

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

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I. ELECTIONS COMMITTEE

1.01 SCOPE and PURPOSE

- A. 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, Referendums, Petition-Initiated Votes, and Ballot Votes, as well as tallying results of votes at Membership Meetings. The Committee will also recommend to the Board of Directors proposed changes in election procedures.
- B. All elections shall be conducted in accordance with this Elections Committee Handbook and will follow, where applicable, State and County election laws.

1.02 COMMITTEE

- A. 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)*
- B. The Committee Chair and Vice Chair 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)*
- C. The Vice Chair shall have all the powers, prerogatives, and duties of the Chair in his/her absence or disability. He or she shall be a general assistant to the Chair, performing such duties as the Chair may assign.
- D. Election Tellers shall be selected by the Elections Committee Chair or Vice Chair and approved by the Board. The Elections Committee Chair or Vice Chair shall supervise all necessary voting procedures and certify the results of the vote. *(Bylaw IX)*
- E. Elections Committee Members shall conduct themselves in a responsible and nonpartisan manner. Elections Committee Members will not be part of groups advocating for or against any issue or person, nor be a spokesperson on social media, nor post signs in their yards or be part of any other display or action of endorsement. If an Elections Committee Member participates in any of the above-described activities, or in similar activities, such participation will result in that Elections Committee Member recusing from serving on the Elections Committee for that voting cycle. Also, a review will be conducted by the Board of Directors if an Election Committee Member is referred for consideration of

removal from the Elections Committee for that voting cycle.

1.03 COMMITTEE DUTIES

- A. To carry out the responsibilities as outlined in the scope and purpose of the Elections Committee.
- B. To attend all Community Association Membership Meetings if a vote has been announced.
- C. Tellers will use a system established by the Elections Committee Chair or Vice Chair and approved by the Board to ensure that only authorized votes are cast. *(Bylaw IX, Section 1.b)*

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 shall take place on the Tuesday preceding the vote from 8:00 a.m. to 3:00p.m. *(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. The official "Candidates Filing Form" (Appendix A) shall be available at the Community Association Office on the first 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.
- 3. Each candidate shall complete an official "Candidate's Filing Form" (Appendix A). The completed form must be returned to the Community Association office no later than 3:00 p.m. on the first 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)*. The filing forms will only be accepted if the member is an

eligible voter.

4. Completed copies of the "Candidate's Filing Forms" shall be available for public examination during regular office hours at the Community Association office. No reproduction or photos are allowed. (*Bylaw VII, Section 1.d*)

B. Announcement of Candidates

1. Each candidate shall receive written notice of his/her acceptance as a candidate, by mail, from the Board of Directors.
2. 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*)
3. Each candidate shall receive written notice of his/her acceptance as a candidate, by mail, from the Board of Directors.
4. 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. If the candidates are unopposed, this requirement may be waived by the Board.

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 will take place on the Tuesday preceding the vote from 8:00 a.m. to 3:00 p.m. (*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 a 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) or two members cohabiting in the same household may sit as Directors of the Association at the same time. (*Bylaw II, Section 9*)

D. Petition for Recall

1. Membership Rights

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.

2. Petitioner's Rights

In the event the Board of Directors fails to respond in accordance with Article IX, the recall petitioners may cause the vote to take place and shall be reimbursed for all resulting expenses from corporate funds. (*Article of Incorporation IX*)

3. Recall Petition Procedures

- a. A Petition Chairperson shall be designated to act for the recall petitioners. No substitution of the Petition Chairperson is allowed. If the Petition Chairperson for the recall petitioners cannot fulfill his/her duties, the petition filed by the recall petitioners shall become null and void and those recall petitioners will be required to file a new petition. The only exemption to this procedure is death of the Chairperson. It is the duty of the Petition Chairperson to request the Notice of Petition to Recall form. The official count of eligible voting members shall be given to the Petition Chairperson by the CA Officer within 3 business days.
- b. The designated Membership Petition form (*Appendix D*) must be used for a petition for recall and shall include members' CA numbers, printed names, signatures, addresses, dates, and the name of the person circulating the Membership Petition form.
- c. The petition shall be prepared naming the Director sought to be

