

# **BETMAR OWNERS, INC.**

**A 55+ Older Community**

**Operating Policy and Procedure**

**131**

## **BETMAR ELECTION POLICY**

Effective Date: 12-19-2019

Last Revision: 2-20-25

Version 131.5

**SCOPE:** The Betmar Owners, Inc Articles of Incorporation and Bylaws (as adopted by the membership) shall guide all elections. All questions of order or procedure should be determined in accordance with Roberts' Rules of Order (newest revised edition)

**PURPOSE:** To detail and clarify the When, Who and How to conduct the Betmar Owners Inc. annual elections ensuring consistent processes.

### **POLICY:**

1. Elections will take place at the Annual Meeting of the Corporation held on the first Thursday in March each year. To facilitate the election process, voting polls will be open for four hours starting no earlier than 9AM.
2. No sitting board member shall be appointed to serve on the nominating committee.
3. No sitting board member or persons running for a Board of Director's position shall be appointed to serve on the election committee.
4. No Board of Director members or persons running for office may be present during ballot counting.
5. No one other than the Election Committee Chairperson, tellers, observers, (4) and security shall be allowed in the annex or any other designated room during ballot counting.
6. Any resident owner in good standing and on the deed to the property is eligible for one, regardless of number of homes owned, ballot vote on election day or may obtain an absentee ballot by:
  - a. Requesting in person during Betmar Office normal operating hours. A valid ID must be presented.
  - b. Returning absentee ballots to the Betmar Office by 4pm the day before the election.
  - c. A spouse may obtain an absentee ballot for their spouse; but must attach a copy of their spouses ID to the written request.
  - d. Betmar Office personnel will have the locked ballot box in view, available so voters may personally place their ballot in the box once their name is checked on the master list of property owners as being returned.

7. A write-in vote is a legal vote and is always counted unless it is unintelligible, unidentifiable, ineligible (non-resident or resident not in good standing with either corporation) or is a fictitious character.
8. The President may grant permission for four (4) observers to witness the counting. However, they must enter prior to opening of the ballot box, sit, not speak, and stay the entire time.

### **PROCEDURE:**

1. At the **December** General Assembly meeting, the **President** will:

- a) Appoint the Nominating Committee Chairman
- b) Appoint the Nominating Committee members of not less than four people.

2) The **Nominating Committee** will:

- a) Assemble a list of willing and qualified candidates by:
  - i) Approaching incumbent Board members to determine if they wish to run.
  - ii) Secondly, soliciting qualified volunteers from resident owners in good standing.
  - iii) Assuring each applicant desiring to run for office completes and submits an Application for Nomination form (**Attachment 1**)
  - iv) (More than one qualified applicant per position is acceptable.)
  - v) Giving a copy of “Betmar Elections” (**Attachment 2**) to each applicant and obtaining applicant signature acknowledging receipt and understanding. (**Attachment 2a**)
- b) Report the number and names of candidates to the January Board of Directors meeting.
- c) Introduce their slate of candidates at the **February** General Assembly.

3) At the **February** General Assembly meeting, the **President** shall:

- a) Call for nominations from the floor three times for each individual board position. At the end of the call for each position, the President shall declare the nominations closed and announce the candidates for that position. All candidates nominated from the floor must fill out an Application for Nomination form and be given a copy of “Betmar Elections” (**Attachment 2**), and sign (**Attachment 2A**) acknowledging receipt and understanding.
- b) Announce and swear in the appointed Election Committee Chairperson to supervise all activities related to the election.

- c) Announce
  - i) Names of the tellers, as provided by the Election Committee Chairperson.
  - ii) Date and time of the elections.
  - iii) Absentee ballots will be available 14 days prior to the election day.

“I do solemnly swear and affirm I will discharge the duties as Election Committee (Chairman/Member) to the best of my ability, upholding the rules and regulations of the Betmar Owners, Inc. bylaws and procedures.”

