

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(August 8, 2022)

Part IV

16. Election Committee (BOD/BOT)

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

16. Election Committee (BOD/BOT)

Mission

Elections, involving broad and fair participation, are the foundation of a strong public institution that is stable and progressive. A nonprofit 501(c)(3) organization serving a diverse community should embrace a highly democratic process in its operation. One basic rule it must adhere to is that it must not support or oppose any candidate seeking election for public office. But, on the contrary, it should make every effort that (1) the candidates participating meet the certain required minimum standards and criteria and know the issues and expectations of the institution, and (2) the voters are well informed on the credentials, abilities, and interests of the candidates and are given every opportunity to participate. Carrying out such fair and transparent elections with minimum backlash is the mission of the Election committee.

Introduction to the Charter

The 2018 HSNC Election Process Committee developed a procedural charter that encompasses the vision reflected in the above statement. It aligns effectively with the second amended and restated constitution and bylaws of the Hindu Society of North Carolina, which went into effect on January 20, 2018. Other highlights of the approved (by the BODs and BOTs) and adopted charter are that the entire (1) pre-election, (2) balloting stage process, and (3) post balloting and election details are clearly specified, and all individuals involved in running the election and those contesting it are informed of their responsibilities. Still another feature of the approved charter is the appointment of a board liaison who is not a member of either of the two boards but whose role is strictly to serve as an observer and see that the entire process is conducted most professionally. These procedural steps are given under eight (8) different subheadings, I – VIII.

Vacancies in BOD and BOT Due to Incomplete Terms

Vacancies in the BOD and in the BOT Elected Trustees due to incomplete terms will go through the same election process as discussed in detail below but via a By-election. The latter is held any time during the year when a vacancy arises. As mentioned in the constitution (sec 4.7) within 30 days the vacancy shall be published to seek nominations. An appropriate date for holding a By-election will be decided by the Election Committee on a need basis and announced in the HSNC Newsletter and on HSNC Website

I. Election Pre-Steps

1. The Board of Directors (BOD) in conjunction with Board of Trustees (BOT) will provide list of existing BOD members, and Elected BOT members whose term is expiring, and positions available for election to the Election Committee once formed.

2. BOD/BOT shall select the Election Committee members and Election Liaison before June 30th (or earlier for By-elections) and announce these in the newsletter and/or HSNC website before July 15th.
 - a. BOD/BOT select and approves 5 members as per the HSNC Constitution (Article 7.4 a) in time to avoid any delays in the election.
 - b. **Election Liaison shall not be a current BOD Director or BOT Trustee. The role of Election Liaison shall be to provide independent observation and verification. Election Liaison is appointed by the BOD/BOT as per section 7.4 of HSNC second amended constitution and by-laws.** His/her role will be to act as an observer to make sure that the Election Committee is following the constitution and the BOD/BOT approved election process, and to document the key milestones achieved.
 - c. All Election committee members and the Election Liaison shall sign the Confidentiality agreement (Form A-2, in the Appendix) after accepting to serve in the above capacities.
 - d. Election committee shall independently run election using the defined Election Process without deviations.
 - e. Modification of Election Process shall be managed independently of the current election committee and well ahead of the election time. Towards this end, BOD/BOT may seek input from the past election committee members, or from an Election Process sub-committee, working under the Policy and Procedure Manual committee. Any recommendations made for improvement will be sent by the Policy and Procedure Manual Committee to the BOD and BOT for review and approval before implementation.
 - f. If questions arise during election, the election committee can take a decision to resolve the issue. The Election Committee may seek advice of the Election Liaison and/or accounting or legal firm (if budgeted) to clarify the process. Possible action items are noted for future process enhancements and included in the Election Committee's report to BOD/BOT to be submitted at the end of election.
 - g. Election Committee and Election Liaison's name phone number, email address, are to be included in the July/August newsletter, the website and, also, in the Election package
3. Election Committee make up, Election Liaison's name, Nomination Form, along with the information about the vacant positions, are published in the newsletter mailed in August (July Newsletter) and on the HSNC website.

