WHEREAS, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

WHEREAS, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

WHEREAS, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on incorporated property owners associations including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners’ Association Act (hereinafter together referred to as “Acts”), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section III.5(c) of the Amended Reston Deed delineates that at least sixty-five days prior to each annual election, the Board of Directors shall appoint an Elections Committee consisting of at least three but not more than five Members (none of whom shall be Officers, Directors or candidates) whose terms shall be for three years, staggered so that at least one member is appointed or reappointed each year; and

WHEREAS, Section III.5(c) of the Amended Reston Deed states that the Elections Committee shall develop election procedures and administer such procedures as are approved by the Board of Directors providing for election of Directors by a vote of the Members; and

WHEREAS, Section IX.5 of the Bylaws stipulates that the procedures which govern Committee meetings shall be the same as those set forth for meetings of the RA Board of Directors in Amended Bylaws Section V.3.

NOW, THEREFORE, BE IT RESOLVED, that the following administrative and operational procedures shall govern the activities of the Elections Committee:

A. Meetings

1. Meetings Defined. Meetings of the Elections Committee shall include Regular Committee Meetings, Special Meetings, and Work Sessions. E-mail exchanges, that are not simultaneous in nature (as opposed to chat rooms or “instant messaging”), shall not be considered meetings.
a. **Regular Committee Meetings.** Regular meetings of the Elections Committee shall be held monthly from October through May pursuant to the Election Committee Calendar or more frequently as needed at the call of the Elections Committee Chair, upon seven (7) days’ notice to the Committee, at Reston Association, 12001 Sunrise Valley Drive.

b. **Special Meetings.** Special Meetings of the Elections Committee may be called by the Elections Committee Chair or the Vice Chair or at the request of any two (2) Elections Committee members. Notice of Special Meetings shall be provided to the Elections Committee members at least two (2) days in advance by first-class mail, telegram, telephone, hand delivery, or electronic means, as defined in Section IX.5(a) of the Amended Reston Deed and in accordance with any resolutions adopted by the Board of Directors, unless waived by an Elections Committee member by attendance at the meeting or by written waiver signed before or after the meeting.

c. **Work Sessions.** Work Sessions of the Elections Committee may be called by the Elections Committee Chair or Assistant Secretary. Notice of Work Sessions shall be provided to the Elections Committee members at least fourteen (14) days in advance by first-class mail, telegram, telephone, hand delivery, or electronic means in accordance with any resolutions adopted by the Board of Directors, unless waived by an Elections Committee member by attendance at the meeting or by written waiver signed before or after the meeting.

2. **Notice of Meetings.** Notice of the time, date, and place of each meeting of the Elections Committee shall be published where it is reasonably calculated to be available to a majority of Members and shall be sent by first-class mail or by electronic means to any Member requesting such notice. Any Member may make a request to be notified on a continual basis of such meetings of the Elections Committee, in accordance with the Virginia Property Owners’ Association Act (“POAA”), as may be amended, and any resolutions adopted by the RA Board of Directors. Changes to Elections Committee meeting dates/times/locations shall not be made less than seven (7) business days in advance of the originally scheduled meeting date.

3. **Open Meeting Requirement.** Meetings of the Elections Committee unless otherwise appropriately held in executive session, shall be open to the Members, in accordance with the POAA, as may be amended, and any resolutions adopted by the RA Board of Directors.

4. **Officers.** The RA Board of Directors shall annually appoint a Chair and a Vice Chair of the Elections Committee, who shall be the officers of the Elections Committee. The Chair has the sole responsibility for responding to substantive questions asked by the Board, Members, and Candidates. The Vice Chair shall act in the absence of the Chair. Any vacancy in any office shall be promptly filled by action of RA Board Appointment, provided however that if in the event a vacancy occurs during the months of February, March and April of any calendar year, the Board of Directors shall fill such vacancy within five (5) business days.
5. **Conduct of Meetings.** The Elections Committee Chair, appointed by the RA Board of Directors, shall preside over meetings of the Elections Committee. The most current edition of Robert's Rules of Order, Newly Revised, shall govern the conduct of the meetings, as appropriate, when not in conflict with the POAA, the Nonstock Corporation Act, as both statutes may be amended, or the Reston Documents.

6. **Records.** The Association’s Assistant Secretary, or designee, shall record and maintain files of all meetings including but not limited to minutes, ruling requests, complaints and decisions of the Elections Committee.

7. **Use of Technology.** A meeting may be conducted by telephone or videoconference or similar electronic means in accordance with the Acts, as may be amended, and any resolutions adopted by the RA Board of Directors. Committee members participating in such a manner may vote and shall be deemed present for such a meeting.

8. **Voting by Secret Ballot.** Voting by secret or written ballot in an open meeting shall not be permitted.

9. **Executive Session.** The Elections Committee may convene in executive session, in accordance with the Acts, as may be amended, and any resolutions adopted by the RA Board of Directors.

10. **Recording Meetings of the Elections Committee.** Any Member may record any open portion of a meeting of the Elections Committee, as permitted in the Acts, as may be amended, and, pursuant to, any resolutions adopted by the RA Board of Directors.

11. **Agenda Packets.** Members shall have the right to review open session agenda packets and materials, as permitted in the Acts, as may be amended, and, pursuant to, any resolutions adopted by the RA Board of Directors.

12. **Member Comments.** Members shall have the right to be heard at meetings, as permitted in the POAA, as may be amended, and, pursuant to, any resolutions adopted by the RA Board of Directors.

13. **Quorum.** Except as otherwise provided in the Reston Documents, a majority of the Elections Committee Members shall constitute a quorum for the transaction of business. A quorum of Elections Committee Members must be present, at all times during a meeting, for action to be taken.

14. **Action.** All actions of the Elections Committee shall be determined by a majority vote of those present.
15. **Action Without Meeting.** Any action by the Elections Committee required or permitted to be taken at any meeting may be taken without a meeting if consent in writing setting forth the action taken shall be signed either before or after such action is taken by all of the members of the Elections Committee. Any such written consent shall have the same force and effect as a unanimous vote and shall be filed with the minutes of the Elections Committee.

**B. Elections Committee Members.**

1. The Board of Directors will make every effort to ensure that the Elections Committee shall consist of five voting Members; and the Assistant Secretary shall serve as non-voting member of the Elections Committee. Legal Counsel and the Assistant Secretary shall be available to the Elections Committee as resources.
2. On appointing individuals to the Elections Committee, the Board of Directors shall make reasonable effort to ensure a diverse representation from the Election Districts.
3. No member of the Elections Committee is eligible to run for an open Director Seat while serving on the Elections Committee.
4. The Board of Directors shall not appoint a currently serving member of the RA Board of Directors to the Elections Committee.