**(Attachment 3)**

4. The **Secretary** shall:

- a) Within seven (7) days after the February assembly, post on the corporate election bulletin board:
  - i) A slate of candidates, alphabetically identifying all candidates for each position, **(Attachment 4)**
  - ii) Biographical information for each candidate as provided by the candidate.
  - iii) A copy of Betmar Owners, Inc. Policy and Procedure 131 (current version). (Including candidate handout) on the corporate election bulletin board in Clubhouse 2.
  - iv) Finally, coordinate posting the same via the webmaster.
- b) Coordinate with Communications to publish the slate of officers with biographical information in the March Bulletin.
- c) Create a ballot alphabetically listing all candidates for all Board of Director positions, (even if only one candidate nominated), with a write-in space for each position. **(Attachment 5)**
- d) Prior to posting, emailing, or publishing the slate of officers or printing the ballots, the President must approve the format of both.
- e) Submit a request to Communications to print:
  - i) Ballots for the Betmar office 14 days prior to the election to facilitate absentee voting. And print ballots for the day of election.
  - ii) Tally sheets for Election Chairman and tabulators **(Attachment 6 and 6A)**
  - iii) Forms to attest and report results **(Attachment 7)**
  - iv) Badges for Election workers **(Attachment 8)**
- f) Announce via webmaster when absentee ballots are printed and available.

5. The **Betmar Office Personnel** will:

- a) Maintain absentee ballot roster indicating who received and returned such ballot.
- b) Handout absentee ballot instructions with two envelopes for return.
- c) Check for voter eligibility on the day of election if such is in question.
- d) Remain open during lunch hour the day of the election.
- e) Instruct voters “ballots must be completed outside the office”.

6. The **Election Committee Chairperson** (or committee member) will:
- a) Select two (2) committee members and required number of tellers/registration persons.
    - i) Notify the President of said selections prior to February Assembly.
    - ii) Post selections on the corporate election bulletin board
  - b) Arrange a “Meet the Candidates” function on the second Tuesday of February in Clubhouse 2 at 10am (Time and Date may be adjusted) and post to the election bulletin board and website via the webmaster.
  - c) Identify moderators for the “Meet the Candidate” function.
  - d) Determine the number of election workers required
    - i) Two to Four alphabetical divisions with two workers each to register, confirm identity via photo ID and cross check eligibility to vote with voter eligibility list prepared by the Betmar Office Staff. (6-8) Questions about eligibility will be referred to the Betmar Office.
    - ii) Number of tabulators. At a minimum, two to double count at four tables and one or two to open absentee ballots. (8-12)
    - iii) One or two tellers to open large envelope and one or two tellers to open the small envelope. Absentee ballots shall be mixed into the other ballots prior to commencing the count.
  - e) Assure Security monitors the election box and the annex entrance/exit doors during voting and during tabulation.
  - f) Assign a person to check IDs at the door to the polling area
  - g) Devise a schedule. Those who worked as registrars should not be assigned to count due to prolonged hours to do both.
  - h) Swear in all committee members/workers, (using the above sample), train in their assigned duties and sign the oath (**Attachment 3**)
  - i) Arrange Annex set up for voting. (**Attachment 9**)
    - i) Voters shall enter the annex door closest to the cupboards. A line of tables will have the alphabetical divisions, separating access to the actual voting tables. Alphabetical divisions may vary depending on number of absentee ballots received (2-4).
    - ii) Individual tables with one chair each will be set up (6). Each table will only have a security screen and at least one pen for marking the ballot.
    - iii) The ballot box will be at the exit door, nearest the communication office, guarded by security.
    - iv) Voters shall enter one door and exit the other.
  - j) Will maintain possession of the ballot box key.
  - k) Unlock the ballot box in the presence of a security person assigned to guard the box.
  - l) The Election Committee Chairperson is the final authority to resolve issues.

7. At the end of the fourth hour, the **Election Chairperson** will announce the polls are closed and the teams of tabulators will commence counting once all non-approved persons have left the annex.

