

The Manor, A Planned Community, Inc.

ADMINISTRATIVE RESOLUTION # 2022-1

ELECTION PROCEDURES POLICY

WHEREAS, on January 10, 2022, a Special Meeting of the Board of Directors of The Manor, A Planned Community, Inc., was held; and

WHEREAS, Section 5302(a)(1) of the Pennsylvania Uniform Planned Community Act provides the Association with the power and authority to adopt rules and regulations; and

WHEREAS, the Approved Bylaws for The Manor, A Planned Community, Inc., As Amended, describe the composition, responsibilities and other matters pertaining to the seven-member volunteer Board of Directors which serves as the governing body for the Association; and

WHEREAS, per the Approved Bylaws for The Manor, A Planned Community, Inc., As Amended, the Board shall adopt reasonable Election Procedures that are not in conflict with the Declaration and the Bylaws, and publish/disseminate them to all owners; and

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors, by unanimous consent of those in attendance, hereby establishes the following Election Procedures:

1. Membership of the Association is provided with position descriptions for all Board roles, attached hereto as Exhibit A
2. Membership of the Association will be made aware of Board position openings officially via email, and may be supplemented with Newsletter(s) and other forms of messaging
3. Every Member in good standing can self-nominate for an open Board position. Good standing includes the absence of liens, assessment delinquencies, covenant violations, or pending legal actions with The Manor.
4. Nominees may express interest being considered for one or more of the four Officer roles that may come available while serving on the Board
5. The Nomination Form to be submitted by those self-nominating is attached hereto as Exhibit B
6. The Board will vet nominees to confirm they are in good standing
7. Nomination Forms from members in good standing will be shared with the full Membership of the Association
8. Candidates will run as individuals (not blocks)
9. The Board will be neutral and not endorse or oppose any candidates
10. There will be a defined nominations period prior to each election
11. The Board is free to provide additional materials and communications leading up to an election, provided it provides equal access to all candidates (e.g., space in an election-focused Manor Newsletter)
12. Elections will be aligned with Annual Meetings or Special Meetings
13. The Board will strive for a degree of Board member overlap ("stagger") for continuity purposes

14. If the Association Meeting at which an election is held is conducted in person, typical "ballot/ballot box" voting will take place, with voting provision for anyone attending virtually. If the Association Meeting is virtual, suitable electronic polling or voting tools will be incorporated.
15. It is recognized that a Meeting at which elections are held will need a quorum of over half of membership present, as election of each Director requires a simple majority of lots
16. Members, inclusive of those self-nominating, will be given a number of votes equal to the number of Board positions up for election
17. Candidates receiving the highest numbers of votes, provided they exceed the simple-majority requirement, will be elected to the available Board positions
18. The effective date of the Directors-elect will be disclosed in the Association Meeting materials
19. In the event open Board positions are not fully filled, either due to an insufficient number of self-nominations and/or an insufficient number of candidates exceed the simple-majority vote requirement, the Board will arrange for additional elections following these procedures
20. An election must be held in any year when (1) during the year, the Board appointed a successor to a Director that did not complete his/her term in office, as such appointee requires election by the Membership, (2) a Board member or members step down for any reason, and/or (3) any member or members of the Association self-nominate for a Board seat. Positions held by Incumbents whose two-year term will be reached and who wish to remain on the Board will be included on the ballot.
21. In any given year, should all elected Board members wish to continue in their roles, and should there be no new nominations from the membership, an election need not be held (that is, members whose two-year terms are up are automatically granted a consecutive term)

BE IT FURTHER RESOLVED THAT the above Election Procedures Policy is adopted and shall be in full force and effect retroactive to January 10, 2022. Notice of the adoption of the Election Procedures Policy shall be provided to all Owners and made available upon request.

BE IT FURTHER RESOLVED THAT the Board shall retain the right to further amend, or repeal, this Resolution.

Executed this 30th day of January 2022.

ATTEST:

Alexander Masetti
 Alexander Masetti, Board President

1/30/2022
 Date

Betsy Schamberger
 Betsy Schamberger, Board Secretary

1/30/22
 Date