**C. Elections Committee Responsibilities.** In addition to overseeing the administration of the election as per the procedures outlined in this section of the Resolution, the Elections Committee shall have the following responsibilities:

1. No later than October 31st of each year, the Elections Committee shall submit an Election Calendar for the Board’s review and adoption as appropriate.
2. Review and certify all Candidates' Statements and Petitions for Candidacy, as per Elections & Referenda Resolution 3, within seven (7) business days of the filing date.
3. As per Elections & Referenda Resolution 2, conduct an: (i) Election Orientation for the candidates for Elected Director seats; (ii) Election Briefing Session for Category B Members for the Designated Director seat; and (iii) Candidates' forums.
4. Administer rules for and make determinations related to Candidate campaigning, as per Election & Referenda Resolution 3.
5. Annually examine, and if needed, make amendments to the form, content, validation, and coding of the Elections ballots prior to their publication to the Members.
6. Review and test electronic ballots prior to making such ballots active for Member use.
7. Consider requests for rulings as per Section D of this Resolution.
8. The Elections Committee Chair, or a designee, shall announce the results of the election at the Annual Meeting of Members, as per Elections & Referenda Resolution 5.
9. If required to determine a tie vote, supervise the drawing of lots at the Annual Meeting of Members.

10. Periodically review, with the Association's Legal Counsel, RA's Resolutions related to the Annual Election of Board Directors. As well, the Elections Committee will make recommendations for changes to these Resolutions, as needed.

D. Request for Ruling of the Elections Committee.

1. Request for Ruling. Any Candidate or Member, hereinafter collectively referred to as (“Complainant”), may request a ruling from the Elections Committee as to whether a violation of Election & Referenda Resolution 3 has been committed by submitting, with the Elections Committee Chair or Vice Chair or the Assistant Secretary, in writing, a request for such ruling which sets forth a description of the alleged violation.

2. Acknowledgement of Request. The Elections Committee Chair or Vice Chair or Assistant Secretary shall acknowledge, in writing, receipt of such request no more than five (5) business days after receipt.

3. Consideration.

   i. The Elections Committee may choose not to hear a request that it deems duplicative, without merit, or brought for an improper purpose. Written notice of the same will be sent to the Complainant.

   ii. If the Elections Committee chooses to hear the request, it shall consider such request at its next Regular Committee Meeting which occurs more than five (5) business days after the request has been acknowledged as per Section D.2. of this Resolution, or at a Special Meeting of the Elections Committee, as per section A.1(b) of this Resolution. The Elections Committee shall use its reasonable best efforts to hold a meeting to consider such request within two weeks of submission of request.

   iii. The Assistant Secretary shall give prompt notice to the Complainant and the candidate(s) (hereinafter the “Respondent”) (collectively with the Complainant the “Parties”) of the time and place of the meeting.

   iv. The Parties to the matter may address the Elections Committee in support of their positions.

   v. The Elections Committee, through the Committee Chair or Vice Chair, shall conduct the hearing.

   vi. The following guidelines may be used by the Elections Committee in conducting the hearing:

       a. The ruling request is read into the record.
       b. Each Party will be given up to 5 minutes to present information.
c. Only testimony of the Parties will be heard. No other person who is not a Party will be heard.
d. The Committee may then ask question of each Party.
e. After the hearing has concluded the Elections Committee may deliberate in executive session before making their ruling in open session.

4. **Action.** The Elections Committee may:
   
i. Request additional information and/or defer action to a specific date;
   
ii. Make determinations by a majority vote of the committee;
   
iii. Rule whether an individual is or is not in violation of the Elections & Referenda Resolution(s); and

iv. If a determination is made that a violation exists, the Elections Committee shall have the authority to issue a warning letter, or conduct a private reprimand, or conduct a public reprimand of the violator.

5. **Notice.** The hearing result (Elections Committee decision) shall be hand delivered or mailed by registered or certified mail, return receipt requested to the Parties at the address of record with the Association or transmitted electronically if consented to by the recipient within seven (7) days of the determination.

6. **Decisions.** The decisions of the Elections Committee shall be considered final.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on September 23, 2010; and amended on September 25, 2014; and amended on November 16, 2017; and amended on December 13, 2018.

Assistant Secretary
WHEREAS, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

WHEREAS, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

WHEREAS, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on incorporated property owners associations including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners’ Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section III.5(c) of the Amended Reston Deed states that the Elections Committee shall develop election procedures and administer such procedures as are approved by the Board of Directors providing for election of Directors by a vote of the Members; and

WHEREAS, Sections V.1(a), (b), and (c) of the Amended Bylaws of the Reston Association (“Amended Bylaws”) delineates the method of nominating candidates for the Board of Directors, including requirements of candidacy petitions and statements; and

WHEREAS, Section V.1(d) of the Amended Bylaws states that, except for candidates for the Category B Director seat, no person shall be eligible for election or to serve as a member of the Board of Directors unless such person is a Member, residing in a residential property within the Reston Master Plan; and has no unpaid fees related to regular or Special Assessment, attorneys’ fees or costs; and has no outstanding violation of the Association Documents. No employee of the Association may serve as a Director; and

WHEREAS, Section C.2 of Elections & Referenda Resolution 1 delineates that it is the responsibilty of the Elections Committee to, within seven (7) business days of the filing date, review and certify all Candidates' Statements and Petitions for Candidacy; and

WHEREAS, Section C.3 of Elections & Referenda Resolution 1 delineates that it is the responsibility of the Elections Committee to conduct an: (i) Election Orientation for the candidates for Elected Director seats; (ii) Election Briefing Session for Category B Members for the Designated Director seat; and (iii) Candidates' forums.

NOW, THEREFORE, BE IT RESOLVED, that the following administrative and operational procedures shall govern the activities of the Elections Committee regarding the certification of Candidate Petitions, Statements and the conduct of orientations, briefings and forums for Board Director Candidates:

A. Filing for Candidacy.

1. Elected Directors. The following procedures shall govern the method of nominating and qualifying Elected Directors, pursuant to Section V.1 of the Amended Bylaws, for election by the Category A Members (Owners) and Category C Members (Occupants).
i. Candidates shall file a Petition of Candidacy for either a specific vacant District seat or an At-Large seat(s), but not both.

ii. All candidates shall submit to the Assistant Secretary of the Association, by a date certain, a completed Petition of Candidacy substantially in the form of the attached example (Addendum A) and a Statement of Candidacy as shown in the attached example (Addendum B).

iii. At least 25 different Members, representing at least 25 different households shall sign a Candidate’s Petition.

iv. As of the Record Eligibility Date, candidates filing for a District seat must reside in that District and obtain the minimum required number of signatures, as per Section 1.iii, of this Resolution, from Members living in that District.

