

Election Services

UHAB provides full-service election services, from creating notices to providing certification once a successful election is accomplished. We serve as a neutral third party assuring your co-op of an impartial and stress-free process.

We thoroughly review and adhere to the co-op's governing documents and guidelines, and ensure that they are being respected. We provide a **unique approach** and **guidance** throughout the entire process.

UHAB provides the following services:

- **Meet the board** – At least 10 days prior to the election, review the rent roll, and address any other necessary or important matters.
- **Review your Bylaws** – Because every co-op is unique, we review your bylaws and related documents to ensure that our services are **tailored** and appropriate for your particular cooperative structure.
- **Annual Election procedures** – We review and discuss your current election **procedures**, past practices, what works and what doesn't, so that we can tailor our methods in preparation for the election. This includes creating ballots and proxies based on your requirements. We then physically attend the election to oversee and ensure the **integrity** of the process from start to finish.
- **Role and Responsibilities of the Board of Directors** – As part of our services, we review and update, if necessary, the responsibilities of the various members of the board. We can also assist with the creation of officer responsibilities and delineate roles.
- **Governing tools** – These can include resale policies, sublet policies, late rent policies, alterations, etc. The perfect time to **review** your governing tools is when a new board takes office. Governing tools can always be amended, updated or refreshed, and we can help.



We want your election to be not just painless, but an opportunity to educate, refresh, and reinforce policies and procedures.

For more details, contact us at 212-479-3344, help@uhab.org.



UHAB has more than four decades of experience working with housing co-ops. Contact us today and learn more about our unique approach and the expertise we have to offer.

Board and Shareholder Training
Budget Forecasting and Financial Mastery
Election Services
Green Energy Programs
Long-Term Capital Planning
Other Co-op Services

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