

DVCA Elections Master Document

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Last revised and approved by the DVCA BOARD on 5/29/2018

DVCA Voting Instructions (2018 version)

(Note: The Election Committee to verify the instructions are in accordance with applicable state laws, modify if necessary and then publish in multiple monthly newsletters prior to the election.)

Voting Instructions:

1. Appear in the Deerfield Village office during the specified dates/times for the 2018 DVCA Trustee election.
 - Present a valid photo ID for verification of voting eligibility. Verification of ownership is required and will be done using the HCAD data base. If HCAD does not show you as the owner, other verification will be required, or you can use the proxy voting process if the owner on HCAD provides you a valid proxy, or you can vote provisionally. A provisional vote can only be cured (counted) if the voter brings the required documentation the office prior to the close of polls on the last day.
2. After verification, receive an official 2018 DVCA Trustee ballot and envelope.
3. Cast a single vote for up to three positions. (No multiple votes for a single candidate. Total of votes for identified candidates plus write-ins not to exceed 3.)
4. Place the completed ballot in the envelope.
5. Seal the envelope and write the applicable lot address across the seal. (Ballots in envelopes without a written address across the seal will NOT be counted.)
6. Place the sealed envelope with written address in the ballot box.

DVCA Election Process (2018 version)

(Note: The Election Committee to verify the process is in accordance with applicable state laws, modify if necessary and then publish in multiple monthly newsletters prior to the election.)

Deerfield Village Homeowners,

There are a few changes to our annual Trustee election, driven by both changes to applicable state laws and our own DVCA policies and procedures.

For the 2018 DVCA Trustee election:

- There will be no campaigning or electioneering within 100 ft of the voting location, which will be marked by distance markers.
- Votes can only be cast in person, in the Deerfield Village office by either the homeowner or their proxy.
- Verification of ownership is required and will be done using the HCAD data base. If HCAD does not show you as the owner, other verification will be required, or you can use the proxy voting process if the owner on HCAD provides you a valid proxy, or you can vote provisionally. A provisional vote can only be cured (counted) if the voter brings the required documentation the office prior to the close of polls on the last day.
- Votes can only be cast from 9:30 AM thru 1:30 PM on Tuesday, February 27, 2018 through Friday, March 2, 2018 and on Saturday, March 3, 2018 from 10:00 AM until 2:00 PM.
- Bring a valid photo ID for verification of voting eligibility. (Applies to both homeowner or proxy)
- Only one ballot per lot owned.
- Write-in candidates are permitted.
- Vote by Proxy is permitted. A Proxy must be in writing, specific to a lot, valid for the term of the 2018 DVCA Trustee election, notarized, and submitted at the time of verification of voting eligibility. The DVCA Office Manager will maintain a file of Proxy designations. A sample proxy form is included below. Please use it for your proxies. Please note that the proxy is required to be notarized or it will not be valid. If voting by proxy, it is highly suggested that the form be completed prior to the election due to the requirement that it be notarized.
- Ballots received by mail, email, fax or dropped into the lockbox (outside of the DVCA office) will **NOT** be counted.

**General Proxy for the Annual Election of Trustees
Deerfield Village Community Association, Inc.**

Property Address: _____, **Houston, Texas 77084**

I, _____ the undersigned Owner of the property
(Print homeowners name)

described above hereby appoints _____,
(Print Legal name of Proxy)

as my proxy with full power to vote on my behalf in the DVCA Annual Election of Trustees held on Tuesday, _____ through Friday, _____ from 9:30 a.m. to 1:30 p.m. and Saturday, _____ from 10 a.m. to 2 p.m. This proxy is only for the election described above and will terminate after the Election is closed on _____.

Homeowner's Signature

Date

Notary: State of _____; County of _____

On this _____ day of _____, 20XX, before me appeared

Print homeowners name

Who is known to be the person named herein and who voluntarily executed this proxy.

Notary Signature

Date Commission Expires

APPLICATION FOR TRUSTEE - YEAR

Please fill out this application and mail or return to:

Deerfield Village Community Association, Inc.