2. Designated Director. As authorized by Section V.1 (c) of the Amended Bylaws, and approved by the Board of Directors with respect to the nomination of Candidates for the Category B Members, the Association shall publicize a call for “Candidates” on behalf of the Category B Members and request that individuals interested in the Designated Director seat submit a Statement of Candidacy, as shown in the attached example (Addendum C), by a date certain to the Secretary or Assistant Secretary.

3. Open Director Seats.

i. An incumbent Director may file a Petition for Candidacy for any open Director seat, if eligible, and is not required to resign his or her current seat prior to such filing. If elected, the incumbent Director must then choose between the existing seat or the new seat and cannot serve in both seats.

ii. The Board shall then treat that open Director seat as a vacancy pursuant to Section III.5(d)(3) of the Amended Reston Deed.

B. Certification of Candidacy Forms.

1. The Assistant Secretary shall check the Association’s records, against the membership list generated as of the Record Eligibility Date, to validate the candidate’s eligibility, as per Section V.1(d) of the Amended Bylaws and the signatures on each Candidate’s Petition;

2. During a special meeting of the Elections Committee, at a date, time and location as set in the annual Election Schedule, by a majority vote, the Elections Committee shall:

   i. Make the decision whether to certify each of the candidates based on the validity of their Petition of Candidacy.

   ii. Review each Statement of Candidacy and, if required, edit such Statements to conform to the maximum word limit as set forth on the ballot by striking any excess words from the end of a Statement. (A word shall by a letter, numeral, or combination thereof which represents a complete unit of meaning in the English language.) As certified by the Elections Committee, Statements of Candidacy shall be included with the election ballot materials along with other materials as may be required in Elections & Referenda Resolution 4.
iii. Candidate Statements shall not be altered once the Elections Committee has certified the Statement.

iv. Candidate filings shall not be made public by the Association until the Elections Committee has completed its certification process.

C. Board Candidate Orientation, Briefings & Forums.

1. The Elections Committee shall call an orientation meeting (“Candidates Orientation”) of the Certified Candidates no sooner than two (2) business days following the Special Meeting of the Elections Committee where the Candidates Petitions and Statement were reviewed and certified. During such meeting the Certified Candidates shall be provided with an overview of the election period proceedings; which shall include but not be limited to:
   i. The Elections & Referenda Resolutions; and
   ii. The current year Election Schedule

2. Within five (5) business days of the Candidates Orientation the Elections Committee shall host a Governance Overview meeting to be conducted by the Association’s CEO and Legal Counsel where the Certified Candidates will be provided with information about the fiduciary obligations associated with serving on a Common Interest Community Board.

3. The Elections Committee shall hold at least one Forum for each group of Certified Candidates, prior to the ballots being mailed to the Members, to provide the Certified Candidates the opportunity to publicly state their qualifications for running for the RA Board of Directors and provide their views on issues currently before the Association. The format of such Forum shall be as determined by the Elections Committee, provided however that Notice, pursuant to Amended Deed Section I.1(bb)(1), of such Forum shall be provided to the Members.

4. After providing Notice, pursuant to Amended Deed Section I.1(bb)(2), the Elections Committee shall conduct an Election Briefing Session for Category B Members for the Designated Director seat. The purpose of such session shall be to provide an overview of the balloting process.

ATTEST: Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on October 28, 2010; and amended on October 13, 2011; and amended on October 25, 2012; and amended on November 16, 2017.

________________________
Assistant Secretary

________________________
Addendum A: Petition of Candidacy

Attached
[Year] Board of Directors
Electoral Petition of Candidacy

I, _______________________________________, residing in the Reston Association property located at ____________________________, am filing this Petition of Candidacy for the ________ District position on the Board of Directors of the Association.

Candidate Signature: ______________________________________ Date: ______________________________________

As provided in Section V.1(a) of the Amended Bylaws of the Reston Association, this Petition of Candidacy must be signed by Members of no fewer than 25 different households eligible to vote in the Annual Directors Election.

To: Secretary, Reston Association

We, the undersigned members of the Reston Association nominate ______________________________ who resides at ____________________________, Reston, Virginia, as a candidate for the ________ District position on the Board of Directors of the Association. We are eligible to vote in the upcoming Reston Association Board of Directors election. If this is a nomination for candidacy in the ________ District, we also verify that we are homeowners or residents of that District.

REQUIRED INFORMATION (All must be completed.)

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<th>Member Name &amp; Property Address (Please Print)</th>
<th>Contact Phone Numbers</th>
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Elections & Referenda Resolution 2; Candidate Filing Procedures & Orientation
November 16, 2017
Addendum B: Statement of Candidacy

Attached
[Year] Board of Directors  
Election Statement of Candidacy

Please print or type all information. This Statement of Candidacy will be printed as written, subject to the maximum word limitation and, once a candidate is certified, such Statement shall not be altered by the candidate. The Statement will be sent to all eligible voters along with the official ballot. Any word in excess of the indicated maximums will be stricken from the end of the statement by the Reston Association Elections Committee. This statement will also be made available to the local news media, posted on the Association’s website www.reston.org, and used in ballot materials.

Name

Address

Phone

Phone

E-mail Address

Please indicate below only one of the following positions on the Board of Directors for which you are filing this statement of Candidacy. Please note that each position serves for a term of three years.

☐ ☐ ☐

The answers to the following questions will be used to offer voters the opportunity to better understand each Candidate’s knowledge of the Reston Association and qualifications for serving on the Association’s Board of Directors. Please note that this information will be published in local newspapers, the election ballots, and posted on the Association’s website.

A. Qualifications: What skills, experience and attributes would make you a good RA Board member? In your response, please address your experience with: (a) Reston Association; (b) other corporate or nonprofit boards; and/or, (c) other volunteer activities. (Maximum 150 words)

B. Goals: What would be your goals as a Reston Association Director? If elected, how would your board service impact Reston Association? (Maximum 150 words)

_________________________________________________________________

Signature ________________________ Date ________________________
Addendum C: Designate Director Statement of Candidacy

Attached
[Year] Designated Category B Director Statement of Candidacy

Please print or type all information. This Designated Category B Director Election Statement of Candidacy will be forwarded as written, subject to the maximum word limitation and, once a candidate is certified by the Elections Committee, such Statement shall not be altered by the candidate. The Statement, will be mailed to all eligible Multifamily Dwelling Owners along with the official ballot. Any word in excess of the indicated maximums will be stricken from the end of the statement by the Reston Association Elections Committee. This statement will also be made available to the local news media, posted on the Association’s website www.reston.org, and used in ballot materials.

