

2010 Election Information Packet for Residential Design Review Committees and Village Associations

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INTRODUCTION

Thank you for your interest in one of the many elected village offices in The Woodlands. The Woodlands Township will administer the elections for Residential Design Review Committees (RDRC) and village association boards.

Candidates for office need a copy of each of the following:

- Election Information Packet
- Filing Form (for the specific position the candidate is seeking)

If at any point you have a question regarding the election process, please call The Woodlands Township at 281.210.3800.

RESIDENTIAL DESIGN REVIEW COMMITTEE ELECTIONS THE WOODLANDS COMMUNITY ASSOCIATION COVENANTS THE WOODLANDS ASSOCIATION COVENANTS

AS OF 09.30.08

5 Member Residential Design Review Committee (RDRC), one year terms, for the following villages:

Alden Bridge	Indian Springs (WCA Covenants)
Cochran's Crossing	Indian Springs (TWA Covenants)
College Park (TWA Covenants)	Panther Creek
Creekside Park	Sterling Ridge
Grogan's Mill	

3 Member Residential Design Review Committee (RDRC), one year terms, for the following village:

Grogan's Mill – East Shore

WCA: *The Woodlands Community Association*
TWA: *The Woodlands Association*

VILLAGE ASSOCIATION ELECTIONS

VILLAGE	POSITION	TERM	ELECTION YEAR
Grogan’s Mill	7 Area Reps – At Large	2 year	Odd
	8 Area Reps – At Large	2 year	Even
	(residents as of 09.30.09 – 13,583)		
Cochran’s Crossing	President	2 year	Odd
	Vice President	2 year	Even
	Secretary	2 year	Odd
	Treasurer	2 year	Even
	14 Area Reps – At Large	1 year	
	(residents as of 09.30.09 – 16,071)		
Panther Creek	President	2 year	Even
	Vice President	2 year	Odd
	Secretary	2 year	Odd
	Treasurer	2 year	Even
	6A Area Reps – At Large	2 year	Even
	6B Area Reps – At Large	2 year	Odd
	(residents as of 09.30.09 – 13,761)		
Indian Springs	President	2 year	Odd
	Vice President	2 year	Even
	Secretary	2 year	Odd ***
	Treasurer	2 year	Even ***
	5A Area Reps – At Large	2 year	Odd
	5B Area Reps – At Large	2 year	Even
	(residents as of 09.30.09 2,581 WCA and 3,712 TWA)		
<p><i>Ten (10) at large representatives of the Village of Indian Springs who reside in these areas of the Village: Eagle Rock, Teal Briar, Hazelcrest, Shawnee Ridge, Cascade Canyon, Rushwing, Piper Trace, Mirror Ridge, Legacy Point, Dove Trace, Hunter’s Crossing, Stellar Point, Altwood, Lenox Hill, Heritage Hill, Indigo Sky, Chandler Creek, Rush Haven, Idlewood, Trace Creek, Landsdowne, Sandpebble, Peaceful Canyon, Section 16 on Falconwing (WCA)</i></p> <p><i>***Positions of Secretary/Treasurer may be combined into one position at the discretion of the association officers</i></p>			

Alden Bridge	10 Area Reps – At Large	2 year	Odd
	9 Area Reps – At Large	2 year	Even
	(residents as of 09.30.09 – 21,279)		
College Park	President	2 year	Odd
	Vice President	2 year	Even
	Secretary	2 year	Odd
	Treasurer	2 year	Even
	9 Area Reps – At Large	1 year	
	(residents as of 09.30.09 – 5,455 Grogan’s Forest and Harper’s Landing; 684 Windsor Hills)		
	<i>Nine (9) at large representatives to represent the areas of Grogan’s Forest, Windsor Hills and Harper’s Landing within the Village of College Park.</i>		
	<i>College Park Village Association (CPVA) candidates for Executive Officer positions must have completed a minimum of two (2) years of service as an Area Representative on the CPVA board or have previously held an Executive Officer position on the CPVA board.</i>		
Sterling Ridge	8A Village Representatives	2 year	Even
	7B Village Representatives	2 year	Odd
	(residents as of 09.30.09– 11,463)		
Creekside Park	President	1 year*	Odd
	Vice President	2 year	Even
	Secretary	1 year*	Odd
	Treasurer	2 year	Even
	Events Chair	1 year	
	5 Area Reps – At Large	1 year	
	(residents as of 09.30.09– 1,415)		
	<i>*In the 2010 election, all Board positions will be elected. The President and Secretary elected in 2010 will serve a one year term in order to synchronize staggered terms. In future elections, the President and Secretary will be elected to two year terms.</i>		