Items 4, 5, 6 and 7 listed below are the Membership Committee's responsibilities to provide HSNC member's information to the Election Committee)

4. **Active members as of October 1 are, as per the constitution, those who are in the HSNC Membership database and eligible to vote in the annual election.**

For a By-election, however, the cut-off date for the eligibility to vote will depend upon when the vacancy becomes available. In accordance with the constitution (Sec. 4.7), the vacancy shall be announced within 30 days to seek nominations. The cut-off date for the eligibility of members to vote and for seeking the nominations for the candidates shall be published following the announcement for the new vacancy. The election committee shall follow the same protocol for conducting a By-election as for the annual election (explained above in Items I. 2, and beyond), except that the actual dates applying shall be brought forward appropriately to fill the vacancy.

5. Active membership list will be published on website for address verification (first name, last name, city and zip code). A notification will be published in August newsletter.
6. Inactive Membership as per constitution list will be published in the February/March newsletter to inform members for the need for corrections in address or contact information (first name, last name, city and zip code will be published).
- 7. HSNC Membership committee is required to provide final eligible voters list to Election committee by October 7 and to also post it on the website at the same time.**
8. HSNC BOD Secretary in association with communication chair shall set up an email ID for the election committee no later than July 15 with the ownership of the group transferred to the chairperson of the Election committee in the spirit of keeping Election Committee independent, **(Email ID format: election<year>@hsnconlione.org)**

II. Nomination Process

1. Nomination form is required to be included in the August and September newsletters and also provided to the members through email distribution. Election Liaison and Election Committee should review and approve election information in the form before it is sent forward. The nomination form information should be available at least 17 days before the nomination submission deadline by the candidates.
2. Candidates must submit the nomination form before October 1st at 5:00 PM Eastern Time deadline.
3. Nomination form should include:
 - a. Name, Address, and phone number, of Nominee
 - b. Signature of Nominee
 - c. Photo and biodata of Nominee, the latter of up to only 200 words maximum
 - d. A general understanding that he/she is willing to commit approximately 15-20 hours per week
 - e. An undertaking that he/she does not have any criminal conviction other than minor traffic incident such as speeding or parking ticket.
 - f. A testimonial that establishes his/her current residence within one hour drive (60 miles) of the HSNC campus. A current driver license from the state of North Carolina can fulfill this requirement.
(A sample nomination form A-1 is included in the Appendix.)
4. Additional details about the information submitted by the candidates:
 - a. Arial fonts size 12 will be used for printout
 - b. Photograph should be Passport size (2 in x 2 in). Larger size pictures will be condensed to passport size, which may skew the image. Because all printing will be in gray scale, it is advised that the nominees do not use dark background
 - c. Native files of Bio-data and passport size photo are required for the election package developed by the Election Committee
 - d. One or two email addresses are required for correspondence with a nominee's delegation, when the candidate is not available
5. A nominee can self-nominate, i.e., a nominator is not required.
6. Signed nomination form along with Biodata (with picture) should be sent via email to the designated Election Committee email identifier making sure that the email has been delivered; an acknowledgement of the submission should usually be received within a day or so, however, if it did not happen, the candidate is urged to contact the EC for it. **No hand delivery, or delivery to HSNC PO Box, or dropping in hundi will be accepted.**
7. Election Committee will verify the Nomination form and the biodata for completeness, and then inform the candidate of any discrepancy remaining within 1-2 days before nomination deadline (October 1st, 5.00 PM, EST/DST).

A Nomination will be rejected if the membership requirement as per the current constitution is not met, or if the nomination form submitted is incomplete in that the name, the signature, undertaking, proof of residential address, the photo, and/or the biodata, are missing.

