

High Lonesome Ranch Estates Property Owners Association

Election Committee Charter

Approved July 16, 2025

This charter supersedes any previous charters, missions, or resolutions by the Board of Directors pertaining to the mission, authority, membership, and responsibilities of the Election Committee. It does not supersede or replace current Election Procedures.

1. MISSION. The Election Committee assists and advises the Board of Directors on the election process and conducts or manages many of the duties associated with organizing and running Association elections.

2. AUTHORITY. The Election Committee makes recommendations to the Board of Directors regarding the conduct of Association elections. The committee ensures elections are conducted in compliance with Association governing documents and state statutes. The committee has the authority to spend up to \$100 per election without prior Board approval for supplies needed for elections.

3. MEMBERSHIP. The Chair of the Election Committee shall be a member of the Board of Directors. The Secretary shall be a member, and may be the Chair, and shall be the sole custodian of member address lists and voter lists. Other committee members do not have to be Board members; they should have the time, skills, and knowledge to contribute to the operation of the committee and attend meetings. Members of the committee must be members in good standing with the Association.

4. RESPONSIBILITIES AND DUTIES. The Election Committee collects information and develops communications and documents for board approval, including but not limited to the following: Election Procedures; voting and ballot counting procedures; election costs and vendors; announcements, ballots, and other election materials. The Committee follows the approved Association Election Procedures in managing elections.

5. MEETING AND REPORTING STRUCTURE. Election Committee meetings will be held on an as-needed basis and shall comply with ARS 33-1804. The committee will report to the Board of Directors during board meetings.