

CROWN MOUNTAIN WATER SUPPLY CORPORATION

ELECTION PROCEDURES FOR THE ANNUAL MEMBERS MEETING

Adopted in accordance with Section 67.0051-.0055 and 67.007 of the Texas Water Code by the Board of Directors this _____ day of _____, 20__

President

Secretary

- 1) **Annual Meeting Date.** The annual meeting of shareholders shall be held on the first Saturday of March each year, at the hour of 1:00 PM. The Corporation may hold other special meetings of the members for the purpose of voting on one or more revisions to the Corporation By-Laws.
- 2) **Election Committee.** An **Election Committee** member may not be an employee of the Corporation, a candidate for the director election, a family member of a candidate running for election to the Board of Directors (Board) or an independent contractor engaged by the Corporation during the Corporation's regular course of business.

The **Election Committee** shall assist the Board by:

- a) Recommending for Board approval the ballot form, director application forms, the meeting notice and any other related forms and notices for the annual meeting at least 95 days prior to the annual meeting;
- b) Ensuring that the election procedures are implemented;
- c) Verifying candidate applications for completeness (with the assistance of the Corporation if needed); and
- d) Serving other functions as set forth in these procedures.

In the event of a vacancy on the **Election Committee**, the Board shall appoint a replacement who meets the qualifications in Section 2.c as soon as is practical.

- 3) **Adoption of Election Procedures.** The Board will meet at least 90 days before the annual meeting to review and adopt the ballot form, director application form, and any revisions to the election procedures. Election procedures apply to a member meeting where an election will be held. They are adopted in accordance with Section 67.007(b) and 67.0054(f) of the Texas Water Code. The timeline for events leading up to an election is set forth in **Attachment 1**.
- 4) **Applications for Director and Requests for Action Items.** At least 80 days before the date of the annual meeting that includes a director election, the Corporation will notify all members of their opportunity to apply to serve as a director. The notice shall specify the procedures for applying, including instructions on who to send the completed application forms to as well as the mailing address and /or the email address for the designated individuals. The notice shall also inform members that they may request that items be placed on the agenda of the Annual Member Meeting by contacting the Corporation Board's President during regular business hours or sending an email to the Corporation at Pres.cmwsc@gmail.com.
 - a) The application form will require the following information (**Attachment 2**):
 - i) The person's name and contact information;
 - ii) The director's position number for which the person seeks to be elected;
 - iii) Biographical information about the person;
 - iv) A statement of the person's qualifications to serve as director;
 - v) A signed statement that the person is qualified under Texas Water Code Section 67.0051 as follows:

- (1) Is at least 18 years old on the first day of the term to be filled;
 - (2) Is a member of the Corporation;
 - (3) Has not been determined by a final judgement of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; and
 - (4) Has not been finally convicted of a felony or if convicted, was pardoned or otherwise released from the resulting disabilities;
- vi) A statement that the person meets the eligibility requirements set forth in chapter 67 of the Water Code (67.0051) and By-laws of the Corporation.
 - vii) A statement that the person shall have been a member for at least six (6) months on the date the prospective term begins in accordance with the Corporation's bylaws.
 - viii) A statement in accordance with the Corporation's bylaws that the person has not been severed or terminated with cause from a relationship with the Corporation.
 - ix) The person's written consent to serve, if elected.
- b) By law, Director Applications are due 45 days before the date of the annual meeting, at close of business. Applications received after this date and time will not be accepted. Applicants are encouraged to submit applications earlier to give the **Election Committee** time to verify that the application is complete and provide the applicant with the opportunity to correct any defects, if necessary. The Corporation cannot guarantee an applicant the opportunity to correct a defect in the application if it is submitted less than 48 hours before this deadline.
- c) Applications shall be submitted as prescribed in the Application for Board of Directors Position.
- d) Upon receipt of each application, the **Election Committee** shall review the application for completeness, including confirming with the Corporation that the applicant is a current member for a period sufficient for eligibility. Within 48 hours of receiving the application a reviewer shall notify the applicant of any defects in the application and the applicant will be given the opportunity to cure any omitted information on the application.
- e) To be listed on the ballot a qualified applicant must submit a corrected application not later than 45 days before the date of the annual meeting in the same manner prescribed for in the original application in this section.
- f) The Corporation or Election Committee Member shall not edit the content of an application submitted by the applicant.
- g) Immediately following the deadline for applications, the Election Committee Chair shall forward to the President a list of applicants for verification of eligibility under item 4.a.viii above. The President, or in his/her absence, the Vice President, shall review corporate records and provide the Election Committee Chair the name of any applicant who does not meet the eligibility requirement and that application will not be considered.

