

# Floral Park Neighborhood Association

## Standing Rules

Approved /11/2025

The following “Standing Rules” were adopted by the 2014 Floral Park Neighborhood Association Board (the “Board”) to facilitate the smooth organization for an efficient implementation of board responsibilities.

### **General Items**

- A. Board meetings shall be held monthly on the second Tuesday of each month and locations established by the Board as posted on the Floral Park Neighborhood Association (“Association”) website. Board meetings are open to all residents of Floral Park. Board meetings may be cancelled, as needed by a majority vote of the Board or by consent resolution.
  - 1. A board member may attend a board meeting remotely up to two times per calendar year, provided prior notice is given to the President and Secretary, who shall coordinate with such board member on the method of such remote access (i.e., via Zoom, Teams, speaker phone, etc.)
- B. General Membership meetings are to be held on the second Thursday in March, September, November, at the June Award Ceremony, and at the call of the majority of the Board, at 7:00 pm, subject to change by majority vote of the Board as necessitated by the availability of facilities and may be delayed or cancelled, as needed by a majority vote of the Board or by consent resolution.
- C. Emergency Meetings. To facilitate communication between Board Meetings, an emergency board meeting may be called by the President, or by any two Board Members other than the President, if, in the discretion of the President or the two Board Members, there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the Board, and which, of necessity, make it impracticable to await the next scheduled board meeting. Email may be used as a method of conducting an emergency meeting.
  - 1. In-Person Emergency Meetings: The President or the two Voting Board Members calling the emergency meeting, shall cause notice of the emergency meeting to be given immediately to all Directors. Notice may be given in-person, or by electronic mail. To the extent practicable, public notice to the general membership of an emergency meeting will be posted on the website and by eblast. At the emergency meeting, the Board, by affirmative vote of a Majority of the Board Members present, may take any action within the express or implied powers of the Board; provided, however, any action taken at an emergency meeting will be effective only until the next regular meeting of the Board at which the emergency issue is included on the public notice of such meeting. At such

subsequent meeting, the Board Members may ratify any emergency action taken. If any emergency action taken is not ratified, it shall be deemed rescinded. Emergency meetings of the Board shall be open to the general membership and timely noticed.

2. Procedure for vote by e-mail:

- a. Discussion started by President or any two Board Members. The subject line should read: "Discussion: Vote (subject), request reply all within 48 hours".
  - b. When ready for a vote, Board Member makes motion and asks that responses be returned to President; Vote is sent back to sender and reply all; subject line should read: "Vote by (date)".
  - c. Board Members shall have 48 hours to vote and must reply all.
  - d. Co-Board Members shall confirm one final vote for that Board position.
  - e. Motions subject to Emergency meetings via email shall require 60% of the Board Members' consent in writing to pass. (For example, if there are 10 Board positions, a motion will need the consent votes of 6 Board positions to pass.)
  - e. Secretary tallies votes by Board position and reports to the Board via e-mail. President puts the subject on agenda for next Board Meeting for reporting purposes.
  - f. President keeps responses and formally reports the results at the next Board Meeting. However, the vote taken by e-mail shall be deemed a final vote of the Board once the Secretary receives all the votes.
  - g. The Secretary shall include the outcome of the motion in next the Board meeting minutes.
- D. The First Vice President, Second Vice President, Social, Home Tour, Communication, Treasurer, Parliamentarian and Membership positions should develop support committees to assist in the execution of their position duties and to fill in during a meeting should Board Member be absent.
- E. Board is to annually review Insurance 45 days prior to renewal. The Treasurer is responsible for keeping the insurance policy(ies) current (Renewal May). The Board is to annually review Storage Contract. The Treasurer is responsible for keeping it current, if applicable.
- F. All projects and funding are to be annually reviewed by the Board.
- G. Any resident of Floral Park may attend any committee meeting and bring forth any pertinent issues for discussion at a time and manner established by the Committee Chair.