4045 Deerfield Village Drive

Houston, TX 77084

Office: 281-463-2624 Fax: 281-463-7679

NAME: _____ LENGTH OF RESIDENCY: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

EXPERIENCE: _____

COMMUNITY SERVICE: _____

WHAT DO YOU HOPE TO ACCOMPLISH AS A BOARD MEMBER: _____

_____ I have read the governing documents (Articles of Incorporation, By-Laws, Code of Ethics and Procedures of the Board and have a brief understanding of these documents and that we have Protective Covenants and what they are for.

DVCA Election Chair and Committee Duties - (from the 2018 election)

In summary, the DVCA Election Chair and Committee is responsible for organizing, conducting and reporting the results of the election of DVCA Trustees. In addition to these notes there is a wealth of information available to guide the Committee in the DVCA Election Manual including documentation on the 2018 Election Process, Voting Instructions, Office Manager Duties and Ballot Handling and Counting Process. Additional information can be found in the DVCA By-Laws and Recommendations to the Board from the 2018 Election Committee. Each member of the Committee should familiarize themselves with this information.

Additional Notes and Suggestions to the Committee:

If the 2018 Election Committee Recommendations to the Board are followed, the Election Committee will consist of the following positions:

- Committee Chair - Elected from & by DVCA Board, voting member
- Committee Vice-Chair - volunteer NOT on DVCA Board, voting member
- Committee Member from DVCA - can be either on DVCA Board or not, voting member
- Committee Administrator - normally DVCA Office Manager, non-voting member
- Committee Observer - volunteer NOT on DVCA Board, non-voting member

The Chair should organize a Committee meeting as soon as possible. Use the first meeting to review the available documentation on the election and plan the required actions.

Be sure the Trustee application has been updated to include an acknowledgement that the candidate has read the DVCA Articles of Incorporation, By-Laws, Code of Ethics, Policies, Procedures of the Board and have a brief understanding that Deerfield has Protective Covenants and what they are for.

Committee to arrange for the publication of a notification in the October – January newsletters and on the website advising that there will be three Trustee positions open for election in the coming year. Do not display the names of the incumbents. Advise on when and how applications will be available. Note the deadline for submitting an application to the office.

Once the application deadline has passed, applications are posted in the January & February Newsletters and on the Deerfield website.

Begin obtaining the needed election materials including:

- Colored paper for ballots (200 sheets)
- Self-sealing envelopes for ballots (200)
- Ballot box with lock and key
- Ballot box seal (cable tie) with serial number
- Large envelopes (5) for storing ballots and envelopes after election
- Signs advising of election dates/times for posting in the neighborhood
- Signs identifying distance limit for campaigning for posting outside of the polling location

Once the application deadline has passed, provide each applicant with an information sheet concerning DVCA Election policies

1. Campaigning is allowed. (Note distance limit from DVCA office during voting hours.)
2. Applicants who are Current Board or Committee members may NOT use their reports in the Deerfield newsletter to solicit votes.
3. They may and are encouraged to attend the meeting to seed the names on the ballot.
4. They may NOT attend the vote count, but they can appoint an observer to attend the counting of the votes.
5. They may call for a recount but must pay the cost of organizing and conducting a recount.

After the deadline for applications has passed, hold a meeting to seed the ballot by random draw of names. Invite all candidates to attend. Give at least 5 days notice to the meeting.

Be aware of more publication of incumbents than of applicants. Don't publish a ballot in the newsletter or website until all applicants have been received and their order seeded on the ballot. Be sure the published ballot has a SAMPLE watermark across the face.

Put the candidate names on the vote-counting tally sheets in the same order as they appear on the ballot - this will assist in the vote count and reconciliation.

Consider how to expand access to voting for homeowners who cannot make the established times in the office. One evening time slot? Thursday, 5:00 - 7:00 PM? Publicize if this is made available.

Understand that Texas state law does not allow a notary to be a party to a proxy being notarized.

Post signs about election at Deerfield road entrances and significant intersections the day before the election begins and pick them up after the election is over.

