

# ELECTION RULES

## LAKES AT DISCOVERY BAY HOMEOWNERS ASSOCIATION

Adopted February 26, 2020

These Election Rules for Lakes at Discovery Bay Homeowners Association (“Association”) are adopted per Civil Code § 5105 of the Davis-Stirling Common Interest Development Act (“Act”) and the Association’s authority under its Bylaws and CC&Rs. Unless otherwise indicated, all capitalized terms are as defined in the CC&Rs or Act. The Election Rules supersede and replace all prior versions. These Election Rules shall apply to any vote regarding assessments legally requiring a vote, election and removal of directors, amendments to the governing documents, or the grant of exclusive use of common area pursuant to Civil Code Section 4600.

### ARTICLE 1: DIRECTORS AND ELECTIONS

- 1.1 Director Nominee Disqualification. A nominee will be disqualified where:
- a. *Membership*. The person is not a member at the time of their nomination.
  - b. *Co-Owners Eligible for Only One Position*. The person, if elected, would be serving on the Board with their co-owner of a Lot.
  - c. *Current on Assessments*. The person is delinquent in the payment of any Regular or Special Assessment, except where the person has paid the Assessment under protest, or where the person has entered into a payment plan and the person has been offered an opportunity to engage in internal dispute resolution to address their delinquency.
  - d. *No Convictions Impacting Fidelity Bond*. The person has been convicted of a crime that would, if elected, either prevent the Association from purchasing fidelity bond coverage or would cause the termination of the Association’s existing fidelity bond coverage.
  - e. *Member for at Least One Year*. The person has not been a member for at least one year at the time of nomination.

*Civ. Code §§ 5105(b)-(e), 5658, 5665, and 5806.*

1.2 Director Qualifications. Directors must meet the above qualifications and must not be delinquent in the payment of any Assessment, except where the person has paid the Assessment under protest, or where the person has entered into a payment plan. Note that the term “Assessment” does not include fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party. *Civ. Code §§5105(c), 5665, 5658.*

1.3 Designee of Impersonal Member. In the event a corporation or other impersonal entity is a member of the Association or holds title to a Lot, it may designate one person to stand for election to the Board on its behalf. *Civ. Code §5105(b)(2).*

1.4 The Association shall conduct an election for the board of directors at the end of each director's expiring term and at minimum every four years. *Civ. Code §5100(a)(2)*.

## **ARTICLE 2: INSPECTORS OF ELECTION**

### **2.1 Selection.**

- a. *Process.* Prior to the date ballots are first sent out and at an open meeting of the Board, the Board shall select either one (1) or three (3) persons as Inspectors of Election.
- b. *Eligible Inspectors.* The Inspector(s) of Election may include any of the following, unless under contract with the Association to provide services for compensation other than serving as an inspector of election:
  - i. Poll Worker. A volunteer poll worker with the County Registrar of Voters;
  - ii. Accountant. A licensee of the California Board of Accountancy;
  - iii. Recording Secretary. A notary public;
  - iv. Association Members. Members of the Association, but not: (i) members of the Board, (ii) candidates for the Board, (iii) persons related to a member of the Board, or (iv) persons related to a candidate for the Board;
  - v. Third-Party Independent Inspector of Elections: An independent third-party person, business entity or subdivision of a business entity who is not under contract to the Association for any compensable service other than as an election inspector. *Civ. Code § 5110(b)*.

### **2.2 Duties.** Duties of Inspectors of Election shall include the following:

- a. *Deliver Ballots and Rules.* Deliver, or cause to be delivered, at least thirty (30) days before an election, to each member: (i) the ballot(s) either by prepaid first class mail or personal delivery; and (ii) a copy of these Election Rules by either prepaid first class mail, personal delivery or by posting them to an internet website and including the internet website address on the ballot together with "The rules governing this election may be found here:" in at least 12-point font.
- b. *Membership.* Determine the number of memberships entitled to vote and the voting power of each.
- c. *Voter and Candidate Registration Lists.* Make changes requested by the Association or members to the voter and candidate registration lists within two days of the request. Maintain the final Candidate Registration List until after the tabulation of the vote, and for one year from the date of the election, at which time custody shall be transferred to the Association.