- recalled. If “For Cause”, the petition must state the cause in not more than two hundred (200) words. If there is “no cause”, the petition must state “no cause.” If more than one (1) Director is sought to be recalled, a separate petition shall be prepared for each Director.
- d. To be eligible to sign a petition for recall, the Community Association member must be in good standing on the date that 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 voting members shall be prepared by the Community Association (Appendix C)-(Amended 10/16/23) (Updated 1/6/2025) (Updated 2/12/2025)
 - g. This information shall be given, in writing, to the Petition Chairperson within three business days of the date requested. The Petition Chairperson will need to sign and date a receipt for this information. (Amended 10/16/23)
 - h. The petition shall be filed with the Board of Directors within thirty (30) calendar days from the date the first signature is obtained on the petition, but no later than forty-five (45) calendar days from receipt of the official count of eligible voting members. A Corporate Officer of the Board will stamp the date and time on the receipt (Appendix C).
 - i. A petition signatory has the right, at any time, to remove his/ her name from the petition for recall 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 Chair or Vice Chair, prior to certification by the Elections Committee.
 - j. 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.
 - k. All signatures shall be in blue or black ink.
 - l. The Petition Circulator(s) shall witness each signature and certify that the signatories are personally known to them or they have seen their current CA membership badge. The Petition Circulator(s) shall print and sign their name and date

each page of the petition, authenticating the petition's accuracy. Violations of these standards will result in an invalidation of all petition pages received from a Petition Circulator(s).

4. Petition Chairperson's Responsibilities

- a. To be the exclusive spokesperson for the recall petitioners and a CA member in good standing.
- b. To obtain the designated Membership Petition form (*Appendix D*) for signatures.
- c. To complete the Membership Petition form in compliance with 3.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. No circulation or signing of recall petitions will take place on or in Community Association property or facilities. Any infractions of a Petition Circulator being active on any part of a Community Association campus will cause ALL petition pages/sheets from that Petition Circulator to be invalidated and will not count as part of the ten percent (10%) requirement for a recall petition.
- f. Failure to sign Notice of Petition (*Appendix B*) and Receipt for Official Count of Eligible CA Voting Members (*Appendix C*) will cause the petition to be null and void.

5. Procedure for Filing a Signed Petition

- a. All pages shall be numbered, dated, and signed by the Petition Circulator(s).
- b. If an error occurs on a line, the entire line will be struck and a new line started.
- c. All blank lines on pages not containing ten (10) signatures shall be lined through and initialed by the Petition Chairperson.
- d. A Receipt for Petition (*Appendix E*) shall be given by a Community Association Officer, showing the total number of pages and the date and time of the filing of the petition.

- e. Copies of the signed Membership Petition forms shall be forwarded to the Elections Committee Chair or Vice Chair within three (3) business days of filing.
- f. A Corporate Officer shall provide the Director sought to be recalled a copy of the Membership Petition forms no later than twenty-four (24) hours of receipt of the forms.
- g. The original copies of the Membership Petition forms shall become the property of the Community Association Board of Directors and must be kept for twenty-two (22) months.

6. Elections Committee's Responsibilities

- a. Shall determine the number of valid signatures, using the print-out supplied by the Community Association that includes eligible voting members' names, addresses and CA membership numbers, purge the names withdrawn, and certify, in writing, within 10 business days from the receipt of the petition, whether ten percent (10%) of the eligible members of the Community Association have signed the petition *Amended (10/16/23) (1/06/2025)*
- b. Shall report the findings, in writing, to the Board of Directors within 10 business days

7. Board of Directors' Responsibility

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

2.03 REFERENDUM

- A. 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)*
- B. 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. *(Article of Incorporation XI) (See exception at 5.01.E)*

- C. 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*)

- D. 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

- A. Two hundred (200) members, in good standing, shall constitute a quorum for the transaction of business at all membership meetings. (*Bylaw VI, Section 4*)

- B. The agenda for all meetings of the members shall 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*)

- C. If the published announcement of a Membership Meeting requires that a vote is to be taken, the Chair and/or the Vice Chair of the Elections Committee and necessary 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 as authorized by the Board of Directors. (*Article XII*)

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 required 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 OTHER THAN A PETITION FOR RECALL

Regardless of Article **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 IX except that a referendum shall not be required unless required under the Articles of Incorporation or determined to be in the community's best interest by the Board of Directors. (*Article XV*).