- a) Each ballot will be counted once by a team of two, preferably in stacks of 25, and then counted a second time by a different team of two. Counts should match and if they do not, then they are counted a third time and so on till two matched counts are achieved
- b) A team of two will open the absentee ballots. One opens the outside envelope and the second opens the enclosed envelope. The absentee ballots shall be mixed in with the regular ballot box ballots for counting.
- c) The Committee Chairperson will attest the totals, record on a pre-created tally sheet, and give to the Betmar Owners. Inc. President who will announce the winners at the 7pm General Assembly Meeting held the same day.
- d) All related materials (ballots, absentee ballot envelopes, any spoiled forms, tally sheets and any other related forms shall be sealed in a signed and dated box, given to the Betmar Owners Board at the same time results are given to the President. The sealed box shall be kept in the safe at the Betmar Acres Club Inc., office for one year post election. They may be shredded at that time.

8. At the **April General Assembly Meeting**, those elected will be sworn in after old business and before New Business assuming duties and responsibilities at that time using **(Attachment 10)**

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
131 #3	Owners Board of Directors (BOD)	12-20-18		
131.1	Owners BOD	1-19-23	Replaces policy 131 #3 dated 12-19-18	P & P committee
131.2	Owners BOD	3-16-23	Revised ballot, vote times	P & P committee
131.3	Owners BOD	12-21-23	Formatting	P & P committee
131.4	Owners BOD	4-18-24	Updated Forms	P & P committee
131.5	Owners BOD	2-20-25	Poll observer contract added	P & P committee

131.5 Approved

Policy and Procedure Chairperson: \_\_\_\_\_ Date\_\_\_\_\_

President Betmar Owners Inc. \_\_\_\_\_ Date\_\_\_\_\_

Three (3) Year Policy and Procedure Committee Review Date:

Signed: \_\_\_\_\_

## Three (3) Year Policy and Procedure Committee Review Date

Signed: \_\_\_\_\_

### **Summary of Changes**

#### **131.1 dated 1-19-23**

- i. No sitting member of the board shall serve on either the Nominating or Election Committee
- ii. Includes formatting for slate of officers and ballot including write-in candidates.
- iii. The Owners Board of Director, Secretary will complete forms for the election with the President approving final product.
- iv. Includes process for obtaining absentee ballot
- v. All election materials stored in a signed, sealed box in the corporate vault for one year and then shredded.
- vi. Repeals Policy 107 as it was incorporated into a candidate handout they keep and sign for.
- vii. Changes time for voting from 11-3 to four-hour blocks starting no earlier than 10am.
- viii. All election forms are attached.

#### **131.2 dated 3-16-23**

- i. Revised Ballot

#### **131.3 dated 12-12-23**

- i. Announcement of tellers at February general assembly
- ii. Announcement of absentee ballots availability
- iii. Posting slate of officers with-in seven days of general assembly
- iv. Eliminated mail requests for ballots as bylaw states absentee ballots must be requested in person
- v. Eligibility for ONE vote per person regardless of number of homes owned
- vi. Members completion of ballots shall not take place within the Betmar Office.
- vii. The Election chairperson must post notice of date and time of the “meet the candidate” function at least 48 hours in advance on the corporate election bulletin board and via the webmaster.
- viii. The secretary shall post to the webmaster the availability of the absentee ballots 14 days prior to the election.
- ix. Changed time voting polls may open to 9am.

**Betmar Owners Inc.**  
A 55 and older community  
20\_\_\_\_ Elections  
**Application for Nomination**

The nominating Committee of Betmar Owners would like to know if you would like to be considered for any of the following positions.  
Please select the Board position you would be interested in. If more than one, check all you would like to be considered for

<input type="checkbox"/>	President		
<input type="checkbox"/>	Vice President		
<input type="checkbox"/>	Secretary		
<input type="checkbox"/>	Treasurer		
<input type="checkbox"/>	Activities Chairperson	<input type="checkbox"/>	Activities Vice Chairperson
<input type="checkbox"/>	Communications Chairperson	<input type="checkbox"/>	Communications Vice Chairperson
<input type="checkbox"/>	Finance Chairperson	<input type="checkbox"/>	Finance Vice Chairman
<input type="checkbox"/>	Properties Chairperson	<input type="checkbox"/>	Properties Vice Chairperson

Please print your name, park street address and telephone number below:

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Today's Date: \_\_\_\_\_

Return this document to any Nomination Committee member listed below by January\_\_\_\_\_, 20\_\_\_\_

