



TAI Hybrid Voting Procedures



Change Log

Version	Author	Date	Description of Changes	Approved By
1.0	Nora Howell	04/15/24	Initial Draft to describe voting procedures based on amendments to the Bylaws approved in July 2023 to allow electronic as well as paper voting	TAI Board of Directors
1.1	Bobby Lackland	06/29/24	Updated the TAI Logo to include the Service Mark to indicate it is the version registered with the State of West Virginia	TAI Board of Directors

1 Purpose

The purpose of this procedure is to define the process for managing TAI voting through both paper and electronic ballots.

The following topics are thoroughly laid out in the Bylaws and are not affected by the hybrid nature of voting and so, for the sake of streamlining this document, they are not included here:

- Voting Rights (Article IV, Sections 5 and 6)
- Nominations, Nominating Committee (Article VII, Section 3)
- Nominees (Article VII, Section 4)
- Ties in Director Voting (Article VII, Section 8)
- Recounts (Article VII, Section 10)
- Recall (Article VII, Section 11)

2 Procedures

2.1 General Requirements

The current TAI Bylaws (September 2023) state that the election of Directors (Article VII, Section 2) and other voting purposes (Article VII, Section 9) may be conducted via paper ballots or electronically. The process used must ensure that *“ballots will include appropriate controls to ensure the voting process is secure and anonymous.”* (Article VII, Section 5)

This document describes the procedures to be followed to ensure the hybrid voting procedures will comply with the Bylaws’ requirements.

2.2 Board Approval of Procedures

2.2.1 Bylaws Requirement

Per Article VII, Section 5, *“Ballots will include the appropriate controls to ensure the voting process is secure and anonymous. The Election Committee will establish these controls and obtain the approval of the TAI Board of Directors at least sixty (60) days prior to the Annual Meeting or thirty (30) days before a special meeting called for the purpose of electing Directors. Both electronic and paper ballots must provide the ability to ensure a single vote per lot and anonymous voting.”*

2.2.2 Approval of Procedures

At least 90 days before the Annual Meeting, the Chair of the Election Committee will come to the board for its approval of the voting procedures to be followed. The procedures will

have been reviewed and approved by the Bylaws Committee before taking them to the board. The procedures presented to the board will follow the outline of this document and will present templates of the voter master management spreadsheet and the ballot counting document.

Since the Bylaws require both the board's approval of procedures and the notice to members to occur 60 days before the annual meeting, the Election Committee will get the board's approval 90 days before the Annual Meeting.

If the election is to be held as a special meeting, then the board approval will be required at least 60 days in advance of the meeting.

2.3 Member Voting Method Selection and Information

2.3.1 Bylaws Requirement

Per Article VII, Section 5, "At least sixty (60) days prior to the Annual Meeting or thirty (30) days before a special meeting called for the purpose of electing Directors, each Member in good standing as described in Article IV, Section 6, shall be asked to select if they are voting via a paper copy or electronically. If a member fails to make a selection between a paper ballot or electronic voting, the member will be provided a paper ballot."

Notices will be mailed to each member who receives quarterly TAI assessments using the same mailing address. The notices will list the recipient's name, TAI property address, and a place to express their preferred voting method, preferred address to which paper ballot will be sent, and/or an email address. The members will be given 15 days to make their selection either by returning the completed notice by mail or by responding to a link to express an electronic preference.

Per Article IV, Section 6, "Any member whose annual or special assessment or other charge lawfully imposed upon him or his property are in default as of ten (10) days prior to an annual or special meeting shall not be permitted to vote."

Members whose dues, fees, and/or assessments are in arrears will be given a separate notice requiring that they pay the delinquency no later than 10 days before the election deadline in order to vote.

2.3.2 Internal Management of Member Information

The chair of the Election Committee will ensure that a master management document is created and maintained that will include the following information: voter number, owner name(s), mailing address(es), email address(es), property address, voter class (PR, VHO, LO), voting method preference, paper vote received, and electronic vote recorded. The document must include email addresses for all of the TAI primary property owners; it will be necessary to reach out to owners for whom we do not have email addresses.

As the members express their preferences for voting method, the Election Committee chair will ensure that the document is updated.

2.4 Ballot Development and Distribution

2.4.1 Candidates and Other Issues for Voting

The procedures for the selection of candidates and other items (like Bylaws changes) that might be up for votes are discussed in detail in the Bylaws, in Article VII, Sections 3 and 4 and Article XII for Bylaws changes.

2.4.2 Distribution to Members

Article VII, Section 5 states: *“At least thirty (30) days prior to the meeting of members at which the votes are to be counted, each Member in good standing as described in Article IV, Section 6, shall be mailed or electronically sent a ballot for each vote he is entitled to cast. Each paper ballot shall be accompanied by an Identification envelope indicating the member's name and lot number, and a cover envelope marked ‘Ballot Enclosed’.*

“The Board shall provide each nominee an opportunity to provide to the members a resume; the resume shall be included with the paper ballot and be made available electronically.”