ELECTION PROCESS FOR OFFICE MANAGER

ITEMS NEEDED DURING ELECTION

- **List of DFV residents and addresses**
- **Blank log for listing address only of those voting**
- Date & time stamp
- Colored paper for Ballots
- Envelopes
- Colored Envelopes
- Sample of how the envelope should look when placed in the Ballot Box
Address across the Ballot Envelope seal – where the flap meets the body of the envelope.
- Boxes for envelopes during counting process, labeled valid, provisional, rejected, etc.
- Set up a table in the office or in the Small Meeting Room for voting
- **Sealed Ballot Box – remains in DVCA Office**

Process for DVCA Office Manager during Election

- Resident appears in the Deerfield Village office during the times specified for the election
- Request to see resident's TDL
- Confirm they are a DFV resident
- Log in resident's address only
- **Stamp the date & time on the ballot**
- Hand resident a ballot an envelope making sure they understand they must write the address across seal where the flap is sealed to the body of the envelope.
- Resident puts their ballot inside the envelope with their address written across the seal where the flap is sealed to the body of the envelope and drops it into the Ballot Box.

PROVISIONAL BALLOTS

- Resident appears in the Deerfield Village office during the times specified for the election
- Request to see resident's TDL

- **Name on TDL does not match the DFV residents list from CMS/HCAD**
- Log in resident's – indicate "Provisional"
- **PHOTOCOPY THE TDL OF THE RESIDENT** – to go with the resident be placed in the envelope with Ballot.
- Stamp the date & time on the ballot
- **Give resident a ballot, copy of their TDL and different colored envelope with "Provisional" across the front of the envelope and** make sure they understand they must **include both the copy of their TDL & Ballot in the envelope &** write the address across the seal where the flap is sealed to the body of the envelope.
- Resident puts their ballot inside the envelope, with a photocopy of their TDL (if applicable) with their address written across the seal where the flap is sealed to the envelope body and drops it into the Ballot Box.
- **New residents** who do not have a TDL with a DFV address on it, **must** bring a current bill with the DFV address on it. They can go ahead & vote & put envelope in the Ballot Box, then return with a copy of their bill & just put the copy of the bill in the Ballot Box.
- **Once a resident votes, they cannot vote again.**

VOTING BY PROXY

- A resident may designate another resident or person to vote in their place by assigning them a **proxy**. The proxy **must** be in writing, specific to a lot, valid for the current election ---- DVCA Trustee election, notarized, and submitted at the time of verification of voting eligibility.
- The person awarding the proxy **must be** a DFV property owner.
- The proxy holder **does not** have to be a DFV resident.

PROXY HOLDER MUST:

- Proxy holder appears in the Deerfield Village office during the times specified for the election
- **Upon request show the Office Manager the proxy document and their TDL**
- **Photocopy the TDL**
- Log in DFV address & indicate **"proxy"**

- Hand proxy holder a ballot, their proxy statement and photocopy of their TDL, and an envelope making sure they understand they **must include the proxy statement, copy of TDL and Ballot** in the envelope and they **must** write the address across the seal where the flap is sealed to the body of the envelope after it is sealed.
- Proxy holder puts their ballot, proxy statement, and photocopy of their TDL inside the envelope with the voter's Deerfield address written across the seal where the flap is sealed to the body of the envelope and drops it into the Ballot

PROVISIONAL –

- Not a DFV address – can't vote
- Name on CMS / HCAD is different from TDL
- First name matches but last name is different- Wife TDL shows married name, CMS / HCAD shows maiden name
- Only one spouse's name is on the ballot, but the other spouse wants to vote

AT THE END OF EACH DAY, THE OFFICE MANAGER SHALL:

Complete the "Notice of Total Number of Voters Who Have Voted to Date"

DVCA Trustee Election Ballot Counting Process

Required Materials:

Large (manila) envelopes to store:

1. Ballot box seal with serial number
2. Ballot envelopes rejected for problem with Deerfield address.
3. Ballot envelopes rejected for discrepancies with the seal.
4. Ballot envelopes accepted for vote count
5. Proxy documents and ID photocopies
6. Ballots rejected for overvotes (more than 3 votes cast on the ballot)
7. Ballots accepted and counted in the election.
8. Tally sheets used by all committee members & Non-Board Observer in the process.

Tally forms to record all election data are included at the end of the process narrative.