A. Petition-Initiated Procedures

1. A Petition Chairperson shall be designated to act for the petitioners.
2. The designated Membership Petition form (*Appendix D*) must be used and shall include a 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 the 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 voting 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. If the Petition is amended it becomes null and void. A new Notice of Petition, including gathering of new signatures, must be initiated and submitted.

9. No additional signatures may be added after filing with the Board of Directors, and the petition shall not be used in any other proceedings.
10. The Petition Circulator(s) shall witness each signature, certify that he/she is an eligible voting signatory, and verify proper completion of the date, address, and Community Association number. The Petition Circulator(s) shall print and sign their name and date each petition, authenticating the petition's accuracy.
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 Chair or Vice Chair.

B. Petition Chairperson's Responsibilities

1. To be the exclusive spokesperson for the petitioners.
2. Obtain the designated Membership Petition form (Appendix D) for signatures.
3. Complete the Membership Petition form in compliance with 2.07.A.2 above, including numbering the pages.
4. All blank lines on pages not containing ten (10) signatures and voided lines shall be lined through and initialed by the Petition Chairperson.
5. Submit the petition to a Community Association Corporate Officer.

C. Procedure for Filing a Signed Petition

1. The Petition Chairperson will submit the petition to a Community Association Corporate Officer.
2. A Receipt for Petition (*Appendix E*) 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 Chair or Vice Chair.
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 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 of 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 by referendum rather than a membership meeting.
3. If a ballot vote by referendum is scheduled, the Board shall, within thirty (30) days from receipt of the petition, give notice of the 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

1. 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.

2. 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 by referendum 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. *(See Articles of Incorporation Section XI.)*

2. It is the responsibility of the Corporate Secretary to prepare ballots for a ballot vote or referendum.

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:
 - a. Official Ballot

 - b. Purpose of Ballot

 - c. Name of Community Association

d. Date of Election

2. Referendum 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 as stated on the petition and a "no" or "against" vote will indicate rejection of the proposal as stated on the petition.

3.04 OFFICIAL ABSENTEE BALLOTS

1. All "Official Absentee Ballots" shall contain the following information, printed across the top of the ballot:
 - a. Official Absentee Ballot
 - b. Purpose of Ballot
 - c. Name of Community Association
 - d. Date and time ballot must be returned
 - e. 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 by 5:00 p.m. before closing of the polls. *(Bylaw IX, Section 2(b))*

IV. GENERAL PREPARATIONS

4.01 General Preparations

- A. 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.
- B. 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 the person scheduling the space, shall be considered sufficient. (*Policy 6.01.A.9*)

- C. A member of the Board of Directors will be selected by the President to serve as the liaison to the Elections Committee. The liaison cannot be the subject of the petition or a current candidate on the ballot.
- D. Ballots shall be clearly stated and easily tallied. 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.
- E. Absentee Ballots will be available in time for either the announced date of availability or on the day the first notice appears in print. Official Absentee Ballots should be at the receptionist desk in the CA office on the prescribed day. The Elections Committee Chair or Vice Chair shall place a, locked ballot box near the CA front door to deposit the envelopes. Each person requesting an Official Absentee Ballot shall receive the following: (*Amended 10/14/09*)
 - 1. Absentee Ballot.
 - 2. Absentee Ballot Envelope with place for signature and CA number.
- F. If a member requests an Absentee Ballot for another member, and an Official Absentee Ballot is not available, the CA office staff may provide one copy of "The News of Sun City Center" that includes the ballot.
- G. For those members unable to come to the CA office during regular business hours, a request can be mailed to the CA office or dropped in the mail drop in front. It shall include printed name, mailing address and CA number. The CA office will mail the requester an absentee ballot.
- H. Requests can also be made by email to secretary@suncitycenter.org and must include name, mailing address and CA number.
- I. A maximum of 2 Official Absentee Ballots are available at the CA office.
- J. No photocopies of Absentee Ballots are allowed.

