**Annual Meeting Time Line**

180 Days Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* From by-laws, any direction from previous annual meeting, and in communication with BoD set meeting date, time and location
* Reserve Meeting Space

90 Days Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Verify meeting Date, Time and Location with BoD
* Ensure Meeting Space is Reserved
* Determine which directors (if not all) terms are ending
* Determine is there will be a social event in conjunction with the meeting
	+ Set date, time, and place for social
	+ Reserve Space if Required
* Post on web page calendar
* Include date and place in newsletter

70 Days Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Prepare First Notice of Election, Candidate Nomination Form, Candidate Information Sheet, Owner Information Form
	+ May Use Previous Year as template or use the Gray’s Systems “blue book” for example
	+ Make sure date, time and place is in the notice
	+ May or may not list directors positions up for election
* Ensure all dates, times, place, match up on different forms and proof read entire notice; especially if cut and paste form other files
* Include language of having Candidate Nomination form in by 40 day prior
* Include language of having a Candidate Info sheet in by 35 days prior
* HOAs can use this process but make sure you check by-laws for nomination committees and nominations from the floor

65 Days Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Have 1st “Mail Out” package ready to go

60 Days prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Due date for first notice of election
* Send via email blast from web page and post notices and other material on line
* Email current directors they must complete the candidate nomination form as well

40 Days Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Collect all Candidate Nomination Forms
* Verify Eligibility
* Send Written verification of receipt and eligibility or not to candidates
* Prepare Second Notice of Election package
	+ Second Notice
		- Use Prior year mail out or Grays blue book
		- Still must send even if no election is required due to equal or fewer candidates than vacancies
	+ Ballot
		- Instructions can be on ballot or in second notice (prefer notice)
		- Alphabetical order
		- HOA depends on By-laws
		- Outer and inner envelopes
	+ Proxy
		- General and Limited Proxy with Substitution line at the bottom
		- Use Grey’s blue book for sample
		- Make sure person listed as “generic’ proxy holder is going to attend the meeting in person. Usually Secretary or President.
		- Limited
			* Always include vote to roll over profit or loss to next year’s financials
			* If requested by board,
				+ include vote to lower reserves
				+ vote to waive audit
			* Other items of requiring ownership votes and such like changing declaration/by-laws, changing common property, etc.
	+ Meeting Notice with Agenda
		- Use standard agenda from by-laws and add any actual votes or presentations
		- Include Organizational Meeting Notice

35 Days Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Collect all candidate information sheets
* Complete Second Notice package

30 Days Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Send second notice, proxy, ballot, agenda
* Plan Social Event if required
* Email blast

30 Days prior to 1 Day Prior

* Create meeting “box”/folder
* Collect ballots and proxies
	+ Start list of returned items
	+ Keep BoD informed of progress
* Invite special guests

15 Days Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Post Membership and Organizational Meeting Notice on Property

8 Days Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Finalize "Meeting Box"
	+ Sign in Sheet with proxy holder names listed
	+ Authorized Voter verification folder
	+ Additional ballots
	+ Additional ballot inner and outer envelopes
	+ Ballot tally sheet
	+ Additional proxies
	+ Name tags
	+ Markers, pens, etc.
	+ Set of documents (CAM book)
	+ Meeting booklets
		- * Board members bound and tabbed if possible
			* Numbered pages for all
		- Cover Page
		- Notice/Agenda
		- Previous Minutes
		- Financials
			* Year-end balance sheet
			* Last period balance sheet
			* Last period income/expense statement
		- Managers report of accomplishments and current projects
		- Presentations
		- Owner List
* Visit your meeting space and make note of possible seating arrangements, check in desk placement, etc.
* Contact Board president and walk thru the meeting and responsibilities
* Finalize Social Event Plans
* Meet with “helper” to go over meeting

1 Day Prior Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Tally all proxies and ballot submissions
* Finalize meeting material, box, etc.
* If possible, set up meeting room
* Attend Social (if scheduled)

Day Of Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Arrive One Hour prior to meeting
* Complete set up
* Check In
* meet and greet with owners, do not hide
* Hold Meeting
* Attend Social (If scheduled)

Within Ten Days Post Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Complete Minutes
* Email Blast minutes and/or meeting re-cap and must include election results
* Turn in election results to office manager and accounting