



# *Crystal Lakes Road and Recreation Association*

300 Tami Road, Red Feather Lakes, CO 80545 | 970-881-2250 | [www.crystal-lakes.org](http://www.crystal-lakes.org)

## **COUNTING COMMITTEE CHARTER**

**TITLE:** Counting Committee (the “Committee”)

**TYPE:** Ad Hoc

**PURPOSE:** To count ballots for elections, assessments, special assessments, and for other purposes using internal controls and best practices. All decisions (counts) are the responsibility of the Committee and will be reported to the CLRRRA Board of Directors.

**AUTHORITY:** The Declaration of Covenants, Conditions and Restrictions for Crystal Lakes Road and Recreation Association (“Declaration”), The Bylaws for Crystal Lakes Road and Recreation Association, the Articles of Incorporation for Crystal Lakes Road and Recreation Association and Colorado law.

**NUMBER OR MEMBERS:** The Committee shall consist of a maximum of eight (8) members. The volunteers shall not be Board members, and in the case of a contested election for a Board position, must not be candidates.

**SELECTION OF MEMBERS:** Members are appointed by and serve at the pleasure of the CLRRRA Board. A member must own at least one lot in Crystal Lakes and be a member in good standing.

**TERM:** At the pleasure of the CLRRRA Board

**MEETING FREQUENCY:** As needed

**COMMITTEE ORGANIZATION:** The CLRRRA Board will appoint the Committee Chair and members after advertising the need in the weekly View, monthly Board newsletter, and/or website.

### **COUNTING PROCEDURES:**

1. The Committee will assemble on the day and time as directed by the Board. The meeting is open to property owners to view, including Board members or candidates, providing they remain silent during the count. Anyone who disrupts the count will be asked to leave and only members of the Committee are authorized to touch the ballots.
2. The Chair will swear in all members of the Committee. The members are swearing or affirming that they will perform their ballot counting duties lawfully and they become subject to criminal prosecution for official misconduct in accordance with the Colorado Revised Nonprofit Corporation Act (CRNCA) and Colorado Common Interest Ownership Act (CCIOA).
3. Upon assembling the Committee, the Chair will read the counting procedures to all members of the Committee.
4. The Chair will appoint a Vice Chair from the Committee and assemble two or more counting teams. Each counting team must have at least two (2) members to ensure the integrity of the election.

5. The Chair and Vice Chair will take possession of and open the Ballot Box in view of the entire Committee and declare "The ballot count shall begin." Non-secret ballots can be emailed to the Association Office ([ballot@crystal-lakes.org](mailto:ballot@crystal-lakes.org)) so be sure to take possession of these ballots as well.
6. The procedures for a secret and non-secret ballot differ slightly. For example, a secret ballot contains an inner secrecy envelope to protect the privacy of the property owner as well as an outer certification envelope that must be signed to be valid. For anything other than a missing signature, the Chair has the authority to attempt to identify the property owner with assistance from the Staff.
7. The entire Committee must be unanimous in their decision to either accept or reject a ballot. Examples of rejected ballots include property owners who are not eligible to vote (not in good standing), improperly completed certification envelopes, incorrectly marked ballots, etc. The Committee will divulge the total number of ballots that were accepted and rejected when relaying their final count.
8. The Chair and Staff will provide the counting teams with bins, forms, pens, and any other supplies that are needed to perform their responsibilities.
9. The General Manager will provide the Chair and Vice Chair with the information they need to determine if a property owner is in good standing and is eligible to vote. This information will be kept confidential to protect the privacy of the property owner.
10. Ballots shall be grouped in county packets comprised of no more than 50 (fifty) votes to make counting and confirmation more efficient for the counting teams.
11. Comments on ballots will be ignored.
12. After all ballots have been counted or declared invalid, each team shall confer upon their recorded results and conclude on the final count results. The Chair and Vice Chair shall examine the results presented by the recorders and evaluate those results.
13. The Chair and Vice Chair shall announce the results of the election.
14. The entire Committee shall certify the results of the ballot by signing each tally sheet and providing it to the General Manager so that the results of the ballot can be announced to the membership as soon as possible.
15. The Chair and Vice Chair can add additional counting procedures providing they do not conflict with any of the procedures in this document.