

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

NOTE: These materials provide guidance for complying with the election procedures addressed by sections 718.112(2)(d) and 719.106(1)(d), Florida Statutes, and Rules 61B-23.0021 and 61B-75.005, Florida Administrative Code. If the association has adopted alternate election procedures, then it must follow those procedures as set forth in its bylaws.

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 Condominium and 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 Condominium and Cooperative Acts. 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 Condominium and Cooperative Acts require 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. We recommend that associations expand this *Election Checklist* to include other items. **Note:** If a majority of the total voting interests has voted in favor of amending the bylaws to provide for alternate voting and election procedures, then the association must follow the procedures set forth in its bylaws.

| ELECTION CHECKLIST | |
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| | |
| <input checked="" type="checkbox"/> | Deadline - (fill in date) |
| <input type="checkbox"/> | Action Required |
| <input type="checkbox"/> | First notice of election must be mailed or delivered by today--not less than 60 days prior to the election. |
| <input type="checkbox"/> | Written notices of candidacy must be submitted to the association by today--not less than 40 days prior to the election. |
| <input type="checkbox"/> | Candidates must submit their information sheets by today if they wish to have them included with the second notice of election--not less than 35 days prior to the election. |
| <input type="checkbox"/> | Second notice of election including the annual meeting notice, agenda, ballots, envelopes and any information sheets timely submitted must be mailed or delivered by today--not less than 14 days nor more than 34 days prior to the election. |
| <input type="checkbox"/> | Election Day--same time and place as annual meeting |