

Indian Cove Resort Association, Inc.

Election Policy

Effective Date: 25 June 2026

Approved By: Board of Directors

1. Purpose

The purpose of this policy is to establish a consistent, transparent, and secure process for conducting elections of the Indian Cove Resort Association, Inc. Board of Directors. This policy establishes election procedures, responsibilities, timelines, candidate requirements, voting methods, and certification processes to ensure all members have a fair opportunity to participate.

2. Authority

This Election Policy is established pursuant to the Indian Cove Resort Association, Inc. Bylaws and authority granted to the Board of Directors to establish procedures necessary for the orderly administration of Association elections. In the event of a conflict between this policy and the Association Bylaws, the Bylaws shall prevail.

3. Election Administration

3.1 Election Oversight

The Board of Directors shall oversee the election process and ensure compliance with this policy.

The Board shall:

- Establish the annual election timeline.
- Confirm open Board positions.
- Authorize the initiation of the election cycle.
- Approve the use of an electronic voting provider.
- Ensure election records are maintained.

3.2 Designated Election Administrator

The Board shall appoint a **Designated Election Administrator** to oversee the confidential administration of the election process.

The Designated Election Administrator shall:

- Be a non-member of Indian Cove Resort Association, Inc.
- Maintain election confidentiality.
- Coordinate with the electronic voting provider.
- Receive and maintain candidate information.
- Assist with election communications.
- Oversee the three person Election Validation Committee
- Certify election results.

The Designated Election Administrator shall execute a Non-Disclosure Agreement (NDA) prior to receiving confidential election information.

4. Electronic Voting Provider

The Association shall utilize an approved electronic voting provider for Board elections. The Board shall verify and execute the electronic voting service agreement no later than November 15 of each year. The electronic voting provider shall be responsible for maintaining ballot confidentiality, vote security, and accurate vote tabulation.

5. Election Timeline

The following timeline shall govern the annual Board election process:

Fall Board Meeting – Election Cycle Authorization

Deadline: No later than November 15

During the Fall Board Meeting, or no later than November 15, the Board shall:

- Identify Board positions scheduled for election.
- Appoint the Designated Election Administrator.
- Authorize initiation of the election cycle.
- Confirm the electronic voting provider agreement.
- Approve the upcoming election timeline.

No Later Than January 1 – Election Notice Preparation

The Association shall prepare election notification materials identifying:

- Available Board positions.
- Candidate application process.
- Candidate submission requirements.
- Important election dates.

First Working Day of January – Election Notice Distribution

The election notice shall be distributed to Association members on the first working day of January. This shall be via “Constant Contact” and social media.

The notice shall include:

- Open Board positions.
- Candidate eligibility requirements.
- Application submission instructions.
- Candidate biography requirements.
- Election timeline.

January 20 – Candidate Filing Deadline

Candidate applications and biographies shall be submitted no later than **January 20 at 5:00 PM**

Candidates shall submit:

- Completed candidate application.
- Candidate biography.
- Required disclosures.
- Any other information required by the Board.

Applications received after the deadline shall not be considered unless approved by the Board due to extraordinary circumstances.

January 21–31 – Candidate Eligibility Verification

The Association shall verify candidate eligibility during this period.

Verification may include:

- Membership status verification.
- Review of Association requirements.
- Background checks.
- Additional screening requirements approved by the Board.

Candidates shall be contacted regarding any additional documentation required.

February – Candidate Meet & Greet

A Candidate Meet & Greet shall be conducted during February. The purpose of the Meet & Greet is to allow members an opportunity to:

- Meet candidates.
- Ask questions.
- Learn about candidate qualifications.
- Understand candidate goals and priorities.

The Board shall determine the date, location, and format of the event.

No Later Than March 1 – Voting Begins

Electronic voting shall begin no later than March 1. The election notice shall clearly identify:

- Voting start date.
- Voting deadline.
- Available voting methods.
- Instructions for electronic voting.
- Paper ballot procedures.

6. Voting Procedures

6.1 Electronic Voting

Electronic voting shall be the primary method of voting. Members are encouraged to submit their ballots as early as possible. The electronic voting period shall remain open for a minimum of 21 days, but no more than a maximum of 28 days.

6.2 Paper Ballots

Paper ballots shall be available as an alternate voting method for members unable to participate electronically.

Paper ballots shall:

- Follow the same election deadline as electronic voting.
- Remain confidential.
- Be submitted through the designated process established by the Board.

Paper ballots received after the deadline shall not be counted.

6.3 Voting Deadline

All voting shall close 72 hours prior to the Annual Meeting. The voting deadline shall be clearly communicated in all election notices and member communications. No votes shall be accepted after the established deadline.

7. Voting Eligibility

The following voting requirements shall apply:

- One ballot shall be issued per deed.
- Voting rights shall be determined according to the Association Bylaws.
- Only members in good standing may participate.
- Ballots may only be submitted once per deed.

8. Candidate Requirements

Candidates seeking election to the Board of Directors must:

- Meet all eligibility requirements established by the Association Bylaws.
- Submit required application materials by the deadline.
- Provide a biography for member review.
- Complete required verification procedures.

Candidates for Treasurer or any position requiring financial authority may be subject to additional financial verification requirements as determined by the Board.

9. Election Results and Certification

Upon completion of voting:

- The electronic voting provider shall tabulate electronic ballots.
- The Designated Election Administrator shall oversee the three person Elections Verification Committee to verify results.
- Paper ballots shall be included in final certification.
- Election results shall be certified and reported to the Board.

The Election Verification Committee shall announce election results at the Annual Meeting and/or through official Association communication.

10. Organizational Meeting

Following the Annual Meeting election results, the Board shall conduct an Organizational Meeting. During this meeting, the Board shall:

- Confirm newly elected Directors.
- Elect Officers as required by the Bylaws.
- Assign responsibilities and duties.

11. Election Records

Election records shall be maintained securely according to Association record retention requirements. Election records shall include:

- Election notices.
- Candidate submissions.
- Voting results.
- Certification documents.
- Related correspondence.

Confidential information shall be protected and accessed only by authorized individuals.

12. Policy Review and Amendments

This policy shall be reviewed periodically by the Board of Directors. Any amendments shall require approval by the Board of Directors.

Approved by the Board of Directors of Indian Cove Resort Association, Inc.

Date: _____

President: _____

Secretary: _____