

DECLARATION OF BROOKWOOD HOA ELECTION POLICY

OBJECTIVE

To define an election process that is fair and transparent. Brookwood's elections must always be fair not only in fact, but also in appearance.

THE ROLE OF THE BOARD OF DIRECTORS

The Brookwood HOA Board of Directors (hereafter referred to as the Board) shall name one Board Member during a public Board meeting to recruit an Election Committee Chairperson. The Election Committee Chairperson shall be unrelated to any person currently serving on the Board or any person who may wish to participate in the election as a candidate. Unlike other Committee Chairpersons, the Election Committee Chairperson shall serve independently of the Board, and only be removed for failure to execute the duties described in this document. The entire Election Committee (hereafter referred to as the Committee), including the role of Chairperson, shall be dissolved at the end of the election. Elections are typically held during the annual meeting, but may be held at other times as provided for in Brookwood's governing documents.

THE ROLE OF THE ELECTION COMMITTEE CHAIRPERSON

The Committee Chair shall recruit 3 Committee Members. These members shall be unrelated to any person currently serving on the Board or any person who may wish to participate in the election as a candidate. The Committee Members may live in the same household, but must be Members of the Association as defined by Brookwood's governing documents. For example, the Committee Chair could recruit his or her spouse and next door neighbors to form the Election Committee. The goal is to have impartiality and balance in the group. The Committee Chair is to oversee all activity related to the election.

THE ROLES OF THE ELECTION COMMITTEE

The Election Committee shall have several roles:

1- Seek out qualified candidates as described in Brookwood's governing documents. The Election Committee is tasked with coming up with at least the number of candidates necessary to fill the available seats...hopefully more. The names selected by the Election Committee are to be placed on the ballot. Candidates typically will come from three sources, volunteers (self nominated), recruits (people contacted and asked to run by the Election Committee), and nomination (by others). Although most candidates will be identified before the ballots are sent out, the Election Committee should provide for floor nominations to be included in the election. **It is the intent of the Association that no qualified person as defined in Brookwood's governing documents should be excluded from the election process.**

2- Assure that the Members of the Brookwood Homeowners Association (hereafter referred to as the Members) are informed about the candidates both by a written description of them mailed out with a Ballot and Proxy created by the Election Committee well in advance of the election meeting, and by giving them the opportunity to speak to the Members at the meeting at which the election is held. The Community manager should assist the Election Committee with copying and mailing the election material. To better steward HOA resources, it may be combined with another scheduled mailing, such as a newsletter. The Election Committee should let all candidates know that they will be invited to say something about their qualifications and reason for running for the Board during the meeting.

3- During the meeting the election is held, the Election Committee should check-in Members at the door for the purpose of gathering and validating proxies, and distributing blank ballots to those that may not have brought them, and helping the Board determine if a quorum is present. The election will typically occur early in the meeting. The Election Committee shall conduct the entire election. They shall call for, and then close, nominations from the floor, introduce the candidates, and invite them to speak briefly.

4- Ballots should then be cast and collected. The Election Committee will then count the votes promptly and in view of the members present. It can be done in a room off to the side as long as the door is open. While this may be viewed as excessive openness, it simply eliminates any appearance of impropriety.

5- When requested by the Board, typically near the end of the meeting, the Election Committee shall announce the winning candidates. No vote counts should be given out of respect for the unsuccessful candidates.

6- After the meeting, the ballots should be held, in confidence, for 72 hours. If after that time there is no challenge to the election results, the ballots shall be destroyed, preferably by placing them into a shredder or burning them. If there is a challenge to the results, all candidates will be invited to a recount, held in public, to settle the issue. After the recount, the ballots should be held, in confidence, for 72 hours. If after that time there is no further challenge to the election results, the ballots shall be destroyed as described above. After the ballots are destroyed, the Election Committee is retired with the thanks of the Brookwood Community.

This Declaration is executed this _____ day of _____, 2006.

"DECLARANT"
Brookwood Homeowners Association

By: _____
PHIL BANDY - President