

# Candidate's Handbook

All candidates for the Columbia Council and Village Board will receive a copy of this handbook.

To run for either the Village Board or the Columbia Association Board of Directors (Columbia Council), candidates must submit the following by **Monday, March 16, 2026, at 5:00pm:**

1. A statement of no more than 150 words, as counted in the Microsoft Word software program. If a candidate's statement is greater than 150 words, Village staff will notify the candidate via email and give them 24 hours to revise the statement to 150 words. If the candidate does not respond within 24 hours, the statement will be cut to 150 words as it is.
2. A signed copy of the *Candidate's Acknowledgement*.
3. A signed copy of the *Candidate Disclosure Statement*.
4. Completed *Candidate Application*.
5. A signed copy of the *Campaign Pledge*.

The documents listed above are in this Handbook.

## Information Candidates should know:

- Village staff will verify that candidates are members of the Association. If homeownership cannot be verified using state information, a deed should be provided. Renters must provide a valid lease, in their name, for property in the Village.
- Candidates must use signs supplied by Hickory Ridge Community Association (HRCA).
- Signs may not be placed on Columbia Association property or public property. Candidate signs may be placed on private property, with permission. On Election Day, please follow the Election Day Sign map for sign placement and electioneering at The Hawthorn Center. See Election Day Sign Map.
- Please read the Campaign Pledge carefully. A brief summary of the main points is below, but the documents themselves should be read thoroughly.
  - Candidates are not to accept monetary contributions of any kind, nor are they allowed to self-finance their campaign.
  - Volunteers are welcome to canvas on behalf of candidates provided they use materials produced by Hickory Ridge Community Association.
  - Candidates are encouraged to distribute HRCA-provided flyers and signs which promote election activities.

Also included in this Handbook are the following documents that Candidates should review:

- Election Calendar 2026
- Who Can Run
- Election Day Sign Map
- Election Procedures and Guidelines



## Hickory Ridge Community Association

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6175 Sunny Spring, Columbia, Maryland 21044 • 410 730-7327  
hickoryridgevillage.org • thehawthorncenter.org

### Application for Candidates

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Village Board \_\_\_\_\_ Columbia Association Board \_\_\_\_\_

*Candidates may run for either the Hickory Ridge Village Board **OR** the Columbia Association Board of Directors, but candidates **MAY NOT** run both seats in the same election. Please note that a Board member's property must be in compliance with the Covenants of Hickory Ridge. After the election, a winning candidate's property will be inspected for compliance.*

Please submit the following items, **including this completed form**, to the Village Manager at [manager@hickoryridgevillage.org](mailto:manager@hickoryridgevillage.org) no later than Monday, March 16, 2026, at 5pm.

1. *Application for Candidates.*
2. A statement of no more than 150 words, as counted in the Microsoft Word software program. If your statement is greater than 150 words, the Village staff will notify you via email and give you 24 hours to revise the statement to 150 words. If you do not respond within 24 hours, the statement will be cut to 150 words as it is.
3. A signed copy of the *Candidate's Acknowledgement.*
4. A signed copy of the *Candidate Disclosure Statement.*
5. A signed copy of the *Campaign Pledge.*

HICKORY RIDGE COMMUNITY ASSOCIATION, INC,

**Candidate’s Acknowledgement**

To be *completed by each applicant* for candidacy.

To be submitted *at the time of Candidate’s Statement submission*.

1. Candidate’s Statement Acknowledgment

I agree and acknowledge that in order to qualify as a candidate in the 2026 Hickory Ridge Village Association (“Association”) election, I am required to:

- (a) Be a member of the Association, and
- (b) Submit a *Candidate’s Statement* consisting of the following three parts, each of which must be completed and submitted together no later than 5:00 p.m. on March 16, 2026:
  - 150-word Personal Campaign Statement
  - Candidate Disclosure Statement
  - Campaign Pledge

2. Candidate’s Handbook

I acknowledge that I have received and read a copy of the Association’s *Candidate’s Handbook* setting forth information and requirements related to applying for candidacy, the election process, the governing election guidelines and procedures, and the certification of a winning candidate’s election. The Candidate’s Handbook includes the current *Conflict of Interest Policy* and the current *Election Guidelines and Procedures* describing the governing election guidelines and procedures.

Print first and last name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Candidate for: \_\_\_\_\_ Village Board \_\_\_\_\_ Columbia Association Representative

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

FOR USE BY VILLAGE OFFICE ONLY:

Received Date: \_\_\_\_\_

Village Manager/Staff: \_\_\_\_\_

## **Prohibited Entities, Hickory Ridge Community Association**

This is a list of entities with which Hickory Ridge Community Association has had a contract, transaction or arrangement in FY25.

