

Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 95-03

ELECTION COMMITTEE TERMS OF REFERENCE

WHEREAS, Article III, Section 2 of the Bylaws of the Condominium assigns to the Board of Directors the powers and duties of the Association enumerated in Section 11-109(d) of the Maryland Condominium Act; and

WHEREAS, Article III, Section 17 of the Bylaws grants the Board of Directors the authority to appoint committees as may be deemed appropriate in carrying out its purpose; and

WHEREAS, to better carry out such duties, the Board of Directors deems it necessary to establish a committee to advise and assist the Board with respect to monitoring the election process.

NOW, THEREFORE, BE IT RESOLVED THAT: the following terms of reference be adopted for an Election Committee:

I. *Purpose*

The primary responsibility of the Election Committee is to advise and assist the Board of Directors in developing election procedures and coordinating the election process for the Association.

II. *Operation and Responsibilities*

In fulfilling its responsibility, the Election Committee may perform, at the Board's request or direction, functions which include, but are not necessarily limited, to the following:

- A. Research legal requirements for the Association's election process by consulting the Maryland Condominium Act, Condominium Documents, Board Resolutions, and other relevant documents. The Committee should also be aware of, and implement as appropriate, all local, county, state or agency regulations, laws or pronouncements thereof, regarding the conduct of the election process; and refer violations of this process to the Board for review and possible action.
- B. Develop and recommend to the Board of Directors a nomination and election procedure for adoption by the Board as the official election process.
- C. Establish campaign procedures, consistent with Association rules and regulations. The Election Committee shall monitor this process, recommending to the Board operating rules or procedures to effect the same, and ensure fairness in the campaign process; and referring violations of this process to the Board for review and possible action.

- D. Contact and/or coordinate with the Management Agent, Association employees, legal counsel (as cleared by the Board President and/or Board legal liaison and/or a majority of the Board), regarding the conduct and details of the election process including the preparation of written materials, such as notices, ballots and proxies which will be used for the election, and registration of the proxy votes and the Association members as they check into the meeting, and issue ballots to attending members.
- E. Administer other election-related tasks as needed.
- F. Develop and update, as necessary, procedures for soliciting nominations of Association members to serve on the Board of Directors; and working with the community association manager to administer the solicitation of nominees.
- G. Review qualifications of prospective nominees, and certify that eligibility qualifications are met.
- H. Performing other functions *as directed or approved by the Board*.

III. *Organization and Operation*

- A. Membership: Members of the committee shall be limited to unit owners, appointed by the Board for one (1) year terms. Candidates for election to the Board may not serve on this committee. Voting membership is lost after three consecutive, unexcused absences from regular meetings. Total membership shall not exceed ten (10), without approval of the Board. No committee member shall become a candidate for the Board of Directors while serving on the Election Committee.
- B. Chair: The Chair shall be appointed by the President of the Board, subject to approval by the entire Board of Directors, to serve a one year term, and shall:
 1. coordinate and supervise the committee activities and meetings to assure that committee responsibilities are met;
 2. encourage and support participation by all committee members, and ensure that such persons are kept advised of committee activities;
 3. prepare written committee reports for submission to the community association manager, on behalf of the Board, no later than ten (10) days prior to each Board meeting;
 4. familiarize the committee with its terms of reference; and
 5. attend Board meetings *in an advisory capacity* concerning committee-proposed motions.
 6. Unless, and to the extent that developments warrant, oral committee reports at monthly Board meetings are to be discouraged, in favor of submitting a monthly written report.

7. Written committee reports shall identify all members attending the monthly meeting; the date, time, and place of the monthly meeting; a summary of the committee's discussion; and any recommendation(s) for specific Board action.
- C. Vacancies: The Chair serves at the discretion of the President. A committee may vote to recommend to the President the removal of the Chair with or without cause. Vacancies created by removal, death, or by resignation of the Chair, shall be filled by an acting Chair selected by the committee membership until an appointment is made by the President.
- D. Secretary: The Chair shall designate a secretary from among the members of the committee, subject to approval of the Committee. The secretary shall be responsible for keeping the committee membership roster, recording minutes of all committee meetings and, in general, maintaining written documentation on committee decisions and activities.
- E. Board Liaison: The President shall appoint a member of the Board to serve as a member of, and as the Board's liaison to, the committee, and to provide updates of the committee activities, if necessary, beyond the committee's monthly written report.
- F. Meetings:
 1. Regular meetings of the committee shall be held as often as necessary to carry out assignments and responsibilities. It is preferably, but not required, that committee meetings be held on the same date and time each month.
 2. All meetings of the committee shall be open to attendance by members of the Association; non-committee members may participate, but not vote, at committee meetings, at the discretion of the Chair.
 3. The committee is responsible for advising the site management office of the date, place, and time of each meeting at least seven (7) days in advance of each meeting.

Adopted by the Board of Directors

September 26, 1995

Amended January 12, 1999