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**ELECTIONS COMMITTEE HANDBOOK
SUN CITY CENTER COMMUNITY ASSOCIATION, INC.**

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I. ELECTIONS COMMITTEE

1.01 SCOPE

The scope and purpose of the Elections Committee is to supervise, implement, monitor and certify results of official elections of the Sun City Center Community Association, Inc. This includes elections to the Board of Directors and Referendums, as well as tallying results of votes at Membership Meetings. To also recommend to the Board of Directors proposed changes in election procedures.

All elections shall be conducted in accordance with this Elections Committee Handbook and will follow, where applicable, State and County election laws. *(Amended 10/10/07)*

1.02 COMMITTEE

The Elections Committee is a Standing Committee of the Sun City Center Community Association, Inc., and shall report directly to the Board of Directors. *(Bylaw IV, Section 1)*

The Committee Chairperson and Vice Chairperson will be appointed by the Board of Directors. They agree to serve voluntarily, without compensation, and must be members of the Community Association and not delinquent. They may serve successive terms, without limit, at the discretion of the Board of Directors. Their appointment must be reaffirmed at the beginning of each calendar year. *(Bylaw IV, Section 3)*

Election Judges and Tellers shall be selected by the Chairperson and appointed by the Board. Judges and Tellers shall supervise all necessary voting procedures and certify results of the vote. *(Bylaw IX, Section 1.a)*

1.03 DUTIES

To carry out the responsibilities as outlined in the scope and purpose of the Elections Committee.

To attend all Community Association Membership Meetings, if a vote has been announced.

Judges and Tellers will use a system established by the Elections Committee and approved by the Board to ensure that only authorized votes are cast. *(Bylaw IX, Section 1.b)*

If paper ballots are used, the Tellers will tabulate the results in the presence of such Directors and representatives of interested parties who desire to attend. *(Bylaw IX, Section 1.d)*

II. ELECTIONS

2.01 DUES, FEES & ASSESSMENTS

The amount of annual dues will be determined by the membership, by ballot vote only if the Board proposes an increase or decrease in the dues for the following year. If required, the ballot vote will be conducted on the first Wednesday of December. Early voting may be conducted on such days and such places as scheduled by the Board.
(*Bylaw V, Section 2*)

2.02 BOARD OF DIRECTORS

A. Application

1. Any Association member shall be eligible to file as a candidate for Director, except as otherwise limited by Community Association Bylaws and Articles of Incorporation. (*Bylaw VII, Section 1.a*)
2. Each candidate shall complete an official Candidate's Filing Form. The completed form must be returned to the Community Association office no later than 3:00 p.m. on the third Wednesday of October. Each candidate shall be given a receipt stating that the prescribed form has been officially received and recorded. (*Bylaw VII, Section 1.b*).
3. The official "Candidates Filing Form" (*Appendix A*) shall be available at the Community Association Office on the third Wednesday of August. It is the responsibility of the Corporate Secretary, or his/her designated representative, to have these forms prepared and available when needed, and to make sure all dates are current.
4. Copies of the Candidate's Filing Forms shall be available for public examination during regular office hours at the Community Association office. (*Bylaw VII, Section 1.c*)

B. Announcement of Candidates

1. Names of the candidates shall be announced as soon as possible after the filing deadline, but no later than fifteen (15) days before the "Meet the Candidates Night". (*Bylaw VII, Section 1.d*)
2. Each candidate shall receive written notice of his/her acceptance as a candidate, by mail, from the Board of Directors.
3. A membership meeting shall be scheduled for the second Wednesday in November as a "Meet the Candidates Night". (*Bylaw VII, Section 1.e*) The Board of Directors shall select a moderator for the evening.

C. Vote

1. Voting for Directors shall be held by ballot vote on the first Wednesday of December at such place(s) as may be designated by the Board. The polls shall be open at least eight (8) hours, during a period covering the hours of 9:00 a.m. to 5:00 p.m. Early voting may be conducted on such days and such places as scheduled by the Board. (*Bylaw VII, Section 2.a*)
2. There shall be nine (9) Directors, none of whom shall receive compensation for services to the Association. (*Bylaw II, Section 1*)
3. The elected Directors shall take office at the next annual meeting following their election. Three directors shall be elected annually. The term of office for a Director shall be three years. (*Bylaw II, Section 7*)
4. A Director shall not serve more than two (2) consecutive elected terms. Thereafter, two (2) years must elapse before such person is again eligible to serve as a Director. However, any time served on the Board in a single appointment prior to election as a Director shall be exempted. (*Bylaw II, Section 8*)
5. No two (2) members of an immediate family (i.e., husband, wife, brother, sister) may sit as Directors of the Association at the same time. (*Bylaw II, Section 9*)

D. Recall

Directors may be removed, with or without cause, by referendum. Upon written petition signed by 10% or more of the membership, the Board of Directors shall (within 30 days from receipt of the petition) give notice of the recall vote to the members and schedule a referendum to take place no earlier than 30 days following notice and no later than 60 days following notice. In the event the Board of Directors fail to respond in accordance with Article IX, the petitioners may cause the vote to take place and shall be reimbursed for all resulting expenses from corporate funds. (*Article of Incorporation IX*)

1. Recall Petition Procedures

- a. A Petition Chairperson shall be designated to act for the petitioners.
- b. The designated "Petition Form" (*Appendix B*) must be used and shall include members CA number, printed name, signature, address, date and the name of the person circulating the petition.