IMPORTANT DATES

For All Candidates

12/31/09 - 1/21/10

Filing Period

The filing period begins December 31, 2009, at 8:30 A.M. and ends January 21, 2010, at 5:00 P.M. Candidates must complete all information on the filing form (found in the *Filing Form Packet*).

Candidates for RDRC positions or village association offices can return their completed filing form in person, by mail, or by facsimile to:

The Woodlands Township Service Center (formerly the Community Associations office)
2201 Lake Woodlands Drive
PO Box 7859
The Woodlands, TX 77387-7859
Fax: 281.363.1228

1/28/10

Joint Election Committee Meeting—Order of Names on Ballot

The order in which names of candidates will appear on the ballot will be established by a drawing conducted by the Joint Election Committee at this meeting. All candidates are invited to attend the meeting to observe this drawing. This meeting will be held at 6:00 P.M. at The Woodlands Township Service Center (formerly the Community Associations office), 2201 Lake Woodlands Drive. Please call and let us know if you will be attending (281.210.3800).

2/15/10-2/19/10

Convenience (Early) Voting

The Woodlands Township Service Center
2201 Lake Woodlands Drive

Monday – Friday: 9 A.M. to 5 P.M.

2/20/10

Election Day

The Woodlands Township Service Center
2201 Lake Woodlands Drive

8 A.M. to 6 P.M.

Posting of Election Results

The RDRC and Village Association election results will be posted in the kiosk outside The Woodlands Township Service Center (formerly the Community Associations office), 2201 Lake Woodlands Drive, after the results have been tabulated and verified. To view the election results online, go to The Woodlands Township website, www.thewoodlandstowship-tx.gov.

Election Calendar

Election Process	Start	End
Filing Packets Available	12.8.08	
Filing	12.31.09	1.21.10
Last Day to Retract Filing		1.27.10
Joint Election Committee Meeting	1.28.10	
Convenience Voting	2.15.10	2.19.10
Last Day to Submit Absentee Ballots		2.19.10
Election Day	2.20.10	

December 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
January 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2010 POLLING LOCATION FOR ALL VILLAGES

The Woodlands Township Service Center (formerly the Community Associations office)
 2201 Lake Woodlands Drive

Convenience Voting: Monday, February 15 – Friday, February 19, 2010, from 9 A.M. to 5 P.M.
Election Day: Saturday, February 20, 2010, from 8 A.M. and 6 P.M.

SIGNAGE CRITERIA

RESIDENTIAL DESIGN REVIEW COMMITTEE AND VILLAGE ASSOCIATION CANDIDATE SIGNS MUST:

1. Be in good repair and aesthetically pleasing, in keeping with the character of the community.
2. Not be lighted, accompanied by music, sound, balloons or streamers, or be distracting to motorists.
3. Be ground mounted, and not attached in any way to plant material, light standards, or other existing structures or objects.
4. Not exceed 6 square feet in area, and 5 feet in total installed height (including mounting and/or post, if any).
5. Not be placed in the public road right-of-way.
6. Be a placard, banner, flag or device that promotes a candidate or an issue. A 2-sided sign is considered one sign.
7. Not remove trees or other vegetation, for the installation or visibility of the sign.
8. Be made of materials in accordance with the Standards. Plywood, flat rigid plastic, foam board and/or metal. Corrugated fiberglass, plastic and cardboard are not acceptable.
9. Be removed within 24 hours following the day of the election.
 - *Approval by a Plan Review Committee of a Residential Design Review Committee or Village Association candidate sign does not imply approval of the message.*
 - *Trained designees have the right to remove any candidate sign in violation of this standard and state laws.*
 - ***All candidates are urged to review signage limitations with their campaign staff and workers and remove signs immediately after the elections. A clean-up fee may be incurred for signs in violation of the standards. For more information call 281.210.3800.***
 - *Residential Design Review Committee or Village Association candidate signs which conform to these Standards are pre-approved and require no application permit or approval.*

