Westchase Community Association, Inc.
2026 Board of Director Elections

To: Members of the Westchase Community Association
From: The Nominating Committee
Re: Rules and Procedures for 2026 Board of Directors Election

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Overview

O 1 The Annual Meeting shall occur at 6:30 p.m. on September 8, 2026, at the Westchase Swim & Tennis Center at 10405 Countryway Boulevard, Tampa, FL 33626.

O 2 The purpose of the Annual Meeting is to elect four (4) individuals to a two (2) year term for the (7) seven-person Westchase Community Association ("WCA") Board of Directors.

O 3 The newly elected Directors' terms shall commence immediately upon the presiding officer closing the Annual Meeting.

O 4 The Election shall be conducted by open, written ballot and summary tallies shall be made public and available for inspection after the close of the Annual Meeting.

O 5 Prior to the Annual Meeting, each WCA neighborhood is encouraged to confirm its Voting Member and alternate with the WCA Manager.

O 6 The Nominating Committee Chair shall chair and be the presiding officer for the election portion of the Annual Meeting.

O 7 Robert's Rules of Order, 11th Edition, govern the Annual Meeting.

O 8 The Nominating Committee shall have the authority to promulgate rules and procedures for the election of directors, which rules and procedures shall be subject to approval by the Voting Members, with each Voting Member casting one (1) vote. (Per By-Laws Article III Section A3).

O 9 The Nominating Committee as appointed by the WCA Board of Directors for the September 2026 election is comprised of: Jessica Siddle, Michiel Oostenbrink, Eric Holt

Candidates

C 1 Candidates for the Board of Directors ("Candidates") must be a member or spouse of a Member of the WCA.

C 2 A person who is delinquent in the payment of any fee, fine, or other monetary obligation to the association on the day that he or she could last nominate himself or herself or be nominated for the board may not seek election and his or her name shall not be listed on the ballot. A person who has been convicted of any felony in this state or in a United States District or Territorial Court or has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, is not eligible for board membership unless such felon's civil rights have been restored for at least 5 years as of the date on which such person seeks election to the board

C 3 Candidates shall consist of previously Declared Candidates and, in the event the number of Declared Candidates do not meet the number of available Board of Director positions to be elected, then additional candidates may be nominated from the floor at the Annual Meeting. If the number of Declared Candidates meet or exceed the number of available Board of Director positions to be elected, additional candidates may not be nominated from the floor at the Annual Meeting.

C 4 Declared Candidates are those who declare themselves to the Nominating Committee as a Candidate seeking election to the Board of Directors no later than Noon August 31, 2026, by

submitting their names to the Nominating Committee or WCA Manager.

C 5 The Nominating Committee must nominate anyone who notifies the Nominating Committee or WCA Manager of their intent to become a Declared Candidate.

C 5 Declared Candidates that wish to have their name, photo, and supporting information published in the WOW Magazine's September Issue, must declare themselves to the Nominating Committee or WCA Manager and provide a high-resolution picture (headshot) and supporting information (bio) to the Nominating Committee or WCA Manager no later than Noon August 7, 2026. If possible, the WOW shall publish the names and any supporting information (not to exceed 250 words) provided by the Declared Candidates in their next issue.

Meeting Procedures

M 1 Candidates and Members of the WCA are invited to attend the Annual Meeting.

M 2 Declared Candidates' names will be written on the white wallboard in alphabetical order by last name.

M 3 If applicable per Candidates part C 3, the floor will be open to the Members for nomination of additional candidates. Candidates may nominate themselves.

M 4 If applicable per Candidates part C 3, Candidates nominated from the floor will have their names written on the white wallboard as they are nominated.

M 5 All Candidates shall be seated in the front row of those Members in attendance, facing the Voting Members.

M 6 Each Candidate shall have up to three (3) minutes for introductory remarks with the option of using the podium. Power Point and/or multimedia presentations are permitted.

M 7 The order of Candidates for the introduction session, both floor nominated and declared, shall be selected by random draw conducted by the Nominating Committee. The random draw is performed by writing all Candidate names on small, but equal sized pieces of paper, to be drawn from a hat, bag or bowl.

M 8 After all candidates have completed their introductory remarks, all candidates will then be asked to leave the meeting room and assemble in the office area or outside the Activity Center.

M 9 Any resident or Voting Member may submit any one question to all Candidates using the questioner cards, which will be given out prior to the meeting. In the event the questioner card is not completely filled out, the Nominating Committee shall immediately bring the invalid questioner card to the attention of that Member, who shall be afforded one immediate opportunity to correct and validate the questioner card.

M 10 The Nominating Committee shall collect all submitted questions. The Nominating Committee & the association's legal counsel will review the submitted questions and will, at the Nominating Committee's discretion, choose the three (3) questions which will be asked to each of the Candidates.

M 11 Thereafter, a question & answer session shall immediately occur.

M 12 A new random draw will occur to determine the order of Candidates invited back into the meeting room for the Q&A session, using the following ordering procedure to account for Voting Member(s) who may need to vote:

(a) In the event that a Candidate is a Voting Member and does not have an Alternate, that Candidate shall go to the beginning of the order – so that they may hear the other responses.

