

# LONG REACH COMMUNITY ASSOCIATION ELECTION RULES

Following are the rules that will be in effect for all absentee and in-person voting for the Village Elections. References for specific items are as follows: *Covenants*, the Long Reach Covenants; *Articles*, the Long Reach Articles of Incorporation; *By-Laws*, the Long Reach Community Association By-Laws.

1. The voting will be held on Saturday, April 24, 2021, from 9:30 am to 1:30 pm in the Long Reach Village Center.
2. Only members of the Association in good standing are eligible to vote (By-laws, Section 8.07).
3. The Columbia Association assessment rolls and the apartment tenant lists together form the official voter registration list. Non-appearance of a qualified voter's name shall be referred to the Election Monitor Committee for resolution (By-laws, Section 8.07). A current, valid identification acceptable to a member of the Election Monitor Committee will serve as proof of resident membership (By-laws, Section 1.10). Tenants must also present an executed copy of their lease in order to verify membership [LR Covenants, Article I, Section 1.20, (ii)].
4. Each voter is allowed one vote for each membership held in the Association, but if a membership is jointly held, i.e., multiple owners or multiple tenants, etc., and any such vote is in dispute, then no vote shall be counted for that membership (Covenants, Article III, 3.02.B.; Articles, Article Seventh B.). Multiple votes may only be cast by the owner of more than one lot, the owner of more than one condominium unit, and/or the owner of more than one share in a cooperative (Covenants, Article III and Articles, Article Seventh A.).
5. Votes must be cast in person with the following exceptions only (Covenants, Article III, E.; Articles, Articles Seventh E.; By-laws, Section 1.07A):
  - a. In the case of a corporate member, the vote may be cast by the president or a vice president of such corporation or such other officer as may be designated in writing by the president or a vice president of the corporation (Covenants III, 3.02E.; By-laws, Section 1.07A and 8.08).
  - b. Any member unable to attend the Annual Meeting may cast an absentee ballot (By-laws, Section 1.07A). The rules regarding absentee ballots appear on the absentee ballot packet.
6. All votes must be cast on validated ballot forms only [By-laws, Section 8.03(viii) and (ix)].
7. Votes for **two Village Board candidates and one CA Council Representative** will be counted. The Village Board members and CA Council Representative will be elected to two-year terms. Votes by the same voter may be combined on one ballot if initialed by the Election Monitor Committee representative. Any additional votes cast on any ballot beyond those permitted will not be counted. Write-in votes will not be counted (By-laws, Article VIII, Section 8.07).

## **Election Monitor Committee:**

David Wissing, Chair – drwissing@gmail.com

Josh Friedman – josh.friedmanmpa@gmail.com

Edward Coleman – etc@comcast.net

Justin Van Hassel – justin.vanhassel@gmail.com

**Please remember that all voters will be asked to produce a current, valid identification and that tenants are required to produce a current lease. If you cannot copy your lease, bring it with you and free copying will be provided at Stonehouse.**

# LONG REACH COMMUNITY ASSOCIATION BYLAWS, ARTICLE VIII - ELECTIONS

**SECTION 8.01. Elections.** The election of directors and a representative to the Columbia Council shall be conducted during the annual meeting of members to be held each year on any Saturday in April. Polling places shall be as specified by the Board of Directors and will be opened for voting at a time to be specified each year. There shall be no electioneering within 100 feet of any polling place.

**SECTION 8.02. Election Committee.** The Board of Directors of the Association shall appoint an Election Committee and its chairperson before the first week in March of each year. The Board shall fill any vacancies from time-to-time as they occur. Members of the Committee must be eligible to vote in the next election of Directors and Council Representative and shall not be candidates for any Association office nor employees of the Association. No member of the Election Committee shall campaign for or against any candidate.

**SECTION 8.03. Duties of the Election Committee.** The Election Committee shall be responsible for the proper conduct of the annual election and, to that end, shall be empowered to:

- (i) establish such administrative rules and regulations as are necessary to the orderly conduct of the election, which shall be consistent with the Long Reach Covenants, Articles of Incorporation and these By-laws
- (ii) prepare and make available forms, such as nomination petitions and ballots, as are necessary
- (iii) validate nomination petitions and accept all validated nomination petitions
- (iv) accept any written withdrawal of candidacy signed by the candidate and obscure that candidate's name from the ballot
- (v) establish and publicize a location for receiving requests for, issuing, and receiving absentee ballots
- (vi) appoint such interim associates as are necessary to the conduct of the election itself
- (vii) issue, receive and count all ballots cast and post results upon the closing of the polls
- (viii) validate all regular ballots as they are issued at the polls and accept only those ballots which have been properly validated
- (ix) validate absentee ballots and accept only validated absentee ballots
- (x) certify, in writing, the names of those persons elected and the offices and length of terms to which they are elected to the Board of Directors of the Association
- (xi) accept and rule on any properly submitted election challenge
- (xii) in the event of a challenge, prepare and submit a statement of the conduct of the election to the incumbent Board of Directors.