- K. Tellers shall be enlisted from the current list of approved Tellers two (2) weeks prior to the day of the election. They will work on the day of the election under the supervision of the Elections Committee Chair or Vice Chair. Extra Tellers will be called for stand-by, in case of illness or no-shows.
- L. Tellers on the first shift will be asked to report one half hour before the polling place opens to help set up. All other Tellers will be asked to report ten to fifteen minutes before the start of their shift.
- M. The Elections Committee Chair or Vice Chair will complete a room set-up sheet for the day of the election with Room Reservations as soon as possible and go over the "Check List of Items Needed for Election" (*Appendix G*)
- N. The CA shall be responsible for putting up and taking down signs on the day of the elections at the following locations:
1. Community Hall (main entrance)
 2. Central Campus (atrium entrances)
 3. CA Office (entrance)
- O. The Executive Assistant shall have all board-approved ballots printed at least three (3) business days before the date of the election.
- P. After ballots are turned over to the Elections Committee, they are to be kept in a secure place.
- Q. A computerized listing of all members eligible to vote will be printed and given to the Elections Committee Chair or Vice Chair by the close of business two weeks prior to the election. The listing shall be comprised of the following reports:
1. Eligible voters by last name, first name
 2. Eligible voters by CA number
 3. Members not eligible to vote by last name
 4. Members not eligible to vote by CA number

V. DAY OF THE ELECTION

5.01 ELIGIBLE VOTERS

- A. Each member shall have only one (1) vote. (*Article of Incorporation IV*)
- B. Owning more than one piece of property in Sun City Center does not give a member the right to more than one (1) vote.
- C. 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*)
- D. Eligible voters are members who are current with all fees, dues, and assessments. (*Added 11/14/12*)
- E. A member may vote for another member provided that the member casting the ballot has a valid Power of Attorney that specifically authorizes the member to cast a vote using the Power of Attorney. A copy of the Power of Attorney must be given to the Elections Committee Chair or Vice Chair to receive a ballot. A Power of Attorney may not be used at a Membership Meeting as the members must be present to vote.
- F. If a Proxy vote is required, Power of Attorney may be used to cast a Proxy vote. (*Added 8/14/13*)

5.02 CERTIFYING VOTES:

A. General

1. 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, 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 using a certified "Ballot Tally Report Form". (*Appendix F*)
2. The sorting and counting will begin as directed by the Elections Committee Chair or Vice Chair. The Elections Committee will either begin counting the ballots at 1:00 P.M. on the last day of voting or store the ballots in a secure location for actual counting later. At the time of counting, the Tellers responsible for the count will witness the opening of the ballot boxes.

3. Directors and Poll watchers should remain silent and only communicate with the Elections Committee Chair or Vice Chair. Decorum shall be maintained at all times so as not to disturb the tabulation process. The Elections Committee Chair or Vice Chair has total authority to maintain decorum during the tabulation process.
4. The Tellers will tabulate the results in the presence of Director(s) who desire to attend. Those Directors who desire to attend shall give the Elections Committee Chair or Vice Chair twenty-four (24) hours' notice.
5. Any candidate can make a request to the Corporate Secretary for a poll watcher. Any current CA member can make a request to the Corporate Secretary to be a poll watcher concerning an issue being voted on. Any request must be submitted in accordance with guidelines approved by the Board of Directors as stated in Section 7.06 of this Handbook. Poll Watchers shall have unrestricted viewing access to activities; however, their presence shall not interfere with the tabulation process, and they should only communicate with the Elections Committee Chair or Vice Chair. If necessary, the Elections Committee Chair or Vice Chair is authorized to designate a separate viewing area for each process activity.

