

MONTGOMERY VILLAGE FOUNDATION, INC.

ELECTION COMMITTEE GUIDELINES

The Election Committee is a standing committee of the Montgomery Village Foundation. Pursuant to the Montgomery Village Foundation, Inc. By-Laws, Article XII, Section 7, "The Election Committee shall have the responsibility for administering the Montgomery Village Foundation Board of Directors election in a fair and impartial manner as further specified in Article VIII

PURPOSE: Article VIII, Section 5 of the MVF By-Laws states "An Election Committee which shall consist of five (5) members shall be 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 Foundation deemed responsible therefor 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."

STANDARDS OF CONDUCT: Each committee member shall listen carefully to and respect the opinions of fellow committee members, refraining from negative or belligerent comments; participate actively in committee meetings; keep well informed of developments relevant to issues that may come before the committee; and respect and uphold the majority decisions of the committee.

MEETINGS:

1. The Election Committee meets a minimum of twice a year.
2. All meetings are open to the public.
3. Each Committee meeting will begin with a "Residents' Time" to hear and consider suggestions from Foundation members and Village residents concerning Foundation responsibilities, facilities and/or activities within the Committee's purview.
4. The Committee Chair is authorized to conduct meetings, and meetings will generally follow Robert's Rules of Order, applied informally and flexibly by the Chair, unless in the judgment of the Chair, a more formal application of Robert's Rules is necessary to provide additional clarity and order to ensure completion of the Committee's business.
5. Decisions or recommendations of the Committee are approved by a simple majority vote of members present and voting (voting by proxy is prohibited). Minutes of the meetings should include the participation, agenda items, motions/resolutions/recommendations and Committee votes.

MEMBERSHIP QUALIFICATIONS:

1. Membership on the Election Committee is established in the MVF By-laws Article VIII, as noted above: The committee "shall consist of five (5) 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 Foundation deemed responsible therefor 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."
2. Applicants should be Montgomery Village property owners or residents in good standing (current in assessments and no architectural violations).
3. 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.
4. A member of the Election Committee may not be a candidate for the Board of Directors.

5. A Committee member who is absent from two of the regularly scheduled Committee meetings in a 12 month period, beginning April 1 of each year, may be removed from the Committee. The Board may waive the resignation for illness, emergency, or other good cause provided that the member and the Chairperson each submit a written explanation as to why the member in question should remain on the committee.

COMMITTEE CHAIR:

1. As established in the MVF By-Laws, "A member of the Board of Directors shall be the Chair of the Election Committee."
2. The Committee Chair shall confer with the Staff Liaison to prepare the meeting agenda.
3. Communicate the Board intent when issues are referred to the committee for action/review.
4. Communicate the committee intent when recommendations/requests are forwarded to the Board for action.
5. Provide the Board with feedback on Committee performance.
6. Provide leadership by acting as a facilitator to keep discussions on track, managing differences of opinion and ensuring that the discussion remains on topic, productive and professional.

STAFF LIAISON:

The Director of Communications (MVF Corporate Secretary) shall serve as Staff Liaison to the Election Committee.

1. Confer with the Committee Chair to prepare the meeting agenda.
2. Provide technical assistance and coordinate administrative support, including preparation of supporting committee packets.

GENERAL RESPONSIBILITIES:

1. Maintain the safekeeping of the written ballots once collected by the Secretary or such officer of the Foundation deemed responsible therefor.
2. 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.
3. Administer the ballot count and 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 homeowners association elections, and present a report to the Board.
4. Refrain from campaigning either for or against any nominee during the election for which they are serving as Election Committee members.

Adopted by MVF Board of Directors - May 18, 1970

Reaffirmed - 1987, 1989, 1990, 1991, 1992

Revised and Approved by MVF Board of Directors- 1993, 1994

Reaffirmed - September 28, 1995

Revised and Approved by MVF Board of Directors - September 24, 1996

Reaffirmed - September 25, 1997

Re-formatted per MVF Board standard - August 28, 1998

Revised and Approved by MVF Board of Directors - September 24, 1998

Revised and Approved by MVF Board of Directors - September 23, 1999

Reaffirmed – September, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013

Revised and approved by MVF Board of Directors – August 28, 2014

Revised and approved by MVF Board of Directors – December 3, 2015