

I) Purpose

This policy and procedure describes the agreed upon process for candidate nominations, ballot preparation, mailing, and voting for election to the Board of Directors for Catalina Foothills Estates No. 9 Association (Board) during or for the annual meeting.

II) Scope

This policy applies to all elections for the Board at the annual meeting as set forth in Bylaws Article II, Section 1.

III) Policy

It shall be the policy of this Board to follow this procedure set forth below.

IV) Procedure

A) Candidate Nominations

- 1) On June 1, the Board nomination period opens. Any member or non-member may self-nominate.
- 2) By the date listed on the nomination form, candidates must submit a Nomination Form to be listed on the ballot – see website at www.CAT9.org for a copy of the form.
- 3) With the nomination form, candidates may also submit a brief self-biographical summary.

B) Owner Communications

- 1) The Election Committee shall develop newsletter articles for the February, June and October newsletters announcing the Election Policy details and slate of candidates (October only).
- 2) The Board shall include an agenda topic in the May, June, September, and October Board meetings regarding this Elections Policy.

C) Ballot Preparation

- 1) By the September meeting, the Election Committee shall review the Nomination Forms and biographical information received, and shall contact all interested candidates to confirm candidacy, eligibility for the Board, and receipt of necessary information for the ballot and newsletter.
- 2) Prior to the September meeting, the Election Committee will provide the Officers the proposed slate of candidates for the ballot and copies of the material submitted to the Elections Committee.
- 3) Prior to the September meeting, the Secretary and the Election Committee shall provide the draft ballot for Board review at the September meeting.
- 4) At the September meeting, the Board shall:
 - (a) announce the slate of candidates (alphabetical order)
 - (b) review the draft ballot
 - (c) determine if the annual meeting will be held in person or virtual which will determine the Voting Method defined in Section IV.E. below.
 - (d) approve number of Board positions for voting
 - (e) finalize details for the annual meeting agenda.
- 5) Prior to the October meeting, if a Board member requests, the Officers will confirm the ballot legal compliance with outside legal counsel, and make any revisions to finalize for mailing.
- 6) At the October meeting, the Board shall:
 - (a) approve the final ballot and annual meeting agenda for mailing
 - (b) approve the date by which ballots are due
 - (c) approve date on which the Election Committee and Secretary will open and count the ballots

D) Ballot Mailing

- 1) The Election Committee is responsible for obtaining supplies, printing, and mailing the ballot and annual meeting materials.
- 2) The Election Committee is responsible for receiving, safeguarding and counting the ballots once returned.
- 3) The Secretary and the Election Committee will endeavor to mail the ballots by October 15 to allow sufficient time for receipt and return prior to the annual meeting.
- 4) The mailing of the ballots and voting for candidates shall be by secret ballot to include three envelopes:
 - (a) Inside unmarked envelope for ballot anonymity
 - (b) Return outside envelope with an identifying lot number
 - (c) Outside mailing envelope for annual meeting materials

E) Voting Method

- 1) If the annual meeting is held in person, the members may vote in person or via Absentee Ballot as set forth in ARS 33-1812 or via Action By Written Ballot as set forth in ARS 10-3708, as amended.
- 2) If the annual meeting is held virtually, the members shall vote via Action by Written Ballot as set forth in 10-3708, as amended.
- 3) In either case, no write-in candidates may be included, nor may any member make a nomination for a candidate from the floor on the date of the annual meeting.

F) Receiving and Counting Ballots

- 1) The Election Committee will hold all ballot materials unopened until the date designated for opening the ballot envelopes.
- 2) Upon receiving the ballots, the Elections Committee designee will note receipt of the ballot on the tally log by owner / lot.
- 3) Upon opening the ballots, the Elections Committee and Secretary will separate the ballots and return outside envelopes so that the ballot remain anonymous. Ballots will be counted and tallied anonymously.
- 4) Only "For" votes are counted.
- 5) Candidates will be ranked from greatest to least number of votes received. The candidates with the greatest number of votes win the open Board positions.

G) Election Results

- 1) At the annual meeting, either the President or the Elections Committee shall announce the election results and candidates seated.
- 2) By December 1, the Elections Committee is responsible for providing the final tally and all records and copies of elections materials to the Secretary for archive in the corporate records.