



MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD
MONTGOMERY VILLAGE, MARYLAND 20886-1000

(301) 948-0110 FAX (301) 990-7071 www.montgomeryvillage.com

August 30, 2017

MEMORANDUM

TO: MVF Election Committee

FROM: Mike Conroy, Assistant Executive Vice President

SUBJECT: Meeting Announcement

The first meeting of the Election Committee for the 2017-2018 MVF election season will be held on **Wednesday, Sept. 6 at the MVF Office, 10120 Apple Ridge Road at 7 p.m.** Please enter the building through the front door.

The committee will review the *Election Committee Guidelines*, the election process and the voting process, plan the Candidates' Forum, and discuss candidate Questions for the *Village News*.

Please contact me at 240-243-2331 or mconroy@mvf.org if you have any questions or if you will be unable to attend.



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MVF Election Committee

September 6, 2017

7 p.m.

MVF Office

Agenda

1. Residents' Time
2. Chair's Remarks
3. Approve minutes of previous meeting (Attachment 1)
4. Note Election Committee Guidelines (Attachment 2)
5. Review election process
 - A. Election and Voting Procedures (**motion required**) (Attachment 3-A)
 - B. Review Election Information (**motion required**) (Attachment 3-B)
 - C. Note Guidelines for Ballot Counting (**motion required**) (Attachment 3-C)
 - D. Demonstration of validation process (**if requested – motion not required**)
6. Review voting process (**motion not required**)
7. Plan Candidates' Forum (Attachment 4) (**motion required**)
8. Discuss Candidate Questions for *Village News* (Attachment 5) (**motion not required**)
9. Review Draft MVF Election Calendar 2017-2018 (Attachment 6) (**motion required**)
10. Confirm next meeting date – March 2, 2018
11. Adjourn

MINUTES OF MEETING
MONTGOMERY VILLAGE FOUNDATION

Election Committee

March 3, 2017

A regular meeting for the Montgomery Village Foundation Nominating Committee was held at 7:00 p.m. on Friday, March 3, 2017 at the MVF Administrative Center, Montgomery Village, Maryland.

Members Present

Jim Marsh, Chairperson
Maira LaVeck
Melanie O'Brien
Rebecca Smigel

Members Absent

Nancy King

Others Present

Mike Conroy, Director of Communications
Roslyn Price, Communications Assistant
Cynthia Bangali, Recording Secretary
2 residents

1. Residents' Time

The comments of residents are recorded separately.

2. Chair's Remarks

Mr. Marsh, called the meeting to order at 7:00 p.m.

3. Approve Minutes of Previous Meeting

Ms. O'Brien moved to approve the minutes of the September 8, 2016 meeting as presented. The motion was seconded and passed unanimously.

4. Validation of Ballots

A. Random validation of Election Committee

Ms. Price reported that 2,062 ballots were returned out of 11,211 ballots for a return rate of 18.39%. She noted that Cider Mill, a multi-family unit had received and returned 432 ballots. In addition, the Rothbury Apartments, a multi-family unit had received and returned 103 ballots.

Ms. Price reported that there were 43 undeliverable ballots. Most had no forwarding address and several were resent with new addresses.

B. Review of and decision on questionable ballot envelopes

Ms. Price reported that there were six ballots received from homeowners who were late on their assessments. Ms. Price noted that four ballots were received from homeowners who owe less than \$30 as a result of not paying the architectural review fee and that one ballot was from a homeowner less than \$30 on their assessments. She reminded the committee of the policy which allows ballots from homeowners who owe less than \$30 or less in administrative fees and interest.

Ms. Moira moved not to accept the six ballots from homeowners who owe more than \$30 in assessments. The motion was seconded and passed unanimously.

Ms. O'Brien moved to accept the ballot from the homeowner owing \$30 or less on their assessment fee. The motion was seconded and passed unanimously.

Mr. Marsh moved to accept the four ballots from homeowners owing architectural review fees only. The motion was seconded and passed unanimously.

Ms. Price informed the committee that eight ballots were received with no signature on them. She reviewed and discussed the requirements for received ballots to be counted which includes signature of the owner on record.