The chair of the Election Committee shall be responsible for the creation of the ballots to be distributed to all voting members in good standing. The electronic software voting program shall be used to create the ballots, thus ensuring that everyone gets exactly the same ballot language and supporting information, if any. The master management document described in Section 2.3.2 shall be used to identify which members get paper and which get electronic ballots.

2.4.3 Master File Maintenance

A master file of the following information will be maintained by the Election Committee for the purposes of configuring and sending ballots:

- Parcel number (unique identifier)
- Permanent Resident, Vacation Homeowner, or Lot Owner designation for the parcel
- Designated owner's First and Last Name (if multiple owners with multiple addresses, only one can receive a ballot)
- Designated owner's full mailing address, city, state, and zip code
- Email address (only populated for those who opt into electronic ballots)

2.4.4 Ballot Configuration

Once all relevant ballot information is collected, the election committee will build out the election ballot questions in election software. At least 3 members of the Election Committee will verify the contents of the ballot independently to certify its accuracy.

Once the ballot is certified, the election committee will upload the current Master File (parcel number, residency designation, name, and email address fields only) and configure the ballot to send via paper and email (electronic).

2.4.4.1 Paper

The election software automatically allocates paper ballots to those members in the master file that do not have email addresses. When the ballot is published, a large PDF file containing each ballot and associated materials is produced automatically by the software.

The chair of the election committee will download this file from the electronic voting program and have them printed. The process described in the Bylaws, quoted above in Section 2.4.2, shall be followed. The cover envelopes will be numbered sequentially so that, when the completed ballots are received, they can be marked as received on the master management document.

2.4.4.2 Electronic

The election software automatically sends electronic ballots via email to all members who opted into electronic communication when activated. This send contains a URL (web link) to the ballot as well as a unique code. When the member clicks the link, they are asked to provide their code. Once their code is entered on the web page, they can see the ballot and commence with their electronic vote cast.

2.5 Ballot Processing and Announcing Results

2.5.1 Paper

Article VII, Section 7(a) of the Bylaws states: *“Upon receipt of each ballot cover envelope by mail, the Secretary or a person designated by the Secretary shall immediately secure it in a safe place to be provided unopened to the Election Committee at the Annual Meeting or special meeting called for the purpose of electing Directors. At the Annual Meeting or special meeting, the ballot in its Identification envelope shall be accepted by the Election Committee from the Secretary or a person designated by the Secretary and members voting at the meeting.”*

The Election Committee shall determine that the identification envelope enclosing the ballot is valid. After this procedure has been completed, the ballots shall be removed from the Identification envelope and physically separated to preclude Identification of the ballot with the identification envelope. The ballot shall remain folded until the envelope has been disposed of properly. Should any name, lot owner or comment appear on said ballot such information should be obliterated via scratch-out, permanent marker, or physical removal, whichever is appropriate, by a member of the Election Committee. The count of the vote shall then be taken.”

As mail in paper ballots or those delivered in person at the annual meeting are received, the master management document will be updated to note that each ballot has been received. The cover envelopes of mail in ballots will not be opened until after the mail in voting deadline has passed, but the ballot counting for ballots received by mail can take place after the stated deadline for mail in absentee voting but before the annual meeting. For paper ballots received in person at the annual meeting, the master management document will be updated and the ballots will be opened and counted by the Election Committee during the meeting and before results are announced. Ballot counting for all paper ballots will be made by multiple people representing the three member classifications of PR, VHO, and LO.

2.5.2 Electronic

Article VII, Section 7(b) of the Bylaws states: *“Using the ballot processing system approved by the TAI Board of Directors, the Election Committee will review the report of the electronic voting software tool which will confirm and summarize the votes without identifying them to Individual voters.”*

As electronic votes are recorded by the electronic voting software tool, the master management document will be updated to note that each vote has been received. As soon as the voting deadline has passed, the Election Committee will extract the report of voting results.

2.5.3 Combining Paper and Electronic

Article VII, Section 7(c) of the Bylaws states: *“The Election Committee shall prepare a summary of the voting results, combining both electronic and paper ballot choices.”*

Voting by paper and electronic shall be combined for each item on the ballot using the template attached hereto as Attachment 1.

2.5.4 Announcing Results

Article VII, Section 7(c), of the Bylaws states, *“Voting results will be presented to the membership after they have been tabulated and combined.”*

3 Schedule of Voting Events

The following schedule will be followed for Annual Meeting voting. The schedule for other special elections will be established separately for each.

- 90 days before meeting: Election Committee brings hybrid voting procedures to the board for approval.

- 60 days before: Election Committee sends out messages to all members in good standing asking for their choice of paper or electronic voting.
- 45 days before: Deadline for members to declare voting preference.
- 30 days before: Ballots mailed or provided electronically.
- 10 days before: All dues, fees and assessments must be paid for votes to be counted.
- 1 working day before: Completed ballots are due unless the member plans to vote in person at the meeting.
- After ballot deadline but before meeting: Election Committee meets to obtain a preliminary count of paper and electronic ballots separately and then merged.
- Annual Meeting: In-person ballots are submitted and counted and the preliminary count is finalized and results announced.