



SKY MEADOWS RANCH COUNTRY CLUB  
P.O. BOX 117  
CLE ELUM, WA 98922

TRUSTEES' POLICY DOCUMENT

SUBJECT: **Annual Election Policy**

POLICY #: TRU – 08 Date Adopted: 07/26/2008

Confirmed by Trustees' Motion: 8/20/2008

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**Policy Statement:**

This document provides a procedure for application of Sky Meadows Ranch & Country Club By – Laws Article IV, Section 3: Elections and Vacancies, “All successor Trustees shall be elected at the next annual meeting of the Community Club following the expiration of the term of office of the original named Trustees and their appointees. All such successors shall serve for a term of three (3) years. In the event of any resignation, incompetency, or death of any Trustee, the remaining Trustees are authorized to elect a successor in office to serve for the remaining period of time.”; Article VII, Section 4: Voting Rights, “Each holder of a membership certificate shall be entitled to one Vote in person or by proxy for each lot owned upon each subject properly submitted to vote. Lot ownership shall be determined for these purposes by a certificate of membership. The Incorporator, Sky Meadows & Associates, shall be accorded one vote for each retained platted lot and in addition shall be entitled to one vote for each one (1) acre of remaining unplatted land contained within the description of the real property set forth in the Articles of Incorporation. Prior to any vote the Secretary shall provide a vote registrar indicating the specific number of votes that each member is entitled. In any multiple of ownership as previously defined in Section 3 of Article II, the several owners shall only be entitled collectively to cast one vote.”; Article VII, Section 5: Proxies, “Proxies shall be signed and filed with the secretary prior to the opening of any meeting at which they are voted, Proxies shall be effective only for the meeting at which filed, unless by their express terms they are given a longer duration.”

**Procedures**

**Annual Elections:**

Elections will be a part of the Annual meeting which will be held in September or October each year. The Board will announce a minimum of 2 months in advance the quantity of trustee openings available to be filled. Candidates may nominate themselves or be nominated by other members of the Community Club. The nominees must be willing to dedicate adequate time throughout the month in communication with other board members to learn the business operations of Sky Meadows Ranch and attend monthly meetings.

A nomination statement listing qualifications and interest in serving on the Board must be furnished to accompany the nomination. See attached form. The nomination statement will be published for members to consider if received prior to ballot mailing.

**Election Procedure:**

Voting will be done by absentee ballot or in person by attending the annual meeting.

Anyone wishing to vote by proxy must sign and file the proxy with the Secretary in advance of the meeting.

Each Lot will receive 1 vote. To be eligible to vote a member's assessment and fees owed to the association must be paid up to date.

Colored personalized ballots denoting each member's lot numbers along with addressed and prepaid postage envelopes will be mailed to members along with candidate information sheets a minimum of 3 weeks in advance of the annual meeting.

The colored personalized ballots must be signed and return postmarked in the correct postage paid envelopes a minimum of 5 days prior to the annual meeting.

The Sky Meadows Bookkeeper will collect the mailed ballots.

The Bookkeeper will open and count the ballots verifying each member's eligibility to vote based on fees and assessments paid up to date.

The Bookkeeper will deliver to the Secretary in a sealed envelope the final tally along with the actual voter cards a minimum of 1 day prior to the annual meeting.

Members attending and voting at the annual meeting must bring their colored personalized ballots signed to the meeting and hand them to the Secretary in person for their ballot to be counted.

In the event a member misplaces their ballot they must contact the Secretary for re-issuing a new ballot. Ballots cannot be copied or duplicated. Only originals will be counted.

The Secretary will validate voter eligibility for votes delivered in person at the annual meeting. The Secretary will then open the sealed envelope provided by the book keeper. Keeping the ballots separate the Secretary will add the ballots received in person at the meeting for a total ballot count.

The Secretary will pass the count to the President who will announce the results.

The Secretary will secure the Ballots for a period of 60 days.

If the election is contested a signed filing must be done with the Secretary within 5 days of the election. A recount will occur within 7 days of the filing. The recount will be done by 2 of the 4 Officers and 2 non trustee members.

The new board will take office at the next regular meeting.

## Trustee Candidate Information Sheet

Name: \_\_\_\_\_ Lot # \_\_\_\_\_ Email \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

How long have you been affiliated with Sky Meadows Ranch: \_\_\_\_\_

Occupation / Related Education / Related Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What computing and communication skills do you have: \_\_\_\_\_

\_\_\_\_\_

What are your personal interests: \_\_\_\_\_

\_\_\_\_\_

Brief statement on why you would like to be a Board Member: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Questionnaire

What do you feel are the top three most pressing issues at Sky Meadows?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Assuming the funding was available, what would your top five priorities be?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_