



## Board of Directors Election Guidelines – 2021

**\*\*\* Draft Guidelines... Needs to be Approved by the Elections Committee\*\*\***

Below are some guidelines and information that will assist with the election process. In the event of any questions or conflicts with the process, members of the Board whose term is not up for election will consider and decide accordingly on any conflicts.

### Election Calendar

- Call for Candidates Opens Friday, September 3<sup>rd</sup>
- Candidate/Nominating Petition Deadline Friday, September 24<sup>th</sup> at 5:00 PM
- Election Opens Friday, October 15<sup>th</sup> at 9:00 AM
- Paper Ballot Close Friday, November 12<sup>th</sup> at 5:00 PM
- Annual Meeting and Election Tuesday, November 16<sup>th</sup> at 7:00 PM
- Online Elections Close Tuesday, November 16<sup>th</sup> at 11:59 PM
  
- Effective Date of Notice Tuesday, October 26<sup>th</sup>
- Record Date for Roster Tuesday, October 12<sup>th</sup>

### Candidates

- There are two seats open in this election.
- The two candidates receiving the highest number of votes will serve a 3-year term, expiring at the conclusion of the Annual Meeting in November 2024. The commitment and expectations are that the elected candidates will serve this entire term.
- Candidates are not eligible to be elected as a director if such Owner is more than sixty days delinquent in meeting financial obligations to the Association.
- The election is contingent on achieving quorum through the election process as defined in the Governing Documents.
- In the event of a tie, the Association will hold a second online run-off election. Only those candidates that tied will be eligible for the run-off election. Specific details for a run-off election will be developed by the Elections Committee when necessary.
- The BCA Board expects all candidates to meet with the General Manager prior to the Nominating Petition deadline to discuss the responsibilities and duties of the directors.

### Notice of Annual Meeting

- Notices will be mailed to all Owners, along with the ballot/proxy and instructions for voting.
- The 2021 Election and Annual Meeting will be held as a virtual meeting due to the current Covid-19 conditions. Updates will be shared through email blasts, the Friday Flash, BCA's website, and social media platforms.
- Articles in the Fall Magazine will announce the Annual Meeting.
- Friday Flash and Website announcements will begin in October.
- Signage will be posted in the community when voting commences.

## **Campaigning**

- Each candidate's profile will be posted on the Community Website at no charge.
- Candidates are expected to conduct a positive campaign and to make use of social media to minimize the need for signage within the community.
- Candidates are permitted to go door-to-door during daytime and early evening hours.
- Candidates are permitted to campaign at the BCA fall fest at no charge if they have turned in their Nominating Petition by Friday, September 24<sup>th</sup> by 5:00 PM. Candidates are responsible for providing their own table, chairs, and tent if desired. BCA will provide space and entrance for up to two people at no charge.
- Candidates are reminded that all Design and Maintenance Standards' sign restrictions apply with respect to candidate materials.

## **Meet-the-Candidates Event**

- If there is more than one candidate, an informal Virtual Meet-the-Candidates event may be organized. Candidates need to let the Association know if they are interested in this event. The event date will be advertised through all Association communication venues.

## **Nominations from the floor**

- Nominations will be taken from the floor if there is no more than one candidate for each open seat on the Board.

## **Ballots/Proxies and Voting Procedures**

- Candidate names will appear in alphabetical order by last name on the ballot/proxy and electronic voting site.
- The proxy voting period will occur as noted under Important Dates Related to the Election.
- Official paper ballot/proxies can be returned by Owners via U.S. mail to the specified address or deposited at the drop box at the BCA Management Office.
- Voting will also be conducted through an online voting website (such as [www.balloteer.com](http://www.balloteer.com) or similar).
- Online voting will remain open until 11:59 PM on the evening of the Annual Meeting.
- Each voting classification of Owner may only cast one ballot, no matter which method is chosen, in accordance with the Association's governing documents.
- A vote will be considered invalid if an Owner is delinquent more than 60 days and the amount necessary to bring the account current has not been paid at the time of such meeting or election, in accordance with the BCA Bylaws 3.2(d).
- A ballot/proxy not received by the established due dates, incomplete ballots/proxies, or improperly completed ballots/proxies will not be counted.
- Only Owners as of the date of record identified under the Important Dates Related to the Election section above will be permitted to vote and have their vote considered valid for the purposes of this election.
- Residents and Candidates cannot turn in more than 5 proxies from other Owners.

## **Results of the Voting**

- Staff, Elections Committee (if in place), appointed residents, and/or a third-party contractor will tally and verify electronic and paper ballots/proxies upon receipt and will certify the results of the paper ballot/proxies.
- The results of the voting will be announced the day following the Annual Meeting by 12:00 PM.
- The winning candidate(s) for the election will be posted at [www.brambletonhoa.com](http://www.brambletonhoa.com) within 48 hours of the Annual Meeting. Specific vote counts can be requested by any Owner of the Association.
- Records concerning the election that do not disclose information relative to an Owner's standing with the Association or how an Owner voted are considered official Association records and are therefore subject to inspection by Owners in accordance with Virginia Statute.

### **Election Dispute Process**

- Only candidates may contest an election within three (3) days of the announcement of the results.
- The candidate must submit their request in writing, stating their reason for contesting the election. All formal requests will be reviewed by the Elections Committee to determine validity of the claim.
- If a request has been accepted by the Committee, the Committee will hear it within seven (7) to ten (10) business days. The Committee may refer to the Board of Directors and/or the Association's attorney, if necessary.

### **If Elected...**

- New Board members are expected to attend a New Board Member Orientation before the first Board Meeting. This orientation will be set up by the General Manager and will involve various Association professionals.
- New Board Members are expected to attend their first meeting on Tuesday, December 7, 2021, at 6:00 PM.

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