- d. *Validity.* Determine the authenticity, validity and effect of proxies, if any.
- e. *Closing and Reopening of Polls.* Determine when the polls shall close and determine whether to reopen the polls to allow members to cast a ballot after the polls have been closed.
- f. *Receive Ballots.* Receive all ballots. Once received by an Inspector of Elections, ballots are irrevocable.
- g. *Custody.* Maintain custody of the sealed ballots, signed voter envelopes, voter list, proxies, and candidate registration list at all times. The sealed ballots, signed voter envelopes, voter list, proxies, and candidate registration list, shall be in the custody of the Inspector or Inspectors of election or at a location designated by the Inspector or Inspectors until after the tabulation of the vote and until the time allowed by Civil Code § 5145 for challenging the election has expired, at which time custody shall be transferred to the Association. No person, including a member of the Association or an employee of the management company, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated. The Inspector of Elections or his or her designee may verify the member's information and signature on the outer envelope prior to the meeting at which ballots are tabulated.
- h. *Challenges.* Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote. If there is a recount or other challenge to the election process, the Inspector(s) shall make the ballots available for inspection and review upon written request. A member may authorize a representative to review the ballots on his or her behalf. Any recount shall be conducted in a manner that preserves the confidentiality of the vote.
- i. *Count Ballots.* Count and tabulate all votes. All votes shall be counted and tabulated by an Inspector of Elections or his or her designee at a properly noticed open meeting of the Board or members. Candidates and members may witness, but not interfere with the counting and tabulation of the votes from at least five (5) feet away from the Inspector and his/her assistants.
- j. *Appoint Assistants.* Appoint and oversee additional independent third parties to verify signatures, and to count and tabulate votes as the Inspectors of election deem appropriate provided that such persons are independent third parties.
- k. *Results.* Determine the tabulated results of the election.
- l. *Impartiality.* Perform their duties impartially, in good faith, to the best of their ability, and as expeditiously as is practical in a manner that protects the interest of all members of the Association. Any report made by the Inspectors of Election is prima facie evidence of the facts stated in the report.

- m. *Miscellaneous.* Perform any acts as may be proper to conduct the election with fairness to all members in accordance with the Civil Code, the Corporations Code, the Governing Documents, and all applicable rules of the Association regarding the conduct of the election that are not in conflict with the Civil Code. If there are three inspectors, a majority will decide any issues not agreed upon by all. Any inspector report is prima facie evidence of the facts stated therein. *Civ. Code §§ 5105(g)(4); 5110(c) and (d), 5120, and 5125.*

2.3 Removal. The Board has the power to remove Inspectors who cease to meet the required qualifications, are unable or unwilling to perform their duties, or for other good reason, and to appoint new Inspectors in their place.

### **ARTICLE 3: NOMINATIONS**

3.1 Nominations. As authorized by the bylaws, the Association may utilize any permissible means to obtain nominations for directors, including a nominating committee and sending out request for candidates.

3.2 Self-Nomination. Any member meeting the qualifications set forth in these Rules may nominate himself or herself by completing any document utilized by the Board for application purposes (Board Application), which will be included with the request for nominations. All persons so nominated who meet the qualifications set forth in these Rules, and who return their Board Application on or before the deadline stated in the request for nominations, shall be included on the ballot for election of Directors. *Civ. Code § 5105(b).*

3.3 Write-Ins/Floor Nominations. The Ballot form may also provide a space where a member can designate a vote for another (i.e., write-in) candidate. In the absence of such a space in the ballot form, write-in candidates/floor nominations are not allowed.