- c. The petition shall be prepared naming the Director sought to be recalled, containing a statement for recall in not more than two hundred (200) words. If more than one (1) Director is sought to be recalled, a separate petition shall be prepared for each.
- d. To be eligible to sign a petition, the Community Association member must be in good standing on the date the petition is filed.
- e. The petition must be signed by at least ten percent (10%) of the eligible Community Association members.
- f. An official count of eligible members, along with a print-out of the individual members' names, addresses & CA membership numbers shall be prepared by the Community Association. Any person's name not appearing on the official print-out will be ineligible to sign said petition.
- g. This information shall be given, in writing, to both the Petition Chairperson and the Elections Committee Chairperson or Vice Chairperson within forty-eight (48) hours of the date requested. The Petition Chairperson will need to sign and date a receipt for this information.
- h. The petition shall be filed with the Board of Directors within thirty (30) days from the date the first signature is obtained on the petition, but no later than 45 days of receipt of the print-out information.
- i. The petition shall not be amended. No additional signatures may be added after filing with the Board of Directors, and the petition shall not be used in any other proceedings.
- j. All signatures shall be in blue or black ink.
- k. The petition circulator(s) shall witness each signature, certify that he/she is an eligible signatory, and verify the date, address, and Community Association number. The petition circulator(s) shall sign and date each page of the petition, authenticating the petition's accuracy.
- l. Any petition signatory has the right to remove his/her name from the petition by submitting his/her request, in writing, to the Community Association Office. This information shall be given immediately to both the Petition Chairperson and the Elections Committee Chairperson or Vice Chairperson.

2. Petition Chairperson's Responsibilities

- a. To be the exclusive spokesperson for the petitioners.

- b. To obtain the designated “Petition Form” (*Appendix B*) for signature. A copy of the “Recall Petition Procedures” will be attached to the form.
- c. To complete the “Petition Form” in compliance with 1.c above.
- d. Request the official count of the total membership and a print-out of the eligible members’ names from the Corporate Secretary of the Association.
- e. Make arrangements, if desired, for the use of the Community Association Atrium for the purpose of gathering petition signatures. Use of the Atrium is governed by Board Policy 6.01, Section A.15 which states in part:

In the case of petitions, the issue must be limited to purposes of the Association. Solicitation of signatures inside buildings shall be in the Atrium only (not in any clubs, rooms, or inside the Community Hall) or outside on Association property but only where it will not interfere with any member's right. In both cases, approval by the Board is mandatory. Board approval does not indicate Board support of the petition.

Following Board approval, there will be a one table, two chair limit. Time allowed for solicitation will be 9:00 AM to 5:00 PM for a period not to exceed two weeks. Table position subject to rotation weekly. Walk-around solicitation of signatures is prohibited in the Atrium and there will be no interference with members’ use of the exercise track. A circus like atmosphere will not be allowed - decorum is our standard.

The provisions are a one time only grant for the (petition) issue. Sequential requests from members for the same issue are void and will not be approved.

3. Procedure for Filing a Signed Petition

- a. All pages shall be numbered, dated and signed by the Petition Circulator(s).
- b. All blank lines on pages not containing ten (10) shall be lined through and initialed by the Petition Chairperson.
- c. A receipt (*Appendix C*) shall be given by a Community Association Officer, showing the total number of pages and the date of the filing of the petition.
- d. A copy of the petition shall be forwarded to the Elections Committee Chairperson or Vice Chairperson within three (3) days of filing.
- e. The Corporate Secretary shall, at once, serve upon the person sought to be recalled a copy of the petition.

- f. The original copies of the petition shall become the property of the Community Association Board of Directors and must be kept for twenty-two (22) months.

4. Elections Committee's Responsibilities

- a. Shall determine the number of valid signatures, using the print-out supplied (see 2.02.D.1.f & g), purge the names withdrawn, and certify, in writing, within five (5) business days from the receipt of the petition, whether ten percent (10%) of the eligible members of the Community Association have signed the petition.
- b. Report the findings, in writing, to the Board of Directors.

5. Board of Directors' Responsibility

- a. Following the certification by the Elections Committee, the Board of Directors shall (within 30 days from receipt of the petition) give notice of the recall vote to the members and schedule a Referendum to take place no earlier than 30 days following notice and no later than 60 days following notice.

2.03 REFERENDUM

1. Referendum shall mean a vote by secret ballot (not necessarily associated with any meeting unless required by Florida law) taken over a period of at least two days during which polls are open at least seven hours each day. Absentee voting shall be allowed in a referendum. (*Article of Incorporation IX*)
2. Voting in referendum by proxy shall not be allowed at any time or for any purpose. Rather, the opportunity to vote (by every competent member) shall be assured by use of absentee ballots or voting by mail for those members who would not vote without special procedures. Proxies may be used for voice votes if the agent is directed how to vote. (*Article of Incorporation XI*)
3. Referendums, with the exception of amendments to the Articles of Incorporation, shall pass upon support of more than 50% of those members voting. (*Article of Incorporation XII*)
4. Before a referendum is held, each member must be given at least fifteen (15) and no more than sixty (60) days written notice of the time and place of the referendum and of the matter(s) to be voted upon. Publishing this information in newspaper(s) commonly circulated in Sun City Center, or in "The News of Sun City Center" (an Association publication which is mailed to the street address of each dwelling unit that is subject to annual dues, fees, and

assessments charged by the Association), or in any successor publication mailed to such address, will constitute written notice, unless direct mail is required by law. If two or more members maintain a common household at the same address, a single notice mailed to that address shall satisfy the notice requirements of this section. (*Bylaw VIII, Section 1*)

