

HMC Management

Subject: HMC Management Voting Process Policy

This policy documents the voting/balloting process for all actions put to a vote of the general Membership, including the process for receiving, storing, sorting, and counting votes submitted to HMC Management for the election of Board members and for the approval or disapproval of Ballot Measures.

I. INTRODUCTION

Each HMC Member in good standing may exercise his or her right to cast votes in the manner described in the current HMC Management Bylaws (Bylaws). This policy describes the process for collecting, storing, sorting, and counting ballots received by HMC Management in the election of Board members and in determining the approval or disapproval of any given Ballot Measure.

Before an Attorney in Fact (AIF) appointed under a Power of Attorney (POA) or a Trustee under a Trust for a living member¹, or a Personal Representative (PR) or Trustee for a deceased member casts a vote on behalf of a current Member or a deceased Member's estate, the AIF, PR, or Trustee must submit a copy of the Power of Attorney, Will, or Trust to the HMC Office no later than the date that the AIF, PR, or Trustee submits the ballot. AIF's, PR's, and Trustees are considered "Members" for the purpose of following the instructions in this Policy.

II. BALLOT PREPARATION AND MAILING

HMC Management must prepare and mail ballots to all HMC Members for each assessable unit at least 14 days in advance of each Membership meeting at which the votes are scheduled to be counted and 30 days in advance if outside of a membership meeting.

Along with each mailed ballot, HMC Management shall include a document containing:

- A. The name of each Ballot Measure;

¹ Please note that a POA ceases to have legal effect upon the death of the Member. Once a Member dies, the Personal Representative under a will, or the Trustee under a trust, may vote only if he or she submits a copy of the will or trust to the HMC Office.

- B. A description of the Ballot Measure;
- C. Any reference(s) for Members to find additional information related to the Ballot Measure; and
- D. Explicit voting instructions to the Member for properly marking, signing, and submitting a valid ballot.
- E. Ballots for the election of Board Members shall also include the name of each Board Candidate and their corresponding Candidate application and the number of Board Candidates to vote for (number of positions to fill).

Ballots shall also be accompanied by two envelopes: a smaller envelope marked only with the word “BALLOT” (the “small envelope”) and a larger pre-addressed envelope (the “large envelope”).

III. MEMBER ACTIONS - VOTING

Members:

- A. Should mark their choice for Board members or write in a name on the ballot;
- B. Should read the description of the Ballot Measure(s) and vote for or against the Ballot Measure(s) by marking the ballot in the appropriate box;
- C. Must fold their marked ballot and put it inside the smaller envelope;
- D. Shall not mark on the outside of the small envelope in any way;
- E. Shall place the smaller envelope inside the larger envelope in preparation for mailing; and
- F. Shall mark the outside of the larger envelope with the Member’s name, address and SIGNATURE in the return address portion of that large envelope.

An unsigned large envelope INVALIDATES the ballot – the ballot will NOT be counted. Any large envelopes that HMC receives unsigned will be segregated from valid ballots and will be recorded as invalid ballots.

The Member’s signature is critically important if the vote is to be counted. It is expensive and labor intensive to return unsigned ballots to Members for signature. Because HMC Management makes every attempt to provide clear and concise voting instructions, HMC Management will not take any action to notify Members who send in a ballot that is invalid because the large envelope is unsigned.

IV. HMC ACTIONS UPON RECEIPT OF BALLOTS

A. STORING BALLOTS PRIOR TO COUNT

The Island Manager, Office Manager or a designee typically picks up mail or dropped off

ballot envelopes on regularly scheduled workdays each week and delivers these to the Office Manager. The Office Manager notes all ballots received on the log for that day.

The Office Manager checks off the name of the Member from the list of current Members and stores the ballots in a locking file cabinet out of sight and access of visitors to the HMC Office. The file cabinet is locked at the end of each workday and it is kept locked during times the HMC Office is closed.

