

RESOLUTION C-08

ELECTIONS COMMITTEE

1. **Purpose.** The Elections Committee administers the voting process for the election of members to the Board of Directors. In addition, the Committee shall organize, conduct, and supervise Association sponsored candidate forums; supervise voting at the annual or special meetings of the members of the Association; and organize and supervise voting by the members on referendums.

2. **Authority.** The Charter of Ocean Pines Association, Inc. and the By-Laws of the Association direct the Board of Directors to establish and appoint the members of such committees and other advisory bodies as may be necessary to, or convenient in, the Association's discharging the duties entrusted to it. Resolution C-01, Committee General Policy, provides additional authority and instructions regarding committees of the Association.

3. **Functions.** In fulfilling its responsibilities, the Committee performs functions that include, but are not limited to, the following:

- a. recommending to the Board of Directors procedures necessary for the Committee to fulfill its responsibilities;
- b. organizing and conducting Association sponsored candidate forums;
- c. planning and supervising the distribution, collection, verification, and counting of all ballots cast by members for the election of Directors and referendums;
- d. certifying in writing the results of elections of Directors or other voting supervised by the Committee;
- e. advising the presiding officer as to the presence of a quorum at the annual or special meetings of the members; and
- f. conducting, at the request of the presiding officer, a count of any votes taken during the annual or special meetings of the members.

4. **Membership.**

- a. The Committee shall consist of five (5) members including the Chairperson. No committee member may be a Director or a candidate for office of Director.
- b. The Chairperson may obtain the assistance of Association members for candidate forums and the annual meeting and performing any necessary manual vote counts.

5. **Meetings.** Meetings of the Committee may be called by the Chairperson or at the request of a majority of the Committee members.

6. **Communication.**

- a. The President of the Association shall appoint a director to serve as liaison to the Committee. In the event that the liaison subsequently becomes a candidate for reelection, the President shall appoint a Director who is not seeking reelection.

b. The Committee Chairperson shall communicate with the Board of Directors through the Board liaison.

c. Unless specifically directed by the Board of Directors in writing, no Committee member shall represent the Ocean Pines Association in any discussion, negotiation, or communication with any media organization, entity, or group.

7. **Reports.** Submit annual report by October 31 of each year in the format specified in Resolution C-01.

8. **Effective Date:** October 10, 2018

Adopted by the Board of Directors on October 10, 2018

Tony Murphy President Collette O'Leary Secretary

Review History:

General Manager: [Signature] Date: 12/11/18

Legal: _____ Date: _____

By-laws and Resolutions Advisory Committee: [Signature]

Date: 12/7/18