

15.0 Election Procedure:



TABLE 13.1 EXAMPLE OF BALLOT FORM

Hindu Temple of Arizona (Official Ballot 2007)		
Ballot Number: _____	Signature with date of 2 Election Officers (blue ink)	1. _____ 2. _____

Instructions :

1. The voter needs to vote for a total of 7 candidates as described in steps below. Only those candidates who are properly nominated are eligible to contest.
2. There are 2 openings from North, 1 from South, 2 from East and 1 from West region of India. The 7th (floater) candidate can be selected from any region (East, West, North or South).
3. Please place check marks against the name of candidates from each region of India (East, West, North and South).
4. A Ballot will be disqualified in the following conditions:
 - There is vote for 4 candidates from either East or North or 3 candidates from either West or South region.
 - There are votes for more than 7 candidates on a ballot.
 - There are corrections made on the ballot.
 - There are any write-in names on a ballot who were not nominated.
5. Proxy votes are not allowed.
6. Candidates nominated during the “floor nomination” will not have their names printed on the ballot. Their names will be hand written by voters.
7. Each family member can get a maximum of 2 ballots for self and spouse provided they are present at the time of voting. Each business member will get only 1 ballot per membership.
8. If you make a mistake on the ballot, you can ask for only one replacement of ballot before putting ballot in ballot box. The Election Committee will dispose off all invalid ballots.
9. First, 2 candidates getting most votes from North and East regions each and 1 candidates getting most votes from West and South Regions will get elected.
10. If there is a tie for any position, election committee will recount the ballots.
11. If there is a tie after recount, election committee will use flip of the coin to pick the winner. Votes for 7th position will be counted after this decision is made.
12. Candidate getting the highest votes among the remaining candidates will be declared elected. In case of a tie for the 7th position, follow steps 9 & 10 above.
13. All results will be approved by election committee and announced at the conclusion of financial report review and Q& A session in the AGM meeting. The ballots will be sealed and will remain with one of the Election Committee members for one week and destroyed after that, unless directed otherwise by

Instructions: There are a total of 7 **openings** in the HTA Board. Two candidates each need to be selected to represent **East** and **North** Regions and one candidate each to represent **West** and **South** Regions. **7th floating position** can be from any region. Please follow instructions to insure that your vote is valid.

East

There are **two openings** and the 7th floating candidate position can be included in this section. **Maximum of 3 selections in this box.**

No.	Candidate Name	Check √
1	Desh Ahuja	
2	Prakash Sahoo	
3	Write in Candidate	
4	Write in Candidate	
5	Write in Candidate	

West

There is **one opening** and the 7th floating candidate position can be included in this section. **Maximum of 2 selections in this box.**

No.	Candidate Name	Check √
1	Dilip Parekh	
2	Raxha Bhagdev	
3	Write in Candidate	
4	Write in Candidate	



North

There are **two openings** and the 7th floating candidate position can be included in this section. **Maximum of 3 selections in this box.**

No.	Candidate Name	Check √
1	Krishna Paliwal	
2	Subhash Arora	
3	Write in Candidate	
4	Write in Candidate	
5	Write in Candidate	

South

There is **one opening** and the 7th floating candidate position can be included in this section. **Maximum of 2 selections in this box.**

No.	Candidate Name	Check √
1	Uma Ramachandra	
2	Write in Candidate	
3	Write in Candidate	

Making more than 7 selections on ballot or more than specified selections in each Region, or making any corrections will disqualify the entire ballot.

Hindu Temple of Arizona (Official Ballot 2007)

Signature of Election Officer #1:

Signature of Election Officer #2:

Ballot Number:

ELECTION LOGISTICS

Preparing for the Election:

1. Obtain members list, which are eligible to vote, from HTA Board. The eligible members list shall be as of Oct. 9th, 2007
2. Obtain copy of HTA Constitution and Bylaws from HTA Secretary.
3. Obtain a list of previous HTA Board members and Executive Committee members from HTA Secretary.
4. Determine how many candidates need to be elected based on nominations. Describe ballot by region and voting procedure.
5. Prepare a chart of Nominations by region with existing and proposed Nomination members. Ensure it is clear who is seeking elections.
6. Understand eligibility criteria from the HTA Constitution and Bylaws. In case of questions, the HTA Secretary may be consulted.
7. Prepare the ballot and ballot boxes before the elections day as required. The nominations received prior to cutoff date are pre-printed on the ballot. Floor nominations need to be manually added to the ballot by voters.

Procedure on Election Day:

1. Election committee operates as an independent body and has authority to make all decisions on the elections day regarding running the meeting, tallying and declaring the results.
2. HTA Board opens the General Body meeting once the quorum is established for the meeting
3. Election committee will present the agenda, eligibility of voters and nomination criteria.
4. Nominations committee chairperson is invited to propose the names of candidates. Nominations need to be duly proposed and seconded and documented in Meeting Minutes. All candidates must be present or should have submitted a letter to Committee in advance.
5. Elections Committee Chairperson opens the floor for additional nominations. Once all the nominations are in or once the specified time has elapsed, the nominations are closed.
6. Nominating Committee will assist in getting the floor nominations, checking the eligibility and making sure that the candidates fill out the nomination forms. Records kept by HTA Treasurer are considered official records to resolve any disputes with eligibility of members for seeking election or for voting.
7. Announce the names of all eligible candidates and write them on a flip chart or other media.
8. Share the following questions that voters are interested in – Past contribution and experience with HTA activities, motivation, resourcefulness, skills and ability to support HTA needs, vision and priorities. Ask all nominated candidates to make a 1 minute speech addressing on their reasons to contest an election and suitability for the position. Keep time.
9. Set up the voting area with required items including a display of all nominated candidates.
10. Share the voting process with the attendees.
11. Start the voting process. Voting will occur during the designated time period. Any eligible voter in queue at the end of voting period will be allowed to vote.
12. Verify the identification and check from the eligibility list if they are eligible to vote.
13. Handover official ballot to the eligible voters. Treasurer will resolve any eligibility disputes.
14. Answer any procedural questions from the voters and assist in the voting process.
15. Election committee will close the voting and count all votes. No observers will be allowed.
16. Check the validity of all ballots; count the number of votes for each candidate. Tally the results and determine the winners.
17. HTA secretary invites EC chair during AGM meeting to announce the voting results. DO NOT disclose how many votes any candidates received.
18. Close the meeting
19. Document the results, write election meeting minutes and forward it to HTA Secretary for posting on the Temple bulletin board. Submit Nomination Forms to Secretary for Record Keeping.

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RELEASE**