

General Membership Meetings

Member meetings will generally follow the following format:

- Call to Order
- Secretary's Report
- Treasurer's Report
- Announcements
- Elections
 - Nominations
 - Presentations by candidates:
 - These may be time limited by the chair.
 - Presentations will be one speech only. A debate will not take place.
 - Distribution of ballots
 - Collection of ballots
 - Selection of ballot counters
 - Counting of ballots
 - Announcement of directors
- Open Forum
- Adjourn

Proxy forms will be mailed at least thirty days prior to the Annual General Membership meeting or be available on the community website at that time. Proxy forms will contain a notice of the General Membership Meeting or a notice will be posted on the community website thirty days prior to the meeting.

Proxies must name the individual lot owner or Director to which each proxy is granted. Only the original proxy on the form provided by the Board of Directors will be allowed. All proxies must be delivered to the Secretary of the Board of Directors no later than five business days prior to the meeting at which such proxy may be voted.

POLICY AND PROCEDURES

The board has the right to reject any proxies it feels are fraudulent, incomplete, contain insufficient information or otherwise unacceptable. The Board of Directors for the following year will be elected at the General Membership Meeting. Ballots will be given to lot owners upon proper identification to the Board in accordance with the number of lots owned and proxies granted. Ballots will be collected by the Board.

Written ballots shall be counted by a neutral third party, excluding the Association's managing agent or legal counsel, or a committee of volunteers who are not Board members, and in the case of a contested election, are not candidates. The committee shall be selected or appointed at an open meeting, in a fair manner, by the Chair of the Board or another person presiding during that portion of the meeting.

- Contested elections of Board members, defined as elections in which there are more candidates than positions to be filled, shall be conducted by secret ballot. Each Owner entitled to vote pursuant to the Bylaws shall receive a ballot. The ballot shall contain no identifying information concerning the ballot holder. In the event an Owner holds a proxy for another Owner, upon presentation of such proxy to the Secretary of the Association or the Secretary's designee, the Owner shall receive a secret ballot to cast the vote of the Owner who provided the proxy. The proxy shall be kept and retained by the Association.
- Uncontested elections of Board members, defined as elections in which the number of candidates is equal to or less than the positions to be filled, and all other votes taken at a meeting of the Owners shall be taken in such method as determined by the Board of Directors including acclamation, by hand, by voice or by ballot. Notwithstanding the above, uncontested elections of Board members or other votes on matters affecting the community shall be by secret ballot at the discretion of the Board or upon the request of 20% of the Owners who are present at the meeting or represented by proxy.

This membership meeting policy is subject to review and modification by the Board of Directors.