Ms. Price noted that five ballots were received from homeowners where they printed the name although the instructions are clear that the ballot must be signed. In addition, two ballots

had been received from homeowners in a non-Village envelope and that one of those ballots had been inadvertently opened by MVF staff. The committee discussed these ballots in depth.

Mr. Marsh moved not to accept the eight ballots with no signature. The motion was seconded and passed unanimously.

Ms. O'Brien moved to accept the five ballots from homeowners with printed names. The motion was seconded and passed unanimously.

Ms. Smigel moved to accept the one ballot from a homeowner sent in a non-Village envelope. The motion was seconded and passed unanimously.

Ms. O'Brien moved to accept the one ballot from a homeowner which was inadvertently opened by MV Staff. The motion was seconded and passed unanimously.

Ms. Price reported that three ballots had been received from homeowners with architectural violations.

Ms. O'Brien moved not to accept the three ballots from homeowners with architectural violations.

5. Review and approve of draft election report

The Committee made its determination regarding questionable ballots and the election report was revised. It is attached for the record.

Ms. O'Brien moved to approve the election report as amended. The motion was seconded and passed unanimously.

6. Review and approve election volunteers

The Committee reviewed the list of individuals who volunteered to count the MVF Board of Directors ballots on Saturday, March 4, 2017. Mr. Conroy informed the committee that Ms. King would not be in attendance as planned. Mr. David Cline will volunteer in her place.

Mr. Marsh moved to accept the list of volunteers for the count of the MVF Board of Directors ballots on Saturday, March 4, 2017. The motion was seconded and passed unanimously.

7. Review procedures for election volunteers

The Committee reviewed the procedure for election volunteers.

8. Review Candidates Forum

Mr. Conroy reported that there were about 25 residents in attendance at the Candidates Forum. In addition, he shared that there were 100 views of the forum which had been posted on the MVF YouTube channel. The committee discussed the late arrival of two of the candidates and considered if a procedure on late arrivals should be implemented.

Mr. Marsh responded that one of the candidates had called in prior to the start of the forum to inform the Board that she was stuck in traffic. He noted that the situation was managed well and that all of the residents' questions were still answered by all candidates

9. Discuss need for additional meeting to evaluate election

Ms. Smigel suggested that the committee members meet shortly after the election tally to jot down ideas for the fall meeting. Mr. Marsh suggested that there be a brief summary review after the vote and that an amendment to the guidelines for ballot counting be included in the September meeting.

Adjournment

Mr. Marsh moved to adjourn the meeting at 7:53 pm. The motion was seconded and passed unanimously.

There being no further business, the meeting was adjourned at 7:53 pm.

_____/s/_____
Cynthia Bangali
Recording Secretary

SUPPLEMENT TO THE MINUTES OF THE MEETING

MVF ELECTION COMMITTEE RESIDENTS' TIME

March 3, 2017

Residents' Time

Mr. Marsh, Chair, opened the floor to residents at 7:00 pm.

Barbara and Zach Potter of Clusters II shared with the committee that Zach is working on his Eagle Scouts badge in government. They wanted to observe the meeting and how the election process is conducted.

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

Montgomery Village Foundation Election & Voting Procedures 2018

1. In December, the Executive Vice President shall advise owners of multi-family units of requirements which must be satisfied by **January 10, 2018**, in order to receive a ballot for the **2018** MVF Board of Directors Election:
 - a. to verify the actual number of units owned as of **December 31, 2017**;
 - b. where applicable, to have on file with MVF a certification of a designation of agent who will cast the vote of the multi-family owner(s).

2. In December, the Executive Vice President shall request from the condominiums not managed by MVF a list of the owners of record and their addresses as of **December 31, 2017**, and that information be received at the MVF Office by **January 5, 2018**.

