**Frequently Asked Questions about Proxies and Ballots**

1. Why do I need to submit a **proxy** if I think the Board is doing okay now? I don’t know anyone running for office anyway.
   1. We must have a quorum – a minimum number of homeowners –to hold the Annual Meeting. This can participate either in person by attending the meeting, or by submitting a proxy, which allows someone else to vote for them. The quorum for the Annual Meeting is 20% of our homeowners, or 77.
2. What is the **Ballot or Absentee Ballot** for if someone else will vote for me?
   1. The *proxy* is for the Annual Meeting business. These *ballot* forms are for the Special Meeting, which will be held immediately after the Annual Meeting. The Special Meeting is where the vote will happen for the amendment of our Articles of Incorporation, Bylaws, and Declaration of Covenants, Conditions & Restrictions. The Ballot is used if you attend the meeting in person; the Absentee Ballot is to be used for you to vote ahead of the Special Meeting. To amend these documents, we need at least 75% of the homeowners (or 287) to vote.
3. **Where is the Annual Meeting** or Special Meeting, at our Clubhouse?
   1. Our Clubhouse cannot accommodate the large number of people we need to attend. We will hold our Annual Meeting at the Williamsburg-James City County Library on Croaker Road in Norge/Toano area because of the low cost and the availability of space.
4. Do I need to submit **both the Ballot and the Absentee Ballot**?
   1. No. If you will not attend the meeting in person, we need the Absentee Ballot. The Ballot is used at the meeting; we apologize for the confusion caused by sending it out in advance. If you plan to attend, we will have extra copies at the meeting.
5. Are we going to have to **go through each document** to be amended line by line before we vote?
   1. No. We will do a single vote, either to Approve or Disapprove the amendments. All three documents will be considered in that one vote. We will answer questions before the vote, but all the proposed amendments have been posted on the website, and were also discussed at two Town Hall meetings held in October and at one regular and one special Board meeting. See [Board finalizes proposed amendments to governing documents - The Villages at Westminster](https://villagesatwestminster.org/2024/11/board-finalizes-proposed-amendments-to-governing-documents/)
6. How can I make sure my ballot gets to you on time?
   1. The Board is appointing Ambassadors to collect them. They will be going door-to-door this week before the meeting scheduled for December 10. Or you can call the project coordinator Pat Duggan at 757-359-0251 to arrange drop off, or you can give to any Board member.