Name

Address

Phone

E-mail Address

The answers to the following questions will be used to offer Multifamily Dwelling Owners the opportunity to better understand each Candidate’s knowledge of the Reston Association and qualifications for serving on the Association’s Board of Directors. Please note that this information will be included in the election ballots and posted on the Association’s website.

1. **Qualifications:** What skills, experience and attributes would make you a good RA Board member? In your response, please address your experience with: (a) Reston Association; (b) other corporate or nonprofit board; and/or, (c) other volunteer activities. (Maximum 150 words)

2. **Goals:** (Maximum 150 words)
   What would be your short-range and long-range goals as a Reston Association Director? If elected, how would your board service impact Reston Association?

Signature ___________________________ Date ___________________________
WHEREAS, Section III.5(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) provides the Reston Association (“RA”) Board of Directors with all powers necessary and appropriate for carrying out the purposes of the Association which are enabled by law or the Reston Documents; and

WHEREAS, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on incorporated property owners associations including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners’ Association Act (hereinafter together referred to as “Acts”), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section III.5(c) of the Amended Reston Deed sets forth the composition and responsibilities of the Elections Committee; and

WHEREAS, Elections & Referenda Resolution 1 sets forth the administrative and operational procedures for the Elections Committee; and

WHEREAS, for the benefit and protection of RA and of individual Members, the RA Board of Directors deems it desirable to establish rules for Board election campaigning and standards of conduct.

NOW, THEREFORE, BE IT RESOLVED, that the following rules shall be followed by the Elections Committee, Reston Association Board Officers and Directors; Certified Candidates; and, Reston Association employees hereinafter (“RA Parties”) during the Election period which covers the months of February, March, and April of any calendar year:

1. To ensure fairness and avoid any appearance of impropriety, all inquiries from Certified Candidates shall be directed to the Reston Association Elections Committee by email via electionscommittee@reston.org. When a current Board Member or current Officer of the Reston Association, who is also a Certified Candidate for election to the Reston Association’s Board of Directors requests information from or through the Association, the requesting Board Member/Officer will expressly identify in the request:
   a) Whether the request is made in his/her capacity as Board Member/Officer and specify that the request is solely for purposes related to his/her participation as a Board Member or Officer of the Association and not for his/her campaign or campaign use; or, in the alternative,
b) Whether the request is made in his/her capacity as a Certified Candidate and that the request is only for purposes related to his/her candidacy for the Board of Directors of the Reston Association. In this situation, any information, as appropriate, provided by the Reston Association to the Certified Candidate through the Elections Committee will be made available to all Certified Candidates at or about the same time pursuant to Paragraph 2 below. Only those requests for information made as a Certified Candidate need to come to the Elections Committee for review and approval.

2. All Certified Candidates shall be treated fairly, openly, and equitably. Information made available by the Elections Committee to one Certified Candidate must be made available to all Certified Candidates.

3. Certified Candidates and RA Parties shall not use Reston Association’s website and/or Reston Association’s social media sites, including but not limited to Facebook, Twitter and YouTube, for any campaigning or campaign purpose. Reston Association Staff will be responsible for any and all election postings on those sites. Reston Association reserves the right to remove any postings on those sites that are not posted by Reston Association Staff. The Association shall keep the Elections Committee informed of any improper postings, as needed and appropriate.

4. Candidates shall ensure that any campaign material issued by the Certified Candidate, including but not limited to digital campaign materials, contains a statement to the effect of: “The content of this campaign material has been reviewed and approved by (Candidate’s Name).”

5. Certified Candidates and RA Parties shall not use the trademarked Reston Association logo and/or mission statement on campaign materials.

6. Certified Candidates may make a statement about their candidacy during the “Member Comment” portion of any of the Association’s Board or Committee meetings. Making such statements during Reston Association sponsored recreational or educational programming is not permissible.

7. Reston Association is not responsible for designing or disseminating campaign marketing information for individual Certified Candidates or slates of Certified Candidates.

8. Once candidates have been certified by the Elections Committee, as requested, the Association will:

a. Take a professional quality photograph of each Certified Candidate for use in all Reston Association produced materials for the election including but not limited to Election Ballots, the Reston Association website and Social Media postings, and press releases.

b. Provide the local media with all of the Certified Candidate Statements and photos for publication during the Election.
c. Record video spots of each Candidate as part of a brief news segment about the Reston Association election and voting process.

d. Post the Candidates’ Statements, and Reston Association produced photographs, videos on the Association’s website www.reston.org and other Reston Association sponsored social media sites as appropriate.

9. Certified Candidates for election to the Reston Association Board of Directors are not permitted to place campaign posters in the public rights-of-way along the streets. Reston Association staff are authorized to remove and report to the Virginia Department of Transportation (VDOT) any such signs, which are otherwise unauthorized by the VDOT.

10. Reston Association shall provide each candidate with an electronic copy of the Association’s membership list which include the Member’s name and Reston Association property address as of the Record Eligibility Date as defined in Elections Resolution 4. Each candidate shall sign an agreement (Addendum A) that such Membership List as well as the names and property addresses thereon shall:

   a. Only be used by the Certified Candidate or his or her agent for proper membership purposes related to the Board election and his/her membership in the Reston Association. Not be used by the candidate for purposes of pecuniary gain or commercial solicitation.

   b. Not be copied and may be used only by the candidate or their designated representative, and only for purposes of their candidacy and election to the RA Board of Directors in which they are participating.

12. Dissemination and Acknowledgement of Campaign Rules & Standards of Conduct Policy

   a. Once certified by the Elections Committee, each Certified Candidate, RA Board Officer and Director; Elections Committee member; the Chief Executive Officer; and, Departmental Directors of the Association shall be provided with a copy of this Policy and specifically asked to read, complete, and execute the Association’s Board of Directors Election Campaign Rules & Standards of Conduct Statement (Addendum B.)

   b. Signed Board of Directors Election Campaign Rules & Standards of Conduct Statements shall be maintained by the Assistant Secretary and shall be retained as part of the Association’s official books and records.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on October 28, 2010; and amended on October 25, 2012; and amended on September 25, 2014; and amended on November 16, 2017; and amended on December 13, 2018.
I, hereby, acknowledge receipt of the Reston Association membership list and agree that I or my agent will only use the membership list, and the names and addresses thereon, for proper membership purposes related to my membership in the Reston Association. I further agree, on behalf of myself and my agent, not to use the Reston Association membership list received for purposes of pecuniary gain or commercial solicitation. Neither I nor my agent shall provide access to this membership list, nor the names thereon, to anyone else, nor will I nor my agent make or allow copies of this membership list to be made. I shall be responsible in all regards for any and all of my agent’s actions, in actions, or breach of any or all of these conditions.

