**Inspector of Elections Responsibilities**

**Montage at Mission Hills HOA**

The following is a list of the legislated responsibilities of the Inspector of Elections or his or her designee:

1. Determine the number of memberships entitled to vote and the voting power of each. ([Civ. §5110(c)](https://www.davis-stirling.com/tabid/3785/Default.aspx#axzz2CojkjgpM))
2. Prepare a [voter](https://www.davis-stirling.com/HOME/Voter-List)[list](https://www.davis-stirling.com/HOME/Candidate-Registration-List) list and correct information within two business days of receiving notice of errors. ([Civ. §5105(a)(7)](https://www.davis-stirling.com/HOME/Statutes/Civil-Code-5105#axzz2CojkjgpM))
3. Prepare a [list of candidates](https://www.davis-stirling.com/HOME/Candidate-Registration-List) and correct information within two business days of receiving notice of errors. ([Civ. §5105(a)(7)](https://www.davis-stirling.com/HOME/Statutes/Civil-Code-5105#axzz2CojkjgpM))
4. Designate a location for mailing ballots. ([Civ. §5115(c)(2)](https://www.davis-stirling.com/HOME/Statutes/Civil-Code-5115#axzz2CR2ljirY))
5. Deliver ballots with instructions to each member of the association. ([Civ. §5105(g)(4)](https://www.davis-stirling.com/HOME/Statutes/Civil-Code-5105#axzz2CR2ljirY))
6. Deliver election rules to each member of the association. ([Civ. §5105(g)(4)](https://www.davis-stirling.com/HOME/Statutes/Civil-Code-5105#axzz2CR2ljirY))
7. Receive ballots from members. ([Civ. §5115(b)(1)](https://www.davis-stirling.com/HOME/Statutes/Civil-Code-5115#axzz2CR2ljirY))
8. Verify member information and signatures on outer envelopes. ([Civ. §5120](https://www.davis-stirling.com/tabid/3787/Default.aspx#axzz2CR2ljirY))
9. Determine the [authenticity](https://www.davis-stirling.com/tabid/1164/Default.aspx), validity, and [effect of proxies](https://www.davis-stirling.com/tabid/2021/Default.aspx). ([Civ. §5110(c)](https://www.davis-stirling.com/tabid/3785/Default.aspx#axzz2CojkjgpM))
10. Hear and determine all challenges and questions. ([Civ. §5110(d)](https://www.davis-stirling.com/tabid/3785/Default.aspx#axzz2CojkjgpM))
11. Determine when the polls shall close. ([Civ. §5110(c)](https://www.davis-stirling.com/tabid/3785/Default.aspx#axzz2CojkjgpM))
12. Tabulate all votes. ([Civ. §5110(c)](https://www.davis-stirling.com/tabid/3785/Default.aspx#axzz2CojkjgpM))
13. Determine the results of the election. ([Civ. §5120(a)](https://www.davis-stirling.com/tabid/3787/Default.aspx#axzz2CR2ljirY))
14. [Report the results](https://www.davis-stirling.com/HOME/Inspectors-Report) to the board. ([Civ. §5120(b)](https://www.davis-stirling.com/tabid/3787/Default.aspx#axzz2CR2ljirY))
15. Perform any acts as may be proper to conduct the election with fairness to all members. ([Civ. §5110(c)](https://www.davis-stirling.com/tabid/3785/Default.aspx#axzz2CojkjgpM))
16. Keep custody of the election materials. ([Civ. §5125](https://www.davis-stirling.com/tabid/3788/Default.aspx#axzz2CR2ljirY))
17. Oversee recounts. ([Civ. §5125](https://www.davis-stirling.com/tabid/3788/Default.aspx#axzz2CR2ljirY))
18. Make records available for legal challenges. ([Civ. §5125](https://www.davis-stirling.com/tabid/3788/Default.aspx#axzz2CR2ljirY))
19. Make records [available for inspections](https://www.davis-stirling.com/HOME/Inspection-of-Election-Materials) and oversee inspections. ([Civ. §5205(a)](https://www.davis-stirling.com/HOME/Statutes/Civil-Code-5205#axzz2CR2ljirY))