

Park Glen Neighborhood Association 2017 Election Guidelines

Approved by the PGNA Board of Directors on 5/15/2017

Election Timeline

- By June 10 – Mailing from RealManage to all homeowners notifying of the annual meeting, the opportunity and procedures for homeowners to file as candidates, and an overview of the voting process. The mailing may also contain other topics, as the Board desires.
- By June 10 – Communicate the election, candidate filing opportunity, and guidelines via the ParkGlen.org website, e-mail messages sent to our e-blast list, and Facebook posts. Repeat later in June and very early July.
- By June 10 – Candidate filing period opens.
- July 25 – Candidate filing period closes. All filings must be received by the end of the day on this date.
- By July 31 - Post candidates & candidate statements on website; send to Election-America.
- By August 5 – Election-America prepares candidate information sheets, ballots, information letters, & voting website.
- August 5-8 – Election-America mails letter, mail-in ballot, & candidate information sheet to each homeowner.
- August 10 or when Election-America mails ballots, whichever is sooner - Advance Voting period opens.
- September 10 - Advance voting period ends.
- September 11 (Monday) - Annual Meeting; in-person voting; results made known (assuming quorum).

Election Coordinator

The Board will appoint one or more persons to serve as the "Election Coordinator" for 2017. This person or group will:

- ensure that the process is kept free from reliance on or inappropriate involvement by biased parties,
- ensure Homeowner confidence in the process,
- maintain competence and completeness of the process,
- provide direction on all matters that do not rise to the level of requiring Board action.

The Election Coordinator may utilize other trusted parties in coordinating the election. Any expenditures or financial commitments must be authorized by the Board in advance.

Candidate Filing Process

The Election Coordinator will:

- collect candidate filings.
- verify homeowner status with Tarrant Appraisal District (www.TAD.org) at filing submission and again right after filing ends (checking with RealManage to verify homeowner status if not verified with Tarrant Appraisal District).
- confirm receipt of filings to applicants.
- compile all candidate information into one document for the Park Glen website and for the Election-America mailing and website.
- Maintain secrecy until after the filing period has ended.

The candidate filing form and relevant filing guidelines will appear on the Park Glen website by June 10. The form will contain these questions:

1. Name
2. Position Being Sought
3. Candidate Statement – this statement (up to 75 words) will be provided to Park Glen Neighborhood Association homeowners, so feel free to include anything that you want voting members to know. If your statement includes more than 75 words, only the first 75 will be used. The statement will not be edited or proofed in any way, other than to eliminate any off-color or non-family-friendly content.
4. Address of Park Glen Home of which you are an owner
5. E-mail address
6. Phone number

The information from questions 4, 5, and 6 will be used only by the Election Coordinator. The information from 1, 2, and 3 will be published on the website and provided to all members before advance voting.

Ideally, candidates should be able to file by numerous methods: mail, in-person, fax, or e-mail, but this will depend on the capabilities of the Election Coordinator. All filings must be received by the Election Coordinator by the end of the last day of the filing period.

The guiding principle will be to have an open, inclusive, fair election, so the Election Coordinator will have the responsibility of working with potential candidates to ensure their inclusion if they desire to run and are Park Glen homeowners.

Upon receipt of a candidate filing, the Election Coordinator will:

- verify that the applicant is a Park Glen homeowner (personally listed as a Park Glen homeowner on Tarrant Appraisal District records, be verified by PGNA's property manager, or otherwise prove home ownership to the satisfaction of the Election Coordinator),
- confirm acceptance to the candidate by e-mail (by July 22 or within 48 hours of receipt, whichever is later),
- send to the candidate the actual typed "candidate statement" that the Election Coordinator intends to submit for publication and use in the election (to give the candidate an opportunity to correct anything).

After the close of the candidate filing period, no changes may be made to the filed information or candidate statement, and all filed candidates must remain on the ballot, even if a candidate wishes to withdraw from the race, chooses to not serve if elected, is no longer able to take office, or is no longer eligible to take office. The scenario of a candidate being elected and unwilling, unable, or ineligible to serve will be resolved according to the vacancy provisions of the bylaws.

Until the filing period ends, the Election Coordinator will keep all candidate filings secret. The Election Coordinator must ensure that filings are safeguarded from loss and misuse. The Coordinator will create a single document that lists all of the candidates, positions being sought, and filing statements. Candidates will be listed on all documents, ballots, and forms by the position being sought. Within three days after the filing period ends, the Coordinator will submit the complete document to Election-America, to all filed candidates, and for publication on the Park Glen website where the candidate

information is to be posted in an obvious and orderly way by July 31. Election-America will use the information to prepare the candidate information sheet to be sent to all homeowners.

Before Advance Voting Starts

Before the start of the advance voting period, Election-America is to send voting information to exactly 3,318 homeowners of record, using an owner address list from the Association's management company or downloaded from the Tarrant Appraisal District (whichever the Board determines would be more accurate) and provided to Election-America by the date that they have specified to need that file.

The mailing from Election-America to each homeowner will be in a white envelope with the words "PARK GLEN NEIGHBORHOOD ASSOCIATION" and the words "Ballot Enclosed" across the front in red. The envelope will contain:

- An explanation of the election and the voting process, including
 - Instructions and individual access code for online voting via Election-America's website.
 - An explanation of the option and procedure for each homeowner to request from Election-America a personalized proxy form that a homeowner may fill out and send to Election-America to designate another homeowner to vote on the homeowner's behalf in person at the September 11 annual meeting.
- A candidate information sheet that shows the name, office being sought, and candidate statement of each candidate who filed.
- Instructions and individual access code for online voting via Election-America's website.
- A personalized paper "absentee" ballot that a homeowner may fill out and send to Election-America.
- A preprinted return envelope (but not postage-paid).
- An explanation of the option and procedure for each homeowner to request from Election-America a personalized proxy form that a homeowner may fill out and send to Election-America to designate another homeowner to vote on the homeowner's behalf in person at the September 11 annual meeting.

