

# **PENDING ATTORNEY REVIEW IF APPROVED**

*DISCLAIMER: The following may be slightly modified from its current version if deemed necessary by said legal counsel.*

## **Article XIII: Election Procedures**

### **Relevant Definitions:**

**Section 1.** “Association” shall mean and refer to the Severn Woods Homeowners Association, Inc.

**Section 2.** “Owner” shall mean and refer to the record owner, whether one or persons or entities of a fee simple title to any lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

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**Section 6.** “Members” shall mean lot owners in the subdivision of Severn Woods. “Associate Members” shall consist of members of the immediate families of lot owners provided that said lot owner resides in the subdivision. Associate Members also shall include tenants occupying the premises under a lease in the case where the member is not a resident of Severn Woods.

**Section 7.** “Board” shall mean and refer to the executive committee that jointly supervises and manages the organization.

**Section 8.** “Director” shall mean and refer to a member of the Board.

**Section 9:** “In good standing” shall mean and refer to not being more than 90 days in arrears in the payment of any assessment or charge due to the Association.

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**Section 1. Notice of Openings.** Whenever a new position is open, it shall be a requirement of the Board to send a letter to all Homeowners 45 or more days before an election meeting. With this, the Board must disclose how many open Board of Director positions are available and/or the specific positions up for re-election.

**Section 2. Call for Nominations.** When the notice is given, there must be an invite for Owners to submit their name as a potential candidate and should be allowed 30 days or more to submit. Owners may only apply to one Director position at a time but will be permitted to change what position they wish to apply to leading up the meeting if multiple are open.

**Section 3. Eligibility.** After the window for applying to be a candidate has closed, for the 15 or more days leading up to the election meeting, the Board must review and finalize the list of

candidates. Candidates must be a Member within the community and be in good standing (not have been in arrears for more than 90 days). In addition, no possible ending result of an election should have the outcome of a Board member being in violation of ethics, a Board member holding multiple positions, or a non Owner being in the position. Multiple members of the same households or family may run at the same time for different positions. If any candidate is disqualified, they must be noticed as soon as the discovery is made.

**Section 4. Notice of Finalized Candidates.** In at least 24 hours before an election meeting, the Board must notify each Owner of the finalized candidates to allow them time to think about and request to apply for a different position.

**Section 5. Election Meeting.** At the meeting, each candidate shall be announced, each shall be given a fixed amount of time to speak, and any Member or Associate Member shall be allowed to ask each candidate questions with the Board moderating. Elections at the meeting itself shall require a minimum quorum of 60% of all Owners to be officially ratified but Board may hold an anonymous vote anyway as to how each candidate ranks of the Owners present and Board may continue to hold votes such votes as people willingly drop out. In such voting, the official lot-voting rules apply. Each lot is only granted one (1) vote, only Owners may vote, if there are multiple Members of the saame lot, they must agree as to where their vote will go, else be designated as the official one to cast the vote on behalf of their Lot, etc. If there are multiple individuals still interested and holding steady for the same position, the Board may elect one of the individuals as acting to ensure business can continue as usual for the time being and allow previous Directors to resign if applicable. So long though as multiple candidates are still qualified and still running for said position, a mail-in election, electronic election, or follow up meeting in 30 days time with half the previous meeting's quorum shall be necessary until one candidate arises the victor.

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