

# ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.

## TABULATING COMMITTEE

### POLICIES AND PROCEDURES

**PURPOSE:** To validate and tabulate votes cast on written ballots when such voting process is used.

**COMMITTEE STRUCTURE:** The President of the Board of Directors will appoint a Tabulating Committee Chairperson each year. The Chairperson will select a minimum of four (4) additional committee members who are not a current Director or Officer of the Association, nor seeking nomination as a Director or Officer.

**REPORTING:** The Chairperson shall report to the Board of Directors as needed.

#### **PROCEDURE:**

1. The Tabulating Committee shall:
  - a. Select two (2) Members of the Association to act as observers during the tabulating process. The observers will be provided with a copy of the current Tabulating Committee Policies & Procedures.
  - b. Obtain from the Management Company (TJW) three (3) dated copies of the Owners of Record lists used for mailing the ballots. Two lists will be sorted by lot number and the third sorted alphabetically.
  - c. Request the Corresponding Secretary to sort the ballots by lot number before turning them over to the committee for validation.
  - d. Assign a Teller to collect ballots and validate proxies on the morning of the annual meeting before the balloting is closed.
2. The verification process may begin the day before the scheduled Annual Members Meeting, in the presence of the two observers.
  - a. The Corresponding Secretary will deliver all ballots received to the Committee Chairperson. At this time all returned ballots are declared 'final' and may not be changed.
  - b. Each ballot envelope will be opened and the limited proxy verified, against one list of Owners of Record sorted by lot number, to have the proper designated voter signature. This list of Owners of Record is used only to count valid proxies.
    - i. If the signature is correct, the list of Owners of Record is checked next to the designated voters' name.
    - ii. If there is no proxy enclosed, the ballot will be marked 'invalid – no proxy provided' and will be set aside in an area designated for invalid ballots.
    - iii. If the signature does not match that of the designated voter, the ballot will be marked 'invalid – improper signature' and placed with the invalid ballots.
    - iv. If multiple owners are listed and no designated voter is identified nor is a designated voter certificate enclosed, the ballot will be marked 'invalid – no voter certificate on file' and placed with the invalid ballots.

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- c. Validated ballots will be placed in the ballot box, and the lot number for that ballot checked off on the second listing of Owners of Record sorted by lot number. This listing is used to check for multiple ballots. If more than one ballot is received for a single lot number, the second ballot received will be marked 'invalid – duplicate ballot' and set aside to be discarded appropriately.
  - d. Ballots received by the Teller on the morning of the Annual Members Meeting will be verified to have the proper signature on the limited proxy (as in b. above), and the appropriate listings will be updated accordingly. The alphabetical listing of Owners of Record is used solely as a cross reference for the teller.
3. On the morning of the Annual Members Meeting, the Chairperson will check with the Teller for any newly presented ballots, will verify with the President of the Board of Directors that there are no outstanding ballots to be presented and will ask the President to declare the balloting closed.
- a. Ballots are opened and votes tabulated for each item on the ballot. Ballots containing more than the required number of votes, including write-ins, shall be declared 'invalid' and will not be counted.
  - b. The Chairperson shall prepare three written copies of the tabulated voting results, including a tabulation of the invalid proxies and votes. Each copy is signed by the Chairperson and one of the Observers. One copy is given to the Recording Secretary to be entered in the minutes, another is posted on the Association's official bulletin board and the third copy is retained with the ballots.