- Quality Business Solutions
- Edward Nicholson, Custodian
- Deborah Herman, CPA
- Brown & Associates
- Staples
- Pitney Bowes
- Fulton Bank
- ADP
- Comcast
- National Business Furniture
- The Hartford
- Harford Alarm
- Schoenfeld Insurance Associates Inc.
- Philadelphia Insurance

## HICKORY RIDGE COMMUNITY ASSOCIATION

### **Candidate Disclosure Statement**

This Disclosure is part of the Candidate's Statement and is to be completed by each applicant for candidacy. Completed Disclosure is required to be submitted at the time of Candidate's Statement submission.

**Purpose:** The purpose of this Disclosure Statement is to promote campaign transparency by providing voters with information, prior to election day, regarding a candidate's financial interests in any Prohibited Entities which may give rise to a conflict under the Association's Conflicts of Interest Policy, if that candidate is elected.

**Who is required to submit Disclosure When and Where:** This Disclosure is a part of the Candidate Statement and must be completed by each applicant for candidacy and must be submitted at the time you submit the rest of your Candidate's Statement to the Village Manager via email at [manager@hickoryridgevillage.org](mailto:manager@hickoryridgevillage.org).

### **Definitions:**

- a. **Association:** The Hickory Ridge Community Association, Inc.
- b. **Family:** An individual's spouse, brothers and sisters (whether by the whole or half-blood), parents and their spouses, children, and spouses of children. **Financial Interest:** An interest held by a person who, directly or indirectly, through business, investment, Family relationship, personal relationship, or otherwise has (i) an ownership, investment, or personal interest in a Prohibited Entity, (excluding ownership interests in publicly-available mutual funds), or a (ii) compensation arrangement with a Prohibited Entity.
- c. **Prohibited Entity:** Any person or entity including, but not limited to any corporation, partnership, limited liability company, club, organization, governmental entity/body/instrumentality, or other combination of individuals having collective capacity to act, whether legally formed or not, and agents or representatives of the foregoing) with which the Association has had a transaction, contract, or arrangement within the Reporting Period, or any of the foregoing that has been involved in a matter (except for Exterior Alteration Applications) before the Association's Board of Directors, or to my knowledge, the Columbia Association's Board of Directors within the Reporting Period.

In furtherance of this provision, the Association will maintain on its website a publicly-available list of any individual or entity that (a) is engaged in any business activity that involves, directly or indirectly, the Association, or (b) is engaged in any matter with the Association.

- d. **Reporting Period:** The 52-week period prior to the filing of this Conflicts Disclosure Statement.
- e. **Report of Changes:** Any significant or material changes or additions happening from the date of filing through and including election day (and if a candidate is elected, through and including the date that candidate is officially seated as a member of the Board of Directors or CA Representative) must be reported to the Village Manager as they occur

**Disclosure:** Check A or B below:

- A. \_\_\_ To the best of my information and belief, neither I nor any member of my Family currently has, nor during the Reporting Period has had, a Financial Interest in any Prohibited Entity.
  
- B. \_\_\_ I wish to report that I or a member of my Family currently has, or during the Reporting Period had, the following Financial Interests in a Prohibited Entity (describe any such relationships, investments, transactions, or positions held during the Reporting Period:

\_\_\_\_\_

I hereby certify that the information set forth in this Disclosure Statement is true and complete to the best of my information, knowledge, and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR USE BY VILLAGE OFFICE ONLY Received \_\_\_\_\_ (Date)

By Village Manager: \_\_\_\_\_

HICKORY RIDGE COMMUNITY ASSOCIATION, INC.

**Campaign Pledge**

This Campaign Pledge is part of the Candidate's Statement and is to be *completed by each applicant* for candidacy. Completed Campaign Pledge is required to be submitted *at the time of Candidate's Statement submission*.

**Purpose.** Purposes of this Pledge include removing barriers to full participation by candidates and voters in Hickory Ridge Community Association, Inc. ("Association") elections and promoting diversity, equity and inclusion in Association elections and their outcomes through (a) eliminating the cost of a candidate's election campaign so participation is within reach of all Association members; (b) equalizing the relative ability of Association members to affect the outcome of Association elections; and (c) promoting transparency of Association campaigns and elections.

**Who is required to submit Pledge, When and Where.** This Pledge is one of the three parts of the *Candidate's Statement*, all of which together are to be completed and submitted by each applicant for candidacy no later than 5:00 p.m. on March 16, 2026, via email to [manager@hickoryridgevillage.org](mailto:manager@hickoryridgevillage.org).