CERTIFIED CANDIDATE

__________________________
Candidate’s Name, Printed

__________________________
Candidate’s Signature

__________________________
Date

If the terms of this agreement are found to have been violated, the RA Elections Committee may issue a public reprimand.
Reston Association
Board of Directors Election Campaign Rules & Standards of Conduct Statement

NAME:

ADDRESS:

POSITION:

Per Elections & Referenda Resolution 3 on Campaign Rules & Standards of Conduct, by signing this Statement I certify that:

☐ I have received and read the Reston Association Board of Directors Election Campaign Rules & Standards of Conduct Policy (“Policy”); and

☐ I promise to abide by all of the rules delineated in the Policy. I understand if I violate any of the rules in this Policy, the Elections Committee shall have the authority to issue a warning letter or conduct a private reprimand or conduct a public reprimand of my actions.

_________________________________________  ______________________________________
Signature                                      Date
WHEREAS, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

WHEREAS, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that, in its discretion, it may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

WHEREAS, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers, now or hereafter, conferred by law on incorporated property owners associations, including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners’ Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section III.4(a) of the Amended Reston Deed states that because of the size of the Association, no substantive votes will be conducted at Annual or Special Meetings of Members. Where a vote of the Members is required by the Reston Documents or required by law to be taken at a meeting, such vote will be by referendum in lieu of the meeting. Members shall vote by referendum ballot pursuant to Deed Section III.4(c), or as more specifically set forth on such ballot, as specified by the Board of Directors and the Elections Committee. Referendum votes shall be conducted by mail, or electronically or as otherwise determined by the Board of Directors or Elections Committee; and

WHEREAS, Section III.5(c) of the Amended Reston Deed states that the Elections Committee shall develop election procedures and administer such procedures as are approved by the Board of Directors, providing for election of Directors by a vote of the Members; and

WHEREAS, Section V.2 of the Amended Bylaws stipulates that election of all Directors shall be by referendum. Cumulative voting is not permitted. Those candidates receiving the largest number of votes shall be elected. In case of a tie vote among candidates, the winner shall be determined by lot at the Annual Meeting pursuant to any resolutions adopted by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED, that the following rules shall govern the conduct of the Annual Board Election by the Elections Committee:
1. **Member Voting Rights for Electing Reston Association Board Directors.** As provided for in Amended Reston Deed Section III.3(a):

   a. **Category A Members:** Shall be entitled to cast one vote per Lot owned. No more than one Category A vote per Lot may be cast.
   
   b. **Category B Members:** Shall have the number of votes equal to the number of Apartment Units constructed on his Lot or Lots, as provided in Deed Section III.5(a)(1).
   
   c. **Category C Members:** Shall be entitled to cast one vote for the residential unit he/she occupies. No more than one Category C vote per unit may be cast.

2. **Exercise of Vote.** As provided for in Amended Reston Deed Section III.4(c):

   a. **Owner Occupant:** Enables a Member to cast two votes for each Director vacancy. *(One vote as Category A Member, the Owner of the property, AND one vote as Category C Member, the Occupant of the property).*

      i. **Multiple Person Owners:** If more than one natural person is entitled to a vote, such vote may be exercised by any one of them, unless any objection or protest by another holding that vote is made prior to the completion of a vote, in which case the vote for such membership shall not be counted.

      ii. **Aggregate Voting:** When more than one category of Members is entitled to vote on an issue, the votes of all Members voting shall be counted together as one class for purposes of determining participation and a majority.

      iii. **Multiple Votes:** Any person or entity qualifying as a Member of more than one voting category may exercise those votes to which he/she is entitled for each such category.

   b. **Non-Occupant Owner:**

      i. Enables a Member to cast one vote per Director vacancy as a Category A Member, Owner of the property.

      ii. If an Owner is a partnership, corporation, joint venture, limited liability company, or other legal entity, the vote by such Owner shall be exercised only by a natural person named in a certificate signed by an authorized officer, partner, member, or trustee of such entity and filed with the Assistant Secretary.

      iii. Any vote cast by a natural person on behalf of such Owner shall be deemed valid, unless successfully challenged within seven days after the deadline for voting by the Owner entitled to cast such vote. Such certificate shall be valid until revoked by a subsequent certificate similarly signed and filed.

   c. **Occupant:** Enables a Member to cast one vote per Director vacancy as a Category C Member, the Occupant of the property.
d. Multifamily Dwelling Owners: (Category B Members) A multiple vote ballot that includes an appropriate notation of the number of votes -- corresponding to the total number of residential units constructed on the Lot, the Reston Association corporate seal, and the Designation of Voting Representative.

e. Delinquency and Default: No Member may vote at any meeting of the Association or be elected to serve on the Board of Directors if:

   i. payment by the Member of any financial obligation to the Association is delinquent more than sixty days and the full amount necessary to bring the account current has not been paid as of the record date to determine Members; or

   ii. the Member has been sent notice of any other default under the Reston Documents and has not timely cured (or commenced to cure) such default.

3. Record Date to Determine Members. The date for determining which Members are entitled to vote by referendum ("Record Eligibility Date") shall be the close of normal business on the tenth business day before the effective date of the notice to the Members of the referendum, unless the Board of Directors shall determine otherwise. The Board of Directors shall not fix a Record Date more than seventy days before the election ballot return deadline; nor shall the Board of Directors set a new Record Date once the seventy day period has been established. At least ten days before each action requiring a determination of the Members, the Assistant Secretary shall make a complete list of Members, including name and property address of each, available for review by the Members. The list shall be current as of the Record Eligibility Date.

4. Notice of Election. As per Amended Reston Deed Section III.4(f):

a. Provision of Notice. Notice of an election referendum shall be provided to all Members entitled to vote at least ten days and no more than fifty days prior to such referendum, pursuant to Section I.1(bb)(2) of the Amended Reston Deed. In lieu of providing Notice required above, the Association may provide Notice by electronic means, subject to any rules and regulations adopted by the Board of Directors.

b. Content of Notice. The Notice shall specify the matters to be voted on and the method of voting.

