

BOD Approved HSNC Election Process

August 14, 2008

Election Process Committee

- Prakash Devalapalli
- Om Dhingra
- Bhasker Rao
- P.M. Shah
- Suvas Shah
- Prasad Satghare
- G.D. Sharma

Board Liaison

- Rashmi Patel

Basic Guidelines

- Openness and fairness in election
- Error on side of being inclusive and not exclusive; election is for voluntary service
- Interest of members will be first priority
 - Clarity should be provided to members, so their selection and voting task is easier
 - Error on side of members getting more information and not less information
- Interest of candidates will also be high priority
 - Election should be fair for all candidates, receiving the same level of information on time
 - Candidates standing for re-election should not have advantage over new candidates
- Provide oversight for key check-points including October newsletter, Nomination approvals, and final Election Package to members
- As part of Nomination Process, candidate need to agree to provide information on time and abide by the procedures
- Provide timely feedback and avoid undue burden on candidates
 - Provide a sample package to candidates that include constitution, Election Process
- Provide a sample nomination form with photo and bio-data to members (via website)
- Timely resolution of issues thru Grievance Committee

Constitution Background

1. Article 2.1 - Membership after Oct 1 does not have right to vote in any matter.
2. Article 2.1, 2.2 (c) - Honorary members of family membership and inactive members do not have right to vote.
3. Article 2.2(c)- Family membership is 2 individual membership
4. Article 3.2 - Annual meeting in December but no later than December 15th
5. Article 3.8 - Proxy is not permitted for Election of Directors
6. Article 3.9 - Each member is entitled to one vote. Member shall be entitled to non-cumulative voting basis. Candidate with highest votes is deemed elected.
7. Article 3.11 (f) - Announcement of election of directors at annual general body meeting
8. Article 4.2 - 7 directors. Director holds office for 2 years. Term of director starts on January 1. Each director shall be member for 2 consecutive years of membership. Director does not serve more than 2 consecutive terms. Term of director office is staggered.
9. Article 4.3 - Election committee will notify members by October 15, number of vacancies and seek nomination. Nomination shall close on November 1 at 5:00 p.m. At least 4 weeks prior to general body meeting, Election committee shall notify members of individuals that are nominated for election of board of directors
10. Article 4.4 - Directors shall be elected by Members with written ballots mailed. Cumulative voting is not permitted
11. Article 4.6 - Vacancies will be filled for remaining term using the same process as normal election but should be independent of normal elections
12. Article 7.2 - On or before September 1st of each year, the Board of Directors shall appoint an Election Committee composed of two (2) members. The Election Committee shall be responsible for soliciting names of nominees for election to the Board of Directors in accordance with Section 4.3 of these Bylaws and presenting the names of nominees to the Board of Directors.
13. Article 11.5 - Bylaws are set forth subject to requirements of Chapter 55A of North Carolina statutes.

FAQs Summary

1. Election Committee is 2 members.
2. Board must appoint Election Committee latest by September 1
3. Membership list must be closed on October 1
4. Members must be informed of vacancies by October 15th
5. Election Committee informs board of nominations on November 1 due to tight schedule
6. Election ballots must be mailed at least 4 weeks before annual general body meeting
7. Select a Board Liaison, any member or a Board of Director who is not eligible for election, to monitor and approve key check-points during Election Process
8. Schedule is tight between November 1 and November 12th. Before finalizing the Election Committee, Board must confirm with Election Committee candidates of their availability during crucial two weeks of November

Election Process Highlights

- Vacancies in the Board will go through the same election process but should be managed independently as per constitution
- BOD needs to announce for Election Committee members by July newsletter
- BOD will select of Board Liaison and Election Committee before Sept 1st
- Membership List, Membership deadline of Oct 1st to become a member to be eligible for vote, Election Committee and Board Liaison contacts to be published in September newsletter
- List of existing BOD members whose term is expiring, positions available for election, candidates eligibility requirements, and Nomination form to be published in September and October newsletter
- Finalize membership list who paid dues on or before Oct 1st as eligible to vote in the election
- Election Committee needs to collect items needed to confirm eligibility of candidates and run an election
 - Last 2 years of membership list
 - Hindu Society seal
 - Election Process Package including samples
- Collection of items to be provided to the candidates
 - Sample Nomination Form
 - Membership list who are eligible to vote with address and phone numbers
- Filled Nomination form, photo, and bio-data to be received by Election Committee by Nov 1st, 5:00 P.M. (bio-data is preferred to be a softcopy and can be emailed separately)
- Provide Membership List to all candidates on request after nomination form is accepted by Election Committee
- Providing information to all candidates running for election with withdrawal deadline of Nov 4th at 5:00 P.M.
- Election Committee and Board Liaison to finalize candidate list by Nov 4
- Provide mailing labels with ohm sign for HSNC election use only, on request within 3 days of request starting November 1st (optional at a charge)
- Mailing ballots by Nov 12 with receipt of vote by 5:00 PM Dec 7th
- Counting of votes, one day before general body meeting
- For issue resolution, have questions resolved by Grievance Committee