B. Ballots and Tallying

1. There are four (4) categories of ballots as defined below:
 - a. Ballots marked appropriately.
 - b. Spoiled ballots: Any ballot that shows any written comment, but otherwise marked correctly, should be temporarily set aside. The Chair or Vice Chair can choose to tally these ballots. (Note: The Board of Directors on December 13, 1995 gave authority to the Elections Committee to make determinations concerning spoiled ballots).

c. Altered ballots: Any ballot where a voter marked a box and then crossed it off and selected another box, should be temporarily set aside. The Chair or Vice Chair will decide if these ballots can be tallied.

d. Rejected ballots: These would be either:

- Absentee ballots that should be set aside because they could not be verified in the official list of residents who voted because the voter was not eligible to vote or could not be identified by the information shown on the outside of the envelope or Newsletter ballot.
- Ballots that have too many boxes checked. Cannot determine how the voter wanted to vote. Cannot be tallied.

2. During an election, if a ballot is spoiled, the voter should return it for a new one. The voter may have up to two (2) spoiled ballots for a total of three (3) ballots.

3. 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 Chair or Vice Chair.

4. After the count is complete, the Elections Committee Chair or Vice Chair shall advise the Board of Directors' Liaison to the Elections Committee with the election results using a certified "Ballot Tally Report Form" (Appendix F).

5. The Elections Committee shall not give any election results to any news media. It is the responsibility of the Board of Directors to handle all press releases.

6. Board members, candidates or petitioners shall not participate directly in the counting of ballots. (*Bylaw IX, Section 1 (e)*).

C. Tallying Results of Ballots

1. The Elections Committee shall be responsible for tallying the results. All ballots will remain secured when not being processed.
2. Once an absentee 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 Elections Committee Chair or Vice Chair for resolution.

D. Ballot Tally Report

After the Tellers have performed the first and second counts of all the Official and Absentee Ballots, the "Ballot Tally Report Form" (*Appendix F*) showing results shall be signed and certified by the Elections Committee Chair and Vice Chair. This report will duplicate the language of the ballot(s) and show the actual number of votes cast. The completed Form shall be delivered by the Board Liaison to the Corporate Secretary as soon as possible.

E. 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.

5.03. RECOUNT PROCEDURES

- A. If after the Tellers have performed the first and second counts of all the Official and Absentee Ballots (total votes cast), the Elections Committee Chair or Vice Chair, in the Chair's absence, will order a recount if the certified returns show that a candidate, ballot vote, or referendum approval was determined by $\frac{1}{2}$ of 1 percent or less of the votes cast. The Board of Directors' Liaison to the Elections Committee shall be immediately notified with the election results and, if needed, the decision to implement a recount.

- B. A recount can only be ordered by the Elections Committee Chair or Vice Chair in the Chair's absence. The recount will be performed within seven business days of the final Ballot Tally Report.
- C. A candidate has no authority to request or require a recount.
- D. Immediately after the recount is completed, the "Ballot Tally Report Form" (Appendix F) showing results shall be signed and certified by the Elections Committee Chair or Vice Chair. This report will duplicate the language of the ballot(s) and show the actual number of votes cast as determined by the recount. The completed Form shall be delivered by the Board Liaison to the Corporate Secretary as soon as possible.

VI. POLITICAL ACTIVITY

6.01 POLITICAL ACTIVITY

- A. Political activity in support of or against 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. Violations of this will be reported to the Board of Directors for resolution.
- B. 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 of Directors. This space shall be distributed among all candidates requesting use of the bulletin board.
- C. Candidates shall not use the Community Association's Collective Mark (a.k.a., logo) on any campaign materials.
- D. The wearing of the designated Community Association polo shirt is optional for an incumbent board candidate participating in campaigning activities.
- E. There shall be no solicitation of voters by candidates or their representatives within the building where the voting is taking place or within fifty (50) feet of any entrance/exit of the building. No candidate can be in the building where votes are being cast for any reason except to vote in person.
- F. 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 regularly scheduled CA activities.