5. Method of Voting. As per Amended Reston Deed Section III.4(d), Member voting in elections shall be determined by referendum submitted in a ballot indicating the name and property address of the Member provided to such Member by mail or by electronic means.

6. Election Quorum: Shall be ten percent of the votes of Members entitled to vote for any Elected Director and Designated Director position. The percent and quorum of Category A and B Members shall be an aggregate pursuant to Amended Reston Deed Section III.4(c)(4).
7. **Counting Agent:** Shall mean and refer to an independent agent and contractor, appointed by the Board of Directors, to receive and tabulate the election ballots and certify the results of the Election to the Elections Committee. The Counting Agent shall serve and shall be appointed as the Inspector of Elections for purposes of Section 13.1-847.1A of the Virginia Nonstock Corporation Act and shall faithfully execute its duties with strict impartiality and to the best of its ability. The Counting Agent shall keep the results of any tally of the vote confidential until the day before the scheduled Annual Members’ Meeting when it shall only report the result directly to the Elections Committee and, then, subsequently validate and certify the results of the Election in writing to the Elections Committee.

8. **Voting Codes:** Shall mean and refer to the information that is printed on paper ballots and/or tied to electronic ballots that enables the Counting Agent to validate and tabulate ballots cast by Members in the Annual Board of Directors Election. Such information shall include but not be limited to the Member’s Property Address, Property Identification Number (PID), Voting District Number, ownership type, and the unique User Name and Password for electronic voting.

9. **Form of Ballots.**
   
   a. **Elected Director Ballot:** (individuals who are either Category A and/or C Members):
      
      i. All ballots for Elected Directors shall list candidate(s) for the At-Large Director seat(s). In addition, ballots for each election for a District Director, as described in Election and Referenda Resolution 5 on Election Boundaries, shall list the candidate(s) for that District’s seat. In addition to the requirements delineated in Section IX(c) of this Resolution, Ballots shall include an identifying number, code, etc. The form and format of the ballot may vary from year to year depending on the number of vacancies and Candidates.
      
      ii. Elected Director Candidates in a contested election shall draw lots for a position on the ballot at the meeting scheduled for that purpose. A member of the Elections Committee shall draw for any candidate not present at that meeting.
      
      iii. The Assistant Secretary of the Association (hereinafter “Assistant Secretary”) is authorized to approve the printing of ballots upon determining that they conform to the provisions of this Section and Section IX(c) of this Resolution.
   
   b. **Designated Director Seat Ballot:** (elected by the Category B Members)
      
      i. Shall contain any designation or naming of a voting representative where a vote is not held by a natural person pursuant to Sections III.4(c)(2) and (3) of the Amended Reston Deed.
      
      ii. Space on ballot for the name(s) of write-in candidate(s).
      
      iii. Any individual nominations made by the Category B Members, as well as a space for Category B Members to write-in any other name of a person eligible for election to the Designated Director seat, if elected.
c. **Materials Accompanying Ballots.** Mailed ballots for an election of an Elected Director or the Designated Director shall be accompanied by:

   i. The Notice of the Annual Meeting and election referendum;
   ii. A statement setting forth the deadline for voting and/or ballot return;
   iii. Voting instructions, which shall include the methods by which Members can cast their ballot(s);
   iv. An explanation of the Voting Codes used by the Counting Agent to validate and tabulate returned ballots;
   v. Certified Statements for Elected Director Candidates;
   vi. A prepaid business reply envelope;
   vii. For Elected Director ballots, an internet address to a secure third-party voting site with the voter’s unique user name and pass code; and
   viii. In the event of voting and/or balloting questions, the name, telephone number and email address of the Association’s Assistant Secretary.

d. **Mailing of Ballots.** Ballots to non-Reston addresses shall be mailed with first class postage. Ballots to Reston addresses may be mailed bulk rate.

10. **Voting Procedures.**

   a. **Elected Directors.**

      i. On an Owner Occupant ballot, the Category A vote (Owner) and Category C vote (Occupant) may be cast for different Elected Director Candidates for each vacancy.
      
      ii. On a Non-Occupant Owner ballot or an Occupant ballot, only one vote may be cast for each vacancy.
      
      iii. No write-in votes are allowed for Elected Directors.
      
      iv. The ballot shall be returned in the manner prescribed in that year’s ballot instructions.
      
      v. In the case of a tie vote amongst the Candidates with the most votes, the tie shall be broken by lot, as prescribed in Roberts Rules of Order, at the Annual Meeting of Members. The Elections Committee shall conduct the proceedings. Only those Certified Candidates tied for a seat on the Board of Directors shall be assigned a lot.

   b. **Designated Director.**

      i. Pursuant to Section III.4(b)(2)(i) of the Reston Deed, Multifamily Dwelling Owners shall have the number of votes equal to the number of Apartment Units constructed on his Lot or Lots.
      
      ii. Multifamily Dwelling Owners shall cast their votes for only one candidate and may not split their vote amongst other candidates.
iii. The Category B Members and the designated representative shall sign the ballot. Failure of the Category B Members and the designated voting representative to sign the ballot shall result in the ballot being declared invalid.

iv. The ballot shall be returned in the manner prescribed in that year’s instructions, in care of the Counting Agent’s address by mail or electronically, by the deadline established.

v. In the case of a tie-vote, the winner shall be determined by lot, as prescribed in Roberts Rules of Order, at the Annual Meeting of Members. The Elections Committee shall conduct the proceedings. Only those candidates who tie for a seat on the Board of Directors, regardless of whether the candidate was nominated or a write-in, shall be assigned a lot.

11. Replacement Ballots.

a. A Member may request a replacement ballot, either paper or electronic, by contacting the Counting Agent.

b. Before issuing a replacement ballot, the Counting Agent shall verify the identity of the Member using one or more identity verification questions.

c. A log of replacement ballot requests shall be maintained by the Counting Agent during the election cycle.

d. It shall be the Member’s responsibility to notify the Association, in writing, of a change of address or ownership status. If, prior to the deadline for return of ballots, a Member can show documents containing the new Property address which would entitle him/her to vote or to cast additional votes, the Counting Agent shall certify the issuance of such additional ballots as appropriate. If sufficiency of the documents is in doubt, the matter shall be referred to the Elections Committee for resolution.