3. All elections to the Board of Directors shall be made by secret written ballot. Ballots are to be mailed on **February 3, 2018**. Owners of record as of **December 31, 2017** will be mailed ballots. Members who settle property between **January 1, 2018** and **March 2, 2018** may request a ballot in person at the MVF office with proof of ownership. Members in communities not managed by MVF will receive ballots provided that their management agent provides MVF with the list of eligible property owners and their addresses. These lists, all designation of agents for multi-family properties and any proxy forms must be received in the MVF Office as of **January 10, 2018**, in order to receive a ballot. Ballots will be mailed prior to the publication of the *Village News*.

4. The ballot mailing shall include instructions on voting, a ballot, a postage paid return envelope, a summary of candidates' qualifications and notice of the annual meeting.

5. The Election Committee 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 thereof. As ballots are returned to the MVF office, the following procedures will be enacted:
 - a. Ballot envelopes will be stamped with the date of receipt.
 - b. Ballot envelopes will be given to a designated staff person unopened for safekeeping.

6. Designated staff shall verify ballot envelopes prior to the Election Committee meeting on **March 2, 2018**, circumstances permitting.

To be valid, a ballot envelope:

- a. Must be received at the MVF Office by 5 p.m., **Friday, March 2, 2018**.
- b. Must be signed by owner of record or designated agent who is registered with the MVF.
- c. Must have the address of a Village property for which there is not any architectural violation.
- d. Must not be a duplicate from same address. If duplicate ballots are received, the first ballot received by the MVF, as determined by the postmark or receipt stamp, if hand delivered, will be considered valid, unless it is personally withdrawn by the voter and another ballot is re-submitted.

- e. Must be sealed.
 - f. For your ballot to be valid, assessments (including administrative costs and Capital Contribution Fee) must be current through **December 31, 2017 (paid by February 28, 2018)** and must be identified for a unit for which there is not a sustained violation of any covenant, architectural standard or rule.
 - g. Where the condominium assessment as a whole is not current by **December 31, 2017** and paid by **February 28, 2018**, ballots from individual owners will be considered invalid.
 - h. In the case of a unit for which assessments are current, but were paid late, administrative fees, including interest, must total \$30 or less in order for the ballot to be considered valid. In the case of private dwelling units, an assessment represents one quarterly payment; in the case of a condominium association or multi-family apartment complex, it represents one month's payment.
7. If a ballot envelope is in jeopardy of being invalidated due to a name of record concern, staff will attempt to contact the member who submitted the ballot envelope to clarify the name information. Prior to the Election Committee meeting at which questionable ballot envelopes are validated, staff will make every attempt to contact the owner of record of any property whose ballot is not signed, improperly signed, or for which there is an outstanding administrative fee and/or interest above \$30.
 8. Returned ballot envelopes marked "addresses unknown" shall be checked with Assessment Administrator for possible forwarding address. If no address is available, the returned mail shall be held on file until the election has been certified.
 9. The Executive Vice President or his/her designee shall present all ballot envelopes and the verification report to the Election Committee who has the responsibility for the official validation of the ballots. At that time, the Committee may make random sample verifications as they wish. Acceptance of the staff report and information shall constitute official validation of the ballots.
 10. All candidates for election shall be invited to be present during the validation procedures. By the completion of the Election Committee's official validation of the ballots, challenges, if any, must be made known to the committee.
 11. Ballots will be counted on **March 3, 2018**, beginning at 9 a.m. at the MVF Office, 10120 Apple Ridge Road, providing that the validation process was completed.
 12. Ballot counting shall be conducted in the following manner:
 - a. The Election Committee is responsible for administering the ballot counting process.
 - b. Candidates and other interested parties are invited to observe the ballot counting process but will be required to remain in an area designated by the Election Committee so as not to interfere with the process.
 - c. Approved ballot counters shall open the envelope and remove the ballot in such a manner as to ensure the secrecy of the ballot and then proceed with the counting.
 - d. The identifying portion of the empty envelopes will be placed in a secure location to be determined by the Election Committee.