**PLEDGE**

I am a member of the Association and an applicant for candidacy to serve in elected office representing Association residents.

The Hickory Ridge Village election process seeks to facilitate maximum access and participation for all Village residents. Therefore, the Village stipulates that there be no expenditures funds/donations for the promotion of an individual candidate or group of candidates during the election cycle. Materials to promote election awareness will be provided by the Village to candidates.

In connection with my candidacy and campaign for the 2026 Association elections, I hereby pledge and agree that, to the best of my ability and after exercising reasonable and good faith due diligence:

1. **I will only use campaign materials produced by Hickory Ridge.**
2. I will not accept campaign monetary contributions.
  - . Those who campaign on my behalf will only use campaign materials produced by Hickory Ridge.

Violation of Pledge: Action by Board. If, even after exercising reasonable and good faith due diligence, I knowingly violate this Pledge, I agree that the Hickory Ridge Village Association, Inc. Board of Directors may take such action as they deem appropriate, including, but not limited to (a) requiring I return all contributions accepted in violation of this pledge; (b) a public reprimand or public censure

(including, to the extent practical, a permanent posting of such reprimand or censure on the Associations' website, in the *The Log* newsletter, and on the Association's Facebook and Instagram); or (d) requesting I resign or requesting I recuse myself from the discussion and vote on any matters giving rise to such violation and before the Association; and/or (e) calling for a vote of the Association members to remove me from office.

By my signature below, I hereby agree to fulfill each and every provision of this Pledge to the best of my ability and to use reasonable and good faith efforts in doing so.

Print first and last name: \_\_\_\_\_

Sign first and last name: \_\_\_\_\_

Date: \_\_\_\_\_



## HICKORY RIDGE COMMUNITY ASSOCIATION 2026 ELECTION SCHEDULE

**February 2:** Candidate Handbook and Application for Village Board (5 open seats) and Columbia Association Board of Directors (1 open seat) seats available on the website. Candidate Application and forms deadline is Monday, March 16, 2026, at 5:00pm.

**February 2:** Residents may send questions to [manager@hickoryridgevillage.org](mailto:manager@hickoryridgevillage.org) to be used for the Candidate Forums.

**March 16:** Deadline for submission of completed Candidate Packet declaring intent to run to the Village Manager at [manager@hickoryridgevillage.org](mailto:manager@hickoryridgevillage.org) at 5:00pm.

**March 23:** Resident questions for Candidate Forums due.

**March 24:** Information Session for Candidates, 6:00pm (virtual). Learn all you need to know as a candidate about the no-spending campaign and other candidate events.

**Early April:** Absentee ballots and information mailed to all households in Village.

**April 2:** Election information included in The Log and available on the Village website.

**April 6:** First Candidate Forum, 7:00 – 9:00pm, scripted, *virtual*

**April 16:** Second Candidate Forum, 7:00pm, unscripted, *in-person at The Hawthorn Center*

**April 20:** Last day to file a dispute or challenge the election process.

**April 24:** Hickory Ridge Community Celebration at The Hawthorn Center 5:30 – 7:30pm (absentee ballot voting allowed) Mailed ballots must be received by 5:00pm today.

**April 25:** Election Day at The Hawthorn Center, 9:00am – 12:00pm

**April 28:** Last day to file a challenge to the election outcome (three days after the election) UNLESS a second election is required (to meet quorum requirements or in the event of a tie).

**May 2:** Second Election to be held, if required, 9:00am – 12:00pm.

## Who Can Run?

### What Hickory Ridge Legal Documents Say about Membership and Candidacy for the Village Board From our Articles of Incorporation:

SIXTH: The following shall automatically be members of the Association:

A. **Owners.** "Owner", for purposes of this Article Sixth shall mean and include the owner of any "Unit" within the Property, or any common or joint interest therein if such Unit is owned by more than one person or entity. "Unit" shall mean and include (i) the fee simple title to any Lot (as defined in the Long Reach Declaration within the Property; (ii) the fee simple title to a unit in any condominium development within the Property; and (iii) any share, membership other interest in any cooperative or other entity organized and operated for the purpose of making residential dwelling units available to its shareholders, members or other beneficiaries, which share, membership or other interest entitles the owner thereof to possession of any residential dwelling unit within the Property.

B. **Tenants.** "Tenant" for purposes of this Article Sixth, shall mean and refer to an individual who (i) actually resides on the Property under a written lease from an Owner in which such individual is named as lessee, and (ii) delivers an executed copy of such lease to the Board of Directors.

No person or other entity shall be a member of the Association after he ceases to own or hold the interest in a portion of the Property which theretofore qualified him for membership under the provisions set forth above.

