

Book

Policy Statements

Section

Committees

Title

Annual Election of Directors

Code

C 2

Status

Active

Adopted

***[Date of Governing Board adoption]***

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RECREATION CENTERS OF SUN CITY WEST, INC.  
POLICY STATEMENT - C 2  
**Annual Election of Directors**

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**1.0 Purpose:**

To establish how the annual election of Directors of the Governing Board shall proceed.

**2.0 Election Committee:**

2.1 The Governing Board President with the consent of the Governing Board shall appoint the Election Committee Chairperson at the same time as the standing committee chairpersons. The Governing Board President with the consent of the Governing Board shall appoint the other members of the Election Committee no later than September.

2.2 The Election Committee shall be composed of not less than five (5) Owner Members who are appointed by the President with the consent of the Governing Board. No member of the Election Committee shall be a member of the Governing Board, candidate for the Governing Board, a member of a Director's immediate family or living in the same household as a Director.

2.3 No member of the Election Committee will show any favoritism to any candidate.

2.4 The Election Committee shall oversee and administer the election process and supervise the voting.

2.5 The Election Committee is a committee of the Governing Board. The Chairperson shall keep the Governing Board President informed generally of the annual election process as it occurs and alert the President to any problems.

2.6 No member of the Election Committee shall represent that committee in any fashion, to the Association's employees, another committee, or any news media, without the expressed consent of its chairperson.

### **3.0 Election Timetable:**

The principal election process dates are:

- 3.1 First business day in November: An interested Owner Member can pick up a candidate packet from the Governing Board Executive Assistant
- 3.2 First business day in January: An interested Owner Member must submit a petition and resume to the Association Secretary / Executive Assistant
- 3.3 The date for taking photos of person who qualified to run: As set by the Election Committee Chairperson
- 3.4 The date of the candidate training session: As set by the Election Committee Chairperson, within 7 calendar days of the Secretary informing the Chairperson of those qualifying to run
- 3.5 The dates of the candidate forums: As set by the Election Committee Chairperson
- 3.6 The deadline for registering to vote online: As set by the Election Committee Chairperson
- 3.7 The start and ending date for online voting: The dates set by the Governing Board
- 3.8 Election Day in March: The date set by the Governing Board

## **4.0 Election Guide**

4.1 The Governing Board shall adopt an election guide for use by the Election Committee. The Election Committee may adapt the election process to the needs of the election, so long as its actions are consistent with the Bylaws, the Policy Statements, the Election Guide, and the Election Rules for Candidates.

4.2 The Election Committee may recommend changes to the Election Guide for consideration by the Governing Board at any time.

## **5.0 Candidate Petition Form**

Owner Members interested in becoming a candidate for election to the Governing Board shall use the petition form stated in Bylaws Appendices 1 and 1a.

## **6.0 Methods for Voting**

6.1 Owner Members can vote either in person or online. The in-person polling place shall be in an Association building in Sun City West.

5.6.2 Online voting starts prior to Election Day. It begins and ends on the dates set by the Governing Board.

6.3 The Bylaws require that Owner Members be able to vote by absentee ballot. The Election Committee shall ensure that the online voting service vendor meets the Bylaw requirements for absentee ballots.

6.4 The in-person voting will use computers for Owner Members to vote through the online voting service. The Election Committee shall ensure that Owner Members have any necessary assistance with the mechanics of voting using a computer, if needed. There shall be no paper ballots.

## **7.0 Election Rules for Candidates:**

7.1 The Governing Board shall adopt election rules for candidates. They are to be used by candidates and the Election Committee.

7.2 The Election Committee may recommend changes to the Election Rules for Candidates for consideration by the Governing Board at any time.