

# **BRENTWOOD FOREST CAMPAIGN AND ELECTION POLICIES AND PROCEDURES**

## **GENERAL POLICIES AND PROCEDURES**

The following policies and procedures relate to all political campaigns and elections pertinent to the residents of Brentwood Forest Condominiums including: Brentwood Forest Board of Managers, City of Brentwood, Brentwood School Board, St. Louis County, State of Missouri and the United States of America.

In this document, "political" signs and literature refer to issues to be decided by registered voters in a scheduled election (for example, a sign or flyer urging a vote for or against a proposed tax increase on the ballot). Signs and literature of a political nature that do not relate to issues to be voted on in a scheduled election may not be placed on Brentwood Forest grounds (for example, a sign or flyer to encourage repeal of a particular law when this issue is not on the ballot).

### **A. Campaign Signs**

1. Signs may be placed by candidates for elective office to the Brentwood Forest Board of Managers; for City of Brentwood, Brentwood School Board, St. Louis County, State and National elective offices; and by advocates for political issues that are placed on the ballot for decision by the voters. (*Hereafter, these individuals or their representatives will be referred to as "candidates and advocates."*)
2. Candidates and advocates are responsible for placing and removing their own signs.
3. Posted signs may be no larger than twenty-four inches by eighteen inches (24"x18").
4. Signs may be posted no earlier than eighteen (18) days before the scheduled election.
5. No more than five (5) signs per candidate or advocacy issue are allowed within Brentwood Forest, one per location as follows:
  - Wrenwood Lane near Brentwood Boulevard (southwest corner)
  - Eager Road and Bobolink Place (southwest corner)
  - Eager Road and High School Drive (southeast corner)
  - High School Drive and South Swan Circle (southwest corner)
  - Eager Road (south side) at McCutcheon

A candidate or advocate who chooses not to place a sign at one or another of the designated sites may not place more than one sign at another designated site or anywhere else on the Brentwood Forest grounds apart from the designated sites.

6. Signs may not be attached to Brentwood Forest signs, buildings, posts, trees, the Brentwood Forest community bulletin board or any City of Brentwood property within the Brentwood Forest grounds.
7. No political or campaign sign may be visible from within or near a condominium unit, including placement inside a window or door, on a deck, beside a door, in a container or in a garden area. Signs may not be placed in the window of a vehicle.

8. If the Brentwood Forest Clubhouse is used as an election site, an additional sign will be allowed in the same area candidates and advocates greet arriving voters, no closer than twenty-five feet (25') of the voting facility. This additional sign may be posted only on the day of and within the hours of the election. *needs change*
9. Candidates and advocates are responsible for removing their campaign signs within twenty-four (24) hours following the election. Signs left longer than forty-eight (48) hours may be collected and disposed of by Brentwood Forest staff.

## **B. Campaign Literature**

1. Candidates and advocates may place one flyer in each copy of *ForestLine*, a monthly newsletter for Brentwood Forest's owners and residents, not more than three (3) months prior to the election. The flyer must be approved by Brentwood Forest management staff and/or the Board of Managers. All flyers must be produced by the candidate or advocate and inserted in each *ForestLine* copy without assistance from the Brentwood Forest staff and at a time agreed to by Brentwood Forest staff.
2. Flyers may be left at the Association office not more than three (3) months before the election. Flyers unclaimed forty-eight (48) hours after the election may be recycled by Brentwood Forest staff.
3. One flyer may be posted on the back of the Brentwood Forest community bulletin board (northwest corner of Wrenwood Lane and High School Drive) not more than three (3) months before the election.
4. The City of Brentwood has a "no soliciting" ordinance prohibiting businesses from delivering written materials to the doors of residences. Brentwood Forest follows this law but accepts political candidates and advocates from this prohibition. Flyers may be left at the doors of individual condominium units no earlier than eighteen (18) days before the election.

