

# Somerville Place Property Owners Association, INC

## Membership Meeting Voting Procedure

Each member wishing to vote will sign in at designated area to be given a voting marker. In accordance with by-laws section 2.04, each member shall have one (1) vote per member regardless of how many lots are owned by the member (and regardless of how many members own any given lot).

Ballots will be used in accordance with Texas property Code Sec. 209.0058.

If your name does NOT appear on the membership list, you will be asked to step to the side where your ownership of the property will be checked against county records. If we fail to find your filed deed in the County's property records, you will be required to provide evidence that you have a deed that has been filed in Burleson County prior to voting.

In accordance with by-laws section 2.17 Proxies: At any meeting of Members, a Member may vote by proxy executed in writing by the Member or by his duly authorized attorney-in-fact. Any proxy is only valid for the particular meeting held on a specific date as indicated on the proxy.

Proxies must be submitted to and filed with the Secretary for verification purposes on or before 5 p.m. CST of the third (3rd) business day prior to the meeting (for example, if a meeting is to be held on Saturday, the proxy must be submitted to and filed with the Secretary on or before 5 p.m. CST of the Wednesday prior to the Saturday meeting).

Unless otherwise prohibited by law, the person authorized to exercise a proxy must be a Member of the Association.

If you are voting as a member's proxy, you will sign next to their name.

During the meeting, when a vote is called for, members will hold their voting marker(s) up so they may be counted. Please do not lower until final count has been verified.

Vote outcome will be announced for minutes.

Should anyone have an objection, they should immediately voice for all to hear so it may be addressed by membership.

**Elections:**

Members will be allowed to offer their service as future Board Members from the floor.

Members will be allowed to nominate other members to serve on the Board from the floor. The nominated party will have the opportunity to accept or decline.

**Ballot Use:**

Ballot Box will be opened and shown to membership to verify it is empty before ballots are cast.

Ballots will be cast in an organized manor and all ballots must be signed to be counted.

If you are voting as a Proxy, the proxy authorization must be attached to the Ballot. All will be deposited into the Ballot Box.

Last call will be made to ensure all ballots have been cast.

Absentee Ballots, when used, will then be added to the Ballot Box.

Ballots will be pulled by a person who is NOT the subject of an association vote, nor a person related to that person within the third degree by consanguinity or affinity, and announce aloud the selection marked without exposing voter's name. Another person, not the subject of the vote nor related will document the vote in the open for everyone to see. Ballot will be placed in empty container, face down. A person who tabulates votes may not disclose to any other person how an individual voted.

Once all votes have been tallied, the results will be announced.

Should anyone have an objection, they should immediately voice for all to hear so it may be addressed by membership

All ballots will then be added to a tamper evident envelope which will be sealed, signed by all board members in attendance including previous and newly elected when an election has been held, then handed to the secretary for deposit into the SPPOA Safety Deposit Box at Citizens State Bank in Somerville, TX. Ballots shall be retained for a minimum of 2 years.