

ANNUAL MEETING/ELECTION
STONEWOOD TOWERS PROCEDURE NO. 11

Subject: Annual Meeting/Election

Background-

These election procedures are established under the provisions of Florida Statute Chapter 718.112, and changes to the Stonewood Towers Bylaws and Declaration of Condominium dated June 22, 1995 and on March 12, 1996 voted for different voting and election procedures.

Purpose-

The intent of this procedure is to develop an election that is unquestionably fair and impartial and to insure all owners that their ballot is a secret ballot, (1) by encouraging as many members as possible to become candidates; (2) by reducing the perception of Board influence in the selection and election of the candidates and (3) by using an independent supervisor to conduct the election and tally the votes. The ultimate aim is to stimulate our membership's participation in the administration of Stonewood. Only the designated voter may vote at the Annual Meeting/Election. Proxy votes only with Power of Attorney.

Schedule:

Stonewood By-Laws stipulate the Annual/Election Meeting is to be held on the First Tuesday in October each year. Thus the actual Annual meeting date varies yearly. This variation must be considered when establishing the actual dates associated with the statutory Annual/Election timeline schedule (days prior to election) and the procedure provided below.

Election/Annual Meeting Timeline Schedule - Statutory Requirements:

<u>Days Prior to Election</u>	<u>Things to Do</u>	<u>By Whom</u>
60	1st Notice of Election incl. Notice of Intent Form Appoint Search Committee Appoint 5 Ballot Counters for Election Mail Notice of Candidate Search Meeting along with Notice of Intent	Board Secretary Board Board Board Secretary
40	Submittal of written Notice of Intent	Candidate
35	Submit Info Sheet (if desired)	Candidate
34-14	2nd Notice of Annual Mtg. / Elections	Board Secretary
14	Post Notice of Meeting/Election	Board Secretary
0	Membership Meeting/Election	Membership
+10	Organizational Meeting	New Board

PROCEDURE:

1. **Appoint Search Committee.** 60 days prior to Election, the board will announce the appointment of a minimum of three members to the Search Committee with these instructions:
 - a. Contact as many members as possible in your search for candidates. People with obvious skills in leadership, accounting engineering, administration, condominium board experience, and year round residents should be vigorously pursued.
 - b. Emphasize the importance of serving, duty, the camaraderie and the satisfaction of a job well done. There is no better way to get to know your neighbors.
2. **Appoint 5 Ballot Counters.** Also, 60 days prior to the Election, the Board will appoint 5 ballot counters for the next election. The supervisor (who is one of the 5 ballot counters) will be selected by that group.
3. **Select Supervisor of Elections.** The Supervisor will insure to his satisfaction that the election process is fair and impartial and in accordance with this Procedure and our documents
4. **Mail Notice of Candidate Search.** To be sent 60 days prior to Election. This letter should also be used to recruit candidates. All members are to be provided with, but not limited to, the following information: the term is two years, the names of the members who will be retained from the previous Board, the names of any known candidates, the names of the Search Committee members, and that owners may become a candidate by simply notifying any member of the Search Committee or Board of Administration. Include the letter of intent to be a candidate and also specify the required 40 day prior to election submittal date.
5. **Candidate Search Meeting.** To be scheduled no later than 40 days prior to Election. Every effort should be made to have a big turnout. Potential candidates may be received from the floor; however, no nominations may be made by members of the Board or Search Committee. At the end of this meeting, each qualifying candidate must sign and submit their Notice of Intent letter. Additionally, no further qualifying candidate will be considered if there are sufficient candidates to fill all vacancies. No election is required if the number of candidates equal the number of vacancies. If the number of candidates is less than the number of vacancies, the search process will remain open until such time that the number of candidates equals the number of vacancies and at that time the search will be closed. It is too late to hold an election, so the first ones to volunteer will be selected. The minimum number of officers needed to form a Board is three.
6. **The Voting Package.** Will be mailed out so as to arrive no sooner than 34 days and not later than 14 days before the election. The package will contain a Letter of Introduction, voting instruction, a statement of intent from each candidate, and a biographical paragraph which was approved by the candidate. The voting will be by secret ballot with double envelopes as described in FS 718.112(d). Also, included is the formal Notice of the Annual Membership meeting and the meeting's agenda.
7. **The Annual Meeting/Election.** Will be called to order by the President on the first Tuesday in October at 7:00 P.M. Any membership business before the house will be dealt with and then the meeting will be turned over to the Supervisor of Elections. The Supervisor will oversee the vote tally and announce the outcome of the election. The votes, tallies and all associated paperwork will be packaged and maintained for one year.
8. **Put Notice on Bulletin Board**
9. **Hold the Meeting/Election**
10. **An Organizational Meeting.** The newly elected Board must hold a meeting within 10 days of the annual election to select officers. The meeting may be held in private, need not be posted, and no minutes are required.

FOR THE BOARD OF ADMINISTRATION