3.4 Notice of Procedures and Deadlines.

- a. *Content and Timing of Notice:* At least thirty (30) days before the deadline set for submitting nominations, the Association shall provide notice to the members of the procedures and deadlines for submitting nominations.
- b. *Delivery.* Notice of nomination procedures and deadlines must be given as follows:
  - i. *For Members Who Have Not Requested Personal, Email, or Mail Notice:*
    - a) *Method of Delivery.* Either personally, by electronic transmission (when consented to by the member), by first-class mail, postage prepaid, registered or certified mail, express mail, or overnight delivery by an express service carrier, inclusion in a billing statement, newsletter, or other document that is delivered by one of the methods provided in this section.

- ii. *For Members Who Have Requested Personal, Email, or Mail Notice:*
  - a) *Method of Delivery.* Either personally, by electronic transmission (when consented to by the member), or by first-class mail, registered or certified, charges prepaid.
  - b) *Location of Delivery.* To the member: (a) at a primary or secondary address as provided by the member (a); or (b) if the member fails to provide such notice, the last address provided in writing by the member; or (c) if none of the above, the address of the member's separate interest. *Civ. Code §§ 4040 and 4041*
  - c) *Notice Deemed Given.* Notice of nomination procedures and deadlines is deemed given when delivered personally, deposited in the mail, or upon completion of electronic transmission to those members who have consented to same. *Civ. Code § 4050*

*Civ. Code §§ 5105(b); 5115(a).*

3.5 Candidate Registration List. The Association shall, or cause the Inspector(s) to, compile a list of duly nominated candidates and permit members to verify the accuracy of their individual information on the list at least thirty (30) days before ballots are distributed. The Association shall report any requested changes to the Inspector(s). The list, once returned by the Inspector(s), shall be maintained by the Association for one (1) year from the date of the election.

#### **ARTICLE 4: BALLOTS AND PROXIES**

4.1 Notice. At least thirty (30) days before ballots are distributed, the Association shall provide, or cause to be provided by the Inspector(s), notice to the members as follows:

- a. *Notice Contents.* (i) The date and time by which, and the physical address where, ballots are to be returned by mail or handed to the Inspector(s); (ii) The date, time, and location of the meeting at which ballots will be counted; and (iii) The names of all candidates that will appear on the ballot.
- b. *Delivery.* The notice provided by this section must be given as follows:
  - i. *Method of Delivery.*
    - a) *For Members Who Have Not Requested Mail, Personal or Email Notice:* Either by electronic transmission (when consented to by the member), by prepaid first-class mail, posting in a prominent location accessible to all members that has been designated for the posting of general notices in the Association's annual policy statement, inclusion in a billing statement, newsletter, or other document that is delivered by one of the methods in this paragraph. *Civ. Code §4045.*

b) *For Members Who Have Requested Mail, Personal or Email Notice:* Either personally, by electronic transmission (when consented to by the member), or by first-class mail, registered or certified, charges prepaid. *Civ. Code § 4040*

- ii. *Location of Delivery by Mail.* To the member: (a) at a primary or secondary address as provided by the member; or (b) if the member fails to provide such notice, the last address provided in writing by the member; or (c) if none of the above, the address of the member's separate interest. *Civ. Code §§ 4040 and 4041.*
- iii. *Notice Deemed Given.* Notice of a membership meeting is deemed given when delivered personally, deposited in the mail, or upon completion of electronic transmission to those members who have consented to same. *Civ. Code § 4050.*