What would you consider your strengths for this position? \_\_\_\_\_

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**Betmar Owners Inc.**  
A 55 and older Community  
**Elections**

To be given to each candidate completing an Application for Nomination form

1. The nominating committee reports to the Board of Directors in January
2. Nominees will be announced at the February General Assembly meeting, at which time additional nominations may be made from the floor.
3. An alphabetical slate of officers along with biographical resumes submitted by each candidate will be posted on the corporate bulletin board, sent out via webmaster email list and included in the March bulletin.
4. Campaign posters shall not be placed on any Betmar common grounds. With the permission of the property owner, campaign posters may be displayed on private property within Betmar. In accordance with Pasco County ordinances, only one sign per yard setback more than 10 feet from the road. No banners.
5. No candidate shall campaign during any Betmar sponsored function to include handing out flyers, business cards or wearing of campaign buttons.
6. A meet the candidate function shall be held on the second Tuesday in February in Clubhouse 2 at 10am. (Time and date may be adjusted)
7. Once absentee ballots are available in the Betmar Office, candidates shall not place or allow others to place for them, any posters, signs, or business cards within 100 feet of the Betmar Office.
8. On Election Day, candidates shall not place, or allow others to place for them, any posters, signs, or business cards within 100 feet of the building where the polling place is located.
9. Candidates may vote in person or via absentee ballot.
10. To obtain an absentee ballot from the Betmar Office:
  - a. May request in person by showing an ID
  - b. Present via postal mail or email, a letter requesting an absentee ballot, address to mail ballot to and attach copy of driver's license.
  - c. May obtain ballot for spouse using same as 9b.
  - d. The office will offer and allow voter to deposit the absentee ballot into the ballot box once name is checked with master list of property owners.
11. All board positions shall be elected by ballot vote held the day of the March Annual Meeting of each year; whereas the ballot alphabetically identifies all candidates and includes a write-in space for each position. All legal write-ins will be counted. A majority vote shall elect.
12. Candidates themselves cannot observe the initial ballot counting; however, if a recount is requested and granted, the candidate may observe.
13. The President may grant permission for four (4) observers to be present during counting of the ballots; however, they must arrive before counting begins, sit, not speak and remain until counting is completed.
14. Those elected will be sworn in at the April General Assembly and will assume duties and responsibilities at that time.

Retain for your records.

Attachment 2

8



**Betmar Owners, Inc.**

A 55 and Older Community

**Signatures for receipt of Elections Instructions**

Nominating Committee Members will obtain signatures from each candidate.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Betmar Owners, Inc.**  
A 55 and Older Community

**Oath**

Election Committee Chairperson  
Election Committee Members

I do solemnly swear and affirm I will discharge the duties as Election Committee (Chairman/Member) to the best of my ability, upholding the Rules and Regulations of the Betmar Owners, Inc. Bylaws, Policies and Procedures.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Betmar Owners Inc.**  
A 55 and older community  
**Poll Observer Contract**

1. A poll observer's primary purpose is to ensure a fair election.
2. A poll observer is prohibited from obstructing the orderly conduct of the election and the vote counting process.
3. Your duties are to:
  - a. Observe check-in process: Voters must verify their eligibility by presenting a picture ID and confirming their name on the Betmar Owners' roll.
  - b. Observe count process
    - i. Opening of "absentee ballots"
    - ii. Ballot tabulation
    - iii. Final tabulation of ballots
4. Special seating areas will be provided.
5. Cell phones will be silenced, marked with owner's name and placed under the protection of the Primary Election Official/Security. Phones will be returned after the final tally or prior to you leaving the building. You will not be allowed to return to the voting place.
6. You must provide your own liquid refreshment. No snacks or eating allowed.
7. Sweaters/jackets or writing note taking materials need to be brought at the time of your check-in.
8. Bathroom breaks will be allowed every hour. You will be accompanied by Security.
9. At NO TIME will you be allowed to talk, except to the Head Election Official.

By signing and dating this form, you agree to the above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment 3a

**Betmar Owners Inc.**  
 A 55 and older community  
**Slate of Officers and Candidates**  
 20\_\_\_\_Elections  
 Listed alphabetically left to right.

