

## **Election Procedures for Members of the Board of Directors and Officers of the Association Los Cerritos Area Home Owner's Association**

### Members of the Board of Directors-

The 2003 Bylaws (Sections 5.2 – 5.6) provide a rough framework for the election of new Board Members. To summarize:

- The Board consists of five Directors, serving two-year terms, starting in November.
- In odd-numbered years, two Directors are elected, in even-numbered years, three are elected.
- The procedures for electing Directors will be determined by an Election Board reporting to the Board of Directors.

These additional procedures and guidelines are provided:

- New Board Members will be elected by ballot at the yearly Association Meeting held in June. This process pre-supposes that the meeting has sufficient attendance (a quorum of Members in Good Standing) that business can officially be carried out.
- If additional Board positions are vacant at the time of the meeting (in addition to the positions coming up for re-election), these positions will be filled by the same process.
- Candidates for Board positions need to be nominated and seconded by other Members in Good Standing. Names put forward prior to the meeting will be evaluated, and nominated and seconded by the Board of Directors, and names put forward at the June Association Meeting will need to be nominated and seconded by other Members in Good Standing in attendance.
- If the June Association Meeting does not achieve a quorum, a general Association vote on new Board Members will be conducted by mail, with the candidates nominated and seconded by the Board of Directors. These may include names discovered in informal discussions at the invalid June meeting. This mail-based vote will occur prior to November 1st (the date on which new Board Members assume office).
- Mail in elections are performed as follows:
  1. An election date will be determined.
  2. Ballots will be mailed out no less than 10 days before the election date.
  3. Ballots must be returned by the election date. Ballots received after the election date are not valid.
  4. All members will receive a ballot, but only ballots from members in good standing will be counted.
  5. The treasurer will determine eligibility (members in good standing) as of the election date.
  6. Candidates are determined based on a simple majority of votes. No quorum is required. Candidates will be informed, and results posted to the website within 10 days of the election date.

### Officers of the Association-

The 2003 Bylaws (Sections 3.1 – 3.4) provide significant guidance for the election of Officers of the Association. To summarize:

- The Officers of the Association consist of a President, Vice President, Secretary, and Treasurer. The President and Vice President must be Board Members. The Secretary and Treasurer should be Board Members, but provision exists for Members in Good Standing to hold these positions if Board Members are not available.
- The Officers are elected for a term of one year, specifically at the June Association Meeting. This process pre-supposes that the meeting has sufficient attendance (a quorum of Members in Good Standing) that business can officially be carried out.
- The Officers assume office on July 1st.

These additional procedures and guidelines are provided:

- Officers shall be elected at the June meeting after the election of new Members of the Board of Directors has occurred. The continuing Board positions and the newly elected Board Members represent the pool of candidates available for election to any position as an Officer of the Association.
- Officers of the Association can assume the roles and responsibilities of their position on July 1st, even if they are only candidate-elect Members of the Board of Directors (i.e., don't formally assume Board positions until November 1st).
- Officer elections shall consist of four separate verbal votes (one each for President, Vice President, Secretary, and Treasurer).
- Candidates for each position will come from the list of continuing and newly-elected Board Members who self-identify as willing to serve in that position.
- If the June Association Meeting does not achieve a quorum, the Board of Directors will fill the positions of Officers of the Association using the processes described in the Bylaws for filling vacancies. This will occur after new Directors are chosen by mail-based vote and before November 1st.