

HMC MANAGEMENT VOTING PROCESS
February 2011

Scope: Document the voting/balloting process for all actions put to a vote of the general Membership

Effective: Immediately

Objective: To Document the process for receiving, storing, sorting, and counting votes submitted to HMC Management for a valid Ballot Measure.

I. INTRODUCTION

Each HMC Member in good standing may exercise his/her right to cast a vote for all valid Ballot Measures in the manner described in Article 7 of the 2005 Second Amended and Restated Bylaws of HMC Management (“Bylaws”). The intent of this document is to record the process for collecting, storing, sorting and counting ballots received by HMC Management by whatever means, in preparation for determining the success or failure of any given Ballot Measure.

II. BALLOT PREPARATION AND MAILING

HMC Management must prepare and send 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.

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

- a. the name of each Ballot Measure;
- b. a description of the Ballot Measure and the minimum number/percentage of votes necessary to pass 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 proper marking, signing and submitting a valid ballot.

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 are asked to read the description of the Ballot Measure and are asked to vote for or against the Ballot Measure by marking the ballot in the appropriate box.

Members are asked to fold their marked ballot and to place their folded ballot in the small envelope. Members shall not mark on the outside of the small envelope in any way. Members shall then place the small envelope inside the large envelope in preparation for mailing. Members shall mark the outside of the large envelope with the Member's name, address and SIGNATURE in the return address portion of that large envelope.

An unsigned ballot is not valid and will not be counted. Any ballots that are received 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, because it is unsigned, is invalid.

IV. HMC ACTIONS UPON RECEIPT OF BALLOTS

A. STORING BALLOTS PRIOR TO COUNT

The Island Manager or a designee typically picks up mail on regularly scheduled workdays (usually Tuesday and Thursday) each week and delivers the mail to the Office Manager. The Office Manager notes all ballots received in the mail on the mail 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.

HMC Management treats hand delivered and proxy ballots (if any) as described in the preceding paragraph.

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 to ensure:
 - a. The Member is on the current list of HMC Members;
 - b. The Member is in good standing; and
 - c. The ballot contains the signature of the Member.
2. Counts single vote ballots and makes a separate count of multiple assessment ballots.

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

3. Separates out and counts unsigned ballots and subtracts the number of unsigned ballots from the total vote count.
4. Separates out and counts delinquent member ballots and subtracts the number of delinquent member ballots from the total vote count.
5. Verifies vote count for multiple assessment ballots and writes the number of votes on the outside of the large ballot 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 ballots 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 calls for 6 – 10 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 large (outer) envelope and remove small (inner) envelope, and separate the different sized envelopes into two piles. The large (outer) envelopes will be picked up by the Office (they are a legal record).
 - b. Teams then pass the small envelopes to the Team to their right to ensure privacy.
 - c. Teams then open the small envelope and separate the ballots. The small envelope 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 promote accuracy in counting these ballots. If available, HMC will enlist six (6) or more volunteers to make up the multiple assessment counting teams. If fewer than six (6) additional volunteers are not available, 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 number of associated votes must be written 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 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 completed, the Summary Tally Sheet is handed to the HMC Board President for announcement of the results.

D. ANNOUNCING THE RESULTS

1. Upon receipt of the Summary Tally Sheet, the HMC Board President announces the results of the ballot action.

Adopted _____

Date

Signature _____

Fred Fath - President, HMC Board of Directors