POSITION	Candidate	Candidate	Candidate
President			
Vice President			
Secretary			
Treasurer			
Activities Councilor			
Activities Vice Councilor			
Communications Councilor			
Communications Vice Councilor			
Finance Councilor			
Finance Vice Councilor			
Properties Councilor			
Properties Vice Councilor			

Voting will take place \_\_\_\_\_am \_\_\_\_\_pm on Thursday March\_\_\_\_\_20\_\_\_\_\_  
 Bring a picture ID

Absentee Ballots will be available in the Betmar Office during regular business hours at least two weeks prior to the day of election. Bring a picture ID.

Absentee ballots must be returned by close of business (4pm) on Wednesday, March \_\_\_\_\_, 20\_\_\_\_\_.

Meet the Candidates on Tuesday, February \_\_\_\_\_, 20\_\_\_\_\_ 10am, Clubhouse 2

Attachment 4

# BETMAR OWNERS, INC. - BOARD OF DIRECTORS ELECTION BALLOT

A 55 and Older Community

March \_\_\_\_\_, 20\_\_\_\_

Place a ✓ or X for the candidate you are voting for. One vote per position!!!

President	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Secretary	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Activities Councilor	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Communications Councilor	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Finance Councilor	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Properties Councilor	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:

Vice President	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Treasurer	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Activities Vice Councilor	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Communications Vice Councilor	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Finance Vice Councilor	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:
Properties Vice Councilor	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Write-In:

**BETMAR OWNERS, INC.**  
A 55 AND OLDER COMMUNITY  
**ELECTION CHAIRMAN VOTE TALLY SHEET**  
MARCH \_\_\_\_\_, 20\_\_\_\_\_

POSITION	POSITION
CANDIDATE	CANDIDATE
POSITION	POSITION
CANDIDATE	CANDIDATE

Attachment 6

**BETMAR OWNERS, INC.**  
**A 55 AND OLDER COMMUNITY**  
**TELLER TALLY SHEET**  
MARCH \_\_\_\_\_, 20\_\_\_\_\_

President	
Write-Ins	
Secretary	
Write-Ins	
Activities	
Write-Ins	
Communications	
Write-Ins	
Finance	
Write-Ins	
Properties	
Write-Ins	

Vice President	
Write-Ins	
Treasurer	
Write-Ins	
Activities-Vice	
Write-Ins	
Communications-Vice	
Write-Ins	
Finance-Vice	
Write-Ins	
Properties-Vice	
Write-Ins	

Betmar Owners, Inc.- Board of Directors Election TELLER TALLY SHEET. Attachment 6A



**Betmar Owners Inc.**  
A 55 and older Community  
**Board of Director's Election Results**  
March \_\_\_\_\_, 20\_\_\_\_\_

Total Number of Ballots

Position	Candidate #1	# Of votes	Candidate #2	# Of votes	# Of Write-Ins.
President					
Vice President					
Secretary					
Treasurer					
Activities Councilor					
Activities Vice Councilor					
Communications Councilor					
Communications Vice Councilor					
Finance Councilor					
Finance Vice Councilor					
Properties Councilor					
Properties Vice Councilor					

Signature Election Committee Chairperson \_\_\_\_\_ March \_\_\_\_\_, 20\_\_\_\_\_



Betmar Owners, Inc.