2.04 VOTES AT MEMBERSHIP MEETINGS

1. Two hundred (200) members, in good standing, shall constitute a quorum for the transaction of business at all membership meetings. (*Bylaw VI, Section 4*)
2. Agenda for all meetings of the members must be published (by mail to each household or by publication) in a newspaper (commonly distributed within Sun City Center) a minimum of 15 days and a maximum of 60 days prior to day of meeting. Discussion on any subject may be allowed at a members' meeting but votes shall be allowed only on issues on the published agenda for that meeting. (*Article of Incorporation XIV*)
3. If the published announcement of a Membership Meeting requires that a vote is to be taken, members of the Elections Committee shall be present.

2.05 AMENDMENTS TO ARTICLES OF INCORPORATION

Amendments to the Articles of Incorporation shall require approval of twenty-five percent (25%) of all members in good standing, provided that such twenty-five percent (25%) is a majority of those voting in a referendum. This approval may be obtained by referendum or by mail ballot, sent to all members, as authorized by the Board of Directors. (*Article XII and Bylaw IX, Section 3*)

2.06 AMENDMENTS TO BYLAWS

Bylaws shall be enacted, amended, cancelled or otherwise changed by a vote of the majority of members attending a meeting called with reasonable notice of the proposed Bylaw action, or by referendum if ordered by the Board under authority of Article XV. Any number of amendments may be submitted to the members and voted upon at one meeting. (*Article XIII and Bylaw XI, Section 2*)

2.07 PETITION-INITIATED VOTE

Regardless of Article of Incorporation XIV, members may schedule an issue for vote. This initiative shall be accomplished by petition, signed by 100 or more of the membership and shall generally follow the procedure provided by Article of Incorporation IX regarding removal of directors, except that a referendum shall not be required unless required under these Articles of Incorporation or determined to be in the community's best interest by the Board of Directors. (*Article of Incorporation XV*)

A. Petition-Initiated Procedures

1. A Petition Chairperson shall be designated to act for the petitioners.
2. The designated “Petition Form” (*Appendix B*) must be used and shall include member’s CA number, printed name, signature, address, date, and the name of the person circulating the petition.
3. Each petition shall address one issue and that issue must be limited to purposes of the Association. Statement shall not be more than two hundred (200) words.
4. To be eligible to sign a petition, the Community Association member must be in good standing on the date the petition is filed.
5. The petition shall be signed by at least 100 of the eligible Community Association members.
6. All signatures must be in black or blue ink
7. The petition shall be filed within thirty (30) days from the date the first signature is obtained on the petition.
8. The petition shall not be amended. No additional signatures may be added after filing with the Board of Directors, and the petition shall not be used in any other proceedings.
9. The petition circulator(s) shall witness each signature, certify that he/she is an eligible signatory, and verify the date, address and Community Association number. The petition circulator(s) shall sign and date each petition, authenticating the petition’s accuracy.
10. Solicitation of signatures shall be limited to the Atrium (not in any clubs, rooms or inside Community Hall) and outside on Association property but only where it will not interfere with any member’s right. There will be no interference with members’ use of the exercise track. A circus like atmosphere will not be allowed – decorum is our standard.
11. Any petition signatory has the right to remove his/her name from the petition by submitting his/her request, in writing, to the Community Association office. This information shall be given immediately to both the Petition Chairperson and the Elections Committee Chairperson or Vice Chairperson.

B. Petition Chairperson's Responsibilities

1. To be the exclusive spokesperson for the petitioners.
2. Obtain the designated "Petition Form" (*Appendix B*) for signature. A copy of the "Petition-Initiated Procedures" will be attached to the form
3. Complete the "Petition Form" in compliance with 2.07.A.3 above.
4. All blank lines on pages not containing ten (10) signatures shall be lined through and initialed by the Petition Chairperson.
5. Submit the petition to a Community Association officer.

C. Procedure for Filing a Signed Petition

1. The Petition Chairperson will submit the petition to a Community Association Officer.
2. A receipt (*Appendix C*) shall be given showing the total number of pages and the date of the filing of the Petition.
3. A copy of the petition shall be forwarded to the Elections Committee Chairperson or Vice Chairperson.
4. The original copies of the Petition shall become the property of the Community Association and must be kept for twenty-two (22) months.

D. Elections Committee's Responsibilities

1. The Elections Committee shall determine the number of valid signatures, with assistance from Association Membership Services, and certify in writing, within five (5) business days from the receipt of the petition by a Community Association Officer whether 100 or more eligible members of the Community Association have signed the petition.
2. They shall report their findings, in writing to the Board of Directors.

E. Board of Directors' Responsibility

1. If required, a membership meeting in response to the petition shall be scheduled by the Board as follows:
 - a. Notice of the meeting shall be given within thirty (30) days from the Board's receipt of the petition.