Election Day

1. *Residential Design Review Committee or Village Association candidate signs may be placed at the polling place 24 hours before the regular election day and must be removed within 24 hours following the day of the election.*
2. Candidates must keep electioneering and signage at least 25 feet and not more than 200 yards from the outside entrance to the polling site.
3. Electioneering activities at the polling site are limited to the distribution of literature and personal communication.

Convenience Voting

1. Two (2) *Residential Design Review Committee or Village Association candidate signs promoting each candidate or issue on the ballot may be placed at least 25 feet from, but not more than 200 yards from, the outside entrance to the early voting polling site during the 20 day period preceding the date of the regular or runoff election.*

2. **One Residential Design Review Committee or Village Association candidate sign promoting each candidate or issue on the ballot may be placed on each Single Family Lot (single family dwellings may be detached, or attached, townhouses, duplexes, or condominiums, excluding apartments) and/or each tract of land (commercial properties) with the written consent of the owner beginning the 20th day preceding the regular election day, and must be removed within 24 hours following the day of the regular or runoff election.**
3. Candidates must keep electioneering and signage at least 25 feet from the outside entrance to the polling site.
4. Electioneering activities at the polling site are limited to the distribution of literature and personal communication.

Generic Voting Signs

1. Generic voting signs are displayed during the convenience voting period and on Election Day.
2. Generic voting signs are signs placed or installed by The Woodlands Township which do not advocate or support a particular candidate or issue.
3. The generic voting signs must be removed within 24 hours following Election Day.

State Law

Section 393 of the Texas Transportation Code states, among others, that:

- A person may not place a sign in the Right of Way of a public road unless the placement of the sign is authorized by State Law.
- An offense under this section is a Class C misdemeanor.

FREQUENTLY ASKED QUESTIONS (FAQs)

- **Who is eligible to file for positions?**
Filing is open to Woodlands Township residents and property owners age 18 and over who are ***in good standing***, according to The Woodlands Community Association (WCA) Covenants and/or The Woodlands Association (TWA) Covenants. Some positions require residency and/or property ownership in specific villages (see specific entity's Bylaws for further information.)
- **Do I need to register to vote?**
Voter registration is not needed to vote in the Residential Design Review Committee and Village Association elections at this time.
- **Who is eligible to vote?**
All persons 18 years or older who live (as a resident) or own property in The Woodlands and who are members ***in good standing*** are eligible to vote. ***A member is NOT in good standing if they are delinquent in the payment of any previous annual assessment, or other fees or charges (other than user fees as defined in The Woodlands Community Association (WCA) Covenants and/or The Woodlands Association (TWA) Covenants).***
- **How is voter eligibility determined?**
To determine if someone is eligible to vote, two things must be verified: identity and residency/ownership status.

- **How do I prove my identity?**
A current voter registration card or any form of photo ID (driver's license, student ID, employee ID, etc.) can be used.

- **How do I prove my residency or ownership status?**
Voters can provide any of the following examples of residency or ownership proof:
 - A current driver's license
 - A current utility bill
 - Title or lease papers of the property
 - Current bank checks imprinted with an address in The Woodlands
 - Current voter registration card

- **I just moved to The Woodlands and none of my identification cards have my new address on them. How can I prove my residency?**
A current utility bill, title or lease papers of your property would be sufficient, along with any form of photo ID.

