

Inspector of Elections Responsibilities

Montage at Mission Hills Homeowners Association

July 2022

The following is a list of some of the legislated responsibilities of the Inspector of Elections or his or her designee identified by statutory reference:

1. Determine the number of memberships entitled to vote and the voting power of each. ([Civ. §5110\(c\)](#))
2. Prepare a [voter list](#) and correct information within two business days of receiving notice of errors. ([Civ. §5105\(a\)\(7\)](#))
3. Prepare a [list of candidates](#) and correct information within two business days of receiving notice of errors. ([Civ. §5105\(a\)\(7\)](#))
4. Designate a location for mailing ballots. ([Civ. §5115\(c\)\(2\)](#))
5. Deliver ballots with instructions to each member of the association. ([Civ. §5105\(g\)\(4\)](#))
6. Deliver election rules to each member of the association. ([Civ. §5105\(g\)\(4\)](#))
7. Receive ballots from members. ([Civ. §5115\(b\)\(1\)](#))
8. Verify member information and signatures on outer envelopes. ([Civ. §5120](#))
9. Determine the [authenticity](#), validity, and [effect of proxies](#). ([Civ. §5110\(c\)](#))
10. Hear and determine all challenges and questions. ([Civ. §5110\(d\)](#))
11. Determine when the polls shall close. ([Civ. §5110\(c\)](#))
12. Tabulate all votes. ([Civ. §5110\(c\)](#))
13. Determine the results of the election. ([Civ. §5120\(a\)](#))
14. [Report the results](#) to the board. ([Civ. §5120\(b\)](#))
15. Perform any acts as may be proper to conduct the election with fairness to all members. ([Civ. §5110\(c\)](#))
16. Keep custody of the election materials. ([Civ. §5125](#))
17. Oversee recounts. ([Civ. §5125](#))
18. Make records available for legal challenges. ([Civ. §5125](#))
19. Make records [available for inspections](#) and oversee inspections. ([Civ. §5205\(a\)](#))