

ELECTION COMMITTEE CHARTER

This committee is a Standing 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. All Committee members shall review the General Committee policy 7.01.

The committee members shall choose a chairperson and secretary. All information regarding the ballot and electronic 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. Work with the Community Manager in establishing procedures and the process for electronic voting.
- The committee will prepare a timeline which will include:
 1. Securing candidate bios and pictures and providing bios to the community.
 2. Setting up two meet the candidate sessions and prepare questions for candidates to answer.
 3. Candidate training with Community Manager and/or Board officers.
 4. Counting paper ballots, verifying electronic voting reports, and tally count for each candidate, and the process for counting ballots and reporting during the Annual meeting in November.

Meetings: The committee shall meet as needed. Minutes shall be taken and shall be sent to the Community Manager within 7 days of each meeting. The Community Manager will send to the webmaster for placing on the Sunflower living website.

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: Margaret Lowman (Board Secretary)

June 12, 2019