

HUGHES & GILL
PROFESSIONAL CORPORATION

**INSTRUCTIONS AND TIMETABLE FOR ELECTIONS UNDER
SB 61 (Civil Code Section 1363.03)**

The requirements of the new law make it more important than ever that the election process be started at least **four months prior to the date of the election**. The new law does not readily accommodate the customary taking of nominations of Director candidates from the floor at the annual meeting. As a result, it is critical that enough candidates be nominated prior to the meeting sufficiently in advance to allow their names to be placed on the Ballot that is to be mailed to the membership. The following timetable will assist in achieving a smoothly conducted election, particularly when the election of Directors is conducted in conjunction with the annual meeting.

Days Before Election	Action	Done
120 Days +	Order smaller/inner envelopes labeled " BALLOT ENVELOPE " and larger outer envelopes pre-addressed to Inspector of Election, c/o Association Manager.	
120 Days +	Produce address labels for "outer" envelope specifying the residence owner and lot or unit address for each member.	
90 Days	Distribute self-nomination forms to the membership.	
90 Days +	Board appoints Inspector(s) of Election.	
90 Days	Board establishes record date for eligibility to be a candidate and eligibility to vote.	
75 Days	Inspector(s)/Manager prepares list of members entitled to vote/receive Ballots.	
60 Days	Self-nomination forms due back to Association and list of nominees due from nominating committee, if any.	
60 Days	Make all modifications and fill in blanks on letter to members and Ballot	
60 Days	Set date for Meet the Candidates.	
45 Days	Deadline for receipt of candidate statements.	
35 Days	Mail out Ballot packets, candidate statements, and Notice of Annual Meeting or Election.	
0 Days – 5:00 p.m.	Deadline for receipt of voting Ballots by mail or delivery.	
0 Days	Conduct Annual Meeting/election.	
0 Days	Count Ballots either at Annual Meeting or open meeting of Board of Directors.	
0 Days	Execute CERTIFICATION OF RESULTS OF ELECTION.	
0 Days	Inspectors of Election place all envelopes, Ballots and list of members eligible to vote in a separate sealed container and retain for 9 months after conclusion of the election.	
Plus 15 days	Within 15 days of counting Ballots, publish results of the Election to the Membership.	
0 Days plus 9 months	Inspector(s) of Election transfer sealed container of envelopes, Ballots and list of members eligible to vote to Board of Directors or Manager for retention for 3 months.	