Chapter 55A deadline requirements

- (e) Except as provided in subsection (c) of this section, written notice is effective at the earliest of the following:
- (1) When received;
 - (2) Five days after its deposit in the United States mail, as evidenced by the postmark or otherwise, if mailed with at least first-class postage thereon prepaid and correctly addressed;
 - (3) On the date shown on the return receipt, if sent by registered or certified mail, return receipt requested, and the receipt is signed by or on behalf of the addressee;
 - (4) If mailed with less than first-class postage, 30 days after its deposit in the United States mail, as evidenced by the postmark or otherwise, if mailed with postage thereon prepaid and correctly addressed;
 - (5) When delivered to the member's address shown in the corporation's current list of members.
 - Requires notification in September newsletter to meet 30 days requirement
- (1) The corporation gives notice to all members entitled to vote at the meeting of the place, date, and time of each annual, regular, and special meeting of members no fewer than 10, or, if notice is mailed by other than first class, registered or certified mail, no fewer than 30, nor more than 60 days before the meeting date;
- 5 days for first class mail; 10 days notice, and 5 days for receipt of first class mail. Give additional 5 days for lost mail, so December 7th will provide sufficient time for receiving of ballots.

Election Process Details with Timelines

(part 1 of 2)

- Membership Committee puts a list of members in September newsletter
- Before September 1: HSNC Board appoints a Board Liaison (does not have to be a board member) and two person election committee
- Send membership list in September newsletter
- Announce elections through September and October newsletter before October 15
- Include Nomination form in September and October newsletter
 - Filled sample in the newsletter or on website with instructions in the newsletter
- October 1 is cut-off for members eligible for voting
- By October 4th, Membership Committee provides membership list for current and previous year to Election Committee
 - Membership list includes, name, address, phone number of each active member that is eligible to vote:
 - Single membership (one vote)
 - Family membership (Husband and wife's vote)
- November 1st 5:00 pm is deadline for receiving nominations

Election Process Details with Timelines

(part 2 of 2)

- With the approval of Board Liaison, Election committee chair sends an email to all candidates on November 1st with:
 - Name of all candidates standing for election
 - Nomination withdrawal date and time is November 4th 6:00 pm
- After Board Liaison approval, Election committee sends an email to all candidates on November 4th (include the purpose of the email). Email will include:
 - If there are more candidates than position, then informing everyone with proceeding with election
 - Final list of candidates
 - Candidates that dropped out
 - Informing candidates to pickup membership list with phone numbers
 - Informing candidates to pickup printed labels if requested (additional charge)
- On November 5th 8:00 pm, Election Committee invites candidates and/or their representative to pickup membership list with name, phone number, and address of all members eligible for vote. If candidate requested printed labels, they will be provided at the same time for a charge (printed labels will be provided within 2 days of the request). Fairness will be required when printed labels are provided to the candidates
- In September - Finalize PO Box for election (separate PO from societies normal PO) **Nominations by mail should be sent to election committee PO Box and not society PO Box.**
- November 4th - Start preparing bio-data and election page
- November 8th - package sent to printers
- November 12th - package mailed to members by first-class mail
- Ballot counting occurs on the day before general body meeting

Pre-Nomination Steps taken by Board

- Board will appoint election committee with 2 person team (per constitution) who can further add more help to the election committee. It is advised that one member of the Election Committee has previous experience with HSNC election process or be an ex-BOD that is familiar with election process
- Board will select a board liaison who is not eligible for the election to monitor, advise, and approve key checkpoints during Election Process. Board Liaison is not required to be a Board of Director
- Appointments of the election committee members and board liaison will be done in July/August but no later than September 1st
 - All board members regardless whether they may stand for re-election or not, are involved in selecting Election committee.
 - Election committee must independently run election using defined Election Process without deviations
 - Modification of Election Process needs to be managed independently of election committee and well ahead of election time. Input from past election committee members may be sought by the board.
 - If questions arise during election, Election Committee will seek advise of Board liaison to clarify the process and possible action items are noted for future process enhancements
- Election Committee and Board Liaison's name, address, phone number, email address is included in September newsletter, October newsletter, and also 9 in Election package