Roles & Seating

Committee Chair will serve as the election judge for the count and handles storage of all documents. Committee Administrator handles envelopes and ballots and makes records as noted below. Committee Chair & Committee Administrator should sit together so that Committee Chair can see the ballots as Committee Administrator reads the votes. That assures redundancy on votes read aloud.

Board Committee Member & Non-Board Committee Member record envelope data, ballot data and votes. They also help with the reconciliation of numbers, and vote as needed to accept/reject envelopes and ballots. Board Committee Member and Non-Board Committee Member should sit together so that poll watchers can observe them both as they make tick marks for every vote.

Non-Board Observer keeps envelope and ballot master sheets. Non-Board Observer also watches the process closely to point out any mistake made and help correct it before they affect the reconciliation of all counts. Non-Board Observer should sit across the table from the 2 pairs above so he can observe both teams.

1. Committee Chair calls meeting to order and introduces committee members and advisor (Non-Board Observer) to the poll watchers.
2. Committee Chair identifies & introduces poll watchers appointed by candidates.
3. Committee Chair instructs poll watchers:
 - a. By Texas law you are allowed to sit or stand wherever necessary to observe and hear all transactions of the Election Committee counting the ballots.

- b. If you have a question or object to a process step, address your remarks ONLY to me (Committee Chair)
 - c. You may not talk among yourselves, distracting the committee from its work.
 - d. Once the Election Committee opens the ballot box to begin our process, you must remain in this room until the process is completed. You must remain in this room until the Committee has posted the election results on the DVCA bulletin board. And you must turn off your cell phones now, and you may not turn them back on until the election results have been posted on the DVCA bulletin board just outside.
 - e. If you become disruptive or fail to follow these procedures, I may require you to leave the room.
 - f. Do you have any questions?
4. (If the ballot box is still in the DVCA office) Announce that Committee Chair and Committee Administrator will now retrieve the ballot box which has been protected by the Administrator and locked in the DVCA office throughout the election process. Tell the poll watchers they may observe retrieval of the ballot box from the office. (THIS IS THE PREFERRED PROCESS TO BUILD CONFIDENCE AMONG THE OBSERVERS.)
5. If Committee Chair has taken possession of the ballot box prior to convening the ballot-counting meeting, inform the poll watchers of the chain of custody of the ballot box since voting ended the prior day. (THIS IS LESS PREFERRED, SINCE IT LEADS TO QUESTIONS ON CHAIN OF CUSTODY.)
6. Committee Chair says, I will now compare the serial number on the ballot box seal to the number recorded when the seal was placed on the box before voting began. (Produce paper on which serial number was recorded and announce that the serial numbers match. Allow poll watchers to get close enough to see the match for themselves.)
7. Committee Chair: Now that the serial number has been confirmed, I will break the seal.
8. Committee Chair places the seal and the note with the serial number in an envelope for storage pending a recount.
9. Committee Chair: I will now open the lock that was placed on the ballot box before voting began. This is the only key to the lock and has been in my possession since the lock was placed on the ballot box. Nobody else has had access to this key since before voting began.
10. Unlock the ballot box, remove the ballot envelopes and place them on the table.
11. Committee Chair: I will now ask the DVCA Administrator to count the number of ballot envelopes aloud.

12. Committee Administrator counts the ballot envelopes aloud with Committee Chair watching while Board Committee Member, Non-Board Committee Member and Non-Board Observer record the count.
13. Committee Chair: I will now ask the DVCA Administrator to re-check the addresses on each envelope to affirm that the address is that of a property in Deerfield Village. This is merely a confirmation of the check done when the ballot was issued to the voter or proxy.
14. Committee Administrator uses the list she had when she accepted ballots to review each ballot envelop address.
15. If all is OK, Committee Administrator states, "The addresses on these envelopes are all addresses of properties in Deerfield Village. (If Committee Administrator finds a discrepancy, she explains it to the committee. After discussion, Committee Chair leads the committee in voting on whether to accept or reject the envelope.)
16. Board Committee Member, Non-Board Committee Member & Non-Board Observer record the count of any address disputed envelopes, the addresses for the disputed envelopes and the results of the committee votes to accept/reject each envelope.
17. Committee Chair continues. I will now check the seals of the ballot envelopes to ensure that the seals are intact. Poll watchers may get close enough to observe.
18. Committee Chair examines each envelope seal and allows poll watchers to observe.
19. If there are any envelopes on which the seal does NOT appear intact, or if any other discrepancy is noted, Committee Chair says, "There may be a problem with this envelope. I will set it aside, have the other committee members study it and take a vote on whether to accept this envelope or reject it."
20. If there is an envelope with a seal discrepancy, pass it to the other EC members to study and comment aloud. (Poll watchers may look over the shoulders of the other committee members as they study and comment on the envelope.)
21. After each committee member has studied and commented on each envelope with a discrepancy, Committee Chair leads the committee in voting on whether to accept or reject each envelope. (Vote is one envelope at a time.)
22. Board Committee Member, Non-Board Committee Member and Non-Board Observer record the count of disputed seal envelopes, the addresses for the disputed seals and the results of the vote to accept/reject each envelope.
23. Committee Chair announces that any "discrepancy" envelopes that failed to receive a vote to accept will be left sealed and set aside. State that the decision to reject any envelope is based solely on procedural matters and NOT on the votes inside that