- 5) **Board Meeting.** The board will meet no later than 40 days before the date of the annual meeting to:
- a) **Select an Independent Election Auditor.**
 - i) The **Independent Election Auditor** is not required to be an experienced election judge or auditor and may serve as an unpaid volunteer until replaced by the Board.
 - ii) The **Independent Election Auditor** cannot be associated with the Corporation as an employee, director or candidate for director, a family member of a candidate or director or an independent contractor engaged by the Corporation as part of the Corporation's regular course of business, but may be a member of the Corporation.
 - b) **Finalize and approve the voting ballot** listing candidates, the annual or special meeting agenda, and the annual or special meeting packet.
 - c) **Determine whether any candidate is unopposed.** If there are unopposed candidates, the board may declare the candidates elected and certify in writing by resolution (**Attachment 6**) that the candidates are unopposed. The resolution will specify which candidates have been declared elected for each position. An election will not be held for the unopposed candidates. The Board will direct that the resolution be posted on the Corporation's website as soon as practical. The resolution also will be read into the record at the annual meeting.

NOTE: If an election is still necessary after any unopposed candidate has been declared elected as stated above, the ballot must also include the names of the unopposed candidate(s) who have been declared elected under the heading "Unopposed Candidates Declared Elected" along with the opposed candidates.

- d) If the Board fails to pass a resolution of unopposed candidates, the election shall proceed with the unopposed candidates on the ballot.

NOTE: Texas Water Code Sec. 67.0055 specifies that a person may not, by intimidation or by means of coercion, influence or attempt to influence a person to withdraw as a candidate or not to file an application for a place on the ballot so that an election may be canceled.

- 6) **Voting Roster.** At least 40 days prior to the annual meeting the Corporation will prepare an alphabetical list of the names and addresses (Development and Lot Number) of all its voting members ("Voting Roster") as required by Section 22.158 of the Business Organizations Code.
- a) The Voting Roster of members approved to vote in the annual election shall be available no later than the second business day after the date the annual meeting packets are sent to the members, and through the day of the meeting.
 - b) The Corporation shall provide a copy of the Voting Roster to the **Independent Election Auditor** to verify the members which may cast a ballot in the election.
 - c) The Voting Roster will also be made available in the Corporation's office or other location deemed accessible for inspection by a member or the member's agent or attorney.
 - d) The Voting Roster will be available for inspection at the annual or special meeting.

- 7) **Meeting Packets.** At least 30 days before the date of a member meeting where an election will be held, the Corporation shall mail to each voting member of the Corporation the meeting packets, which will contain as applicable:
- a) The Notice of Member Meeting (**Attachment 3**);
 - b) The Official Ballot Form (**Attachment 4**);
 - c) An envelope for members to return their ballots that includes the member's return address and account number, and the address where the ballots are to be sent (the **Independent Election Auditor's** address);
 - d) Biographical information about each candidate for director, including their qualifications as provided in their applications (**Attachment 5**);
 - e) A detailed explanation of any issue (ballot measure) that the members are being asked to vote on; and
 - f) If by-law changes are being proposed, a copy of the specific changes.

The Corporation shall send the voting packet to the members' correct billing address. If renters are billed for service, the Corporation shall send the voting packet to the member's address on file with the Corporation.

UNOPOSED ELECTION: If the election is unopposed, the Corporation is still required to send out a letter meeting notice and agenda; however, the notice letter and agenda may be included with a utility bill.

