

**APPENDIX A
TO THE
AMENDED AND RESTATED BY-LAWS
OF THE PEEKSKILL HOUSING AUTHORITY**

January 16, 2014

TENANT MEMBER ELECTION PROCESS

Terms used herein have the meanings as defined in the preceding By-Law Articles.

I. Notice

The Authority must provide at least 30 days advanced notice to each residential unit for all Tenant Member nominations and elections. The notice shall include a description of the election procedures, eligibility requirements, the applicable dates for nominations and elections, and whether the election is for a full two-year term or for the completion of an unexpired term.

II. Nomination Process

(a) All nominations shall be by nominating petitions ("Nominating Petitions"). Nominating Petitions shall be available to any Tenant who is qualified as set forth in Article II Section 4 of the Authority's By-Laws (a "Qualified Tenant"). Nominating Petitions and a list of Qualified Tenants shall be available at the principle office of the Authority at 807 Main Street, in the City of Peekskill, New York during business hours Monday through Friday, 7:30 a.m. to 3:00 p.m., starting at least 30 days prior to the date on which Nominating Petitions are due.

(b) To be nominated, a Qualified Tenant must present a Nominating Petition with a minimum of fifteen (15) signatures of Eligible Voters (as defined below) at the principal office of the Authority no later than 3 p.m. on the date on which they are due.

(c) No Eligible Voter may sign more than one candidate's Nominating Petition. No Eligible Voter may sign any one candidate's Nominating Petition more than once. All duplicate signatures shall be disqualified.

(d) A panel consisting of the a designated tenant liaison, the Chairperson of the Board, the Executive Director, and one Authority staff member shall review the Nominating Petitions and compile a list of nominated candidates (each a "Nominee").

(e) If there is more than one Nominee, then an election shall be held as described below. If there is only one Nominee, that person shall be declared elected as a Tenant Member. If there is only one Nominee and there are two Tenant Member positions open, then the applicable term shall be the longer of the two open terms.

III. Voting Process

(a) Only a current resident in an Authority housing unit, whose name appears on the lease for such unit, and who is eighteen (18) years of age or older shall be eligible to vote (an "Eligible Voter").

(b) Notice of the election date and times shall be given to each residential unit at least 30 days but not more than 45 days in advance. Such notice shall be issued as promptly as possible following the close of the nominating process and shall include the names of all Nominees and a list of the current Qualified Voters.

(c) Paper ballots reflecting the names of all Nominees shall be prepared by the Executive Director and the staff. Such ballots shall also include clear instructions for how they should be completed. A signature log shall be prepared, including the names of all Eligible Voters. Each Eligible Voter must sign in on such log prior to receiving a ballot.

(d) Voting shall take place at the Authority offices between 7:30 a.m. and 3:00 p.m. on the day designated in the election notice.

(e) All ballots shall be private and shall be inserted into a closed opaque box. A panel consisting of the a designated tenant liaison, the Chairperson of the Board, the Executive Director, and one Authority staff member shall review the ballots and post the results within 48 hours following the close of the election.

(f) If there is only one Tenant Member position open, then the Nominee receiving the most votes shall be elected to that position. If there are two Tenant Member positions open, then the Nominee receiving the most votes shall be elected to the longer of the two terms and the Nominee receiving the second most votes shall be elected to the shorter term.