At the time that the envelopes are mailed, the Election-America website should be ready to accommodate online voting, including the display of candidate names and filing statements submitted by the candidates.

Content of Ballots and Forms

Online ballots, paper ballots, and proxy forms will all have the opportunity to vote "for quorum on the Board election only," without voting for particular candidates (as allowed by Texas Property Code 209.00592-b-1).

Online ballots, paper ballots, and proxy forms will have a write-in blank for each of the seven positions.

Paper ballots or proxy forms submitted by members must be signed (per Texas Property Code 209.0058).

Online and absentee ballots will have this notice (required by Texas Property Code 209.00592-c-3): "By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail."

Since common sense and Texas law (Property Code 209.00592-b-1 and -3) clearly indicate that advance votes may be counted on matters only if the exact text of the measure appeared on the advance ballot, the following notice is to be added to online and absentee ballots: "Even if the required quorum of members is met for the Board election (represented by advance voting before the September 11 annual meeting and in-person voting at the September 11 annual meeting), it is highly possible that a quorum will not be represented for any other issue that might come before the membership at the annual meeting."

Proxy forms will not be preprinted with the name or title of any specific person or officer as a default, possible, or suggested proxyholder. Homeowners filling out a proxy form must write in the name of the desired proxyholder.

Proxy forms will allow a homeowner to:

- direct the specific candidates to be voted for by the proxyholder,
- write in the names of specific people to be voted for by the proxyholder, or
- designate that the proxyholder may select the candidates to be voted for.

Advance Voting / Proxies

A homeowner may:

- Vote in advance online using the access code provided by Election-America,
- Vote in advance by returning to Election-America the absentee ballot provided by Election-America,
- Designate another Park Glen homeowner as his or her proxy (to cast a vote on his or her behalf in person at the September 11 annual meeting) by requesting a personalized proxy form from Election-America, filling out the paper "proxy form" and returning it to Election-America. Just before the annual meeting, Election-America will provide this proxy information to the Election Coordinator. The proxyholder must attend the annual meeting, receive the original voter's credentials from the Election Coordinator, and cast a vote in the same manner as every other in-person voter.

Any homeowner who has a question about the voting process or needs help in voting should call Election-America at 866-384-9978. Inquiries to Election-America must allow sufficient time for the appropriate information, forms, access, or resolution to be provided. If insufficient time remains to meet a request or supply information, the only remedy to the homeowner will be to vote in person at the September 11 annual meeting.

On a regular basis throughout advance voting, Election-America will communicate to the Election Coordinator and the PGNA Board the number of votes cast and proxies submitted so far. This information will be posted on the Park Glen website and relayed by the Election Coordinator to candidates and other interested parties.

In-Person Voting

In-person voting on September 11 will be conducted under the direction of the Election Coordinator, who may recruit and utilize other trusted volunteers.

Computers and/or tablets, with Internet access, will be available for homeowners to cast votes in person. Paper ballots, as similar as possible to the "absentee ballot" sent out by Election-America, will also be available as a backup to online voting. Copies of candidate filing statements will also be

available at the meeting. Paper ballots submitted by members must be signed (per Texas Property Code 209.0058).

If a homeowner voted in advance and wishes to vote in person at the annual meeting, Election-America and the Election Coordinator must ensure that only the in-person vote counts (per Texas Property Code 209.00592-b-2, "*any vote cast at a meeting by a property owner supersedes any vote submitted by absentee or electronic ballot previously submitted*").

If a person who is not on Election-America's list of eligible voters wishes to vote in person, the Election Coordinator must be sufficiently satisfied that the person is a Park Glen homeowner before allowing the person to vote.

Assuming quorum is met, the Election Coordinator and Election-America will work together to ensure that complete vote results are provided at the annual meeting very quickly after voting is over.

If Quorum is not Met

Quorum is 10% of Association members voting by any authorized method. If quorum is not met at the initial annual meeting or any reconvened meeting:

- No voting results are to be made known.
- The meeting will be recessed and voting will be extended.
- The meeting is to be reconvened at a convenient location set by the Association President and a convenient time and date between 5 and 14 days later set by the Election Coordinator. The time and place of the reconvened meeting is to be announced before the meeting is recessed.
- The slate of candidates will not change.
- Votes already cast will count (unless a voter replaces his or her vote in an allowable way).
- A non-personalized proxy form (as similar as possible to the proxy form sent out by Election-America) will be quickly made available on the Park Glen website and may be mass-produced for solicitation and collection by any Park Glen homeowner, to be voted in person by proxyholders at subsequent reconvened meetings until quorum is met.

Other Guidelines

The elected President, Vice President, and Secretary will be the candidate in each of those races receiving the greatest number of votes. The elected Directors will be the four candidates receiving the greatest number of votes among all candidates running for Director. This is according to Section 7.6 of the Association Bylaws.

If a home has a different owner after the owner address file is prepared for Election-America, the new owner may vote by:

- obtaining the voting information from the previous owner
- voting in person at the September 11 annual meeting.

If a Board is not elected on September 11 (e.g. lack of quorum or meeting postponed), Board action between September 11 and the date a Board has been appropriately elected is to be limited to that necessary to perpetuate the Association and to resolve emergency situations, with all action taken subject to review and/or reversal by the Board that is eventually elected.