13. Ballots will not be counted if:
 - a. There is more than one (1) vote per candidate or more than three (3) votes total.
 - b. Votes are not indicated.
14. When the vote count has been completed, the results will be recorded on an Election Committee report and signed by all members of the committee present at the counting.
15. Following the counting of the ballots, the results will be announced. The chairman of the Election Committee will notify candidates of results following the counting.
16. A candidate may contest the election results by notifying the President of the Montgomery Village Foundation Board of Directors in writing no later than 5 p.m. of the third business day following the date of the ballot counting and announcement of results. The notice shall describe the basis for contesting the results. The Foundation Board shall meet within ten (10) days after receipt of such notice to consider all questions arising therefrom.
17. Members may view the ballots by completing a Request for Information Form. Ballots will be available from the business day after the final date for challenges until the business day following the Annual Meeting, after which they will be destroyed.
18. The staff liaison to the Election Committee shall prepare a report of the election results for the Board of Directors that shall include the names of all residents who receive write-in votes and the total number of votes received by ineligible or fictional characters.

Updated for the 1989 Election – 11/2/88

Revised and adopted by the MVF Board of Directors – 5/12/89

Adopted by the MVF Board of Directors – 1989 and 1990

Revised and adopted by the MVF Board of Directors – 12/5/91

Reaffirmed by MVF Board of Directors – 11/19/92

Revised and Adopted by MVF Board of Directors – 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017

MONTGOMERY VILLAGE FOUNDATION, INC.
2018 VOTING INFORMATION
FOR OWNERS OF PRIVATE DWELLING UNITS

1. For your ballot to be valid, assessments (including administration fees and Capital Contribution Fee) must be current through **December 31, 2017 (paid by February 28, 2018)** and must be identified for a unit for which there is not a sustained violation of any covenant, architectural standard or rule.
2. Vote for no more than three candidates including write-ins.
3. To keep your vote secret, please do not sign the face of the ballot.
4. Place the ballot inside the return envelope and seal it.
5. In the upper left corner of the return envelope, print and sign your name. Write your Village address if it is different from the mailing address shown on the label. The printed name and signature must be a person whose name appears on the deed as owner of record. If you do not wish to provide your signature, your ballot may be validated by hand delivering to the MVF Office, 10120 Apple Ridge Road, and verified with a current MVF Activity Card.
6. Only one ballot may be submitted per private dwelling unit. If duplicate ballots arrive, the ballot with the earliest postmark will be considered valid, unless it is personally withdrawn by the voter and another ballot is re-submitted.
7. All ballots must be received at the MVF Office, 10120 Apple Ridge Road, by 5 p.m., **Friday, March 2, 2018**.
8. Ballots will be counted **March 3, 2018**, 9 a.m. at the MVF Office, with results announced immediately following.
9. The successful candidates will be introduced at the Annual Meeting of the Members of the Montgomery Village Foundation, Inc., Thursday, **March 22, 2018** at the North Creek Community Center at 8 p.m.
10. *ATTN:* Management Companies: Contact MVF to confirm that you are the agent of record if owners designate the management company to vote on their behalf.

These procedures are required by the Election Committee in order to determine those eligible to vote and to ensure authenticity of voting. Any deviation from these procedures will result in disqualification of your ballot.

Approved by the MVF Board of Directors 10/26/06

Reaffirmed 9/25/07, 9/25/08, 9/24/09, 9/22/11, 10/25/12, 9/26/13, 10/23/14, 10/15, 9/16, 9/17

**Montgomery Village Foundation
Annual Meeting**

✂
Thursday, **March 22, 2018**
North Creek Community Center
8:00 p.m.

1. Introduction of Board and Staff
 - Pete Young, President
2. Annual Statement by MVF President
3. Announcement of Annual Election Results and Introduction of Newly Elected Board Members
 - **Tammy Holloway, Chair**
MVF Election Committee
4. Treasurer's Report
5. Foundation Recognitions and Awards
6. Question and Answer Period
7. Adjournment – light refreshments

MVF Board of Directors' Message

February 2018

Dear Montgomery Village Foundation Member:

Please review the enclosed election material carefully, consider the information printed in the **February 2 and February 16** issues of the *Village News*, take advantage of the opportunity to meet with the candidates individually on **February 22** at North Creek Board Room, and vote for the three candidates whom you feel will best represent you in MVF affairs. Your ballot must be received at the MVF Office by **March 2, 2018, 5:00 p.m.** Decisions made by the MVF Board have substantial influence on the quality of life for Village residents. MVF is responsible for:

- Enforcement of architectural standards;
- Maintenance and operation of parks, pools, tennis courts and community centers;
- Representing Village interests to County and State governments; and
- Management and covenant services for Village homeowners' associations.