envelope. (Rejected, sealed envelopes will be placed inside a larger manila envelope to ensure they remain isolated from the accepted envelopes.)

24. Committee Chair asks Board Committee Member and Non-Board Committee Member to report their counts on total envelopes received, sub-total of envelopes rejected, and the net total of envelopes accepted for opening.
25. Committee Chair now asks Committee Administrator to open each envelope, remove the contents, and announce what is contained in each envelope (completed ballot, photocopy of driver license [if applicable], notarized proxy, etc.). Committee Administrator holds up the content so that the other committee members and poll watchers can see. If a problem is noticed (e.g. proxy not notarized) any committee member can challenge that ballot and a vote is taken to accept or reject that ballot.)
26. Board Committee Member and Non-Board Committee Member make a record of any ballot rejected by the committee.
27. Committee Administrator places ballots in one pile (FACE DOWN), proxies in another pile, photocopies of ID in another pile and envelopes in another pile.
28. The process is repeated for each envelope.
29. Committee Chair announces, "We will now review the provisional envelopes and vote on whether or not to accept each envelope. We will vote BEFORE we view the ballot itself.
30. Committee Administrator opens the first provisional envelope, places the ballot face down on the table, shows the remaining content and explains why she made this envelope "provisional."
31. After Committee Administrator explains why the envelope was provisional, Committee Chair asks Committee Administrator any questions on the circumstances that led her to make that envelope provisional. Committee Chair then makes a motion to accept or reject that envelope.
32. Board Committee Member and/or Non-Board Committee Member can debate or second Committee Chair's motion. If neither seconds the motion, Committee Chair withdraws the motion and makes a motion opposite to his original motion. Board Committee Member or Non-Board Committee Member can second the revised motion. If there is a second, then Committee Chair takes a vote on the motion.
33. If the provisional envelope is rejected by vote of the committee, then Committee Chair directs Committee Administrator to replace ALL the contents back (including the ballot) into the envelope and set it in the "rejected" area.
34. If the provisional envelope is accepted by vote of the committee, then Committee Chair directs Committee Administrator to place the ballot (still face down) on the pile of

“accepted” ballots to be counted. Committee Chair also directs Committee Administrator to place the provisional envelope and other contents into the large envelope for provisional envelopes.

