

HTCS ELECTION MANUAL

(Revised July 4, 2016)

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I. INTRODUCTION

The Hindu Temple and Cultural Society of USA, Inc. (HTCS) conducts trustee elections every 2 years for electing approximately 1/3 of the Board of Trustees and the Nominations/Elections Committee (hereafter referred to as “Election Committee” or “the Committee” or EC) has the responsibility to conduct the elections in a fair and democratic process. This “HTCS Election Manual” gives the details of that process. Its objectives are: (1) to make the election process transparent and understandable to all the members,(2) to make it easy for the trustee candidates to comply with all the rules governing the elections, and (3) to enable continuity of the HTCS election process.

The examples given in this document are from past practices and the Elections Committee may modify some parts of the processes, for each election cycle, as it feels necessary.

This document is revised by the 2015-2016 Nominations/Elections Committee whose members are:

Murty P. Bhavaraju	231 Marcia Way, Bridgewater, NJ 08807	(908) 252-9434, Chair
Bala Iyer	3 Passaic Valley Rd., Montville, NJ 07045	(973) 402-5306, Member
Rao P. Potharlanka	12 Thorn Lane, Chesterfield, NJ 08515	(609) 298-2920, Member
Suresh Makam	67 Hardwick Dr, Kendal Park, NJ 08824	(732) 887-2064, Member
Dutt Kalluri	42 Rouser Way, Hillsborough, NJ 08844	(732) 429-9241, Member
Prasad Wunnava	6 Staghorn Dr., North Brunswick, NJ 08902	(732) 821-4741, Consultant

II. NOMINATION PROCESS

The Board of Trustees (BOT), not later than at its July meeting (or around that time) in every even year, identifies the trustees whose term is expiring and decides to conduct the elections to fill those vacant positions. The Chairman of the BOT informs the Nominations/Elections committee of the Board’s decision at least by July 31 and requests it to conduct elections to fill the vacancies created by the retiring trustees. (Some or all of these trustees may be eligible for reelection.) A certified list of members in each (Life and Patron) membership category (as of June 30) has to be given to the Election Committee by July 31. The same list has to be posted on the Temple bulletin board as well as on its website. **NO NEW MEMBERS CAN BE ADDED AFTERWARDS.** The Election Committee does not handle address changes, which is the responsibility of the Membership Committee.

A request for conducting the election also implies the authorization by the BOT for the Elections Committee to make the necessary expenditures. Even though the Committee reports to the BOT through the Chairman, the cooperation of the Treasurer, Secretary and the Membership Committee as well as that of the person managing the temple website is essential. The Membership Committee has to provide the Elections Committee, in a timely manner, with a complete address list of the members and also the address labels in the prescribed format (with any required special coding) as needed by the Committee. **EC prefers that no address changes are accepted after the ballots are mailed.**

Eligibility to contest to be a Trustee: A person has to be a member of HTCS for at least two years by June 30 of the election year. For additional information, see By Laws 3.10 – 3.13 in Appendix I. If a current trustee (whose term ends by December 31 of the election year) is contesting for reelection, 50% attendance requirement in Bylaw 3.10b has to be satisfied through August of the election year.

Required with the Nomination Form are: **a personal email address**, one passport size photograph in color and a Nominee (Candidate) statement not exceeding 150 words. The Nominee statement describes (a) past contributions and service to HTCS, (b) if elected, plans for service to HTCS during the next 6 years, and (c) other relevant information including community service. The photograph and the Nominee statement will be posted on the Temple bulletin board and the website for the benefit of the voting members. The Nominee statement may also be mailed along with the ballots. Please note, if the statement is too long, the committee reserves the right to edit/reformat the statement. The committee also requires an electronic version (Word file) of the Nominee statement.

The Elections Committee prepares a schedule for conducting the elections and prepares a “Call for Nominations for Trusteeship”. This “Call” will be mailed for all members and posted in the temple website and on the bulletin boards. A sample schedule for 2016 elections is shown in Appendix II and an example of the Call for Nominations is given in Appendix III.

Separate nomination forms are prepared for the Life member category and for the Patron member category, examples of which are given in Appendix IV(a) for Life members and in Appendix IV(b) for Patron members. The nomination forms are to be duly signed by a proposer, a seconder and the nominee, who are all members in the same membership category as required for the vacant trusteeship. The proposer or seconder should not be the nominee's spouse. The proposer and seconder should not be the husband and wife. The nominations can be filed electronically as a pdf file to meet the deadline, but the original paper copy with signatures has to be received by the committee within 3 days. ALL nominees shall have their OWN email addresses for all future communications. The nominations will be opened by the committee after the nomination period ends. The nominations are scrutinized for all the requirements. The committee, where appropriate, may require the nominees to provide some missing or additional information. All nominees will be informed by email whether his/her nomination is accepted or rejected. A person with rejected nomination can appeal to the committee within 24 hours with any NEW information. The Elections Committee's decision is final.

Any person whose nomination is accepted can withdraw his/her nomination before the deadline for withdrawal. This can be done by email from the nominee's personal email address or by U.S. mail to be

received by the Election Committee by the date specified. **A nominee cannot withdraw after the deadline to withdraw.**

Ballot will have nominees listed alphabetically by last name. Before the ballots are prepared, the nominees may be given an opportunity to see how their names will be listed. Each person can request a slight variation of his/her name. However, the committee may or may not accept that request. The Election Committee's decision is final.

III. BALLOT PREPARATION AND MAILING

Separate ballots are prepared for each membership category. The names are listed alphabetically by last name. Each member will normally receive 2 ballots. The members are instructed to vote for no more than the available vacancies and mail them back ONLY in the envelope supplied by the committee. A ballot will be disqualified if the member marked for more persons than instructed or if not mailed in the envelope supplied. A sample ballot with the associated instructions is given in Appendix V. The Election Committee adopts its own security measures to ensure fair election process. All nominees are invited to observe the ballot mailing process without interfering with the volunteers. They are welcome, when permitted by the Committee, to check at random the ballot envelopes and addresses. The Membership Committee will be requested to be available with the membership list along with their mailing addresses to resolve any discrepancies.

Ballot mailing guidelines

- (1) Ballots are mailed only to the official mailing address in temple records. Address changes have to be made, not later than October 22, 2016 (but preferably before the address labels are printed by October 1, 2016), following the Membership Committee's prescribed procedure.

For those with invalid addresses, the policy for the 2016 elections is to (1) resend ballots if the Post office returns the original mailing with correct address and (2) send duplicate ballots to those whose address changes are accepted by the Membership committee by October 22. Due date to receive ballots remains unchanged.

