

**PARK PLACE COLLECTION COMMUNITY CORPORATION**  
ELECTION RULES AND PROCEDURES

Adopted: \_\_\_\_\_, 2024

These Election Rules and Procedures apply to all elections by the Members of the Park Place Collection Community Corporation ("Association") and are adopted pursuant to the requirements of Civil Code section 5105. These Election Rules and Procedures shall be effective on the date of adoption, shall supersede any other Association rules regarding voting or elections, and shall remain in effect until modified or replaced by the Board of Directors. All elections within the Association shall be governed by the following guidelines:

**1. Election Campaigns**

- a. The Association shall ensure that, if any candidate or Member advocating a point of view is provided access to Association media, newsletters, or internet websites during a campaign, for purposes that are reasonably related to that election, equal access shall be provided to all candidates and Members advocating a point of view, including those not endorsed by the Board, for purposes that are reasonably related to the election. The Association shall not edit or redact any content from these communications, but it may include a statement specifying that the candidate or Member, and not the Association, is responsible for the content.
- b. There shall be equal access afforded to common area meeting spaces during a campaign, at no cost, to all candidates, including those who are not incumbents, and to all Members advocating a point of view, including those not endorsed by the Board, for purposes reasonably related to the election.
- c. A meet-the-candidates event may be held where they will have equal opportunity to introduce themselves to the Members.
- d. Association funds may not be used for campaign purposes in connection with any Board election.
- e. Association funds will not be used for campaign purposes in connection with any other Association election, except to the extent necessary to comply with duties of the Association imposed by law. Campaign purposes include, but are not limited to, the following:
  - i. Expressly advocating the election or defeat of any candidate that is on the election ballot.
  - ii. Including the photograph or prominently featuring the name of any candidate on a communication from the Association or its Board, excepting the ballot and ballot materials provided that it is not a campaign purpose if the communication is one requiring that equal access be provided to another candidate or advocate.

**2. Candidate Qualifications**

- a. Candidates must be a Member of the Association at the time of nomination.
- b. Candidate must be a natural person, not a corporation or a trust. A corporation or trust may be represented by the appointment of a natural person. The appointment must be in writing with documentation confirming both the appointment and the authority to make such appointment.

- c. The Association shall disqualify candidates for election to the Board of Directors for any of the following reasons:
  - i. The nominee is not current in the payment of all regular and special assessments, excluding fines, fines renamed as Assessments, collection charges, late charges, or costs levied by a third party; provided, however, that a nominee shall not be disqualified for failure to be current in the payment of regular and special assessments if the nominee has paid the regular of special assessment under protest pursuant to California Civil Code Section 5658; entered into a payment plan pursuant to California Civil Code Section 5665; or the nominee has not been provided the opportunity to engage in internal dispute resolution pursuant to Sections 5900 - 5920 of the California Civil Code.
  - ii. The nominee, if elected, would be serving on the Board at the same time as another person who holds a joint ownership interest in the same separate interest and the other person is either properly nominated for the current election or is already a director on the Board.
- d. Only votes for nominated candidates who have accepted the nomination prior to the tabulation of votes shall be counted.
- e. All qualifications for a candidate for election to the Board of Directors shall also apply to directors on the Board of Directors.

### **3. Nomination Procedures**

- a. The Association shall send candidate solicitation notices to the membership which shall include a deadline for the close of nominations. The deadline must be at least thirty (30) days after the solicitation notice has been sent.
- b. Completed candidate nomination forms may also include a candidate's statement or indicate that the candidate has declined to submit a statement. The Association shall distribute candidate statements as submitted and is not responsible for the content of any candidate statement submitted. If photographs are to be included, then equally sized photographs should be used for all candidates. Statements received must be no more than 500 words. Any statement longer than 500 words may be truncated following the 500th word.
- c. Any candidate nominated by another person will be contacted to confirm his or her consent to run for election to the Board.
- d. The Association shall provide a written or electronic communication within a reasonable time of receiving a nomination which approves or rejects the candidate's nomination to appear on the ballot. If the candidate's nomination is not accepted as a qualified candidate for the Board of Directors, the Association shall provide a basis for the disqualification, and the procedure following Civil Code section 5900 explaining how the nominee may appeal the disqualification. Completed statements received by the deadline will be forwarded to the Inspector of Elections for review at which time the Inspector of Elections will determine whether the candidate meets the qualifications for candidacy as set forth above.
- e. Qualified candidates will then be included on the Candidate Registration List and the ballot that is mailed to the membership.

- f. Completed candidate statements that are received by the deadline may be re-typed and included with the ballot that is mailed to the membership. Incumbents may be identified by an asterisk on the ballot mailed to the membership.
- g. Self-nominations can occur through the use of the returned candidate statement. The Association cannot accept any additional nominations after the close of nominations. Once nominations have been closed, no write-in candidates are allowed on ballots and floor nominations are not permitted.