35. After all envelopes have been opened and contents segregated, Committee Chair says, “We will leave the ballots on the table for counting. The other supporting documents will now be placed in different envelopes for storage, in the event of a recount. But with the supporting documents separated, at this point the ballots are SECRET BALLOTS as required by DVCA by-laws.”
36. Committee Chair then asks Committee Administrator to count aloud the number of ballots on the table. That count, PLUS the envelopes/ballots rejected must match the total number of envelopes from the original envelope count.
37. Committee Chair asks Committee Administrator to pick up the first accepted ballot and read aloud the votes cast on that ballot. Committee Administrator’s method should be “One vote for (name). One vote for (name). And one vote for (name). If there are write-ins, Committee Administrator says “one vote for (write in name). Committee Chair observes the ballot Committee Administrator is holding and verifies her reading of the votes.
38. If a ballot has fewer than 3 votes, Committee Administrator & Non-Board Observer use a clean sheet of paper titled “undervotes” and makes tick marks for every vote fewer than 3 on that ballot. (That under vote will be critical for the final reconciliation.)
39. If a ballot has more than 3 votes, Committee Administrator holds up that ballot for the poll watchers and committee to see.
40. Committee Chair then makes a motion to reject that ballot for violating the rules of the election. Committee Chair, Board Committee Member and Non-Board Committee Member then vote to reject that ballot. On a separate sheet of paper titled “overvotes” Committee Administrator & Non-Board Observer make a tick mark to keep track of ballots rejected for “overvotes.”
41. Committee Chair places the “overvote” ballots in a pile separate from the accepted ballots.
42. Board Committee Member & Non-Board Committee Member record each vote as read by Committee Administrator on a ballot form, using tick marks to represent votes.
43. Committee Chair starts a new pile with the ballot just recorded. Places each counted ballot on that pile after the count is confirmed.
44. This process is repeated for each accepted ballot.

45. After all the votes on accepted ballots have been read & recorded, Committee Chair then counts aloud the number of ballots in the "counted" pile. He asks Board Committee Member and Non-Board Committee Member to confirm that this total number matches their earlier record of the number of envelopes accepted by the committee minus any ballots rejected for "overvotes." Any discrepancy is dealt with before moving on.
46. Committee Chair then asks Board Committee Member & Non-Board Committee Member to add up all the votes they have for each candidate. Allow time for Board Committee Member and Non-Board Committee Member to count all their tick marks twice for accuracy.
47. Committee Chair then uses a sample ballot to record Board Committee Member's and Non-Board Committee Member's totals.
48. Committee Chair reads the name of the first candidate on the ballot and asks Board Committee Member for his total. He asks Non-Board Committee Member for his total for that same candidate. If they match, Committee Chair announces that there's a match and reads aloud the total votes for that candidate. If not, Committee Chair asks Board Committee Member and Non-Board Committee Member to recount their tick marks for that candidate and announce the new total. If there's still a discrepancy, Committee Chair goes back through the pile of counted ballots, reads only votes for that candidate, while Board Committee Member & Non-Board Committee Member make a new set of tick marks. Repeat having Board Committee Member and Non-Board Committee Member read aloud their totals for only that candidate.
49. Committee Chair repeats the process for each name on the ballot.
50. Committee Chair then asks Board Committee Member for the total votes for the first write-in candidate previously read by Committee Administrator. He asks Non-Board Committee Member for his count for that write-in candidate. Same process as above.
51. Committee Chair repeats the process for each write-in candidate.
52. Committee Chair then leads a reconciliation of total envelopes received, sub-totals of envelopes accepted/rejected, total ballots removed from envelopes, total ballots accepted/rejected, total votes cast in accepted ballots, total undervotes recorded.
53. Committee Chair asks the committee to vote to confirm that the data reconciliation is correct.
54. Committee Chair then reads the total votes for each candidate and write-in candidate.
55. Committee Administrator, Board Committee Member and Non-Board Committee Member record the numbers Committee Chair reads.
56. Committee Chair then announces the 3 candidates with the most votes.

57. If there is a 2-way tie for the last open position, Committee Chair tells the poll watchers (if any), "We have a 2-way tie for the last open position. We will break the tie with a coin toss." Shows a 2-sided coin noting the "heads" and "tail" sides. Candidate (name) will be the heads side; candidate (name) will be the tails side. Tells Board Committee Member and Non-Board Committee Member to record which name is on which side of the coin.
58. Committee Chair tosses the coin, lets it land on the table. (If it falls off the table, repeat the process.) Committee Chair announces which side of the coin has landed face up. He invites the poll watchers to confirm that fact.
59. Committee Chair says that as a result of the tie-breaker process, candidate (name) wins the final open spot on the Board.
60. If there is a 3-way tie for the last open position, Committee Chair tells the poll watchers (if any), "We have a 3-way tie for the last open position. "We will break the tie with a 2-step process. First we'll place the names of the 3 candidates in a container and draw 2 names for the first tie-breaking coin toss. Then that winner will be in a coin toss with the remaining candidate. (places names into a container and draws 2 names). We'll now have the first tie-breaker. Shows a 2-sided coin noting the "heads" and "tail" sides. Candidate (name) will be the heads side; candidate (name) will be the tails side. Tells Board Committee Member and Non-Board Committee Member to record which name is on which side of the coin.
61. Committee Chair tosses the coin, lets it land on the table. (If it falls off the table, repeat the process.) Committee Chair announces which side of the coin has landed face up. He invites the poll watchers to confirm that fact.
62. Committee Chair says that as a result of the tie-breaker process, candidate (name) will now be in the final tie-breaker coin toss with candidate (name).
63. Repeat steps #58 and #59 above.
64. Board Committee Member and Non-Board Committee Member confirm Committee Chair's announcement from their totals, noting the tie-breaker (if any).
65. Committee Chair asks the committee to vote on confirming the winners of the election.
66. Accepted ballots, including undervotes, are stored in an envelope. Rejected ballots are stored in another envelope.
67. The tally sheets used by all committee members and Non-Board Observer are stored in a separate envelope.