- **What is the deadline to vote?**
The deadline to vote is February 20, 2010. The polling site is open from 8 A.M. to 6 P.M. Convenience voting is also available for one week prior to the Election Date.

- **I will be out of town on Election Day. Can I vote earlier?**
There are two other methods of voting available to residents and property owners:
 - **Absentee Ballots:**
Call The Woodlands Township office at 281.210.3800 to obtain the absentee ballot and instructions to complete and return the ballot.
 - **Convenience Voting:**
Residents and property owners may take advantage of convenience voting from February 15 through 19 at:
The Woodlands Township Service Center (formerly the Community Associations office)
2201 Lake Woodlands Drive
Monday through Friday from 9 AM – 5 P.M.

- **How do I find out which village I live in?**
Call The Woodlands Township office at 281.210.3800 prior to Election Day or ask the Election Judges or poll workers at the polling site on Election Day.

- **How do I find out where I can vote?**
All voting in the Residential Design Review Committee and Village Association Election will be held at The Woodlands Township Service Center (formerly the Community Associations office) at 2201 Lake Woodlands Drive

- **How do I find out the names of candidates during this election?**
The Woodlands Township will issue news releases with names of all candidates. Visit The Woodlands Township website (www.thewoodlandstownship-tx.gov) to view candidates and sample ballots, or call 281.210.3800.

- **Is proxy voting allowed?**
No, voting by proxy is not allowed.
- **I am not a citizen of the United States; does this mean I cannot vote in the Residential Design Review Committee and Village Association elections?**
U.S. citizenship is not required to vote in the Residential Design Review Committee and Village Association elections. However, U.S. citizenship is required to vote in federal, state and local elections, including those for The Woodlands Township Board of Directors.
- **Can I vote for any of the candidates?**
Eligible voters may cast ballots only in those villages where they reside or own property.
- **Can I write in the name(s) of candidates I am interested in voting for?**
Write in candidates are accepted at the polls for Residential Design Review Committee and village association candidates (please refer to bylaws for specifics.) Any eligible voter can write in the name of any candidate on the ballot form (space is provided.) **Note: Those voting for a write in candidate must not only write in the candidate's name, but also mark the circle on the ballot next to the candidate's name.** There will not be any special procedures for write in candidates and the names of any write in candidate may not be posted at any polling location.

IMPORTANT REMINDERS

- Retrieve your appropriate **Filing Form** for the office(s) for which you would like to run.
- **Complete Filing Forms** and submit according to procedure to The Woodlands Township by the filing deadline.
- Read and refer to each individual Residential Design Review Committee and village association **Bylaws** for candidate eligibility requirements.
- Notify The Woodlands Township (281.210.3800) if you plan to attend the **Joint Election Committee meeting** to draw names for placement on the ballot.
- Refer to The Woodlands Township (www.thewoodlandstownship-tx.gov) for:
 - Covenants and Standards
 - Residential Design Review Committee Bylaws
 - Village Association Bylaws
 - Election information, including Filing Forms

Election Procedures for
The Woodlands Village
Residential Design Review Committees

**Adopted
11/16/2009**

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These procedures, adopted by The Woodlands Township govern elections for each of the Village Residential Design Review Committees in accordance with the respective Covenants and By-Laws of each entity. In addition, by agreement by each of the separate Village Associations, these procedures also apply to Village Association elections. Should one or more of the Village Associations withdraw from this agreement, the agreement remains in effect for the remaining Village Associations. Changes to these procedures will be made by The Woodlands Township Board of Directors; the most current version serves as the governing procedures. The Village Associations will be provided notice of any adopted changes by December 1st of the year preceding the election.

ARTICLE 1 – DEFINITIONS

ARTICLE 1.1 ELECTION COMMITTEE. An Election Committee will be established to serve as an advisory committee to staff. Each RDRC and each Village Association may appoint one member to serve on the Election Committee.

ARTICLE 1.2 ELECTION JUDGES. The Election Judge must oversee and monitor the election and the election workers at the polls.

