

## **CHECK-LIST FOR ELECTION**

- 1. TAKE ADVICE FROM NO ONE – Follow instructions as written in Policy and Procedure manual. Any questions should only be referred to Board of Directors.**
- 2. Start with the Sample Election Checklist – complete as appropriate.**
- 3. Purchase supplies, as needed – envelopes, labels, stamps, etc.**
- 4. First mailing is a letter, including date, time and place of Annual Meeting, along with Candidate information sheet, and HOA application form. Prepare, sign and have notarized Affidavit attesting to timeliness of mailing (see attached), for HOA records.**
- 5. Place notice in ( ) Courier – must be done mid-( ); also on the website. Stress date of record and include date, time and place of Annual Meeting.**
- 6. Candidate information sheets are returned to chairman.**
- 7. Second mailing of Notice of Annual Meeting announcing date, time and location of annual meeting, and includes proxy instructions, proxy forms, budget for the coming year, all candidate information sheets, and return envelope. Prepare Affidavit attesting to timeliness of mailing, sign and have notarized for HOA records.**
- 8. Place notice in Courier regarding ( ) Annual meeting, again stressing date of record, time and place of meeting – to be submitted mid-; also on web site.**
- 9. DAY OF ELECTION:  
Meet earlier in day to verify registration eligibility of proxy envelope. Envelopes may be slit at this time but not opened in order to save time at the meeting.**  
  
**Just prior to the meeting, set up tables and prepare to issue ballots to eligible residents who have not returned proxies.**  
  
**SUPPLIES NEEDED:  
Membership list as of Date of Record. This should be broken down for six stations – three on each side. Pencils, paper clips, scotch tape, ballots, staplers, rulers or envelopes for alignment when working with list, rubber bands, calculators, ballot boxes, colored pencils or markers, signage for doors and tables.**
- 10. When tally is completed, results to be announced to the President and the membership.**
- 11. Save ALL envelopes, ballots, proxies, and tally sheets, to be delivered to Secretary of the HOA in a marked and sealed box or container in a timely manner.**