III. Election Procedure

1. Election Committee announces elections and solicits nominations for vacant positions through the newsletters in August and September and also the society website.
 - a. The Nomination form shall be included in the newsletter mailed in August/September.
 - b. A Filled out sample of nomination form will be posted on the HSNC website, with instructions included both in the newsletter and on the website.
2. By October 7, the Membership Committee provides membership list for the current and the three previous years to the Election Committee. The Membership lists should include, name, address, phone number of each active member or family that is/are eligible to vote. This will determine the number of ballots the household will be eligible for:
 - a. One ballot - for unmarried, widowed, or divorced person
 - b. Two ballots - for married couple
3. October 1, 5:00 pm Eastern DS Time, is the deadline for receiving nominations with biodata etc. through email only.
4. Election Committee chair in consultation with the Election Liaison sends an email to all candidates by October 10th with:
 - a. Name of all candidates standing for election
 - b. Announcement that the Nomination withdrawal date and time is October 13, 5:00 pm, Eastern DS Time, with the withdrawal to be done electronically through the e-mail. A sample withdrawal form, A-3, is included in the Appendix.
5. After Election Liaison approval, Election Committee sends an email to all candidates (with copy to BOD and BOT) later on October 13, informing the candidates of:
 - a. If there are more candidates than the positions open, meaning that the election will proceed as scheduled
 - b. The names of candidates that have dropped out
 - c. The final list of the candidates
 - d. The requirement of the mandatory orientation
 - e. The availability of printed address labels of the eligible voters if a candidate wishes to purchase them
6. On October 15, (weather permitting), the Election Committee invites the candidates for the mandatory orientation and the pickup of the membership list with names, phone numbers, and addresses of all members eligible to vote. Printed labels can be provided at cost to the candidates. If the weather conditions are not favorable, an alternative date is chosen and announced.
7. **All eligible candidates are required to attend the mandatory orientation that includes the following objectives:**
 - a. The Election Committee to meet all candidates and to explain to them the election process, including, but not limited to, how the ballots are sent, collected from the P.O. box, opened and counted.
 - b. **To explain the Campaigning ethics and code of conduct, including the following:**

- i. HSNC forbids candidates from visiting members' homes for the purpose of campaigning or soliciting votes. Such visit can be viewed trespassing and lead to legal ramifications. This, however, does not prohibit a friend from inviting a candidate to one's home and conversing about the elections. The candidates sign Form A-4 and among the oaths they take they commit to not visit a member's home uninvited for seeking vote.
 - ii. Candidates cannot offer to collect ballots from and mail them for the members.
 - iii. Candidates should limit the number of phone calls made to the members
 - iv. Candidates should be given a copy of Election Process/procedure and contact information of all election committee members.
 - v. Candidate attendance at orientation shall be documented by the Election Committee.
 - vi. Candidates are required to sign a consent form to not to use the members information for personal or business use. A sample "Election Orientation and Oath of Candidates" is included as Form A-4 in the Appendix.
8. Election Committee develops budget and requests the required funds from the HSNC Board/Treasurer to run the elections.
 9. Election Committee coordinates with the HSNC Attorney Office to finalize PO Box (es) for receiving ballots (multiple PO Boxes are needed as undelivered returned election packages must be deposited in a different box). These boxes are separate from the HSNC normal mail delivery PO Box. Keys for the ballot boxes are required to remain with the HSNC Attorney Office at all times.
 10. Finalize the ballot printing company.
 11. Finalize and order the election seal (needs to be differently colored than those of the last 3 years.)
 12. Finalize the ballot printing and mailing specifications as part of the election packet (see forms A-5 and A-6, in the Appendix).
 13. Candidates sent an e-mail informing them of the schedule that will be used for mailing the ballots and inviting them to be present as observers during the process.
 14. For printing, sealing, and mailing, and for mailing duplicate ballots, follow the schedule and policy as described below:
 - a. By October 20, the Election Liaison to approve the election packet for Printing, Sealing and Mailing.
 - b. By October 23, the package sent to printers with replacement ballots printed on different color paper than original ones.
 - c. By October 30, the package mailed to members by 'first class' mail
 - d. **Replacement ballot (differently colored than the original ballot) will be sent only when the ballot is destroyed, lost, or soiled or not received due to postal error. A member must contact the Election Committee for a replacement ballot. The request shall be made by email sent to Election Committee ID. Requests for replacement ballots should be received by Nov xx (10 days before the deadline for receiving back the ballots). This is to allow time for mailing the replacement ballots by the Election Chair and for their return by mail from the member by the due date.**
 - e. **Replacement Ballots will be marked by different color and documented in excel sheet so that they can be verified during ballot counting. Replacement ballots will not be sent to members who are categorized as "Inactive**

members” as per constitution. Replacement ballots will be sent only to the address listed on the member list provided by the Membership Committee.