It is a violation of Federal law to place anything in a mail box that has not been delivered by a U.S. postal carrier

5. Candidates and advocates are asked to return to Brentwood Forest forty-eight (48) hours after leaving flyers at doors to remove any unclaimed flyers.

## **C. Canvassing door-to-door in person**

Business representatives may not canvass door-to-door in Brentwood Forest. Candidates and advocates are exempt from this policy and may visit door-to-door during reasonable hours no earlier than eighteen (18) days before the election. A resident's request not to be disturbed must be honored.

## **D. Campaigning on election day(s)**

Campaigning on an election day within twenty-five feet (25') of any Brentwood Forest voting facility is not permitted. This includes the Brentwood Forest Association office during the election of members to the Board of Managers.

**ELECTION AND APPOINTMENT POLICIES AND PROCEDURES  
PARTICULAR TO THE BRENTWOOD FOREST BOARD OF MANAGERS**

In the Declaration and By-Laws of Brentwood Forest Condominiums, Brentwood Forest is divided into five (5) wards for the sole purpose of electing Board members. Each ward is to be represented by two unit owners for a total of ten (10) members of the Board of Managers.

The result of elections to the Board of Managers is announced at the Annual Owners Meeting, held the second (2nd) Monday of June each year. Notice of date, time and place of the Annual Owners Meeting is made in the *ForestLine* for a minimum of two issues preceding the meeting.

**Election to the Board of Managers**

**A. Board Candidate Qualifications**

1. A candidate for membership on the Board of Managers must be at least eighteen (18) years of age and own a condominium unit in the ward in which s/he seeks election. A unit owner is not required to be a resident of Brentwood Forest to be eligible for election to the Board. A resident who is not a unit owner is not eligible for election to the Board. The Declaration and By-Laws require that no two unit owners serving on the Board have an interest in the same building.
2. A candidate must be current with monthly condominium fees and have no outstanding violations.
3. A candidate must have an interest in the operations of Brentwood Forest and be willing to be an active Board participant, committing to a *minimum* of two (2) meetings per month.
4. A candidate must follow the registration process.

**B. Board Candidate Registration**

The registration period is February 15 to April 15 each year. Notice of the registration period and upcoming election is printed in *ForestLine* for a minimum of two issues prior to the registration period. Each notice must include the registration period, candidate qualifications and information on the registration and election process.

1. A candidate must complete a Brentwood Forest Board of Managers Application form, along with a brief personal profile stating background, experience and reasons for candidacy. These materials must be submitted to the Association office on or before April 15.
  - a. A candidate who owns units in different wards and decides after filing application materials to withdraw from the original ward and file for another ward must complete and submit a new form on or before April 15 for similar processing.
  - b. An individual who owns a unit as part of a corporation may seek election. In addition to the materials required of other candidates, this person must also submit a letter from the owner(s) of the corporation endorsing the candidacy.
2. Upon receipt, the property manager or other designated person date stamps the application materials and returns a copy of the date stamped materials to the candidate, keeping the original materials filed at the Association office.

3. Current Board members seeking election to another term also must complete and submit the application form and personal profile to the Association office between February 15 and April 15.

### **C. Voter Qualifications**

1. Only a unit owner may vote.
2. A unit owner may vote only for a candidate in the ward in which the unit is owned.
3. Only one vote per unit may be cast even if more than one person owns the unit.
4. An individual who owns more than one unit may cast one vote per owned unit. The address on the ballot must correspond to the ward. (For example, if someone owns two units in Ward 1, that person may cast two ballots in Ward 1 but must note which address applies to which vote. If a person owns a unit in Ward 1 and a unit in Ward 2, that person may cast one ballot for Ward 1 Board representation noting the Ward 1 address and one ballot for Ward 2 Board representation noting the Ward 2 address.)
5. A unit owner is not required to be a resident of Brentwood Forest to vote.
6. A resident who is not a unit owner may not vote personally nor vote on behalf of a unit owner. (For example, since the voting process usually occurs in conjunction with pool pass distribution, a unit owner may designate the lessee of his/her unit to receive the pool pass, but the unit owner may not designate the lessee or any other party to vote for Board representation.)
7. A unit owner must be current with condominium fee payments and have no current outstanding violations.

