

Countrywood Highlands
Neighborhood Association (CHNA)
Volunteer Officer Nominating and Election Procedures

CHNA Volunteer Officer Nominating Rules

Nominee Requirements

To be eligible for a CHNA volunteer officer position, such persons must:

- Be a CH homeowner residing in Countrywood Highlands (CH) for at least 2 years prior to the year of the election in question;
- File a completed CHNA Volunteer Officer Candidate Declaration/Nomination and Information form with the CHNA Election Committee no later than February 20;
- Agree to spend at least 75% of his/her time residing in CH;
- Have promptly paid annual CHNA dues in full by the deadline for paying such dues for the year in which the election in question is held;
- Agree to be a member of the CHNA group email upon qualifying to run for a volunteer officer position and while holding a volunteer officer position;
- Agree to the current term limits and dates of terms for CHNA volunteer officers;
- Agree to abide by all CHNA procedures that are in effect at the time of the election (as evidenced by the posting of such procedures at www.countrywoodhighlands.com) and that are adopted during the officer's term of service;
- Have time to devote to CHNA;
- Not reside in the home of another CHNA volunteer officer or candidate; and
- Agree to pay annual CHNA dues by the deadline for such dues' payment while serving as a CHNA volunteer officer.

Any CH resident may nominate himself/herself or any other CH homeowner residing in CH as a candidate for a CHNA volunteer officer position.

There is no limit on the number of candidates that may be nominated for a CHNA volunteer officer position.

Nominations will be completed by the nominee's acceptance of the nomination and completion of the CHNA Officer Candidate Declaration/Nomination and Information form (located at www.countrywoodhighlands.com).

CHNA Volunteer Officer Election Rules

Voter Eligibility

Each CH homeowner who resides in CH and has promptly paid CHNA dues in the year in which the election is held will be permitted one vote for each CHNA volunteer officer position.

Election Dates and Procedures

By February 10 - The CHNA President will send an email to the CHNA group email notifying the neighborhood of election dates, candidate and voter requirements and voting procedures and that such information is posted at www.countrywoodhighlands.com.

By February 20-CHNA Officer Candidate Declaration/Nomination and Information forms must be submitted to the CHNA Election Committee.

By February 28 - The CHNA Election Committee distributes the completed CHNA Officer Candidate Declaration/Nomination and Information forms to CH residents eligible to vote;

By March 5-10- The CHNA Election Committee distributes blank ballots to CH homeowners eligible to vote by email to the email addresses in the CHNA directory and by paper placed in CH homeowners mailboxes of CH homeowners not listed in the CHNA directory or those CH residents who request such paper blank ballots at least 10 days before the election in question;

On March 18-The CHNA Election Committee supervises the election to be held on March 18; and

No later than March 20- The CHNA Election Committee receives and counts completed ballots deposited.

[NOTE THAT SOME RESIDENTS ARE STILL CONSIDERING OPTIONS FOR USING AN ELECTRONIC VOTING SYSTEM.]

CHNA Officer Candidate Declaration/Nomination and Information forms along with all current nominating and election rules will be posted at www.countrywoodhighlands.com.

From the date candidate qualifying begins until the last date of the election, candidates are only permitted to send one (1) email to the CHNA group email setting forth their platform for office. However, candidates receiving specific questions from CH residents on CHNA group email may respond to such voter questions on CHNA group email.

Term Limits

All elected officers will begin their term of office on April 1 of the year of the election.

Newly elected CHNA volunteer officers will serve a 2 year term (April 1-March 30) every 2 years.

Officer Vacancy

In the event of a vacancy in any CHNA office before the end of such office holder's term of office ("midterm vacancy"), the remaining CHNA volunteer officers shall appoint a new officer (via a majority vote of the remaining CHNA volunteer officers) to fill that position for the remainder of the officer's term. The appointment of the new officer must occur within 30 days of the date of such vacancy.

Runoff Elections

If 2 or more candidates receive the same number of votes for a CHNA volunteer officer position and no other candidate receives more votes for the same position, the candidates tied for the most votes shall have a runoff for the CHNA volunteer officer position. No other candidates can participate in the runoff. The runoff dates and procedures shall be announced by the CHNA Election Committee. Each runoff candidate shall be allowed to send one additional email to the CHNA group email to campaign for the officer position he or she seeks. However, candidates receiving specific questions from CH residents on CHNA group email may respond to such voter questions on CHNA group email.

The runoff election shall begin 10 calendar days after the end of the regular election, and voting shall be limited to 5 calendar days.

CHNA Election Committee

Each CHNA volunteer officer candidate may name one Election Volunteer. Election Volunteers must be CH homeowners residing in Countrywood Highlands for the 3 month period preceding the election in which they serve as Election Volunteers.

The then current CHNA President who is not running for reelection and all Election Volunteers comprise the then current year's CHNA Election Committee. In the event the then current CHNA President is running for re-election, another current CHNA officer not running for reelection will be a member of the CHNA Election Committee in place of the then current CHNA President.

All completed ballots must be presented in the form of paper ballots to the CH address provided by the CHNA Election Committee by noon on the date of the election.

The candidate for each officer position who receives the most votes by noon on the date of the election will determine the winner of each such CHNA volunteer officer position.

Candidate Declaration/Nomination and Information

I would like to have the below name considered for a CHNA volunteer officer position.

CHNA Volunteer Officer Position Desired: _____

Candidate Name and Age: _____

Candidate Address: _____

Candidate Phone: _____ Email: _____

Candidate has Owned a home and resided in CH since _____.

For CHNA Volunteer Officer position candidates:

I have paid my CHNA annual dues every year since _____.

I have paid my CHNA annual dues for 2021 (yes____) (no____)

I have not paid my CHNA annual dues since _____.

I have been a member of CHNA group email since _____.

I am not a member of the CHNA group email. _____(check if applies).

I agree to follow all CHNA procedures and guidelines that are in effect (as evidenced by such procedures posting at www.countrywoodhighlands.com) during the officer's term of service.

I agree to check my CHNA officer email account at least every 24 hours.

Candidate Signature: _____ Date: _____

Nominating CH Resident Signature (if other than candidate) _____

Date: _____

CHNA Officer Candidate Information

Tell us why you desire to serve as a CHNA volunteer officer (specifically stating your priorities and plans for CHNA funds). **Your responses will be sent to all CH residents eligible to vote.**

- 1) How much time you have to devote to this position on a weekly basis?

- 2) What you think about an “open group email” as opposed to a “managed group email”?
- 3) What you think about maintaining a CHNA website?
- 4) What you think about maintaining a CHNA directory of CH homeowners?
- 5) What you think about social activities for CH both for children’s and adults’ social events?
- 6) What you think about the amount of annual CHNA dues (eg too high, too low, Ok as is)?
- 7) What you think about CHNA’s nomination and election procedures?
- 8) What you think about CHNA’s Adult and Children’s Social Events Guidelines (posted at www.countrywoodhighlands.com) ?
- 9) What do you think about the CH restrictive covenants (e.g Ok as is or need amending)? CH restrictive covenants are posted at www.countrywoodhighlands.com
- 10) What you think about any other topic that you believe relevant to CHNA?

Candidate Signature: _____ Date: _____

Nominating CH Resident Signature (if other than candidate) _____

Date: _____

Email or mail or deliver this completed form to: CHNAPresident@protonmail.com or 2721 Countrywood Way (CHNA Election Committee) no later than February 20, 2021.

Countrywood Highlands Neighborhood Association
Official Ballot for CHNA Volunteer Officer Positions

CHNA Volunteer Officer Positions

Candidates

President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

Signature of Voter and Date of Vote

Print Name