

**Eight Point Lake Property Owners' Corporation
Policy / Procedure**

Issue Date: 8/31/2024	Title: Elections and Membership Voting	Author(s): Doug Rau
Date Approved by BOD: 8/31/2024		Reviewer(s): Karla Hayden Rebecca Sabin Cindy Tank
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Statement of Purpose

Per the Eight Point Lake Property Owners Corporation (EPLPOC) Bylaws, members of EPLPOC elect "Shore Representatives", who are recognized as members of the Board of Directors. The Bylaws also state that members of an Executive Committee, consisting of the Board Chairperson, Vice-Chairperson, Corporate Secretary, Treasurer, and Assistant Treasurer positions will be appointed by the members of the Board.

In addition to the election of Shore Representatives, business matters impacting the members may be identified by the Board and presented for member voting at official EPLPOC meetings.

This document further details the policies and procedures pertaining to the election of Shore Representatives and Executive Board members, as well as ballot-based voting the general membership participates in.

Policy

The EPLPOC Board ensures Bylaw requirements pertaining to the election of its Board members, officers, and voting processes are met. The Board also has the responsibility of presenting business matters to be voted upon to the membership. As such, the Board authorizes a "Nomination Committee" to oversee and organize related elections and voting processes and procedures.

The Nomination Committee is charged with:

- Assisting the Board in filling Shore Representative vacancies in a timely and appropriate manner.
- Aiding in the execution of member votes in an orderly and reliable fashion.
- Preparing and distributing election and voting information to the membership.
- Aiding the Board in the election of executive officers.

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To fulfill the above listed duties, the Nomination Committee gathers information, drafts election process documents for Board approval, and creates other election voting materials or documents as needed.

Procedure

1. Two weeks prior to the annual Spring General Membership meeting, the Nomination Committee performs the following:
 - 1.1. A vacancies document is prepared which identifies the Board positions and Shore Representatives whose terms will be expiring in the fall.
 - 1.2. The listing includes the year they were voted into office and their term's expiration year.
 - 1.3. The Board will verify and approve the expiring term information before the annual Spring General Membership meeting.
2. The vacancies document prepared by the Nomination Committee will be presented at the spring general membership meeting as part of the agenda put together by the Board Chairperson:
 - 2.1. The Board Chairperson will present to the members those positions available to be filled via membership voting which occurs at the fall membership meeting.
 - 2.2. The Board Chairperson will give a short description of responsibilities for each position available. The responsibilities associated with Board positions can also be found within the "Positions Descriptions" document accessible from the EPLPOC official website (www.8pointlake.org).
3. Persons interested in filling a vacancy, **as well as incumbents** who are seeking another term, must notify the Nomination Committee Chairman of their interest by sending the Chairman a notice which must:
 - 3.1. Be received by the Nomination Committee Chair by August 1st (in order to be placed on the fall ballot).
 - 3.2. State specifically which position they are interested in filling or retaining.
 - 3.3. State their property address on the lake.
 - 3.4. Be sent via Email, Text, or hand written letter.
4. As an alternative to being a listed candidate on the fall ballot, members may run for a Shore Representative vacancy via a "write-in" process:
 - 4.1. The member must express their interest during the fall general membership meeting, prior to execution of voting. The Nomination Committee Chairman will solicit interest for write-in candidates as described in section 7.5 of this document.

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5. Two weeks prior to the annual Fall General Membership meeting;
 - 5.1. The Nomination Committee is to prepare a ballot of the Shore Representative candidates, which includes:
 - 5.1.1. Confirmation of candidate eligibility. (Confirmation will be performed with assistance from the EPLPOC Membership Committee.)
 - 5.1.1.1. Candidates must be a property owner at the given address.
 - 5.1.1.2. Candidates must be a current dues paying member.
 - 5.1.2. The length of term applicable to each position.
 - 5.1.3. Shore Representative Candidates should be limited to Corporation members owning property within the representation of the area/shoreline which corresponds to the vacancy. The vacancy may only be filled by a member of that shore.
 - 5.2. The Nomination Committee will provide the proposed Shore Representative ballot to the Board of Directors for approval.
 - 5.3. The Board of Directors may add additional proposals to the ballot that need to be presented to the general membership for vote during the Fall General Membership meeting.
 - 5.4. The Nomination Committee will ensure the availability of a form which may be used by EPLPOC members to designate a proxy for voting at the Fall meeting. The proxy designation form will:
 - 5.4.1. Enable members to grant authority to another dues paying member who may cast one vote per item presented on the ballot on their behalf.
 - 5.4.2. Have a space to be filled in with the Lake address of the property owner within the EPLPOC property boundaries.
 - 5.4.3. Include a space for members to specify the name of the person being designated as their proxy.
 - 5.4.4. Include a space for the member to enter their signature, and date of signature.
 - 5.4.5. Include the EPLPOC mailing address that the proxy form must be returned to.
 - 5.4.6. Specify the date by which the proxy designation form must be received at the EPLPOC mailing address.
 - 5.4.7. Be labeled by the mailing committee with the qualifying address of those property owners who request to designate a proxy. This address label will be used in the proxy validation process to ensure a ballot is allocated to a proxy voter only if the respective property owner is on file by the Nomination committee as having requested to designate a proxy.
 - 5.5. The standing instructions on how to obtain and use a proxy designation form will be reiterated in writing for the members:

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- 5.5.1. Members may request a proxy designation form by contacting the Nomination & Elections committee by phone (published in the Eight Point Lake Directory), USPS (Eight Point Lake Property Owners' Corp, PO Box 368, Lake, MI 48632), or Email (www.8pointlake.org) with their name and the address of their EPLPOC qualifying property (lake address, as opposed to home address away from the lake).
 - 5.5.2. Upon being notified by a member of their request for a proxy form, a member of the Nomination Committee will either send it to the member via USPS or the member may pick it up in person. *NOTE: Proxy forms may be requested at any time of the year and members will be reminded of their availability one week prior to the Fall General Membership Meeting.*
 - 5.5.3. Completed proxy designation forms will be returned to the Corporate Secretary either in person or as sent to the Corporation's official mailing address with the unopened proxy envelope being turned over to the Nomination Committee.
6. One week prior to the Fall General Membership Meeting:
- 6.1. After the ballot and any other proposals have been approved by the Board of Directors, the Secretary will send an email to the membership which includes:
 - 6.1.1. The Spring General Membership Meeting minutes.
 - 6.1.2. The Fall General Membership Meeting agenda.
 - 6.1.3. A current financial report.
 - 6.1.4. The listing of Shore Representative candidates to be voted upon.
 - 6.1.5. The instructions on how to obtain and use proxy designation forms.
 - 6.1.6. Other documents to be presented during the fall meeting for review.
7. At the annual Fall General Membership meeting:
- 7.1. One ballot may be picked up and signed for by an EPLPOC dues-paying member (or their designated proxy) for each of their paid membership addresses. This is to be done immediately prior to the meeting within a time frame allotted by the Board Chairperson.
 - 7.2. The ballots are to be held by all until the meeting has been opened, the voting process explained, and the candidates have been allowed to make individual presentations. The persons distributing the ballots should inform members NOT to cast votes until they have been instructed to do so.
 - 7.3. Signing for ballots will be overseen by the nomination committee. However, if a Nomination Committee member is on the Shore Representative ballot, they will not be permitted to oversee the signing for ballots. In such a case, a non-running volunteer will be selected by other members of the Nomination Committee to assist in the process.

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- 7.4. The EPLPOC Board of Directors Chairperson will open the meeting as per the Corporation's normal procedures, which are described in the "Meetings" Policy and Procedure.
- 7.5. The Nomination Committee Chair will take the floor to explain the ballot voting process, which will include the following:
 - 7.5.1. The Nomination Chair will ask (3 consecutive times) for any nominations from the floor to allow others to be added as write-in candidates on the ballot prior to the voting process.
 - 7.5.2. Nominations can be for themselves or for another EPLPOC member. Any person nominated must be present to accept the nomination.
 - 7.5.3. The nomination is then closed.
 - 7.5.4. Each person running for a Shore Representative position may have up to one minute to introduce and promote themselves.
 - 7.5.5. After the Shore Representative presentations have concluded, the membership will be instructed to complete their ballots. A time frame will be allocated by the Board Chairman for the votes to be cast and ballots collected.
 - 7.5.6. Members of the Nomination Committee will collect the ballots and then be dismissed to tally the votes.
 - 7.5.7. The ballots' final count will be announced by the Nomination Committee Chair prior to the closing of the annual meeting.
8. Immediately after the Fall General Membership meeting has concluded:
 - 8.1. The Nomination Committee Chair will stay for the scheduled Board of Directors meeting to assist in the voting process for the annual fulfillment of the Executive Committee, which includes the Secretary, Treasurer, Assistant Treasurer, Vice Chairperson, and Chairperson.
 - 8.2. For each Executive Committee position, the Nomination Committee Chair will:
 - 8.2.1. Ask for new nominations not previously submitted to the Nomination Committee Chair.
 - 8.2.2. Speak the name of the position and the respective candidate names to obtain verbal vote responses from the Board members indicating 'yay' or 'nay'. In the event the result is indeterminable via voice response, voting will be conducted by show of hands or private ballot to ensure a proper vote count.
 - 8.2.3. Based on vote results, announce the newly assigned position.

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REVISION HISTORY

Rev #	Date	Description of Revisions	Revised By
1.0	8/31/2024	Document origination.	Doug Rau