

MERCERTRIGIANI

ANNUAL MEETING CHECKLIST

Prior to Annual Meeting:

- ☐ Check document requirements for establishing an *Elections Committee*.
- ☐ Confirm notice and other document requirements to develop a **timeline** for mailing all necessary meeting materials working backward from scheduled date of annual meeting.
- ☐ Draft **call for candidates**, **notice** and, if applicable, **proxy form** in consultation with Association legal counsel. Notice may include the annual meeting **agenda**. Confirm the meeting agenda follows the order of business established in the documents, if applicable. An annual review is *recommended* to capture statutory changes.
- ☐ Review **proxy requirements**: *Virginia Condominium Act* and *condominium instruments* for condominiums; or *Virginia Nonstock Corporation Act* and *Association bylaws* for property owners associations:
 - Who must sign proxy?
 - Are there limitations on the number of proxies?
 - Who may be assigned a proxy?
 - If uninstructed, is there a description of what that means?
 - Is there a witness requirement?
 - Are proxies revocable?
 - With notice?
 - Without notice?
 - Do proxies expire?
- ☐ Determine whether to hold meeting partially or entirely by *electronic means*, and if so, ensure **guidelines** are adopted. For meetings held partially or entirely by electronic means, confirm the meeting notice includes instructions for **accessing the annual meeting**.
- ☐ Determine whether to permit *absentee voting*, and if so, determine what is needed to maintain voting integrity. Ensure the meeting notice includes instructions for **casting absentee ballots**.
- ☐ Determine whether to permit *electronic voting*, and if so, identify the service platform to be used, contract with the service platform vendor and determine what is needed to maintain voting integrity. Ensure the meeting notice includes instructions for **electronic voting**.
- ☐ Adopt **guidelines** for absentee or electronic voting, if applicable, in consultation with legal counsel.
- ☐ Schedule **minute taker** and other **support staff**.
- ☐ Verify assessment **delinquency policy**. Check assessment delinquency list.
- ☐ Prepare owner roster identifying those owners who are not qualified to vote. Identify **record date** for determining owner voting eligibility.
- ☐ Determine **quorum** requirements, taking into account delinquencies, when permitted.
- ☐ If voting by *percentage interest*, create Excel spreadsheet for ease in tallying or engage an independent firm to provide vote counting services.

- ☐ Review election procedures with volunteers, Board members or Association management; conduct an **orientation**.
- ☐ Prepare **annual meeting script**, in consultation with designated meeting chair.
- ☐ Compile proxy forms and **begin tally** in accordance with proxy requirements.
- ☐ Prepare ballots. If **electronic voting** or **absentee voting** is used, publish voting schedule – when the polls open and close.
- ☐ Prepare and confirm **meeting materials**:
 - Governing Documents
 - Owner Roster (2 copies)
 - Ballots – confirm members whose vote is disqualified in accordance with governing documents
 - Blank Proxy Forms
 - Robert’s Rules of Order
 - Ballot Box
 - Office Supplies (pencils, paperclips, rubber bands)

At Annual Meeting:

- ☐ Confirm **notice** of meeting was properly sent.
- ☐ Verify **quorum** and announce percentage of membership present – in person and by proxy.
- ☐ Review and confirm **proxies** fully and properly completed.
- ☐ Tally **votes** according to voting procedures established by the Board.
- ☐ Coordinate **minute-taking**; ensure reading and adoption of prior annual meeting minutes.
- ☐ Follow the annual meeting **agenda** distributed with notice of the annual meeting.
- ☐ Consult governing documents or Robert’s Rules of Order as issues arise.
- ☐ Work with inspectors of election to **tally votes**; cross check and recount to ensure accuracy of vote. Ensure that ballots were cast properly and in accordance with voting procedures established by the Board and communicated to eligible voters.

After Annual Meeting:

- ☐ Minutes – include newly elected **and** continuing Board member terms of office.
- ☐ Prepare and secure voting materials.
- ☐ Schedule Board organizational meeting.
- ☐ Schedule Board orientation.