANDIDATE A
- CANDIDATE B
- CANDIDATE C
- _____ WRITE-IN CANDIDATE

REGISTRATION NUMBER

(TO BE SEPARATED FROM THE BALLOT BY THE ELECTION TELLER.)

LEXINGTON CONDO HOMES ASSOCIATION

MARCH 15,202X

REGISTRATION INFORMATION - BALLOT FOR BOARD OF DIRECTORS

(TO BE COMPLETED BY CO-OWNER)

CO-OWNER UNIT NUMBER: _____

CO-OWNER NAME (PLEASE PRINT): _____

ADDRESS: _____

CITY/STATE/ZIP: _____

CO-OWNER SIGNATURE: _____

REGISTRATION NUMBER

PROCEDURE (Not to be printed on the ballot): Record the co-owner information on a master log and enter a registration number on both sections of the ballot. Separate the two sections and place in separate files. The top portion of the ballot will be used to count the votes. The lower portion will be for any issues raised relating to the election results.

APPLICATION FOR ELECTION TO BOARD OF DIRECTORS

I HEREBY SUBMIT MY NAME AS A CANDIDATE TO BE PLACED ON THE BALLOT FOR ELECTION TO THE BOARD OF DIRECTORS. I AM INCLUDING A BIOGRAPHICAL RESUME OF MY QUALIFICATIONS WHICH I AUTHORIZED TO BE DISTRIBUTED TO THE MEMBERS.

BIOGRAPHICAL RESUME (100 WORDS):

CANDIDATE – QUALIFIED CO-OWNER

UNIT NUMBER _____

NAME (PLEASE PRINT): _____

SIGNATURE: _____