

Cacapon South Property Owners Association

Berkeley Springs, West Virginia

www.cacaponsouthpoa.com

PROCEDURE FOR ELECTION TO BOARD OF DIRECTORS

DUTIES OF ELECTED BOARD MEMBERS

The role of the Board of Directors (BOD) members shall be all those responsibilities as defined in the By-Laws. These individuals shall be the primary liaison with the community. The concerns of individual property owners shall be referred to Board members for disposition.

MEMBERSHIP

There shall be five (5) members of the BOD elected by property owners in a systematic nomination and election process.

NOMINATION AND ELECTION PROCEDURE

1. Notice shall be posted on the Association website prior to the POA Annual Meeting requesting nominations for election to the BOD. BOD members standing for re-election shall appear on the ballot unless said member declines to run. A property owner may nominate her/himself.
2. Nomination forms will be available on the Cacapon South POA website. All nominations accompanied by biographical information must be submitted to the BOD no later than twenty-four hours (24) prior to the next POA Annual Meeting in order for the name to appear on the ballot. All nominations and biographical information submitted by the deadline shall be posted on the POA website prior to the annual meeting. Space will be provided on the ballot for write-in candidates.
3. Nominees will have a maximum of five (5) minutes at the POA Annual Meeting to address the voters. If a sitting BOD member is seeking re-election with no opposition candidate, there shall be a show of hands vote at the annual meeting to vote on said Board member.
4. One vote is allowed for each lot owned. Those owning more than one lot shall write the number of votes to be cast in each box beside the name of the candidate on the ballot. Inaccurate and incomplete ballots shall not be counted. Ballots submitted by property owners with delinquent POA dues and fees accounts shall not be counted.
5. A ballot shall be included with the next annual dues mailing. All completed ballots must be received by Brenda Close by 5:00PM on or before March 1 following the annual meeting. Ballots may be mailed to Cacapon South POA, P.O. Box 21, Berkeley Springs, WV 25411, emailed to brendaclose@closecpa.com or faxed to 304-258-1814, attention Brenda Close.
6. Ballots will be opened and counted by a Board member not on the ballot. Any candidate who wishes to be present to examine the ballots while they are counted shall be allowed to do so. Candidates receiving the most votes shall be elected. Ties will be determined by a flip of a coin by a Board member not on the ballot, in the presence of anyone present at the ballot counting.
7. Elected members shall serve a three (3) year term unless otherwise determined and will assume the office at the next BOD meeting.
8. This election process shall remain in effect unless amended by a vote of the POA membership at a duly held meeting, with proper notice being given.