Election Procedure

After intense discussions and negotiation for compromise among prospective nominations for each or both categories fail and there are more candidates than required positions, election has to be held using mail ballots. The Nomination committee now assumes the role of Election committee.

Following procedure shall be used to conduct election:

Mailing

1. A paper ballot has to be prepared (see sample).
2. Ballots must be mailed to all eligible voting members in a self addressed envelope (see sample).
3. A cover letter along with ballot must be mailed by _________________.
4. Cover letter shall include following:
   (a) Explanation as to how to vote;
   (b) Use of self addressed numbered return envelope;
   (c) Number on the envelope matching ballot number;
   (d) Date for returning the ballot.

Collecting the Ballots

1. A post box must be rented for the purpose of collecting returned envelopes with ballots.
2. Committee shall assign minimum two committee members to collect ballots from the post box.
3. A record must be prepared for each collections with following data:
   (a) Date of collection;
   (b) Number of envelops collected that day;
   (c) Signature of collecting members and time;
   (d) All collected envelopes, each time, shall be put in a large envelop or a box, seal it and attach document stated above in (a), (b) and (c);
   (e) Place this envelop or box stated in (d) above at a prior designated safe place.

Counting

1. All returning envelops with ballots shall be collected by at least 3 days after the sated return date stated in the cover letter to all eligible voting members. This will allow enough time for mail to arrive if posted on last date.
2. Within two days of final collection of ballot envelopes from the post box, a meeting shall be held for counting with a following procedure, while opening the envelopes with ballots:
   (a) All members of the Election committee members must be present;
   (b) Maximum two representatives of each candidate shall be allowed to be present;
   (c) Each ballot envelop to be opened and number on ballot and return envelops must be matched to validate a ballot, any disputed ballot must be kept on side for future consideration if need arise;
(d) One designated member shall read aloud, the vote cast on that ballot, one member verify
the vote cast and then a third member to record the vote on a pre-prepared table with
Ballot Number and cast vote (see sample).
(e) Once all ballots are counted and result tallied, all members of the Election Committee, and
all representatives of each candidate, who has participated in this counting of votes, sign the
document indicated above in (d).

Announcement of Results

1. The Election Committee Chairman may inform the results of counting, the names of the winning
candidates to Chairman of the Board and all contesting candidates anytime after the results are
finalized.
2. The Chairman of Election Committee will present all all winning candidates for each category at
General Body meeting of Members.