- b. The meeting shall take place no earlier than thirty (30) days following notice and no later than sixty (60) days following notice.
2. If the Board determines that the petition issue is in the community's best interest, they may schedule a ballot vote or referendum rather than a membership meeting.
3. If a ballot vote or referendum is scheduled, the Board shall, within thirty (30) days from receipt of the petition, give notice of a ballot vote or referendum to the members and schedule such to take place no earlier than thirty (30) days following notice and no later than sixty (60) days following notice.
4. Any petition not requiring a vote shall be acknowledged by the Board. Required action(s) should be defined and an appropriate response to the Petition Chairperson made within thirty (30) days from the Board's receipt of the petition.

III. VOTING PREPARATIONS

3.01 NOTICE OF ELECTION

Whenever balloting on the Bylaws or Articles of Incorporation requires notification, publication, written notice, or mailings, it is the responsibility of the Corporate Secretary of the Community Association. When counting days to publish items in the newspapers, the day of the election is not counted.

3.02 BALLOT PREPARATION

1. A ballot vote is a vote of the membership by secret ballot, to be held for at least one (1) day, at designated polling place(s), which are to be open from 9:00 am to 5:00 p.m. Early voting may be conducted on such days and such places as scheduled by the Board. Absentee ballots are authorized. Proxy votes shall not be used.
2. It is the responsibility of the Corporate Secretary to prepare ballots for referenda.
3. The wording on a ballot shall be approved by the Board of Directors.

3.03 OFFICIAL BALLOTS

1. All "Official Ballots" shall contain the following information, printed across the top of the ballot:

Official Ballot
Purpose of Ballot
Name of Community Association
Date of Election

2. Referenda ballots shall be printed in clear and unambiguous language styled in such a way that a “yes” or “for” vote will indicate approval of the proposal and a “no” or “against” vote will indicate rejection.

3.04 OFFICIAL ABSENTEE BALLOTS

1. All “Official Absentee Ballots” shall contain the following information, printed across the top of the ballot:

Official Absentee Ballot
Purpose of Ballot
Name of Community Association
Date and time ballot must be returned
Date of Election

2. Absentee Ballots will be available for the election of Directors, for voting referenda, and for ballot voting as defined by the Bylaws. (*Bylaw IX, Section 2 (a)*)
3. An eligible voter may request an Absentee Ballot, which shall be counted if received in the Association Office before closing of the polls. (*Bylaw IX, Section 2(b)*)
4. When requested by an incapacitated eligible voter, two Tellers shall take an official ballot to such voter and certify the casting of the absentee ballot. The spouse of such voter may perform this function in lieu of Tellers. (*Bylaw IX, Section 2(c)*)

3.05 MAIL BALLOTS

A mail ballot, sent to all members, may be authorized by the Board of Directors to change the Articles of Incorporation. (*Bylaw IX, Section 3*).

IV. GENERAL PREPARATIONS

4.01 General Preparations

1. The Corporate Secretary will reserve a room large enough to accommodate voters, with sufficient parking spaces, as soon as the date has been set for the election, with hours to be all day and into the evening for counting. If it is a two day election, the Election Committee Chairperson or Vice Chairperson will make necessary arrangements for overnight security of all voting materials, ballot boxes, etc.

Occasionally, it is necessary to preempt a scheduled event to accommodate an activity of community wide importance. Such action shall only be taken after approval by the Board of Directors, or the Committee to which the Board has

delegated such responsibility. Every reasonable attempt will be made to provide fourteen (14) days notice to the club or individual affected by the preemption. Notice to a club officer, or to the person scheduling the space, shall be considered sufficient. (*Policy 6.01.A.8*)

2. Ballots shall be clearly stated and easily tallied. In order to make counting easier, different color ballots may be used. If many items are to appear on a ballot, as when voting on Bylaws, consideration should be given to using identifying numbers so results can be easily understood.
3. Absentee ballots will be needed first, in time for either the announced date of availability or on the day the first notice appears in print. Absentee ballots should be at the receptionist desk in the CA office on the prescribed day. The receptionist should have the member sign the “Absentee Ballot Listing” (*Appendix D*) showing the member’s name, address and Community Association number. The Elections Chairperson or Vice Chairperson shall place a small locked ballot box near the front door to deposit the envelopes. Each person requesting an Absentee Ballot shall receive the following:
 - 1 Absentee Ballot
 - 1 Blank envelope in which the ballot is placed and sealed. This ensures secrecy of the ballot until tallied.
 - 1 Absentee Ballot Envelope with place for signature and CA number.
4. If a member requests an Absentee Ballot for another member, the CA office staff may provide the ballot, if the person requesting the ballot presents the current CA Membership Card for the person and signs for the ballot.
5. Absentee ballots are only available at the CA office.
6. Judges and Tellers shall be enlisted from the current list of approved Judges and Tellers two weeks prior to the day of the election. They will work on the day of the election under the supervision of the Election Chairperson or Vice Chairperson. Extra Judges & Tellers will be called for stand-by, in case of illness or no-shows.

Judges and Tellers on the first shift will be asked to report one half hour before the polling place opens to help set up. All other Judges and Tellers will be asked to report ten to fifteen minutes before the start of their shift.
7. The Election Chairperson or Vice Chairperson will complete a room set-up sheet for the day of the election and go over the “Check List of Items Needed for Election” (*Appendix E*) with Room Reservations as soon as possible.

