

DIRECTOR ELECTION TIMELINE

Sample timeline for a director election as a result of the changes to the Civil Code's HOA election requirements (effective 1/1/2020).

E = estimated days before Election Date

at least

90 DAYS

before ELECTION

ELECTION RULES FINALIZED

If the <u>election rules</u> are being amended, <u>general notice</u> of the proposed election rules must have been provided <u>at least 28 DAYS before</u> the board vote to adopt the amended rules. (*Civ. Code §* 4360)

*If amended language includes only what is required by law, the 28 day notice period does not apply. (Civ. Code § 4355(b).)

INSPECTOR OF ELECTIONS SELECTED

100^E

at least

30 DAYS

before NOMINATION DEADLINE

NOTICE OF NOMINATING PROCEDURE

(General Notice)

Notice of the procedure and deadline for nomination. (Civ. Code & 5115(a).)

*This should include a list of <u>candidate qualifications</u> along with a statement regarding any potential candidate's right to participate in <u>IDR</u> with the association if the potential candidate is subject to disqualification. (Civ. Code § 5105(e).)

70^E

NOMINATION DEADLINE

CANDIDATE LIST FINALIZED

60^E

at least
30 DAYS

before sending
BALLOT
MATERIALS

NOTICE OF MEETING & CANDIDATE LIST

- (<u>General Notice</u>)
 - ✓ Candidate List
 - ✓ Notice of date, time, address of where to send ballots
 - Notice of date, time, address of ballot counting meeting
 - ✓ Statement of member's right to verify accuracy of individual information on both the Candidate List and Voter List
 - ✓ Statement of member's right to request <u>individual delivery</u> of the above items

VOTER LIST FINALIZED

(The 'Record Date' for determining the Voter List is established at the time ballots are sent)

30^E

at least

30 DAYS

before VOTING DEADLINE

BALLOT MATERIALS SENT

(Mailed or delivered to each member on the Voter List)

- ✓ Ballots & Two (2) pre-addressed envelopes
- ✓ Instructions on how to return ballots
- ✓ Copy of Election Rules <u>or</u> this statement on the ballot in 12-point font: "The rules governing this election may be found here: [website where rules are posted]"

VOTING DEADLINE

ELECTION DATE

(BALLOT COUNTING MEETING)

within

15 DAYS
after ELECTION

NOTICE OF ELECTION RESULTS

(General Notice)