

# BTCA Director Election Process & Timeline- Exhibit A

Timeline (date)	Action	Number of Days
June 1st	Announce Elections and Nominations for BTCA Board Candidates. Applications for Board may be submitted.	Established by Board – Typically 30 days prior to Filing Date.
June 30 <sup>th</sup> Closing Date	Candidate Board Application Filing Due Date. Should the number of Candidates be more than twice the number of open Board seats, the Board may elect to further refine which candidates will be nominated for the Board Election (aka “Primary Election”). If the Board elects to hold a Primary Election, the slate for the Final Directors Ballot will be the top vote getters, calculated as the number of open Board seats multiplied by two. Example - 2 open seats – Maximum of four candidates on the Final Directors Ballot.	Notice of a Primary election shall be sent within ten (10) days after the due date.
July 1 – 15 <sup>th</sup>	Primary Candidate Forum (if necessary). Prepare (Mail) Voter Pamphlet and Primary Election Ballots (if necessary).  Record Date for Primary Election voting is date Primary Election Ballots are sent to owners.	Primary Ballots mailed no later than July 16 <sup>th</sup> .
July 31 <sup>st</sup> August 15 <sup>th</sup> (typical notice date)	Primary Election Ballots due back. Top vote getters equaling twice the number of open seats will be placed on the Final Directors Ballot. Inspector to certify. Notice of Annual Meeting and Ballots mailed to Owners no later than August 15 <sup>th</sup> .	Annual Meeting Announcement not less than 10 days nor more than 50 before the meeting date.
Sept 1 <sup>st</sup>	Record Date for Direct Election voting	
Mid-Sept <u>Election Day</u>	Director Election Ballot Deadline 5:00 pm <b><u>on Election Day</u></b> “Election Day” to be set by the Board annually, at least three but not more than five calendar days before the Annual Meeting	Ballots must be received by the Office by 5:00 pm on Election Day.
Annual Meeting	Before the Annual Meeting staff will count written secret ballots and Inspector of Elections certify. See Inspector Instructions.	Candidates receiving the most votes shall be elected.

3 <sup>rd</sup> Monday in September <u>Annual Meeting</u>	Annual Meeting (Date of Annual Meeting must be at least 30 but no more than 120 days before the close of the BTCA fiscal year 12/31)	Annual Meeting 3 <sup>rd</sup> Monday in September established in Bylaws.
Late September	Board Organizational Meeting & New Board Orientation (Board Orientation typically 30 days after Annual Meeting)	Bylaws require Organizational Meeting 10 days after Annual Meeting

**Important By-Law Facts:**

- 1) Election of Directors shall be by secret written ballot (Bylaws 2.9)
- 2) No quorum – A majority of the Members present may adjourn the meeting to a time not less than five (5) nor more than thirty (30) days from the time the original meeting was called. No additional notice is necessary. No fixed date, re-notice required (Bylaws 2.8)
- 3) Annual Meeting Quorum – 20% of the Total Vote constitutes a quorum (20% of 645 units owner = 129) By-laws 2.7
- 4) There shall be not “Cumulative Voting” or “Absentee Ballots” (Bylaws Section 3.3.b)
- 5) Candidates receiving the most votes shall be elected.
- 6) Term Limits - Directors may not serve more than two consecutive three-year terms (Bylaws 3.5.)

3.3. Nomination and Election Procedures.

(a) Nominations and Declarations of Candidacy. The Members shall elect from among themselves a Board of Directors. Prior to each election of Directors, the Board shall prescribe the opening date and the closing date of a reasonable filing period in which each and every eligible person who has a bona-fide interest in serving as a Director may file as a candidate for any position. The Board shall also establish such other rules and regulations as it deems appropriate to conduct the nomination of Directors in a fair, efficient and cost-effective manner. Nominations for election to the Board may also be made by a Nominating Committee. The Nominating Committee, if any, shall consist of a Chairman, who shall be a current member of the Board, and three or more Members. The Nominating Committee, if any, shall be appointed by the Board not less than 30 days prior to each annual meeting of the Members to serve a term of one year or until their successors are appointed. The Nominating Committee may make as many nominations for election to the Board as it shall in its discretion determine but shall ensure that there is at least one candidate for each position to be filled. All candidates shall have a reasonable opportunity to communicate their qualifications to the Members and to solicit votes.

(b) Election Procedures. Except as otherwise prohibited or limited by the Declaration, these Bylaws or the Oregon Planned Community Act, the act of electing Directors shall be taken by written ballot without meeting. The Secretary shall cause notice of the elections to be mailed or delivered to each Member at least 10 days prior to the closing date established by the Board for filing of ballots. Such notice shall be accompanied by a written ballot listing all candidates for each vacancy who have qualified in accordance with the procedures described in subsection (a) above, and all candidates for each vacancy nominated by the Nominating Committee, if any. The notice shall specify the name and address to which the ballots should be returned and the date by which they must be received in order to be counted, which date shall be the "election date." \* \* \* \* \*