8. The CA shall be responsible for putting up and taking down signs on the day of the elections.

- Community Hall (main entrance)
- Central Campus (atrium entrances)
- CA Office (entrance)

9. The Corporate Secretary shall have all board-approved ballots printed and ready at least two (2) days before the date of the election.

10. After ballots are turned over to the Elections Committee, they are to be kept in a secure place.

11. A computerized listing of all members eligible to vote will be printed and given to the Elections Chairperson or Vice Chairperson by the close of business two days prior to the election. The listing shall be comprised of the following reports:

- Eligible voters by last name, first name
- Eligible voters by address
- Eligible voters by CA number
- Members not eligible to vote by last name
- Members not eligible to vote by address
- Members not eligible to vote by CA number

V. DAY OF THE ELECTION

5.01 ELIGIBLE VOTERS

Each member shall have only one (1) vote. (*Article IV*)

Owning more than one piece of property in Sun City Center does not give a member the right to more than one (1) vote.

Members shall be entitled to vote, hold office and use Community Association facilities subject to the Articles of Incorporation, Bylaws, and other Rules & Regulations of the Community Association. (*Bylaw I, Section 5*)

5.02 CERTIFYING VOTES:

All ballot votes shall be certified by the Elections Committee showing the number of votes cast by actual count for or against an issue. In an Election for Directors, in order to comply with Bylaw VII, Section 2 (b), "Vacancies on the Board shall be filled by those candidates receiving the highest number of votes", each candidate's name and the number of votes cast will be reported.

The Elections Committee will either begin counting the ballots at 3:00 PM on the last day of voting or store the ballots in a secure location for actual counting at a later time. At the time of counting, all the Judges and Tellers responsible for the count will witness the opening of the ballot boxes. The sorting and counting will begin as directed by the Elections Committee Chairperson or Vice Chairperson.

The Tellers will tabulate the results in the presence of such Directors and representatives of interested parties who desire to attend. The Elections Chairperson or Vice Chairperson will designate a viewing area.

A. Ballot Tallying

1. An altered ballot is a spoiled ballot. The Board of Directors on December 13, 1995 gave authority to the Elections Committee to make determinations concerning spoiled ballots.
2. During an election, the Judges & Tellers are instructed to advise all voters that if a ballot is spoiled, they should return it for a new one. The voter may have up to three (3) ballots. During tallying of ballots, if a question arises concerning validity of a ballot, a decision on its eligibility shall be made by the Elections Committee Chairperson or Vice Chairperson.
3. After the count is complete, the Elections Committee Chairperson or Vice Chairperson shall advise the Board of Directors' Liaison to the Elections Committee with the election results.
4. The Elections Committee shall not give any election results to the newspaper(s). It is the responsibility of the Board of Directors to handle all press releases.
5. Board members, candidates or petitioners shall not participate directly in the counting of ballots. (*Bylaw IX, Section 1 (e)*).

B. Tallying Results of Absentee & Mail Ballots

1. The Elections Committee shall be responsible for tallying the results. All ballots will remain secured when not being processed.
2. Once a ballot is returned, the information on the outside envelope will be checked by a Teller against the printout provided by the CA as the official document to be used for determining Community Association membership. An envelope with insufficient information to identify the submitter as an Association member will be rejected. The lack of a printed name, signature or membership number does not invalidate a ballot, if the submitter can otherwise be identified. Questions concerning "members in good standing" will be referred to the Community Association Corporate Secretary for resolution.

3. No outside envelope will be opened until the tallying process is initiated at which time accepted ballots will be opened and counted by Judges and Tellers.
4. The outside envelope should be opened in a manner that preserves the membership identifying information on the envelope. Once separated from the outside envelope, the plain white inside envelope containing the ballot (used to insure vote secrecy) will be opened and discarded when the ballot is removed. The ballot is then passed on to the Tellers to count. The lack of using the plain inside envelope does not invalidate any otherwise properly submitted ballot.
5. All opened outside envelopes and ballots, and all rejected unopened outside envelopes and rejected ballots will be retained with other designated election materials in accordance with Policy 6.01.
6. The number of and instructions to approved poll watchers is left to the joint discretion of the Association Corporate Secretary and the Chairperson or Vice Chairperson of the Elections Committee.

C. Ballot Tally Report Form

After the Judges & Tellers have counted and recounted all the Official and Absentee Ballots, the “Ballot Tally Report Form” showing results shall be signed and certified by the Elections Chairperson and Vice Chairperson. This report will duplicate the language of the ballot(s) and show the actual number of votes cast. The completed form shall be delivered to the Corporate Secretary as soon as possible.

D. Securing Ballots

If for any reason ballots are not or cannot be counted immediately, or if there is a two (2) day referendum, all ballot boxes must be secured. A request should be made for use of a room which can be safely locked for this purpose.

VI. POLITICAL ACTIVITY

6.01 POLITICAL ACTIVITY

Political activity in support of any candidate(s) or issues in conjunction with the election of CA Directors shall be limited to the appropriate distribution of literature and public statements or political rallies.

No signs or postings of any type may be made on Community Association property, including bulletin boards and rooms except for a special political bulletin board provided for six (6) weeks prior to election for Directors. This space shall be distributed among all candidates requesting use of the bulletin board.

There will be no “electioneering” by candidates within fifty (50) feet of the polling places.

The intent of this policy is to permit freedom for discussing and exchange of literature by the candidates. No such activity should be allowed to interfere with the regular scheduled CA activities.