H. Complaints from neighbors will be handled as follows:

1. Board will not get involved with neighbor-to-neighbor disputes.
2. Board will not get involved with neighbor and city or outside vendor complaints but may refer neighbor to public agency for help.
3. Anonymous complaints will not be handled by the Board.
4. Name of complainant will only be disclosed to President and Vice-Presidents.
5. Board will discuss all other complaints at a Board meeting, in executive session as prescribed in the Constitution and By-Laws. President will contact and disperse information to parties of Board resolution.

I. Appointment of Co-Chairs:

1. Except for the President and Treasurer, any Officer or Director may ask the Board to appoint a co-chair. Board Member will submit the name, along with written acceptance and signed Governing Board Documents, to the Board, to be voted on at a regularly scheduled Board meeting. This also applies to Board appointed vacancies. Co-Board Members shall have one vote between them in all matters coming before the Board.

#### **Duties of Officers**

A. The President shall:

1. Conduct all Board and General meetings.
2. In the event of a tie vote of the membership, shall cast the deciding vote.
3. Be an Ex Officio member of all committees.
4. Be responsible for overseeing the duties of all Officers and is always entitled to maintain insight of the organization's books.
5. Prepare all agendas and ensure that all Board and General meetings are conducted according to parliamentary procedure in consultation with the Parliamentarian.
6. Be a member of the Board for at least one (1) year before being elected to this office.
7. Make temporary assignments in the event of a vacant position or absence, with the approval of the Board.
8. In January of each year, conduct in coordination with the city, the "Neighborhood Hero Award," seeking nominations from neighbors, and submitting forms to the city.

9. Educate the neighborhood, surrounding communities, and the City of Santa Ana (City) of the historical significance of our neighborhood, its architectural value and the impact it has had on the City and County of Orange since its origin.

B. The First Vice-President shall:

1. Assume the position of President in the absence of the President.
2. Chair the Scholarship Committee, which awards scholarships and chair the Sponsorship Committee, which recommends donations to Santa Ana charities.
  - a. The Scholarship Committee is responsible for:
    - i. Distributing scholarship applications to all Santa Ana high schools and Santa Ana College.
    - ii. Selecting its recommended recipients of the FPNA scholarships and charitable awards prior to April Board Meeting.
    - iii. Selecting its recommended recipient of the Joe Bangor scholarship per the Guidelines
    - iv. Selecting the recipient of the Alice Sinclair Scholarship.
    - v. Preparing certificates for scholarship recipients.
    - vi. Planning the June General Meeting to award scholarships.
    - vii. Inviting educational and city representatives, press, and parents of scholarship recipients of the awards to the General meeting.
  - b. The Sponsorship Committee is responsible for:
    - i. Soliciting from General Membership and propose its recommended charities to receive donations.
    - ii. Announcing the scholarship recipients and the charity recipients at the June General Meeting in consultation with the Board.
3. Submit an annual budget in September for scholarships, charities, and related expenses for the following year.

C. The Second Vice President shall:

1. Assume the position of President in the absence of the President and First Vice President.
2. Chair the Beautification Committee.
  - a. The purpose of the Neighborhood Beautification Committee is to preserve and improve the beauty of the gardens and trees of Floral Park's public spaces such as, but not limited to, the entry and exit gardens, the city street trees and Sarah Mae Downie Herb Garden.

- b. Any member of Floral Park can participate on the committee.
- c. Submit any neighborhood beautification projects that have been approved by the committee to the Board.
- d. Coordinate with the city “Most Beautiful Yard Award,” seeking nominations from neighbors, and submitting forms to the city. In those years that the city does not make the award, conduct this award, using the same guidelines, with the exception that FPNA will provide a sign and token award, such as a gift card.
- e. Schedule and coordinate entry and exit plantings, this is usually done two (2) to four (4) times a year.
- f. Coordinate entry and exit watering with the city.
- g. Coordinate with the city regarding any street trees that are of concern, (i.e. dead or dying, removal, and replacement). Coordinate with the city any work that needs to be done at the Sarah Mae Downie Herb Garden.
- h. Heart Stones – Take the orders, write announcements for newsletter and coordinate placing them in the park. Notify the donor if they wish to be present for the placement.