Election Checkpoints Page 1 of 2

		BOD-Board of Directors, BL-Board Liaison, MC-Membership Committee							
		FC-Finance Committee, CC-Communication Committee, EC-Election Committee							
START DATE	END DATE	RESPONSIBILITIES							ACTIVITY
		BOD	BL	FC	MC	CC	EC		
		B	L	F	M	C	E		
1-Jul	1-Sep	X							Selection of Board Liaison who is not eligible to stand for election and has election process background. Board Liaison can be a board of director but is not required
1-Jul	1-Sep	X							Selection of 2 person Election Committee plus additional helper(s). Preferred if it is done by July/August. Election Committee members must be active members of the society for a long time and it is recommended that Election Committee chairperson has prev
1-Jul	20-Aug				X	X			Membership Committee needs to prepare a list of active membership and publish in the Sept newsletter
	20-Aug				X	X			September newsletter must include Membership Form, Election Committee and Board Liaison contact information, active membership list with reminder that to be eligible to vote, one should renew their membership by October 1st
	20-Aug				X	X			Membership Committee prepares a list of inactive members not eligible to vote and published in September newsletter
1-Sep	20-Sep								Finalize PO Box for Election. Maintain privacy so PO Box is different from HSNC PO Box
1-Sep	20-Sep					X	X		In October Newsletter, Election Committee specifies a list of the board of directors whose term is expiring and number of board positions available for election at the end of the year, Nomination form, eligibility of candidates, election announcement, and
20-Sep	25-Sep	X	X				X		Board Liaison reviews the election information included in October newsletter and Board Liaison sends approval to Communication Committee and reports to the BOD that all activities required to begin nomination process has been completed
1-Sep	2-Oct			X					Finance Committee processes all membership forms received on or before Oct 1st and closes the eligibility of members that can vote
1-Sep	4-Oct				X		X		Membership Committee prepares a list of the members eligible to vote in the current and previous year and provides it to Election Committee, and Board Liaison. Members listed in both year list are eligible to stand for election
15-Oct	15-Nov						X		Election Committee will keep a list of inactive members and members that are eligible to vote and allow members to view the list on request
1-Sep	6-Oct	X		X			X		BOD member or Finance Committee that keeps the Hindu Society seal will turn it over to the Election Committee
1-Oct	1-Nov						X		Election Committee can respond (put on website instead of responding) to society members the number of valid confirmed nominations, but should not disclose the names of the candidates until final list is prepared on Nov 4th. Candidates can disclose their
1-Oct	1-Nov						X		Nominee submits signed copy nomination form to the election committee via mail, email (scanned copy), or hand-delivered (with acknowledgement) to any election committee member. Nomination form will include requirement of a passport size photograph (2 inch
1-Nov	1-Nov		X				X		Election Committee will review with Board Liaison, all valid and invalid nomination forms and get board liaison's approval of the final list of candidates before sending the email to candidates
1-Nov	2-Nov	X	X						If the number of candidates are not more than the positions available, then Election Committee sends a list of Elected Candidates to BOD thru Board Liaison as required by the constitution

Election Checkpoints Page 2 of 2

START DATE	END DATE	RESPONSIBILITIES						ACTIVITY	
		BOD	BL	FC	MC	CC	EC		
		BOD	BL	FC	MC	CC	EC		
1-Nov	1-Nov		X					X	Election Committee sends an email to all candidates on Nov 1 with list of eligible nominee. If there are more candidates than positions, Election committee also informs candidates for Nov 4, 6:00 pm as deadline for withdrawal by email or signed letter usi
1-Nov	1-Nov							X	Election Committee provides a sample bio-data to candidates. Election Committee also offers candidates to receive printed labels for a nominal cost of \$60 if they want to send detailed bio-data to members.
4-Nov	4-Nov		X					X	Election Committee reviews final list of candidates and gets approval from board liaison for candidates that have withdrawn
4-Nov	5-Nov		X						Board Liaison sends final list of candidates to board of directors and informs them whether there are sufficient number of candidates to warrant an election
4-Nov	4-Nov							X	Election Committee sends an email to candidates on Nov 4 with list of candidates. If there are more candidates than positions, Election committee also informs all candidates of election and invites them to pickup their membership list package on Nov 5/Nov
	5-Nov							X	Election Committee provides membership mailing labels to candidates for \$60 incase they want to send a personal letter to the membership. If candidate cannot come, candidate can send a surrogate to pickup the material
5-Nov	5-Nov							X	Election Committee provides to each candidate, a hard-copy of membership list with address and phone number.
5-Nov	15-Nov		X					X	If a candidate wants to withdraw after Nov 4th deadline but before the ballots are mailed, Election Committee with approval from Board Liaison can determine whether to accept withdrawal or not. Candidates justification for withdrawal has to be meaningful
5-Nov	15-Nov							X	Election package must be mailed at least 4 weeks before Annual General Body meeting. If General Body meeting is on Dec 14 or 15, then package must be mailed by Nov 15. It is preferred if election package is mailed every year by November 12th
11-Nov	17-Nov		X					X	General Body Meeting schedule and Election Package Mailing deadline. Constitution requires ballots to be mailed latest by 4 weeks before general body meeting. AGM 12/15 - mail 11/17, AGM 12/14 - mail 11/16, AGM 12/13 - mail 11/15, AGM 12/12 - mail 11/14,
4-Nov	7-Nov							X	Election Committee prepares ballot and photograph/bio-data page. Bio-data list will be in alphabetical order with last name and then first name. Bio data page will have picture on the left side and bio data on right side.
6-Nov	8-Nov						X	X	Printers prints ballots first and provides them to Election Committee for seals
11-Nov	12-Nov						X	X	Election Committee prepares envelopes and uses first class mail. EC also sends an email to the members informing them to expect ballots in the mail.
12-Nov	8-Dec							X	Election Committee provides duplicate ballots for members who calls or sends email for not receiving ballots. Duplicate ballots will be marked duplicate by the election committee. Hindu Society has procedure to track duplicate voting, but may use either b
8-Dec	14-Dec		X					X	PO Box is checked and the ballots are counted one day before the general body meeting. Election results are announced in general body meeting
15-Dec	31-Dec		X					X	Election committee will transfer all election ballots, communications, and other paperwork to board liaison after general body meeting. Privacy forms envelopes and return envelopes are destroyed to insure privacy. PO Box 11 keys are not returned to the board