- 8) **Voting.** A member is entitled to only one vote regardless of the number of memberships the member owns. A member may be a natural person; a partnership of two or more persons having a joint or common interest, including a married couple who jointly own property; or a Corporation. The system shall use a secured ballot box with a lock on it as the depository of the ballots. The **Independent Election Auditor** shall keep the key to the box. A second key shall be kept by a member of the Election Committee.
- a) **Voting in Advance of the Annual or Special Called Member Meeting**
 - i) Ballots will be mailed or delivered to the Independent Election Auditor not later than noon on the business day before the date of the annual or special called member meeting.
 - ii) Upon receipt of a ballot, the Independent Election Auditor will record on the Voting Roster that the member has submitted a ballot envelope, and then will place the unopened ballot envelope in the secured ballot box.
 - iii) The secured box will remain in the custody of the Independent Election Auditor until the end of the Election.
 - b) **Voting in person at the Annual or Special Member Meeting.**
 - i) Members attending the annual or special member meeting will check in with the **Independent Election Auditor** who will verify whether the member has already submitted a ballot.
 - ii) The Independent Election Auditor will provide an official ballot to those members who are voting at the annual or special called member meeting. The ballots will be printed on a different color paper to distinguish them from the ballots sent in advance of the meeting.

- iii) If a member attends the annual or special called member meeting but has already submitted a ballot and wishes to change their vote prior to ballots being counted, they must inform the **Independent Election Auditor** that they wish to recall their mailed in ballot. The **Independent Election Auditor** will cause the mailed in ballot to be destroyed and an in-person ballot will be provided to the member.
- 9) **Open Meetings Act Notice.** The Corporation also will post the Agenda of the Members Meeting in accordance with the Open Meetings Act at least 72 hours in advance of any member meeting (see attachment X). If the board plans to hold a board meeting on adjournment of the annual meeting, a separate notice of that meeting also must be posted.
- 10) **Conducting the Annual or Special Meeting.** The presiding director will conduct the annual or special called members meeting in accordance with the noticed meeting agenda.
- 11) **Quorum Requirement.** At the commencement of the annual or special called meeting, the presiding director will make a last call for the submission of ballots. The presiding director will report the total number of members who are present, which includes those members who mailed or delivered ballots prior to the meeting, for the purpose of establishing a quorum. Upon establishing a quorum, the presiding director will announce that a quorum of the membership is present and that the meeting [and election] may proceed.
- 12) **Counting the Ballots.** Upon the last call for ballots the **Independent Election Auditor** will count the number of ballots received by mail or in person delivery to the **Independent Election Auditor** and the number of ballots cast at the meeting and report the total number to the presiding officer to establish a quorum. Once the quorum has been established the **Independent Election Auditor** may begin to open the ballot envelopes cast in advance and place those ballots with the ballots cast at the meeting. The envelopes will be kept separately in a secured location. The **Independent Election Auditor** will count all the ballots at the meeting prior to adjournment and will provide the Board with a written report of the election results (**Attachment 7**).

The **Independent Election Auditor** may enlist the assistance of Election Committee members or other individuals to count ballots and to assist with other duties. Individuals assisting the Independent Election Auditor may not be an employee of the Corporation, a current director or candidate, a family member of a director running for election, a candidate, or an independent contractor engaged by the Corporation as part of the Corporation's regular course of business.

- a) If two or more candidates for a director's position tie for the highest number of votes, those candidates will draw lots under the direction of the Independent Election Auditor to determine who is elected.
- b) If there is a tie vote on an issue other than a director election, the measure fails.

- 13) **New Board of Directors Meeting.** The first regular board meeting of the newly elected Board of Directors will be held on the same day and immediately following the annual election meeting. A separate agenda will be posted for this first board meeting, as required by the Open Meetings Act, where business will include electing new officers from among the new Board members. Additionally, the Board may elect to appoint **Election Committee Members** for the next election year.

- 14) **Election Contest.** Should any member wish to contest an election, said member must officially file suit in the 38th District Court within thirty days of the announcement of the official results of the election at issue.

ATTACHMENT 1
TIMELINE FOR EVENTS LEADING UP TO ANNUAL MEMBER MEETING/DIRECTOR ELECTION

**At least 180 Days
Prior**

The Board of Directors shall appoint an Election Committee.

**At least 95 Days
Prior**

The Election Committee will recommend to the Board the ballot form, director application forms, the annual or special meeting packet, annual meeting notice and any other related forms for the annual or special meeting.

**At least 90 days
Prior**

The Board of Directors will hold a meeting to vote on approving the Election Committee recommendations of the director ballot form, director application form, the annual or special meeting packet, annual or special meeting notice, election procedures and any other related forms for the member meeting.