3. Submit an annual budget for funding for projects.

D. The Secretary shall:

- 1. Serve as Recording Secretary for the Association, attending all Board and General Meetings.
- 2. Maintain the Association records, minutes, and agendas of all meetings, and prepares the minutes for all Board and General Membership meetings. Minutes should be distributed to each Board member within 10 days following each meeting.
- 3. Take roll call at the Board meetings.
- 4. Prepare the sign-in sheet for the General Membership meetings.
- 5. Maintain original, as amended, Association Articles of Incorporation, Bylaws, Standing Rules, Resolutions, Policies or other documents that are drawn up, passed by the Board for the consideration of future boards.
- 6. Possess the key to the P.O. Box and is responsible for picking up and distributing the mail on a weekly basis, and daily during March and April (for Home Tour).
- 7. Be responsible for locating and reserving meeting space for the General Membership meetings.
- 8. Prepare and maintain the Association's Board contact list.

E. The Treasurer shall:

1. The Treasurer shall abide by generally accepted accounting – principles and comply with current State and Federal guidelines:
  - a. Chair the Finance Committee.
  - b. The FPNA Federal and California State Tax returns will be filed each year by April 15th. Tax returns will be submitted for review and approval by the Board at the March Board Meeting. The official program to be used by the Treasurer is QuickBooks.
  - c. Every other year, years ending with even numbers, file with the State Of California in July, Form SI-100 Statement of Information, and pay the appropriate fee.
  - d. The Treasurer shall set up bank and financial accounts at the direction and approval of the Board. Any and all financial activities may only be executed with approved and established accounts for designated purposes.
  - e. The Treasurer is authorized to obtain credit and/or debit cards for use with approved accounts provided that (i) each issuance of a credit/debit card is first approved by the Board and (ii) each debit/charge is pre-authorized by the Board when expense exceeds approved budget expenditures.
2. Monthly payments may be paid (scheduled or unscheduled) through authorized accounts and mechanisms at the discretion of the Treasurer, with Board approval, unless such expenses exceed approved expenditures, in which case payments must be approved by the Board. The outgoing Treasurer shall also assist and advise, as deemed necessary by the incumbent and/or the President, for one year after leaving office, and in the preparation and filing of Tax Returns for the prior year.
  - a. The outgoing Treasurer shall turn over to the incumbent all documents, tools, and resources within 30 days of leaving office.
3. Seven days in advance of the monthly Board Meeting, Treasurer will distribute to the Board Members a recap of the income, expenses and budgets for the previous month and year-to-date for all charts of accounts; a summary of all cash funds held by FPNA. At the Board Meeting, the Treasurer will respond to any questions posed by Board Members. Thereafter, approval of the financial report will be put to vote of the Board.
4. Expense Reimbursements:
  - a. Need all original receipts, either physical or scanned and attached to e-mail to Treasurer.
  - b. Completed reimbursement form with description of expense and budget account number to be charged.

- c. Checks requests in excess of \$1,000 for individuals shall be accompanied with the payee's W-9. d. All expense requests must be pre-approved by the responsible Board member.

5. Expense Authorization Policy.

- a. Introduction: Various expenses are incurred during the conduct of business of the FPNA by its Board members, Committee Chairs and volunteers. This expense authorization policy provides members of the FPNA, its officers and volunteers with guidance on obtaining authorization for expenses and provides guidance to the Treasurer for making timely reimbursements.
- b. Authorized expense. An expense for goods or services is approved and authorized for disbursement if it has been enumerated in a budget approved by the Board or is a line-item expense contained within a project approved by the Board or is pre-approved by Board action. An expense may be approved by the Board after-the-fact under rare circumstances for emergencies and unforeseen needs during an event and for an amount no greater than \$500. For emergency expenses greater than \$500, the Board President, a member of the Board and the Treasurer must agree in advance to the disbursement and the requestor must follow up with a report at the next regular meeting of the Board. A requestor who is a member of the Board may not approve his/her request.
- c. Timely disbursement. When the FPNA Treasurer receives a request for disbursement, he/she shall pay the requestor in a timely manner, normally within five (5) business days following the request, by a check drawn on an FPNA account accumulated for that purpose.
- d. Proof of expense. Normally the requestor must provide sufficient documentation to prove that the expense has actually been incurred in conducting business on behalf of FPNA. Under rare circumstances, exceptions to sufficient documentation may occur but only with the approval of the Board. The requestor must provide a report to the Board that describes the reason for the lack of documentation. Reporting requirements. All expenses of the FPNA shall be reported to the Board and to the General Membership at a time and in a manner that assures timely transparency and accountability. Committee Chairs may propose a reporting protocol to the Board for complying with this section.
- e. All individual expenditure in excess of \$5,000 for payment shall be submitted with a comparable competitive bid.