VII. VOTING PROCEDURES

- A. The Tellers will tabulate the results in the presence of Director(s) who desire to attend. Any candidate can make a request to the Corporate Secretary for a poll watcher. Any current CA member can make a request to the Corporate Secretary to be a poll watcher concerning an issue being voted on. Any request must be submitted in accordance with guidelines approved by the Board of Directors as stated in Section 7.06 of this Handbook. (*Bylaw IX, Section 1.d*)

7.01 Elections Committee Chair or Vice Chair

On day(s) of vote shall oversee entire operation by:

1. Preparing the room
2. Greeting and assigning Tellers
3. Declaring voting open and closed at appropriate times.
 - a. In the morning, the Chair or Vice Chair shall set a watch with the correct time and shall announce the correct opening time.
 - b. 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.
4. Checking to see that the fifty (50') foot "No Solicitation" policy is observed. (Ref: 6.01.E above)
5. Obtaining additional ballots from the CA office, if needed.
6. Filling in and relieving workers during breaks.
7. Selecting two (2) members of the Elections Committee to pick up the ballot box at the CA office periodically and at 5:00 P.M. on the last Election Day and deliver it to the polling place.
8. 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.

9. 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 "Ballot Tally Report" form (Appendix F).
10. 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.
11. Delivering the original copy of the Ballot Tally Report to the Board Liaison to the Elections Committee.
12. Ensuring that all ballots are stored in a fireproof file for twenty-two (22) months.

7.02 Door Greeter(s) (Optional)

The requirement for a Door Greeter will be determined on a case-by-case basis by the Elections Committee Chair or Vice Chair. If required a Door Greeter:

1. Shall greet voters
2. Shall remind voters that they need proper identification
3. Shall direct voters to either the:
 - a. Verification table with proper ID or
 - b. Affidavit table without a proper ID

7.03 Tellers: Election workers responsible for voter verification

A. Identification and Conduct

1. Shall not give any voter advice or opinion on voting an issue on the ballot.
2. Shall wear his/her CA membership card while working.
3. Shall not give any information to the press, social media, or any other party.
4. Shall not give out election results before they are officially made public.

B. Dialogue with Voter

1. Shall greet voter promptly.
2. Shall request voter's CA membership card (or a photo of it on their cell phone), or Florida driver's license, or Government Issued Photo Identification. If the voter does not have a proper ID, they should be directed to the Affidavit Table.
3. Shall locate and initial the voter's name on the print-out, after requesting and verifying the address and current CA number. Ask, do not provide this information to the voter.
4. Shall properly mark the member's name as having been given a ballot.
5. Shall return the ID to the voter.
6. 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 a voter insists on more than one ballot, refer them to the Elections Committee Chair or Vice Chair.
7. Shall direct voter to voting area - tables and chairs.
8. Send voter to Affidavit table if:
 - They do not have CA current membership card or Driver's 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.
9. Questions concerning "members in good standing" will be referred to the Elections Committee Chair or Vice Chair for resolution.

C. Administrative Notes:

1. 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.
2. 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 it to the Elections Committee Chair or Vice Chair - do not tear it up. Give the voter a new ballot. If a voter spoils two (2) ballots and is given a third ballot, no more ballots are to be given to that voter.
3. If a voter is concerned about anything, refer them to the Elections Committee Chair or Vice Chair.
4. Any questions, please ask the Elections Committee Chair or Vice Chair.
5. Anything written in the printout of members will never be seen. This printout will be maintained with other Election Materials for 22 months. It is not returned to Membership Services. Use an affidavit if a change is required or direct to the Affidavit Table.

