

EXHIBIT B

CIRCLE LAKE IMPROVEMENT DISTRICT ELECTION PROCEDURES

- a. **Nominations.** Any CLID member may nominate a candidate to the slate of nominees. All nominations must be received by the Secretary no later than six (6) weeks prior to the Annual Meeting.

- b. **Filing for Office of Director.**
 - i. Individuals must be unique property owners with property abutting Circle Lake, Rice County.
 - ii. Candidates shall be at least eighteen (18) years of age and submit a completed Letter of Interest (“Letter”) within the stated filing period. Each term is for three years.
 - iii. The Letter shall contain the following information:
 - (a) The candidate’s true name or the name by which the candidate is commonly and generally known in the community;
 - (b) The address and telephone number of the individual;
 - (c) The reason the candidate is running for office; and
 - (d) The signature of the individual.
 - (e) The Letter shall be delivered to the Board or mailed to:

Circle Lake Improvement District
P.O. Box 147
Northfield, MN 55057
 - iv. Letters of Interest must be received by the Secretary no later than six (6) weeks prior to the Annual Meeting.

- c. **Election Procedures.**
 - i. Eligible voters include all the members of the Circle Lake Improvement District. Each unique riparian property owner (all names listed as taxpayers of properties located within stated boundaries according to the Rice County tax records as owners of property) is entitled to one vote.
 - ii. The Board of Directors shall work with Rice County to update the list of eligible voters in a timely manner for notification of meeting notice.
 - iii. Balloting.
 - (a) Nominations shall not be accepted from the floor during the Annual Meeting.
 - (b) Ballots shall be mailed via US Mail to each property owner within the District at least two (2) weeks prior to the Annual Meeting.
 - (c) Absentee ballots shall be mailed to all eligible voters.
 - (d) Completed absentee ballots shall be mailed to the Circle Lake Improvement District, P.O. Box 147 Northfield, MN 55057.
 - (e) Absentee ballots not received by 3:00 p.m. the day of the Annual Meeting are void and shall not be counted.

- iv. Voting.
 - (a) The Board of Directors of the Circle Lake Improvement District shall conduct all elections at the Annual Meeting.
 - (b) Voting for Directors shall be by secret ballot.
 - (c) Ballots may be delivered or sent to the Secretary of the CLID Board prior to or at the Annual Meeting.
 - (d) The Board of Directors shall retain all election materials returned to them after any election for at least 22 months from the date of that election. All election materials involved in a contested election must be archived by the Secretary for 22 months or until the contest has been finally determined, whichever is later.

d. **Tabulation of Results.**

- i. Ballot counting shall occur at the Annual Meeting. The Secretary, with the assistance of the Treasurer, shall count the ballots and record the results.
- ii. The Chairman shall announce the results during the Annual Meeting.
- iii. In the event of a tie, one recount shall be conducted. If a tie persists, a coin toss shall determine the winner.
- iv. Election results will be posted on the Circle Lake Improvement District website and will be available at the next scheduled Board meeting.