- (2) Two ballots are mailed for each membership. Both ballots are to be returned ONLY in the supplied envelop.
- (3) In case of divorced couple, each individual is entitled for one ballot. IF a specific written request is made before the ballots are mailed giving both addresses; a single ballot will be mailed to each person. Proper documentation may be required.
- (4) In case of a deceased member, the surviving spouse is entitled for one ballot.

IV. BALLOT COUNTING

The nominees can send observers to the ballot counting as per the following guidelines:

Guidelines for candidates or their representatives as observers:

(1) You or your representative may be an observer at the ballot counting process. Only one person is allowed.

(2) If you send a representative, he/she shall be a member of HTCS and bring a letter from you, addressed to the Elections Committee, that he/she is your representative to be an observer.

(3) Observers shall be present at the START TIME. No observers will be allowed afterwards.

(4) Observers shall stay quietly at the designated area and shall not touch the ballots or interfere with the ballot counting process. They shall follow the instructions of the Elections Committee.

(5) Observers should sign in when they arrive and sign out when they leave. They are encouraged to stay till the end and sign on the sealed box containing ballots, etc. for storage.

The ballot counting process followed in 2014 is described in APPENDIX VI as an example.

V. BALLOT RECOUNT (Policy: November 14, 2010)

A candidate may request a recount of the ballots within two weeks of declaration of the results, only if the margin of loss is two percent or less of the ballots returned. Only one recount will be done for the same category. The request must be in writing and signed by the candidate and addressed to the Chairman of the Elections committee with a copy to the Chairman of the board.

VI. TIE VOTE RESOLUTION (Policy: October 10, 2012)

There is a possibility that two or more candidates in an election may end up getting the same number of votes resulting in a tie. If the number of positions available for those candidates is equal to the number of the candidates, there is no problem. However, in most cases, there may be 2 or more candidates tied for a single position. In a general election, a recount will be done if a tie occurs. In a co-option, re-voting will be done to see if that removes the tie. In either case, if a tie continues, the following policy applies:

The candidates with the tie-vote will share the trustee position and serve the 6 year term divided equally. The order of serving will be decided by a draw. The discussion below is for a 2-person tie and can be extended for a 3-person tie and so on.

Two-person tie:

Each of the two candidates will serve a 3 year term – one after the other. Each person's term is distinctly his/hers. The person serving the first 3 years: after the completion of the 3 year term, if that person wants to contest in an election he/she will be free to do so, since his/her term has been completed. However, if the person selected to serve the second 3 year term wants to contest in an election during the first 3 years (before his/her term begins), he/she has to resign from his/her future term of office. The Board will fill any vacancy created during the total 6 year term just as they fill any other vacant trustee position.

The standard term limits policy applies.

VII. CERTIFICATION OF ELECTION RESULTS

The results will be posted on the temple website. After the recount process, if any, the Election Committee will provide the Chairman of BOT with Certification of Election results, an example of which is given in Appendix VII.

VIII. PRESERVATION OF ELECTION RECORDS

HTCS Election Ballot Storage Policy (Policy: November 14, 2010)

1. **Items to be stored:** See the list in Appendix VIII.
2. **Storing procedure:** The items will be stored in card board boxes and closed with tape. Available Election Committee members, HTCS Trustees, and any observers will sign across the tape.
3. **Responsible officer:** HTCS Secretary will be responsible for storing the ballot records.
4. **How long to be stored:** 2 calendar years after the election year (example: 2014 election results should be stored until December 31, 2016).
5. **Location:** HTCS Temple, Bridgewater, NJ. Cost/benefits of third party location may be investigated in the future for storing ballot records as well as other key Temple records.
6. **Opening the storage boxes:** If a ballot recount request meets the Recount Policy requirement, the boxes in which ballots are stored will be opened by the Election Committee and any observers. The ballots are recounted, and the boxes will be resealed and returned to the Secretary for storage. Opening the storage boxes may occur during the remaining term of the storage by a court order.
7. **Who can request:** Only a candidate who lost in the applicable trustee election can request to reopen the boxes (for ballot recount).
8. **What to do at the end:** At the end of the 2 year storage period, the contents of the boxes will be shredded by the Secretary in the presence of the Nominations/Election committee Chair and the Board Chairman.

IX. COOPTION

The Election committee, at the request of the BOT, conducts the cooption process for filling the coopted trustee vacancies. Only a current member of the BOT can propose or second a cooption nomination. The nominee must be a member in the same membership category as the vacancy and need not be present. However, the proposer and seconder must certify that they have discussed this with the nominee as well as that he/she is qualified and is willing to serve on the Board, if coopted. If a current trustee (whose term ends by December 31 of the election year) is being nominated for cooption, 50% attendance requirement has to be satisfied through August of the election year.

In case of a tie vote in cooption election by the Board of Trustees, re-voting will be done. If the tie continues, the affected candidates will share the trustee position and serve the 6 year term divided equally.

For a 2-person tie, each candidate will serve a 3 year term – one after the other. The order of serving will be decided by coin toss (or similar method).

X. ELECTION OF OFFICERS

The Election committee, at the request of the BOT, conducts the election of the Officers of the BOT. This has to be done with the newly elected members of the Board and is normally done at the first meeting of the new Board in January following the elections. First, the Board decides on the number of Vice-chairmen positions. Unless otherwise determined, the positions of Joint Secretary and Joint Treasurer are also included. The practice has been that the election for all positions is done at the same time and a person contests for only one position.

However, the Elections committee recommends that the cooption and the election of officers be completed before December 31. This would allow the new Board to take the Oath and assume power and responsibility promptly at the first meeting in January.

APPENDIX I
Applicable Bylaws and Membership Eligibility (<http://www.venkateswaratemple.org/bylaws.pdf>)

By-law III
MEMBERSHIP

Categories of Members

3.02 There shall be three categories of Membership:

- (a) Associate Member
- (b) Life Member
- (c) Patron Member (including Grand Patron Member and Benefactor Member)

3.02.1 Associate Member

Any person, couple (wife & husband), corporations, LLCs, trusts, professional associations or any other organization may become an **Associate Member** by paying a minimum of \$1,000.00. An Associate Member will have no vote in the elections of HTCS. Associate membership cannot be changed or upgraded to any other category of membership. Associate Members shall be recognized in the recognition board maintained by HTCS.

