

DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Absentee Ballot Processing

Amended: 1/19/2007, 11/13/2017, 10/9/2019

I. Policy Statement:

The Dreamland Villa Retirement Community recognizes the importance for all members to be able to cast their ballot in any and all voting held by DVRC, including those members who may be away from the Villa at the time of the vote and those who may be house bound. To this end the following procedures for the use of absentee ballots are established.

II. General:

- A. Absentee ballots shall be printed and made available on the Monday of the week immediately preceding the scheduled vote. Absentee ballots may be cast during regular DVRC office hours beginning on the day first available until 4:00 pm of the day preceding the regularly scheduled vote.
- B. The Chairperson of the Nominating Committee or the Chairman of the P&P Committee should ensure that the availability of, and the process for completing, absentee ballots is published in the *Citizen* and posted on the designated notification sites at least thirty days prior to the first day absentee ballots will be made available to Members.
- C. Absentee ballots shall be pre-numbered.
- D. Absentee ballots shall contain the same voting choices as the regular ballots.
- E. Absentee ballots shall only be made available to DVRC members in good standing.
- F. A locked absentee ballot box shall be kept in the DVRC office until the regular polls open on voting day.
- G. All absentee ballots must be cast in person in the DVRC office unless the member is house bound or bed ridden and unable to come to the office (see Section III & IV, below). Mail in ballots will not be allowed.
- H. Absentee ballots must be completed by the person requesting it. The absentee ballot does not authorize another person to cast votes on behalf of a member.
- I. All absentee ballots shall be accounted for at the time they are issued by indicating the date and time of issuance on the "Absentee Ballot Log". If an absentee ballot is to be destroyed and not used for voting purposes, the word "VOID" will be written on the ballot. The fact the ballot was voided will be noted on the "Absentee Ballot Log" and the voided ballot attached to the log. Absentee ballots remaining unused at the close of business on the day prior to the voting day will be destroyed. The "Absentee Ballot Log" along with the absentee ballots cast shall become part of the voting records.
- J. Once an absentee ballot has been deposited in the absentee ballot box it cannot be revoked.

III. Absentee Ballots Completed In The DVRC Office:

- A. Any DVRC member requesting an absentee ballot must first present his/her current year DVRC Kee card.
- B. Current DVRC members shall be given an absentee ballot which he/she must complete in the DVRC office.
- C. Once the member finishes completing the ballot, he/she shall be instructed to place the completed ballot in the locked absentee ballot box.

IV. Absentee Ballots Requested By House Bound Members:

- A. A house bound or bed ridden member may request an absentee ballot by calling the DVRC office.
- B. If the member is in good standing, a member of the DVRC Board of Directors, or the Board's designee, shall take an absentee ballot to the member's residence. The issuance of the ballot shall be noted on the "Absentee Ballot Log".
- C. The member shall be asked to complete the ballot, to place it in an envelope and to seal the envelope.
- D. The Board member or designee shall then return the sealed envelope to the DVRC office and place it in the locked ballot box.