#### 4.2 Voting Rights.

- a. *Number of Votes.* Each member shall be entitled to one (1) vote per Lot owned on all matters presented for a membership vote.
- b. *Denial of Ballot.* No member shall be denied a ballot for any reason other than not being a member at the time when ballots are distributed.
- c. *Voter List.* The Association will permit members to verify the accuracy of their individual information on the voter list at least 30 days before the ballots are distributed. Included on the list are name, voting power, and the physical address of the voter's Lot, and mailing address if different from physical address. The Association will advise the Inspector(s) of any requested changes and maintain the voter list, after return by the inspector, for three years from the election.
- d. *Record Date.* The Board may fix a record date no more than 60 days prior to a meeting for those members entitled to notice and vote. If the Board does not set a record date, the record date for notice of meetings will be the date before notices are mailed to the members of a meeting or for voting, the day written ballots are sent. *Corp. Code § 7611.*
- e. *Proof of Membership.* Except as provided in subdivision (f) of this section, no person or entity may exercise the rights of membership without an ownership interest in a Lot. Proof of membership will be a recorded deed or, if the property was transferred within the past thirty (30) days and a copy of the newly recorded deed is unavailable, a completed escrow closing statement.
- f. *General Power of Attorney.* The holder of a general power of attorney for a member shall not be denied a ballot and may exercise that member's right to vote consistent with the terms of these rules.

- g. *Cumulative Voting.* Cumulative voting is permitted. Cumulative voting applies only when electing or removing Directors. Members shall be entitled to cast a number of votes equal to the number of Directors to be elected multiplied by the number of Lots owned. Every Member may cumulate his votes and give them to a single candidate or distribute them among as many candidates as the Member thinks fit, as long as the name of any candidate for whom the Member casts cumulated votes has been put into nomination prior to the commencement of voting and the Member announces their intention to cumulate votes prior to voting. If one Member announces their intention to cumulate votes, all Members may cumulate votes. *Bylaws, Article 4, Section 4.3.*
- h. *Co-Owners.* Where there is more than one (1) Owner of a Lot ("Co-Owner") all such co-owners are members and may attend any meeting of the Association, but only one co-owner shall be entitled to exercise the vote of the Lot.
- i. *Presumption of Consent.* Unless the Inspector of Elections receives a written objection prior to the close of balloting from a co-owner, it will be presumed that the voting owner is acting with the consent of his or her Co-Owner(s) when a ballot is submitted.
- j. *Voting for Properly Nominated Candidates.* Members must vote only for those candidate(s) who have been properly nominated prior to the close of nominations.

#### 4.3 Proxy Rules

- a. *Generally.* A proxy is a written authorization signed by a member or the authorized representative of the member that gives another member or members the power to vote on behalf of that member. "Signed" means the placing of the member's name on the proxy (whether by manual signature, typewriting, telegraphic transmission, or otherwise) by the member or authorized representative of the member. *Civil Code § 5130; Corp. Code § 7613.*
- b. Proxies for elections conducted under these Rules will not be distributed by the Association and may not be used in place of ballots. A member wishing to authorize another individual to vote in their place should complete the outer envelope accompanying the ballot with all the required information, then provide the designated individual the ballot for their voting. The designated individual must ensure that the ballot is completed and returned to the Inspector of Elections in the manner set forth in these Rules for the ballot to be considered valid.
- c. *Permitted with Restrictions.* Proxies are permitted provided they are in accordance with Governing Documents, applicable laws, and these guidelines:
  - i. A proxy provider must be a member or the member's representative and the proxy holder must be a member.

- ii. Proxies distributed by the Association or any member must (a) state the matter(s) to be voted on and provide an opportunity for the proxy provider to approve or disapprove the matter(s); (b) state that the vote(s) of the proxy holder will vote on according to the choice(s) specified; (c) include the name of the person to whom the proxy is to be given for the purpose of casting the vote to reflect the proxy provider's vote(s) as specified on the form of proxy; and (d) if in the case of an election of directors, the proxy must list the name of all candidates that appear on the ballot.
- iii. Any instruction given in a proxy must be on a separate page of the proxy that can be detached and given to the proxy holder to retain.
- iv. Proxies are not used in lieu of a ballot.
- v. The proxy holder will cast the member's vote by secret ballot unless the proxy is revoked by the member prior to the receipt of the ballot by an Inspector of Elections.
- vi. The Association is not required to prepare or distribute proxies.
- vii. The Inspector(s) may invalidate any proxy that does not meet the above requirements.