3.02.2 Life Member

Any person or couple (wife & husband) who pays \$1,000.00 towards Life membership may become a **Life Member** of HTCS. A Life Member shall have two votes. In case of death of a spouse the surviving spouse shall retain one vote. In case of separation or divorce between the couple, each of the individual shall retain one separate vote.

3.02.3 Patron Member

(a) Any person or couple (wife & husband) who pays \$5,000 towards Patron membership may become a **Patron Member** of HTCS. A Patron Member shall have two votes. In case of death of a spouse, the surviving spouse shall retain one vote. In case of separation or divorce between the couple, each of the individuals shall retain one separate vote.

(b) Any person or couple (wife & husband) who pays \$10,000.00 towards Grand Patron membership may become a **Grand Patron Member** of HTCS. A Grand Patron Member shall have two votes. In case of death of a spouse, the surviving spouse shall retain one vote. In case of separation or divorce between the couple, each of the individuals shall retain one separate vote.

(c) Any person or couple (wife & husband) who pays \$50,000.00 towards Benefactor membership may become a **Benefactor Member** of HTCS. A Benefactor Member shall have two votes. In case of death of a spouse, the surviving spouse shall retain one vote. In case of separation or divorce between the couple, each of the individuals shall retain one separate vote.

3.02.04 Payment of Membership Dues

(a) Membership dues can be paid in lumpsum or in easy installments.

(b) Membership dues for Associate Membership can be paid within no later than one (1) year after submitting the completed Membership Form.

(c) Membership dues for Life or Patron Membership can be paid within no later than three (3) years after submitting the completed Membership Form.

(d) Membership dues for Grand Patron Membership can be paid within no later than four (4) years after submitting the completed Membership Form.

(e) Membership dues for Benefactor Membership can be paid within no later than five (5) years after submitting the completed Membership Form.

3.03 All membership applications shall be reviewed by the Membership Committee and approved by the Board of Trustees without discrimination towards any person who complies with all the membership requirements,

3.03.1 The record date of membership to be eligible to vote shall be June 30 of the year. It is the responsibility of members to notify the Secretary of the Corporation about change of addresses.

3.03.2 Annual certified alphabetical list of the members in each category shall be published by the Secretary and the Treasurer of the Board of Trustees by August 1st of each year.

3.04 New Members are not allowed to have more than one membership at any time. Wife and husband (Couple) can become separate members individually but they will be recognized as individual members in the recognition board. A member couple (husband & wife) are not allowed to become separate members in other categories. Old Members who were already enrolled in different categories can continue their memberships but will not be allowed to become new members in a different category.

3.05 All current single members & member couples (wife & husband) and persons who pledged to become members in each membership category will be allowed to have the same membership & voting privileges as the new members if the dues are paid as of the effective date of these changes to the By-laws.

Eligibility to Upgrade Membership

3.06 Members of a category shall be eligible to upgrade their membership by (a) paying additional dues, and (b) completing a prescribed application form, both required to be eligible to become members in the newer category. If such requirements are met by June 30th of the year, they are eligible to vote in the newer category in that year.

Eligibility to Vote

3.07 Eligible members who paid the pledged amounts fully by June 30th of a year shall be full members in good standing for voting purposes in that year. Eligible members of a category who have paid the pledged amounts partially shall not be considered as the voting members in that category until they completely pay the pledged amounts, within the stipulated time. Such members shall be eligible to vote in another membership category, which qualifies them to vote in that category based on the amount of dues paid.

3.07.1 In order to be eligible to receive a ballot to vote, each member must register with HTCS. Every member who registers will be sent a ballot at the member's registered address. If a member fails to vote once in an election, a ballot for the next election will be sent to his registered address. If there is a failure to vote in a second consecutive election, the member will be sent a registration card with the request to register again for the next election either online or by mail or in person. If the member fails to register at this time, no further ballots will be sent until such time as the member does register again.

3.08 Each member, registered individually or as a couple (wife & husband) in the Life Member and/or Patron Member categories, shall have no more than a total of two votes. In case a couple registers as separate members in the aforementioned categories, the maximum number of votes per couple shall be no more than four.

3.09 An Associate Member shall have no vote.

Eligibility to Contest / be Coopted

3.10 To be elected or coopted as provided herein, an otherwise eligible individual
(a) must be a fully paid member of HTCS and must complete two years of membership by June 30th of the election year, and
(b) must attend 50% of the meetings of the Board in his/her prior term before the elections. Trustees who did not attend at least 50% of the Board of Trustees meetings in their prior term are not eligible to contest / co-opt again.

3.11 Members who are volunteers, major financial supporters, chairpersons who have made contributions in time and effort may be given preference in cooption of the trustees.

3.12 Trustees who have served two consecutive terms of 6 years are not eligible to contest / be coopted for another 6 years. They are eligible to contest/ be coopted for another term of 6 years after a gap of 6 years from the previous trustee term and continue to do so if they so desire as long as they skip one 6 year period after each term of six years. Trustees who are serving on the Board of Trustees at the time of the passage of these By-laws are eligible to contest/ be coopted for two consecutive terms of six years after completion of their present term. They are also eligible to contest/ be coopted for an alternate terms of 6 years after skipping a period of 6 years in between the terms.

3.13 The election committee shall present qualified Members to be elected as trustees to the Membership for an election considering all the eligibility criteria as per these By-laws.

By-law IV

BOARD OF TRUSTEES

4.01 The affairs of the Corporation shall be managed by the Board of Trustees, which shall be the policy making body of the Corporation and the distinguished body of spokespersons of the Temple and Community Center facilities. The Board may initiate all appropriate activities such as fundraising and planning for the expansion of the Temple and Community Center facilities.

4.02 All Trustees shall be members in good standing of HTCS on the day of nomination, and election, and during the tenure of the Trustees.

Election of Trustees

4.03 The maximum number of voting Trustees shall be 25, who shall be elected or coopted as follows by a simple plurality of the votes cast either through the mail ballot and/or in a duly convened assembly of the members and meeting of the Board of Trustees with a duly executed written proxy voting permitted. Nominations and/or Elections Committee, in consultation with the Board, shall determine the number of Trustees to be coopted and elected while maintaining the proportion of 8:8:8: in the following categories.