ARTICLE 1.3 ELECTION WORKERS. Election Workers must conduct the election according to these procedures and the Covenants and By-Laws of each of the separate entities as they may apply. Election Workers operate the polls and/or assist in vote counting after the close of the polls.

ARTICLE 1.4 CAPITALIZED TERMS. All other capitalized terms shall have the meaning as defined in the Covenants or By-Laws of each of the separate entities. In case of conflict, the Covenants prevail.

ARTICLE 2 – GENERAL

ARTICLE 2.1 ELECTIONS. Joint annual elections will be held to elect the members of the Residential Design Review Committees for each Village and Village Association officers and representatives.

ARTICLE 2.2 RDRC COMMITTEES. Each Village will elect individuals to serve on the RDRC for that village in a manner prescribed in the By-Laws of each of the RDRC's. The number of positions for each RDRC is determined by the By-Laws of that RDRC.

ARTICLE 2.3 VILLAGE ASSOCIATION OFFICERS. Each Village Association will elect officers and representatives in a manner prescribed in the By-Laws of the Village Associations.

ARTICLE 3 – CALLING THE ELECTION

ARTICLE 3.1 DATE. Unless changed by The Woodlands Township Board, the date of the election will be the third Saturday in February.

ARTICLE 3.2 POLLING LOCATIONS. At least one polling location will be established within The Woodlands Township in a location convenient to all residents. Locations will be established by staff of the President’s office and defined no later than 45 days prior to the election date.

ARTICLE 3.3 VOTING HOURS. Polls will open at 8 A.M. and close at 6 P.M. on Election Day.

ARTICLE 4 – PRESS RELEASES AND NOTICES

ARTICLE 4.1 GENERAL NOTIFICATION OF ELECTIONS AND FILING PERIOD. Press releases informing the residents of the election and the filing procedures will be submitted to the local papers two weeks before the filing period begins and again two weeks prior to the filing deadline.

ARTICLE 4.2 NOTIFICATION OF CANDIDATES, POLLING LOCATIONS, VOTING HOURS, ETC. Press releases will be submitted to local newspapers two weeks prior to the election and again one week prior to the election. Content will include polling place, voting times, positions, list of candidates, general rules, convenience and absentee voting information.

ARTICLE 5 – FILING FOR CANDIDACY

ARTICLE 5.1 CANDIDATE QUALIFICATIONS. Qualifications for candidacy are determined by the Covenants and/or By-Laws of the respective entities. Copies of the Covenants and By-Laws are on file at the Township offices.

ARTICLE 5.2 FILING DATES. Filing for all positions will begin 51 days prior to the election and will remain open until 5 p.m. of the day, which is 30 days prior to the election.

ARTICLE 5.3 FILING FORMS. The forms will be available through RDRC meetings, Village Association Officers, Township offices and The Woodlands Township website.

ARTICLE 5.4 FILING FORM SUBMISSION. Filing forms for the RDRC or Village Association may be submitted to the Township offices in person, through the mail, or sent via facsimile; however, the filing form must be received by the filing deadline. Filing forms must be signed by the candidate. Candidate’s names must be clearly printed and legible. Filing forms will not be accepted either before or after the filing period. When receiving a completed filing form, an Election Worker will sign that he/she has received it, record the date and time it was received.

ARTICLE 5.5 FILING RETRACTION. Any candidate, who decides not to run for office after submitting a filing form must submit a letter, signed by the candidate, requesting that his/her name be removed from the ballot. This filing retraction will be accepted and considered valid provided it is received at the Township office by 5 p.m. on the fourth working day after the filing deadline and the signature matches that on the submitted filing form.

ARTICLE 5.6 ACKNOWLEDGEMENTS. A copy of the filing form and an acknowledgement letter will be provided to each candidate, once eligibility is established. If there is a retraction, a similar letter of acknowledgement will be provided to the former candidate.

ARTICLE 5.7 WRITE-IN CANDIDATES. Voters may write-in the names of persons who do not appear on the ballot for election to any office. There will not be any special procedures for write-in candidates and the names of any write-in candidate will not be posted at any polling location.

