

Election Policies and Procedures

- 1) A call for early nominations including the election date shall be publically posted by the Secretary no later than October 1. The posting shall include notice of any current board members intending to run for re-election as well as a statement that elections for all Governing Board positions are open every year.
- 2) Public signage, notifying residents that the call for early nominations has begun, will be hung by the Election Committee in a publically visible location no later than October 1.
- 3) Any current adult LCNA member may nominate any current LCNA member, including himself or herself.
- 4) Early nominations may be made by mail or email to the Election Committee. (lcna.elections@gmail.com, Ste A 1305 Quaker Ridge, Austin, TX 78746.)
- 5) All early nominations must include a first and last name, Lost Creek address, telephone number and/or email address for the Nominee.
- 6) Early nominations for the elections must be received by the Election Committee no later than six weeks prior to the election to be included in the advance publicity.
- 7) Upon receipt of a nomination, the Secretary will confirm the eligibility of the Nominee, his or her willingness to serve on the Governing Board, and the name he or she wishes to be placed on the ballot.
- 8) Each Candidate may submit a biographical sketch and statement of candidacy to the Election Committee no later than five weeks prior to the election. The Candidate's biographical sketch and statement of candidacy shall each be limited to 250 words.
- 9) The Election Committee shall publish the candidate name(s), biographical sketch(es) and statement(s) of candidacy to the LCNA website no later than four weeks prior to the election. Additionally, the Election Committee shall notify the membership by email that the candidate information has been posted to the LCNA website.
- 10) Public signage, notifying residents of the time and date of upcoming elections, will be placed by the Election Committee in a publically visible location no later than fourteen days prior to the election.
- 11) In addition to the early nomination process set forth above, floor nominations will be accepted at the time of election. All floor nominees must be current members of the LCNA. A floor nominee's eligibility must be confirmed by the Secretary at the time of nomination.
- 12) Voting will occur at a member meeting as scheduled by the Governing Board to occur no later than the second Sunday in December .
- 13) Voting will be done by ballot.
- 14) The voting process, including providing and collecting ballots, counting and recording votes will be the responsibility of the Election Committee and will be done completely on site during the election Member Meeting. No member running for a position on the Governing Board may provide or collect any ballots or count and record any votes.
- 15) An Election Report shall be provided to the President listing the number of votes received by each candidate.
- 16) All ballots, tallying sheets, and a copy of the Election Report shall be sealed in an envelope and locked in LCNA storage for twelve months.
- 17) Election results shall be posted on the LCNA website no later than one week after the election