**At least 80 Days
Prior**

Notice of opportunity to submit applications for director positions and requests for action items is sent to members.

45 Days Prior

Applications for director positions are due. Corporation will review applications upon receipt and notify candidates of any defects that need to be cured. Corporation cannot guarantee the opportunity to cure if application submitted less than 48 hours before this deadline.

**At least 40 Days
Prior**

Board meets to:

- 1) Select an Independent Election Auditor
- 2) Determine whether any candidates are unopposed, and, if applicable, pass a resolution declaring elected all unopposed candidates and direct that resolution be posted on the Corporation's website.
- 3) Finalize and approve the ballot, agenda, and meeting packet for the member meeting.

Also, the Corporation shall prepare a voting roster of members, and make it available to the members in the Corporation's office.

**At least 30 Days
Prior**

Members' meeting packets, including notice of meeting, agenda, statement of each candidate's qualifications, including biographical information and ballots are mailed. If the election is cancelled, the meeting notice and agenda must still be sent, but may be included in a water bill.

The Voting Roster shall be made available no later than the second business day after meeting packets are sent out to members.

**3 Days (72 Hours)
Prior**

Corporation posts notice of Membership Meeting/Director Election and of first Board of Directors meeting, if applicable, in accordance with Open Meetings Act.

**12 Noon, 1 Day
Prior**

Deadline for submittal of ballots by mail, drop box (if applicable) or delivered to Independent Election Auditor.

**Meeting/Election
Day**

Meeting is convened, and ballots are accepted until presiding director makes a last call for ballots. If applicable, presiding director reads into the record resolution declaring unopposed candidates elected.

Upon adjournment of director election, new Board of Directors meets.

ATTACHMENT 2

**APPLICATION FOR BOARD OF DIRECTORS POSITION OF THE CROWN MOUNTAIN
WATER SUPPLY CORPORATION (“CORPORATION”)**

This application form must be completed and submitted to the Corporation’s address at P.O. Box 305 Camp Wood, Texas 78833 to the attention of the Election Committee or to the Corporation by email at adria9875@gmail.com and must be received by **5:00 PM on January __, 20__** for the applicant’s name to be placed on the ballot. Applications received after this time will not be considered.

Section 1

Biographical Information:

Applicant’s Name: _____

Mailing Address: _____

Service Address (if different than mailing address): _____

Phone #: _____ Email: _____

Water Supply Corporation Member Since: _____

(if any interruptions in years of service, please list) _____

Section 2

Director Position Sought (Check only one): Positions not open for election will be struck through.

1.1 (Incumbent: _____)

1.2 (Incumbent: _____)

1.3 (Incumbent: _____)

2.1 (Incumbent: _____)

2.2 (Incumbent: _____)

Experience/Qualifications (will be printed and sent to members with ballot):

Previous Committee/Community Involvement/Director, etc. Experience: _____

Professional Experience: _____

Education: _____

Section 3

Personal Statement (will be printed and sent to members with ballot, 100-word limit):

I, _____ (applicant's name) declare that I have reviewed the information presented in this Application, and to the best of my knowledge and belief, the information is true, correct and complete.

Signature of Applicant _____ Date _____

(Continued on next page.)

Section 4

Affirmation and Pledge to Serve:

I, _____ (applicant's name) will be at least 18 years of age on the first day of the director term; am a member of the Corporation; have not been determined by a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; and have not been finally convicted of a felony. (See Texas Water Code, Section 67.0051) I have reviewed the Corporation's Bylaws and Articles of Incorporation and I meet the qualifications set forth therein and if elected I agree to comply with all governing documents, board policies and complete Texas Open Meetings Act Training within ninety days of my election date. Additionally, if elected, I pledge to serve in a director position on the Corporation's Board of Directors, and will do my best to attend all meetings, regular or special, as designated by the board. Under penalties of perjury, I declare that I have reviewed the information presented in this Application, including accompanying documents, and to the best of my knowledge and belief, the information is true, correct and complete.

Signature of Applicant _____ Date _____

(Each applicant interested in being put on the ballot will be emailed the current Bylaws and Articles of Incorporation at the above provided email address.)

