Ballot/Voting Check List

_____ Verify candidates' membership & if in good standing
- name MUST be on deed…spouse is not automatically included
- cannot be in arrears & must have registered deed on file

_____ Prepare solicitation document and ballots. Present to Board at an early May meeting for approval. (Modify the previous year's documents…no need to reinvent the wheel.)

_____ Coordinate printing & mailing supplies needed. Contact treasurer if more are needed.
- 306 small BALLOT envelopes
- 550 legal #10 envelopes
- 40 mailing label sheets

_____ Check with the office for the actual number of owners (Excel spreadsheet)

_____ Coordinate documents/printing with the Board of Managers and office admin. Items to print:
- 18 sheets of CCOA return address labels
- Solicitation document (number of owners; not lots)
- Ballots (306)

_____ Check with office administrator to be sure all mail labels have been updated & **print** 2 sets each of the Owners' address labels. Do this close to the mailing date as ownership can change.

_____ Figure out postage and order stamps accordingly several days before mailing date (get with treasurer to pick up & pay)

_____ Check if member/candidate is in Good Standing:
- Verify owners proof of ownership (files with red labels do not have proof of ownership)
- Have treasurer identify any arrears accounts & remove those owners' labels from both sets. Labels should be saved to a slick surface in the

event an owner's account is brought up to date or proof of ownership is provided. Also remove those who do not have proof of ownership filed.

____ Have office admin create Ballot Check in Sheet (A copy of the last one used is on the office computer desk top & can be easily updated by cutting & pasting from Excel spread sheet.)
- Office admin will check in returned envelopes up to the deadline
  - Be sure the envelopes are organized by lot number

____ Cross reference lots that have 2 owners. Be sure **only** the designated contact receives a ballot.

____ Prior to mailing, have office admin or committee prepare owner envelopes, return envelopes, stamp BALLOT envelopes and emboss ballots. Postage can also be added to the owner envelopes if amount for multiple lots is known.

Mailing the ballots:
____ Include:
- Solicitation Letter
- 1 embossed ballot **per lot** in owner's envelope
- 1 envelope **per lot** with BALLOT stamped in red
- CCOA self-addressed envelope with Owner's return address label in top left corner

____ Sort envelopes into groups by # of lots owned (groups are necessary only if postage varies with the number of enclosures)

____ **Mail at least 30 days prior to the deadline for ballots to be returned.**

Day of election (July 4th Meeting):
____ Gather all returned ballots from the office

____ Have the following documents/supplies ready:
- Elections Committee Report

- Final Tally Sheet
- Ballot Tally Sheet (3-4 depending on how many counters there are)
- Letter opener(s), trash cans/boxes
- Calculator(s)
- Large manila envelope

At beginning of the meeting, the President will declare the voting closed and dismiss the committee to count ballots.

You may go upstairs or to the pantry area.
- Divide the returned envelopes
- Verify the returned envelopes by initialing the far right hand column; be sure the lot numbers on the envelope match the lot numbers on the check-in sheet.
- Open the outer envelopes; verify that the number of BALLOT envelopes matches the number of lots on the return label.
  - Toss **unopened** BALLOT envelopes into a central box.
  - Keep the opened outer envelopes in numerical order.
- Divide up the BALLOT envelopes for tallying.
  - Check the each BALLOT envelope contains only **1** ballot
  - Check each ballot for the embossed CCOA stamp
- Keep careful tallies. Combine & figure percentages (have two people calculating to ensure accuracy)
- Compare the number of votes counted with the number of verified units on the check-in sheet. They should match.

Fill out/sign final reports and deliver to the president for certification. Ballots received should equal spoiled ballots + ballots counted.

ALL ballots & documentation are sealed in the envelope & stored in file cabinet 3, 2nd drawer.