7.04 Affidavit Person(s)/Chairperson or Vice Chairperson

A. Completes affidavits (Appendix H) for voters:

1. Who do not have a CA Membership Card (or a photo of it on their cell phone), or Florida Driver's License, or Government Issued Photo Identification.
2. Whose name is not on the list of members eligible to vote by name. The Affidavit person will check the list of eligible voters by CA number to determine if the person is actually eligible to vote. If it is determined that the resident is eligible but was inadvertently dropped from the list of eligible voters during the printing process, the Elections Committee Chair or Vice Chair will direct the Teller to add the resident's information to the bottom of the appropriate page and give them a ballot.
3. Whose name, address or CA Membership number appears incorrectly on the listing of members.

B. Copies of Affidavits with changes shall be given to Membership Services

after the election.

- C. Affidavits must be filled out for every discrepancy; verbal confirmation of eligibility is not sufficient. A paper trail is necessary to ensure CA records are correct/updated. The Elections Committee Chair or Vice Chair should note on the form how the determination was made.
- D. Affidavits shall be filed with the election materials for a period of twenty- two (22) months.

7.05 Vote Count Tellers

- A. Vote count tellers shall assemble during the unlocking and opening of the ballot boxes.
- B. Sort and count all ballots.

7.06 Poll Watcher(s)

- A. General Election Candidates
 - 1. Any candidate can make a request to the Corporate Secretary for a poll watcher. Each candidate is only allowed to have one (1) poll watcher at any given time. This must be done in writing at least four (4) business days before the election and must include: Name, Address and CA Number. All requests approved by the Corporate Secretary will in turn be forwarded to the Chair or Vice Chair of the Elections Committee. (See 5.02 A3)
 - 2. The Corporate Secretary will provide a letter, with a copy to the Elections Committee Chair or Vice Chair, permitting that person to be a poll watcher.
 - 3. Poll watchers shall not be permitted to challenge or converse with any individual teller. All such contacts/requests shall be addressed to the Elections Committee Chair or Vice Chair.
 - 4. The Elections Chair or Vice Chair is authorized to designate a viewing area for each process activity.
 - 5. Poll watchers must abide by all decisions of the Elections Committee Chair or Vice Chair.

C. Issues and Recall

1. If an issue (i.e., dues, capital improvements, etc.) is being voted on, any current CA member can make a request to the Corporate Secretary to be a poll watcher. There can be only two (2) poll watchers, one (1) for the issue, and one (1) against the issue, at any given time. For recall one poll watcher on behalf of the Director being recalled and one poll watcher on behalf of the petitioners will be allowed at any given time. This must be done in writing at least four (4) business days before the election and must include: Name, Address, CA Number, and which side of the issue will be represented. All requests approved by the Corporate Secretary will in turn be forwarded to the Chair or Vice Chair of the Elections Committee.
2. The Corporate Secretary will provide a letter, with a copy to the Elections Committee Chair or Vice Chair, permitting that person to be a poll watcher.
3. Poll watchers shall not be permitted to challenge or converse with any individual teller. All such contacts/requests shall be addressed to the Elections Committee Chair or Vice Chair.
4. The Elections Chair or Vice Chair is authorized to designate a viewing area for each process activity.
5. Poll watchers must abide by all decision of the Elections Committee Chair or Vice Chair.

VIII. AFTER THE ELECTION

8.01 PRESERVING ELECTION MATERIALS:

- A. The following election materials shall be retained for a period of 22 months after an Election: (*Amended 11/14/12*)
 1. Affidavits (after making a copy of those with changes for use by CA Membership Services)
 2. Signature envelopes and absentee ballot ID information
 3. Rejected unopened absentee ballots

4. Talled Ballots
5. Rejected ballots
6. Altered ballots
7. Spoiled ballots
8. Computer print-out(s) of Community Association members used in the Election.
9. Ballot Tally Report

B. 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, if possible and reasonable, kept in a fireproof file.

C. 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.

This Handbook was approved by the Board of Directors at its meeting on 2/12/2025

202_ CANDIDATE FILING FORM
FOR DIRECTOR OF
SUN CITY CENTER COMMUNITY ASSOCIATION, INC.