4.03.1 In the first election, prescribed number of Trustees as detailed below shall be elected in the following categories. After the first election, 3 Trustees from each category shall retire after 2 years and also 4 years and term of the remaining two Trustees shall expire after 6 years as determined voluntarily or by lottery after 2 years. Every two years from then on, up to the maximum number of vacant Trusteeships in each category, as determined by the Nominations/Elections Committee in consultation with the Board, may be filled by election/co-option for 6 year terms in that category subject to the above described procedure and restrictions:

(1) Up to 8 Trustees shall be co-opted from the different categories of Patrons, and Life Members. Of the 8 Trustees, 5 Trustees shall be co-opted from the group of Patrons and 3 Trustees shall be co-opted from the group of Life Members by the sitting Board of the Trustees, that exists before the election, in a duly convened meeting immediately after the election.

(2) Up to 8 Trustees shall be elected from the category of Patrons by the Patrons.

(3) Up to 8 Trustees shall be elected from the category of Life Members by the Life members.

4.03.2 One Trustee shall be elected for a term of 2 years by members in the Life Members category who did not completely pay their pledged amounts by June 30, 1992, from the members of the same category. After the expiration of the 2 year term, one Trustee shall be co-opted from the members of the corporation by the newly elected Board of Trustees for six years term.

4.03.3 The Trustees, whose terms expire, shall be eligible for reelection subject to the conditions in section 4.02 of this By-law.

4.03.4 The elected Trustees shall serve until their successors are elected and qualified, or until their inability to serve due to whatever reason.

4.04 This By-law IV and sections of the By-laws that affect the By-law IV shall not be altered, amended, or repealed without the two-thirds majority vote in each category of members, conducted in mail or in a duly convened assembly of the members with duly executed proxy voting permitted.

APPENDIX II
HTCS Nominations/Elections Committee (EC)
2016 Election Schedule

Dates in **BOLD** indicate Committee meeting at 10 a.m. at the Temple. Please reserve the dates.

Date	Day	Event	Owner
July 25	Mon	Request from the HTCS Chairman to conduct 2016 elections specifying the trustee positions to be filled	BOT Chairman
July 30	Sat	Meeting/Conf. call to finalize election schedule and to finalize Call for Nominations	EC
Aug 8	Mon	Receive certified membership list and addresses (Excel file & Printout) and 1 set of Address labels	Memb. Comm.
Aug 13	Sat	Prepare mailing of Call for Nominations (To be ready with copies, envelopes, address labels, and stamps)	EC + Volunteers
Aug 15	Mon	Mail Call for Nominations, (post on Temple website & bulletin board)	EC+IT
Sept 6	Tue	Get attendance record for trustees: Sept 2014 - Dec 2014 and Jan 2015 – Aug 2016.	Secretary
Sept 11	Sun	11 a.m. – 12 noon: Hand delivery of nominations at the temple	Candidates
Sept 12	Mon	Last day to <u>receive</u> nominations by the Elections Committee Chair by mail or email (by 5 p.m.)	Candidates
Sept 17	Sat	10 a.m.: Scrutiny and validation of nominations	EC
Sept 17	Sat	1 p.m.: Meeting with Nominees (Candidates)	EC
Sept 27	Tue	Last date to withdraw nominations (to be received by the Elections Committee Chair by mail or email by 5 p.m.)	Candidates
Oct 1	Sat	10 a.m.: Finalize Nominees (Candidates); design ballots and discuss any issues, Rent P.O. Box	EC
Oct 1	Sat	Receive 2 sets of Members' address labels and updated address list, Check labels/addresses	Memb. Comm., EC
Oct 8	Sat	Prepare ballots for mailing & mail, if time permits	EC
Oct 10	Mon	Mail ballots if not mailed earlier	EC
Oct 22	Sat	10 a.m. to 2 p.m.: Address missing ballot issues	EC
Nov 4	Fri	Last date to receive ballots at the P.O. Box	Members
Nov 5	Sat	8:30 a.m.: Pick up ballots from P.O. Box (Candidates are welcome to monitor)	EC + Volunteers + Candidates
Nov 5	Sat	10 a.m., Ballot counting of Life/Patron (TBD) member category	EC + Volunteers
Nov 6	Sun	10 a.m., Ballot counting of Life/Patron (TBD) member category	EC + Volunteers
TBD	Sat/Sun	Ballot Recount, if necessary	EC + Volunteers

Notes: 1. Schedule is **subject to change** as necessary

2. Results will be posted on the temple website a day after ballot counting is completed

APPENDIX III
HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.
SRI VENKATESWARA TEMPLE (BALAJI MANDIR) AND COMMUNITY CENTER
1 Balaji Temple Dr., Bridgewater, NJ 08807; Tel # (908) 725-4477
Call for nominations for HTCS Trusteeships

August 23, 2014

Dear Member,

Greetings from the Nominations/Elections Committee! We are in the process conducting elections to fill the following vacancies for **six year** terms beginning on January 1, 2015:

- (a) **Three** LIFE member TRUSTEES to be elected by LIFE MEMBERS only.
- (b) **Three** PATRON member TRUSTEES to be elected by PATRON MEMBERS only.

The purpose of this letter is to invite nominations for the above trustee positions. See blank nomination form, appropriate for your membership category, on the other side. Nomination form can be copied or downloaded from the Temple Website (<http://www.venkateswara.org>). Those with membership in both LIFE member and PATRON member categories are eligible to contest for trusteeship in only one category. A list of the names of members in the LIFE member and PATRON member categories will be posted on the bulletin board in the Temple.

Eligibility to contest to be a Trustee:

- a) Shall be a fully-paid member of HTCS for at least two years as of **June 30, 2014**.
- b) Current Trustees must have attended 50% of the meetings of the board, if not they are not eligible to contest.

Required with the Nomination: Two passport size photographs; Nominee statement not exceeding 150 words (single spaced; Times New Roman font 10 text [not bold] and Font size 14 heading [bold]). The Nominee statement describes (a) past contributions and service to HTCS, (b) if elected, plans for service to HTCS during the next 6 years, and (c) other relevant information including community service. The photograph and the Nominee statement will be posted on the Temple bulletin board and the website for the benefit of the voting members. Please note, if the statement is too long, the committee reserves the right to edit/reformat the statement. Also, please email an electronic version (Word file) of the nominee statement.

The official Temple membership list, as finalized by June 30, 2014, is the list that will be used to send ballots in October. Members should **update their addresses before September 20** by using the official address change process given on the Temple website. The list of members with invalid addresses and the instructions for making address changes are posted on the temple website http://www.venkateswara.org/Membership_1.htm. **Correct mailing address is important to assure timely delivery of ballots.**

The Nominations/Elections Committee (EC) has decided on the following schedule:

September 14, 2014 (Sunday): 11 a.m. – 12 p.m.: Hand delivery of nominations accepted at the temple

September 16, 2014 (Tuesday): Last day to receive the duly completed Nomination forms by the EC. (For nominations filed electronically, original form has to be received in mail by 5 p.m. on September 18.)

