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| ***Lake Clarke Gardens Condominium, Inc.*** |
| *An Adult Condominium Community* |  |  |  |  |  |  |
| 2981 FLORIDA MANGO ROAD LAKE WORTH, FLORIDA 33461 |  |  |  |
| GENERAL OFFICE: 561-965-8487 SOCIAL DIRECTOR: 561-965-6221 FAX: 561-965-0986 |  |

**Guidelines for Elections with**

**Impartiality and Confidentiality Agreement and**

**Election Check List**

**Mission – Introduction**

LCG BOD, the administrative office staff, and the Election Committee must remain impartial and transparent at all times during the election process. This should help us to achieve a harmonious atmosphere during the election process.

**Election Committee**

Owners in good standing who wish to chair the Election Committee must show evidence of their interest to be appointed to head the Election Committee no later than December 01 of each year, this in order that Board Members may make their selection of the Election Committee Chairperson no later than December 15, of each year.

The Election Committee shall consist of a chairperson and any number of election officers in good standing as prescribed by the LCG BOD.

**Election Chairperson**

The Chairperson shall be appointed by the resolution of the BOD. The Chairperson will then appoint the committee.  The duration of the Chairperson’s mandate is one month prior to the election period starting process until one month after the date of the voting day.  He or she may be removed and replaced at any time for cause by the BOD.

Anyone interfering or disrupting the chair or members of the committee during the Annual Meeting as votes are being counted may be subject to a fine.

**Mandatory Declaration**

All members of the ElectionCommittee,before assuming duties, all members of the Election Committee shall make, in writing, a solemn declaration, in the prescribed form by the BOD, that he or she will exercise the powers and perform the duties of the office in an impartial manner. That they will not communicate or use personal information obtained at that time other than for a purpose in performing those duties.

**Election Budget**

The budget allowed to the Election process must be handled by the Election Chairperson.

Detailed financial information with the respective invoices, receipts will be prepared and transmitted to the Board of Directors, no later than 30 days after the date of the election.

**E-Mail Address**

To communicate with each other (BOD, candidates, owners) an e-mail address (exp: lcgelection@gmail.com) should be made available for the Election Chairperson.

**Candidates Contact Information**

The BOD should forward, as soon as received, the contact information for each candidate to the Election Chairperson. The contact information must include their names, phone number and e-mail address.

**Preparation and distribution of Election Package**

Preparation and distribution of Election package shall be completed by the Election Committee and volunteers chosen by the Committee Chairperson.

**Candidates – Information session**

A copy of the Election Guidelines should be forwarded to each candidate.

An information session shall be prepared by the Election Committee and held to inform them of the details of the Guidelines.

An invitation including preset dates (choice of two dates and time – before election) shall be prepared and distributed to each candidates by e-mail. Upon receiving the candidate’s availability, the date/time chosen by the majority of candidates will be noted and this will be noted and set as the date/time for Information Session.

**Candidates Canvassing**

Canvassing is allowed by Florida statute. Suggested canvassing hours are between 9:00 am to 7:00 pm. All candidates running for the board & going door to door will be allowed to have only 1 person to accompany them.  Canvassing is not allowed in front of, or in the LCG office.

**Candidate Meetings**

**Official Candidate Meeting**

Only one official candidate meeting will be scheduled at 7PM during the election campaign. It shall be held in the auditorium and be a structured session with pertinent questions from the owners.

Question should be forwarded to the Election Chairperson by e-mail. No specific question will be asked. A maximum of 10 questions in total will be accepted.

If there are too many candidates to comfortably give each a reasonable time to answer the questions, then a second meeting shall be scheduled.

**Campaign Meeting (by candidates)**

Should candidates wish to schedule a campaign social event, such candidates must present their request to the Election Committee. That submission should be made 72 hours prior to the date of the event, in order to advise the administration, post the information 48 hours prior to the event and reserve the meeting room, pool, or other gathering area.

**Promotion/Advertising etc...**

All election advertisements, irrespective of when they are published, must also obtain the Election Chairperson’s initials before being distributed or posted anywhere on LCG property.   All postings must include the name of the person that has initiated or instigated them and must be signed and dated by that person.  Any anonymous letter or document will be revoked and destroyed.   Distribution of such documents is prohibited. The LCG Facebook page, Newsletter, and website of LCG cannot be used to promote a candidate, at anytime during the year.