BOD Activities

		BOD-Board of Directors, BL-Board Liaison, MC-Membership Committee						
		FC-Finance Committee, CC-Communication Committee, EC-Election Committee						
START DATE	END DATE	RESPONSIBILITIES						ACTIVITY
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1-Jul	1-Sep	X						Selection of Board Liaison who is not eligible to stand for election and has election process background. Board Liaison can be a board of director but is not required
1-Jul	1-Sep	X						Selection of 2 person Election Committee plus additional helper(s). Preferred if it is done by July/August. Election Committee members must be active members of the society for a long time and it is recommended that Election Committee chairperson has prev
20-Sep	25-Sep	X	X			X		Board Liaison reviews the election information included in October newsletter and Board Liaison sends approval to Communication Committee and reports to the BOD that all activities required to begin nomination process has been completed
1-Sep	6-Oct	X		X			X	BOD member or Finance Committee that keeps the Hindu Society seal will turn it over to the Election Committee
1-Nov	2-Nov	X	X					If the number of candidates are not more than the positions available, then Election Committee sends a list of Elected Candidates to BOD thru Board Liaison as required by the constitution

Finance Committee

BOD-Board of Directors, BL-Board Liaison, MC-Membership Committee								
FC-Finance Committee, CC-Communication Committee, EC-Election Committee								
START DATE	END DATE	RESPONSIBILITIES						ACTIVITY
		BOD	BL	FC	MC	CC	EC	
1-Sep	2-Oct			X				Finance Committee processes all membership forms received on or before Oct 1st and closes the eligibility of members that can vote
1-Sep	6-Oct	X		X			X	BOD member or Finance Committee that keeps the Hindu Society seal will turn it over to the Election Committee

Membership Committee

BOD-Board of Directors, BL-Board Liaison, MC-Membership Committee								
FC-Finance Committee, CC-Communication Committee, EC-Election Committee								
START DATE	END DATE	RESPONSIBILITIES						ACTIVITY
		BOD	BL	FC	MC	CC	EC	
		B	L	F	M	C	E	
1-Jul	20-Aug				X	X		Membership Committee needs to prepare a list of active membership and publish in the Sept newsletter
	20-Aug				X	X		September newsletter must include Membership Form, Election Committee and Board Liaison contact information, active membership list with reminder that to be eligible to vote, one should renew their membership by October 1st
	20-Aug				X	X		Membership Committee prepares a list of inactive members not eligible to vote and published in September newsletter
1-Sep	4-Oct				X		X	Membership Committee prepares a list of the members eligible to vote in the current and previous year and provides it to Election Committee, and Board Liaison. Members listed in both year list are eligible to stand for election

Communication Committee

		BOD-Board of Directors, BL-Board Liaison, MC-Membership Committee						
		FC-Finance Committee, CC-Communication Committee, EC-Election Committee						
START DATE	END DATE	RESPONSIBILITIES						ACTIVITY
		BOD	BL	FC	MC	CC	EC	
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	20-Aug				X	X		September newsletter must include Membership Form, Election Committee and Board Liaison contact information, active membership list with reminder that to be eligible to vote, one should renew their membership by October 1st
	20-Aug				X	X		Membership Committee prepares a list of inactive members not eligible to vote and published in September newsletter
1-Sep	20-Sep					X	X	In October Newsletter, Election Committee specifies a list of the board of directors whose term is expiring and number of board positions available for election at the end of the year, Nomination form, eligibility of candidates, election announcement, and
20-Sep	25-Sep	X	X				X	Board Liaison reviews the election information included in October newsletter and Board Liaison sends approval to Communication Committee and reports to the BOD that all activities required to begin nomination process has been completed
6-Nov	8-Nov					X	X	Printers prints ballots first and provides them to Election Committee for seals
11-Nov	12-Nov					X	X	Election Committee prepares envelopes and uses first class mail. EC also sends an email to the members informing them to expect ballots in the mail.