ATTACHMENT 3

Notice of Member Meeting

Crown Mountain Water Supply Corporation

The Annual Member Meeting for the Crown Mountain Water Supply Corporation will be held at the _____, Camp Wood, Texas 78833. The meeting will start at **1:00 PM on March __, _____**. The purpose of the meeting will be to update the membership on the business affairs of the Corporation and to conduct a director election unless the election is declared unopposed by a resolution of the board of directors.

Members will receive via USPS mail one official ballot (enclosed) regardless of the number of memberships they hold. Only the original official ballot mailed to the member or provided at the annual members meeting will be valid. If a member has lost their ballot and is unable to attend the meeting, a replacement ballot will be issued to the member. The member must contact the Corporation's Election Committee Chair by e-mail at adria9875@gmail.com to obtain an official replacement ballot. Reproduced, emailed, or copied ballots will not be accepted.

On the day of the election, members will check in with the Independent Election Auditor who will verify whether the member's official ballot has been received. If the member has not previously submitted a ballot, the member will be provided with a new official ballot. If the member has sent in their ballot but the Corporation has not received the ballot the member will be provided with a new official ballot. Members whose mailed in ballot has been received but has not yet been counted may choose to pull and destroy their mailed in ballot to vote in person.

Members will have one counted ballot no matter how many memberships they hold.

A member may request an item be added to the agenda for the Member Meeting. The form to do so is available on the corporation's website at www.cmwsc.com/Meetings.

Notice of Member Meeting
Crown Mountain Water Supply Corporation

The Annual Member Meeting for the Crown Mountain Water Supply Corporation will be held at the _____, Camp Wood, Texas 78833. The meeting will start at **1:00 PM on March __, _____**. The purpose of the meeting will be to update the membership on the business affairs of the Corporation. Because there were no open positions with more than one qualified candidate and/or no qualified candidates for one or more open positions, any candidate qualified to apply for a position was declared unopposed and elected to the position for which they applied by Resolution of the Board of Directors in accordance with Chapter 67 of the Texas Water Code. As a result, there is no election taking place this year.

A member may request an item be added to the agenda for the Member Meeting. The form to do so is available on the corporation's website at www.cmwsc.com/Meetings.

Notice of Member Meeting

Crown Mountain Water Supply Corporation

A Members Meeting for the Crown Mountain Water Supply Corporation will be held at the _____, Camp Wood, Texas 78833. The meeting will start at **1:00 PM on March** __, _____. The purpose of the meeting will be to conduct a By-Laws revision vote.

Members will receive via USPS mail one official ballot (enclosed) regardless of the number of memberships they hold. Only the original official ballot mailed to the member or provided at the scheduled members meeting will be valid. If a member has lost their ballot and is unable to attend the meeting, a replacement ballot will be issued to the member. The member must contact the Corporation's Election Committee Chair by e-mail at adria9875@gmail.com to obtain an official replacement ballot. Reproduced, emailed, or copied ballots will not be accepted.

On the day of the vote, members will check in with the Independent Election Auditor who will verify whether the member's official ballot has been received. If the member has not previously submitted a ballot, the member will be provided with a new official ballot. If the member has sent in their ballot but the Corporation has not received the ballot the member will be provided with a new official ballot. Members whose mailed in ballot has been received but has not yet been counted may choose to pull and destroy their mailed in ballot to vote in person.

Members will receive one counted ballot no matter how many memberships they hold.

A copy of the proposed revisions to the By-Laws is available on the corporate website at www.cmwsc.com/YYYY_election/. Additionally, a member may request an item be added to the agenda by completing the form found at www.cmwsc.com/Meetings/ and turning it in to the President.

ATTACHMENT 4
CROWN MOUNTAIN WATER SUPPLY CORPORATION
20__ BOARD OF DIRECTORS BALLOT

Instructions for Ballot Submission

NOTE: Only one property owner or joint property owner may vote, regardless of the number of properties owned.

Ballots are not counted until the Members Meeting. If you mail in or hand deliver your ballot, you may choose to pull and destroy your mailed in/hand delivered ballot at the Members Meeting and then vote in person at the meeting.

DO NOT SEND BILL PAYMENTS IN THE OFFICIAL ELECTION ENVELOPE. DOING SO MAY CAUSE YOU TO INCUR A LATE FEE.

