

# IHTA

Island House Tenants Association, Inc.

PO Box 132, New York, NY 10044-0203

<http://islandhouse.us>

**Date:** January 8, 2011

**From:** Frank Farance, IHTA Secretary

**To:** Tenants

**Via:** Door Drop, Glass Case, Web

**Subject:** Procedures for the 2011 Annual Election of Directors

Graham Cannon, Chair  
Frank Farance, Secretary  
Geoffrey Kerr, Treasurer

Renato Folla, Director  
Richard Leopold, Director

## **Timing**

Elections will occur with the following timetable:

- A 14-day period of January 9 to January 22 for receiving nominations.
- On January 23, the announcement of the candidates.
- On January 31 through February 1, the election will be held between 3PM and 9PM each day.
- On the evening of February 1 after the voting closes, the ballots and absentee ballots will be counted and the results announced immediately thereafter.

## **Submission Procedures for Candidates**

- Candidates must be members (see By-Laws Article 3, section 4, paragraph (b)).
- A candidate requires two nominations in writing. Nomination forms may be used and are available at the door station and on the web (see below).
- The candidate must provide written acceptance of the nomination. Acceptance forms may be used and are available at the door station and on the web (see below).
- The nominations and their acceptances are delivered to the Secretary via the lock box or via E-mail at **[ihta-nominations@islandhouse.us](mailto:ihta-nominations@islandhouse.us)**
- Nominations and their acceptance must be delivered no later than January 22, 11:59PM.
- Forms (nomination, acceptance, proxy) on the web: **<http://islandhouse.us/elections/forms>**
- Note: A Director is a legal representative of the Island House Tenants Association, Inc.

## **Proxies**

Members may permit proxies to vote for them. A proxy-holder must be another Island House member. A member may hold up to two proxies (see By-Laws Article 2, Section 10). Proxies may be established for up to 6 months in duration. To establish a proxy, the proxy must contain the following information (see **<http://islandhouse.us/elections/forms>** for a sample of a proxy form): (1) identify himself/herself; (2) identify his/her building/apartment; (3) identify the proxy-holder; (4) identify the proxy-holder's building/apartment; (5) identify the duration of the proxy (maximum: 6 months).

## **Absentee Ballots**

Absentee ballots requests may be sent to the IHTA Secretary up through January 22; send your request to the Secretary via the lockbox or via E-mail to **[ihta-elections@islandhouse.us](mailto:ihta-elections@islandhouse.us)** and include your: (1) name; (2) building/apartment; (3) telephone (for verification); (4) E-mail address (if the proxy was sent via E-mail); (5) which method of receiving notification of candidates on January 24-28: web, E-mail, phone, or fax (member must supply E-mail, phone, or fax number, as appropriate.); (6) which method of submitting absentee ballot: postal mail, courier, fax, or E-mail (member must identify which method of delivery they are choosing). The person making the request must be a leaseholder (remember: only one vote per apartment).

Absentee balloters will receive notification of the candidates between January 24-28, based upon the "method of receiving notification" (web, E-mail, phone, fax), as indicated on their absentee ballot request. Absentee ballots are to be received no later than noon February 1.

## **Proofs of Identity for the Elections**

There are two requirements. Requirement #1: The person presenting himself/herself is a leaseholder. Requirement #2: The person presenting himself/herself is who they are. For #1, at least one of the following is acceptable: the leaseholder's name is on the copy of lease (the tenant may bring a copy); or, the leaseholder's name is on RY Management's records; or, the leaseholder name is on a rent receipt; or, RY Management provides a written affirmation that the person is a leaseholder. For #2, the following is acceptable: photo ID issued by a government entity.

## **Election Monitoring Plan**

At all times, the election will be monitored by non-Island House residents whose role is as neutral observers. Any Island House member may observe all aspects of the election and its tally. At least 2 election monitors will verify identity and receive ballots from members. The ballot box will be sealed in a tamper-evident method (e.g., evidence tape) on January 31 at 2:30 PM, just prior to the start of the voting. For the evening of January 31, the ballot box will be kept overnight in a secure, tamper-evident manner.

## **Voting Method**

For the 9 directors' positions, the top 9 candidates (as measured by votes) will be elected. Each member can vote for up to 9 candidates on the ballot. Ballots with more than 9 candidates selected will be rejected. As per the By-Laws (Article 5, Section 2), once elected, the new board will choose the officers.

## **Unit Members Voting Conflict Resolution**

All ballots, after being filled out, will be inserted in a uniquely numbered envelope, sealed and put in the ballot box. The number of the envelope will be recorded next to that member's signature on the sign in sheet. Should another member from the same unit dispute the vote cast by the first member during the course of the election, that unit's members must resolve their differences and present themselves together before the polls close at 9:00 PM, Tuesday, February 1. A new ballot will be issued to them and sealed in a new envelope with a new unique number. When the polls close and the ballot box is opened the envelope in dispute will be removed and destroyed. Should the members from the unit in dispute not resolve their dispute before the polls close, the disputed envelope will be removed and destroyed and no vote will be recorded for that unit. All envelopes with valid ballots will be opened and all the ballots put together and then counted.

## **Tally and Election Results**

The votes and absentee ballots will be tallied when the election is closed on February 1 at 9:00PM. The results of the election will be announced at the close of the tally. Any Island House member may observe all aspects of the election and its tally.

## **Meet the Candidates**

Candidates will have an opportunity to present their points of view at a meeting on Sunday, January 30 (location and time to be determined).

## **Statements**

Candidates' statements of up to 300 words and (optional) photo will be distributed to tenants at least 2 days prior to the election.