## Election Calendar 2007-2008

## November:

(Board Meeting 1<sup>st</sup> Thursday in November is NOVEMBER 1,2007) Board Appoints a nominating committee of 7 seven members. The appointed Board Representative /Nominating Committee Chairman will sign an announcement letter, naming the nominating committee members. (Form Letter located in: MyDocuments/General/AnnualMembershipMeeting/Letter-AnnouncingNominee Committee Members to Membership.)

November 9<sup>th</sup> (deadline requested by Monty) November 15<sup>th</sup> (Drop-Dead-Date), mail the letter, announcing Nominating Committee to Members. (At least 105 days prior to the annual election.)

## December:

Between December  $11^{th}$  – December  $15^{th}$  Candidate names and qualifications should be mailed to all members. (At least 75 days prior to the election.)

Additional nominations may be made by membership at large. These nominations must be received <u>not later</u> than 60 days prior to the Annual Meeting. (Deadline date is December 30, 2007)

Additional Candidate names and qualifications must be mailed to the members not later than 45 days prior to the Annual Meeting. (Deadline January 14<sup>th</sup>)

Booklet printing information to Communications (we have only 14 days this year to get this together and printed for the Member Package) and Frank for approval prior to the January 31 Notice to all members package is sent.

Notice Package mailed to all members of the Annual Meeting date, time and the election instructions must be mailed no less than 30 days prior to the meeting date. (Deadline January  $30^{th}$  or last week of January 2008)

## Package will include:

One Official Ballot(s) for each lot or condo owned by that member, describing detailed issue(s) to be voted upon.

One" Secret Ballot" envelope (Vote must be sealed in the "Secret Ballot" envelope and then placed inside of a second envelope that is marked clearly with the account number, for checking against the eligible voting member list, the sealed envelope will be placed in a locked area until opened, at least 2 hours prior to the meeting and ending immediately upon the convening of the meeting.)

One secondary return envelope marked with the member account number.

Annual Membership Booklet

Directors Ballot

Any Misc. Ballots for the election (if any)

March 1st, 2008 Annual Meeting and Election.