Any Member who meets the candidate qualifications as established by the applicable Covenants and/or By-Laws is eligible for consideration as a write-in candidate, except that such write-in candidate need not have filed a statement of candidacy with the Township.

ARTICLE 6 – ELECTIONEERING

ARTICLE 6.1 ELECTIONEERING. Candidates must keep electioneering and signage at least 25 feet from the outside entrance to the polling site. Electioneering activities at the polling site are limited to distribution of literature and personal communication.

ARTICLE 7 – POLL WATCHERS

ARTICLE 7.1 APPOINTMENT. Each candidate on the ballot may appoint one person per polling location to act as a poll watcher. Any candidate appointing a Watcher must notify The Woodlands Township President's office by 5 P.M. of the Wednesday prior to Election Day.

ARTICLE 7.2 ELIGIBILITY. To be eligible to serve as a poll watcher, the person must (1) be a member in good standing; (2) not be a candidate for any election being held on the day the watcher seeks to serve; (3) not hold an elective office in The Woodlands; (4) not be related within the second degree of consanguinity or affinity to an Election Judge or Election Worker serving at that polling location.

ARTICLE 7.3 SERVICE, DUTIES, AND PRIVILEGES. All Watchers must sign in and out when entering and leaving the polling location. All Watchers are permitted to observe all election activities performed by the Election Judge and Election Workers. Watchers may request to follow the Election Judge in another vehicle as the Judge returns the election materials to the counting location (if applicable). Watchers may observe the counting of ballots. Watchers must

point out to an Election Judge or Election Worker any observed violation of these Election Procedures at the time the violation occurs.

ARTICLE 7.4 PROHIBITIONS. Poll Watchers may not bring to the polling location any mechanical or electronic device capable of recording images or sound. Poll Watchers may not converse with any voter or communicate with or signal to any voter in any manner regarding the election.

ARTICLE 8 – SIGNS, FLAGS AND BANNERS

ARTICLE 8.1 POLLING PLACE. The polling location will have clear signage indicating it as a voting location. Candidates' election signs shall not be placed within 25 feet and not more than 200 yards from the building entrance at each early voting polling place during the 20 day period preceding the date of the election and must not be attached upon any portion of the entryway to the polling location. The terms of The Woodlands Residential Development Standards and The Woodlands Commercial Planning and Design Standards are incorporated herein by reference. Signs, flags or banners must be in compliance with all state and county laws, ordinances and regulations.

ARTICLE 8.2 RESIDENTIAL LOTS. The terms of The Woodlands Residential Development Standards and The Woodlands Commercial Planning and Design Standards are incorporated herein by reference.

ARTICLE 8.3 STREET RIGHT-OF-WAY. In accordance with State Law, signs are not permitted in the Street Rights-of-Way.

ARTICLE 8.4 POLITICAL SIGNS. All political signs placed throughout The Woodlands must be in accordance with the sign criteria in The Woodlands Residential Development Standards and The Woodlands Commercial Planning and Design Standards and in compliance with all state and county laws, ordinances and regulations.

ARTICLE 9 – PREPARATION OF ELECTION MATERIALS

ARTICLE 9.1 FORMS AND INFORMATION. The President will approve filing forms, ballot forms, tally sheets and information sheets.

ARTICLE 9.2 BALLOTS. The order that the names of candidates will appear on the ballot will be established by a drawing conducted by the Election Committee. Candidates will be provided notice of the date and time and will be invited to witness the drawing.

ARTICLE 10 – ELIGIBLE VOTERS

ARTICLE 10.1 RDRC ELECTIONS. As established by the RDRC By-Laws, WCA and TWA Covenants, residents of or owners of property encumbered with The Woodlands Community Association (WCA) or The Woodlands Association Covenants (TWA) are eligible to vote in the RDRC election if they are 18 years of age or older and are members in good standing as defined in the Covenants. Individuals are eligible to vote in each Village RDRC election where they reside and/or own property.