*Civil Code §§ 5105(a)(4) and 5130 and; Corp. Code § 7613.*

4.4 Secret Ballots. All secret ballots mailed or otherwise delivered to the membership will include a double-envelope system and voting instructions for returning the ballots and be delivered to every member entitled to vote at least thirty (30) day before the initial voting deadline for those elections that require such voting methods. Ballots seeking approval to amend or restate governing documents must be delivered to the members with the text of the proposed amendment. *Civ. Code §§ 5100 and 5115.*

- a. *Signature*. Ballots do not require a signature; however, ballots signed by members remain valid.
- b. *Inner Envelope*. The Association will provide two envelopes. To preserve secrecy, the ballot is to be placed within an inner envelope with no identifying information. However, information written on the inner envelope by a member will not invalidate the ballot. The inner envelope containing the ballot is to be placed into a second outer envelope containing identifying information.
- c. *Outer Envelope*. In the upper left-hand corner of the outer envelope, the voting member must sign his/her name and indicate (print, type, etc.) his/her name and the address entitling the voter to vote. The outer envelope must be addressed to the Inspector of Elections.



- d. *Delivery.* The outer envelope may be mailed to the address on the envelope or delivered to a location specified by the Inspectors of Election. The member may request a receipt for delivery.

4.5 Quorum by Ballot. Each ballot received within a properly completed outer envelope from a member whose voting rights have not been suspended is deemed as a member present at a meeting for purposes of establishing a quorum. This applies even if the ballot has no markings on it.

## **ARTICLE 5: CAMPAIGNING**

### 5.1 Access to Media.

- a. *Use of Association Resources.*
  - i. *Common Area Bulletin Boards/kiosks.* Subject to availability and authorization by the Board each candidate, member, or resident, may post information about the election in a reasonable size and quantity on a common area bulletin board or kiosk, for a reasonable period of time, at no cost to the candidate, member, or resident.
  - ii. *Association Media.* If any candidate or member is provided access to Association newsletters, website, or other Association media, if any, during an election, or given permission to post campaign material in the common area for purposes that are reasonably related to that election, *then* equal access shall be provided to all candidates and members. The access shall be limited to information relating to that election and shall include those candidates and members advocating a point of view, including those not endorsed by the Board. The Association shall not edit or redact any content from these communications but may include a statement specifying that the candidate or member, and not the Association, is responsible for that content. The Association and its directors, officers, and agents shall be immune from liability for the content of those communications to the fullest extent provided by law.
  - iii. *Membership List.* Candidates and members have the right to request the Association's membership list for the purposes of distributing, at their own expense, materials which advocate a point of view reasonably related to the election. Candidates and members also have the right to contact members who have opted out of the membership list through the alternate means of communication permitted under Cal. Civ. Code §5220 for the purposes of distributing, at their own expense, materials which advocate a point of view reasonably related to the election.

## 5.2 Use of Common Area During Election Campaign.

- a. *Purpose.* Regarding any Association election, each candidate, member, or resident shall be allowed to use, if available, the Association's common area meeting space at no cost for a purpose relating to Association elections (*Civil Code § 5105(a)(2)*), or other peaceful assemblies or meetings (*Civil Code § 4515*), including to advocate a point of view reasonably related to the election.
- b. *Reservation.* Each candidate, member, or resident, who wants to use the common area for the above purposes must make a reservation in advance of the date and time requested. Such requests will be granted on a first-come, first-served basis, provided that the area is not already reserved. To assure fairness, each candidate may not reserve or use the common area for more than two (2) hours on any particular date. In addition, each candidate and each member shall only be allowed to make one (1) reservation per day to use the common area.

