

QUIVIRA FALLS COMMUNITY ASSOCIATION

GENERAL ELECTION RULES & PROCEDURES

1. Homeowners may nominate themselves or another member. A member is eligible to be a Director unless she/he has been convicted of a crime, has an unsatisfied civil or criminal judgment, or has just served two consecutive Board terms. Application materials were available in the QFCA office. **As announced on the 110th Street and Westlake bulletin board, all candidate application forms and photos are due in the Association office by 3:00 p.m. on the day designated.** The official candidate list and ballot contained their address/ownership status.
2. One Homeowner per household may vote:
 - a. **By Mail.** Article III, Section 6,B of the QFCA By-Laws states "...Each eligible Member may vote in person or by mail." Kansas Law 58-4600 also permits mail-in ballots. Mark (please use ink) but **DO NOT SIGN** the ballot, place and seal the ballot in the envelope provided, **print and sign your name across the sealed envelope flap**, and take it to the office or drop it in the mailbox at the exit of the Clubhouse parking lot or mail it so it is received at the clubhouse by 3:00 p.m. on the day of Election.

For a vote to be valid, members must sign **across** the sealed flap on the back of the envelope. **This is necessary for the vote to be valid and counted.**
 - b. **In Person.** Members may vote in person at the Clubhouse before noon on Election Day or between 4:00 p.m. and 8:00 p.m. on Election Day in June. One Homeowner per household will sign in (someone will check to see if a mail-in has already been received), receive and mark a ballot (DO NOT SIGN), and place it in the locked ballot box.
 - c. **Any ballot or envelope improperly marked will be invalidated.**
3. When voting stops at 8:00 p.m., the ballot box will be unlocked and counting will begin. The signed envelopes will be checked to ensure no one has voted twice; then, envelopes will be opened and ballots separated immediately and placed in separate boxes to ensure anonymity. All unsigned ballots will be removed and placed in a stack with walk-in ballots. Signed ballots are declared invalid and placed with invalid envelopes.
4. Results will be posted as soon as possible, no later than 24 hours after the election.
5. Members may vote once for each candidate they favor up to three candidates. Cumulative voting (voting more than once for any candidate) is not allowed.

6. Campaign signs will be allowed with the following rules and regulations:
- Signs will be limited to **3 square feet** in area.
 - No signs allowed on the Entry Island leading into the subdivision nor are they allowed on the sidewalks on either side of the entry island, as this is the property of the Crossings or Quivira Farms.
 - Campaign signs may be placed **one foot** off the sidewalk on the side farthest from the curb on private streets.
 - Signs may be placed on private property but only with the homeowner's consent (minimum of **3 signs** per yard).
 - Campaign signs may be placed around the clubhouse but not on clubhouse fencing, tennis court fencing, or on the exterior side of any fencing.
 - Campaign signs may be placed **around** the bulletin board at the intersection of Westgate and 110th Street (11 feet off the curb), but may not be placed **ON** the bulletin board. The bulletin board is reserved for election announcements and other Association business.
 - Campaign signs may be placed in windows and on vehicles.
 - **On Election Day**, no signs or campaigning are allowed within **250 feet** of the clubhouse.
 - Campaign signs must be removed within **24 hours** after the election. No additional congratulatory signs may be placed anywhere in the subdivision.
 - Any signs placed in violation of these rules and regulations will be removed by the Election Committee. No one else is allowed to remove any candidate's campaign signs.
7. There will be opportunities to hear from candidates at a forum on an announced day and time, and at the Annual Meeting in June.
8. For a valid election, 10 percent of members (52) must vote; the top three vote-getters win.
9. Newly elected Board members take their seats at the first regular board meeting after the election, at which time officers will be elected for the next twelve months and the regular monthly meeting day will be set.