September 20, 2014 (Saturday): 1 p.m. meeting. Nominees can find out deficiencies in their Nomination form. There will be no additional notification regarding this meeting. Attendance is optional.

September 26, 2014 (Friday): Last day to receive withdrawal of nominations by EC. Email from the Nominee's personal official email address is acceptable.

October 4, 2014 (Saturday): EC mails ballots to the members.

October 18, 2014 (Saturday): 10 a.m. to 2 p.m.: EC will be available to address missing ballot issues.

October 31, 2014 (Friday): Last day to receive the duly completed ballots in EC's Post Office Box.

November 1, 2014 (Saturday): 8:30 a.m.: Pick ballots from P.O. Box, candidates are welcome to monitor

November 1&2, 2014 (Sat/Sun): 10 a.m., Ballot counting: Life Member ballots on one day and Patron Member ballots on the other day (order to be decided).

Election Committee: Vadali Sastry (Chair), Murty Bhavaraju (vice Chair), Bala Iyer, Rao Potharlanka, Suresh Makam, Prasad Wunnava (Consultant)

APPENDIX IV(a)
NOMINATION FORM FOR LIFE MEMBER CATEGORY TRUSTEES
HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.
SRI VENKATESWARA TEMPLE (BALAJI MANDIR) AND COMMUNITY CENTER
1 Balaji Temple Dr., Bridgewater, NJ 08807; Telephone: (908) 725-4477

Three TRUSTEES (6 year term) will be elected from the LIFE MEMBER category by LIFE MEMBERS in 2014.
QUALIFICATION: The Nominee shall be an *HTCS member for a minimum of two years* as well as a member in good standing of LIFE member category on **June 30, 2014** and during the nomination/election process. See Appendix III for additional eligibility requirements. The Proposer and the Secunder must be members in good standing of LIFE member category on June 30, 2014. **If the Nominee, Proposer, & Secunder are all qualified, please send the completed nomination form, along with two passport size photographs and Nominee's statement not exceeding 150 words, to HTCS Nominations/Election Committee, c/o Vadali S. Sastry, 5931 Derick Dr., Orefield, PA 18069, so as to reach by September 16, 2014 (Tuesday).** Please obtain a copy of the HTCS Election Manual from the temple website to understand the election process.

All Nominees are requested to attend (not mandatory) a meeting with the Nominations/Elections Committee at the ground floor main office of the Temple on Saturday, September 20, 2014 at 1 p.m. to find out if there are any deficiencies with their Nomination Form.

NOMINEE'S DETAILS

Nominee's name: Last _____ First _____ Middle _____

Nominee's address: _____

Nominee's phone #: Home _____ Cell: _____

*Nominee's **official** email address (**Required**): _____

(This will be the **ONLY** email address to be used during this election process.)

PROPOSER'S DECLARATION

Proposer's name: Last _____ First _____ Middle _____

Proposer's address: _____

Proposer's phone #: Home _____ Cell: _____

I hereby declare that I have been a member in good standing in the LIFE member category of HTCS. I hereby propose the nomination of _____ as a trustee representing LIFE member category of HTCS.

Date: _____ Signature of the Proposer: _____

SECONDER'S DECLARATION

Secunder's name: Last _____ First _____ Middle _____

Secunder's address: _____

Secunder's phone #: Home _____ Cell: _____

I hereby declare that I have been a member in good standing in the LIFE member category of HTCS. I hereby propose the nomination of _____ as a trustee representing LIFE member category of HTCS.

Date: _____ Signature of the Secunder: _____

NOMINEE'S DECLARATION

I hereby declare that I have met all the eligibility requirements to contest as a Trustee and, if elected, will continue to be a LIFE member during the term of trusteeship. I accept the nomination to serve as a trustee representing the LIFE member category of the HTCS. If elected, I promise to serve as a Trustee to uphold the Certificate of Incorporation and the Bylaws, the objectives, rules and regulations of HTCS. All information furnished in this application is true to the best of my knowledge. I have enclosed a Nominee statement (150 words or less) and two passport size photographs.

Date: _____ Signature of the Nominee: _____

APPENDIX IV(b)
NOMINATION FORM FOR PATRON MEMBER CATEGORY TRUSTEES
HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.
SRI VENKATESWARA TEMPLE (BALAJI MANDIR) AND COMMUNITY CENTER
1 Balaji Temple Dr., Bridgewater, NJ 08807; Telephone: (908) 725-4477

Three TRUSTEES (6 year term) will be elected from the PATRON MEMBER category by PATRON MEMBERS in 2014.

QUALIFICATION: The Nominee shall be an *HTCS member for a minimum of two years* as well as a member in good standing of PATRON member category on **June 30, 2014** and during the nomination/election process. See Appendix III for additional eligibility requirements. The Proposer and the Secunder must be members in good standing of PATRON member category on June 30, 2014.

If the Nominee, Proposer, & Secunder are all qualified, please send the completed nomination form, along with two passport size photographs and Nominee's statement not exceeding 150 words, to HTCS Nominations/Election Committee, c/o Vadali S. Sastry, 5931 Derick Dr., Orefield, PA 18069, so as to reach by September 16, 2014 (Tuesday). Please obtain a copy of the HTCS Election Manual from the temple website to understand the election process.

All Nominees are requested to attend (not mandatory) a meeting with the Nominations/Elections Committee at the ground floor main office of the Temple on Saturday, September 20, 2014 at 1 p.m. to find out if there are any deficiencies with their Nomination Form.

NOMINEE'S DETAILS

Nominee's name: Last _____ First _____ Middle _____

Nominee's address: _____

Nominee's phone #: Home _____ Cell: _____

*Nominee's **official** email address (**Required**): _____

(This will be the ONLY email address to be used during this election process.)

PROPOSER'S DECLARATION

Proposer's name: Last _____ First _____ Middle _____

Proposer's address: _____

Proposer's phone #: Home _____ Cell: _____

I hereby declare that I have been a member in good standing in the PATRON member category of HTCS. I hereby propose the nomination of _____ as a trustee representing PATRON member category of HTCS.

Date: _____ Signature of the Proposer: _____

SECONDER'S DECLARATION

Secunder's name: Last _____ First _____ Middle _____

Secunder's address: _____

Secunder's phone #: Home _____ Cell: _____

I hereby declare that I have been a member in good standing in the PATRON member category of HTCS. I hereby propose the nomination of _____ as a trustee representing PATRON member category of HTCS.

