



REQUEST FOR POLICY - MAY 20, 2015

- FIRST ELECTION:
the June 20th ballot is based upon this answer

7 MEMBER BOARD OF DIRECTORS ?
5 MEMBER BOARD OF DIRECTORS ?
3 MEMBER BOARD OF DIRECTORS ?

- STAGGERED TERMS:
CURRENT BOARD SETS THE LENGTH OF EACH TERM ?
OR
NEW BOARD SETS THE LENGTH OF EACH TERM ?

REQUEST FOR POLICY there is no definition for
BOARD MEETING in the Bylaws

- DATE OF BOARD MEETING TO ELECT OFFICERS ?
- ORGANIZATIONAL WORKSHOP

EASTERN PANHANDLE ORGANIZATION OF HOMEOWNERS ASSOCIATIONS, INC.
INITIATION OF STAGGERED TERMS – WORKSHEET SUGGETION

BYLAWS ARTICLE VI – BOARD OF DIRECTORS
Section 6.2 – Number. Section 6.5 – Term of Office.

Maximum 7 Member Board													
2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
HOA	HOA			HOA			HOA			HOA			HOA
HOA		HOA			HOA			HOA			HOA		
HOA			HOA			HOA			HOA			HOA	
HOA		HOA			HOA			HOA			HOA		
IND			IND			IND			IND			IND	
IND	IND			IND			IND			IND			IND
BUS			BUS			BUS			BUS			BUS	
5 Member Board													
2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
HOA	HOA			HOA			HOA			HOA			HOA
HOA		HOA			HOA			HOA			HOA		
HOA			HOA			HOA			HOA			HOA	
IND		IND			IND			IND			IND		
BUS	BUS			BUS			BUS			BUS			BUS
Minimum 3 Member Board													
2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
HOA	HOA			HOA			HOA			HOA			HOA
HOA		HOA			HOA			HOA			HOA		
IND/BUS			IND/BUS			IND/BUS			IND/BUS			IND/BUS	

BOARD OF DIRECTORS: Section 6.2 – Number.

The Board of Directors shall be an odd number of no less than three (3) and no greater than seven (7). The Board of Directors may increase or decrease the number of directors on the Board, except that any reduction will not eliminate an existing director until that director has served the remainder of their term or the same resigns or shall be removed as set forth in these Bylaws. Business or individual class members may serve on the Board, provided that a majority of the Board are homeowner association representatives.

BOARD OF DIRECTORS: Section 6.5 – Term of Office.

Unless otherwise stated in the Articles of Incorporation, each director shall hold office for a term of three (3) years. Further, unless the Articles of Incorporation state otherwise, the terms of the Board of Directors shall be staggered to allow the election of at least twenty percent (20%) of the directors annually. Unless there are no other qualified candidates available, no director shall serve more than three (3) full consecutive terms.

June 21 thru July 14, 2015 – ORGANIZATIONAL WORKSHOP – BOARD MEETING ONLY

- Schedule a date to assemble – elect new officers
- Attendance: existing and newly elected EPOHOA Board of Directors and existing Committee Chairs
- All files to be transferred to the newly elected Board of Directors (printed and digital)
- Fiduciary responsibilities outlined (printed and digital)
- Provide existing guidelines and policy (printed and digital)

JULY 15, 2015 EPOHOA MEETING

The newly elected Board of Directors must:
ANNOUNCE THEIR OFFICERS
RECORD THE TERMS OF THE OFFICERS
APPOINT THE CHAIRS OF THE MAIN COMMITTEES

- Membership
- Education
- Website

OFFICERS: Section 7.1 – Officers.

The officers of the Organization shall be a President, a Vice President, a Secretary, and a Treasurer. The duties of the Secretary and Treasurer may be combined with any other officer except the President. The Organization may also have one or more Vice Presidents, assistant Secretaries, assistant Treasurers, and other such officers with such titles as may be determined from time to time by the Board of Directors.

OFFICERS: Section 7.2 – Election and Term of Office.

The election of the officers shall take place at the next board meeting following each annual election of Directors. The officers each shall hold office for one (1) year unless he or she shall sooner resign, or shall be removed or otherwise disqualified to serve or until his or her successor shall be elected and qualified, whichever occurs first.

COMMITTEES: Section 8.1 – Purpose.

