

## EMERALD LAKES VILLAGE

Homeowners Association  
P.O. Box 113, Troy, MI 48099

### Policy Letter Regarding: THE FALL HOMEOWNERS ANNUAL MEETING PROTOCOL

ELV Policy #011 dated and approved December 2, 2019

This letter concerns the **Protocol for the Fall Homeowners Annual Meeting.**

- 1) This is a business meeting. No guests will be invited to speak and/or put on a presentation.
- 2) No candidate for elected office will be allowed to pass out campaign literature or campaign at this meeting. Candidates will be allowed to speak as noted on the agenda for a time not to exceed 3 minutes. Negative or derogatory comments about another resident or candidate are not permitted. Any candidate may publish a short bio (100 words or less) in the newsletter providing such bio is submitted prior to the deadline for submitting articles.
- 3) Upon entering the Fall Homeowners Annual Meeting, voters will be given a ballot and a red and green card to vote on issues presented at the meeting. Addresses will be checked off in the street section of the ELV phone directory at check-in tables as ballots and cards are given out. One ballot per household and one set of cards per household. Three or four check-in tables divided by street will be available to speed this process.
- 4) The green and red cards will be used as follows: Green – a vote for, Red – a vote against.
- 5) Every nominee must consent to the position for which they are nominated either prior to the meeting if verified by the Nominations Committee or in person at the meeting.
- 6) The Treasurer will provide the residents with printed copies of the proposed budget.
- 7) The agenda for the Annual Meeting is to be:
  - a) Call to Order – (President)
  - b) Introduction of Board – (President)
  - c) Introduction of the Tellers – (President)
  - d) Establish a Quorum – (5% of the homes in the Association as stated in Article IV, Section C., which is 28 homes.) The recording secretary will establish a quorum by obtaining the numbers from the tellers and the sign-in sheets at such meeting.
  - e) Welcome of New Members – (Membership Chair)
  - f) Call for a Motion to Approve the Previous Annual Meeting Minutes – The President will call for a motion to approve the minutes of the previous meeting. The minutes shall have been posted on the ELV Website. Copies may also be distributed as residents sign in for the meeting; therefore, no reading will be necessary.
  - g) Opening Remarks – (President)
  - h) Presentation of Awards – (President)
  - i) Call for Nominations for the Nominations Committee (a total of three) – (President)
  - j) Call for Nominations for the Audit Committee (a total of two) – (President)
  - k) Call for Nominations for the Board of Directors (Nominations Committee Chairman)
  - l) Call for Collection of Ballots – The Nominations Chairman is to ask if there are questions on the issues, amendments or about the candidates. The Nominations Chairman will call for the collection of all ballots. If there is but one (1) candidate for an office, the candidate shall be elected by acclamation.
  - m) Charge the Tellers to Count all Ballots – Tellers will count all ballots. Also, see the end of this policy for details of the Tellers' responsibilities.
  - n) Treasurer's Report – The Treasurer will report on the current year's budget.
  - o) Call for Motion to Approve the Budget and Corresponding Annual Dues – The President will introduce a proposed budget supported by a corresponding dues amount. Adjustments of the budget by the homeowners in attendance will determine the dues. **Only the homeowners in attendance will be eligible to vote on the budget and corresponding dues.** Voting will be done utilizing the red and green cards.
  - p) Additional Remarks – (President)
  - q) Board Officers' Reports – (Respective Board Members)
  - r) Questions From the Floor – (President)
  - s) Adjourn – 9:00 p.m.
- 8) The detailed responsibilities of the Tellers are as follows:

Date \_\_\_\_\_

**CHAIRMAN OF TELLERS REPORT  
FOR THE ELECTION OF DIRECTORS  
EMERALD LAKES VILLAGE HOMEOWNERS ASSOCIATION**

**INSTRUCTIONS:**

*When the ballot count has been completed, please present your report to the meeting Chairman who will review the report and declare the results of the balloting.*

Number of ballots \_\_\_\_\_  
Number of ballots declared invalid (subtract) \_\_\_\_\_  
TOTAL number of valid ballots cast \_\_\_\_\_  
A **majority** vote (50% +1) required for election is \_\_\_\_\_ votes.

**Board of Directors** (1 to be elected) Teller to **CIRCLE THE NAME OF THE WINNER**

<u>ELECTIONS</u>	<u>Nominee</u>	<u>Votes</u>	<u>Nominee</u>	<u>Votes</u>
<u>President</u>	_____	_____	_____	_____
<u>Vice President</u>	_____	_____	_____	_____
<u>Treasurer</u>	_____	_____	_____	_____
<u>Recording Secretary</u>	_____	_____	_____	_____
<u>Corresponding Secretary</u>	_____	_____	_____	_____
<u>Lakes</u>	_____	_____	_____	_____
<u>Maintenance</u>	_____	_____	_____	_____
<u>Restrictions</u>	_____	_____	_____	_____
<u>Security</u>	_____	_____	_____	_____
<u>Membership</u>	_____	_____	_____	_____
<u>Special Projects</u>	_____	_____	_____	_____

**Nominating Committee** (3 to be elected)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Audit Committee** (2 to be elected)

\_\_\_\_\_  
\_\_\_\_\_

**Signed by:**

Chairman of Tellers: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Print Names of Tellers**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**CHAIRMAN OF TELLERS REPORT  
FOR THE APPROVAL OF THE BYLAWS AMENDMENT(S)  
EMERALD LAKES VILLAGE HOMEOWNERS ASSOCIATION**

**INSTRUCTIONS:**

*When the ballot count has been completed, please present your report to the meeting Chairman who will review the report and declare the results of the balloting.*

Number of ballots \_\_\_\_\_  
Number of ballots declared invalid (subtract) \_\_\_\_\_  
TOTAL number of valid ballots cast \_\_\_\_\_

A **majority** vote (50% +1) required for Bylaws Amendment approval is \_\_\_\_\_ votes.

***AMENDMENT #1***

Number of YES votes \_\_\_\_\_ which does/does not pass requirement.

***AMENDMENT #2***

Number of YES votes \_\_\_\_\_ which does/does not pass requirement.

***AMENDMENT #3***

Number of YES votes \_\_\_\_\_ which does/does not pass requirement.

**Signed by:**

**Print Names of Tellers**

Chairman of Tellers: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date \_\_\_\_\_

**CHAIRMAN OF TELLERS REPORT  
FOR THE APPROVAL OF THE DUES  
EMERALD LAKES VILLAGE HOMEOWNERS ASSOCIATION**

**INSTRUCTIONS:**

*When the ballot count has been completed, please present your report to the meeting Chairman who will review the report and declare the results of the balloting.*

Number of ballots \_\_\_\_\_  
Number of ballots declared invalid (subtract) \_\_\_\_\_  
TOTAL number of valid ballots cast \_\_\_\_\_  
Number YES \_\_\_\_\_  
Number NO \_\_\_\_\_

**Two-thirds (67%) YES votes required for Dues approval is \_\_\_\_\_ votes.**

**The formula: Multiply .67 times the number of total valid votes cast = Number required to approve.**

**Motion      PASS      FAIL      Circle the correct result of the vote.**

**Choice #1**

Number of YES votes for \$\_\_\_\_\_ dues budget are \_\_\_\_\_ which does/does not pass requirement.

**Choice #2**

Number of YES votes for \$\_\_\_\_\_ dues budget are \_\_\_\_\_ which does/does not pass requirement.

Signed by:

Print Names of Tellers

Chairman of Tellers: \_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_