

BURKE CENTRE CONSERVANCY 2022-2023 ELECTION CYCLE TIMELINE

Approved: December 6, 2022 Board Working Session

OCTOBER-NOVEMBER 2022:

- EC discussion to review, update and finalize draft Procedures and Timeline Appendix for submission to Board of Trustees (BOT).
- Call for EC members announced.

NOVEMBER:

- **NOVEMBER 1** -- BOT WS meeting – Call for EC members as well as announcements regarding upcoming election process for Board of Trustees and Cluster Committee representatives.
- **NOVEMBER 21** – BOT monthly meeting, 7:30 PM, via Zoom -- Open season for candidates begins. Completed election materials and packets will be available online and at Conservancy office. Trustee candidates may declare candidacy.
- **NOVEMBER CONSERVATOR:** Includes general information about the upcoming election process and positions open for candidates.

DECEMBER 2022:

- **DECEMBER 6** -- BOT WS meeting, 7:30 PM, Zoom – review draft EC timeline & election guidelines/ procedures for the 2022/2023 election cycle.
- **DECEMBER 7** – Pending Board approval, Trustee and Cluster Committee Candidate packets are made available at the Conservancy office, distributed via email, US mail, etc.
- **DECEMBER 19** -- BOT monthly meeting, 7:30 pm, Zoom -- Pending Board approval (if not approved as of the BOT WS) – vote on draft EC timeline & election guidelines/ procedures for the 2022/2023 election cycle.
 - Pending Board approval (if not approved as of the BOT WS) candidate packets are made available at the Conservancy office, distributed via email, US mail, etc. Candidate submissions will be accepted at the Conservancy office. Upon receipt, they will be opened with verification by staff and EC representatives. Names of verified candidates will be posted in all Conservancy communication pertaining to the upcoming election.
- **DECEMBER CONSERVATOR:** Includes general information about the upcoming election process and positions open for candidates.

JANUARY 2023:

- **JANUARY 4** (*moved from 1/3 due to holidays) – BOT WS, 7:30 PM, Zoom – Election updates

JANUARY 17 (*moved for MLK Day) - Board of Trustees meeting, 7:30 PM, Zoom – Election updates

JANUARY 25 – FINAL DEADLINE to submit trustee & cluster committee forms to appear on the official ballot; Trustee and Cluster candidates must be in good standing and submit to Conservancy office by 5:00 PM.

JANUARY 30 - Staff will provide the electronic voting vendor with all slates for trustee and cluster committees and the complete voter list for electronic ballots. Staff will ensure an adequate number of mailing materials such as envelopes, labels, postage, etc. is ordered to complete the electronic voting letter mailing process. The committee will finalize/approve the official electronic ballot, electronic voting letter, and alternate paper ballot.

- **JANUARY CONSERVATOR:** Includes general information about the upcoming election process and positions open for candidates. Reminder notices for candidates to submit required forms by January 25th. Announcements for Trustee & Cluster Committee candidates deemed eligible by the EC.

FEBRUARY 2023:

- **FEBRUARY 6** - Ballots will be completed and the voter list including user names and passwords will be provided to staff by the vendor for review during this week. An EC representative will check the ballots for errors while the staff prints electronic voting letters for all **Conservancy members who are in good standing as of February 2, 2023**. These letters will include a self-mailer form with which to order a paper ballot if preferred.

Also, a letter will be sent to Conservancy members (instead of electronic voting letters) who are not in good standing at the time of the ballot mailing. The letter will provide instructions on how to vote once assessment payments are made current, if done so by Friday, March 7, 2023.

The Conservancy staff will ensure that the electronic ballots are activated and all electronic voting letters as approved by the EC are postmarked and deposited in the mail. All letters will be mailed directly to Conservancy members who are in good standing including non-resident owners, renters, and owner/occupants.

Voters wishing to vote by paper ballot may receive a paper ballot by calling, emailing or returning the self-mailing paper ballot order form to the Conservancy office by 5 PM on Friday, March 3, 2023. Staff will ensure that upon this request, voters are mailed a self-mailing paper ballot to be returned to the electronic voting vendor, postmarked no later than March 11, 2023. The vendor will then ensure that the paper ballot votes are logged into the system to be included in the final tallies. Please note: No paper ballots will be accepted at the Conservancy office.

A computer will be made available at the Conservancy office once ballots are distributed to enable residents to vote electronically, with assistance from a staff member provided as requested.

Conservator article due for March (Election) issue. The staff will publish all eligible trustee candidates' statements in the March *Conservator*. Note: Letters to the Editor/Commentaries referencing the Burke Centre 2023 election from a trustee candidate will not be published in the March edition of the *Conservator*. The sitting Board of Trustees may publish a monthly article in the March *Conservator* as long as they do not express partisan political views.

- **FEBRUARY 21 (*moved for President's Day)** - Board of Trustees meeting, 7:30 PM, Zoom – Election updates; Chair, EC hosts **Meet the Trustee Candidates Night**

MARCH 2023:

MARCH 11 - Election Day! EC members will meet with Conservancy staff at the Conservancy office beginning at 11:45 AM and remain until the election results are confirmed. Electronic voting will close at noon and election results may not be accessed before 12:00 PM.

The EC chairman or EC designee will contact all Trustee candidates listed on the official ballot with the results of the 2023 election. The chairman will confirm with the winning candidates that they are willing to

serve. If not, the chairman will contact the person receiving the second highest number of votes and so forth.

The EC and staff will prepare the initial election report with the trustee candidate tallies for each neighborhood as well as cluster tallies. The staff will contact all cluster committee members and write-ins by mail to confirm their willingness to serve.

MARCH 20 -- Annual Meeting. The EC Chair will report the results of the 2023 election and formally announce the names of the winning trustees.

Staff will send congratulatory letter to confirmed cluster committee members with a list showing all other cluster committee members. List of all winning trustees and confirmed cluster committee members will be published in the April *Conservator*.

APRIL:

APRIL 17 -- Board of Trustees meeting, 7:30 PM, Zoom - The EC will present a final Election after action report to the Board of Trustees. Board will vote to accept report.