Please Use Official Envelope to Mail/Deliver Your Ballot

Three (3) Options to Cast Your Vote

1. Mail

- Mark your selections by placing an X or √ in the appropriate location.
- Place ballot in the enclosed envelope.
- Mail envelope to: **Independent Election Auditor, Crown Mountain WSC at PO Box 224, Camp Wood, TX 78833**

Mailed ballots must be received by **12:00 PM on March __, 20__**, to be counted.

2. Deliver to the Independent Election Auditor

Follow the instructions in #1 for mailing but deliver the ballot in the envelope to the Independent Election Auditor at **941 Crown Mountain Rd., Camp Wood, Texas** no later than **12:00 PM on March __, 20__**.

3. In Person at the Members Meeting

The Annual Meeting will be held on March __, 20__, at 1:00 PM at _____, Camp Wood, Texas.

Do not use this mailed ballot at the Members Meeting. If you have not already turned in an official ballot at the time of the meeting, one will be distributed to you when you register to vote.

E-mailed and Faxed Ballots will NOT be accepted
Reproduced unofficial ballots will NOT be accepted

**Crown Mountain Water Supply Corporation
20__ Official Election Ballot**

Mark your selections by **placing an X or a √ inside the appropriate locations.**
Reproduced ballots will not be accepted as an official ballot

Director Election:

BOARD POSITION 1.1	
Vote for only 1 candidate. Casting a vote for more than the allowed number of candidates will void the ballot. (Candidates are listed in alphabetical order)	
√ or X Here	CANDIDATE
BOARD POSITION 1.2	
Vote for only 1 candidate. Casting a vote for more than the allowed number of candidates will void the ballot. (Candidates are listed in alphabetical order)	
√ or X Here	CANDIDATE
BOARD POSITION 1.3	
Vote for only 1 candidate. Casting a vote for more than the allowed number of candidates will void the ballot. (Candidates are listed in alphabetical order)	
√ or X Here	CANDIDATE

By-Law Revision Section (When Required):

REVISIONS TO BY-LAWS			
Vote For or Against Individual Changes			
For	Against	Section	Proposed Language

REVISIONS TO BY-LAWS		
Vote For or Against		
For	Against	
		Adopt Proposed By-Laws, replacing existing By-Laws in its entirety.

**CROWN MOUNTAIN WATER SUPPLY CORPORATION
20__ BOARD OF DIRECTORS BALLOT**

Instructions for Ballot Submission

NOTE: Only one property owner or joint property owner may vote, regardless of the number of properties owned.

Ballots are not counted until the Members Meeting. If you mail in or hand deliver your ballot, you may choose to pull and destroy your mailed in/hand delivered ballot at the Members Meeting and then vote in person at the meeting.

DO NOT SEND BILL PAYMENTS IN THE OFFICIAL ELECTION ENVELOPE. DOING SO MAY CAUSE YOU TO INCUR A LATE FEE.

Please Use Official Envelope to Mail/Deliver Your Ballot

Three (3) Options to Cast Your Vote

1. Mail

- Mark your selections by placing an X or √ in the appropriate location.
- Place ballot in the enclosed envelope.
- Mail envelope to: **Independent Election Auditor, Crown Mountain WSC at PO Box 224, Camp Wood, TX 78833**

Mailed ballots must be received by **12:00 PM on March __, 20__**, to be counted.

2. Deliver to the Independent Election Auditor

Follow the instructions in #1 for mailing but deliver the ballot in the envelope to the Independent Election Auditor at **941 Crown Mountain Rd., Camp Wood, Texas** no later than **12:00 PM on March __, 20__**.

3. In Person at the Members Meeting

The Annual Meeting will be held on March __, 20__, at 1:00 PM at _____, Camp Wood, Texas.

Do not use this mailed ballot at the Members Meeting. If you have not already turned in an official ballot at the time of the meeting, one will be distributed to you when you register to vote.

