

Ocean Pines Election Committee
Meeting Minutes September 30, 2024

- 1. Due to facility issues, the Election Committee was unable to hold our regularly scheduled meeting. Committee members who were present received copies of last year's ballot materials for review. Changes will be discussed at our next meeting***

2024 OPA Elections Lessons Learned

1. Electronic email of election materials should be sent after paper ballots have begun to be delivered in OP
2. Electronic materials must include a link to Candidate photos, bios and statements.
3. Materials must explicitly state the drop box location, and deadline.
4. Clarify packaging requirements for dropped off ballots.
5. Remove MK Elections contact info from ballots
6. Need better clarity of voting information: drop-box location and deadline, only vote one way; ways to contact elections committee, etc.
7. Coordinate deadlines with MK deadline for online voting, deadline for paper voting
8. Desperately need a campaign to educate voters to update OPA records.
9. Move drop-box cut-off at least a week earlier to all time to ship to MK
10. Final UPS drop-off at Staples is 4:00 PM
11. Review reminder emails with MK. (mixed messages, discrepant closing times, etc.)
12. Secret ballot envelope said to place all ballots in the envelope.
- 13.

By-Laws & Resolution Advisory Committee's Governance Document
Definition and Procedures for Updating the Committee's Governance
Document Approved: December 3, 2021

Purpose of the Governance Document Form:

This form was designed by the By-Laws and Resolutions Advisory Committee for the committee's use to ensure that all resolutions are reviewed on a timely basis and in a consistent manner.

Definitions and Procedures are as follows:

1). The "**Effective Date**" is the date published for each Resolution in the "**Book of Resolutions**". This is the official Board meeting date on which any new Resolution was established, or changes made to an existing Resolution were approved, i.e.: "**Adopted by the Board of Directors**". This date should always be updated on our Governance Document. Any approved resolutions that are in the signature cycle will contain that date.

2). The "**Last Review Date**" and the "**Effective Date**" may normally be the same dates. This applies whenever the Board approves either a new Resolution or approves changes to an existing Resolution.

2.a). The exception to Item 2 above, is when the responsible "entity" has advised the By-Laws and Resolutions Advisory

that they have reviewed their resolution and no changes are required. In that case, the new n be the meeting date when the By-Laws and Resolutions Advisory Committee reviewed Committee "**Last Review Date**" will be the that request and updated the Governance Document.

3). The "**Scheduled Review Date**" is normally 24 months from the date that the Resolution was last reviewed by the responsible "entity". The exceptions are the following resolutions: F-02, F-04, M-01 and M-06. They are to be reviewed every 12 months. This date should be determined by adding (either 12 or 24 months) to last published "**Last Review Date**".

4). The "**Scheduled Review Processes**".

A). To assist the responsible "entity" in reviewing their resolutions, the By-Laws and Resolutions Advisory Committee will review their resolution prior to notifying them. The goal of our committee will be to see if there are any reasons to question any provisions and include that information in our notification to them. The C-04 Chair will then advise either the responsible Committee Chair, in the case of a Committee Resolution, or the Board Liaison, in the case of a Board Resolution, that the resolution is due for review along with any comments we may have.

B). In the case of a committee resolution, if no response is received within 30 days from the above request (Item A), the By-Laws and Resolutions Advisory Committee Chair will issue a second request to

the Committee Chair, with copies to both that Committee's Board Liaison and our Board Liaison. This second request will inform them of the importance of the resolution review process and advise them if no response is received within 30 days, we will consider the lack of response as their authorization for our committee to consider their review process completed. The By-Laws and Resolutions Advisory Committee will then at their next scheduled meeting update the Governance Document. The new "**Last Review Date**" will be that meeting date and the next "**Scheduled Review Date**" will be determined as listed above in Item 3.

C). In cases where an acknowledgement is not received within 60 days from the responsible "entity" that their review process has been conducted, the following notation will be placed in the **Comments Section** of the Governance Document form. A sample of that notation to be placed in the comments section is as follows:

"C-04 received no response from C-07 regarding our request(s) for them to review their Resolution. On 9/17/21, C-04 changed last review date from Jan-18 to Sep-21 and scheduled the next review date."

D). In the case of a Board responsible resolution, the C-04 Chair will continue to follow-up with the Board liaison until we get an appropriate response.

E). One of our committee's goals is to keep all committee resolutions up to date, but the Board resolutions are operating or policy procedures requiring a closed loop on review requests.

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-OI, 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-OI.

8. Effective Date: October 10, 2018

Adopted by the Board of Directors on October 10, 2018



President




Secretary

Review History:

General Manager:  _____ Date: 12/11/18

Legal: _____ Date: _____

By-laws and Resolutions Advisory Committee:  _____

Date: 12/7/18