



TELUGU ASSOCIATION OF NORTH AMERICA, INC

TANA Nominations and Elections Procedures

Section 1: *Committee Responsibilities*

1. TANA Nominations and Elections (N/E) committee is responsible for conducting TANA elections as per TANA bylaws.
2. Members of N/E committee shall not be able to contest in TANA elections.
3. All actions and decisions of N/E committee must be transparent.
4. Members of N/E committee must abide by TANA bylaws and elections procedure approved by TANA EC and TANA Board of Trustees.
5. Any and all members of N/E committee can be terminated by at least 2/3 majority of TANA EC and the termination of N/E member must be approved by at least 2/3 majority of TANA Board of Trustees. Reasons for termination include (but not limited to) misconduct in conducting the elections, favoring or disfavoring candidates, violation of TANA bylaws or election procedures.
6. Only TANA Governing Board (i.e. all elected members of TANA – BOT, EC & Foundation) has the authority to cancel an election and any motion to cancel an election must be approved by at least 2/3 majority of TANA governing board.
7. N/E committee shall maintain confidentiality before, during and after the elections on matters where confidentiality is needed such as nominations received, etc.
8. N/E committee shall submit details on all expenses incurred with proper receipts to TANA treasurer within 30 days of completing the election.
9. Primary functions of TANA N/E Committee include
 - a. Announcing a schedule of elections process
 - b. Solicit nominations for open positions in TANA Executive Committee, TANA Board of Trustees and TANA Foundation Trustees including Donor Trustees.
 - c. Verify the eligibility of the nominees, nominators and seconders.
 - d. Design, mail, receive and count ballots.
 - e. Announce the election results and submit the same in writing to the Secretary. Secretary shall inform the election results to TANA governing board and publish The same on TANA web site and TANA patrika.

Section 2: *Election Process*

Voters list:

1. List of members eligible to participate in elections must be approved by TANA Executive committee and TANA Secretary must submit list of members eligible to participate in elections to N/E committee and TANA Board of Trustees prior to the last date to file of nominations.
 - a. Ballots will only be mailed to addresses in North America (USA, Canada & Mexico). Any members residing outside of North America will not receive ballots.
2. N/E committee is responsible for providing one copy of membership list to each person contesting in the election.
 - a. There must be a clause in the nomination form to protect the confidentiality of members information and to destroy the information received when the election process is complete.
 - b. Each contestant must acknowledge that he/she read that clause and agree with it.
 - c. There is no need to provide membership lists to contestants who are elected unopposed.

Address Corrections:

3. Once TANA Secretary submits the membership list approved by TANA Executive Committee to N/E committee, address corrections will not be accepted by N/E Committee.

Record Keeping:

4. Following information must be recorded
 - a. Approved list of eligible members to participate in the election.
 - b. Any address changes to the approved list.
 - c. Total number of ballots printed with serial numbers.
 - d. Total number of ballots with envelopes mailed to voters.
 - e. Total number of ballot envelopes received from voters.
 - f. Total number of valid & invalid votes.
 - g. Names of the persons who assisted the N/E Committee in mailing, sorting and counting ballots.
 - h. Minutes of the meetings.

Nomination fee:

5. TANA Executive Committee will determine the nomination fee for each position.
6. All nominations must accompany the nomination fee in the form a check or money order.
7. Nominations without the appropriate nomination fee, invalid checks or checks with insufficient funds are deemed ineligible.