VII. VOTING PROCEDURES

7.01 Election Committee Chairperson or Vice Chairperson

On day of vote shall oversee entire operation by:

- Setting up and preparing the room
- Greeting and assigning Judges & Tellers
- Declaring voting open and closed at appropriate times:
 - In the morning, the Chairperson or Vice Chairperson shall set a watch with the correct time and shall announce the correct opening time. At close of voting for the day, the doors to the voting area shall be locked. Anyone inside the voting area at that time may finish voting; however, no one else will be allowed in to cast a ballot.
- Checking to see that the fifty (50') foot “electioneering” policy is observed.
- Obtaining additional ballots from the CA office, if needed.
- Filling in and relieving workers during breaks
- Asking the CA office staff to deliver the Absentee Ballot box to the polling place at the close of business on election day.
- Making certain that all ballot boxes are empty at the start of the ballot count and verifying with other workers that all ballots have been removed.
- Storing ballot boxes securely, if ballots are not counted immediately, or if it is a two day referendum.
- Certifying the results after ballots are counted by signing the Certification form.
- Checking with the Board of Directors Liaison to the Elections Committee as to where he/she can be reached after the votes have been counted and verified. After this notification, it is the responsibility of the CA President to notify all interested parties.
- Delivering the original copy of the Certification to the CA office the following day.
- Ensuring that all ballots are stored in a fireproof file for twenty-two (22) months.

7.02 Judges & Tellers

- Shall wear his/her CA membership card while working
- Shall not give any voter advice on voting an issue on the ballot
- Shall not give any information to the press
- Shall not give out election results before they are officially made public.

7.03 Door Greeter(s)

- Shall greet voters
- Shall remind voters that they need a current CA membership card or driver's license and to have their ID ready to present to the Verification Clerk
- Shall direct voters to either the:
Verification table with proper ID or
Affidavit table without a proper ID

7.04 Tellers

- Shall greet voter promptly
- Shall request voter's current CA membership card or valid driver's license. (All voters shall have the same privileges. If proper ID is required from one voter, it shall be required from all.) If the voter does not have proper ID, they should be directed to the Affidavit Table.
- Shall locate and initial the voter's name on the print-out, after verifying the address and current CA number. Ask, do not tell this information.
- Shall return the ID to the voter
- Shall hand voter **one** ballot – **one member, one vote** – even if voter owns several properties (*Article of Incorporation IV*). Owning more than one property does not give a voter more than one vote. If voter insists on more than one ballot, refer them to the Elections Chairperson or Vice Chairperson.
- Shall direct voter to voting area – tables and chairs
- Send voter to Affidavit table if:
 - They do not have CA current membership card or Drivers License does not match address on print out.
 - Their name is not shown on the members eligible to vote list.
 - Their name, address and/or CA number are not listed correctly on the print-out.

NOTES:

- If a red "A" appears in front of a name, this signifies that they voted by absentee ballot. Do not let that person vote again. **Do not give them a ballot.** The first vote recorded will be the vote. During the day, Absentee Ballot envelopes may be given to you to mark off on the print-out. Use an "A" (with red ink) before the name instead of your initials to show they have voted absentee.

- Spoiled ballots are ballots returned to you by a voter who wants a new ballot. Write “Spoiled” across the face of the returned ballot and give to the Elections Chairperson or Vice Chairperson – do not tear up. Give voter a new ballot. If a voter spoils three ballots, then no more ballots are to be given to that voter.
- If a voter is unhappy about anything, refer them to the Elections Chairperson or Vice Chairperson.
- Any questions, please ask the Elections Chairperson or Vice Chairperson.
- Anything written in the print-out of members will never be seen. Use an affidavit if a change is required or direct to the Affidavit Table.

7.05 Floor Person(s)

- Shall direct voters to various areas, such as:
 - Verification Table
 - Affidavit Table
 - Tables and chairs to vote
 - The ballot box
 - Keep tables and other areas clear of any hand-out voter materials

7.06 Ballot Box Person(s)

- Assures one (1) ballot per voter
- Makes certain that no one leaves with a ballot in hand.

7.07 Affidavit Person(s)

Completes affidavits (*Appendix F*) for voters:

- Who do not have a current CA Membership Card or valid Drivers License but have some kind of picture ID showing a valid signature. (All voters shall have the same privileges. If proper ID is required from one voter, it shall be required from all.)
- Whose name is not on current listing of members eligible to vote. The Affidavit person will contact CA Membership Services to determine if the person is actually eligible to vote.
- Whose name, address or CA Membership number appears incorrectly on the listing of members. Copies of Affidavits with changes shall be given to Membership Services after the election.
- Affidavits shall be filed with the election materials for a period of twenty-two (22) months.

7.08 Vote Count Tellers

- At the discretion of the Elections Chairperson or Vice Chairperson, judges and tellers shall assemble during the unlocking and opening of the ballot boxes.
- Sort and count all ballots.

7.09 Poll Watcher(s)

- Shall make request to Corporate Secretary to be a Poll Watcher. The Corporate Secretary will provide letter, with copy to the Elections Chairperson and Vice Chairperson, permitting that person to be a poll watcher.
- Shall have unrestricted access to activities as long as their presence does not interfere with the tabulation process. If necessary, the Elections Chairperson or Vice Chairperson is authorized to designate a viewing area for each process activity.
- Shall not be permitted to challenge or converse with any individual teller. All such contacts/requests shall be addressed to the Elections Committee Chairperson or Vice Chairperson.

