

Do not remove this from our Clubhouse

# **MVMCC**

# **Election**

# **Handbook**

**Accepted by PAC Board March 2008    Vote 5/0/0**

# **MVMCC Election Handbook**

This handbook is meant to be the guide for all elections overseen by the PAC Board. Although specifically designed for PAC, we feel the guidelines & templates contained within can be easily adapted for other Boards/Organizations active within the MVMCC Community.

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## **I. Definitions**

### **Owner:**

An individual who is currently over 55 years old and registered with AFRE and confirmed by the vehicle registration (and/or county tax rolls) records as the owner of a specific coach within the MVMCC community.

### **Resident:**

An individual who is over 55 years old and certified by AFRE as the full time resident of a specific address within the MVMCC community.

### **White Ballot:**

A call for a “white ballot” can be sponsored & accepted by the PAC Board when the candidates are unopposed.

## **II. Goals**

PAC’s goal is to assist our community in conducting elections that truly reflect the objective & informed intentions of our community.

## **III. Roles**

### **A. PAC,**

1. Establish the rules & procedures and document them in this Election Handbook
2. Oversee the elections as dictated by these rules & procedures in addition to relevant bylaws.

### **B. Election Committee, (overseen and confirmed by a PAC Board member).**

1. The PAC Board Member must oversee the committee and election.
2. Chair, (need not be an existing MVMCC Board Member)
3. Members (must be current registered resident).
4. May not be one of the candidates.

### **C. Electorate**

1. Resident
  - a) Basis for the PAC, HOL, MarVal, & MVSC voting rights.
  - b) Based on “resident” records list compiled/supplied by the approved Park Management company.
2. Owner
  - a) Basis for NFA voting rights.
  - b) Based on vehicle registration (and/or county tax rolls) records list compiled/supplied by the approved Park Management company.

D. Candidates for various Board seats;

1. NFA
  - a) Must **not** be a resident of MVMCC.
  - b) Must be a resident of Novato.
2. The PAC
  - a) Must be an existing full time resident of MVMCC.
3. Other Boards within the MVMCC community
  - a) Must be an existing full time resident of MVMCC.

E. Observers

1. Any resident of MVMCC has the right to be an observer during the ballot count.

**IV. Procedures**

**A. Election**

1. Dates to complete & announce election results.
  - a) NFA, no later than June 30th
  - b) The PAC, First, (1<sup>st</sup>) Saturday in June @ 11:00 AM
  - c) Other MVMCC community organizations check their bylaws.
2. Election committee
  - a) The PAC Board member oversees and must review & approve all actions of committee to ensure compliance with Election Handbook.
    - (1)All variances must be reviewed/approved by the PAC Board..
  - b) Additional volunteers are solicited by the Election Committee Chairperson in the ECHO and at PAC Meetings.
  - c) A minimum of eight, (8) Election Committee members are necessary.
3. Candidates
  - a) Must conform/comply with bylaws.
  - b) There will be no “write in” candidates.

**B. Voting**

1. NFA allows two votes per “owner” as defined in Section C, not to exceed two votes per address.
2. The PAC allows one vote per registered resident.
3. Other Boards, see bylaws

**C. Voter lists**

1. The approved Park Management company official records are the basis for the voter lists. It is updated no more than 30 days prior to the vote count.
2. The NFA Voter List is based on the “Mobile Home Owner” as defined in Section II C, list supplied by the approved Park Management company. This too is updated no more than 30 days prior to the vote count.
3. If possible, this list is electronically transferred to the bonded mail service, (MailCom @ 22 Digital Drive. Suite 200. Novato, CA 94949)

4. Election committee
  - a) The PAC Board member oversees and must review & approve all actions of committee to ensure compliance with Election Handbook.
    - (1) All variances must be reviewed/approved by the PAC Board..
  - b) Additional volunteers are solicited by the Election Committee Chairperson in the ECHO and at PAC Meetings.
  - c) A minimum of eight, (8) Election Committee members are necessary.
5. Candidates
  - a) Must conform/comply with bylaws.
  - b) There will be no “write in” candidates.

