TIMELINE FOR VOTING PREPARATION AND ANNUAL MEETING-

Original Author: Cindy Peavy, former HOA Board Member

This is an approximate timeline assuming that meeting will be held on last Saturday in January, as has been the norm. (By-Laws do not specify a date – only that it will be held in January.)

* At October Board Meeting:
	+ Determine if Annual Meeting will be in-person or via Zoom
	+ Appoint a Board member to coordinate and manage event
	+ By-Laws require Board appointing nominating committee at least 30 days from annual meeting. But due to printing issues and the holidays, we start earlier. Board members appoint 5 HOA members to serve on nominating committee. Committee nominates 1 person for each position that will be vacant. Additional nominations can be made from the floor. (HOA By-Laws 3(b)
* Not later than November Board Meeting:
	+ Verify availability of church and determine any network or video equipment that needs to be set up if in person (or hybrid)
	+ Obtain spreadsheet of membership from EMS if new Directory is to be distributed and assign a board member to manage the production of directory
* At December Board Meeting:
	+ Vote on new Budget and establish Agenda for Annual Meeting
	+ Obtain approval for purchase of any equipment and any technical expertise necessary
	+ All committees need to be reminded to prepare written reports for annual meeting to the President not later than January Board Meeting
* Immediately after December Board Meeting secure volunteers for the following:
	+ set up of chairs/tables/screens/computers for day of
	+ provide and set up any refreshments
	+ ballot proctors/counters
	+ recording of attendance
	+ set up of ballot drop box and signs
	+ assembly of mailout
	+ update and proof documents that will be included in Annual Meeting mailout
	+ ensure all corrections to directory have been made and send it to the printer
* First week of January:
	+ Ensure all documents to be included in the packet have been updated, saved as PDF and sent to EMS for printing
	+ Pick up Directory from Printer and deliver to EMS
	+ Set date for volunteers to assemble packets. Per Bylaws Article 2(c): Meeting notice (packet) must be mailed not less than 10 days nor more than 60 days prior to date of meeting. Best to actually have it in the mail 14 days prior if possible.
	+ Get spreadsheet from EMS to record attendance/votes and provide to “official ballot master”
* Immediately after packet is mailed:
	+ Setup ballot drop box at Pavilion shed and place signage
	+ Verify with all volunteers that day-of activities are good to go

Packet that is mailed to membership must include the following:

* Notice of Meeting – includes voting options and instructions for Zoom
* Agenda
* Prior Year’s draft annual meeting minutes (supplied by EMS)
* YE Financial Reports (supplied by EMS)
* Adopted Budget for new year (supplied by Budget Committee Chair)
* Ballot for open positions
* Inner and Outer mailing envelopes for return of ballot (supplied by EMS)
* Proxy form and instructions
* New Directory (if produced)