ARTICLE 10.2 VILLAGE ASSOCIATION ELECTIONS. As established by the By-Laws of each separate Village Association, residents of the Village who are 18 years of age or older and are members in good standing as defined in the WCA/TWA Covenants, are members of the Village Association and eligible to vote in each village association election where they reside and/or own property.

ARTICLE 11 – OFFICIATING

ARTICLE 11.1 ELECTION JUDGES. An Election Judge must be present at each polling location on Election Day during all hours the polling location is open. Election Judges may not officiate at a polling site for a village where they hold an elected position. The members of the Election Committee may serve as the Election Judges, provided that they are not running for office in the particular election year. The President's Office may recruit individuals to be compensated for their service. In addition, The President and staff designated by the President may serve as Election Judges.

ARTICLE 11.2 ELECTION WORKERS. Poll workers operate the polls and/or participate in vote counting once the polls are closed. The President's Office may recruit individuals to be compensated for their service. In addition, staff designated by the President may serve as poll workers. Election Workers may not run for office in the current election and may not work at a polling site for a village where they hold an elected position. A candidate for office or a known relative of a candidate for office may not work at the polls or as a vote counter for any election.

ARTICLE 12 – OPERATING THE POLLS

ARTICLE 12.1 POLLING SITE IDENTIFICATION. Signs identifying the polling site must be posted at each polling site by 7 A.M. on Election Day. In addition, a marker noting 25 feet from the polling site entrance will be made to limit electioneering in the entry area.

ARTICLE 12.2 BALLOT BOXES. A locked ballot box will be provided for each polling site. The ballot box may not be opened during the election and must remain locked until delivered to the counting location.

ARTICLE 12.3 VOTING. Voting will be by secret written ballot and deposited by the voter into locked ballot boxes.

ARTICLE 12.4 BALLOTS. All unused, damaged or spoiled ballots will be tallied and brought to the counting location in the container provided. No ballots may be discarded or removed from the polling site.

ARTICLE 13 – VOTING

ARTICLE 13.1 PROOF OF VOTER ELIGIBILITY. Each voter must provide proof of property ownership or residency within The Woodlands. This proof must include the address of residency or ownership. Township property tax statement, voter registration card, printed bank checks, utility bills, driver’s license; title or lease papers can be used to establish residency or ownership. A driver’s license that has been clipped or marked in any manner will be acceptable for proof of residency only if accompanied by a copy of the application for a new license.

ARTICLE 13.2 GOOD STANDING. An owner or resident is ineligible to vote during any period when delinquent in the payment of any previous WCA or TWA Annual Assessments or in violation of the Covenants, as determined by a court order or judgment. A list of members not in good standing will be provided to each Election Judge serving at each polling location.

ARTICLE 13.3 RECEIPT OF BALLOT. Once eligibility has been established, the voter should sign the Voter Registration Log as evidence he/she has received a ballot. Each voter must sign his/her own name (i.e. John Smith...Jane Smith; not Mr. & Mrs. Smith).

ARTICLE 13.4 INSTRUCTING THE VOTER. The voter will be handed a ballot and an explanation provided on how to complete the ballot and where to deposit it when finished voting. The Poll Worker should watch to make sure the ballot is placed in the ballot box.

ARTICLE 13.5 CONVENIENCE VOTING. Convenience Voting will be held at the Township office, Monday through Friday, during the work week prior to the election, from 9 A.M. to 5 P.M. The procedures for voting during the convenience voting period will be the same as the procedures for voting on the election date itself.

ARTICLE 13.6 ABSENTEE VOTING. Eligible voters will be qualified to vote by absentee ballot if (a) they will be out of the county during the entire convenience voting period and on election day; (b) if they are 65 years of age or older; (c) if they are disabled; (d) if they are in jail.

Those persons qualified to vote by absentee ballot may call the Township office and request an absentee ballot. The absentee ballot certification form, absentee ballot, return envelope and ballot envelope will be provided to the qualified person. Qualified voters will return their completed certification form and ballot that is sealed in the ballot envelope, by mail. The completed certification form must bear an original signature of the voter. Returned absentee ballots are

recorded and placed unopened in the sealed ballot box and counted on Election Day. The names of those persons voting by absentee ballot will be noted in the voter registration log.

