

PROCEDURES FOR MAILING/VOTING FOR BOARD MEMBERS

Wording on the Ballots – see sample ballot below

Mailing out Ballots

A copy of the resumes, the annual meeting agenda, and the ballot and anything else that is being sent in the annual mailing are to be folded and placed in a mailing envelope along with a return envelope with the Park's PO Box address on it, the lot owner's return address on it and their lot number marked on the envelope. Additionally a small envelope with the word BALLOT stamped on it is to be included with no additional lot owner information on it.

On the ballot the owners are to be instructed to place their completed ballot in the small envelope marked BALLOT and to place that envelope inside the return mailing envelope and either mail it back, bring it to the office and place it in the ballot box or bring it to the meeting and place in the ballot box.

Counting the Ballots

The Entertainment Committee plus two (2) volunteers from those lot owners in attendance at the annual meeting are to be selected to help count the ballots. The Board should identify a member of the Entertainment Committee in advance that is willing to oversee the counting to be sure that all instructions are followed. The Board President should read the counting instructions to all in attendance including the counters and then provide the counters with the written instructions to follow.

ITEMS TO BE SUPPLIED TO COUNTERS

- Ballot Box and keys to it
- 6 boxes (1/subdivision) to be used for sorting and marked with subdivision name
- List of property owners by subdivision
 - Lots highlighted that are ineligible to vote
- List of candidates with space to enter the counts
- Pens/Markers

INSTRUCTIONS TO READ

As the envelopes are removed from the ballot box they are to be separated by subdivision into the marked boxes so it is easier to check them in. Six people will be used to check the ballots in. Each of the six individuals will check the envelopes in on the list of owners supplied. The names that are highlighted on the list are not eligible to vote so any ballots received from those owners are to be set aside and not counted. Ineligibility to vote means that an owner owes assessments, late fees and/or fines. Should more than one ballot come in for a lot only the first one checked in will be counted. Any others are to be set aside and not counted. Any proxy votes that come in, the proxy must be an attending property owner and the property owner that proxy is voting on behalf of must be in good standing. The return envelopes with the ballot envelopes inside are to then be passed to a second group of individuals.

The second group will be used to remove the ballot envelopes from the return envelopes and the ballots will then be distributed into 5 groups for counting. Two of the 12 individuals will record the counts and the remaining 10 will work in groups of 2 to count.

Each of the two people will count the same ballots they have been given and if they both come up with the same count for each candidate, that group of ballots will have been considered counted and should

be recorded and set aside. If they do not come up with the same number they are to give that group of ballots to another set of counters.

In the Case of a Tie

Approximately 200 ballots will be printed and available at the meeting for the case of a tie. In this case ballots will be distributed to the attendees with only one ballot per lot allowed. Ask one owner for each of the lots to hold up the number of fingers for the number of lots they own and give them that number of ballots. The attendees will be instructed on who the individuals are that the tie exists between and how many of them they are to vote for. They will then fold their ballots and go by a table where the folks who originally checked the ballots in will be. They are to give them their lot number so it can be checked off the list and checked for eligibility to vote. If they are eligible to vote they will then be instructed to drop their ballot in the ballot box. Once the voting is completed the counters will again take the ballot box out to count the votes. They will not need to check them in as that has been done so they just need to get in groups of two and count with two people recording the counts.

Nominations from the Floor

The Bylaws indicate that nominations can be made from the floor but they do not state that nominations from the floor have to be called for. If a nomination is made from the floor the only people that can vote will be those that have not turned in their ballots. Owners cannot vote twice.

CEDAR BLUE PROPERTY OWNERS ASSOCIATION
BALLOT FOR ELECTION OF BOARD OF DIRECTORS

ANNUAL MEETING September 4, 2016 @ 1:00 PM FAMILY CENTER

You have 3 ways to vote:

1. By Proxy, if you want another property owner to vote for you. Fill out the proxy below and give it to the person who will cast your ballot.

PROXY

I _____, Lot # _____, hereby
Your name example (CB01)

Authorize _____, Lot# _____ to vote my proxy.
(Attending property owner)

Your signature

Date

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2. If you cannot attend the Annual Meeting, you may vote by mail. Fill out the Ballot below, put the ballot in the small ballot envelope, and then place that envelope in the larger envelope that has your name and lot number. Mail to Cedar Blue, PO Box 312, Sulphur, OK 73086, to **arrive in time to be picked up at the Sulphur Post Office by 10:45 am on Saturday, September 3rd (the day prior to the annual meeting)**.
 3. Attend the Annual Meeting, fill out ballot below, put the ballot in the small envelope stamped Ballot, and then place it in the larger envelope that has your name and lot number on it. Put it in the ballot box at the beginning of the annual meeting.

BALLOT AND INSTRUCTIONS

Mark your Ballot for 3 of the 3-year candidates and 1 of the 1-year candidates listed below. *(Change this wording according to the positions actually being voted on.)*

ONLY ONE VOTE PER LOT – PLACE BALLOT IN THE SMALL BALLOT ENVELOPE, THEN PLACE THAT ENVELOPE IN THE LARGER ENVELOPE WITH YOUR NAME AND LOT NUMBER, PUT IN BALLOT BOX AT THE BEGINNING OF THE ANNUAL MEETING.

(3 year)

(3 year)

(3 year)

(1 year)

VERY IMPORTANT :

IF YOUR NAME AND LOT# IS NOT ON THE LARGER ENVELOPE YOUR VOTE WILL NOT COUNT.