

Election Sequence

The following election sequence is based on requirements in Ch. 718 (2) and does not include the “envelope within the envelope” procedure (Florida rule) which must also be followed.

This section of Ch. 718 (2) also states that the decision (vote) for the Board of Directors is decided by a plurality (most votes). Further, there is no “quorum” requirement but electors (unit owners) must represent 20% of unit owners, which in our case is 13 of 64 unit owners.

Sequence	Date	Items Included
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	September	Prepare first mailing
60 days prior to Annual Meeting	October 1–4	FIRST NOTICE sent: Can be in newsletter format Date of election <i>Notice of Intent to Run for Board of Directors</i> with Information Sheet (optional) <i>Notice of Intent to Run for COOCVE Board of Directors</i> with Information Sheet (optional) Proxy form
40 days prior to Annual Meeting	October 25	Return to Board: <i>Notice of Intent to Run of Board of Directors</i> Proxy form
35 days prior to Annual Meeting	October 31	Candidates must return to Board: <i>Information Sheet (optional)</i>
14 days prior to Annual Meeting	November 19	SECOND NOTICE sent and posted with: <i>Agenda</i> <i>Ballot</i> <i>Envelopes for “envelope within envelope” procedure</i> <i>Information Sheets</i> of those who provided them <i>Proposed budget</i> for discussion (to be approved by the Board at its first meeting (December 10 th) after the Annual Meeting (December 10 th))
	December 10	ANNUAL MEETING (must be held before December 13 th)
	December 10	Organizational Board Meeting & Approval of Budget