68. Committee Chair announces that all envelopes will be stored in the DVCA office pending requests for a recount.

69. Committee Chair adjourns the meeting.

ENVELOPE TALLY SHEET

1. Total # envelopes in ballot box

2. # of sealed envelopes rejected for address problem*

3. # of sealed envelopes reject for seal problems**

4. # of envelopes opened

***Addresses of envelopes rejected for address discrepancy:**

Committee Vote ()

Committee Vote ()

Committee Vote ()

**** Addresses of envelopes rejected for seal discrepancy**

Committee Vote ()

Committee Vote ()

BALLOT TALLY SHEET

1. Total # of ballots opened

2. # ballots rejected for procedure/proxy

_____ Committee Vote ()

3. # of undervote ballots

4. # of rejected overvote ballots

_____ Committee Vote ()

5. # of ballots Counted w/3 votes

Vote Tally Sheet in Same Order as Appearance on Ballot (tick marks & totals)

Candidate Name _____
_____ Total _____

Candidate Name _____
_____ Total _____

Candidate Name _____
_____ Total _____

Candidate Name _____
_____ Total _____

Candidate Name _____
_____ Total _____

OTHER (Write-in):

Name	Votes
_____	_____
	_____ Total _____
_____	_____
	_____ Total _____
_____	_____
	_____ Total _____
_____	_____
	_____ Total _____

BALLOT BOX SECURITY SEAL SERIAL NUMBER DOCUMENT:

Attesting signatures of the Election Committee:

Committee Chair should write in the serial number found on the seal, and should co-sign with Board Committee Member and Non-Board Committee Member as soon as practical after the seal is attached to the Ballot Box lock.

Committee Chair should keep this signed form himself and produce it at the vote counting meeting.

Post-Election and Vote Count

Immediately after counting the votes and certifying the election results, post the election results outside of the DVCA office.

Secure and store all envelopes and ballots (per the handling/counting process) in a locked cabinet/file in the DVCA office for one year (per State Law). Must be available in the event of a recount.

Who has access to the envelopes and ballots?

Committee chair to call all candidates individually and advise them of the election results. Calls to be made within 24 hours of concluding the vote count and conversation must be in real-time (no voicemail).

Candidates to be advised of the total number of valid ballots, and the number of votes received by each candidate. Advise that the information has been posted outside of the office and will be reported to the Board at the Annual Meeting of the Members.

Committee Chair to report the election results at the Annual Meeting of the Members.
Information to be conveyed is:

1. Total number of envelopes in the ballot box
2. Total number of normal envelopes
3. Total number of provisional envelopes
4. Total number of normal envelopes rejected for not following the voting process (no address, not written across seal, etc.)
5. Total number of provisional envelopes rejected (no valid proof of Deerfield ownership, etc.)
6. Total number of valid ballots
7. Total number of votes cast for each candidate, including write-ins, and the number of "under votes"
8. Reconciliation that the total number of votes casts for ballot candidates + write-ins + undervotes equals the total number of valid ballots x 3.

The above information should be captured in the notes for the Annual Meeting of the Members.

Committee to meet and review any issues with the election and make recommendations to the Board to improve the process. Document any changes in the DVCA Election Manual.