

# 1 Voting Instructions

## 1.1 *Election of Directors*

To vote for a candidate, place a legible mark in the box to the left of the candidate's name:

- In even-numbered years, vote for a maximum of two candidates.
- In odd-numbered years, vote for a maximum of three candidates.

## 1.2 *Assessment Increase*

To vote to approve the proposed increase, place a legible mark in the box to the left of the word Approve.

To vote to reject the proposed increase, place a legible mark in the box to the left of the word Reject.

## 1.3 *Bylaw Amendments*

To vote to approve the proposed amendment, place a legible mark in the box to the left of the word Approve.

To vote to reject the proposed amendment, place a legible mark in the box to the left of the word Reject.

## 1.4 *Board Requests*

To vote to approve the proposal, place a legible mark in the box to the left of the word Approve.

To vote to reject the proposal, place a legible mark in the box to the left of the word Reject.

# 2 Ballot Control

## 2.1 *Ballot Control Number*

One ballot shall be provided for each lot in good standing. Each ballot shall display, at the bottom of the ballot, a detachable ballot control number that contains the meeting date and the lot number.

## 2.2 *Secretary to Affix Initials to Ballots*

To acknowledge that a ballot has been verified against the list of authorized ballot control numbers, the Secretary shall affix his initials to the back of the ballot, after detaching the ballot control number and before returning the folded ballot to the voter.

A ballot without a ballot control number cannot be checked against the list of authorized ballot control numbers, and so will not be initialed by the Secretary, and cannot be voted.

# 3 Spoiled Ballots

If a ballot is voted that has not been initialed by the Secretary, all sections of that ballot shall be deemed spoiled.

Each section of the ballot is independent from the other sections. That is, if one section of a ballot has been spoiled, that does not affect the determination of whether another section has been spoiled.

A section of a ballot will be deemed spoiled, and not counted, when that section has been completed incorrectly, as described below.

## 3.1 *Election of Directors*

The section of a ballot for the Election of Directors will be deemed spoiled if:

- A vote is made other than by placing a legible mark in a box, or
- In even-numbered years, votes are made for more than two candidates, or
- In odd-numbered years, votes are made for more than three candidates, or
- No vote is made.

## 3.2 *Assessment Increase*

The section of a ballot for a proposed Assessment Increase will be deemed spoiled if:

- A vote is made other than by placing a legible mark in a box, or
- Votes are made for approval and for rejection, or
- No vote is made.

### **3.3 *Bylaw Amendments***

A section of a ballot for a proposed Bylaw Amendment will be deemed spoiled if:

- A vote is made other than by placing a legible mark in a box, or
- Votes are made for approval and for rejection, or
- No vote is made.

### **3.4 *Board Requests***

A section of a ballot for a Board Request will be deemed spoiled if:

- A vote is made other than by placing a legible mark in a box, or
- Votes are made for approval and for rejection, or
- No vote is made.

## **4 Counting the Ballots**

With the consent of the members in good standing present at the meeting, the President will designate two of their number to count the ballots. These two ballot counters will count each section of the ballot separately, as described below.

### **4.1 *Election of Directors***

For the section of a ballot for the Election of Directors, the following will be counted and recorded:

- Total number of ballots cast.
- Number of ballots with this section spoiled.
- From ballots with this section unspoiled:
  - Number of votes for each candidate.

### **4.2 *Assessment Increase***

For the section of a ballot for a proposed Assessment Increase, the following will be counted and recorded:

- Total number of ballots cast.
- Number of ballots with this section spoiled.
- From ballots with this section unspoiled:
  - Number of votes to approve the proposed assessment increase.
  - Number of votes to reject the proposed assessment increase.

### **4.3 *Bylaw Amendments***

For a section of a ballot for a proposed Bylaw Amendment, the following will be counted and recorded:

- Total number of ballots cast.
- Number of ballots with this section spoiled.
- From ballots with this section unspoiled:
  - Number of votes to approve the proposed Bylaw Amendment.
  - Number of votes to reject the proposed Bylaw Amendment.

### **4.4 *Board Requests***

For a section of a ballot for a Board Request, the following will be counted and recorded:

- Total number of ballots cast.
- Number of ballots with this section spoiled.
- From ballots with this section unspoiled:
  - Number of votes to approve the proposed Board Request.
  - Number of votes to reject the proposed Board Request.

## **5 Deciding the Questions**

### **5.1 *Election of Directors***

As per Section 4.2 of the Bylaws, the candidate with the largest number of votes, the candidate with the second largest number of votes, and (in odd-numbered years) the candidate with the third largest number of votes shall be elected Directors. Ties shall be broken by flipping a coin.

**5.2 Assessment Increases**

As per Section 4.7.11 of the Bylaws, an increase in the amount of the assessment in excess of the Federal Cost of Living Index Rate must be proposed by the Board, and approved at the annual meeting, by an affirmative vote of members in good standing having two thirds or more of the votes entitled to be cast at such meeting.

**5.3 Bylaw Amendments**

As per Section 7.2 of the Bylaws, to be approved at an annual meeting, a proposed amendment must receive an affirmative vote of members in good standing having two thirds or more of the votes entitled to be cast at such meeting.

**5.4 Board Requests**

As per Section 3.7.1, a Board Request is a proposed action of the Board of Directors, on behalf of the Association, which the Board wishes the members to endorse in advance. As the bylaws are silent on the threshold for approval, standard Rules of Order will be followed. Thus, to be approved at an annual meeting, a board request must receive an affirmative vote of members in good standing having one half or more (a majority) of the unspoiled votes actually cast at such meeting.

## **6 Sequence**

**6.1 Call to Order**

After the meeting has been called to order:

- Members at the meeting may cast their ballots in person,
- The Secretary and a member in good standing present at the meeting (designated by the President) will open, verify, and cast ballots received by mail.

**6.2 Announcements**

During the course of the meeting, the President will announce:

- The number of votes entitled to be cast (determined from the number of lots in good standing at the time the meeting is called to order).
- The time when voting will cease.

**6.3 Voting**

When voting has ceased:

- The two ballot counters designated by the President will then count the ballots.
- The ballot counters will then determine how the voting has decided the questions.
- The ballot counters will then deliver the results to the President.
- The President will then verify the results, and convey them to the meeting.

**6.4 Official Record**

All counts and results will be posted on the WHLA website as part of the meeting minutes.