### From our By-Laws:

Section 1.09. **Members.** The qualification for membership shall be that stated in the Charter of the Association.

Section 2.03. **Election of Directors.** Until the first annual meeting of members or until successors are duly elected and qualify, the Board shall consist of the persons named as such in the charter. At the first annual meeting of members and at each annual meeting thereafter, the members shall elect directors to hold office until the next succeeding annual meeting or until their successors are elected and qualify. In order to qualify as a candidate for the Board of Directors (or the Representative to the Columbia Council) a candidate must be a member of the association and submit a candidate's statement to the Village Manager by a deadline determined by the Board of Directors. That deadline date must be publicly announced at least six weeks prior to the annual meeting. No person who has an unresolved covenant violation that has been accepted for legal action by the Columbia Association's Architectural Resource Committee (ARC) will be seated on the Board or have the right to cast a vote on issues brought before the Board. At any meeting of members, duly called and at which a quorum is present, the members may, by the affirmative vote of the members entitled to cast the majority of votes thereon, remove any

director or directors from office and may elect a successor or successors to fill any resulting vacancies for the unexpired terms of removed directors. Notwithstanding anything to the contrary set forth herein, if, after the deadline date for candidate's statements has closed, the number of candidates meeting the requirements set forth in Section 2.03 is less than or equal to the number of vacant director positions, the qualified nominees shall be deemed to have been elected by the members and the Board of Directors shall appoint such nominees to the available director positions for the term provided for in Article 8 of the Association's Articles of Incorporation.

**From the Hickory Ridge Election Procedures & Guidelines (not actually a legal document, but the guiding document for our Election process):**

**I. WHO IS ELIGIBLE TO BE A CANDIDATE?**

All candidates for the Village Board must be Members of the Association. They must submit a candidate statement to the Village Office by the announced deadline. They must not have any unresolved covenant violations at the Architectural Resource Committee (ARC) or violations / delinquencies with any other Columbia Association entity.