#### **4. Election Procedure**

- a. The number of directors who are scheduled to be elected and their respective terms shall be determined in accordance with the Association's governing documents and stated in the solicitation materials for the election.
- b. If more than one owner is listed on title to a separate interest, only one owner of the separate interest may submit his or her signed envelope to vote.
- c. Unless a different record date is selected by the Board of Directors, the day before the day that the ballots are mailed to the membership shall be the record date for voting.
- d. Voting shall be by secret written ballot when required by law or as otherwise required in the governing documents.
- e. Cumulative voting is permitted for all elections in which two (2) or more positions are to be filled on the Board of Directors; provided, however, that no Member shall be entitled to cumulate votes for a candidate or candidates unless such candidate's or candidates' names have been placed in nomination prior to the voting. In such elections, all Members shall have the right to cumulate their votes based on the total number of votes to which said Member is entitled to cast multiplied by the number of directors to be elected and may cast all votes for one candidate or among several candidates as the Member may decide equal to the total number of votes to which said Member is entitled to cast.

#### **5. Member Obligation to Verify Voter & Candidate Registration List, Corrections**

- a. The Association shall maintain a Candidate Registration List and a voter list. The voter list shall include name, voting power, and either the physical address of the voter's separate interest, the parcel number, or both. The mailing address for the ballot shall be listed on the voter list if it differs from the physical address of the voter's separate interest or if only the parcel number is used.
- b. The Association shall permit Members to verify the accuracy of their individual information on the voter list and candidates on the Candidate Registration List at least 30 days before the ballots are distributed.
- c. The Members shall report any errors or omissions on the voter list and candidates on the Candidate Registration List, in writing, to the Inspector(s) of Elections, who shall make any corrections within two (2) business days of the date reported.

## 6. Inspectors of Election

- a. Inspector(s) of Election will be appointed annually by the Board at a Board meeting held prior to the distribution of election materials and shall serve as the Inspector of Elections for all elections until a new Inspector of Elections is appointed by the Board.
- b. If there is an election or vote between annual elections of the Board, the Board may retain the Inspector(s) from the last meeting, or the Board has the authority to appoint different Inspector(s) at the Board's discretion.
- c. The Board may remove and replace any Inspector prior to the tabulation of votes for any reason.
- d. There shall be one or three Inspectors for any election. If there are three Inspectors, the decision or act of a majority shall be effective in all respects as the decision or act of all.
- e. Inspector(s) may designate others, who meet the same qualifications as an Inspector, as assistants to facilitate the ballot counting process. Assistants will work under the direction of the Inspectors.
- f. Inspector(s) must be independent third parties who are not currently employed by or under contract to the Association for any compensable services other than serving as an Inspector.
- g. Inspector(s) or their designated assistants can be Members but cannot be a director or a candidate for director or be related to a director or a candidate for director.
- h. Inspector(s) determine the number of Members entitled to vote and the voting power of each.
- i. Inspector(s) determine the authenticity, validity, and effect of written proxies, if any, as provided for in the governing documents.
- j. The Inspector of Elections shall deliver or cause to be delivered within thirty days of an election the ballots and the current version of the Association's Election Rules. Ballots shall be delivered via Individual Delivery pursuant to Civil Code section 4040. The current Association Election Rules shall be delivered either via Individual Delivery pursuant to Civil Code Section 4040 or by posting the Election Rules to a website and including the web site address on the ballot with the phrase in 12-point font "The rules governing this election may be found here: \_\_\_\_\_."
- k. Unless the Inspector(s) designate a different location to receive ballots, the location to receive ballots will be the Association's management company's business office address.
- l. Inspector(s) hear and determine all challenges and questions in any way arising out of or in connection with the right to vote and the Inspectors' decision.
- m. Inspector(s) count and tabulate all votes. All votes shall be counted and tabulated by the Inspector(s) in public at a duly noticed Board or member meeting. Members who are not Inspectors can watch but cannot participate in such activities.
- n. Inspector(s) determine when the polls shall open and close.

- o. Inspector(s) determine and announce the results of the election.
- p. Inspector(s) must report the results of the election promptly to the Board, and the results are to be recorded in the next regular session Board meeting minutes.
- q. Inspector(s) shall perform any acts as may be proper to conduct the election with fairness to all Members in accordance with the governing documents.
- r. Inspector(s) shall perform all duties impartially, in good faith, to the best of his or her ability, and as expeditiously as is practical.