- 15. HSNC Attorney or accounting firm will handle all returned ballots and undelivered returned ballots. Representatives of the HSNC attorney or accounting firm will open the PO boxes on the day of counting in the presence of the election committee member(s) and the candidates/representatives, collect envelopes with (1) the returned ballots and (2) the undelivered returned ballots. They will put these two types of envelopes in different boxes, seal the boxes, and transport them to the Temple for documenting and counting as described in Sections V and VI below. The Membership Committee shall be provided the data available on the returned ballots and the undelivered returned ballots so that it can update the active membership list of the society.**

Note: The Election committee in consultation with Election Liaison can outsource full or part of the election process, including online voting managed by an outsourced firm, provided the administration approve the finances.

- 16. Participation of the candidates in the Election procedure and their satisfaction with it. HSNC is committed to making the entire election procedure, including (1) the packing of envelopes, and mailing of ballots, (2) opening of PO boxes on the day of ballot collection, (3) transporting the envelopes securely to the HSNC counting area, and (4) opening envelopes, counting ballots, and recording results, as transparent and satisfactory as possible. Accordingly, the candidates and/or their representatives are urged to be present at all these major steps of the elections. A form A-7 (a-d), in the Appendix, is designed for the candidates to sign to testify that the steps were executed satisfactorily and as promoted in the Policy.**

IV. Basic Essentials on the Counting Day

The following list of items will be supplied by the HSNC during the counting process:

1. Three (3) Medium size cardboard boxes
2. Four (4) Letter openers (to avoid injuring fingers while opening the envelopes)
3. Two (2) Tables on the stage (1 for laptop and 1 for boxes)
4. Four (4) chairs on stage for the Election Committee members
5. One (1) Laptop with power cord and extension cord
6. One (1) Projector
7. One (1) Projection Screen
8. One (1) SD Card (does not need a lot of storage) for saving Tally Sheet
9. Water Bottles, Tea / Coffee, and Pizza / Sandwiches

The things to announce to the candidates/representatives before the counting process starts:

- a. Announce that in some cases, as records show, more than two voting members (parents and adult children) reside at the same address. Accordingly, some envelopes could be expected to contain more than two ballots.
- b. Announce how the process of ballot counting will be carried out (details given in the counting procedure (VI) shown below.)
- c. Announce how the winner (s) will be decided if two or more candidates receive equal votes?

Announce how the length of term of each candidate will be decided when the positions being contested involve different lengths?

V. Ballot Collection

1. EC Chairperson sends an email to all candidates, Election Liaison and Election Committee members, informing them about the day and time for collection of ballot envelopes from PO Boxes. The candidates or their representatives are invited to be present at the post office at the time of opening of PO Boxes and collection of ballots, and also during counting. **No overnight storage of ballots anywhere is allowed.**
2. Only the Ballots received through Election PO boxes are counted. **Hand delivered ballots or those placed in temple hundi or provided to HSNC officials or sent by any other means are disqualified and not considered for counting.**
3. By the 1st Friday after December 3, the ballots are collected from the post office by two or more members of the Election Committee in the presence of all those (candidates/representatives) who were able to come (the attendance is documented by the Election Committee). The envelopes from the PO Boxes are emptied in cardboard box(s). The cardboard boxes are sealed at the Post Office and signed by the Election Committee Members and the candidates or their representatives present. HSNC attorney or his representative will handle the transportation of sealed boxes to HSNC. Pictures are to be taken of the boxes at the post office after they are sealed. Three major steps involved on the Ballot Collection and Counting Day are as follows:

- a. **Step 1**: Collected ballot envelopes from PO Box are picked up before the close of the Post Office on the 1st Friday after December 3 and brought to the HSNC Temple counting area about an hour before the counting procedure starts.
- b. **Step 2**: The outer envelopes are sorted and verified (outer envelopes are saved) - **no overnight storage of ballots anywhere is allowed**
- c. **Step 3**: Ballot counting process starts in the presence of candidates or their representatives. Candidates may decide to not come and not send a representative. They can inform EC by email if they plan to do so.

