

HOA Board Election Checklist

Florida homeowners' associations · Section 720.306, F.S.

Section 720.306(9)(a) requires HOA elections to follow the procedures in your governing documents. Answer the first item from your documents, then work down the list. Where the documents are silent, the statutory default noted here applies.

☐ **Pull the answers from your governing documents**

Seats on the board and seats up this year; term length and staggering; advance nomination process and deadline; how members may vote (in person, proxy, mailed ballot, online); who counts; tie rule. Note the bylaw section for each. Seats up: _____ Term: _____

☐ **Set the date: at or with the annual meeting**

720.306(2): the election, if one is required, is held at or in conjunction with the annual meeting, or as provided in the governing documents. Meeting date: _____

☐ **Send notice at least 14 days ahead (the default)**

720.306(5): if the bylaws do not set a notice rule, mail, deliver, or electronically transmit actual notice to all members not less than 14 days before the meeting. Electronic notice only to owners who consented in writing (720.306(1)(g)). The person giving notice signs an affidavit, filed in the official records. Notice sent: _____

☐ **Close nominations, or open the floor**

720.306(9)(a): a member may self-nominate at the meeting, unless the election process allows advance nominations, in which case floor nominations are not required. Nomination deadline, if any: _____

☐ **Check every candidate on the last day to be nominated**

720.306(9)(b): a person delinquent in any fee, fine, or other monetary obligation to the association, on any parcel, on that day may not seek election and is not listed on the ballot. A felony conviction bars board membership unless civil rights have been restored for at least 5 years.

☐ **Count candidates against seats**

720.306(9)(a): no election is required unless more candidates are nominated than vacancies exist. If candidates equal or are fewer than seats and floor nominations are not required, no write-ins; the candidates begin serving regardless of quorum.

☐ **Check proxies and absentee ballots**

720.306(8): members may vote in person or by proxy unless the documents say otherwise. A proxy must be dated, state the meeting date, time, and place, and be signed; it expires 90 days after the meeting. Mailed secret ballots only if the documents permit them: inner envelope unmarked, outer envelope with name, parcel, and signature. Two ballots for one parcel: both disqualified. Late ballots: not considered.



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Free checklist. General information, not legal advice - review with your association's attorney.

Based on Section 720.306; 720.303(4)(a)12.; 720.317; 720.3033(1)(a), Florida Statutes. Current as of July 6, 2026.

☐ **Online voting, only if already adopted**

720.317: requires a board resolution adopted at a meeting noticed and posted at least 14 days ahead, plus each member's written or electronic consent. Online voters count toward quorum.

☐ **Count by plurality**

720.306(9)(a): unless the documents provide otherwise, directors are elected by a plurality of the votes cast. Quorum for a member meeting is 30% of the total voting interests unless the bylaws set less (720.306(1)(a)). Results announced: _____

☐ **Keep the election records for at least 1 year**

720.303(4)(a)12.: ballots, sign-in sheets, voting proxies, and all other voting papers and electronic records are official records, kept at least 1 year after the election. A challenge to the election process must be commenced within 60 days after results are announced (720.306(9)(a)). Keep until: _____

☐ **Start each new director's 90-day education clock**

720.3033(1)(a): each director submits a certificate of completing department-approved education within 90 days after being elected. Day 90: _____