Mailing ballots:

8. Ballots will be mailed to the addresses on the approved list.
9. Ballots must be mailed in first class mail.
10. Two designated persons should take them to the Post office and mail all ballots on the same day.
11. Number of ballots printed by the printer must be reconciled against the number of

2. Each nominee shall have one nominator and two seconders.
3. The nominee, nominator and seconders shall be at least 21 years old and member of TANA in good standing as per Bylaws such as one should be a life member for TANA Board of Trustees and TANA Foundation Board, whereas for TANA Executive Committee one can be a direct member of TANA.
4. Nominations shall be filed in the format prescribed by N/E Committee.
5. Nomination form: it shall include full name, address, Telephone number and email. It shall also contain a sworn statement with signature of the nominee, nominator, and seconder that the information provided is true.
6. Each nominee must initial on the bylaws clause on the nomination form that he or she read the most recent copy of TANA bylaws and will abide by them. Most recent copy of TANA bylaws is available at http://www.tana.org/webfiles/docs/TANA_Bylaws.pdf.
7. Nominee must respect the confidentiality of the members' information given to him/her and make sure that it will not be redistributed and destroyed at the end of election process as per the established guidelines by N/E committee.
8. The N/E committee shall reject and void the nomination, if the candidate is ineligible or the nomination form received with incomplete and/or false information or received after deadline date. In question of ineligibility, the candidate's nomination fee to be returned.
9. The Nomination form along with nomination fees shall be sent by Fed Ex or registered/certified mail.
10. The N/E Committee shall verify the nominations and notify the nominees of its decision to accept or reject the nominations with reasons for its action.
11. The N/E committee shall accept withdrawals, compile final list of nominations and notify nominees.

Section 5: *Withdrawal Process*

1. Any nominee can request to withdraw from the elections by submitting the necessary form specified by N/E committee in writing before the withdrawal deadline.
2. Any person withdrawing before the withdrawal deadline shall get the nomination fee returned.

Section 6: *Ballot Process*

1. N/E committee is responsible for designing the format of the ballots. Before approving the final design of the ballot, proof of the ballot should be sent to TANA president and Chairman of Board of Trustees for review.
2. Names of contestants must be listed for each position in alphabetical order of the last name.
3. Place ballot in the envelope printed, "**BALLOTS-PLEASE DO NOT WRITE YOUR NAME OR ADDRESS**" on it. This envelope will have from and to addresses printed. (Eg: Telugu Association of North America (TANA), P.O.Box 000, Any City, IL 00000). Members will return their marked ballots in this envelope.
4. The ballot envelope (first) will be placed in a second envelope and mailed to members.
5. The N/E committee will provide instructions to correctly mark ballots and **not to sign**

or alter the ballots.

6. The N/E Committee shall set a date to count and tabulate the ballots. The date shall be at least ten days after the suggested last date to return ballots.
7. The N/E Committee shall informally announce the election results after the counting is complete and submit the results along with the information recorded as specified in (section 2.4) of this document to president and chairman of the board trustees.
8. The ballots shall be preserved for 30 days after results are declared.
9. If the contestant doesn't consent with the result, he or she may request for recount with a reasonable cause by writing to N/E Committee Chairman within 7 days of counting the ballots. The request for recount for any position should accompany a \$1,000 non-refundable fee. N/E committee shall refund the \$1,000 fee only if the recounting changes the outcome of the election results (i.e. changes who won the election). No additional recounts are allowed after the first recount.

Section 7: *Unfilled positions*

1. As per Article VII of TANA bylaws, Candidates for all vacancies, including positions without valid nominations at election time, in elected bodies of TANA shall be nominated by the Board of Trustees and ratified by the Executive Committee.

Section 8: *Disputes*

1. Responsibility to resolve any disputes in the nomination and election process shall rest with the N/E committee.
2. If there is any further dispute, it should be referred to TANA Executive Committee and Board of Trustees. In the event TANA EC and BOT is not able to resolve the issue, the issue must be referred to TANA Governing Board.
3. A simple majority decision of TANA Governing Board (i.e. all elected members of TANA – BOT, EC & Foundation) is final on any dispute.

Section 9: *Deadlines*

1. The N/E Committee shall complete the election process by April 30th in the same year as of the TANA National Conference.
2. The N/E shall submit an entire election report along with the records to the Secretary of TANA and a copy to the Board of Trustees by May 30th.

Section 10: *Introduction of New Committee*

1. The outgoing President shall introduce the incoming President to the General Body and to the attendees at the TANA National Conference.
2. The incoming President will introduce all new Committees' members at the TANA Conference.