

Hilton Head Plantation Property Owners Association, Inc. Board of Directors

ELECTION COMMITTEE GUIDELINES

WHEREAS Article X, Section 1. Of the Hilton Head Plantation Property Owner's Association By-Laws grants the Board of Directors the powers and duties necessary for the administration of the Affairs of the Association:

WHEREAS Article XII of those By-Laws grants the Board of Directors the authority to "...appoint committees as deemed appropriate to carrying out its purpose."

NOW THEREFORE, BE IT RESOLVED THAT a standing Elections Committee be established, having the following terms of reference.

The Election Committee shall consist of at least four (4) and no more than six (6) members appointed by the Board of Directors and shall be responsible for maintaining the safekeeping of the written ballots once collected by the Secretary or such other officer of the POA deemed responsible therefore and shall be required to follow such verification procedures as may be adopted by the Board of Directors regarding votes cast, genuineness of signatures, validity of proxies and such other matters as will insure a "fair election."

Role of the POA Secretary in the Election process

The Secretary of the Board receives the Ballots and Proxies from the members of the POA or may delegate that responsibility to the Election Committee or staff. The Secretary of the Board will announce the quorum as reported by the Election Committee at any duly called meeting of the members including the Annual Meeting of the Members. At all duly called meetings of the members the Secretary or their designee will introduce the Election Committee Chair who will announce the results of the annual election for the Board of Directors or any other questions that have been properly put before the membership in the form of a written ballot. The Secretary will cause the official results of the POA's quorum requirements, the official results of any board election or questions properly brought before the members to be recorded in the association's minutes.

RESPONSIBILITY

The Election Committee, including the members thereof, shall:

1. Except as inconsistent with these guidelines, observe and comply with the General Guidelines established for all committees.

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2. Maintain the safekeeping of the written ballots once collected by the Secretary or such *member or committee* of the POA deemed responsible thereafter.
3. Follow such verification procedures as may be adopted by the Board of Directors regarding votes cast, genuineness of signatures, validity of proxies and such other matters as will insure a fair election.
4. Tabulate the ballots in such a manner as to ensure the integrity of the election process and its compliance with applicable State and County laws governing property owner's association elections and present a report to the Board.
5. Refrain from campaigning either for or against any nominee during the election for which they are serving as Election Committee members.

Guidance to the Board Regarding Committee Membership:

1. Membership of the Election and Nominating Committees shall be mutually exclusive: the same people cannot serve on both the Election Committee and the Nominating Committee.
2. A member of the Election Committee may not be a candidate for the Board of Directors.

ATTEST:

DATE

PRESIDENT

CORPORATE SEAL