### **D. Voting Period**

1. The voting period is determined by the Board of Managers and typically is held in conjunction with distribution of annual pool passes.
2. Notice of the voting period dates, hours and location is printed in *ForestLine* for a minimum of two issues prior to the voting period.

### **E. Ballot Tabulations and Verification**

1. Two non-candidate Board members and two Association staff members are selected to count ballots after the regularly scheduled election is over.
2. Ballots are invalidated and not counted if any of the requirements under "Voter Qualifications" are found to be present/absent or for the following irregularities of the ballot itself:
  - Ballot was not witnessed.
  - Voter omitted the pertinent Brentwood Forest address.
  - Vote was cast for a candidate not representing the voter's ward.
  - Voter did not sign ballot.
  - Voter marked ballot "Abstain."

3. If two candidates run for one Board seat in their ward, the one with the most votes wins. If two candidates are running and two seats are available in their ward, the candidate with the most votes serves a two-year term; the candidate with the second highest number of votes serves a one-year term.

#### **F. Announcement of Election Results**

The voting period ends at the Annual Owners Meeting. Eligible owner votes not already cast and counted will be called for at the Annual Owners Meeting and added to ward totals already counted. Following the final count, the election results are announced. The elected Board members are seated during the Open Session at the next Board of Managers Meeting in June.

### **Appointment to Fill Board Vacancy**

#### **A. Notification of Vacant Seat**

1. A Board seat is considered vacant upon written notice to the Board of Managers of a Board member's resignation or should a Board member cease to be a unit owner, die or in some way become unable to serve. A Board seat also is considered vacant if no one files as a candidate to run in any one of the five (5) wards within a regular registration period. The Board of Managers is responsible for appointing a new Board member until the next regularly scheduled election, which means the appointee will be serving for less than a year as an appointee and not necessarily for the remainder of an unexpired term.
2. Upon notice of resignation or other situation cited above, an announcement will be printed in *ForestLine* inviting interested unit owners to file to fill the seat and listing the registration period, candidate qualifications and requirements and the selection process.

#### **B. Candidate Registration Process**

1. The registration period begins the first business day after distribution of *ForestLine* and lasts 30 days.
2. Interested candidates must meet the same qualifications and provide the same registration information as for a regularly held election.
3. If no unit owner from the ward with the vacant seat comes forward as a candidate, unit owners from other wards may register. Priority will be given to those living in the ward with the vacant seat.

#### **C. Candidate Selection Process**

1. Members of the Board's Elections Committee review all candidate registrations and interview all qualified candidates.
2. The Election Committee selects a maximum of three candidates to be presented to the Board.
3. The entire Board may interview each candidate but is not required to do so.
4. After review of the Election Committee's work in executive session, the entire Board votes on and appoints the candidate to serve. The newly appointed Board member may be seated following the vote.

This policy shall be effective on the date of adoption and replaces the prior Brentwood Forest Election and Campaign Policy dated May 24, 2010.

The Brentwood Forest Board of Managers approved a revised Election and Campaign Policy this 13th day of June, 2011.

Brentwood Forest Condominiums

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ATTEST: \_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary's Printed Name

\_\_\_\_\_  
President's Printed Name

**I have received a copy of the Brentwood Forest Campaign and Election Policies and Procedures and intend to abide by them.**

Name \_\_\_\_\_ (please print)

Representing \_\_\_\_\_ (name of candidate or political cause)

Address \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for respecting our efforts to keep our residents informed and our grounds beautiful. Please contact me if you have questions or concerns.**

Name \_\_\_\_\_  
Title \_\_\_\_\_

Brentwood Forest Condominium Association  
1401 Thrush Terrace  
St. Louis, MO 63144

Telephone 314-961-3066

E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_