

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 November 4, 2014

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 speak or campaign at this meeting. 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 have previously consented to fill the position for which they have been nominated. The confirmation is to be verified by the Nominations Committee prior to 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: _____

Print Names of Tellers

Printed Name: _____

Date: _____

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: _____