VI. Ballot Counting Procedure

1. Candidates or 1 representative/candidate are allowed to be present. In addition, the Election Committee may invite some additional members for observing the procedure. BOD and BOT are encouraged to nominate two observers each, from amongst the Directors and the Trustees. Boxes will be sealed at Post Office with signatures of Election Committee members and candidates or their representatives present, before being transported to temple.
2. Ballot boxes (Cardboard boxes containing the envelopes) are transported to the counting room (Temple Hall). Election committee needs to reserve the stage in the main temple hall and cordon off the area for counting process. (An alternative counting area such as a room in the learning center can be used for counting if temple stage is not available for any reason.)
3. Ballot boxes are placed on the stage. Nobody except the Election Committee members and the Election Liaison are allowed on the stage.
4. All candidates or their representatives are required to sign the attendance sheet and Form A-7 (c) before the counting process starts.
5. Verification of ballot envelopes (need 2-3 extra cardboard boxes)
 - a. Open ballot boxes one at a time. As each ballot box is opened, without opening the envelopes, verify the envelopes against the membership list using either of the following 2 methods:
 - i. Match the name of the family sending the envelope (which should be on the envelope) against the membership list
 - ii. The Outer Envelopes have a unique number that corresponds to the Family ID from the membership list. This can be used to verify the Outer Envelope against the membership list.
 - b. Mark the envelope with a 'V' and tick the corresponding row on the membership list. Put the verified envelope in a separate box. If the name cannot be verified, mark the envelope with 'NV' and place the envelope in a different 'Unverified Envelopes' box. These will be dealt with later.
 - c. Repeat procedure '5a and 5b' until all the envelopes from each of the ballot boxes are reviewed and marked 'V' or 'NV'.
 - d. Repeat procedure '5a and 5b' until all the ballot boxes have been opened and all the envelopes have been processed.

6. Opening the envelopes.
 - a. Take the verified envelopes and open them one at a time. The outer envelope (OE) with the name of the person who returned the envelope will be put in a separate 'OE' box (which will later be sealed and stored until after the Annual General Body Meeting, AGM, has taken place).
 - b. Place the inner secrecy envelop in a separate box.
 - c. After all the Outer Envelopes have been processed, tumble the secrecy envelopes. Open the secrecy envelopes and put the ballots in a pile(s). **No person other than the Election Committee members and Election Liaisons may handle the ballots.** The secrecy envelopes containing the ballots cannot be trashed. If necessary, the secrecy envelopes can be checked again by a second person from the Election Committee to make sure that a ballot did not accidentally get stuck in the discarded inner envelope.
7. Counting procedure
 - a. The Election Committee will need an electronic copy (native Excel File) of the 'FINAL' membership list as provided by the Membership Committee on Oct 7th, so that it can be put on a laptop. The Election Committee will also need a projector and a projection screen.
 - b. Four people will be needed for the counting procedure. One person (ECM1) will verify that the seal marking is present on the ballot. Second person (ECM2) will number and read aloud the ballot. Third person (ECM3) will record the vote on the laptop. A fourth person (ECM4) will verify that the ballot was read and recorded correctly. So that the work does not become monotonous and tiring, the 4 Election Committee members present are advised to consider rotating through the tasks.
 - c. The recording of the vote on the laptop is projected on the screen so that all present can be witness to it. The format of the recording (Tally Sheet in Excel format) is shown below. The tally sheet format template will be stored on the HSNC google drive.
 - d. From the pile of ballots, ECM2, picks up the first ballot, puts a serial number on the upper righthand corner (starting with 0001) and reads the vote.
 - e. If the number of persons voted for is equal to or less than the number of open BOD or BOT seats (a member may vote for less positions than are open), then:
 - i. ECM2 reads ALOUD the members voted for,
 - ii. ECM3 records it in the Tally Sheet (**see Figure 1**) on the laptop against the serial number,
 - iii. ECM4 verifies that the ballot and the recording match,
 - iv. ECM4 puts the ballot in a 'VB (Valid Ballot) box'.
 - f. Ballots can be disqualified if,
 - i. the number of persons voted for is more than the number of open BOD or BOT seats, or
 - ii. shows the appearance of voting for more than the number of open positions, or
 - iii. the ballot has unauthorized markings/writings or