## **7. Ballot Requirements**

- a. Each ballot shall contain the following:
  - i. In an election of directors, each candidate's name listed alphabetically or as drawn by lot. An incumbent may be identified as such on the ballot.
  - ii. The identification of any other matter that is the subject of a pending Member vote.
  - iii. A statement of the required quorum, if any.
  - iv. The deadline for submission of ballots. Notwithstanding the foregoing, Inspector(s), in their discretion, may accept ballots up to the time that counting of the ballots begins.
- b. Failure to include any of the above shall not invalidate the ballot.
- c. Once a ballot is received, it is deemed irrevocable, even if it is still in an unopened envelope.
- d. If a Member loses his or her ballot, a new one can be obtained from the Inspector(s) or from the Association's management company prior to the election deadline. However, if a ballot is already on file from that Member's separate interest, then no new ballot will be provided.
- e. A Member, who signs or otherwise marks his or her ballot with an identifying mark, waives his or her rights to secrecy. The Association is not responsible for redacting personal information that is added to the ballots by a Member.
- f. Unmarked ballots may be counted for quorum purposes only.
- g. The Inspector of Elections shall be prohibited from denying a ballot to a Member for any reason other than not being a Member at the time ballots are distributed. In addition, the Inspector of Elections shall be prohibited from denying a ballot to a person with a general power of attorney for a Member. The ballot of a person with a general power of attorney for a Member shall be counted if returned timely.

## **8. Election by Acclamation and Voting Procedure**

Notwithstanding the secret balloting requirement in Civil Code Section 5100, or any contrary provision in the Association's governing documents, when, as of the published deadline for submitting nominations, the number of qualified candidates is not more than the number of vacancies to be elected, as determined by the Inspector or Inspectors of the Elections, the Association may, but is not

required to, consider the qualified candidates elected by acclamation if all of the following conditions have been met:

- a. The Association has held a regular election for the Directors in the last three years. The three-year time period shall be calculated from the date ballots were due in the last full election to the start of voting for the proposed election.
- b. The Association provided individual notice of the election and the procedure for nominating candidates as follows:
  - i. Initial notice at least ninety days before the deadline for submitting nominations. The initial notice for an election of the Board of Directors or recall election shall include all of the following:
    1. The number of Board positions that will be filled at the election.
    2. The deadline for submitting nominations.
    3. The manner in which nominations can be submitted.
    4. A statement informing Members that if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board of directors may, after voting to do so, seat the qualified candidates by acclamation without balloting.
  - ii. A reminder notice provided via individual delivery between seven and thirty days before the deadline for submitting nominations that include all of the following:
    1. The number of Board positions that will be filled at the election.
    2. The deadline for submitting nominations.
    3. The manner in which nominations can be submitted.
    4. A list of the names of all of the qualified candidates to fill the Board positions as of the date of the reminder notice.
    5. A statement reminding Members that if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board of directors may, after voting to do so, seat the qualified candidates by acclamation without balloting. This statement is not required if, at the time the reminder notice will be delivered, the number of qualified candidates already exceeds the number of Board positions to be filled.
- c. The Association provides, within seven business days of receiving a nomination, a written or electronic communication acknowledging the nomination to the Member who submitted the nomination.

- d. The Association provides, within seven business days of receiving a nomination, a written or electronic communication to the nominee, indicating either of the following:
  - i. The nominee is a qualified candidate for the Board of Directors.
  - ii. The nominee is not a qualified candidate for the Board of Directors, the basis for the disqualification, and the procedure by which the nominee may appeal the disqualification.
- e. The Association may combine the written or electronic communication described in Paragraphs 7(c) and 7(d) into a single written or electronic communication if the nominee and the nominator are the same person.
- f. The Association permits all candidates to run if nominated, except for nominees disqualified for running as allowed or required pursuant to Paragraph 2.
- g. The Board votes to consider the qualified candidates elected by acclamation at an open meeting for which the agenda item reflects the name of each qualified candidate that will be seated by acclamation if the item is approved.

## **9. Tabulation Rules**

- a. Once returned, the sealed ballots shall be in the custody of the Inspector(s) or at a location designated by the Inspector(s) at all times.
- b. Any candidate or other Member of the Association may witness the counting and tabulation of the votes. Members, who are not Inspectors, must remain at least five feet away from the counting area.
- c. Inspector(s) can cause the removal of any observer who interferes with or disrupts the counting or tabulation process.
- d. Any election that results in a tie shall be determined by the flipping of a coin or drawing of straws.

## **10. Post-Election Rules**

- a. The election results shall be recorded in the minutes of the meeting if conducted as part of a Board or Member meeting or if not then in the minutes of the next regular Board meeting.
- b. The Board shall publicize the tabulated results of the election in a general notice to all Members within fifteen days of a successful (quorum-achieved) election.
- c. After the tabulation of the votes, all election materials will remain in the custody of the Inspector of Election(s) and maintained in a secure place for no less than one year after the date of the election, after which custody shall be transferred to the Association.
- d. The Association shall retain the election materials for the current fiscal year and two prior fiscal years, after which they may be destroyed.