

**PROCEDURES FOR THE NOMINATING COMMITTEE
REGARDING THE ANNUAL ELECTION PROCESS
OF THE PINE MOUNTAIN POA
(to be presented at February 12, 2008 meeting)**

1. Nominating committee members are to get together in April to make phone calls to individuals for the purpose of filling the categories with candidates. The committee's minutes are to include a list of the persons contacted. The Association manager/office secretary is to present a list of qualified members (those who are current on all their dues and fees as of March 31) to the nominating committee no later than April 3rd.
2. A notice is to be placed in the News Letter with the second quarter's billings informing all members that in order to run for election or to vote in the upcoming annual election, all dues and fees owed to the Association for the first quarter must be paid in full and "received" by the Association office no later than March 31. Any person seeking office cannot be delinquent in dues or assessments. In the same newsletter, it is to be stated that anyone desiring to be a candidate in the upcoming election should contact one of the nominating committee members whose names and telephone numbers are listed.
3. The Association manager/office secretary is to submit a list of "members in good standing" (those qualified to run for election or to vote in the election) to the nominating committee no later than April 3rd of each year or the first regularly scheduled workday thereafter. The nominating committee is to review and submit the list of nominees and those able vote to the Board at the May meeting for its approval. It shall then become a record of the Board's May minutes.
4. The Association manager/office secretary is to print all ballots and submit them to the Board secretary for mailing. The ballots are to have a code number for identification (not names and addresses of the member). The code number is to coincide with respective names on the list of "members in good standing". The nominating committee is to assist the Board Secretary in preparing the ballots for mailing by the secretary. (Fold, stuff, stamp) A ballot for each property owned is to be mailed to the voting members no later than 10 days in advance of the date designated by the Board as the date for the election. The date of the election is to be 7 days prior to the date of the annual meeting.
5. The Election Committee (President and two non-incumbent board members) are to be appointed and approved by the Board at the May meeting. As per the by-laws, the Board, not the President, shall appoint the two non-incumbent members to the election committee.
6. **TALLY OF VOTES OF THE ELECTION COMMITTEE:** On the day of the annual election, the election committee should meet at the Association office at 4:00 pm to tally the votes. Upon final satisfaction of the committee that the election results are correct, each ballot should immediately be placed in a large manila folder, sealed and such seal signed by each member of the

election committee. As per the By-Laws, the Secretary should post the final results of the election within 24 hours of the count. The manila ballot envelope should remain in the possession of the Board secretary until the annual meeting. It should then be noted in the minutes of the Annual meeting

that the ballots will be stored with the minutes at the associational office. The sealed ballot envelope may only be opened in the presence of the President, the Secretary and such member as may have requested to examine the records. The ballots are to be held for five years before being discarded.

Suggested 2008 Dates Per Guidelines Above:

March 31, 2008	Date all dues and fees must be paid in full to the Association office in order to qualify to be listed on ballot or to vote
April 3, 2008	List of eligible candidates and voters presented to nominating committee by POA office
May 12, 2008	Mailing list presented to Board for approval
May 22, 2008	Ballots Mailed
June 7, 2008	Election Day
June 14, 2008	Annual Meeting