12. Special Circumstances.

a. Should an event occur that the Elections Committee determines to have significantly interfered with the exercise of Members’ rights to vote, including but not limited to power outages, systems failure, acts of God, or other calamities beyond the control of Reston Association, the Elections Committee may consider extending the voting period.


a. Quorum Reports.

i. During the voting period, the Counting Agent shall provide to the Assistant Secretary, at least weekly, an unofficial report on the status of the quorum for each election of the At-Large; or District; or Designated Director seats.

ii. The Assistant Secretary shall provide a weekly report to the Candidates on the ballot return rate. Such report is for information only and shall be treated as unofficial.
b. **Ballot Receipt and Validation Process.**

i. The Counting Agent shall receive completed ballots, electronic and/or mailed, in its offices during the specified voting period, but not later than the published end of the voting period. Until the specified tabulation period, the Counting Agent shall store the ballots in a secure location.

ii. The Counting Agent shall maintain a log of electronic and mailed ballots received through end of the voting period.

iii. The Counting Agent shall cross check, against the membership record provided by the Assistant Secretary prior to the voting period, the paper ballots returned against the electronic ballots cast to identify duplicate ballot returns.

iv. Notwithstanding the rule established in Section II(a)(ii) of this Resolution, if the Counting Agent finds that more than one ballot has been cast with the same Voting Codes, then the Counting Agent shall tabulate the last ballot returned and set aside the first ballot for non-tabulation.

v. The Counting Agent shall set aside from tabulation any Invalid Ballots as defined in Section XII(c) of this Resolution.

vi. During the election period, the Counting Agent shall date/time stamp each paper and electronic ballot submitted.

c. **Invalid Ballots.**

i. Any ballot, or applicable portion thereof, shall be invalid if the Counting Agent finds that the ballot:

1. Contains more votes than the Member is entitled to cast for a position on that ballot, pursuant to Section I of this Resolution.
2. For Elected Directors, contains a write-in vote.
3. Is not returned in the manner provided in Section I of this Resolution.
4. Is not received by the Counting Agent by the deadline.
5. Represents or appears to represent an additional ballot over the number a Member is entitled to cast.
6. Contains a Voting Code that has been rendered unreadable as a result of either the Member’s Property address, Property Identification number (PID), Voting District number, or Ownership type has been obliterated and the unique User Name and Password for electronic voting have been obliterated.
7. Does not designate the representative authorized to vote, or the Multifamily Dwelling Owner has not signed the ballot, or the designated representative has not signed the ballot, if applicable.
ii. The Counting Agent shall keep all invalid ballots or a copy thereof if only a portion of the ballot is invalid, separate from the valid ballots, and report the number and type of ballots that are invalid to the Assistant Secretary.

iii. Votes declared invalid under Sections XII. (i), (ii), (iii), (v) and (iv) above, but cast by valid Members shall be counted for quorum purposes and computing a percentage required, so long as the Voting Code or identifying number can be determined by the Counting Agent.

d. **Tabulation.**

i. The Counting Agent, as the Inspector of Elections, shall tabulate the ballots for each of the Elected Directors and Designated Director elections based on the number of votes authorized for each membership category.

ii. The Counting Agent, as the Inspector of Elections, shall certify, in writing, the results of each of the Elected Directors and/or Designated Director elections. Such report shall contain the following information:

1. Names of all the candidates for the Elected Directors election [At-large and District(s)] and the total number of votes cast for each; with the winning candidates highlighted in bold.
2. If applicable that election year, the name of the winning candidate in the Designated Director election.
3. Total number of ballots received via mail and ballots cast through the Internet.
4. Total number of invalid and partially invalid ballots received.
5. A summary detail of the invalid and partially invalid ballots.
6. Total number of replacement ballots requested.
7. Aggregated voter turnout reports, including but not limited to turnout percentage by Voting District and Property Type (Owner-Occupant, Non-Occupant Owner, Occupant, etc.).

iii. The Counting Agent shall send the certified results of the Elected Directors and, if held that year, Designated Director Election(s) to the Assistant Secretary and Elections Committee Chair no later than one business day prior to the Annual Meeting of the Members.

e. **Reporting and Records.**

i. The Elections Committee Chair or a designee shall announce the results of the election (s) at the Annual Meeting of the Members. In reporting the results, the Elections Committee Chair or designee shall announce the names of all of the candidates who have been elected to the Board of Directors.

ii. The individual ballots, as well as the names of which Members actually voted, are considered secret and confidential by the Association, and as such the voting records shall be kept confidential by the Counting Agent. The Association shall publish the results of the election received from the Counting Agent/Inspector of Elections only as stated in section d.ii above.
iii. All ballots received by the Counting Agent in connection with an Association election shall be retained by the Counting Agent for a period of one year from the date the results of the election is announced to the membership, unless the election is challenged or contested; after which they will be destroyed.

14. Ballot Recounts. Any candidate for a Designated Director seat or Elected Director seats may request a recount from the Counting Agent. Such request must be in writing, and be received by the Counting Agent no later than five (5) days after the date of the Annual Meeting of the Members. The candidate shall pay to the Counting Agent, in advance, the estimated cost of the recount. If the outcome of the election is overturned, the Counting Agent shall bear the recount cost and reimburse the candidate.

ATTEST: Resolution was adopted at a Regular Meeting of the Reston Association Board of Directors held on October 28, 2010; amended on January 24, 2013; September 25, 2014; December 17, 2015; and on November 16, 2017.

Assistant Secretary
WHEREAS, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

WHEREAS, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

WHEREAS, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on incorporated property owners associations including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners’ Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section III.5(2)(ii) delineates that there shall be at least three and no more than four district Directors, each of whom shall be a resident of a different district, elected by the Category A and C Members, who reside in his district. These Directors must be residents of the district to which they were elected throughout the duration of their term. No Member may seek election in any one year in more than one district; and

WHEREAS, Section III.5(2)(iii) delineates that each district shall be designated on a map of the Property by the Board of Directors, such map to be maintained by the Secretary. Each district shall have substantially similar voting strength and shall elect one Director from among the Members in that district. District boundaries shall be fixed or amended only by a two-thirds vote of the Board of Directors after Notice, pursuant to Amended Reston Deed Section I.1(bb)(1) to the Members and a hearing thereon. Any change in the number or boundaries of districts shall not operate to shorten the term of any incumbent.

NOW, THEREFORE, BE IT RESOLVED, that the Association shall have four election districts, described as follows and diagramed in the attached Reston Association Election District Map:

**Voting District 1: Dogwood/Hunters Woods** – shall include all property south of the Dulles Access Highway (SR 267) and south and west of the line drawn on the map attached.
Voting District 2: Lake Anne/Tall Oaks – shall include all property north of the Dulles Access Highway (SR 267), south of Baron Cameron Rd (SR 606) and east of Reston Parkway (SR 602).