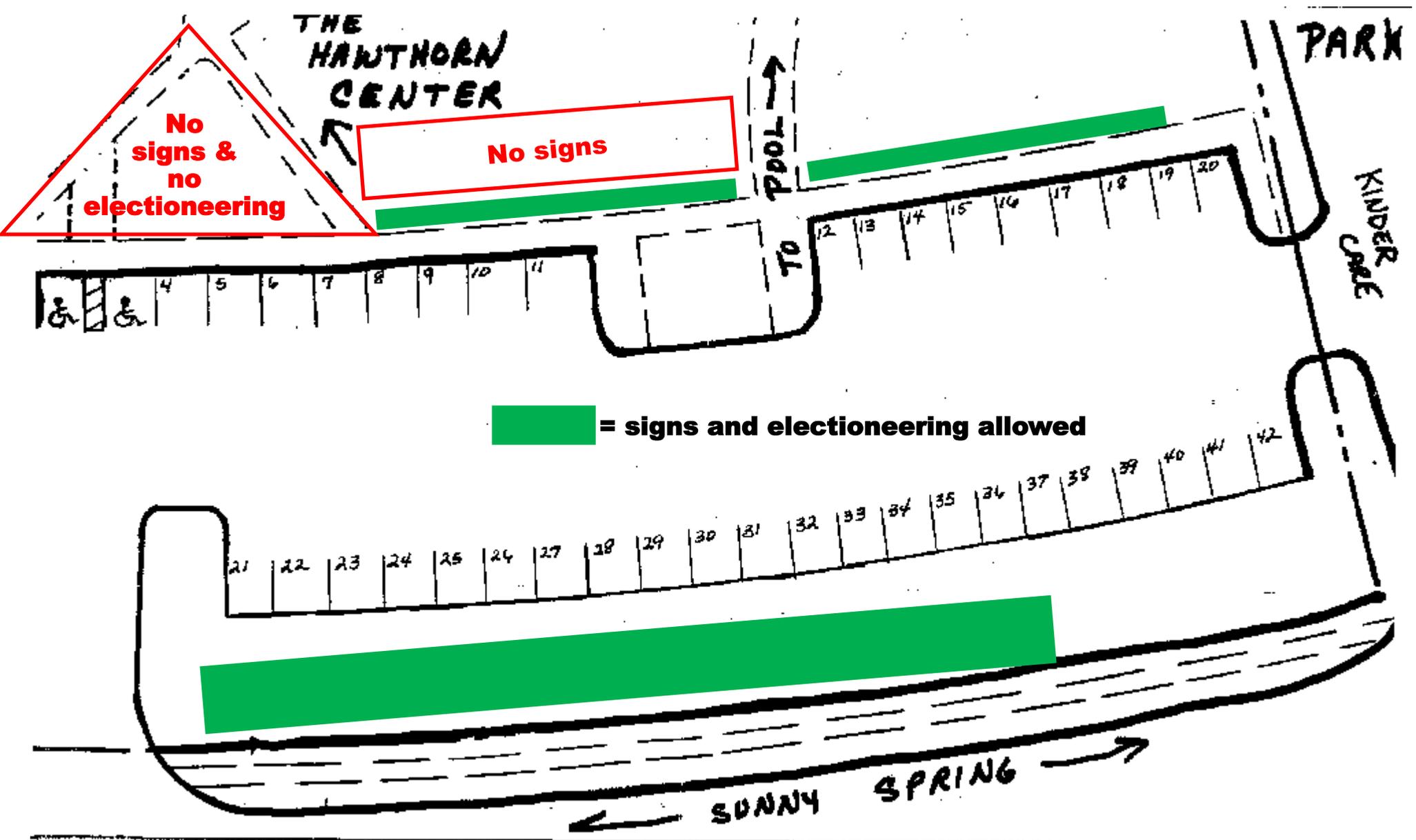
**VIII. CHALLENGE PROCEDURE**

- A. Disputes and process issues that arise prior to the election must be brought to the Election Committee for resolution at least 5 business days prior to the election date. The Committee's decision is final.

**X. ELECTION COMMITTEE CHAIR**

In the event that an issue arises during the election process that is not covered by these guidelines, the Election Committee Chair is authorized to use discretion to address the issue.

# Election Day Sign Map



## **HICKORY RIDGE ANNUAL MEETING/ELECTION PROCEDURES AND GUIDELINES**

Village Annual Meeting/Election procedures are officially covered by Article II of the By-Laws. Requirements for being a Member of the Association are detailed in Article Sixth of the Hickory Ridge Community Association, Inc. ARTICLES OF INCORPORATION. Copies of both documents are available from the Village Office and on the website, [hickoryridgevillage.org](http://hickoryridgevillage.org).

The procedures presented here draw from the By-Laws and past Annual Meeting/Election experiences and are intended to serve as guidelines for the Village Board, the staff and the Election Committee before, during and after the Village Elections.

The Election Committee is appointed by the Village Board and the Committee members appoint the Chair and Vice Chair. The primary responsibilities of the Committee are to ensure that election procedures are followed, and the process is fair, inclusive and unbiased.

- I. **WHO IS ELIGIBLE TO BE A CANDIDATE?** All candidates for the Village Board and the Columbia Association Board of Directors (the Columbia Council) must be Members of the Association. They must submit a candidate statement and documents, as outlined below, to the Village Office by the announced deadline. They must not have any unresolved covenant violations at the Architectural Resource Committee (ARC) or violations/delinquencies with any other Columbia Association entity.
- II. **WHO IS PERMITTED TO VOTE?** Individuals who are Members of the Association on the day of the election may vote provided they have no unresolved covenant violations at the ARC or violations/delinquencies with any other Columbia Association entity. See attached memos dated 4/22/1988 and 3/21/2012 for more information.
- III. **BEFORE THE ELECTION**
  - A. The Village Board appoints Election Committee members, and the members select a Chair and Vice Chair. In the absence of the Chair, the Vice Chair shall act as Chair.
    1. The members must be a Member of the Association.
    2. The members must not have any unresolved covenant violations at the ARC or violations / delinquencies with any other Columbia Association entity.
  - B. The Election Committee Chair or Vice Chair and Village Manager may enlist additional Members to serve as additional volunteers.
  - C. The Village staff and the Election Committee will work together to establish a timeline for determining eligibility for each candidate for the Village Board and each candidate for the Columbia Council and other Annual Meeting/Election activities.
  - D. The Village Manager shall advertise the following Annual Meeting/Election details at least six weeks before the Annual Meeting/Election Day:

1. Available Board and Council positions
2. The deadline for candidates' submissions
3. Candidate requirements:
  - a. Completed Application for Candidates.
  - b. A Personal Campaign Statement of 150 words or less, as counted in Microsoft Word. The Village staff will notify the candidate via email and give the candidate 24 hours to revise the Personal Campaign Statement to 150 words. If the candidate does not respond within 24 hours, the Personal Campaign Statement will be cut to 150 words.
  - c. Signed Candidate's Acknowledgement, Candidate Disclosure Statement and Campaign Pledge.
  - d. Personal Campaign Statements will be available for view at the Village Office and posted on the Village website and on the absentee ballot.
  - e. Annual Meeting/Election day date, place and times.
- E. The Village Manager shall provide the following to candidates:
  1. Columbia Council candidates shall receive the following:
    - a. CA Articles of Incorporation
    - b. CA By-Laws
    - c. HRCA Candidate's Handbook
    - d. Calendar for Annual Meeting/Election activities
  2. All Village Board candidates shall receive the following:
    - a. HRCA Candidate Handbook
    - b. HRCA Articles of Incorporation
    - c. HRCA By-Laws
    - d. Calendar for Annual Meeting/Election activities
- F. Candidates may not run for both the Columbia Council seat and a Village Board seat in the same election.
- G. If the number of candidates for the Village Board is less than or equal to the number of available positions, the qualified nominees shall be deemed to have been elected by the members and the Board of Directors shall appoint such nominees to the available director positions for the term provided for in Article 8 of the Association's Articles of Incorporation.

- H. The Election Committee or Village Manager may recruit additional volunteers to serve as Election Day poll workers.
- I. Prior to the Annual Meeting/Election, the Village Manager will request the following address lists from the Columbia Association:
  - 1. Properties by Street Address
  - 2. List of Absentee Owners
  - 3. Alphabetical Order of Property Owners (for internal use only)
  - 4. List of apartment community addresses

#### **IV. ABSENTEE BALLOT PROCESS**

- A. The Village Manager shall prepare absentee ballots and candidate statements for distribution to residents.
  - 1. The order of the candidates' names will be determined by random drawing conducted by the Election Committee.
  - 2. A notice regarding the possible need to call a second Annual Meeting/Election and the inclusion of already-cast ballots will appear on the ballot.
  - 3. Absentee ballots will have a signature line.
  - 4. The method of their distribution will be determined by the Village Board.
  - 5. Absentee ballots may be delivered to the Village Office in person to a Village Office staff member or by U.S. mail.
  - 6. All absentee ballots must arrive at the Village Office by the closing of the polls.
  - 7. Only the voting Member may deliver that Member's respective absentee ballot.
  - 8. As absentee ballots are returned to the Association Office, the Village Manager shall validate ballots, mark the official list of property owners with an "A", count the ballots and place the ballots in the locked ballot box.
- B. Members may cast a secret absentee ballot.
  - 1. The Member should insert the ballot in a separate envelope marked "Secret Ballot."
  - 2. Member's full name and address should be written on the front of the outside envelope.
  - 3. The Member must sign across the flap of the outside envelope.
  - 4. ONLY the voting Member may deliver the Member's respective secret absentee ballot in person.

## **V. ANNUAL MEETING/ELECTION DAY**

- A. Annual Meeting/Election Day ballots:
  - 1. The order of the candidates' names on the official ballot shall be the same as that on the absentee ballot.
  - 2. For the purpose of determining if the quorum requirement has been met, all ballots shall be numbered sequentially.
  - 3. A notice regarding the possible need to call a second election and the inclusion of already-cast ballots will appear on the official ballot.
- B. At polling site, the Village Manager sets out an official list of current property owners and CA assessed addresses obtained from Columbia Association and a locked ballot box.
- C. Electioneering is not permitted within a posted area established by the Election Committee (See Election Day Sign Map).
- D. Poll workers shall check off each voter's name on the official list of current property owners. If the voter's name is not included in the list, the poll worker asks for identification that clearly shows the voter resides on CA assessed property in Hickory Ridge.
- E. Members vote by secret ballot at the Annual Meeting/Election. Each voter places his/her ballot in the ballot box. As stated in the Association's legal documents, each property owner and/or leaseholder is permitted one vote per property.
- F. The advertised closing time of the polls is firm. If, however, an eligible voter is in the voting line at poll closing time, that voter may cast a ballot.
- G. At the closing of the polls, the Election Committee Chair shall tally the number of absentee and in-person ballots to determine if the required number of ballots have been cast to constitute a quorum (quorum is 10% of the membership, or 330). If there are insufficient ballots to constitute a quorum, the procedures in Section VI. will be followed, otherwise follow Section VII.

## **VI. CALLING A SECOND ELECTION WHEN INSUFFICIENT BALLOTS HAVE BEEN CAST TO CONSTITUTE A QUORUM OR IN THE EVENT OF A TIE VOTE FOR THE CA BOARD OF DIRECTORS OR FOR THE LAST SEAT ON THE VILLAGE BOARD**

- A. If quorum has not been met at the end of voting, a second Annual Meeting/Election is called. The Election Committee shall not count the first set of votes cast. The Election Committee Chair shall place the ballots in the ballot box, lock it and give the key to the Village Manager.
- B. The Election Committee Chair shall announce the date for the second Annual Meeting/Election that was listed on the absentee ballot.
  - 1. The second election shall be at least two weeks after the first election.