- iv. the election committee seal marking is missing,
- If a ballot is being disqualified for any of the above reasons, following steps will be taken
- i. ECM2 temporarily terms the ballot as disqualified (DQ),
 - ii. ECM2 states ALOUD that the ballot is being disqualified,
 - iii. ECM3 notes the ballot as ‘DQ’ in the Tally Sheet on the laptop,
 - iv. ECM4 verifies that the ballot is disqualified and puts the ballot in a ‘DQ Box’.
8. Disqualified ballots will once again be verified, if needed, after the counting procedure is complete.
 9. Steps 7d - 7f are repeated until all the ballots from the original pile(s) have been processed.
 10. At this point, there should be 2 boxes of ballots:
 - a. VB Box (see 7.e.iv)
 - b. DQ Box (see 7.f.iv)
 - i. The Election Committee then scrutinizes the ballots in the DQ Box. If there is a disagreement or indecision in the result of the scrutiny of the ballot, the decision of the Election Chairperson / Designee of the Election Chairperson will be taken as final.
 - ii. Any notes the Chairperson/Designee wishes to record regarding the decision made can do so on the back of the ballot, which he/she will then sign and date.
 11. However, if a ballot is deemed valid after scrutiny in 10.b.ii, the vote will be recorded in the Tally Sheet on the laptop along with the comments of the Chairperson. The ballot is then transferred to the ‘VB Box’.
 - a. This process is repeated for all revalidated ballots.

Figure 1: Tally Sheet to be used for recording the counting.

Format for Tally Sheet: Ballot Serial Number	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	Candidate 7	Candidate 8	VOTE SUM	Valid (V) / Disqualified (DQ)	Comments
0001	1	0	0	1	1	0	0	0	0	SUM(M1..M8) Should be 1, 2 or 3.	V
0002	SUM (0001..000N)				DQ			There were more than 3 votes on the ballot			
....	SUM(0001..000N)										
000N	0	1	1	0	1	0	0	0	0	SUM(0	V

									001..00 0N)	
Totals	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)

Total of Valid Ballots + Total of Disqualified Ballots = N

VII. Post-Counting Activities

The Election Committee in coordination with the Election Liaison shall:

1. Save the Tally Sheet on a SD Card
2. Perform a confirmatory count of the Physical Ballots with the Tally Sheet. There will be 2 such counts:
 - a. Of Valid Ballots
 - b. Of Disqualified Ballots
 - c. The Valid Ballots + the Disqualified Ballots should add up to the last Serial Number used.
3. Seal each of the following boxes with signatures:
 - a. OE Box
 - b. Discarded Secrecy Envelopes Box
 - c. VB Box
 - d. DQ Box
 - e. SD Card containing the Tally Sheet
 - f. Undelivered returned ballots box
4. Complete the Signature sheet (Form A-7 (d)) with the candidates/representatives that were present during the counting and witnessed the process before announcing the results.
5. Inform the election results to the BOD/BOT and the candidates present after finishing the counting and the signing of the Form, A-7 (d).
6. Provide all returned (undelivered) envelopes and list, including any notes on the envelopes, to the Membership Committee after 72 hours of objection deadline.
7. Hand over the sealed/signed boxes to the Election Chair for storage in a secure place, which could be the HSNC Attorney Office.
8. Allow candidates 72 hours after counting for raising any concerns they may have about the election by providing specific details. The Election Committee and /or the Election Liaison shall forward the concerns submitted to the BODs and the BOTs, and, if relevant, to the Grievance committee through an email and notify the candidate about it. The Election Committee shall continue to exist until the dispute is resolved. (See Section VIII-E for details.)
9. Help in deciding the winner when two or more candidates are tied for a position. If two or more candidates are tied for a position, the Election Committee shall use luck of draw (3 out of 5 tosses of coin or drawing of cards, as appropriate) to determine the winner. (The Election Committee shall explain the exact procedure that will be used before the counting starts.)
10. Help in deciding the length of term of winning candidates when the terms (lengths of service) are not the same. If election involves positions for different lengths of service, such as board positions for 1, 2 and/or 3-year terms, a single ballot for all positions shall be used but the winners in order of total votes share shall be given the choice of

