

CHECKLIST

Annual Meetings and Elections

- ___ **Review pages 27-38 of the MC CCOC Manual**
- ___ **Review Covenant, Declaration and Bylaws Articles on Elections and Annual Meetings**
- ___ **Set Annual Meeting date BUT first reserve space and verify no conflicts**
- ___ **Send "Call for Nominations" (see Form #1) and "Application for Board of Directors" (Form #2) to all members. (The state and county laws may note additional requirements that your documents and a check of any changes is important). Please note that currently Condominiums may need to send out their notices at least 45 days before the Notice of Election is sent unless bylaws provide for a different requirement. Nominations may need to be returned at least 15 days before the Notice of Election is sent (unless the bylaws provide differently.)**
- ___ **Using the Notice of Election Checklist (Form #3), send "Notice of Annual Meeting & Election of Officers" (Form #4), "Agenda" (Form #5), "Proxy Ballot" (Form #6)**
- ___ **Prepare list of members to be used to qualify all walk-in voters and proxy ballots; obtaining volunteers in advance of the meeting is a worthwhile exercise.**
- ___ **Prepare ballot forms to be used at elections (Form #7)**
- ___ **Select non-candidate election judges to review and count ballots, again obtaining volunteers in advance of the meeting is a worthwhile exercise.**
- ___ **Second Notice of Annual Meeting (to be used only if the first meeting fails for lack of a quorum) (Form #8) There are many options for a second notice and if this is a regular problem with your community, more creative approaches should be considered.**