#### **D. Voting**

4. NFA allows two votes per “owner” as defined in Section C, not to exceed two votes per address.
5. The PAC allows one vote per registered resident.
6. Other Boards, see bylaws

#### **E. Voter lists**

1. The approved Park Management company official records are the basis for the voter lists. It is updated no more than 30 days prior to the vote count.
2. The NFA Voter List is based on the “Mobile Home Owner” as defined in Section II C, list supplied by the approved Park Management company. This too is updated no more than 30 days prior to the vote count.
3. If possible, this list is electronically transferred to the bonded mail service, (MailCom @ 22 Digital Drive. Suite 200. Novato, CA 94949)

#### **F. Mailing**

- 1. A bonded mail service is required to print and mail.**
2. Mailing includes
  - a) Original, addressed #10 envelopes which are **also used as the return & verification instrument.**
  - b) Instructions to residents on process, (attachment C).
  - c) Ballot with instructions on back.
  - d) Candidate statements, not to exceed ½ pages per candidate.
  - e) #9 envelopes to receive completed, confidential ballots by owner.

#### **G. Ballot Box**

1. Available for ballots directly after the Meet the Candidates meeting.
2. Ballot box placed in view of 24 hour “day/night camera” surveillance in the Clubhouse Lobby.
3. Slot in top to receive ballots.
4. Hinged bottom with hasp and two, (separately keyed) padlocks.
  - a) Chairperson of Election Committee will keep one key.
  - b) Person not directly affiliated with any MVMCC Board nor election team will be asked to keep the other key.

## H. Ballot/Vote Counting

1. Equipment needed
  - a) Keys to unlock ballot box
  - b) Two laptop computers with appropriate spreadsheet.
  - c) Two letter openers
  - d) Voter list from the approved Park Management company
2. Election committee & observers assemble.
3. Ballot box is transferred to down stairs room.
4. Ballot box is opened.
5. Ballots, using preprinted outside addressed envelope are checked off against master list.
6. Ballot counting process/setup:
  - a) Table #1. Two people take the outside #10 envelopes with preprinted owner address and check it against master list. Intact envelope is then placed on adjacent table #2.
  - b) Table #2. One person sitting at adjacent table removes the inside, unmarked #9 envelopes from outside #10 envelopes. The inside #9 envelopes are then set on adjacent table #3.
  - c) Table #3. Two people sitting at the 3<sup>rd</sup> table open the #9 envelopes and set aside the marked ballots.
  - d) By now the people at table #1 are through so they step over to the 2 computers at Table #4.
  - e) The Two people from table #2 then take the marked ballots and number them, ten at a time, for follow up action if needed. These people also call out the ballot number & candidates on the ballot with marks indicating candidate selection of the “owner” separately to each of the two volunteers on the computers.
    1. Note, this is a 4 person process. 2 people calling out the ballot and 2 people entering them in the computer. This is an independent process conducted by 4 people set up in groups of 2.
    2. Person A calls out the ballots to person B. The ballot is then passed to Person C who calls out the ballot to person D
      - a. Group #1 consists of a “ballot caller” and “ballot entry person.
      - b. Group #2 consists of a “ballot caller” and “ballot entry person.
  - f) The subtotals are compared between the two computers, (persons B & D) every ten ballots to ensure an accurate count.
  - g) At the end of the count the totals for each candidate are verified and the results noted & posted.
7. Retention of ballots & envelopes
  - a) Addressed envelopes and ballots are retained for 9 months in the PAC office or with a legal representative of PAC’s choice.
  - b) This is to be considered confidential information.

## **I. Unopposed seats**

1. In the event that a seat, or group of seats, is unopposed, the election may be declared “concluded” and the unopposed candidates will be announced/confirmed at the Annual Meeting.
2. Unopposed will be defined as any seat, or group of seats, with only one nominee submitted within the designated Nomination Period.