We hope you will join us at the Annual Meeting on **March 22, 2018** to learn about the status of our community and discuss your interests with fellow residents, Board members and MVF staff.

Sincerely,
MVF Board of Directors

**MONTGOMERY VILLAGE FOUNDATION, INC.
2018 VOTING INFORMATION
FOR OWNERS OF PRIVATE DWELLING UNITS**

1. For your ballot to be valid, assessments (including administrative costs, interest, Capital Contribution Fee or any legal fees) must be current through **December 31, 2017 (paid by February 28, 2018.)**
2. Vote for no more than three candidates including write-ins.
3. To keep your ballot secret, please do not sign the face of the ballot.
4. Place the ballot inside the return envelope and seal it.
5. In the upper left corner of the return envelope, print and sign your name. Write your Village address if it is different from the mailing address shown on the label. The printed name and signature must be a person whose *name appears on the deed* as owner of record. If you do not wish to provide your signature, your ballot may be validated by hand delivering to the MVF Office, 10120 Apple Ridge Road, and verified with a current MVF Activity Card.
6. Only one ballot may be submitted per private dwelling unit. If duplicate ballots arrive, the ballot with the earliest postmark will be considered valid, unless it is personally withdrawn by the voter and resubmitted.
7. All ballots must be received at the MVF Office, 10120 Apple Ridge Road, by 5:00 p.m., **Friday, March 2, 2018.**
8. Ballots will be counted **March 3, 2018, 9:00 a.m.** at the MVF Office, with results announced immediately following.
9. Meet the winning candidates at the Annual Meeting of the Members of the Montgomery Village Foundation, Inc., **Thursday, March 22, 2018** at the North Creek Community Center at 8:00 p.m.
10. **ATTN: Management Companies:** Contact MVF to confirm that you are the agent of record if owners designate the management company to vote on their behalf.

These procedures are required by the Election Committee in order to determine those eligible to vote and to ensure authenticity of voting. Any deviation from these procedures will result in disqualification of your ballot.

Large print copies of the Ballot Summary Statement and this notice are available upon request.
Please call 240-243-2331, e-mail mconroy@mvf.org, or come to the MVF office to make your request.

MONTGOMERY VILLAGE FOUNDATION, INC.
2018 VOTING INFORMATION
FOR MULTI-FAMILY UNIT OWNERS USING INDIVIDUAL BALLOTS

1. For your ballots to be valid, assessments (including administrative costs, Capital Contribution Fee, interest and any legal fees) must be current through **December 31, 2017 (paid by February 28, 2018)**.
2. You have been sent one ballot for every two units owned. Each ballot will count as two (2) votes. If an odd number of units are owned, an additional ballot has been included and that ballot will be counted as one vote.
3. Vote for no more than three candidates including write-ins. For secrecy, **DO NOT SIGN THE FACE OF THE BALLOTS**.
4. Place ballots in the large postage-paid envelope provided.
5. For voter verification, the postage-paid return envelope must include the printed name and signature of the person authorized to vote and registered with the Montgomery Village Foundation Corporate Secretary, the Village property name and the number of ballots enclosed.
6. All ballots must be received at the MVF Office, 10120 Apple Ridge Road, by 5 p.m., **Friday, March 2, 2018**.
7. Ballots will be counted **March 3, 2018**, 9 a.m., at the MVF Office, with results announced immediately following.
8. The successful candidates will be introduced at the Annual Meeting of members of the Montgomery Village Foundation, Inc., **Thursday, March 22, 2018**, at the North Creek Community Center at 8 p.m.

These procedures are required by the Election Committee in order to determine those eligible to vote and to ensure authenticity of voting. Any deviation from these procedures will result in disqualification of your ballot.

