

## ADDENDUM 1

### IDLEWILDE BOARD OF DIRECTORS ELECTION PROCESS

#### **Purpose:**

The election process is intended to provide guidance to current and future election committees on the election process.

#### **Policy:**

Prior to the annual meeting the IPOA President will appoint three to five members and one as the chairperson to serve as election / nominating committee.

#### **NOTE:**

- a. The Board of Directors are elected by voting members of the Idlewilde Property Owners Association.
- b. The Board consists of nine directors, each serving a three-year term.
- c. Three new Directors are elected for a three-year term of office each year at the Annual Meeting of the IPOA.
- d. Candidates for the Board of Directors must be voting members of the IPOA.
- e. Each family unit is allowed one vote.
- f.

#### **Nominations for board:**

- a. A list of candidates, a proxy form and ballot and time and date of the annual meeting shall be mailed/mailed to all lot owners. Those mailing ballots should write **BALLOT** on the outside of the mailing envelope which shall remain unopened until the counting process begins.
- b. All IPOA members are encouraged to solicit members to serve on the board and/or submit recommendations.
- c. All candidates should be contacted for confirmation of their willingness to run for the board.
- d. Candidates accepting are requested to write a short paragraph about themselves and returned to any board member.
- e. A slate of candidates' and their resumes will be posted in a newsletter prior to the Annual IPOA meeting.
- f. Write - in candidates will be accepted at the annual meeting.

#### **Election Process: (on the day of the annual meeting)**

- a. Election Committee will set up a registration table at entrance.
- b. The Treasurer will give a list of qualified voters to the Election Chairman.
- c. Those persons attending the annual meeting, must sign in at the registration desk, and receive a ballot. One ballot per family is issued.
- d. Members presenting a properly signed proxy(s) form will be issued a ballot for each proxy. Article IV section 4.09 "all proxies will be authenticated to the satisfaction of the secretary in whatever reasonable manner the secretary deems"). Proxies may be given to any member of the association attending the annual meeting.
- e. The IPOA Secretary will authenticate all proxies and mail in ballots.
- f. Sign in sheets will be used to validate proxy forms (Article IV section 4.08 "all proxies will be authenticated to the satisfaction of the secretary in whatever reasonable manner the secretary deems").
- g. The Election Committee will assure the number of ballots and the number of voting member signatures match.
- h. Counting will be conducted by the election committee.

**Counting Process:**

- a. Each committee member will have a candidate counting roster.
- b. Each ballot will be announced by the chairperson of the election committee and passed to each committee member to verify ballot and each volunteer will tabulate, initial and date the ballot.
- c. The Election Committee members' tallies will be reviewed to assure all members arrived at the same number of votes.
- d. Ballots will be counted twice.
- e. ANY PERSON HAVING A DISPUTE MUST SPEAK OUT IMMEDIATELY.

**Announcing final results:**

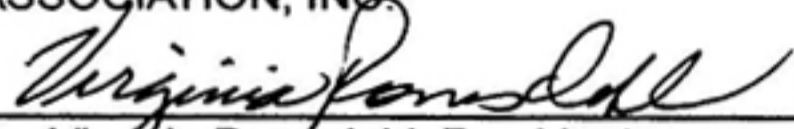
- a. The election committee will present the findings to the president who will verify that there were no conflicts in the counting process and that the findings were signed and validated.
- b. The president will call the annual meeting into order and announce the findings.
- c. The president will ask the attending members if they have any objections or comments.
  - If any objections are raised they will be immediately addressed.
- d. The President of the Board will then ask for a motion to accept the results of the election.
- e. If no objections are noted the president will declare the election results finalized and closed.

**Election Results:**

All ballots and proxies will be retained in the official IPOA records for 3 years.

**Election Forms can be found on the IPOA website under FORMS**

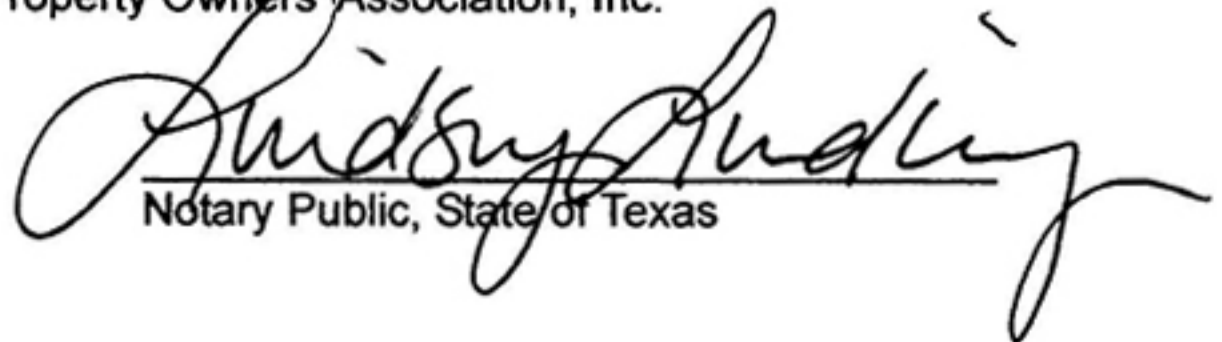
IDLEWILDE ESTATES PROPERTY OWNERS  
ASSOCIATION, INC



Virginia Romsdahl, President

STATE OF TEXAS  
COUNTY OF POLK

This instrument was acknowledged before me on the 10 day of November 2021, by Virginia Romsdahl, President, Idlewilde Estates Property Owners Association, Inc.

  
Notary Public, State of Texas