**E-mailed and Faxed Ballots will NOT be accepted
Reproduced unofficial ballots will NOT be accepted**

**Crown Mountain Water Supply Corporation
20__ Official Election Ballot**

Mark your selections by **placing an X or a √ inside the appropriate boxes.**
Reproduced ballots will not be accepted as an official ballot

Director Election:

BOARD POSITION 2.1	
Vote for only 1 candidate. Casting a vote for more than the allowed number of candidates will void the ballot. (Candidates are listed in alphabetical order)	
√ or X Here	CANDIDATE

BOARD POSITION 2.2	
Vote for only 1 candidate. Casting a vote for more than the allowed number of candidates will void the ballot. (Candidates are listed in alphabetical order)	
√ or X Here	CANDIDATE

By-Law Revision Section (When Required):

REVISIONS TO BY-LAWS			
Vote For or Against Individual Changes			
For	Against	Section	Proposed Language

REVISIONS TO BY-LAWS		
Vote For or Against		
For	Against	
		Adopt Proposed By-Laws, replacing existing By-Laws in its entirety.

**CROWN MOUNTAIN WATER SUPPLY CORPORATION
BY-LAWS REVISION BALLOT**

Instructions for Ballot Submission

NOTE: Only one property owner or joint property owner may vote, regardless of the number of properties owned.

Ballots are not counted until the Members Meeting. If you mail in or hand deliver your ballot, you may choose to pull and destroy your mailed in/hand delivered ballot at the Members Meeting and then vote in person at the meeting.

DO NOT SEND BILL PAYMENTS IN THE OFFICIAL ELECTION ENVELOPE. DOING SO MAY CAUSE YOU TO INCUR A LATE FEE.

Please Use Official Envelope to Mail/Deliver Your Ballot

Three (3) Options to Cast Your Vote

1. Mail

- Mark your selections by placing an X or √ in the appropriate location.
- Place ballot in the enclosed envelope.
- Mail envelope to: **Independent Election Auditor, Crown Mountain WSC at PO Box 224, Camp Wood, TX 78833**

Mailed ballots must be received by **12:00 PM on (Month) __, 20 __**, to be counted.

2. Deliver to the Independent Election Auditor

Follow the instructions in #1 for mailing but deliver the ballot in the envelope to the Independent Election Auditor at **941 Crown Mountain Rd., Camp Wood, Texas** no later than **12:00 PM on (Month) __, 20 __**.

3. In Person at the Members Meeting

The special Member Meeting will be held on _____, 20 __, at 1:00 PM at (Month)____, Camp Wood, Texas.

Do not use this mailed ballot at the Members Meeting. If you have not already turned in an official ballot at the time of the meeting, one will be distributed to you when you register to vote.

**E-mailed and Faxed Ballots will NOT be accepted
Reproduced unofficial ballots will NOT be accepted**

Crown Mountain Water Supply Corporation
20__ Official Ballot
By-Laws Revisions

Mark your selections by placing an X or a √ inside the appropriate locations.
 Reproduced ballots will not be accepted as an official ballot

By-Laws Revision Section:

REVISIONS TO BY-LAWS			
Vote For or Against Individual Changes			
For	Against	Section	Proposed Language

REVISIONS TO BY-LAWS		
Vote For or Against		
For	Against	
		Adopt Proposed By-Laws, replacing existing By-Laws in its entirety.

ATTACHMENT 5
CROWN MOUNTAIN WATER SUPPLY CORPORATION
20__ Board of Directors Election
Candidate Statements

Applicants for DIRECTOR POSITION 1.1 in alphabetical order:

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	

<u>Education:</u>
<u>Personal Statement (100-word limit):</u>

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	

<u>Professional Experience:</u>
<u>Education:</u>
<u>Personal Statement (100-word limit):</u>

Applicants for DIRECTOR POSITION 1.2 in alphabetical order:

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

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Candidate:	Water System Member Since:
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

Candidate:	Water System Member Since:
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	

<u>Education:</u>
<u>Personal Statement (100-word limit):</u>

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

Applicants for DIRECTOR POSITION 1.3 in alphabetical order:

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	

<u>Professional Experience:</u>
<u>Education:</u>
<u>Personal Statement (100-word limit):</u>

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

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Candidate:	Water System Member Since:
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

Candidate:	Water System Member Since:
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	

Education:

Personal Statement (100-word limit):

CROWN MOUNTAIN WATER SUPPLY CORPORATION
20__ Board of Directors Election
Candidate Statements

Applicants for DIRECTOR POSITION 2.1 in alphabetical order:

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	

<u>Education:</u>
<u>Personal Statement (100-word limit):</u>

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	

<u>Professional Experience:</u>
<u>Education:</u>
<u>Personal Statement (100-word limit):</u>

