

MONTGOMERY MUTUAL, INC.

ELECTIONS COMMITTEE TERMS OF REFERENCE

WHEREAS, Board Resolution No. _____, dated _____, states that the Board of Directors shall appoint an Elections Committee in conjunction with the requirements of Article IV, Section 2 of the By-Laws; and

WHEREAS, to better carry out such duties, the Board deems it necessary to establish **Terms of Reference** for the Committee in conjunction with the requirements of Resolution No. _____, dated _____,

BE IT RESOLVED THAT, the following **Terms of Reference** be adopted for the **Elections Committee**, and

BE IT RESOLVED THAT, this resolution supersedes any previous resolutions or recommendations adopted by the Board of Directors related to the matters covered herein.

BOARD RESOLUTION NO. _____ **DATED** _____

I. RESPONSIBILITIES and FUNCTIONS

The primary responsibilities of the Elections Committee are to: (1) advise and assist the Board of Directors in executing the election policies and procedures, and (2) coordinate the election process of Board Members for Montgomery Mutual, Inc.

In fulfilling its responsibilities, the Elections Committee shall perform at the Board's request or direction functions, which include, but are not necessarily limited to the following:

- A. Review and administer election policies and procedures approved by the Board for election of directors by mail-in ballot of the Mutual members for Annual meetings.
- B. Inform and educate the members of Montgomery Mutual about the election process. Information describing the election process will be published in the January issue of the mutual Newsletter.
- C. Plan for a "Meet the Candidates" event for any candidates interested in participating in such an event.

- D. Review and/or assist in the preparation and mailing of election related written materials, such as notices, forms, and ballots.
- E. Oversee receipt of mail-in ballots of Mutual members.
- F. Count ballots according to the following procedures in order to ensure the secrecy of the balloting:
 - 1. Signatures are verified.
 - 2. Envelopes are opened.
 - 3. Ballots are removed and stacked face down in color-coded stacks according to Area until all envelopes have been opened.
 - 4. All envelopes are removed and the ballots are then turned face up and counted.
- G. Announce the results of the election to the members of Montgomery Mutual at the Annual Meeting.
- H. Administer other election-related tasks as may be assigned by the Board,

II. MANNER OF ORGANIZATION

- A. **Committee Chairperson** The Chairperson shall be a Montgomery Mutual Board member, whose term is not then expiring, appointed by the Board President, with the concurrence of the Board. The Chairperson shall serve from the initial appointment until the election process has been concluded, usually immediately after the Annual meeting.
- B. **Committee Membership** Members of the committee shall consist of the Chairperson chosen by the Board President and no more than four (4) additional Montgomery Mutual members chosen by the Elections Committee Chairperson. The members of the Committee cannot be Mutual members of the Areas holding an election that year. The Committee will dissolve after the election meeting for which it was appointed has been completed, and will be reconstituted by the Board of Directors before the next Annual of the Mutual. No member of the Committee may become a candidate for the Board of Directors while serving on the Elections Committee.

III. MANNER OF OPERATION

A. **Meetings** Meetings of the Committee will be held as often as necessary to carry out assignments and responsibilities. A majority of the members shall constitute a quorum for the purpose of conducting committee business. All decisions of the Committee require a majority of members present.

B. **Reporting and Channels of Communication:** The Committee, through its Chairperson, shall:

1. Announce the results of the election to the Montgomery Mutual residents at the Annual Meeting.
2. Prepare and submit to the Board President a summary report of that year's election process and activities, including any problems encountered and any recommendations related to the election policies and procedures.