B. SORTING AND REVIEWING BALLOTS

The day prior to the Special Membership Meeting to count the ballots, the ballots are validated by two volunteer HMC Members in good standing (the “Validation Team”). The Validation Team takes the following actions:

1. Reviews each ballot “large envelope” to ensure:
 - a. The Member is on the current list of HMC Members;
 - b. The Member is in good standing; and
 - c. The large envelope contains the Member’s signature.
2. Counts single vote ballot large envelopes and makes a separate count of multiple assessment ballot large envelopes.

A “multiple assessment ballot” is defined as a ballot submitted by a Member who owns two or more assessable units and is entitled to a vote for each assessable unit.

3. Separates and counts unsigned ballot “large envelopes” and subtracts the number of unsigned “large envelopes” from the total vote count.
4. Separates and counts delinquent member ballot “large envelopes” and subtracts the number of delinquent member ballot “large envelopes” from the total vote count.
5. Verifies the vote count for multiple assessment ballot “large envelopes” and writes the number of votes on the outside of the ballot “large envelope” for each affected Member.
6. Adds the number of multiple assessment votes to the single vote count for a vote count total.
7. Using this same process, verifies any additional large envelopes received after the initial validation prior to the Special Membership Meeting, and then

combines the ballot counts for a final total.

C. COUNTING BALLOTS

1. The HMC Board President will enlist six or more Members in good standing to participate on the Ballot Counting Committee. The Office Manager records the name of each volunteer for the official record.
2. The Ballot Counting Committee is broken into Teams of two (2), and are given written and verbal instructions as follows:
 - a. Teams open the large (outer) envelopes and remove the small (inner) envelopes, and separate the different sized envelopes into two piles. The large (outer) envelopes will be picked up by the Office Manager (they are a legal record) and retained in accordance with the HMC Records Retention Policy.
 - b. Teams then pass the small envelopes to the Team to their right to ensure privacy.
 - c. Teams then open the small envelopes and remove the ballots. The small envelopes will be collected and destroyed (for single votes only.)
 - d. One Team member reads the vote out loud and the other Team member records the vote on a Tally Sheet. Once all votes are read, they will be totaled on the right side of the Tally Sheet, and both Team members will sign the Tally Sheet.
3. Once all Teams have concluded their initial count, each Team shall pass the ballots with their Tally Sheet to the Team on their right for a verification count. If there is a discrepancy in the count, the ballots and Tally Sheet will be passed on to a third team for a final count.
4. Multiple assessment ballots are counted separately to ensure accuracy in counting these ballots. HMC will re-use the Teams from the single vote count. Ballots for multiple assessment votes are handled differently than those for single votes, as follows:
 - a. After the large (outer) envelope is opened, the volunteer writes the number of associated votes on the small (inner) envelope;
 - b. HMC then collects the large envelopes; and
 - c. The small envelope gets attached to the ballot (in the event of a recount).

5. Once all counting is completed, the signed Tally Sheets and ballots are given to the HMC Office Manager, who will have at least two (2) Members in good standing verify the totals of the Tally Sheets. The verified results will be recorded on a Summary Tally Sheet, which shall be signed by these two (2) Members.
6. Once the total has been verified and the Summary Tally Sheet has been completed, the Summary Tally Sheet is handed to the HMC Board President for announcement of the results.

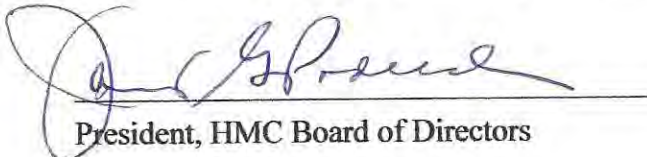
D. ANNOUNCING THE RESULTS

Upon receipt of the Summary Tally Sheet, the HMC Board President announces the results of the vote(s).

E. CHALLENGING THE RESULTS

A member who seeks a recount must make his or her request in writing to the HMC Manager no later than thirty (30) calendar days from the date that the ballots are counted and include a stated reason for the recount request.

This policy supersedes all previous policies on this topic.



President, HMC Board of Directors

5/11/19

Date