6. The President has authority to sign checks in the absence of the Treasurer.

7. The Treasurer shall support the responsible Board Member's Committee before events to assist in providing oversight for expenses, providing receipts for cash handling and recapping all related financial activities for FPNA.

8. Each Board Member shall submit a detailed proposed budget to the Treasurer at the September meeting. The budget shall include expenses and anticipated sources of revenue.
9. The Treasurer shall finalize a proposed budget for the coming year to present to the General Membership at the November General meeting for approval. The budget shall include all Charts of Account. If requested at the meeting, hard copies can be made available.
10. Retention of Documents:
  - 4 YEARS: Bank statements, duplicate deposit slips, contracts, leases, donation records.
  - 4 YEARS: Accounts payable, expense distribution, invoices vendors/suppliers.
  - 4 YEARS: Authorization for expenditures, general correspondence, internal reports, purchase orders, volunteer records.
11. Notification of committee meetings should be sent out in e-blasts by Communications.
12. Finance Committee is composed of qualified volunteers from the neighborhood, including the Treasurer, a member of the Board of Directors. If desired, the committee may also include non-FPNA members if the proposed individual has expertise in investment matters.
  - a. The committee's responsibilities are:
    - i. To act in an advisory capacity to the Board on all financial matters.
    - ii. To establish investment strategies and submit to the Board for approval.
    - iii. To review and engage, if desired, the services of an Investment Manager.
    - iv. To monitor the desired results of the investment strategies and the performance of their investments in line with those strategies.
    - v. To provide monthly reports to the Board on the Finance Committee's strategies and the investment performance.
    - vi. To review all insurance policies covering the Association.
  - b. The Treasurer's responsibilities include:
    - i. Depositing of funds from accounts consistent with the signatory policy approved by the full Board of Directors.



- ii. Preparation of reports required by the Finance Committee and the Board Opening and closing of accounts at depository institutions, custodians or brokerage firms on behalf of the Association.
- iii. Depositing or withdrawing of funds from accounts consistent with the signatory policy approved by the full Board of Directors.
- iv. Directing the investment of funds in an account at a depository institution, custodian or brokerage firm.
- v. To monitor day-to-day management functions and to establish and to enforce appropriate procedures and controls designed to avoid theft, embezzlement or dissipation of the assets.
- vi. To ensure that cash and marketable securities are held by an FDIC insured or CUNA-affiliated depository, a bank trust department, a trust company or an SIPC-insured brokerage firm. Cash deposits in any one institution shall not exceed FDIC or SIPC insurance limits.

F. The Membership Director shall:

- 1. Chair the Membership Committee.
- 2. Identify, select and support Block Captains.
  - a. Membership Committee composed in part by Block Captains.
  - b. Block Captains are responsible for
    - i. leading annual Membership Drive; and
    - ii. organizing Social Gatherings and facilitating Care and Compassion activities on their respective streets.
- 3. Set an annual General Membership goal.
- 4. Develop a flyer/letter to be distributed or mailed to each household to encourage General Membership contributions. An email blast by Communications may also be used as a reminder.
- 5. Create a page in the quarterly FPNA newsletter to encourage contributions and to thank those residents who have contributed.
- 6. Conduct a General Membership drive annually and establish other measures during the year to promote General Membership.
- 7. Develop and implement creative ideas to stimulate General Membership.
- 8. Organize neighborhood mixers for new neighbors, on as needed basis. An email blast may be used to recruit volunteers.

