

Montrachét Homeowners Association

Ballot Committee Policy

Kansas nonprofit corporation law and HOA governing principles permit a board to create committees to assist with administration of voting unless prohibited by the governing documents. Montrachet documents provide no such prohibition on the formation of said committee. Therefore, this document formalizes into policy the purpose, structure, and duties of the ballot committee.

BALLOT COMMITTEE PURPOSE

The Montrachet Ballot Committee is an administrative committee appointed by the Board of Directors to ensure that membership votes are conducted fairly, accurately, and in compliance with the Association's governing documents and Kansas law. The committee's role is parliamentary rather than policy-making. It should not advocate for any position or candidate but instead administer the voting process. It will ensure that all vote counts are performed in an open and observable manner.

BALLOT COMMITTEE STRUCTURE

The Ballot Committee shall be composed of three (3) residents of the community (who are not candidates in the election being conducted), with one member of the Board of Directors serving as Chair. Resident committee members shall serve a term of one year. In the event that the board chair is up for election, another board member (not up for election) will take that member's place. Committee will ensure that all vote counts shall be performed in an open and observable manner. This structure aligns well with the existing nominating committee framework and promotes election transparency.

BALLOT COMMITTEE DUTIES

- Confirm voter eligibility
- Verify that only one vote is cast per unit, consistent with Montrachet's governing documents.
- Receive and Secure Ballots
- Maintain custody of ballots and proxies.
- Preserve ballot confidentiality when applicable.
- Validate Proxies
- Confirm proxies are properly executed.
- Count ballots in an impartial manner.
- Calculate voting results
- Certify Election Results by multiple counts
- Provide a written report of count-findings to the Board.
- Record election or voting outcomes in the Association minutes.