

## **Suggested timelines for annual elections for the Board of Directors:**

### **November:**

- Initiate the discussion about the March Annual Meeting and election of the Board of Directors as general information in the November Board of Directors meeting.

**December:** The Board members and Property Manager initiate the preparations for the March election by:

- Reviewing/editing the recruiting letter and postings.
- Reviewing/editing the annual meeting announcement/declaration of candidacy form.
- Preparing a list of potential candidates.
- If there is no planned December Board of Directors meeting, then implement the above in November as preparation for the New Year.

**January:** Disseminate upcoming Board election process by:

- Having the Annual meeting and Board of Directors election process as an agenda item for the January Board of Directors meeting (as scheduled on last Tuesday of January).
- E-mailing Board recruitment information and Declaration of Candidacy Forms to all homeowners and mailing via USPS to owners who don't have e-mail after the January Board of Directors meeting.
- E-mailing blast recruiting memo and including this information in the "Board Highlights" that is distributed to each homeowner and planning to do so by the Friday after the January Board of Directors meeting.
- E-mailing blast and posting on all bulletin boards **"What does it mean to serve on the Board"** document and including this in the "Board Highlights" information that is delivered to each homeowner.

### **February**

- Board of Directors meeting agenda to include discussion of upcoming election.
- Board and homeowners continue to actively recruit potential Board candidates.
- Annual Meeting announcement and declaration of candidacy due dates posted on bulletin boards and e-mail blast.

- Q & A information sessions. Offer two different times for current Board members to be present at the Clubhouse to answer questions that potential candidates might have. Post and e-mail these dates.

### **March:**

- Q & A information sessions offered at two additional times for potential Board candidates who may want more information...post and e-mail dates.
- Candidate declaration/information deadline... post and e-mail the date. Candidate declaration/information is due 14 business days before the Annual Meeting.
- At least 10 days before the Annual Meeting mail via USPS or hand-deliver the notice of the Annual Meeting, the agenda, candidate information, and proxy forms to all homeowners.
- Post and e-mail date, time, and place of the Annual Meeting.
- At Annual Meeting, homeowners turn in their completed ballots. These are combined with proxies turned in earlier. Votes are counted and new Directors are announced, preferably before the end of the Annual Meeting.
- Board of Directors election results are announced via e-mail blast and posting on the QTC website. The results are also posted on each building's bulletin boards.
- Immediately after mailing Notices: Community manager mailing Notice of Meeting, submits affidavit attesting to mailing notice. (Quintet By-Laws 2.5).