(b) In the event that a Candidate is a Voting Member, and an Alternate is unable to attend the Annual Meeting, that Candidate shall go immediately after any Candidates from part (a).

(c) In the event that a Candidate is a Voting Member, and an Alternate is able to attend the Annual Meeting, that Candidate will have their name placed in a random draw of all

remaining Candidates who will go after Candidates in part (a) and/or (b) above.

(d) In the event that there are multiple Candidates that meet part (a) or (b) above, the order for just those Candidates will be determined alphabetically by their last name. This is applicable just to the multiple candidates that meet part (a) or (b) above.

M 13 The Chair of the Nominating Committee shall read each of the three (3) chosen questions to the Candidate.

M 14 The Candidate shall have up to sixty (60) seconds to answer each question. Follow-up questions shall be permitted at the discretion of the chair.

M 15 The Chair may recognize Voting Members for follow-up questions. No more than two follow-up questions will be accepted with the candidate receiving up to 30 seconds to respond to each follow-up question.

M 16 The Nominating Committee shall act as timekeeper to fairly inform the speaker of time limits.

M 17 Upon conclusion of each questioning session, the Candidate shall rejoin the other Candidates in the office area or outside the Activity Center and the next selected Candidate shall be invited back into the meeting room. Candidates that are Voting Members will be allowed to remain in the meeting room to hear the other responses.

M 18 Upon conclusion of the question & answer session, all Candidates shall return to the meeting room, and each candidate shall have up to one (1) minute for concluding remarks, to be provided in the reverse order of the introductory remarks.

M 19 Thereafter, the voting shall immediately occur.

Voting Rules

V 1 To be elected, a Candidate must receive a *plurality of the votes cast by eligible voters*.

V 2 Open, written balloting shall be used to vote for Candidates. Proxies shall not be valid or accepted.

V 3 Only a Voting Member (or his or her alternate) in attendance shall receive a ballot. Each Voting Member shall have one vote for each open position; the votes will not be weighted by the number of units in a Voting Member's neighborhood.

V 4 No one other than those individuals administering the election and each individual casting a vote may handle the ballots.

V 5 The Nominating Committee shall post vote tallies by round on the white wallboard.

V 6 Voting shall continue in rounds until Candidates receiving a plurality of the votes are elected to fill all available positions.

V 7 In the event of multiple consecutive ties for the last remaining position(s), the Nominating Committee shall ask the Voting Members to declare the vote a deadlock. In the event the Voting members declare a deadlock, the Board shall call a special meeting of the Voting Members, to be held not more than thirty (30) days after the annual meeting, for the purpose of electing a director to fill the last remaining position(s). At the special meeting, the chair may accept additional nominations from the floor for eligible candidates to fill the last remaining position(s) and the election for the last remaining position(s) shall be conducted in the same manner as the original election.

V 8 A Voting Member may vote for up to four (4) candidates in the first round. Voting for more than the number of positions available in any round invalidates the ballot.

V 9 Cumulative voting is not allowed. Cumulative voting invalidates a ballot. Only one vote per candidate.

V 10 Voting Members (or his or her alternate) shall write their name and village on the ballot for each round of voting and failure to do so will invalidate the ballot.

V 11 In the event a ballot is invalid, the Nominating Committee shall immediately bring the invalid

ballot to the attention of that Voting Member, who shall be afforded one immediate opportunity to correct and validate the ballot.

V 12 A WCA Officer (not running for the Board), Community Association Manager and WCA Attorney shall perform the initial tally of votes for each round utilizing a summary sheet detailing how each Neighborhood voted.

V 13 The vote count shall be confirmed by the Nominating Committee before the results are announced and the vote is finalized.

V 14 Copies of the vote tally by Neighborhood for each round will be available to Meeting attendees immediately following the adjournment of the Meeting.

V 15 All ballots used during the election process are official records of the Westchase Community Association, and as such are available for inspection during normal business hours in the Community Association Manager's office

SAMPLE Westchase Community
Association 2026 Board of Directors
Election Tally Sheet for Round 1 of ___

Neighborhood Name	Candidate Name	Candidate Name	Candidate Name	Candidate Name	Candidate Name	Candidate Name	Candidate Name	Candidate Name
Abbotsford								
Arlington								
Bennington								
Berkeley Square								
Brentford								
Bridges								
Castleford								
Chelmsford								
Classic Townhomes of WPV								
Enclave								
Glencliff								
Glenfield								
Greens								
Harbor Links/The Estates								
Keswick Forest								
Kingsford								
Radcliffe								
Reserve at WPV	------	------	------	------	------	------	------	------
Saville Rowe								
Shires								
Single Family Homes of WPV								
Stamford								
Stockbridge								
Stonebridge Villas								
Townhomes of WPV								
Traditional Townhomes of WPV								
Village Green								
Villas of WPV								
Villas of Woodbridge								
The Vineyards								
Woodbay								
Worthington								
Wycliff								
Totals								

Note: Villages with no votes indicated did not have a VM or Alternate present at the meeting.

SAMPLE MEMBER QUESTION
September 8, 2026

(PLEASE PRINT)

Resident Name: _____ Neighborhood: _____

Question: _____

SAMPLE MEMBER QUESTION
September 8, 2026

(PLEASE PRINT)

Resident Name: _____ Neighborhood: _____

Question: _____