

REVISED: September 2005

PURPOSE: To define a procedure for the nomination and elections to the Board of Directors so as to assure that all co-owners have an equal opportunity to both vote and run for openings on the Board. All elections will be by mail ballot only.

POLICY: Pursuant to the Condominium Bylaws, Article I, Section 4 and Association Bylaws Article II, Section 2, and Article

III, Section 2, the following procedures will be followed:

1. At least 90 days prior to the Annual Meeting, the President shall appoint a nominating committee of two to nominate at least one person for each position for which an opening exists.
2. Notice of the election procedures along with notice of the Annual Meeting are to be included in the January *Lexicon*. The procedures for those co-owners choosing to run for the Board as at-large members are:
 - (a) During the period January 15 to February 10, at-large candidates must obtain an application form from the management company. This application form will provide for a biographical sketch of the candidate.
 - (b) The signed form, including the completed biographical sketch of 75 words or less, must be returned to the management company no later than February 15.
 - (c) Co-owners who are delinquent in their Association dues or other assessments are not eligible for election to the Board.
3. At the February Board meeting, the slate of candidates (includes those named by the nominating committee as well as any at-large candidates) will be reviewed by the Board. If the total of all candidates is equal to the number of openings on the Board, there will be no election and the nominated slate of candidates will be elected by acclamation at the Annual meeting. If more candidates are identified than there are openings to be filled, the Board will declare an election by mail ballot and conduct a drawing to determine the order that names will appear on the ballot.
4. If an election is to be held, ballots and envelopes are to be prepared and included with the March *Lexicon* which is to be mailed on March 7. An article in the *Lexicon* will announce the details for the election and provide a resume for each candidate. Write-in votes are not valid. The following voting procedures are to be followed:
 - (a) The ballot, along with a postage-paid envelope, is to be included with the March *Lexicon*. The ballot is to provide for a certification section that identifies the co-owner by; name, unit number, and signature. This section will be separated from the actual voting section of the ballot prior to counting of the ballots.
 - (b) Upon receipt of the ballot by the management company, a designated 'teller' will record the ballot, verify the unit number and signature, record the ballot with a registration number, and separate the ballot portion from the certification portion. All certified ballots will be filed for a later count by the management company and the nominating committee chairperson.
 - (c) To be eligible for counting, ballots must be received at the management company office no later than March 21. Ballots will be counted within the next three days and the Chairperson of the Nominating Committee will immediately advise all candidates of the results.
 - (d) The candidates receiving the most number of votes will be elected to fill the open Board positions. In case of a tie, the highest unit value will be used as a tie breaker. A total Of 35% of valid ballots, both in number and unit value, shall constitute a quorum for the election. If a quorum has not been met, the Nominating Committee shall contact those co-owners who did not vote until enough votes are collected that the necessary quorum has been met.
5. Results of the elections will be announced at the Annual Meeting which is to be held within ten days of the election. Copies of both parts of the ballots shall be kept on file at the management company office for thirty days following the annual meeting and then be destroyed.

BALLOT FOR BOARD OF DIRECTORS

VOTE FOR NO MORE THAN THREE OF THE NAMES LISTED, BY PLACING AN X NEXT TO THE CANDIDATES OF YOUR CHOICE. WRITE-IN VOTES ARE NOT VALID.

- CANDIDATE A
- CANDIDATE B
- CANDIDATE C
- CANDIDATE D

**TO BE ENTERED BY ELECTION TELLER
REGISTRATION NUMBER
_____**

(TO BE SEPARATED FROM THE BALLOT BY THE MANAGEMENT COMPANY TELLER.)

LEXINGTON CONDO HOMES ASSOCIATION

MARCH 15,200X

**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 NUMBER: _____

CO-OWNER SIGNATURE: _____

**TO BE ENTERED BY ELECTION TELLER
REGISTRATION NUMBER
_____**

TELLER 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 WILL BE PRINTED IN THE *LEXICON*, ALONG WITH THOSE OF THE OTHER CANDIDATES. ALSO PROVIDED, IS THE SIGNATURE OF A QUALIFIED CO-OWNER WHO IS SUPPORTING MY CANDIDACY FOR THIS ELECTION.

BIOGRAPHICAL RESUME (NOT TO EXCEED 75 WORDS):

SUPPORTING - QUALIFIED CO-OWNER: **UNIT NUMBER** _____

NAME (PLEASE PRINT): _____

SIGNATURE: _____

CANDIDATE - QUALIFIED CO-OWNER: **UNIT NUMBER** _____

NAME (PLEASE PRINT): _____

SIGNATURE: _____