The absentee balloting period begins the day convenience voting begins. All absentee ballots received by 5 P.M. on the day prior to Election Day shall be accepted. Ballots received after the 5 P.M. deadline will not be accepted, regardless of the reason for receipt after the deadline.

ARTICLE 13.7 CURBSIDE VOTING. Voters who are unable to enter the polling site due to physical limitations will be permitted to receive curbside voter assistance. Two Poll Workers will deliver the ballot to the entrance or curb of the polling site. The Poll Worker must establish voter eligibility before the voter can receive the ballot. Once the voter has marked his or her ballot, one of the Poll Workers will be designated to deposit the ballot in the ballot box for the voter. While the Poll Workers are providing curbside assistance, the Election Judge will guard the polling site's regular election area. See Absentee Voting for an alternative option.

ARTICLE 13.8 PROXY. In accordance with the Covenants and By-Laws of the separate entities, no proxy votes may be accepted.

ARTICLE 14 – CLOSING THE POLLS

ARTICLE 14.1 TIME. The polls will close promptly at 6 P.M. Voters inside the polling location at 6 P.M. may complete the process. No voters may vote if they arrive after the polls close.

ARTICLE 14.2 BALLOT BOX. The locked ballot box must be delivered to the counting location immediately after the polls close by the appointed Election Judge.

ARTICLE 14.3 UNUSED BALLOTS AND OTHER ELECTION MATERIALS. Unused, damaged or spoiled ballots must be returned to the counting location in the container provided. All other election materials, including official signs, registration materials and logs are the property of the Township and must be returned to the counting location immediately after the polls close.

ARTICLE 15 – ELECTION RESULTS

ARTICLE 15.1 COUNTING VOTES. Votes may be counted by Election Workers or Election Committee Members who are not candidates for office. Election Workers or Election Committee Members may not work as counters for the Village in which they own property or reside. All counters will complete the tally sheets and sign the sheet attesting to the fairness and accuracy of the count.

ARTICLE 15.2 COUNTING LOCATION. The counting of the ballots will be done at the Township offices, immediately after the polls close.

ARTICLE 15.3 RECOUNTS. Any candidate may request a recount within 48 hours of the results having been posted. Recounts will be performed by persons other than those who conducted original count.

ARTICLE 15.4 CERTIFICATION OF ELECTION RESULTS. The Chair of The Woodlands Township Board of Directors will appoint a Township board member not running in the RDRC or Village Association election to monitor staff as votes are tabulated on Election Night. The appointed board member will also certify the election results afterwards.

ARTICLE 15.5 POSTING OF ELECTION RESULTS. Results of the election will be posted in the kiosk outside the doors of the Township offices and on The Woodlands Township website as soon as verified as accurate.

ARTICLE 15.6 WINNER. The candidates for any Residential Design Review Committee who receive the highest number of votes shall fill the number of positions available in sequential descending order of plurality of votes.

The winning candidates for Village Association election shall be determined in accordance with the requirements of their individual By-Laws.

ARTICLE 15.7 TIE VOTES. A tie vote in any RDRC election will be settled by a lottery, with all candidates involved in the tie invited to attend. Said lottery must be witnessed by two Election Judges. A tie vote in any Village Association election will be settled by that Village Association.

ARTICLE 15.8 DISQUALIFICATION. Any candidate who wins an election but is found to not meet the qualifications for candidacy as defined in these procedures, and has not yet been seated in office, shall be disqualified from taking office. In the event of this disqualification, the candidate with the next highest number of votes shall be considered the election winner and will be seated in office.

Any candidate who wins an election and is seated in office and is subsequently found to not meet the qualifications for candidacy as defined in these procedures, shall be found to be disqualified and his/her seat shall be considered to be vacated. This vacant seat shall then be filled in accordance with the By-Laws of that entity.