5.3 No Use of Association Funds for Campaign Purposes. Association funds may not be used for campaign purposes in connection with any election except to the extent necessary to comply with duties of the Association imposed by law. The Association shall not include the photograph or prominently feature the name of any candidate on a communication from the Association or its Board, excepting the ballot, ballot materials, or communication that is legally required, within thirty (30) days of an election. This restriction does not preclude directors from advocating the election or defeat of any issue or candidate on the ballot. However, they may not use Association funds to do so. *Civ. Code § 5135.*

## 5.4 Improper Electioneering.

- a. *Prohibited Activities.* In addition to any of the prohibitions in these rules, candidates, members, and residents, including their tenants, families, employees, agents, visitors, licensees, or servants are prohibited from engaging in any of the following activities:
  - i. Causing any printed campaign or other election related materials to be placed upon or affixed to any portion of the common area without prior written authorization from the Board or management;
  - ii. Attempting to solicit either a vote or proxy from another member through deceit, harassment, intimidation, improper influence, undue coercion, or force;
  - iii. Attempting to prevent a member from casting a vote or delegating their right to vote via proxy through deceit, harassment, intimidation, improper influence, undue coercion, or force;
  - iv. Interfering with the counting or tallying of votes;

- v. Inducing other members to divert ballots away from the Inspector(s) of Election; or
  - vi. Interfering with any candidate's ability to distribute authorized campaign materials.
- b. *Report Violations.* Members are encouraged to report any electioneering violations they witness to the Board or management.
- c. *Fines.* The Board may levy a fine of \$100 for each violation of this section after proper notice and hearing.

## **ARTICLE 6: CANVASSING AND PETITIONING**

6.1 Generally. Canvassing and petitioning the members, the Board, and residents for purposes permitted in Civil Code § 4515 (i.e., peaceful assembly to discuss social, political, or educational matters related to the community or matters of public interest) or any election, by telephone and/or personal visits to private residences in the development, is limited to the hours of 9:00 a.m. until 6:00 p.m. However, any member or resident who declines to be contacted, must not be contacted by telephone or personal visits thereafter.

6.2 Impermissible Conduct. Nothing in this Section shall be deemed to permit a member or resident to contact another member or resident in a manner that constitutes a breach of the member's or resident's quiet enjoyment, or a nuisance.

## **ARTICLE 7: POST-ELECTION RESULTS**

7.1 Breaking a Tie. In the event of a tie leaving the outcome of the election unresolved, the following will apply:

- a. If requested by any member or candidate, the Inspector of Elections, and any designees, will conduct a recount of the ballots. If there is a charge, the Association will bear the expense. Members may observe the recount under the same conditions as the original ballot counting.
- b. Following the recount, if the tie remains, all other newly elected directors will begin serving their terms. An incumbent director whose seat was tied shall continue in office until a runoff election determines the winner for his/her seat. Only those candidates who tied for the seat shall be in the runoff.
- c. In lieu of a runoff and if the tied candidates agree, the winner may be decided by a coin toss or the drawing of names by the Inspector of Elections.

7.2 Results of an Election. The tabulated results of the election will be announced immediately after all the ballots have been counted and reported to the Board and recorded in

the minutes of the next Board meeting. Within fifteen (15) days of the election, the Board will publicize the tabulated results of the election in a communication to all members.

7.3 Status of the Ballots after Election. The sealed ballots will be in the custody of the Inspectors of Election or at a location designated by the Inspector(s) until after the tabulation of the vote and until one year for challenging the election has expired, at which time custody will be transferred to the Association.

7.4 Election Recount. In the event of a recount or other challenge to the election process, the Association shall, upon written request, make the ballots available for inspection and review by members or their authorized representatives. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote.

**Certificate of Secretary of the Lakes at Discovery Bay Homeowners Association**

I, the undersigned, the duly elected and acting Secretary of the Lakes at Discovery Bay Homeowners Association, do hereby certify:

That the attached Election Rules were duly adopted at a meeting of its Board of Directors held on the 26th day of February, 2020.

I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Secretary