Board Liaison

BOD-Board of Directors, BL-Board Liaison, MC-Membership Committee								
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20-Sep	25-Sep	X	X			X		Board Liaison reviews the election information included in October newsletter and Board Liaison sends approval to Communication Committee and reports to the BOD that all activities required to begin nomination process has been completed
1-Nov	1-Nov		X				X	Election Committee will review with Board Liaison, all valid and invalid nomination forms and get board liaison's approval of the final list of candidates before sending the email to candidates
1-Nov	2-Nov	X	X					If the number of candidates are not more than the positions available, then Election Committee sends a list of Elected Candidates to BOD thru Board Liaison as required by the constitution
1-Nov	1-Nov		X				X	Election Committee sends an email to all candidates on Nov 1 with list of eligible nominee. If there are more candidates than positions, Election committee also informs candidates for Nov 4, 6:00 pm as deadline for withdrawal by email or signed letter use
4-Nov	4-Nov		X				X	Election Committee reviews final list of candidates and gets approval from board liaison for candidates that have withdrawn
4-Nov	5-Nov		X					Board Liaison sends final list of candidates to board of directors and informs them whether there are sufficient number of candidates to warrant an election
5-Nov	15-Nov		X				X	If a candidate wants to withdraw after Nov 4th deadline but before the ballots are mailed, Election Committee with approval from Board Liaison can determine whether to accept withdrawal or not. Candidates justification for withdrawal has to be meaningful
11-Nov	17-Nov		X				X	General Body Meeting schedule and Election Package Mailing deadline. Constitution requires ballots to be mailed latest by 4 weeks before general body meeting. AGM 12/15 - mail 11/17, AGM 12/14 - mail 11/16, AGM 12/13 - mail 11/15, AGM 12/12 - mail 11/14,
8-Dec	14-Dec		X				X	PO Box is checked and the ballots are counted one day before the general body meeting. Election results are announced in general body meeting
15-Dec	31-Dec		X				X	Election committee will transfer all election ballots, communications, and other paperwork to board liaison after general body meeting. Privacy forms envelopes and return envelopes are destroyed to insure privacy. PO Box keys are not returned to the board

Election Committee

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15-Oct	15-Nov						X	Election Committee will keep a list of inactive members and members that are eligible to vote and allow members to view the list on request
1-Sep	6-Oct	X		X			X	BOD member or Finance Committee that keeps the Hindu Society seal will turn it over to the Election Committee
1-Oct	1-Nov						X	Election Committee can respond (put on website instead of responding) to society members the number of valid confirmed nominations, but should not disclose the names of the candidates until final list is prepared on Nov 4th. Candidates can disclose their
1-Oct	1-Nov						X	Nominee submits signed copy nomination form to the election committee via mail, email (scanned copy), or hand-delivered (with acknowledgement) to any election committee member. Nomination form will include requirement of a passport size photograph (2 inch
1-Nov	1-Nov		X				X	Election Committee will review with Board Liaison, all valid and invalid nomination forms and get board liaison's approval of the final list of candidates before sending the email to candidates
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1-Nov	1-Nov						X	Election Committee provides a sample bio-data to candidates. Election Committee also offers candidates to receive printed labels for a nominal cost of \$60 if they want to send detailed bio-data to members.
4-Nov	4-Nov		X				X	Election Committee reviews final list of candidates and gets approval from board liaison for candidates that have withdrawn
4-Nov	4-Nov						X	Election Committee sends an email to candidates on Nov 4 with list of candidates. If there are more candidates than positions, Election committee also informs all candidates of election and invites them to pickup their membership list package on Nov 5/Nov
	5-Nov						X	Election Committee provides membership mailing labels to candidates for \$60 incase they want to send a personal letter to the membership. If candidate cannot come, candidate can send a surrogate to pickup the material
5-Nov	5-Nov						X	Election Committee provides to each candidate, a hard-copy of membership list with address and phone number.
5-Nov	15-Nov		X				X	If a candidate wants to withdraw after Nov 4th deadline but before the ballots are mailed, Election Committee with approval from Board Liaison can determine whether to accept withdrawal or not. Candidates justification for withdrawal has to be meaningful
5-Nov	15-Nov						X	Election package must be mailed at least 4 weeks before Annual General Body meeting. If General Body meeting is on Dec 14 or 15, then package must be mailed by Nov 15. It is preferred if election package is mailed every year by November 12th
11-Nov	17-Nov		X				X	General Body Meeting schedule and Election Package Mailing deadline. Constitution requires ballots to be mailed latest by 4 weeks before general body meeting. AGM 12/15 - mail 11/17, AGM 12/14 - mail 11/16, AGM 12/13 - mail 11/15, AGM 12/12 - mail 11/14,
4-Nov	7-Nov						X	Election Committee prepares ballot and photograph/bio-data page. Bio-data list will be in alphabetical order with last name and then first name. Bio data page will have picture on the left side and bio data on right side.