Betmar  
A 55 & Older Community

**ELECTION OFFICIAL**



Betmar  
A 55 & Older Community

**ELECTION OFFICIAL**



Betmar  
A 55 & Older Community

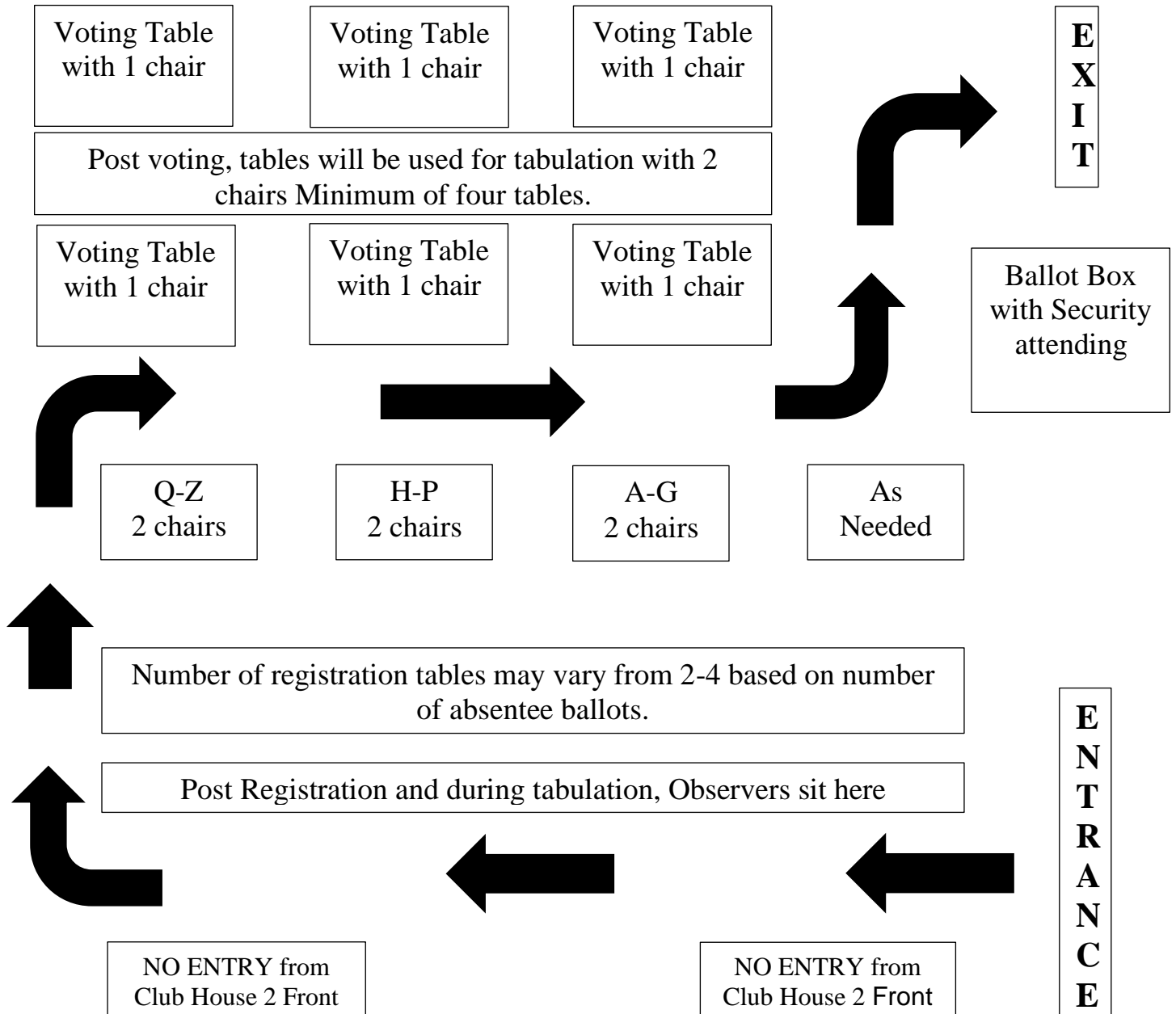
**ELECTION OFFICIAL**



Betmar  
A 55 & Older Community

**ELECTION OFFICIAL**

**Betmar Owners, Inc.**  
 A 55 and Older Community  
**Club House 2 Annex Arrangement for Elections**



**Betmar Owners Inc.**  
A 55 and Older Community  
**OATH**

I, \_\_\_\_\_, do solemnly swear and affirm I will discharge the duties of a Betmar Owners, Inc. Board of Directors member to the best of my ability, and that I will uphold the requirements of all governing documents of Betmar Owners, Inc. and Betmar Acres Club, Inc. I also pledge to faithfully discharge my fiduciary responsibility to the corporations and our Resident Owners.

Position	Signature	Date