The Board of Directors may appoint members to such committees as deemed necessary to help carry out the directives of the Board and to aid the Organization in carrying out its purposes and may be removed by the Board with or without cause.

COMMITTEES: Section 8.2 – Membership and Terms.

Only members of the Organization may be appointed to committees. Any class of member shall be eligible to serve on a committee, provided they are a member in good standing. Unless otherwise specified the terms of all committees shall be one (1) year. Committee members serve at the pleasure of the Board and may be removed by the Board with or without cause.

COMMITTEES: Section 8.3 – Committees.

The Organization may have ad hoc or standing committees as needed which shall be appointed by the Board of Directors. The purpose and duties of each committee shall be set by the Board and may be modified or revoked at any time with or without cause.

The Organization shall have a Nominations Committee which shall be responsible for soliciting and evaluating candidates for the Board of Directors. The Nominations Committee shall have an odd number of members of not less than three (3) and shall appoint their chairperson.



Saturday - June 20, 2015 - Election Ballot for the Board of Directors
SAMPLE BALLOT
SEVEN (7) MEMBER BOARD OF DIRECTORS

✓ **VOTE FOR NO MORE THAN FOUR (4)**

<input type="radio"/>	Anne Kask, HOA Member	Representing Crystal Lake
<input type="radio"/>	Vicki Bucher, HOA Member	Representing Sylvan Grove
<input type="radio"/>	Josh Arzt, HOA Member	Representing Maddex Farm
<input type="radio"/>	Phyllis Smock, HOA Member	Representing Stonebridge
<input type="radio"/>	Bob Miller, HOA Member TENTITIVE	Representing Duchess Estates
<input type="radio"/>	Jim Dugay, HOA Member TENTATIVE	Representing Stoneleigh
<input type="radio"/>	NOMINATION FROM THE FLOOR	
<input type="radio"/>	WRITE IN	

✓ **VOTE FOR NO MORE THAN TWO (2)**

<input type="radio"/>	RosaLee Riggins, Individual Member	Homeowner Ashton Forest
<input type="radio"/>	Barbara May, Individual Member	Homeowner Apple Knolls
<input type="radio"/>	NOMINATION FROM THE FLOOR	
<input type="radio"/>	WRITE IN	

✓ **VOTE FOR NO MORE THAN ONE (1)**

<input type="radio"/>	Heather Field, Business Member	Representing Clagett Enterprises
<input type="radio"/>	Richard Sussmann, Business Member	Representing Property Management People
<input type="radio"/>	Mark Schloemer, Business Member	Representing Coventry Group
<input type="radio"/>	NOMINATION FROM THE FLOOR	
<input type="radio"/>	WRITE IN	



Saturday - June 20, 2015 - Election Ballot for the Board of Directors
SAMPLE BALLOT
FIVE (5) MEMBER BOARD OF DIRECTORS

✓ **VOTE FOR NO MORE THAN THREE (3)**

<input type="radio"/>	Anne Kask, HOA Member	Representing Crystal Lake
<input type="radio"/>	Vicki Bucher, HOA Member	Representing Sylvan Grove
<input type="radio"/>	Josh Arzt, HOA Member	Representing Maddex Farm
<input type="radio"/>	Phyllis Smock, HOA Member	Representing Stonebridge
<input type="radio"/>	Bob Miller, HOA Member TENTITIVE	Representing Duchess Estates
<input type="radio"/>	Jim Dugay, HOA Member TENTATIVE	Representing Stoneleigh
<input type="radio"/>	NOMINATION FROM THE FLOOR	
<input type="radio"/>	WRITE IN	

✓ **VOTE FOR NO MORE THAN ONE (1)**

<input type="radio"/>	RosaLee Riggins, Individual Member	Homeowner Ashton Forest
<input type="radio"/>	Barbara May, Individual Member	Homeowner Apple Knolls
<input type="radio"/>	NOMINATION FROM THE FLOOR	
<input type="radio"/>	WRITE IN	

✓ **VOTE FOR NO MORE THAN ONE (1)**

<input type="radio"/>	Heather Field, Business Member	Representing Clagett Enterprises
<input type="radio"/>	Richard Sussmann, Business Member	Representing Property Management People
<input type="radio"/>	Mark Schloemer, Business Member	Representing Coventry Group
<input type="radio"/>	NOMINATION FROM THE FLOOR	
<input type="radio"/>	WRITE IN	