Date: _____ Signature of the Secunder: _____

NOMINEE'S DECLARATION

I hereby declare that I have met all the eligibility requirements to contest as a Trustee and, if elected, will continue to be a PATRON member during the term of trusteeship. I accept the nomination to serve as a trustee representing the PATRON member category of the HTCS. If elected, I promise to serve as a Trustee to uphold the Certificate of Incorporation and the Bylaws, the objectives, rules and regulations of HTCS. All information furnished in this application is true to the best of my knowledge. I have enclosed a Nominee statement (150 words or less) and two passport size photographs.

Date: _____ Signature of the Nominee: _____

APPENDIX V – LIFE MEMBER BALLOT

(Example only – will be revised each election)

**HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.
SRI VENKATESWARA TEMPLE (BALAJI MANDIR) AND COMMUNITY CENTER
1 Balaji Temple Dr., Bridgewater, NJ 08807; Tel # (908) 725-4477
LIFE MEMBER CATEGORY TRUSTEE ELECTION**

October 4, 2014

Dear Member,

This election is to fill three vacancies on Board of Trustees that will be created in December 2014. Enclosed are two ballots (both printed on page 2) for voting for Trustee candidates in Life Membership category and a stamped and addressed ballot envelope to place your ballots and mail. Also enclosed are the statements from the candidates. The statements and photos are also posted on the Temple bulletin board and the web site (<http://www.venkateswara.org/elections.htm>).

Please read the detailed voting and mailing instructions below. It is important that each member uses only the ballots and envelopes received for his/her particular membership. Otherwise, those ballots will be disqualified. **If you have multiple memberships, please do not combine ballots with other membership ballots or do not use another mailing envelope because the envelope that was supplied contains information to verify your membership. Ballots will be disqualified if there are more than two ballots (one sheet) in a ballot envelope.**

The ballot mailing was done in the presence of the trustee candidates or their representatives. Ballots were mailed to ALL members to their address in the temple records. No address changes can be done after October 14. The EC will be at the temple between 10 a.m. and 2 p.m. on October 18 to address missing ballot issues. Members should bring a proof of address and a photo driver license or passport for identification. Address should match the address in temple membership records. Members who cannot come to the temple can request duplicate ballots by **emailing from their personal email address to vadalisastry@hotmail.com on October 17 ONLY**. Email should contain postal mailing address. Nominations/Elections committee (EC) is not responsible for any errors/delays in postal delivery.

Ballot Schedule:

October 18, 2014 (Saturday): 10 a.m. – 2 p.m. at the temple; address missing ballot issues

October 31, 2014(Friday): **Last day to receive** ballots in the P.O. Box.

November 1, 2014 (Saturday): Counting of ballots in the Life member category

November 2, 2014 (Sunday): Counting of ballots in the Patron member category

Nominations/Elections Committee:

Vadali Sastry (Chair), Murty Bhavaraju (vice Chair), Bala Iyer, Rao Potharlanka, Suresh Makam, Prasad Wunnava (Consultant)

INSTRUCTIONS TO VOTE

- (1) **TWO** ballots (do not separate) on the other side of this sheet, containing **alphabetical listing** of the candidates contesting for three trusteeships in the Life Member category, and an **envelope with postage** are provided to you. (Each membership is entitled for two ballots, with a very few exceptions. Please mark your vote and mail both ballots.)
- (2) **Do not sign your name** on the ballots or on the envelope.
- (3) **Vote** by marking “X” on the lines in front of the names of **ONLY THREE** candidates on **each** ballot.
- (4) **Insert** the sheet with **both** marked ballots in the ballot envelope with your “From” address and “To” address as Nominations/Elections Committee, Hindu Temple and Cultural Society of USA, Inc., P.O. Box # 8111, Bridgewater, NJ 08807-8111. (**Families with more than one member: Note that more than two ballots [one sheet] in one envelope are NOT permitted. Each member should use his/her own envelope provided as the process verifies your membership.**)
- (5) **MAIL THE BALLOT ENVELOPE EARLY SO THAT IT REACHES THE NOMINATIONS/ELECTIONS COMMITTEE’s P.O. BOX BY FRIDAY, OCTOBER 31, 2014.**
- (6) Your voting privacy is protected.

BALLOT (1 OF 2)

**HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.
LIFE MEMBER CATEGORY TRUSTEE BALLOT**

(*Read the complete voting instructions on the other side*)

**For each ballot: Vote only for three candidates by marking “X” on the line.
Voting for more than three candidates will make your ballot invalid.**

- _____ 1. Alaparthi, Suresh
- _____ 2. Devineni, Prasad
- _____ 3. Erukulla, Ravi K.
- _____ 4. Parekh, Shirish
- _____ 5. Rangarajan, Srinivasan
- _____ 6. Saraswati, Raj

PLEASE DO NOT SEPARATE THE TWO BALLOTS. MAIL BOTH BALLOTS TOGETHER.

BALLOT (2 OF 2)

**HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.
LIFE MEMBER CATEGORY TRUSTEE BALLOT**

**For each ballot: Vote only for three candidates by marking “X” on the line.
Voting for more than three candidates will make your ballot invalid.**

- _____ 1. Alaparthi, Suresh
- _____ 2. Devineni, Prasad
- _____ 3. Erukulla, Ravi K.
- _____ 4. Parekh, Shirish
- _____ 5. Rangarajan, Srinivasan
- _____ 6. Saraswati, Raj

APPENDIX VI

2014 Ballot Counting Process

Life members on November 1 & Patron members on November 2

Note to candidates and their observers: You have to follow the instructions of the Nominations/Elections committee (EC). You have to stay in the designated area without disturbing the volunteers, and without interfering with the ballot counting process. Any questions should be directed ONLY to the members of the EC.