## **V. Attachments**

1. Timeline, attachment A
2. ECHO Announcement, see attachment B
3. Ballot Instructions, attachment C
4. Ballot mailer contents, attachment D
5. Validation, attachment E
6. Suggested Election Chairperson Profile, attachment F

Note:

This is a “living” document and therefore amenable to updates with PAC Board approval.



## Suggested Election Timeline

Date		Action
17 Weeks prior to Annual Board Meeting	Feb. 7th	Finalize Election Committee and “backup members”
16 Weeks prior to Annual Board Meeting	Feb. 14th	Organizational meeting of Election Committee
Prior to April ECHO cutoff date	April 11 <sup>th</sup> ?	Submit ECHO article
No more than 30 days prior	April 30th	Voter list cutoff date
4 Weeks prior to Annual Meeting	May 9th	Open nominations
3 Weeks prior to Annual Meeting	May 16th	Close Nominations
17 days prior to Annual Board Meeting	May 20th	Final ballot & instructions to MailCom
13 days prior to Annual Meeting 10am > Noon	May 23rd	Meet the Candidates
14 days prior to the Annual Meeting	May 22nd	Mail ballots & instructions, (ballots must be “in home” no later than 7 days prior to the vote count).
11days prior to Annual Meeting	May 25th	Secure Ballot Box to receive ballots
No later than morning of Annual Board Meeting @ 9 AM	June 6 <sup>th</sup> or 5 <sup>th</sup> pm	Count ballots
Annual Board Meeting @ 11 AM	June 6th	Announce election results

**ECHO Article**

**ATTENTION MVMCC RESIDENTS**

Nominations will be open for the following insert Board name Board Elections on *insert date 21 days prior to the vote count*

**PAC BOARD OF DIRECTORS**

**Insert # of seats open insert Board Board Seats are to be filled.**

Nominee must be a homeowner who is actively in residence and on record at the Clubhouse as being 55+ years old. You may nominate yourself or anyone who is actively in residence and on record at the Clubhouse. If you nominate someone, please make sure that person is willing to be a member of the Board of Directors and serve a term designated by the specific Boards Bylaws.

**NFA BOARD OF DIRECTORS**

**Insert # of seats open NFA Board Seats are to be filled.**

Nominee must be a resident of Novato or the surrounding area but cannot be a resident of MVMCC. Nominee should be a business person or someone known to the general public to qualify for this position. If you nominate someone, please make sure that person is willing to be a member of the NFA Board of Directors and serve a two-year term on the Board.

**TO MAKE A NOMINATION FOR ANY BOARD**

Please contact one of the members of the Election Committee and give them the name, address, email address, and telephone number of the nominee. The Committee will contact that person to confirm their agreement to run.

**ELECTION COMMITTEE**

<b>Name</b>	<b>Seat</b>	<b>Phone</b>	<b>email</b>
<u><i>Insert Name</i></u> ,	<b>Chair</b>	<i>xxx-xxxx</i>	<i>xxxxxxxxxx@xxx.com</i>
<u><i>Insert Name</i></u> ,	<b>Vice-Chair</b>	<i>xxx-xxxx</i>	<i>xxxxxxxxxx@xxx.com</i>
<u><i>Insert Name</i></u>			
<u><i>Insert Name</i></u>			
<u><i>Insert Name</i></u>			
<u><i>Insert Name</i></u>			
<u><i>Insert Name</i></u>			
<u><i>Insert Name</i></u>			

**Last day to receive candidate nominations is 3 weeks prior to the vote count @ 5:00 pm.**

## **PAC BOARD OF DIRECTORS ELECTION**

**Insert Election Dates Here**

### **DO NOT DESTROY OR DISCARD THE MAILING ENVELOPE IN WHICH THIS VOTING PACKAGE CAME**

There are xxx (x) seats open on the PAC Board of Directors. These seats do not pertain to the office of President, Vice President, Secretary or Treasurer. The PAC Board assigns board members to these positions, not the residents. Residents only vote for their choices to fill seats on the Board of Directors.

