

Lake LeAnn Property Owners Association
Absentee Voting Policy and Procedures

Purpose: In order to offer Members in Good Standing an opportunity to vote when they are unable to attend meetings in person and to increase membership participation in Association decision making.

Policy: All Lake LeAnn Property Owners Association (LLPOA) Members in Good Standing will be permitted to vote via Absentee Ballot for all Annual and/or Special Meetings of the Association on any issue to be voted on or at the scheduled Annual or Special Meeting of the LLPOA. Only members present at the Annual Meeting will be permitted to vote for Directors.

Absentee Voting Registration and Voting Procedure:

1. A notice of any matter to be brought before the membership of the LLPOA will be sent to the membership within (45) days of the scheduled meeting where a vote is to be taken, via US Mail, or electronic transmission, e.g. (e-mail, fax or pdf text attachment) and will be posted on the LLPOA website.
2. Members will be notified when and where the vote on said matter will be taken and instructions for Absentee Voting will be available on the LLPOA website, mailed or electronically sent to the member upon request.
3. Any member wishing to cast a vote on said matter by Absentee Ballots must first Register for Absentee Voting and request an Official Numbered Ballot either in person at the LLPOA Office, via US Mail or electronic transmission e.g. (e-mail, fax or pdf text attachment) and provide the following: member's Name, Address, Subdivision, Member Account Number and proof of Official Identification.
4. After return of all of above registration items, either in person, electronic transmission e.g. (e-mail, fax or pdf text attachment) or via US Mail, the LLPOA Office staff will:
 - a) Verify that they have received all of the items required in three above
 - b) Issue an Official Numbered Ballot within three business days of receipt and confirmation of all required information, if not previously done.
5. Ballots must be returned to the LLPOA Office in person by the name on the ballot or by his/her designee, by US Mail or sent electronically to the LLPOA Office and received no later than 15 days prior to the Annual or Special Meeting
6. A record will be kept at the LLPOA Office including the following:
 - a) The name of the member requesting the Ballot
 - b) The ballot number issued and the date issued or mailed
 - c) The date returned/received will be clearly marked on the ballot by Office staff

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7. Each item to be voted on will be clearly numbered on the ballot with a corresponding section to be marked YES or NO.
8. Each item must be voted on individually unless clearly specified on the ballot that the item includes a series or group of items.
9. Ballot must be signed by the member casting their vote on the ballot when ballot is returned either in person, by US Mail or electronic means.

- **Allowed Methods for Signing and Returning Absentee Ballots:**

- Print the Ballot, sign and photograph and return the picture via email*.
- Print the Ballot, sign and rescan the ballot and return the scanned ballot via email*.
- Electronically sign and return the ballot via email* (software required)
- Print the Ballot, sign and return in person
- Print the Ballot, sign and return via U.S. Mail
- **Note: Digitally encrypted and signed ballots are not allowed.**

- ***Ballots returned by email must be from the same email account that the ballot was sent to or the Member e-mail address on file.**

10. A summary of all ballots received by the LLPOA Office will be made available to the Election Supervisor each day the LLPOA office is open for business.
11. Any member who submits an absentee ballot prior to a membership meeting, who then attends and registers in person at the membership meeting will have their absentee ballot voided and only their in-person votes at the membership meeting will be counted.

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