Saturday, November 1, 2014

Ballot Pick up from post office:

1. **8:40 a.m.:** Gather at the Post Office (495 N. Bridge St., Bridgewater, NJ 08807). Candidates/Observers for ballot pickup should meet the EC team led by Murty Bhavaraju. Others can join at the temple (Kalyana Mandapam).
2. **8:45 a.m.:** Pick up ballots from the P.O. Box and bring them to the Temple.
3. **9 a.m.:** Separate Life member ballots and Patron ballots.
4. Arrange the #9 blue ballot envelopes received from Life members according to their membership number.
5. Check that all envelopes are in order (accept only the envelopes mailed by EC and only one envelope was received from any one membership.)
6. Record the membership numbers of all the envelopes. (later, make a copy for the membership committee).
7. **10:00 a.m.** (approx.): Open the blue/ivory ballot envelopes one-by-one on the postage stamp edge without damaging the member address label. **Make sure that each envelope contains only ONE original ballot paper.** (There are two ballots, ballot 1 on top and ballot 2 at the bottom of the ballot page.) If there are more than 1 ballot paper in an envelope and if both are marked, all the ballots from that member will be disqualified. If a second ballot sheet is present and it is unmarked, it may be discarded.
8. Arrange the empty #9 envelopes in sequence and save for storage.
9. Mix the folded ballot papers and unfold the ballots.
10. Attach one serial number sticker at the top of the ballot sheet (i.e., assign a serial number to each ballot).
11. Arrange ballots serially and staple in bunches of 20 sheets (40 ballots) (i.e., ballots 1-1 to 20-2 is one bunch, ballots 21-1 to 40-2 is the next bunch, and so on.)
12. Arrange counting stations such that there is a tally team of two persons for each counting station.
13. Give one bunch of 20 ballot sheets (40 ballots) to each counting station. One person will be the reader of the ballot and the other one the recorder. The two can switch roles for each bunch.
14. Record votes for each ballot on the Tally sheet corresponding to its ballot # with a check mark. Record disqualified ballots (voting for more than two candidates or if the ballot paper is not original), if any.
15. After recording the votes for all the 40 ballots, the tally team records the totals for each candidate for that tally sheet and both members of the tally team sign the tally sheet.
16. After completing the initial tally of all the ballots, the election volunteers will form recount teams.
17. Each stapled bunch of (20) ballot sheets will pass through a recount team 1 and a recount team 2. For each bunch, the recount team members must be different from the initial tally team members.
18. The first recount team checks 50% (20) of the ballots (top or bottom) and places "1" to the left of the ballot sheet # column. The votes are marked by crossing the previous check mark. If even a single error is found, complete recount has to be done using a new tally sheet. If no errors are found, the recount team signs and the bunch goes to a 2nd recount station.
19. The second recount team will check the remaining 50% (20) of the ballots and places "2" to the left of the ballot sheet # column. The votes are marked by crossing the previous check mark. If even a single error is found, complete recount has to be done using a new tally sheet. If no errors are found, the 2nd recount team checks the totals, signs and the bunch goes to the Summary tally team.
20. Summary Tally team records the totals for each candidate from tally sheet and prepares the total votes for each candidate.
21. The committee members and the observers will sign the summary sheet.
22. All the ballots and the #9 ballot envelopes, along with other documents, will be sealed in a box and signed by committee members and observers. The box will be safely stored until January 2016.

APPENDIX VII

Certification of Election Results (2014 example)

HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.

SRI VENKATESWARA TEMPLE (BALAJI MANDIR) AND COMMUNITY CENTER

1 Balaji Temple Drive, Bridgewater, NJ 08807; Telephone: (908) 725-4477

THE NOMINATIONS/ELECTIONS COMMITTEE (2013-14)

Vadali Sastry (Chair), Murty Bhavaraju (Vice-Chair), Bala Iyer, Suresh Makam, Rao Potharlanka, Prasad Wunnava (Consultant)

From: Vadali S. Sastry, Chair-Nominations/Election Committee

To: Siva Lakshmanarao Kakarala, Chairman, Board of Trustees-HTCS

Date: November 2, 2014

Subject: 2014 Trustee Election Results

Greetings from the Nominations/Elections Committee (EC)! Our Committee has just completed the electoral process. The chronology of the events of the nominations/elections process and the election results are as follows:

July 23, 2014: Siva Lakshmanarao Kakarala, Chairman of BOT, requested the Nominations/Elections Committee to conduct the elections to fill 3 trustee positions in Patron Member category and 3 trustee positions in Life Member category. The terms of the newly elected trustees would expire on December 31, 2020.

July 23, 2014: EC had the first meeting to plan for the expected trustee elections. Preliminary draft of election schedule was discussed. It was agreed to add a day for hand delivery of nominations at the temple. It was agreed to schedule the elections so as to allow for any ballot recount and still complete the election process before Thanksgiving. Revisions to the Election Manual were discussed.

August 17, 2014: Draft of the Election Manual was approved. The proposed election schedule was revised to include a day at the temple for addressing missing ballot issues. It was decided to eliminate hand delivery of ballots. Call for Nominations letter was approved.

August 23, 2014: Call for Nominations was mailed to HTCS members. The nominations, by mail or email, were due by September 16, 2014.

September 14, 2014: Accepted 4 hand delivered nominations. It was good that members took advantage of this opportunity.

September 14, 2014: Attended the BOT meeting to explain the magnitude of the "invalid address" issue, i.e., the members whose address in the membership records is not current. More than 100 members fall in this category because the Call for Nominations mailed to them were returned by USPS as undeliverable. BOT agreed that ballots need not be mailed to those members unless they update their address. It was agreed to accept address changes up to October 14th and accept duplicate ballot requests until October 18th by those members who claim to have not received their initial mailing of ballots. There was also a discussion regarding mailing a single ballot to the surviving spouse of a deceased member. EC does not agree with that policy. However, agreed to consider in the next EC meeting. (By the end of September, a total of 112 members have invalid addresses. In addition, USPS has provided correct addresses of 21 members.)

September 20, 2014: EC decided to mail single ballot to the surviving spouse of a deceased member for this election.

EC decided to include the address change cut-off date of October 14th in the Election Manual. The ballot will also include the October 18 as the date for in-person duplicate ballot requests. Those who cannot come in person can request via email on October 17th (later extended to include October 18th also) only.

EC scrutinized and accepted 7 nominations in the Life member category and 6 nominations in the Patron member category.

September 24, 2014: EC had a conference call to discuss issues related to P.O. Box and ballot printing/ mailing.