Election Committee Guidelines

- Election Committee must provide information to the members when requested. Information that can be provided is number of nominations received without disclosing the names of candidates. This information can be put on the website with weekly updates. Candidates name will be provided after Nov 4 withdrawal deadline
- All correspondence should be handled in writing by email and/or letter with board liaison copied to the correspondence. Verbal communication should be avoided except for providing information
- Board Liaison approves election information in October newsletter, rejection of nomination forms, finalization of candidates list, and contents of final election package that goes to the members. Review and approvals can be handled via email
- Transfer all election records including email exchanges to the board liaison after general body meeting

Nomination Process

- Nomination form is included in October newsletter and also provided to the members through email distribution. Board Liaison has to review and approve election information contained in October newsletter
- Candidates must fill the nomination form before Nov 1st at 5:00 PM. deadline
- Nomination form includes:
 - Name, Address of Nominee, Phone number
 - Signature of Nominee
 - Photo and bio-data
 - Requirement for up to 200 words bio-data requirement (Bio-data over 200 words will be truncated)
 - Arial fonts size 12 will be used for print out
 - Passport size (2 inch x 2 inch) photograph. Non-passport size photographs will be condensed to passport size which may skew the picture. All printing will be grayscale, so it is advisable to the nominees not to use dark background
 - One or two email addresses for correspondence with delegation when candidate is not available
 - Nominee can self nominate, so a nominator is no longer required
- Nomination form can be sent by mail to PO Box, scanned copy via email, or hand-delivered to an election committee member (with confirmation)
- Election Committee will validate the Nomination form and inform the candidate within 3-5 day's and within 1-2 days after Oct 28
 - Nominations are rejected because of 2 years membership requirement is not met or incomplete nomination form such as name or signature missing, no photo, or no bio-data.
 - When member pays yearly due by October 1st, they are considered as a member for a full year starting January 1st.

Nomination Form

THE HINDU SOCIETY OF NORTH CAROLINA NOMINATION FORM FOR 200X/200Y BOD ELECTION

Date: _____

I, Mr./Mrs./Ms. _____ is standing for the post of Board of Director to serve The Hindu Society of North Carolina, for the years 200X/200Y. I agree to abide by conditions and procedures of the election process. As per requirements, my photo and bio-data is included with the nomination form.

I also authorize _____

_____ to communicate and to provide and receive information on my behalf. (write N/A or provide name, telephone, email address)

Nominee Information: (Please see note below for qualifications of nominee)

Name: _____

Address: _____ City _____ ZIP _____

Telephone: _____

Email address: _____

Signature: _____

Please send your completed nominations to the following address so as to reach the addressee **before 5:00 PM on November 1, 200X. Election Process and Sample Nomination Form and Bio-data is available at www.hsncweb.org**

The Chairperson – Election Committee
The Hindu Society of North Carolina, [P.O. Box XXX](#), Morrisville NC 27560-XXXX

For questions, contact any election committee member:

[xxxxx xxxxx \(Chairperson\) 919-xxx-xxxx, email address](#)
[xxxxxx xxxxxx 919-xxx-xxxx, email address](#)

Incase of any concerns, following are additional contacts:

[Board Liaison: xxxxxxxx xxxxxxxx 919-xxx-xxxx email address](#)

Note: Excerpt from Article 4.2 of the Amended and Restated Constitution of the Hindu Society of North Carolina, adopted in June 2006.

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Each Director shall be required to be a Member of the Society during his or her term of office and for the two (2) consecutive full calendar years immediately prior to the beginning of such Director's term of office.

Sample Nomination Form Page 1 of 2

THE HINDU SOCIETY OF NORTH CAROLINA NOMINATION FORM FOR 2007/2008 BOD ELECTION

Date: October 15, 2008

I, Mr./Mrs./Ms. John Doe is standing for the post of Board of Director to serve The Hindu Society of North Carolina, for the years **2007/2008**. I agree to abide by conditions and procedures of the election process. As per requirements, my photo and bio-data is included with the nomination form.

I also authorize Jane Doe (janedoe@gmail.com) and Uncle Sam (unclesam@gmail.com)

to communicate and to provide and receive information on my behalf. (write N/A or provide name, telephone, email address)

Nominee Information: (Please see note below for qualifications of nominee)

Name: John Doe

Address: 100 Indian Street City Morrisville ZIP 27560

Telephone: (919) 123-4567

Email address: johndoe@gmail.com

Signature: John Doe's signature

Please send your completed nominations to the following address so as to reach the addressee **before 5:00 PM on November 1, 200X. Election Process and Sample Nomination Form and Bio-data is available at www.hsncweb.org**

The Chairperson – Election Committee

The Hindu Society of North Carolina, [P.O. Box XXX](#), Morrisville NC 27560-XXXX