9. Keep track of new Floral Park neighbors and welcome them within three (3) months of their moving in. A welcome gift basket or similar item should be presented, the contents of which are determined by the Membership Committee.
10. In first quarter of the calendar year, publish list of contributing members for the prior calendar year to acknowledge supporters.
11. In September, submit an annual budget to obtain funds to conduct General Membership drive, host neighborhood mixers and to finance new neighbor gifts.

G. The Communication Director shall:

1. Chair the Communications Committee.
2. Maintain the official opt-in e-mail distribution list for Floral Park residents in order to communicate via e-mail and/or eblasts details related to events and other relevant information that impacts the neighborhood.
3. Respond to general questions of General Members and others and promptly refer specialized questions to the relevant Officer or Director for response.
4. The Communications Director may serve as the webmaster, newsletter editor, manager of the e-mail blast, or sign-deployer ("sub-role") or may recruit a volunteer and assign any or all of these sub-roles.
5. To the extent the Communications Director cannot fulfill any roles, or recruit any volunteers for any sub-role, the Communications Director, with the approval of the Board, may hire a person or firm to fill the sub-role.
6. The Communications Director or his/her designee has possession of and responsibility for the Association's neighborhood signage.
7. The newsletter editor will determine deadlines, actively solicit content, and content contributors, facilitate the layout, publication/printing and distribution of the quarterly newsletters.
8. The newsletter editor may appoint a Promotional Sponsorship Representative, who will be responsible for managing the newsletter media sponsors for each issue.
9. Sign deployer is responsible for ordering, placing, and maintaining signs to announce neighborhood events.
10. Webmaster shall maintain and update website as directed/supervised by the Communications Director.
11. E-blasts will be sent to neighbors who requested to be placed on the notification list, in accordance with any policy as established by the Board.
12. Submit an annual budget in September.

13. Notification of committee meetings should be sent out in e-blasts.
14. Add new Board members to e-mail redirect and create new e-mail addresses as requested by Board.
15. Develop Gazette sponsorship rates and present them to FPNA Board annually for approval at the September Board meeting.
16. Maintain FPNA 12-month rolling calendar for posting on FPNA website.
17. Invoice and cause collection of sponsor funds to be delivered to Treasurer in timely manner.

H. The Social Director shall:

1. Chair the Social Committee and provide a plan of action in writing within 90 days of the first Board meeting of the term, including, but not limited to, the planning of Freedom Fest, Fall Concert, Chili Cook-off (in alternating years) and Holiday Festival.
2. In coordination with the Treasurer, obtain all necessary insurance for events.
3. Obtain required City of Santa Ana permits for all social functions.
4. Submit for Board approval within 90 days of the first Board meeting of the term a calendar for all social events and meetings for the year.
5. Reserve city equipment, if needed, by March 1.
6. Submit copies of all applications and permits to the Secretary. Maintain a "Social Book" which gives direction, details, vendors and costs of all social events held during the year. This book is to be passed on to new Social Director.
7. Submit an annual budget in September.
8. Notification of committee meetings should be sent to the Communications Committee for e-blasts and downloaded on the website.
9. Write an article(s) for FPNA Newsletter at the request of the Communications Committee and submit articles and photos to Communication Director on or before designated deadline.
10. Oversee the planning and purchasing of decorations, food, and entertainment for each event in conjunction with Event Chair, who is appointed by the Social Chair.
11. Provide updates to Communications Committee for FPNA website (Social) events, activities, photos and meetings as needed.

I. The Home Tour Director shall:

1. Chair the Home Tour Committee, which is responsible for any Home Tour event held throughout the year.
2. Coordinate with the Treasurer, to obtain all necessary insurance for the event.
3. Obtain and maintain all required City of Santa Ana permits for the event.
4. Maintain and update the “Home Tour Book,” which gives details, contacts, and vendors for the annual event.
5. Coordinate the Walk of Fright in October
6. In conjunction with the Membership Committee, coordinated the Walk of Lights in December.
7. Coordinate with the City of Santa Ana to have large trash dumpsters placed throughout the neighborhood during Dumpster Day, occurring on a Saturday in the month of April.
8. Submit an annual budget in September.

J. The Parliamentarian shall:

1. Chair the Bylaws Committee.
2. Annually review and revise, if necessary, the Bylaws and Standing Rules and make recommendations to the Board.
3. Maintain copy of “Roberts Rules of Order.”

