

ELECTION COMMITTEE CHARTER

This committee is an Ad-Hoc committee established by the Board of Directors and shall be governed by the Declaration of Covenants, Conditions & Restrictions and the By Laws of the Sunflower Community Association.

Membership: Shall consist of 5-7 Community members in good standing and approved by the Board. A Board liaison shall be appointed to the committee. The committee members shall choose a chairperson and secretary. All information regarding the ballot counting and outcome of votes shall be kept confidential until the Annual meeting when the Board chair announces the names of the new Board members.

Duties:

- The liaison and community manager will review all applications to verify the qualifications of the candidates (assessments are current, name is on the title of the property, etc.).
- Prepare paper ballots and procedure for accepting and processing them.
- The committee will prepare a timeline which will include securing candidate bios and pictures, providing bios to community, setting up two meet the candidate sessions and prepare questions for candidates to answer, candidate training with Community Manager and/or Board officers, counting paper ballots and tally count for each candidate, and process for counting ballots during Annual meeting in November.

Meetings: The committee shall meet as needed. Minutes shall be taken and shall be sent to the webmaster for placing on the Sunflower living website. A copy of the minutes will also be sent to the Community Manager within 5 days of each meeting.

The chairperson shall give notice four days in advance of meetings to all members and the liaison providing the time and place of committee meetings. These are open meetings so should be placed on the monthly Suncatcher calendar or sent out in the communicator if unable to meet the Suncatcher's deadline.

Approved:  (Board Secretary)

July 11, 2018