2. The same ballots will be used for the second election as were used for the first.
- C. Those who voted in the first election are not permitted to vote again in the second election.
- D. The same rules for absentee balloting will apply.
- E. All the ballots cast in the first and second Annual Meetings/Elections shall constitute a Quorum, even if the numerical Village Quorum has not been met.

## **VII. COUNTING THE VOTES AFTER A QUORUM IS VERIFIED**

- A. Members of the Election Committee and other volunteers shall count the votes. Before counting of votes begins, two individuals are chosen as tally partners to record the count for candidates. Depending on the number of candidates, each set of tally partners may tally votes for two or three candidates.

Each ballot is inspected and candidates receiving votes are read out. Tally partners, counting for their assigned candidates, mark their tally sheet, increasing their candidate's vote count by one when his/her name is read out.

After each fifty ballot group has been read out, tally partners compare their results. If there is a discrepancy in the tally for a candidate, the Election Committee Chair records the tally group in which the discrepancy occurs. If the discrepancies become large enough to affect the outcome, the Election Committee Chair shall direct a recount of the fifty ballot groups that could affect the final outcome.

Members of Hickory Ridge may attend the counting.

- B. The Village Manager or designee will contact all candidates.
- C. The Election Committee Chair will announce the election results after the election is certified.
  1. If the winning candidate has adhered to all the requirements outlined in the Candidate Handbook, the candidate is elected. If a winning candidate has violated any of the requirements, the candidate with the next highest vote count who has met the requirements is elected. The Election Committee will make all reasonable efforts to ensure that no candidate is unduly disqualified.
  2. After the post-election requirements stated in the Candidate Handbook are met by the elected candidates, the Election Committee Chair will certify the results of the election.
  3. The Village Manager will send the results of the election, including the list of certified winners, to the Columbia Association, the other Villages and the local press.

- D. In the event of a tie for the Columbia Council Representative or for the last position available on the Village Board, the Election Committee Chair will announce the date for a second Annual Meeting/Election that was previously announced on the absentee ballots.
  - 1. A ballot will be prepared by the Village Manager, using the same ballot order.
  - 2. The Annual Meeting/Election Day procedures listed in Section V. of this document will be followed.
  - 3. The procedures listed in this section, VII. A. and VII. B. will be followed.
- E. A tie for the Columbia Council Representative or the final position for the Village Board shall not alter the results of the remainder of the election.
- F. The new Board will be officially seated at the next Board meeting date after the election is certified by the Election Committee Chair.
- G. In the event of a tie for the last remaining Board seat or for the Columbia Council Representative, the Election Committee Chair shall certify the result of the election except for the position involved in the tie. After the tie is broken, the Election Committee Chair will certify the results of the run-off election.

**VIII. CHALLENGE PROCEDURE**

- A. Disputes and process issues that arise prior to the election must be brought to the Election Committee for resolution at least five business days prior to the election date. The Committee’s decision is final.
- B. Challenges to the election outcome must be made in writing and must be submitted to the Election Committee Chair within three days after the posting of the election results.
- C. The Election Committee is not required to consider any challenges, unless the challenge could affect the outcome of the election, and the Committee is not required to consider any challenges until after the election is certified. The Committee may then evaluate the election procedures and the complaint and make recommendations to the Village Board in the final report of the election.

**IX. AFTER THE ELECTION**

- A. The Village Manager shall destroy the ballots two weeks after the Village Board certifies the election. The Village Manager will retain the official list of property owners used on Election Day until it is replaced with a new list the following year.
- B. The Election Committee shall report to the Board no later than the second Board meeting in June, following the election.

**X. ELECTION COMMITTEE CHAIR**

In the event that an issue arises during the election process that is not covered by these guidelines, the Election Committee Chair is authorized to use discretion to address the issue.

**XI. ONLINE VOTING**

In 2022, it was determined that the risks of online voting outweighed the benefits. If online voting becomes more secure, the Board could again weigh the risks/benefits. This issue should be reviewed on a yearly basis.

**XII. HANDBOOK REVIEW**

This handbook will be reviewed by the Village Board each year before the announcement of the Village Election.

Updated 2009, 2013, 2022, 2023,2024  
Approved by HRVB March 14, 2013  
Approved by the HRVB April 11, 2022  
Approved by the HRVB February 14, 2023  
Approved by the HRVB January 22, 2024



COLUMBIA ASSOCIATION

April 22, 1988

TO: Padraic M. Kennedy, President  
FROM: Jeanette Pfothenauer, General Counsel *J.P.*  
RE: CPRA/Village Association Membership/Voting Rights

Several inquiries have been made regarding Columbia Park and Recreation Association, Inc. (CPRA) and the rights of persons owning property in and/or residing in a Village to vote in a village election.

