

## GUIDELINES FOR SECRET WRITTEN BALLOTS

The Office of the Ombudsman has found the most effective method to ensure the integrity of the secret written ballot is to use the following three-envelope system. This is important to protect the identity of the homeowner and to ensure a secret ballot.

*The following example is provided only as a guideline from the Office of the Ombudsman and should not be viewed as a State requirement.*

1. The outer envelope will be addressed to the homeowner with two envelopes inside.

2. The second envelope (the larger of the two inside) will be addressed back to the manager or election committee for the association with the homeowner's name and address on the upper left corner.

3. The third envelope (the smallest) will be marked "**Ballot**" on the outside and will have no other markings. This is important to protect the identity of the homeowner and to ensure a secret ballot.

## ELECTION OF EXECUTIVE BOARD MEMBERS

### 1 – OUTSIDE MAILING # 10 – ENVELOPE \*

HAPPY HOMEOWNERS  
ASSOCIATION  
737 Covenant Lane  
Anywhere, NV 89555

JOHN & JANE DOE  
3434 Regulations Avenue  
Anywhere, NV 89555

### 2 – FIRST INSIDE # 9 – ENVELOPE \*\*

JOHN & JANE DOE  
3434 Regulation Avenue  
Anywhere, NV 89555

HAPPY HOMEOWNERS  
ASSOCIATION  
737 Covenant Lane  
Anywhere, NV 89555

Contains Election Materials  
Do Not Open Unless Instructed by BOD

### 3 – FINAL INSIDE # 6.5 – ENVELOPE \*\*\*

**OFFICIAL BALLOT**  
(Do not put any other  
materials inside this  
envelope except the  
Official Ballot)