### **MARKING YOUR BALLOT**

- Mark your ballot for up to xxx, (x) candidates.
- Any writing on your ballot other than checking the boxes of your xxx choices may invalidate your entire ballot.
- Do not use any form of ballot other than the official ballot you received in the mail.
- Mark your choices with an "X" in the box preceding the name of your choice.

### **COMPLETING YOUR BALLOT**

- After marking your ballot, place it in the small blank envelope that was enclosed with your original mailer for your ballot package
  - Do not place more than one ballot in the smaller envelope.
  - Do not write your name nor address on the smaller envelope.
  - Do not place more than one smaller envelope within the larger mailing envelope.
- Place the small, sealed envelope containing your ballot in the large mailer envelope.
- Reseal the larger envelope with tape. Make sure your name and address are visible on the outside of the large envelope.
  - In the unlikely event that you did not save the large envelope, place the small envelope containing your ballot in a larger #10 envelope and seal it. Put your name and address on the outside of the #10 envelope.

### **CASTING YOUR BALLOT**

**A secure ballot box will be placed in the front lobby of the Clubhouse.**

- Put your ballot, still inside the sealed large envelope, in this ballot box.
  - Do not take the small envelope from the larger envelope prior to casting your ballot.
  - All large envelopes must show the voters name & address.

If you cannot get to the Clubhouse during the voting period from noon, insert date until insert date before 7 pm, ask a friend or neighbor to do it for you. Or, you can mail a large # 10 envelope containing the small envelope and ballot to the following address:

**PAC Election Committee  
c/o 100 Marin Valley Drive  
Novato, CA 94949**

**Ballot mailer contents**

**MARIN VALLEY MOBILE COUNTRY CLUB**

**Insert year here PAC & NFA BOARD ELECTION**

**PAC PACKET, (one mailing for each resident registered with AFRE).**

- I. One (1) outside #10 envelope
  - A. Addressed to resident name, address, return address, and postage.
  - B. BOLD TYPE on lower left corner “Do Not Discard,”
- II. Inside that #10 envelope are:
  - A. One, (1) #9, blank envelope with no marks on it.
  - B. One, (1) PAC ballot with voting instructions on reverse side.
  - C. Candidate statements, (2 pages).
- III. Return Address
  - PAC Election
  - 100 Marin Valley Drive,
  - Novato, CA 94949

**NFA PACKET**

- I. One (1) outside #10 envelope
  - A. Addressed to “Resident” address, return address, and postage.
  - B. BOLD TYPE on lower left corner “Do Not Discard,”
- IV. Inside that #10 envelope are:
  - A. One, (1) #9, envelope with no marks on it.
  - B. One, (2) NFA ballots with voting instructions on reverse side.
  - C. Candidate statements.
- V. Return Address
  - NFA Election
  - 100 Marin Valley Drive,
  - Novato, CA 94949

**From:** Veronica Nebb [mailto:vnebb@walterpistole.com]  
**Sent:** Monday, June 23, 2008 12:50 PM  
**To:** David G Harrington; 'Mary Neilan'  
**Cc:** 'David G Harrington'; 'Ed Johnson'; 'Jeanne Skybrook'; Mike Holland; Sandra Figone  
**Subject:** Re: documented procedure for future NFA Elections.

**David,**

**we agree that Ed has been very helpful and cooperative (as have you), and as staff we would like to thank you for your responsiveness and assistance. Technically, pursuant to the NFA Bylaws, the NFA board will ultimately have to formally approve the election rules for future elections. However, given the timing of this election and the NFA meeting schedule, NFA staff, including Mary and I, have provided assistance in review and comment to the procedures and instructions for this upcoming NFA election. As it relates to this upcoming NFA election, NFA staff and the City Clerk, in her capacity as the elections official and independent third party overseer, are satisfied with the revised rules and procedures as they have been outlined and clarified.**

**Prior to the next election, staff will put the procedures and instructions on an upcoming NFA meeting agenda for discussion and formal approval.**

