

## **LCPOA Election Security Committee Charter**

**I. Purpose** The Election Security Committee (“Committee”) is established by the Board of Directors (“Board”) of LCPOA to oversee the administration of all elections conducted within the property owners’ association (“POA”). The Committee shall review compliance with all applicable laws, governing documents, and election rules.

**II. Authority** The Committee operates under the authority granted by the Board and is subject to the POA’s governing documents and adopted rules and regulations.

### **III. Composition**

**1. Membership:**

- The Committee shall consist of individuals approved by the Board.
- All Committee members must be in good standing with the POA.

**2. Chairperson:**

- A Chairperson shall be approved by the Board.

**3. Board Liaison:**

- A non-voting Board liaison may be assigned to facilitate communication between the Committee and the Board.

### **IV. Responsibilities** The Election Committee shall:

**1. Election Oversight:**

- Review all elections for compliance with the POA’s governing documents and adopted rules and regulations.
- Review that proxies are issued, received, and managed in compliance with the POA’s election rules.

**2. Inspector of Elections:**

- Work with the Board to interview and select a qualified and impartial Inspector of Elections.
- Ensure the Inspector has a full understanding of the POA’s election rules.

**3. Education:**

- Inform property owners about election procedures, deadlines, and rules, including proxy rules.

**4. Reporting:**

- Provide minutes to the board after each meeting.
- Submit a report after each election detailing the process, challenges, and recommendations for improvement.

### **V. Meetings**

**1. Frequency:**

- The Committee shall meet as necessary to fulfill its responsibilities, with additional meetings scheduled during the election period.

**2. Quorum:**

- A majority of Committee members must be present to conduct business.

**3. Minutes:**

- Minutes shall be recorded for all meetings and made available to the Board.

**VI. Accountability** Committee members are expected to act in good faith and in the best interest of the POA.