For questions, contact any election committee member:

[xxxxx xxxxx \(Chairperson\) 919-xxx-xxxx, email address](#)

[xxxxxxx xxxxxx 919-xxx-xxxx, email address](#)

Incase of any concerns, following are additional contacts:

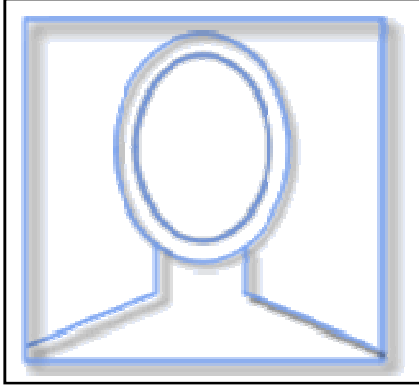
[Board Liaison: xxxxxxxx xxxxxxxx 919-xxx-xxxx email address](#)

Note: Excerpt from Article 4.2 of the Amended and Restated Constitution of the Hindu Society of North Carolina, adopted in June 2006.

Each Director shall be required to be a Member of the Society during his or her term of office and for the two (2) consecutive full calendar years immediately prior to the beginning of such Director's term of office.

Sample Nomination Form Page 2 of 2

Dear friends,



John Doe

I (John Doe) moved to triangle area in 1981. I was very fortunate to serve you and the community as board of director and previously as chairperson of facilities committee. I devoted my time to the society for construction project, finance, rental management, facilities etc... I also helped society and other associations with cultural programs. With you enthusiastic support and team effort, we had major accomplishments to provide better services to the members and raise funds for the society. With your effort, we will build priest quarters, youth center, and senior center to accommodate the needs of our community.

This year, as Rental Chairperson, I streamlined fixed rental rates; set procedures allowing children to practice for cultural events. With team effort, we will look forward and focus on promoting Youth activities: Community Services for credit; use of Cultural Hall for Youth activities including practice/rehearsals; plan summer programs. We will work closely with all associations and communities; Have open communications with the members; including attending board meetings. We will enhance constitution to secure the society. I hope, I have earned your trust. Please vote for me!

CANDIDATE WITHDRAWAL FORM

THE HINDU SOCIETY OF NORTH CAROLINA CANDIDATE WITHDRAWAL FORM FOR 200X/200Y BOD ELECTION

Date: _____

I, Mr./Mrs./Ms. _____ is withdrawing my nomination from consideration for a position of Board of Director for the years 200X/200Y.

Candidates signature: _____

OR

I, Mr./Mrs./Ms. _____ is an authorized person identified in the nomination form of _____. Based on the instructions given to me by the nominee, I am withdrawing the nomination of _____ from consideration for a position of Board of Director for the years 200X/200Y.

Authorized representatives signature: _____

Please send your withdrawal email by 5:00 P.M. on November 4th, 200X followed by this signed withdrawal letter to Election Committee representative as soon as possible.

The Chairperson – Election Committee
The Hindu Society of North Carolina, P.O. Box XXX, Morrisville NC 27560-XXXX

For other details, contact any election committee member:

xxxxx xxxxx (Chairperson) 919-xxx-xxxx, email address
xxxxxx xxxxxx 919-xxx-xxxx, email address

Incase of any concerns, following are additional contacts:

Board Liaison: xxxxxxxx xxxxxxxx 919-xxx-xxxx email address

Election Package

- Sample Election package to be included as part of the process
- Election package (envelope size 10 1/2") includes:
 - Cover letter (double sided)
 - Includes number of positions contested and for length of term
 - List of board of directors, whose term is expiring
 - Procedure for voting and receiving duplicate package if lost
 - Deadline to receive the ballot for counting
 - How the secrecy of ballots is ensured
 - Photograph and bio-data pages (double sided)
 - Return Envelope (size 10")
 - Secrecy Envelope (size 9")
 - Ballot (single vote for single member and two votes for family membership)
 - Ballots have Hindu Society seal to avoid duplications
- If election committee deviates from the outlined rules/dates/process than committee must seek deviation approval from the Board Liaison to Election Committee
- Election bio-data and candidate name on ballot is organized with last name first in alphabetical order, and in appropriate manner for consistency and fair representation.

Election Package Cover letter

THE HINDU SOCIETY OF NORTH CAROLINA

(A Registered Tax-Exempt Organization)

Date

RE: Election of the Board of Directors for years 2008 and 2009

Dear Member(s):

Terms for board of directors BOD1 (first name last name), BOD2, BOD3, BOD4 expire at the end of the year.

We have received five (5) valid nominations for the four openings on the Board of Directors for the years 2008 and 2009. The Nominees are (in the alphabetical order by the last name) as follows:

1. First name last name (in alphabetical order of last name)
2. Candidate 2
3. Candidate 3
4. Candidate 4
5. Candidate 5

We are herewith including each candidate's credential and position statements as provided by the candidates. Please also note the statement on "Secrecy of your Ballot" on the back of this letter.