**SECTION 8.04. Nominations.** All candidates otherwise qualified for election to the Board of Directors or as Columbia Council Representative must be nominated by petition submitted during the time period specified by the Election Committee. The petition will be circulated by the candidate or by other persons in the candidate's behalf and will show the candidate's full name, address, signature and the office sought. Each candidate may be nominated for one office only. Nomination petitions shall be valid when submitted in a timely manner and signed by ten or more members of the Association. Association members may sign one or more petitions. Each candidate will submit a petition to the Election Committee for validation. The Election Committee shall accept petitions during the first three weeks of the month immediately preceding the month in which the election will be held. At the discretion of the Election Committee the nomination period may be extended if no more than six (6) candidates for the Board of Directors or one (1) candidate for Columbia Council Representative have filed petitions at the end of the regular nominating period. Each candidate submitting a valid petition during the nomination period will be listed on the appropriate ballot.

**SECTION 8.05. Candidates' Statements.** Each candidate otherwise qualified may prepare a written campaign statement of not more than one hundred and fifty (150) words. This statement, in order to be reproduced and distributed at the expense of the Association, shall be submitted to the Village Manager no later than the 21st day of the month immediately preceding the month in which the election will be held, or the day after the Election Committee otherwise declares that nominations shall be closed. The Village Manager, with such assistance as required, shall prepare and distribute no later than five (5) days before the election, in either a regular or special publication, the names of all candidates, the positions they seek and their prepared statements. Candidates' statements shall not be edited.

# LONG REACH COMMUNITY ASSOCIATION BYLAWS, ARTICLE VIII - ELECTIONS

**SECTION 8.06. Preparation of Ballots.** The Election Committee shall draw the names of the candidates by lot to determine position on the ballot. Candidates for Board of Directors and Council Representative shall be listed separately. Candidates shall be listed by name (first name, middle initial, last name), neighborhood in which they reside and without reference to titles.

**SECTION 8.07. Balloting.** Members in good standing pursuant to Article III of the Declaration of the Association shall be eligible to vote in the annual election. The Columbia Association assessment rolls and apartment listings together form the official voter registration list. This list shall be posted at the polling place no later than two weeks prior to the election. Non-appearance of a qualified voter's name shall be referred to the Election Committee for resolution. The candidates receiving the largest number of votes for Board of Directors shall be declared winners of that election. The candidate receiving the largest number of votes for Columbia Council Representative shall be declared the winner of that election. Ballots shall be secured and held by the chairperson of the Election Committee for at least five (5) days after the posting of the election results or until the disposition of any challenge. Votes for write-in candidates shall not be counted.

**SECTION 8.08. Absentee Ballots.** Any eligible member of the Association unable to cast a ballot in person at the designated polling place may cast an absentee ballot. Absentee ballots may be requested in writing or in person from the chairperson of the Election Committee or the chairperson's designee. The Election Committee will prepare, control, distribute, validate, count and account for absentee ballots. Absentee ballots may be requested in writing from the twenty-first (21st) day of the month immediately preceding the month the election is held or the day after nominations have been closed until the tenth (10th) day prior to the election or they may be requested in person during the same period until the day prior to the election. Absentee ballots shall contain a detachable statement signed by the member certifying that he will be unable to cast a ballot in person at the designated time and place and that no other member with whom the voter shares voting rights will cast a ballot at the polling place. The Election Committee will accept absentee ballots returned by the voter, in person or by mail, until midnight of the day prior to the election.

**SECTION 8.09. Ties and Runoff Elections.** In the event of a tie vote for the Columbia Council Representative or the last position to be filled on the Board of Directors, the Election Committee shall conduct a recount of the ballots within two days. Ballots shall be placed in a locked container and retained by the chairperson of the Election Committee until the recount occurs. Should the tie persist, the Village Manager shall immediately notify members of the Association of the date, time and place for a runoff election to resolve such ties. The runoff election shall be conducted within two weeks after the posting of the certified election results by the Election Committee. The names of only those candidates involved in the tie will appear on the runoff ballot. Such tie votes shall not affect the results of the entire election. Where a tie vote occurs and the election results are challenged, the runoff election shall take place within two weeks of the disposition of the challenge.

**SECTION 8.10. Challenge to Election Results.** Any challenge to the results of the election must be in writing, signed by any member of the Association and submitted to the chairperson of the Election Committee within five (5) days after the posting of the election results. The Election Committee shall accept and rule upon any properly submitted challenge within 45 days after receipt of the challenge and prepare a report upon the conduct of the election and submit their report to the incumbent Board of Directors.

**SECTION 8.11. Consistency with Other Sections.** Where the procedures set forth in this Article of the By-laws are found to be inconsistent with any other sections of these By-laws pertaining to elections, the procedures set forth in this Article shall take precedence, except with regard to provisions for time of election, length of term of office, staggering of terms of office and election to particular positions.