Saturday - June 20, 2015 - Election Ballot for the Board of Directors
SAMPLE BALLOT
THREE (3) MEMBER BOARD OF DIRECTORS

✓ **VOTE FOR NO MORE THAN TWO (2)**

<input type="radio"/>	Anne Kask, HOA Member	Representing Crystal Lake
<input type="radio"/>	Vicki Bucher, HOA Member	Representing Sylvan Grove
<input type="radio"/>	Josh Arzt, HOA Member	Representing Maddex Farm
<input type="radio"/>	Phyllis Smock, HOA Member	Representing Stonebridge
<input type="radio"/>	Bob Miller, HOA Member TENTITIVE	Representing Duchess Estates
<input type="radio"/>	Jim Dugay, HOA Member TENTATIVE	Representing Stoneleigh
<input type="radio"/>	NOMINATION FROM THE FLOOR	
<input type="radio"/>	WRITE IN	

✓ **VOTE FOR NO MORE THAN ONE (1)**

<input type="radio"/>	RosaLee Riggins, Individual Member	Homeowner Ashton Forest
<input type="radio"/>	Barbara May, Individual Member	Homeowner Apple Knolls
<input type="radio"/>	Heather Field, Business Member	Representing Clagett Enterprises
<input type="radio"/>	Richard Sussmann, Business Member	Representing Property Management People
<input type="radio"/>	Mark Schloemer, Business Member	Representing Coventry Group
<input type="radio"/>	NOMINATION FROM THE FLOOR	
<input type="radio"/>	WRITE IN	

SAMPLE - OFFICIAL PROXY FORM – NO BALLOT

Please read carefully before assigning your proxy vote.

- All members, regardless of membership type, shall have one (1) vote, provided each member is in good standing with the Eastern Panhandle Organization of Homeowners Associations, the Organization.
- Bylaws, Section 9.5 Proxies** - Unless otherwise prohibited by West Virginia law, the Articles of Incorporation, or these Bylaws, any member may provide a proxy to either the Secretary of the Organization, or another individual for membership meetings only. The proxy shall count toward quorum, and shall include the following:

(a.) name of voting member, (b.) date, and (c.) signature.

If the proxy is general, it shall also state the name of the individual who is authorized to vote on behalf of the member giving the proxy. A proxy terminates one year after its date, unless it specifies a shorter term. Only proxies that are completed on Board approved forms shall be acceptable.

ON MAY 20, 2015 THE CURRENT BOARD MUST DECIDE WHICH BALLOT:

- SEVEN (7) MEMBER**
- FIVE (5) MEMBER**
- THREE (3) MEMBER**

ONLINE BALLOT VOTING WILL BE A FORM SIMILAR TO THE APPROVED BALLOT USED ON JUNE 20, 2015 DURING THE ELECTION

ONE PAGE SAMPLE PROXY DOES NOT INCLUDE CANDIDATES EPOHOA' PROXY IS NOT A BALLOT

Proxy Vote (please print)

This is to certify that, I _____, a member in good standing of the Organization, hereby appoint _____ as my attorney-in-fact ("Agent") also a member in good standing of the Organization.

My Agent shall have the full power and authority to act on my behalf but only to the extent permitted by this Special Power of Attorney. My Agent's power shall include the power to vote on my behalf concerning any Eastern Panhandle Organization of Homeowners Associations' business on:

DAY - MONTH - DATE - YEAR _____

This power may be revoked by me at any time and is void if I choose to attend the membership meeting and vote in person.

Signature _____ Date: _____

SIGN IN BLUE INK ONLY

Bylaws, Section 9.5 Proxies - Unless otherwise prohibited by West Virginia law, the Articles of Incorporation, or these Bylaws, any member may provide a proxy to either the Secretary of the Organization, or another individual or membership meetings only. The proxy shall count toward quorum, and shall include the following:

- (a.) name of voting member,*
- (b.) date, and*
- (c.) signature.*

If the proxy is general, it shall also state the name of the individual who is authorized to vote on behalf of the member giving the proxy. A proxy terminates one year after its date, unless it specifies a shorter term. Only proxies that are completed on Board approved forms shall be acceptable.