Voting District 3: North Point – shall include all property north of Baron Cameron Rd (SR 606) and the property north of the Dulles Access Highway (SR 267) and west of Reston Parkway (SR 602).

Voting District 4: South Lakes – shall include all remaining property south of the Dulles Access Highway (SR 267).

ATTEST: Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on November 16, 2006, and amended on October 28, 2010.

Cate L. Fulkerson
Assistant Secretary
WHEREAS, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

WHEREAS, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston ("Amended Reston Deed") delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

WHEREAS, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on incorporated property owners associations including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners Association Act ("POAA"), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section III.4(a) of the Amended Reston Deed states that because of the size of the Association, no substantive votes will be conducted at Annual or Special Meetings of Members. Where a vote of the Members is required by the Reston Documents or required by law to be taken at a meeting, such vote will be by referendum in lieu of the meeting. Members shall vote by referendum ballot pursuant to Deed Section III.4(c), or as more specifically set forth on such ballot, as specified by the Board of Directors and the Elections Committee. Referendum votes shall be conducted by mail, or electronically or as otherwise determined by the Board of Directors or Elections Committee; and

NOW, THEREFORE, BE IT RESOLVED, that the following procedures shall govern the conduct of Reston Association Referenda:

A. Definitions.

1. Record Eligibility Date, as per Section III.4(e) of the Amended Reston Deed, shall mean and refer to the date set by the Board of Directors to determine which Members are eligible to participate (vote) in a Referendum. Such date shall be good for no more than seventy days before the end of the voting period.

2. Category A Members, as per Section III.3(a)(1) of the Amended Reston Deed, shall mean and refer to All Owners of Lots, except Lots owned by Multifamily Dwelling Owners.
3. **Category B Members**, as per Section III.3(a)(2) of the Amended Reston Deed, shall mean and refer to all Owners of Lots on which an apartment (Multifamily Dwelling) is constructed.

4. **Category C Members**, as per Section III.3(a)(3) of the Amended Reston Deed, shall mean and refer to all occupants of residential units on the Property subject to the Amended Reston Deed.

5. **Counting Agent** shall mean and refer to an independent agent, appointed by the Board of Directors at least fourteen days prior to a referendum, to receive and tabulate the ballots and certify the results to the Board. The Counting Agent shall serve and shall be appointed as the Inspector of Elections (“Inspector”) for purposes of Section 13.1-847.1A of the Virginia Nonstock Corporation Act for purposes of determining the voting results and shall faithfully execute its duties with strict impartiality and to the best of its ability. The Secretary and/or Assistant Secretary shall serve as liaison with the Counting Agent/Inspector. The Counting Agent/Inspector shall keep the results of any tally of the vote confidential until the day scheduled for the announcement of the vote when it shall only report the aggregate voting results directly to the Secretary and/or the Assistant Secretary, and subsequently validate, in writing, the aggregate voting results to the same officers.

B. **Referenda Procedures.**

1. **Initiation.** The topic(s) of a referendum may be those required by the Reston Documents or questions which the Board of Directors wishes to pose to the Members.

   i. The Board approves referendum topic(s) and establishes a referendum schedule, which shall include: 1) hearing and notification dates; and, 2) the method by which Category A and B Members shall vote.

   ii. The Secretary or Assistant Secretary will cause the notice of hearing to be advertised in two consecutive issues of the local newspapers.

   iii. The Board shall conduct the hearing(s) and, based on the comments received during the hearing(s), vote to approve or modify the proposed question(s), or vote not to conduct the referendum.

2. **Form of Ballots.**

   i. Ballots shall contain the question to be voted on and, as determined by a vote of the Board of Directors, be accompanied by either the full text or an executive summary of the matter under consideration. In the case of revisions the Reston Documents, the
Board of Directors may, by a vote, require that both the old and new text be included with the referendum ballot.

ii. The Secretary or Assistant Secretary is authorized, in their sole discretion to approve the final copy of the ballot(s) for printing.

3. Procedures for Voting

i. Ballots shall be mailed to each Category A and B Member eligible to vote, together with:
   a) Notice of the referendum.
   b) The Member’s address or a code on the return ballot for use by the Counting Agent to identify the property and validate each vote.
   c) A Board recommendation, if applicable; appropriate explanatory material in support of the Board’s recommendation; and, if at least three directors have dissented, the Board shall make a good faith effort to present material which presents the minority view.
   d) A prepaid business reply envelope (which may be the same envelope used to return the election ballot).
   e) Voting instructions.
   f) At the President’s discretion, a brief message.

ii. After marking the ballot, the voter shall return it, in the manner prescribed in that year’s instructions.

4. Invalid Ballots. Section J of Elections and Referenda Resolution 1 on Elections Committee Administration & Operations of the election procedures shall govern the validity of ballots.

5. Tabulating and Reporting of the Vote

i. Tabulation.
   a. The Counting Agent, as the Inspector of Elections, shall tabulate the ballots received related to the referendum based on the number of votes authorized for each membership category.
   b. The Counting Agent, as the Inspector of Elections, shall certify, in writing, the results of the vote in the referendum including the number of votes in favor of and against
the issue presented in the referendum. Such certification and report shall also contain the following information:

1. Whether the referendum passed or failed based on the votes received.
2. Total number of ballots received via mail and ballots cast through the Internet.
3. Total number of invalid and partially invalid ballots received.
4. A summary detail of the invalid and partially invalid ballots.
5. Aggregated voter turnout reports, including but not limited to turnout percentage by Voting District and Property Type (Owner-Occupant, Non-Occupant Owner, Occupant, etc.).

ii. Reporting

a. The Counting Agent shall send the certified results of the referendum to the Assistant Secretary and Elections Committee Chair no later than three (3) business days after the voting period related to the referendum has ended. The results of the referendum shall be published on the Association’s website www.reston.org and in the next edition of the Association’s quarterly magazine, Reston Magazine, which is delivered to each Member.

The individual ballots, as well as the names of which Members actually voted, are considered secret and confidential by the Association, and as such the voting records shall be kept confidential by the Counting Agent. The Association shall publish the results of the election received from the Counting Agent/Inspector of Elections only.

b. All ballots received by the Counting Agent in connection with an Association election shall be retained by the Counting Agent for a period of one year from the date the results of the referendum are announced to the membership after which the ballots will be destroyed; unless the referendum is otherwise challenged or contested within that one (1) year time period.

6. Effect. The results of a referendum shall authorize the Board of Directors to take action but does not bind them to do so.

ATTEST: Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on November 16, 2006, and amended on October 28, 2010, and on December 17, 2015.

[Signature]
Assistant Secretary