- selecting the term of the service. This policy update simplifies the nomination, voting and counting process involved when terms of different lengths are contested.
11. The Election Committee Chair and the Election Liaison certify the Entire election process that has been used. All election materials are preserved for a minimum of 90 days or until a grievance/dispute (if any) is resolved. The preserved election material shall then be destroyed by shredding. This will be documented and a notification about it will be sent to BOD/BOT.
 12. **The Election Chair and the Election Liaison announce the election results in the Annual General Body Meeting (AGM) as per the HSNC constitution. The HSNC Communication Committee then electronically communicates the election results to the members within 24 hours after the AGM.**
 13. During the AGM, the roles of Election Chair and Election Liaison is only to announce the election results as per the HSNC constitution. Either or both of them can engage in the question/answer session. The presiding officer of AGM will generally provide the answers but can request the Election Committee members for clarification. If because of some limitations (lack of information or time) a question could not be taken, the member can submit the question in writing at the meeting. The Election Committee chair or the Election Liaison will provide the answers to the questions raised either through email or through the HSNC Web site.

VIII. Additional Notes (Guidelines) for BOD and Elected BOT Candidates, Election Committee members, and Election Liaison

A. i. BOD Candidate Criteria

1. He / She has been a current HSNC member for a minimum of 3 full consecutive years.
2. He / She is not an employee of HSNC.
3. Candidate lives within one-hour drive (preferably within ~60 miles) of HSNC premises
4. Two members of the same household (spouses) cannot serve actively in the BOD/BOT at the same time.
5. Candidate has no criminal convictions.

A. ii. To be effective, a BOD Candidate should also meet some or most of the following criteria before seeking election. He/she:

- Has prior leadership/organizational experience.
- Is willing to commit approximately 15-20 hours per week.
- Has been previously involved with HSNC Committees and/or in community work.
- Has good understanding of HSNC constitution and is willing to follow it.
- Has proven leadership experience serving on boards (either for-profit or non-profit).
- Has knowledge and experience regarding nonprofit and volunteer organizations.

B. i. BOT - Elected Candidate Criteria

1. The candidate has been a current HSNC member for a minimum of 5 full consecutive years.
2. He / She is not an Employee of HSNC.
3. He / She has served on the HSNC Board of Directors for one full term.
4. The candidate lives within one-hour drive (preferably within ~60 miles) of HSNC premises.
5. The candidate has no criminal convictions.

B. ii. Additional Considerations for BOT Candidates

- He / She has prior leadership/organizational experience.
- Two members of the same household (spouses) cannot actively serve as a Trustee and/or a Director at the same time.
- A qualified HSNC member can file nomination for both the BOD and the BOT positions, but he/she must withdraw from one by the deadline and run for only one position. In special situation, however, such as when more than one candidate files nomination for the two (BOD and BOT) positions, the Election Committee may use a random criterion and require one candidate to complete the withdrawal process earlier than the other candidate.

C. Election Liaison Guidelines

1. He/She should have complete understanding of the constitution and election Process/Policy.
2. He / She should have been HSNC life member for minimum of 5 years.
3. He / She should be able to communicate effectively with the HSNC Administration on the issues, if any, and give updates on the progress.
4. He / She should have served in the HSNC administration or on committees.
5. He / She should be able to commit the needed time during the election process.
6. He / She must act ethically and sign agreement to maintain confidentiality during the election process.
7. He / She is well respected and recognized in the community.

D. Election Committee Member Guidelines

1. He / She should have been HSNC lifetime member for minimum of 3 years.
2. He / She should have complete understanding of the constitution and Election Process.
3. He / She should be able to commit the required time during the election process. He / She must sign confidentiality agreement and act ethically during the entire election process.

E. Procedure for Handling Concern Raised by a Candidate about Election

1. Any concern raised by a candidate about the election, for which the candidates have up to 72 hours to do, is forwarded to the BOD/BOT.
2. The BOD/BOT will evaluate if the procedure as specified had been followed in conducting the election and counting of the votes.
3. If this is so, the complaint is dismissed, and the candidate is informed about it.
4. If the candidate still has concern, the matter is then forwarded to the Grievance Committee to handle.
5. Recounting of ballots by the EC will generally be allowed only if a step in the procedure had been missed, or a flaw existed in the procedure.
6. Request for recounting can still be honored if the results were so close that recounting could possibly alter the outcome.