**Committees**

K. Notification of all committee meetings should be sent out in e-blasts by Communications as requested by the committee chair.

L. Ad Hoc Committees.

1. President with Board approval may appoint Ad Hoc Committees to study short term projects and determine if permanent committee needs to be appointed. Committees will have scope of duties, timeline given at time of appointment (i.e., Traffic, Historic Preservation, etc.).
2. Ad Hoc Committee will furnish written reports to the Board as directed.
3. Scope of project and length of committee will be assigned by the Board.

L. Election Committee.

1. Election Committee Selection:
  - a. Board will seek candidates for committee in September, through e-blasts and Newsletter.

- b. President with approval of Board to select Chair, two (2) committee members and up to two (2) alternates from list of volunteers, at October Board meeting. If possible, for continuity, one of the committee members should have previously been a member of the Election Committee. Election Committee Chair and members to be announced at Next General meeting and via e-blasts and FPNA approved social media.
- c. Committee Members to be familiar with Governing Documents as they pertain to elections.
- d. Committee will meet no later than March Board meeting to discuss election procedures and process and set timelines for announcing nominations and election procedures via FPNA website, e-blast, newsletter, and/or social media.
- e. Chair shall conduct Special Election Meeting.

## 2. Nomination Process:

- a. Only Floral Park residents may nominate candidates for office.
- b. Nominations open on April 1 of each year.
- c. All candidates prior to submitting their name/nomination, must verify and sign that they have read the governing documents of FPNA, and are willing to sign the Code of conduct, Fiduciary Duty and Conflict of Interest Statement. Elections Chair to provide document to be signed.
- d. If candidate does not intend to attend the Special Election Meeting, the candidate must notify Chair in writing, via the FPNA Secretary, at least 48 hours prior to Special Election Meeting, of his or her intent to run for a Board position and identify the position sought. Written notification must be received by FPNA Secretary no later than 48 hours prior to Special Election Meeting. A candidate who fails to attend the Special Election Meeting may only be considered for the position identified in his/her notice of intent.
- e. Candidates may be nominated from the floor at the Special Election Meeting and must be present to accept nomination.
- f. Candidates who are present at the Special Election Meeting may be nominated for more than one Board position but may only be elected to one position. The order of the open positions for which nominations will be accepted will be announced at the beginning of the Special Election Meeting, with nominations being accepted for the highest open office first. If a candidate is interested in more than one position and one of the positions is contested, the candidate must immediately choose whether to run for the contested position. If the candidate chooses to run for the

contested position, the candidate is disqualified from running for any other open position.

- g. All Candidates will be given two (2) minutes to speak at the Special Election Meeting.
- h. All Candidates will be notified that they may include a written candidate statement, not to exceed 125 words, to be included with the mailed ballot.
- i. Chair will conduct nomination process at the Special Election Meeting.
- j. If the position is uncontested and the nominee accepts the nomination, that person shall fill the nominated board position for the subsequent term.
- k. Any vacant position shall be filled pursuant to the Constitution and Bylaws.

### 3. Election Process/Procedures:

- a. FPNA Secretary to provide the Election Committee Chair with the official FPNA mailing list no later than April 1. The Election Committee to verify the mailing list contains all Floral Park addresses prior to mailing the ballots.
- b. Special Election Meeting to be held the second Tuesday in May each year at a time and location to be determined by the Election Committee, with Board approval.
- c. After Special Election Meeting, direct e-blast be sent regarding uncontested positions, contested positions and election process and dates. Election chair to contact Communications Committee regarding e-blast. Candidate statements are due to the Election Committee Chair via email no later than noon the Thursday after the Special Election Meeting. Ballots are to be mailed out to all Floral Park residents no later than the third Wednesday of May of each year.
- d. Election Committee will oversee the preparation and mailing of the ballots and candidate statements.
- e. The return envelope must be a colored envelope and contain the following information: (1) It must be pre-addressed to the Floral Park Neighborhood Association, Attn: FPNA Secretary, at the official FPNA post office box; (2) It must provide room in the upper left corner for a "Floral Park Return Address;" (3) It must contain a statement alerting residents that their Floral Park street address must be included in order for their vote to count; and (4) It must contain a statement alerting the residents of the date by which the return envelope must be postmarked.