I have paraphrased those inquiries and respond as follows:

1. What are the requirements for membership in a Village Association?

The members of the village association are the owners and tenants of property located in the respective villages. (Village Articles of Incorporation Sixth A and B and Section 3.01 of the Village Covenants)

Owner and tenant are defined by section 1.17 and 1.20 of the Village Covenants and paragraph A and B of the Sixth article of the Village Associations' Articles of Incorporation as:

"Owner

. . .the owner of any "unit" within the Property, or any common or joint interest therein if such unit is owned by more than one person or entity" (1.17 and 6A): and

"Tenant

". . .an individual who (i) actually resides on the Property under a written lease from an owner in which an individual is named as lessee, and (ii) delivers an executed copy of such lease to the . . .Board." (1.20 and 6B)

The term "unit" is defined by 1.17 of the various village covenants as either:

- a. The fee simple or fee simple leasehold title to any lot within the property;
- b. "The fee simple or fee simple leasehold title to a unit in any condominium or development within the property;"
- c. "Any share, membership or other interest in any cooperative or other entity organized and operated for the purpose of making residential units available to its shareholders, members or other beneficiaries which share membership or other interest entitles the owner thereof to possession of any residential dwelling unit within the Property."

2. How many votes is a Village Association member entitled to?

All members of an Association are entitled to vote so long as they qualify as owners or tenants under the Articles of Incorporation and Covenants for the respective Village (Covenants section 3.02 and paragraph B of the Sixth Article of Incorporation).

Each member of a Village Association (excluding Kings Contrivance) is entitled to one vote subject to the following exceptions:

- a. A member who holds more than one lot, unit, share, membership or other interest in property in the village is entitled to one vote for each such lot, unit, share, membership or interest owned or held. (Paragraph A of the Seventh Article of Incorporation and Section 3.02A of the Covenants); and
- b. When any lot, unit, share, membership or other interest in property in a village is owned or held by more than one member in any manner of joint or common ownership or interest the members shall collectively be entitled to one vote for that lot unit, share membership or other interest. If the members cannot jointly agree as to how the vote shall be cast then no vote shall be allowed to be cast. (Paragraph B of the Seventh Article of Incorporation and section 3.02b of the covenants)

The Village of Kings Contrivance, unlike the other villages, has amended the Kings Contrivance Village Covenants to strike Sections 3.01 through 3.03 (which establish the voting rule of one vote for each unit or lot and which contain other membership and voting provisions duplicating those in the Articles of Incorporation of the Kings Contrivance Community Association) as follows:

"Section 3.01 Members of the Association, entitled to vote at meetings of members, shall be residents of the Property, aged 18 or older.

Section 3.02 Members of the Association entitled to vote on amendments to this Declaration under Section 13.01 and on annexations under 2.02 hereof shall be owners. Owners shall be entitled to one vote for each "unit" (as defined in Section 1.17 hereof) they own or hold."

The By-Laws and Articles of Incorporation for Kings Contrivance were also amended to reflect the one person one vote rule.

3. **Examples**

The following are examples of the application of the voting rules for all village associations except Kings Contrivance. The examples respond to inquiries made regarding specific application of the voting eligibility rules.

- a. A owns a single family residence and leases it to a single person. A is entitled to one vote as the owner of the property and the tenant is entitled to one vote.
- b. A owns and lives in a single family residence. A is entitled to only one vote as the owner of the unit. A does not have one vote as the tenant and one vote as the owner.
- c. A, B and C are tenants in common in a single family residence and lease it to Mr. and Mrs. Jones. A, B and C as owners are collectively entitled to one vote and Mr. and Mrs. Jones as tenants are collectively entitled to one vote.
- d. A owns a 100 unit apartment building. All of the units are leased to individual tenants. A has one vote as the owner and each tenant has one vote as the lessee of one unit.
- e. A owns a 10 unit apartment building. Three of the units are leased to individuals. the other apartments are vacant. A is not entitled to one vote for each empty unit. A is entitled to one vote and the lessee of each unit is entitled to one vote.
- f. A owns six vacant units in a condominium complex. A is entitled to six votes--one vote for each condominium that A owns.
- g. A owns two units in a condominium complex. A leases one condominium to B and C (husband and wife) and A resides in the other condominium unit. A is entitled to two votes because A is the owner of two condominium units and the lessee is entitled to one vote as the tenant.