Applicants for DIRECTOR POSITION 2.2 in alphabetical order:

<u>Candidate:</u>	<u>Water System Member Since:</u>
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

Candidate:	Water System Member Since:
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	
<u>Personal Statement (100-word limit):</u>	

Candidate:	Water System Member Since:
<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>	
<u>Professional Experience:</u>	
<u>Education:</u>	

<u>Personal Statement (100-word limit):</u>

<u>Candidate:</u>	<u>Water System Member Since:</u>
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<u>Previous Committee/Community Involvement/Director, etc. Experience:</u>
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<u>Professional Experience:</u>

<u>Education:</u>

<u>Personal Statement (100-word limit):</u>

ATTACHMENT 6
RESOLUTION DECLARING UNOPPOSED CANDIDATES OF
CROWN MOUNTAIN WATER SUPPLY CORPORATION ELECTION

WHEREAS, Crown Mountain Water Supply Corporation posted notice of the opportunity for candidates to submit applications to run for

- Three (3) positions identified as positions 1.1, 1.2 and 1.3
- Two (2) positions identified as positions 2.1 and 2.2

on its Board of Directors pursuant to Texas Water Code Section 67.0052(b); and

WHEREAS, only one (1) person submitted an application for the following open positions,

- Position 1.1
- Position 1.2
- Position 1.3
- Position 2.1
- Position 2.2

thus creating an unopposed election for each position checked above pursuant to Texas Water Code Section 67.0055;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF CROWN MOUNTAIN WATER SUPPLY CORPORATION DECLARES ELECTED TO THESE POSITIONS:

(insert names of unopposed candidates)

The Board of Directors so orders that this resolution be posted on the Corporation website at www.cmwsc.com/YYYY_Election/ and read into the record at the Corporation's annual meeting, pursuant to Texas Water Code Section 67.0055.

PASSED AND APPROVED this _____ day of _____, _____.

ATTEST:

Name of President
President, Board of Directors

Name of Secretary
Secretary, Board of Directors

ATTACHMENT 7
Independent Election Auditor
Official Report
Crown Mountain Water Supply Corporation
Members Meeting Election
March __, 20__

I, the undersigned Independent Election Auditor, do hereby certify that all ballots received were counted with the assistance of the following person(s):

Number of ballots cast in person: _____

Number of ballots cast prior to election: _____

Total number of ballots cast: _____

Number of ballots not counted due to defects: _____

Election Results

Position No.	Candidate	# of Votes
1.1		
1.2		
1.3		

Revisions to By-Laws:

By-Laws Section	For	Against	Pass/Fail

Adopt Proposed By-Laws, replacing existing in its entirety		
For	Against	Pass/Fail

Independent Election Auditor Name (Printed): _____

Signature: _____ Date: _____

**Independent Election Auditor
 Official Report
 Crown Mountain Water Supply Corporation
 Members Meeting Election
 March __, 20__**

I, the undersigned Independent Election Auditor, do hereby certify that all ballots received were counted with the assistance of the following person(s):

Number of ballots cast in person: _____

Number of ballots cast prior to election: _____

Total number of ballots cast: _____

Number of ballots not counted due to defects: _____

Election Results

Position No.	Candidate	# of Votes
2.1		
2.2		

Revisions to By-Laws:

By-Laws Section	For	Against	Pass/Fail

Adopt Proposed By-Laws, replacing existing in its entirety		
For	Against	Pass/Fail

Independent Election Auditor Name (Printed): _____

Signature: _____ Date: _____

**Independent Election Auditor
 Official Report
 Crown Mountain Water Supply Corporation
 Members Meeting Election
 March __, 20__**

I, the undersigned Independent Election Auditor, do hereby certify that all ballots received were counted with the assistance of the following person(s):

Number of ballots cast in person: _____

Number of ballots cast prior to election: _____

Total number of ballots cast: _____

Number of ballots not counted due to defects: _____

Election Results

Revisions to By-Laws:

By-Laws Section	For	Against	Pass/Fail

Adopt Proposed By-Laws, replacing existing in its entirety		
For	Against	Pass/Fail

Independent Election Auditor Name (Printed): _____

Signature: _____ Date: _____