

**Elections Committee Minutes**  
**July 16, 2019**  
**12:30 - 2:45 PM**

Attendees:

Committee Members: Bette Rohrback, Nan Carnal, Maureen Warmerdam, Karolyn Gander

Staff Liaison: Robin Bennett, Lindsay Hogan

Guests: Benjamin Levine

Member Comments

None.

Board Request for Objectives

The Committee discussed our objectives for the coming year. After our meeting, Bette put these thoughts into a memorandum to the Board.

Interview Prep for July 23 Post-Election Candidate Interviews

The EC will use the same format for the interviews as in years past with open-ended questions. In addition, the candidates will be asked if we are requiring too much in a short window and if the Candidates Info Forum is useful.

Election Process Review/Planning

EC Sponsored Events Critique

- Candidate Info Forum

EC determined that during the Candidate Info Forum, a candidate will not represent a committee or committee chair during the Forum. It will be emphasized that the Forum is an opportunity to learn (not to do opposition research). Candidates will be reminded to respect staff time if they have additional questions and of the procedures for having questions addressed (via Robb). Perhaps this will be included in the Fair Campaign Guidelines.

- Meet and Greets

EC agreed to two Meet and Greets during the peak election cycle preferably with one before and one after the Candidate's Night Forum. New for next year, the Meet and Greets will start with a five minute opening statement by each candidate. The ACAC is a great venue.

- Candidate's Night Forum

EC discussed the format for the forum. For next year, it was suggested to have fewer questions and allow candidates more time to answer. In addition, there

was discussion to have general topics versus questions. EC agreed that sending the questions to the candidates ahead of time was a good process.

- Kiosk Events

EC agreed Kiosk events are not a good event for board elections. It might be a better event for the GovDocs.

- Question - are we requiring too much of the candidates in a short window? Alternatives?

There are multiple EC sponsored events during the election cycle (approximately 7 weeks) that include in-person attendance and writing requests. This may be too much to ask of a candidate. The writing requests could be given to the candidates earlier such as putting the TDNews side by side article questions in the candidate packet. Ask this question to the candidates during the debriefing.

### Ballot Issues - Robin Bennett

#### Multiple homeowners listed on deed - who gets to vote?

Robin had to pull deeds for multiple requests to vote. The process can be improved with the internal records. Maybe add to FAQs one vote per property and that vote is for the individual who pays the assessment.

#### Process to keep mailing addresses up to date/Consistency of mailing addresses across TD databases (Accounting, Member Services, ASO)

There is a protocol in place to update addresses on the multiple databases. The protocol is being revisited. In addition, the campaign to update member contact information will start sooner next year.

#### McClintock ballot tracking

No discussion

#### Communication Vehicles Analysis - Lindsay Hogan

Communication data report will be attached for review

There was approximately a 20% increase in total web traffic such as video views, opening candidate statements. The weekly elections emails will be continued next year.

Also continue to have the TDNews side by side questions. A post election survey is planned to be sent out in the next few weeks. Based on the results of the survey, the communication vehicles will be reviewed/streamlined. In the future, only a post election survey will be conducted a few weeks after the elections.

### Outstanding Questions

#### Can we/should we try to require authorship information on flyers/letters?

If so, what is the process? Campaign Guidelines Election Rules?

Bette will reach out to the Inspector of Elections with this question.

Can we/should we try to require candidates to keep a record of specifically how e-mail addresses and or mailing addresses were obtained?

Again, if so, what is the process?

Mailing addresses are public record and once an email has been sent, the email address is public. It does not appear there is a way to control this. Bette will reach out to the Inspector of Elections with this question.

Calendar/Timing of Major Events

Deadline to submit candidate application - By-Laws requirement of 5/10 vs our practice of 4/30. Ramifications of changing if we can't circumvent by-laws requirement?

Depending on the answer to this issue, entire timeline may have to be revised.

Bette will reach out to the Inspector of Elections with this question.

Quantification of Various Election Related Statistics (for Board report)

Undeliverable ballots

There were 30 ballots that were returned/undeliverable

Requests for replacement ballots - number approved/denied

There were 90 requests for replacement ballots. Of these, 3 requests were ineligible and 87 ballots were mailed to the requestor.

Requests for information to EC mailbox

We received many requests/questions in the EC mailbox. The number of EC emails was approximately the same as other years.

Complaints to EC mailbox

There were approximately 20 email formal complaints sent to the EC mailbox. The complaints centered around the following topics: email complaints, mailing address complaints, phone complaints, and flyer complaints. In addition to the 20 formal complaints submitted to the EC mailbox, there were another 20 complaint emails from members who did not wish to submit a formal complaint.

Investigations

There were 2 formal investigations.

Number of questions received for Candidates' Night

There were approximately 90 - 100 questions submitted by membership. The general topics of the questions were: Elections Practices, Personal and General, Board Function and Governance, Amenities & HOA dues & Finance, Full Time vs Part Time, Fire Safety, Open Space, STR & Rentals, Covenants/Rules, and Other.

Process for filling pending EC vacancy/chairperson

EC agreed that the goal of recruitment will be that the person filling the vacancy will assume the chair position in the next 2 years.

Additional Agenda Topic: Use of the Electronic Bulletin board

This election cycle candidates did not post weekly updates. Instead the candidates used their personal websites. Next cycle, the weekly updates will be eliminated. The EEB will display the candidate name, image, website and candidate statement.

Next Meeting - Tuesday, August 23 1:30 PM - 5:00 PM Meadow Room