

Thank you for your interest in the election management services of *(name of local League)* for the upcoming *(name of association)* election of *(type of election, eg board of directors)*.

The *(insert name)* Association comprises *(insert number)* units, with *(insert number)* eligible voters. With this size association, *(insert name of LL)* would offer the following services:

1. **Ballot Receipt:** Pursuant to the California Code, the address envelope will be mailed to P.O. Box *(insert #)*, where they will remain in our custody until the board election.

2. **Voter Verification:** *(insert name of LL)* will verify all votes cast with a number list provided by the association. The association will provide this list to *(name of LL)* by *(insert date)*.

3. **On-Site Hand Counting of Ballots:** Pursuant to the association's by-laws, one (1) or (3) League representatives will tally the valid votes cast by the association members. The League representatives will also conduct all other Independent Third Party duties pursuant to the California Code.

4. **Certification of Election Results:** After all votes are verified and counted, the results of the election will be certified. Possession of the ballots will be turned over to the association by *(insert date)*.

(Local League) will provide these services to the *(name of association)* for the cost that is determined by the number of inspectors required. If one League representative will be utilized, the cost for our service is \$400. If three representatives will be needed, the cost for our service is \$700. It is important to note that this cost covers the first attempt at the annual meeting/election ONLY. If a quorum is not reached and we are required to return for additional cost per meeting for one representative is \$100 and three representatives is \$250. *(Local League)* can also provide additional services if needed. If your association is interested in services such as ballot creation/printing, mailing of ballots to the membership, etc., please contact us for more information and the additional costs involved.

Thank you again for the opportunity to provide our Independent Third Party election services. If you have any question, please do not hesitate to call. We look forward to working with *(name of association)*.

Sincerely,

FEE PROPOSAL

FOR

Election of Board of Directors

Of *(Name of Association)*

On *(date of election and time)*

At *(address)*

1. Election Administration

Preparation of mailing documents

Notice, Ballot, Envelopes and Mailer

Address Registration Envelopes

Prepare all election materials

Receipt of Ballots

PO Box pick up, sort, check against list

Ballot Check in and Registration

Storage of election materials

2. Independent Election Administrator

Oversight of election

Counting of ballots on Election Day

Certification of election

3. Miscellaneous Expenses

Rental of post box

Travel

Postage

Printing

Direct expenses for the printing and mailing of the election package will be an expense of *(insert name of Association)*

At \$20 per hour, estimated hours: _____ . Total fee : _____