

Election Committee

Purpose:

The purpose of the Election Committee is to ensure that the yearly Board of Directors elections are handled efficiently and in accordance with the 9400 Condominium by-laws.

Responsibilities:

The Election Committee is responsible for the administration of the yearly 9400 Board of Directors elections. The Chairperson is required to keep track of present board members' terms of office in order to determine the number of board seats that will be open for election each year. The Chairperson prepares a letter to condo owners each year requesting them to run for the Board of Directors. In addition, the Chairperson monitors the mail out of proxy and absentee ballot documents to all owners before the election and prepares the slate of candidates for the owners' review before the election. It is the Chairperson's responsibility to ensure that the election day teams are staffed, to complete all preparations for election day, to conduct the elections, to count the ballots, announce the results and destroy all election calculations. The Chairperson stores all election equipment and paperwork. The Chairperson shall provide periodic newsletter articles and website information on committee issues.