



RESOLUTION OF THE BOARD OF DIRECTORS
of
ONION CREEK HOMEOWNERS ASSOCIATION, INC.
regarding
ELECTION PROCEDURE POLICY
Revised May, 2016

WHEREAS, Section 1 of Article IV of the Bylaws of Onion Creek Homeowners Association, Inc. (the "Association") grants the Board of Directors the authority to create and adopt rules and regulations regarding certain actions and activities of the Association and its members;

WHEREAS, pursuant to Section 202.006 of the Texas Property Code, the Board of Directors of the Association desires to record the policies set forth herein making said policies enforceable as to all members of the Association;

NOW THEREFORE, BE IT RESOLVED, that the following policy of the Association is hereby adopted, superseding and replacing all previous policies on election procedures:

Prior to Annual Meeting:

The nominating committee will provide to the Board for approval the names of all candidates who have agreed to run for Board Positions. The board will authorize the placement of the candidate names on a ballot to be presented to the membership at the annual meeting. The ballot will be reviewed by the Board and approved as to form.

A sample ballot or list of candidates along with a biography of each candidate will be placed in the January newsletter, along with the agenda, and the proxy form.

If the number of candidates running is identical to the number of open positions on the board, the candidate names would be placed on a slate of candidates and should there be no nominations from the floor, an up or down verbal vote of membership would be taken (after a motion is made) to accept the candidates as presented.

If there are more candidates than open positions on the board, or if there is a nomination from the floor, a written ballot vote will be taken using the procedures set out herein.

In the event that there are more candidates than open positions for the board, the candidates will be notified by the head of the nominating committee prior to the general meeting that an election will take place and that there is always a possibility that they will not be voted into office. The head of the nominating committee will ask the candidates prior to the election whether they would be willing to serve on a committee and/or serve as a board member in the event that a current board member should need to leave the board before their term is up.

At the Annual Meeting:

All residents who attend the annual meeting must sign in at the registration tables at the **main entrance** to the Club. There will not be a table at the top of the stairs.

Each resident will be entitled to only one vote per property ownership. Commercial members will be entitled to a number of votes as defined in the Declarations.

An alphabetical roster with resident's name, address and a space for signature will be at the main entrance tables; the roster will be numbered. Residents will sign their name next to their printed name.

As residents sign in, the number on the roster will be written on the ballot.

The official ballot, the candidates' bios, agenda, prior year's minutes and any other materials needed for residents to participate in the meeting will be given out to residents as they sign in.

Residents who cannot attend the meeting have the option of submitting a proxy, which will count toward a quorum. The proxy form provided with the newsletter (or other acceptable proxy document signed by the member granting proxy, including a power of attorney) can either be mailed to or dropped off at the HOA office in advance of the meeting as set out in the proxy form. A member may also elect to provide their proxy to a board member as set out in the proxy form in the newsletter.

Those proxies mailed to the HOA office in advance of the annual meeting will be filed and recorded by the HOA office staff so that the sign in sheet to be used at the meeting reflects these proxies and allows for the distribution of ballots to the appropriate member.

The member with proxy rights will receive a ballot to be used in his/her capacity as proxy. That proxy ballot will be numbered and will be a different color than the other ballots distributed to members. The proxy ballot number will be recorded at sign-in under the name of the member who is granting the proxy. The member exercising the proxy vote will sign their name next to the printed name of the member for whom they are exercising the proxy with the notation "as proxy".

Proxies given to board members in advance will be submitted by that board member to the HOA office prior to the annual meeting for recordation. Following recordation of any proxies tendered to a board member, the HOA office staff will note on the sign in sheet the number of ballots that the board member can vote at the general meeting by virtue of the tendered proxies. The board member will be provided at the annual meeting with numbered ballots corresponding in number to the proxies he holds.

In the event of a contested election, members will be instructed to complete the ballot(s) and, upon completion, to deposit the votes into boxes that will be circulated row by row by the tabulators who will collect them at the end of each row.

The tabulators will go to a private room to count the ballots. When the tabulation is completed, one of the tabulators will give the results to the president for announcement to the membership at the general meeting. The results will also appear in the next newsletter.

Should it become apparent that the ballot counting will not be complete by the end of the agenda for the annual meeting, then the membership will be advised that counting continues and that the results will be conveyed to the Board in their meeting immediately following the annual meeting. The annual meeting will then be adjourned as it normally does.

The board meeting following adjournment can be called to order and if deemed necessary it may be temporarily adjourned pending the final

tabulation. In the event of a temporary adjournment, Board members will remain onsite until notified of the final tabulation, and then the meeting will be called to order again.

Following tabulation, all ballots and tabulating materials will be returned to the HOA office by the tabulators for filing and record retention.

These policies are supplementary and are in addition to any and all other covenants, conditions, restrictions and rules in effect for the Association.

This resolution was passed by the Board of Directors of Onion Creek Homeowners Association, Inc. on the 18th day of June, 2016.

By: Mike Rodriguez
Mike Rodriguez, President

STATE OF TEXAS)
)
COUNTY OF TRAVIS)

This instrument was acknowledged before me on this the 8th day of June, 2016 by Mike Rodriguez, President of Onion Creek Homeowner's Association, Inc., on behalf of the corporation, for the purposes therein expressed.

Rosemarie Trevino
Notary Public, State of Texas

After recording, return to:

Onion Creek Homeowners Association
10816 Crown Colony Drive, Ste. 105
Austin, TX 78747



FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Dana DeBeauvoir

Jun 13, 2016 10:17 AM 2016091716

VALLEJOA: \$38.00

Dana DeBeauvoir, County Clerk
Travis County TEXAS