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1. **Purpose** – To establish the policy for using Election Officers (Inspectors).
2. **Scope** - This document applies to GMFHOA BOD use of election officers (inspectors) at meetings of HOA members.
3. **Definitions** - In this policy and procedure election officer and election inspector have the same meaning. Unless otherwise defined, the other words, terms and phrases used herein shall have the same meanings as defined in the GMFHOA Declaration of Covenants, Conditions and Restrictions.
4. **Applicable References** –
  - 4.1. GMFHOA Website, [www.gmfhoa.org](http://www.gmfhoa.org) .
  - 4.2. GMFHOA Declaration of Covenants, Conditions and Restrictions.
  - 4.3. GMFHOA By-Laws.
  - 4.4. Code of Virginia §55-509 & Virginia Property Owners Act (POA)
  - 4.5. Code of Virginia §13.1-847.1 (Voting Procedures and Inspectors of Elections)
5. **Policy and Procedures** –
  - 5.1. In accordance with GMFHOA By-Laws Article V, Section 2.b, for each election or voting event, the Board of Directors may appoint election officers (or inspectors of election) to verify Eligible Members, distribute blank ballots at the meeting, review submitted proxy forms and/or count votes, and verify the election as being valid.
  - 5.2. In accordance with Code of Virginia §13.1-847.1, a corporation may appoint one or more inspectors to act at a meeting of members. If appointed, the inspector(s) must:
    - 5.2.1. Make a written report of their determinations regarding following items 5.2.3 through 5.2.8.
    - 5.2.2. Take and sign an oath faithfully to execute the duties of inspector with strict impartiality and according the best of their ability.
    - 5.2.3. Ascertain the number of members and the voting power of each.

- 5.2.4. Determine the number of members represented at the meeting and the validity of proxies and ballots.
  - 5.2.5. Count and tally the votes.
  - 5.2.6. Determine, and retain for a reasonable period a record of the disposition of, and any challenges made to any determination by the inspector(s).
  - 5.2.7. Certify their determination of the number of members represented at the meeting and their count of all votes.
  - 5.2.8. Not accept ballots, proxies, or votes, nor revocations thereof or changes thereto after polls close.
  - 5.2.9. Deliver all ballots, proxies, and tally sheets to the GMFHOA Secretary for official records retention.
- 5.3. Additional minor procedural details are contained in Code of Virginia §13.1-847.1 and should be reviewed by inspectors before the member meeting.

**6. Administration** – GMFHOA Board Follow this policy and procedures. The Board may revise this policy and procedure whenever necessary. This policy and procedure is established in accordance with Section 1.f of Article VII of the GMFHOA By-Laws.