**Again, thank you and Ed for all of your hard work.**

**Veronica**

Veronica A. F. Nebb  
Sr. Assistant City Attorney  
Walter & Pistole  
670 W. Napa Street  
Suite F  
Sonoma, CA 95476  
Ph: 707-996-9690  
Fax: 707-996-9603  
e-mail: [VNebb@walterpistole.com](mailto:VNebb@walterpistole.com)

----- Original Message -----

**From:** [David G Harrington](#)  
**To:** ['Mary Neilan'](#) ; ['Veronica Nebb'](#)  
**Cc:** ['David G Harrington'](#) ; ['Ed Johnson'](#) ; ['Jeanne Skybrook'](#) ; [Mike Holland](#) ; [Sandra Figone](#)  
**Sent:** Thursday, June 19, 2008 6:37 PM  
**Subject:** RE: documented procedure for future NFA Elections.

Veronica, Mary, one of the key goals of PAC, at this point in time, is improving “sense of community” and “sense of trust” in the procedures we follow. We hope to not have to revisit the procedures surrounding the election process within the near future.

You can help.

Ed has worked with you and followed your every request. The NFA election directly ties PAC and the NFA while being the responsibility of PAC to execute. Ed has done a good job of refining and documenting the process.

Please send an email to Ed, (cc me) validating the cooperation of PAC and soundness of procedures Ed has finalized for the NFA elections.

Again, we look to you for help.

Thanks in advance.

## CERTIFICATION OF UNOPPOSED CANDIDATES

To: President of P.A.C.

As the Elections Committee Chair responsible for receiving nominations and preparing the ballot, I hereby certify that the following candidates are unopposed for the (PAC or MVSC) election scheduled to be held on \_\_\_\_\_.

List offices and names of candidates:

- PAC

- PAC seat #1     Candidate name
- PAC seat #2     Candidate name
- PAC seat #3     Candidate name
- PAC seat #4     Candidate name
- PAC seat #5     Candidate name

- MVSC

- MVSC seat #1     Candidate name
- MVSC seat #2     Candidate name
- MVSC seat #3     Candidate name
- MVSC seat #4     Candidate name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**Instructions for certification of unopposed candidates:**

1. To initiate the election White Ballot process, the Election Committee receiving nominations and preparing the ballot must certify the unopposed status to the P.A.C.
2. P.A.C. upon accepting this certification will issue an order declaring the election unnecessary/cancelled and the unopposed candidate(s) seated.
3. The candidate(s) may take their seats on or after the announcement at the Annual PAC Meeting.
4. To complete this process, a copy of the order canceling the election must be posted on the ballot box that would have been used in the election.

### Suggested Election Chairperson Profile

1. Unquestioned honesty of Election President
2. No hidden agenda(s)
3. Maintenance of open mindedness and willingness to consider the opinions of others.
4. Transparency in all communications wherever possible to maintain integrity of the election process.
5. Unwillingness to share confidential information. The PAC Board election overseer/manager (only) should privately maintain these lists at all other times.
6. Following each election and the publication of results, a copy of the official list should be sealed with the election results and kept for 9 months in the PAC Board Office.
7. No "hard copy" resident or homeowner lists are to be copied or given out at any time prior to any election so as to allow opposing sides on issues any unfair advantage in electioneering. This includes park residents and Election Committee members.
8. The Election Committee adviser should maintain the practice of giving all election materials to Mail Com to be sent out using the official Park registered resident and/or HCD Registered Homeowner(s) lists to avoid misuse of these lists by other Park residents.
9. Calculate and post election results in Clubhouse glass notice box, PAC Office bulletin board, and a "DO NOT REMOVE" copy each on the Clubhouse counter and in the PAC wall slot.
9. Initial billing should be sent to the PAC Election Coordinator or Manager first for approval and discussion with the Election Chairperson.
10. PAC & NFA election bills from a bonded mail service should be sent to the approved Park Management company Services, after approval by the PAC Board member election overseer, and approval of the PAC President. All other Boards conducting elections should make their own payment arrangements.