September 27, 2014: EC met to accept the withdrawal of two nominations (one from each category) and finalize the candidates for the election. Based on all the criteria including the meeting attendance by current trustees, 6 Life Member trustee candidates and 5 Patron Members trustee candidates were qualified to contest in the 2014 trustee elections. The following is the final list where (W) indicates withdrew:

Life Member category:

1. Alaparthi, Suresh
 2. Devineni, Prasad
 3. Erukulla, Ravi K.
 4. Parekh, Shirish
 5. Rangarajan, Srinivasan
 6. Saraswati, Raj
- [Kambhampati, Venkata Sankar (W)]

Patron Member category:

1. Aluri, Kalpana
 2. Atluri, Sriradhakrishnaprasad (Prasad)
 3. Kuchipudi, Bapineedu
 4. Penupatruni, Niranjana Kumar
 5. Vallabhaneni, Yugandhara Rao
- [Alaparthi, Suresh (W)]

September 27, 2014 (cont'd): EC decided on the design/format of ballots. Different colors will be used for ballots and the ballot envelopes. Received address labels and address list from the Membership committee Chair. The members on the “invalid address” list were not included in the printed labels. However, any updated addresses will be included for ballot mailing on October 4th and also as the address change process continues until October 14th. Addresses on labels were randomly checked with the address list.

October 4, 2014: Each ballot package includes 2 ballots, ballot instructions, candidate statements, and a stamped envelope for members to mail back the marked ballots. Ballot packages were delivered at the Bridgewater Post Office. The candidates were invited to be observers but no one took advantage of the invitation. . The nominee statements and photos were placed on the temple bulletin board and also posted on the Temple website.

November 1, 2014 - Ballot pickup & Life member Ballot Counting: Candidates were informed that either the candidate or one of his representative could be present at the ballot pick up at the post office and ballot counting as an observer. Any representative shall be a HTCS member and carry a signed letter from the candidate addressed to EC, designating him/her as the representative. The ballot counting process is shown in Attachment A.

Life Member category:

a. Total number of certified members	1639
b. Deceased members.....	7
c. Members with no address and Invalid address.....	93
d. Number of ballot sets mailed (=a-b-c)	1539
e. Number of ballot sets returned as undeliverable.....	28
f. Number of ballot sets issued (2 ballots per member) (=d-e)...	1511
g. Number of envelopes/ballot sets returned (voted).....	796
h. Ballot envelopes unopened (3) or Patron ballot (1) or no ballot (1)	5
i. Number of ballots disqualified (if any).....	1
j. Number of ballots cast [max. possible]= 2*(g-h)-i	1580

Total number of votes polled for each candidate are:

<u>Candidate</u>	<u>Votes</u>
Alaparthi, Suresh.....	1066
Devineni, Prasad.....	1023
Erukulla, Ravi K.....	1013
Parekh, Shirish.....	577
Rangarajan, Srinivasan.....	253
Saraswati, Raj.....	247

Based on the above results, Alapathy, Suresh; Devineni, Prasad; and Erukulla, Ravi K. have been declared elected as trustees in the Life Member category.

Patron Member category:

a. Total number of certified members	481
b. Deceased members.....	5
c. Members with no address and Invalid address.....	3
d. Number of ballot sets mailed (=a-b-c)	472
e. Number of ballot sets returned as undeliverable.....	1
f. Number of ballot sets issued (2 ballots per member) (=d-e)... (includes 7 sets of only 1 ballot)	471
g. Number of envelopes/ballot sets returned (voted).....	405
h. Number of single ballot sets received (and included above in g)	7
i. Ballot envelopes not opened or disqualified (if any).....	1
j. Number of ballots disqualified (if any).....	0
k. *Number of max. possible ballots cast = 2(g-h-i)+h-j..... (*corrected for single ballot sets received)	801

Total number of votes polled for each candidate are:

<u>Candidate</u>	<u>Votes</u>
Aluri, Kalpana.....	332
Atluri, Sriradhakrishnaprasad (Prasad).....	447
Kuchipudi, Bapineedu.....	358
Penupatruni, Niranjan Kumar.....	440
Vallabhaneni, Yugandhara Rao.....	531

Based on the above results, Atluri, Sriradhakrishnaprasad; Penupatruni, Niranjan Kumar; and Vallabhaneni, Yugandhara Rao have been declared elected as trustees in the Patron Member category.

The above duly elected three Life member trustees and 3 Patron member trustees, along with the three trustees to be co-opted by the current Board of Trustees in November/December, will join the Board in January 2015.

The Nominations/Elections Committee has been fortunate to have the full cooperation of the Board in carrying out our work, facilitated by the timely supply of the necessary material as well as making the Temple space available for ballot counting days. We also wish to acknowledge the cooperation by the membership of the Hindu Temple and Cultural Society of USA Inc., and also of all the nominees, proposers, the seconders and the election volunteers. We are happy with the enthusiasm exhibited by the membership to serve the HTCS of USA Inc. as Trustees and we wish that the same enthusiasm would be extended to serve as members of the many committees which will be formed to carry out the enormous amount of voluntary work involved in Sri Venkateswara Temple (Balaji Mandir) and Community Center activities.

2 boxes with the election materials was given to Hari Thummala, BOT Secretary for storage. The boxes contain the ballots and all papers related to these elections and were sealed and signed by us and observers present at closing time. They should be kept in safe custody unopened until the completion of the next electoral process in 2016.

The Nominations/Elections Committee (2013-14):

Vadali Sastry Murty Bhavaraju Bala Iyer Suresh Makam Rao Potharlanka Prasad Wannava

APPENDIX VIII
HTCS Election Ballot Related Contents to be Stored
(Some of the following can be in a digital format (CD))

1. Letter from the Board Chairman requesting the Nominations/Election committee to conduct Trustee elections.
2. Certified membership list (with record of who returned the ballots, the date of receipt of ballots).
3. Meeting notes for all the Nominations/Election committee meetings.
4. Copies of call for Nominations (Life member and Patron categories).
5. Nominations received, withdrawals (if any), disqualifications (if any) with relevant correspondence.
6. Attendance data for trustees seeking reelection.
7. Certified list of Nominees (letter to the Board Chairman).
8. Copies of Nominee statements and Ballot instructions.
9. Any correspondence regarding address changes, duplicate memberships, split votes, etc.
10. Ballot counting procedure: instructions for volunteers and observers.
11. Ballot envelopes returned as undeliverable.
12. Ballot envelopes, if any, kept unopened for any reason and/or ballots that are disqualified (proper envelope not used, more ballots than allowed, etc.).
13. Empty Ballot envelopes (after removing the ballots) containing member address labels.
14. All ballots.
15. Tallying sheets used in ballot counting with record of each ballot with signatures of the counting team and recounting team.
16. Summary sheets of ballots with signatures of the committee members and observers representing the candidates.
17. Final report to the Board Chairman with vote count numbers and declared winners
18. Copies of observer sign-up sheets might have been also included.
19. Member list with addresses as they appear on address labels (include also any late address changes).