Office Use Only	
Received from	_____
Date received	_____
Time received	_____
Received by	_____

RETURN TO CA OFFICE BY 3:00 PM, OCTOBER __, 202_

TERM OF OFFICE RUNNING FOR: *(Please check one)*

_____ 3- year term (__/ __/ __) - 3 positions available

_____ 2-year term to complete former Director _____ term of office (__/ __/ __)

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

Qualifications and responsibilities of Directors are in accordance with:

- Florida Statutes: Chapter 617
- Articles of Incorporation
- Bylaws
- Board Policy

In particular:

- 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 I 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: _____

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

Received from: _____
Date: _____

Received by: _____
Time: _____

Notice of Petition

Date: _____.

Reason for Petition: Recall _____ or Referendum _____
(Check one)

Chairperson of Petition Committee:

Name: _____ CA # _____

Address: _____

Email address: _____,

Telephone #:(_____) _____.

IF RECALL

Director's Name for Recall: _____

Reason for Recall.

(State "No Cause" or specify a cause, in 200 words or less – add paper if necessary)

IF REFERENDUM

Identify Issue: _____

Petition Chairperson submitting this completed form requests a total count of all eligible voting members of the SCC Community Association within three business days. CA Staff will date stamp this request, make a copy for CA files and return original to submitter

Signature of Petition Chairperson

Printed name of Petition Chairperson

RECEIPT FOR OFFICIAL COUNT OF ELIGIBLE CA VOTING MEMBERS

As of _____ the official count of eligible CA voting members is:
Date

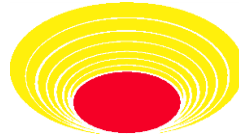
Date

CA President, Vice President, Secretary or
Treasurer. If none of the above are available, any Director
is authorized to sign this receipt

Received by

Date

Petition Chairperson



Sun City Center Community Association, Inc.
1009 N. Pebble Beach Blvd.
Sun City Center, FL 33573
(813) 633-3500

RECEIPT FOR PETITION

Petition for:

Total Number of Pages: _____

Received from:

Petition Committee Chairperson

Date Received: _____

Time Received: _____

Received By: _____

CA President, Vice President, Secretary or Treasurer
If none of the above are available, any Director is authorized to receive this petition.

Ballot Tally Report Form

Forms used by Tellers when counting ballots during First and Second count. It is used in the process of tallying the ballots for the election results for:

1. Elections for Directors
2. Increase/decrease of annual dues
3. Membership approval/disapproval concerning issues

Forms are customized for each election by the Executive Assistant to the Community Association Board of Directors.

Ballot Report Form

This is a report that is provided to the Board of Directors for every election. It is used exclusively by the Elections Committee Chairperson and Vice Chairperson to certify results of the election.

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

First Count Tally Sheets

Second Count Tally Sheets

Final Certification Forms

Red Ink Pens

Black Ink Pens

Blue Ink Pens

Laminated signs for alphabetical listings

Calculator

Laptop with appropriate software

Large paper clips

Letter opener

Post-it Pads, 1" square (50 in pad)

Sheets of 8 ½ x 11 paper

Paper Cutter

Scissors, stapler w/staplers, scotch tape, masking tape, pencils & rubber fingers

Six 3-ring binders with one set of alphabetical dividers

Current Sun City Center Membership Directory

Plastic boxes for storing counted ballots, spoiled, rejected, unopened absentee ballots, and affidavits

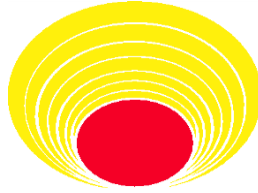
Sufficient locks & keys for Ballot Boxes

One hundred hot-drink or Styrofoam cups

Coffee, Tea, sugar, sugar substitute, Cream, stirrers, napkins

Order Pastries to be picked up day of election

AFFIDAVIT



Sun City Center Community Association, Inc.

Date: _____

Name (Print): _____

Address: _____

CA Number: _____

Signature: _____

For use by Chair or Vice Chair:

Picture ID provided: _____

Reason for Affidavit: _____

Resolution:

Signature of Chair or Vice Chair: _____

Date: _____