1. Enclosed you will find the following:
 - Official ballot paper
 - Credentials of the candidates
 - A return "identification envelope" with return address, and
 - A secrecy envelopActive Members with family membership will receive two ballots, and members with single membership will receive one ballot. **Kindly stamp the "identification envelop" before mailing the same.**
2. To record your vote, place a mark (X) in the brackets after the name of the candidate you are voting for. Do not use any other marks.
3. You can vote for upto four candidates. Your ballot will become invalid if you vote for more than four candidates.
4. After marking the ballot(s) place them in the "Secrecy Envelope" and seal it. The elector will not sign or put any marks on the secrecy envelope.
5. Insert the sealed secrecy envelope in the identification envelope and seal the same. Mail the sealed identification envelope.
6. The ballots should reach the P.O. Box on or before (Friday) XX/XX/XXXX by 5 PM. **Please allow at least 3 days for mailing time in State, and more if out of State.**
7. Ballot(s) sent to any other address, or by any other means, as well as those received after the deadline, will not be counted and will be considered invalid.
8. An elector may obtain a replacement ballot if the ballot is destroyed, spoiled, lost or not received by the elector. An elector seeking a replacement ballot shall contact any member of the election committee. A replacement ballot will be issued to the elector after receiving a signed statement that the ballot was destroyed/spoiled/lost or not received (as applicable). This statement can be hand delivered to any election committee member. In any case the due date of 12/07/xxxx for receiving the ballots in the PO box will not be changed.
9. A ballot will be counted only if:
 - It is returned in the return "Identification Envelope" by mail and received by 12/07/XXXX by 5.00 P.M.
 - There are no extra marks or writing on the ballots except for those required to cast the vote.Ballots not meeting the above criteria will be declared **invalid**.
10. It is very important for HSNC members to cast vote in order to have a well represented Board of Directors for the Society.
11. In case you have any questions, please contact any one of the members of the Election Committee and Board Liaison listed below:
 - Election Committee 1 xxxxx xxxxxxxx Name, phone number, email address
 - Election Committee 2 xxxxx xxxxxxxx Name, phone number, email address
 - Board Liaison 1 xxxxx xxxxxxxx Name, phone number, email address

Please exercise your right to vote and return the ballot by the due date (December 10, 200x). The election results will be announced after counting votes on 10thth December 200x in the main temple by x PM.

Sincerely,

Xxxxx xxxxx
200x Chairman, HSNC Election Committee

Secrecy of your Ballot procedure

Secrecy of your Ballot

Why the return envelope or the “Identification envelope” has the member’s address label on it?

This system was introduced few years back to allow replacement ballots if the ballots got lost in the mail or got misplaced. The purpose of putting member’s address label is to avoid duplication. The election committee makes sure that only one envelope is received from one member.

How do I know that my ballot is secret?

Following procedure is used for opening the envelopes and counting the votes:

- All envelopes received from the members are sorted in an alphabetical order and then check marks are put on the master mailing list to indicate that the votes have been received from these members.
- The return “Identification Envelopes” are opened and sealed secrecy envelopes are deposited in a big cardboard box.
- After all return envelopes are opened, the box containing unopened secrecy envelopes is shaken vigorously to mix the envelopes. This ensures that nobody knows which secrecy envelope came from any particular member.
- Sealed secrecy envelopes are now opened one by one, in no particular order, and ballots are taken out and collected.
- The ballots are now read and votes given to various candidates are recorded for counting.
- The opening and counting of all the ballots is done in presence of the candidates and/or their representatives.

Sample Ballot

THE HINDU SOCIETY OF NORTH CAROLINA

(A Registered Tax-Exempt Organization)

Ballot for Board of Directors Election --- 200x

Please read the enclosed instructions carefully before marking the ballot.

Please place a mark (X) in the brackets after the name of the candidate you are voting for. You can vote only for up to **four** candidates to keep your ballot valid. Voting for more than **four** candidates makes your ballot invalid. Please mail your ballot well in time to reach the addressee on or before **December 10, 200x**.

- Candidate 1 ()
 - Candidate 2 ()
 - Candidate 3 ()
 - Candidate 4 ()
 - Candidate 5 ()
-

THE HINDU SOCIETY OF NORTH CAROLINA

(A Registered Tax-Exempt Organization)

Ballot for Board of Directors Election --- 200x

Please read the enclosed instructions carefully before marking the ballot.

Please place a mark (X) in the brackets after the name of the candidate you are voting for. You can vote only for up to **four** candidates to keep your ballot valid. Voting for more than **four** candidates makes your ballot invalid. Please mail your ballot well in time to reach the addressee on or before **December 10, 200x**.

- Candidate 1 ()
 - Candidate 2 ()
 - Candidate 3 ()
 - Candidate 4 ()
 - Candidate 5 ()
-