MONTGOMERY VILLAGE FOUNDATION, INC.

STATEMENT OF DESIGNATION OF AGENT FOR CASTING BALLOTS

Name of Agent: _____

Address: _____

Telephone: _____

The above-named individual is hereby designated as the representative agent to cast our entity's ballots in the 2018 Montgomery Village Foundation, Inc., election and is authorized to receive any notifications and other communications from the Montgomery Village Foundation Board of Directors and to act on behalf of the organization before the Montgomery Village Board with respect to elections conducted by the Montgomery Village Foundation, Inc.

Date

Signature

Name: _____ Title: _____

Name of Organization: _____

Business Phone: _____

GUIDELINES FOR BALLOT COUNTING

The following are general procedures for MVF ballot counting on **Saturday, March 3, 2018**.

All Election Committee members and approved ballot counters shall report to the MVF Office at 8:30 a.m. Ballot counting will begin at approximately 9 a.m., immediately following orientation and training for ballot counters.

Ballot counting will be conducted in the reception area of the MVF office. Only Election Committee members, approved ballot counters and authorized MVF staff shall be permitted behind the reception counter. Members, candidates and the press are welcome to observe ballot counting from the public area of the reception room provided that they remain quiet and do not otherwise disturb the work of the counters.

PROCEDURES

OPENING OF MAILERS

1. Ballot envelopes shall be opened by MVF staff or authorized counters.
2. Ballots shall be removed from envelopes and placed face down in a manner to ensure secrecy of the vote. The envelopes shall be collected and retained by MVF staff or authorized counters.
3. Contents, other than MVF ballots, shall be given to staff for proper disposition.
4. Due to space limitations, all ballots shall be opened by MVF staff or authorized counters before ballot counting begins.
5. Ballots shall be distributed to the ballot counters by the Election Committee Chairperson or the designee of the Chair.

COUNTING OF BALLOTS

1. Ballots shall be counted using three computers.
2. Prior to ballot counting, an election results report shall be generated to verify that the system is empty.
3. Counters shall work in pairs with an additional person acting in an oversight capacity. One counter will read the name of the candidate; one will enter the vote using a master ballot; and each will verify the vote prior to entering the vote into the database.

4. Ballot counters shall bring any questionable ballots to the attention of the Election Committee Chairperson. Those ballots with more than three votes shall be disqualified. Questionable ballots will be accepted or rejected based on the decision of the Election Committee. Rejected ballots shall be retained.
5. If an error should occur while entering the vote, the Election Committee Chairperson shall be notified immediately.
6. If a ballot indicates a write-in vote(s), all votes, other than the write-in votes, shall be recorded. Those ballots will be set aside; MVF staff will record the write-in votes at the conclusion of ballot counting.
7. "Readers", "Operators" and "Observers" shall rotate as necessary to avoid fatigue.
8. The Election Committee shall monitor the ballot counting process to ensure fairness and accuracy of counting.
9. After each batch of ballots is counted, the ballots shall be collected and secured by the Election Committee Chairperson or designee.

BALLOT TALLY

1. MVF staff shall tally the ballots electronically and print the election results report.
2. The Election Committee shall sign the election result report and announce the winners.

COMMITTEE DISCUSSION

1. Election Committee may conduct a summary review of the election and/or ballot count to make brief notes for consideration in future election cycles.



MONTGOMERY VILLAGE FOUNDATION, INC.

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MONTGOMERY VILLAGE, MARYLAND 20886-1000