VIII. AFTER THE ELECTION

8.01 PRESERVING ELECTION MATERIALS:

The following materials shall be preserved after an Election:

- Absentee Ballots, along with the signature envelopes
- Affidavits (after making a copy of those with changes for use by CA Membership Services)
- Ballots
- Computer print-out(s) of Community Association members used in the Election
- Ballot Tally Report(s)

These materials shall be retained for twenty-two (22) months after the Election/ Referendum and then destroyed. A record of these ballot results should be kept in a fire file.

All unused ballots and other election materials may be destroyed by the Elections Committee after the election for which these items were to be used.

APPENDIX A

**2009 CANDIDATE FILING FORM
FOR DIRECTOR OF
SUN CITY CENTER COMMUNITY ASSOCIATION**

Office Use Only	
Received From	_____
Time Received	_____
Date Received	_____
Received By	_____

RETURN TO CA OFFICE BY 3:00 PM, OCTOBER 21, 2009

NAME: _____	PHONE: _____
(As it will appear on the ballot for election)	
ADDRESS: _____, Sun City Center, FL 33573	
E-MAIL ADDRESS: _____	
CA MEMBERSHIP NUMBER: _____	

<p>Qualifications and responsibilities of Directors are in accordance with:</p> <ul style="list-style-type: none"> • Florida Statutes: Chapter 617 • Articles of Incorporation • Bylaws • Board Policy <p>In particular:</p> <ul style="list-style-type: none"> • Article VI states that all directors must be members of this corporation (SCCCA) and that no employee (or immediate family member of an employee) of any organization engaged in subdividing or marketing any portion of the unimproved area of Sun City Center shall be eligible to serve as directors. • Bylaw I, Section 2 further states that members have all dues, fees, and assessments obligations satisfied, be in agreement with Article III, and own or occupy a dwelling unit which is covered by a signed CA membership agreement. • Article VIII & Bylaw II, Section 1 state that directors shall not receive compensation for services to the Association.
--

I certify that I am in compliance with the above Articles & Bylaws:

Signature: _____ **Date:** _____

(Please indicate committees and areas of interest on the attached form)

CUT _____ ALONG _____ LINE

Receipt to be given to candidate upon submission of completed application form.

Received from: _____ Received by: _____

Date: _____ Time: _____

SUN CITY CENTER



COMMUNITY ASSOCIATION, INC.

1009 N. PEBBLE BEACH BLVD. • SUN CITY CENTER, FLORIDA 33573
(813) 633-3500 • FAX (813) 634-3486

RECEIPT FOR PETITION

Petition for:

Total Number of Pages: _____

Received from: _____

Petition Committee Chairperson

Date Received: _____

Time Received: _____

Received By: _____

(Community Association Officer)

CHECK LIST OF ITEMS NEEDED FOR ELECTION

Date of Election: _____

- _____ 12 card tables w/2 chairs for each table
- _____ 6 – 8’ tables w/12 chairs
- _____ Ballots
- _____ Ballot Boxes
- _____ Affidavit Sheets
- _____ Ballot recap forms
- _____ Laminated signs for alphabetical listings
- _____ Calculator
- _____ Large paper clips
- _____ Letter opener
- _____ Post-it Pads, 1” square (50 in pad)
- _____ Sheets of 8 ½ x 11 paper
- _____ Scissors, stapler w/staplers, scotch tape, masking tape, pencils & rubber fingers
- _____ Six 3-ring binders with one set of alphabetical dividers
- _____ Name Tags with magic markers
- _____ Current Sun City Center Membership Directory
- _____ Plastic boxes for storing counted ballots, spoiled ballots & affidavits
- _____ Sufficient locks & keys for Ballot Boxes
- _____ One hundred hot-drink or Styrofoam cups
- _____ Coffee, Tea, sugar, sugar substitute, creamers, stirrers, napkins
- _____ Order Pastries to be picked up day of election

AFFIDAVIT

SUN CITY CENTER COMMUNITY ASSOCIATION, INC.

I do solemnly swear that my name is: _____

and my address is: _____

Signature: _____ CA# _____

Witness: _____ DATE: _____

Form of I.D.: _____

(Any form of picture I.D. which includes a signature)

Reason for Affidavit: _____ Does not have current CA Membership Card or valid Driver's License

_____ Name is not on listing of members eligible to vote *

_____ Name, address or CA number does not match listing of members eligible to vote *

*Call CA Membership Services for clarification.

GENERAL PREPARATIONS – DUES & DIRECTORS VOTE

1. Voting for Directors and Dues will be held by ballot vote on the first Wednesday of December from 9:00 a.m. to 5:00 p.m. Early voting will take place on the Monday and Tuesday preceding the vote from 9:00 a.m. to 12:00 Noon.
2. The Corporate Secretary, or designated representative, shall annually reserve Rooms 3 and 4 at Community Hall for the first Wednesday of December. Hours to be reserved are from 8:00 a.m. to 6:00 p.m.

The Sandpiper Room (or similar sized room) shall also be reserved annually for early voting on the Monday and Tuesday preceding the vote. Hours to be reserved are from 8:00 a.m. to 12:30 p.m.

