

ELECTION PROCESS

At least **30 days** before the preparation of **ballots**, Request for **Nomination Forms** are mailed out to all unit owners by the association. This request includes an explanation of the **Duly Elected** process [\[NRS 116.31034\(5\)\]](#) and **eligibility** requirements.

To be **eligible**, a unit owner must be able to provide proof to the association that he or she can claim ownership of the unit, does not reside with or is not related to another board member [\[Exception - NRS 116.31034\(12\)\(b\)\]](#) or the community manager, and does not stand to gain any personal profit or compensation from a matter before the executive board. It is also important to look at the qualifications described in the bylaws, pursuant to [NRS 116.3106\(1\)\(c\)](#).

A **Candidate Disclosure Statement** (including any potential conflicts of interest and whether the nominee is in good standing) is submitted to the association by interested unit owners along with a completed **Nomination Form**.

The association reviews all **Candidate Disclosure Statements** and **Nomination Forms** received and places the names of all **eligible** nominees on the **ballot**.

Candidate Disclosure Statements are mailed to each unit **eligible** to vote [\[NRS 116.31031\(1\)\(a\)\(1\)\]](#), along with the **ballot** and ballot instructions.

Secret written ballots are created and mailed out when there are **more** eligible candidates than vacancies, using a [3-envelope system](#). Unit owners must have at least **15 days** to return ballots.

OPTIONAL: A one-page **Candidate Informational Statement** *may* be created by eligible candidates and sent to each unit owner by the association. Campaigning by candidates may be limited to **90 days** before ballots are required to be returned [\[NRS 116.31034\(16-17\)\]](#).

ELECTION—Secret written ballots are opened and counted in plain sight at the meeting of the unit owners. A quorum is not necessary. Incumbents and candidates cannot receive or touch the ballots before they are counted.