

## Election Voting Process Policy

1. **Policy Accountable Owner: Staff STF**
2. **Policy Name: Election Voting Process Policy**
3. **Purpose for policy:** To specify the voting process for Foundation matters.
4. **Policy details:**
  - a. All Secret Ballot Voting Process
    - i. **By Absentee Ballots:** Owners of record voting by absentee ballot must record their vote on the absentee ballots mailed to all lot owners. The ballot must be placed in the “privacy envelope” provided. After sealing the “privacy envelope,” each of the property owners of record must sign, date, and indicate address, filing, and lot on the outside of the “privacy envelope” in the space provided. The ballot must be received in the Foundation office either by mail or by delivering it in person no later than 6:00 p.m. on Election Day.
    - ii. **In Person on Election Day:** Record owners wishing to vote in person should follow the above absentee procedures and place the sealed “privacy envelope” in the Foundation ballot box between the hours of 7:00 a.m. to 6:00 p.m. on Election Day.
    - iii. **By Executing a Proxy:** Record owners wishing to vote by proxy and allow a designated person to cast their ballots should fill out an official proxy form. Proxy holders shall vote their proxies between the hours of 7:00 a.m. to 6:00 p.m. on Election Day.
  - b. Counting of Ballots
    - i. The day following Election Day, ballots are opened, and privacy envelopes removed by the Foundation.
    - ii. Assistance in verification of signatures and actual counting of ballots is provided by Staff and the Election Subcommittee.
  - c. Announcement of Results
    - i. Election results will be posted at the Foundation office and on the website by 4:00 p.m. the day following Election Day.

APPROVED BY: Board of Directors

SUPERCEDES: None

APPLICABILITY: All annual elections

APPROVAL DATE: August 10, 2005

REAPPROVAL DATE: January 13, 2010, March 11, 2015, August 22, 2018

EFFECTIVE DATE: August 10, 2005

REVIEW DATE: 2023 (5 years)