

# Hawaiian Paradise Park Owners Association

## Policy Number 5.2 HPPOA Ballot Counting Rules & Process

**Relevant Statutes, Ordinances or Association Governing Documents:** HPPOA Bylaws Article 8, Section 5 and Section 11, HRS 421J-7(3(d))

**Purpose:** To provide a fair and impartial vote counting process.

### Process:

- 1) Ballots are received by the organization contracted to count the ballots. Ballots must be received by the 1<sup>st</sup> business day in June. Any ballots received after the due date will not be counted.
- 2) The contracted organization brings the ballots to the designated counting location and will open, separate, and count them.
- 3) Ballots are color-coded for each district. There is one vote per lot. Some envelopes may have multiple ballots if the owner has multiple lots.
- 4) Only watermarked ballots are valid and will be counted.
- 5) The contracted organization will count and tally the votes and when finished will present the results to the HPPOA Coordinator.
- 6) The HPPOA coordinator notifies the BOD President of the results.
- 7) HPPOA Office will retain the votes for 30 days after the election.

### Details:

- 1) No more than 4 Observers will be present at any time during the count, 2 members selected at the May HPPOA Board meeting and 2 Nominating Committee members selected at a previous Nominating Committee Meeting.
- 2) Observers will abide by the following rules:
  - a) No campaigning – no buttons, T-shirt slogans, etc., no literature, pictures, or signs.
  - b) No Videotaping or pictures may be taken.
  - c) No conversation is permitted with the vote counters.
  - d) Observers may not handle ballots, lists, poll books, etc.
  - e) If an observer's behavior is deemed disruptive, the HPPOA coordinator has the discretion to remove that observer.
  - f) No Candidate or anyone with a conflict of interest as defined by the HPPOA Bylaws shall be in the room during the ballot counting process.
  - g) Observation will be in silence, cell phones turned off or in silent mode to not disrupt the vote counters.
  - h) Any questions should be directed to the HPPOA Coordinator before counting begins.

### Responsibilities:

The Nominating Committee shall review this policy annually.

### Review

This policy shall be reviewed Annually for any improvements or updates to HPPOA Bylaws Article 8, Section 5 and Section 11, HRS 421J-7(3(d))

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Adopted Date: 4-15-20

Amended Date:

Review Date:

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