

**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIVISION OF FLORIDA CONDOMINIUMS, TIMESHARES AND MOBILE HOME**

NOTE: These materials provide guidance for complying with the election procedures addressed by sections 719.106(1)(d), Florida Statutes, and Rules 61B-75.005, Florida Administrative Code.

COOPERATIVE ELECTION CHECKLIST INSTRUCTIONS

To use the *Election Checklist*, begin by filling in the date of the election at the bottom of the list. Then proceed by counting backwards 14 days, 35 days, 40 days and 60 days, to determine the latest date for completing each step of the election process according to the Cooperative Acts. Do **NOT** count the election date. As you arrive at each date, write in the date next to its corresponding task. Your documents may require a longer period of time for notice of association meetings. The time frames listed below pertaining to the notices of an election and the annual meeting constitutes the **minimum** requirements under the Cooperative Act. As the association completes each step, place a check mark in the first column to indicate completion.

The items on the checklist indicate those activities that the Cooperative Act requires prior to the election itself. Additionally, the association should allow ample time to have the notices and the ballots printed, buy and stuff envelopes, etc.

<i>ELECTION CHECKLIST</i>			
<input checked="" type="checkbox"/>	Number of DAYS BEFORE Election	Deadline - (fill in date)	Action Required
<input type="checkbox"/>	At least 60 Days		First notice of election must be mailed or delivered by today--not less than 60 days prior to the election.
<input type="checkbox"/>	40 Days		Written notices of candidacy must be submitted to the association by today--not less than 40 days prior to the election.
<input type="checkbox"/>	35 Days		Candidates must submit their OPTIONAL information sheets not less than 35 days prior to the election, if they wish to have their sheet with the second notice of election.
<input type="checkbox"/>	At least 14 Days		Second notice of election including the written annual meeting notice, that must include an agenda, ballots, envelopes and any information sheets timely submitted must be mailed or delivered not less than 14 days before the date of the election.
<input type="checkbox"/>	0 Days		Election Day--same time and place as annual meeting