



Wood Creek All Phases Master Homeowners Association, Inc.

Elections Committee Charter

Purpose:

The Wood Creek Golf Community HOA Board of Directors shall be elected on an annual basis. The Directors shall maintain office until their successors have been elected, they resign or are removed. The primary purpose of the Elections Committee is to plan, organize and conduct all activities associated with the Wood Creek Golf Community elections.

Responsibilities and Duties:

The Elections Committee's duties and responsibilities shall include:

- The Chairperson shall schedule and preside over committee meetings.
- The Elections Committee shall meet as deemed necessary to suggest and plan Wood Creek Golf Community HOA Board of Directors elections. Written minutes of all meetings will be provided to the HOA Board.
- The Committee shall plan, organize and implement the Wood Creek Golf Community elections process.
- The Elections Committee shall prepare and submit a draft of all documents and procedure to be used in the election process.
- The Elections Committee may be requested to propose a yearly budget for costs associated with performing an election.
- The Elections Committee shall determine the dates for submission of nominees, "Meet The Nominees" event, and vote counting event.

- The Elections Committee shall solicit nominees for the Board of Director positions, from the qualified Wood Creek Golf Community HOA residents and shall set a deadline, 60 to 90 days

prior to the annual meeting for submissions. The nominations may be write-in or self-nominated.

- The Election Committee in conjunction with the Activities Committee shall set a date and organize an event to allow the HOA members to meet the nominees. This is to occur 45 -60 prior to the annual meeting.
- The Election Committee shall a send a pre-ballot notice to Wood Creek HOA members, which shall include a list of candidate names, where residents can send their completed ballot, and date, time and location of the ballot counting.
- The Election Committee shall ensure that ballots are distributed and any electronic voting is available to all qualified residents, at least 15 to 30 days prior to the counting of the votes.
- The Election Committee shall inform the Wood Creek HOA members of the date and time of the ballot counting. All Election Committee members should be present at the counting of the ballots.
- The Election Committee chairperson or their representative shall announce the results of the voting at the annual HOA meeting.

Committee Membership:

The Board may remove a member of the Committee in writing with or without cause. The committee may vote to recommend removal of the Chairperson or any committee member to the Board with cause. Vacancies created by any of the above or any reason shall be filled by appointment by the Board.

Terms of Appointment:

The HOA Board appoints the Chairperson annually. Nominations are made on a voluntary basis. Any Wood Creek homeowner in good standing is eligible for nomination and appointment.