3. The Corporate Secretary, or designated representative, shall prepare and print the official ballots. In order to make counting easier, different color papers will be used for the dues and directors ballots. The ballots shall be ready at least two (2) days before the vote.
4. After the official ballots are turned over to the Elections Committee, they are to be kept in a secure place.
5. The Corporate Secretary, or designated representative, shall also prepare and print the official Absentee Ballots. These ballots shall be ready on the announced date of availability. The CA office is the only place where the Absentee Ballots are provided.
6. An Absentee Ballot Listing (Appendix D) will be used by CA office staff when distributing these ballots. Members will be required to show either their current CA Membership Card or Driver's License.
7. If a member requests an Absentee Ballot for another member, the CA office staff may provide a ballot, if the member requesting the ballot presents the current CA Membership Card for that person and signs for the ballot.

8. Each member requesting an Absentee Ballot shall receive the following:
 - 1 Absentee Ballot for each vote (dues and directors)
 - 1 Blank envelope in which the ballots are placed and sealed. This insures secrecy of the ballot until tallied.
 - 1 Absentee Ballot envelope with place for signature and CA number.
9. The Elections Chairperson or Vice Chairperson will provide a locked Ballot Box to be placed near the Receptionist's desk for the deposit of the Absentee Ballots. The box will be confirmed empty before being locked.
10. The Absentee Ballot Box will be delivered to Community Hall at close of business on day of vote by a CA staff member.
11. Volunteers shall be enlisted from the approved list of Judges & Tellers two weeks prior to the vote date. They will work under the supervision of the Elections Chairperson and/or Vice Chairperson.
12. The Elections Chairperson or Vice Chairperson will provide room setup sheets to Room Reservations at least 10 days in advance of the vote date. They shall also review the "Supply List" (Appendix E) for current needs.
13. Membership Services will provide the following computer print-outs (3 hole punched) to the Elections Committee at least two (2) days before the vote.
 - Eligible voters by name
 - Eligible voters by address
 - Members not eligible by CA number
 - Members not eligible by name
 - Members not eligible by address

Membership Services will be available in the CA office until 5:00 p.m. to answer any questions from the Elections Committee.

14. The CA Maintenance Department shall be responsible for putting up and taking down signs on the days of voting at:
 - Community Hall (main entrance)
 - Central Campus (Atrium entrances)
 - CA Office (entrance)

GENERAL PREPARATIONS – REFERENDUM

1. A referendum is a ballot vote scheduled by the Board of Directors taken over a period of two days from 9:00 a.m. to 5:00 p.m. daily.
2. The Corporate Secretary, or designated representative, shall meet with Room Reservations to determine the dates for a Referendum. The first day of voting shall take place in the Sandpiper Room (or similar sized room) on the Central Campus and the second day of voting shall be held in Rooms 3 and 4 at Community Hall. Hours to be reserved are from 8:00 a.m. to 6:00 p.m. daily.
3. The Corporate Secretary, or designated representative, shall prepare the ballot to be presented to the Board for approval. The ballot shall be clearly stated and easily tallied. If many items appear on the ballot, consideration should be given to using identifying numbers so results can be easily understood.
4. The Corporate Secretary, or designated representative, shall be responsible for printing the official ballots. The ballots shall be ready at least two (2) days before the referendum.
5. After the official ballots are turned over to the Elections Committee, they are to be kept in a secure place.
6. The Corporate Secretary, or designated representative, shall also prepare and print the official Absentee Ballots. These ballots shall be ready on the announced date of availability. The CA office is the only place where the Absentee Ballots are provided.
7. An Absentee Ballot Listing (Appendix D) will be used by CA office staff when distributing these ballots. Members will be required to show either their current CA Membership Card or Driver's License.
8. If a member requests an Absentee Ballot for another member, the CA office staff may provide a ballot, if the member requesting the ballot presents the current CA Membership Card for that person and signs for the ballot.

9. Each member requesting an Absentee Ballot shall receive the following:
 - 1 Absentee Ballot
 - 1 Blank envelope in which the ballot is placed and sealed. This insures secrecy of the ballot until tallied.
 - 1 Absentee Ballot envelope with place for signature and CA number.
10. The Elections Chairperson or Vice Chairperson will provide a locked Ballot Box to be placed near the Receptionist's desk for the deposit of the Absentee Ballots. The box will be confirmed empty before being locked.
11. The Absentee Ballot Box will be delivered to Community Hall at close of business on last day of referendum by a CA staff member.
12. Volunteers shall be enlisted from the approved list of Judges & Tellers two weeks prior to the start of the referendum. They will work under the supervision of the Elections Chairperson and/or Vice Chairperson.
13. The Elections Chairperson or Vice Chairperson will provide room setup sheets to Room Reservations at least 10 days in advance of the referendum. They shall also review the "Supply List" (Appendix E) for current needs.
14. Membership Services will provide the following computer print-outs (3 hole punched) to the Elections Committee at least two (2) days before the referendum:
 - Eligible voters by name
 - Eligible voters by address
 - Members not eligible by CA number
 - Members not eligible by name
 - Members not eligible by address

Membership Services will be available in the CA office from 8:00 a.m. until 5:00 p.m. during the referendum to answer any questions from the Elections Committee.

15. The CA Maintenance Department shall be responsible for putting up and taking down signs on the days of voting at:
 - Community Hall (main entrance)
 - Central Campus (Atrium entrances)
 - CA Office (entrance)