- f. Return ballots must be postmarked no later than the second Thursday of June each year. Ballots returned with late postmarks will not be counted. The Floral Park street address must be included on the return ballot envelope and must be legible to be counted. The ballot must be returned in the official, colored return envelope.
- g. Only one ballot from each official Floral Park address may be counted. If multiple ballots are received from the same address, the ballots from that address are void and will not be counted.
- h. Replacement ballots and/or colored, return envelopes may be obtained by contacting the Election Committee Chair, and requesting a replacement. Replacement ballots and/or return envelopes must be requested no later than the end of the day Tuesday after Memorial Day weekend. Any replacement ballot and/or return envelope must be delivered to the address requesting the replacement ballot and/or envelope no later than Friday following Memorial Day. The same postmark deadlines apply to replacement ballots.
- i. The committee shall maintain a list of the addresses requesting a replacement ballot and/or return envelope and indicate whether a replacement ballot and/or return envelope was provided and the date.
- j. Ballots may be mailed from FPNA approved mailing house at the discretion of the Election Committee Chair.
- k. Committee shall return all printed election documents (mailing list utilized by Election Committee, return envelopes, ballots, any documents used to tally the votes, etc.) in a sealed envelope to the Board at the first Board meeting after the conclusion of the election and shall provide the Board with a report regarding the results of the election. Envelope to be kept sealed by the secretary for one (1) year, not to be opened unless directed by the Board of Directors, at a Board meeting.

#### 4. Ballot Collection and Counting:

- a. Ballot counting to be held each year on the third Thursday of June at a time and location to be determined by the Election Committee. The time and location of the ballot counting shall be included on the ballot instructions and announced via FPNA e-blast.
- b. The FPNA Secretary shall deliver all ballots to the Election Committee Chair the evening of the Ballot Counting.
- c. Ballots should be verified, opened, and counted in a manner to ensure vote secrecy, per the Ballot Counting Procedure.

d. The day after ballots are counted, the Election Committee Chair instructs the Communications Chair to distribute election results to FPNA residents via e- blast, social media.

e In the event of a tie vote, the Election Committee directs the Board to break the tie at a Special Board Meeting to be convened within 14 days of the election result, by a simple majority vote by written ballot. The Election Committee to be present during the voting.

F. Election Committee Chair shall draft an article for the next Newsletter.

#### M. Legacy Committee.

1. The committee's responsibilities are defined in the Legacy Guidelines.

The following documents are included by reference:

TITLE	DATE	WRITER
E - MAIL VOTING POLICY	1/9/2013	BLAKE
GUIDELINE JUNE GENERAL MEETING	6/4/2014	
VISION STATEMENT	2014	
SCHOLARSHIP & SPONSORSHIP GUIDELINES	2014	MURASHIE, BYLAW COM
RECORD RETENTION	2/10/2014	
AD HOC GUIDELINES FOR ANNOUNCING E-BLAST	1/9/2013	
CONFLICT OF INTEREST POLICY		BOD APPROVED
LEGACY AWARD 2 DOCS	March 2018	BY LAW COM
SERVICE MARK	2016 NEEDS RENEWING	2025
NEWSLETTER GUIDELINES	1-17-17	BOD APPROVED
TRANSITION MEETING GUIDELINES	2-13-17	BOD APPROVED
ACKNOWLEDGMENT OF FIDUCIARY DUTY	2-13-17	BOD APPROVED
Social Media Policy	2017	
FPNA Calendar	10-18-18	BOD APPROVED
Treasurer Transition Responsibilities & Tie Elections	11-05-2019	BOD APPROVED
Infrastructure Guidelines	04-21-2020	BOD APPROVED
Director Responsibilities Clarifications	05-09-2023	BOD APPROVED
Ballott Counting Procedures	2020	DARLENE GLENN-WOLFF
Meeting clarifications	1-14-2025	BOD APPROVED
Email Vote Clarifications, etc.	11-11-2025	BOD APPROVED