

HOW TO HOLD AN ANNUAL ELECTION

A Quick Reference Guide for Common Ownership Communities

One of the most important legal duties that common ownership communities have is to hold elections of members of their boards of directors as required by your governing documents.

Maryland law and the association's own governing documents, which are legally binding, place most of the responsibility for the day-to-day operations and management of the association on the board of directors. The association documents provide the board the right to make many important decisions, including, but not limited to, the establishment of the budget, the setting of the annual assessments, and the right to make many rules governing the common areas. Thus the election of a Board is a crucial step in the governing process.

Although elections are important many boards and communities are not familiar with the process outlined in their own legal documents and are not sure of how to call and hold elections properly. This may be more challenging when the association does not employ a professional community manager to assist them.

The CCOC has developed this package of information including checklists, and sample forms to help guide communities through the process. The board must review and follow the procedures set out in its own governing documents, because they may create specific requirements. In addition, the board should review the CCOC "Manual" section on Elections. The Manual is online at www.montgomerycountymd.gov/ccoc. Again, this information is not to be used by itself or not used without at first consulting your own documents.

If you have any questions or comments, please contact the Montgomery County Commission on Common Ownership Communities.