(301) 948-0110 FAX (301) 990-7071 www.montgomeryvillage.com

Candidates' Forum 2018

- Each candidate will be allotted up to two minutes for an opening statement. There are no restrictions on the content of the opening statements. However, opening statements usually focus on issues and the candidates' background. No time will be allotted for closing statements. The primary purpose of the forum is to solicit extemporaneous responses to the residents' questions from the candidates.
- The moderator will solicit questions from audience members first. Residents must use podium, state their name and area of the Village they live in. Residents must ask their question within a one minute timeframe; questions should be civil and respectful, regarding Village issues and not attacking the character of any particular candidate. Once all audience questions have been answered, the moderator will also question the candidates using a list of questions previously submitted by Village residents. ***All questions submitted in writing prior to the Candidates' Forum must be authenticated as to resident names/addresses.***
- The moderator may edit or rephrase a question, ask the questioner to summarize his/her preliminary remarks, declare a question inappropriate, correct misinformation, or take any other action needed to ensure the smooth and orderly progress of the forum.
- Questions may be directed to a specific candidate. While every candidate will not be required to answer every question, each will be given the opportunity to do so. The moderator will make an effort to ensure that all candidates are treated equitably by rotating the order in which candidates respond first and directing questions so all candidates have an opportunity to answer approximately the same number of questions during the forum hour.
- Candidates will have a maximum of 1 minute for a response. Answers will be timed and candidates will be given a "15 second" warning before their time expires.
- To ensure that all audience members have an opportunity to ask at least one question during the allotted time, individuals may be limited to a maximum of two questions. These questions must be asked at separate times during the course of the forum.
- If there are too few questions to fill the allotted time, audience members will be allowed to ask additional questions.
- Candidates must be present to participate. No proxy statements may be read. In the event that a candidate arrives late, he/she will be given the opportunity to make their opening statement before answering any resident questions. Based on the amount of time passed or number of questions asked, the moderator may allow the tardy candidate to answer previous questions, as time allows.

- The forum will be audio and video recorded. A summary transcript will be published in the *Village News*, and the video will be posted online, accessible via www.montgomeryvillage.com.

Agenda

- 7:00 p.m. Welcome and introductions by Board member moderator
- 7:05 p.m. Open the floor to questions
Moderator to ask any previously submitted questions
Open the floor to second round of questions
- 8:30 p.m. Program concludes

Questions for the Village News

1. In your civic, professional or personal background, what experience do you feel qualifies you for a position on the Montgomery Village Foundation Board of Directors?
2. What do you consider as priority items to be addressed by the Montgomery Village Foundation Board of Directors"?
3. What proposals do you have to assist in implementing your priority concerns?

MVF Election Calendar 2017-2018

9/6/17 Wednesday	Election Cmt. Meeting	Review committee procedures Review election and voting procedures Review validation process Review Election Committee Guidelines Plan forum
9/13/17 Wednesday	Nominating Committee Mtg.	Review committee procedures Review Guidelines for Applicant and application packet Review VN "Call for Candidates" Review Nominating Committee Guidelines
9/28/17 Thursday	Board Meeting	Approve election calendar Discuss candidate questions for VN Approve Guidelines for Applicants Approve Election calendar Approve Election and Voting Procedures
11/3/17 Friday	Village News	First "Call for Candidates"
11/17/17 Friday	Village News MVF Office	Second "Call for Candidates" Solicit key issues and questions Applications available at MVF office
12/1/17 Friday	Village News	Final "Call for Candidates"
1/5/18 Friday	MVF Office	Nominations close - 5 p.m.
1/10/18 Wednesday	Nominating Committee Deadline - receipt of non-managed condo homeowner lists/multi-family requests for ballot	Meet with applicants/Board members
1/25/18 Thursday	Board Meeting	"Meet the Candidates" event - 7 p.m. Receive slate of candidates Approve ballot format
1/30/18 Tuesday	Candidates' Forum	7 p.m. North Creek CC
2/1/18 Thursday	Candidates' Forum snow date	7 p.m. North Creek CC
2/2/18 Friday	Village News	Questions for Village News Matrix of candidates' application information Ballots mailed
2/16/18 Friday	Village News	Reminder to return ballots Transcript of Candidates' Forum
2/22/18 Thursday	Board Meeting	"Meet the Candidates" event - 7 pm
3/2/18 Friday	MVF Office Election Cmt Meeting 7 p.m.	Balloting closes - 5 p.m. Validate ballots Review ballot counting procedures
3/3/18 Saturday	Election Committee Ballot Count	Count ballots and announce results
3/9/18 Friday	Village News	Publish election results
3/22/18 Thursday	Board Meeting	Report from Election Committee Annual Meeting