

# CLUB RIO HOMEOWNERS ASSOCIATION, INC.

## STANDING POLICY

### ELECTION COMMITTEE

In accordance to the Bylaws, Section 1.4, line G, which states "Standing Rule: the Board may adopt standing rules for items not specifically covered in the Bylaws such as, but not limited to, the conduct and/or order of business at a meeting." At a duly convened Board of Directors meeting held on March 29, 2023, a motion was made, seconded and approved by all to adopt the following policy.

#### ELECTION COMMITTEE

3 PEOPLE MINIMUM ON COMMITTEE

NO CANDIDATE FOR ELECTION CAN SERVE ON THIS COMMITTEE

NO MEMBER OF THE COMMITTEE CAN SERVE IF A FAMILY MEMBER OR HOUSEHOLD MEMBER IS A CANDIDATE FOR DIRECTORSHIP

DESIGN BALLOT SHEET- ALPHABETICAL

COMPOSE ARTICLE FOR JANUARY NEWSLETTER STATING VOTING DATE, LOCATION AND TIMES. ADVISE ONE VOTE PER HOUSEHOD AND TOTAL NUMBER OF VOTES MUST NOT EXCEED NUMBER OF OPEN POSITIONS.

HAVE ABSENTEE BALLOTS AVAILABLE AS REQUIRED. VERIFY VOTER ELIGIBILITY, HAND OUT AND COLLECT BALLOTS. ABSENTEE BALLOTS WILL BE AVAILABLE FROM THE CHAIRPERSON OF THE ELECTION COMMITTEE OR COMMITTEE MEMBER APPOINTED BY THE CHAIRPERSON IN HIS/HER ABSENCE AND MUST BE RETURNED TO THE ELECTION COMMITTEE OR DESIGNATED MEMBER BY NOON, THE LAST FRIDAY BEFORE THE ELECTION. BRING THE BALLOTS TO THE ANNUAL MEETING CHECK OFF THE NAMES WITH THE REGISTRAR COMMITTEE AND DEPOSIT THEM IN THE BALLOT BOX

CHAIRPERSON BRINGS THE BALLOT BOX WITH THEM ON ELECTION NIGHT

AFTER VOTING IS COMPLETE COMMITTEE MEETS IN HOA ROOM

COMPLETE A FINAL VOTE TALLEY SHEET LISTING THE TOTAL VOTES RECEIVED BY EACH CANDIDATE AND PRESENT THE TALLEY SHEET TO THE PRESIDENT. PLACE ALL BALLOTS AND THE TALLEY SHEET IN A SIGNED AND SEALED ENVELOPE AND GIVE TO THE PRESIDENT

PRESIDENT WILL SEAL THE ENVELOPE AND RETAIN THE ENVELOPE IN THE HOA FILE FOR 30 DAYS

**BOARD APPROVED: MARCH 29, 2023**  
**CLUB RIO HOMEOWNERS ASSOCIATION**

---

**Ken Rausch, President**