

Telugu Fine Arts Society
Trustee Election Manual 2017

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Introduction

Telugu Fine Arts Society, Inc. (TFAS) conducts elections every two years for electing up to nine (9) trustees and the Nominations/Elections Committee (N/EC) has the responsibility to conduct the elections in a fair and open democratic process. This manual gives the details of the election 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 TFAS election process. See Appendix A for Bylaws applicable to Trustee elections and will be referred to, in this manual. The manual documents any interpretations of and necessary deviations from the Bylaws.

The sample forms included in this manual may be modified by N/EC as necessary before sending to members.

It is acknowledged that this manual was prepared following the Hindu Temple & Cultural Society Election Manual format.

Nomination Process

The Board of Trustees (BOT) form the N/EC with a chair and four members by November 1 (preferably by October 1) of the election year (odd year typically). N/EC members will be Life members of TFAS for at least 10 years, and are not from BOT or the Advisory Committee. See Article 23 for additional details of N/EC in Appendix A.

A list of TFAS members as of November 1 of the election year will be certified by the Membership Chair and the President by signing on a hard copy and provided to the N/EC chair by November 1. The list should indicate the effective date for each membership. **The effective date is used to check if Nominees, Proposers, and Seconders meet the minimum two year membership qualification and voting members meet the minimum one year membership qualification as of November 1, 2017.** The same list with only city and state will be posted on the TFAS website as information to trustee candidates. **NO NEW MEMBERS CAN BE ADDED TO THIS LIST FOR VOTING PUROPOSES.** N/EC does not handle address changes, which is the responsibility of the Membership Committee.

N/EC provides an itemized budget estimate to BOT. The cooperation of Treasurer, Secretary, Membership Committee, and IT may be needed in conducting the election process. In particular, the Membership Committee has to provide N/EC promptly with the address labels in the prescribed format (with any required special coding) to mail the Call for Nominations and election ballots. N/EC may use a printer who would produce copies and extract addresses from the TFAS spreadsheet for bulk mailing.

Eligibility to contest to be a Trustee: Any person who is general member of TFAS for not less than two years on November 1 of the election year shall qualify to be nominated for a trustee position. A member who served as a trustee for two successive terms shall not qualify. Serving for more than 365 days shall be considered as one full term. Members of the same family (husband, wife, children as independent

general members) shall not be nominated for the same term. See Bylaws Article 6 and 8 for additional qualifications in Appendix A.

Required with the Nomination Form are: a personal email address, a passport size color photograph (can be included in the electronic version) and a Nominee statement not exceeding 150 words (submit also an electronic version). The Nominee statement describes (a) past contributions and service to TFAS, (b) if elected, plans for service to TFAS during the next term, and (c) other relevant information including community service. If the statement is too long, N/EC may request the candidate to revise the statement. **The photograph and the Nominee statement will be posted on the TFAS website for the benefit of the voting members. The nomination should include a payment of \$250 by check to Telugu Fine Arts Society, Inc.** to partially cover the cost of conducting the elections. The fee will be refunded if a candidate withdraws his/her nomination or is disqualified to contest in the elections.

N/EC prepares a schedule for conducting the elections and prepares a “Call for Nominations”. This “Call” will be mailed to all members and also publicized on the TFAS website. The 2017 schedule is shown in Appendix B, a sample Call for Nominations is shown in Appendix C, and Nomination Form in Appendix D.

The nomination form should be duly signed by a proposer, a seconder and the nominee who are all members of TFAS. Only one general member from the same family (husband, wife, children as independent general members) is eligible to nominate or second a trustee candidate. Such general members shall be a general member for two years. The nominations may be filed electronically as a pdf file to meet the deadline, but the original paper copy with signatures has to be received by N/EC within three days. Each nominee shall have his or her own email addresses for all election related communications. 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 N/EC decision is final.

Any person whose nomination is accepted can withdraw his/her nomination before the deadline for withdrawal. The N/EC shall be neutral and shall not attempt to convince any candidate to withdraw. Withdrawal can be done by email from the nominee’s personal email address or by U.S. mail to be received by the N/EC Chair by the date specified. **A nominee cannot withdraw after the deadline.**

Before the ballots are prepared, the nominees may be given an opportunity to see how their names will be listed on the ballot. Each person can request a slight variation of his/her name. However, the N/EC may or may not accept that request. The N/EC decision is final.

Ballot Preparation and Mailing

The candidate names are listed alphabetically by last name. Every “Active” general member in good standing for one full year by November 1 of the election year will receive a ballot. “Active” general

member is one with the mailing address “current”. Husband and wife of a family membership are considered as two general members who are eligible to vote. A member may inform the Membership Committee any changes in the membership status that requires only one ballot to be mailed. A member may request the Membership Committee that a separate ballot be mailed to the husband and wife in case of separation. It may not be possible to implement such special requests received after December 1 of the election year.

The members are instructed to vote for no more than the maximum number of trustees to be elected and mail the ballot back only in the envelope supplied by N/EC. A ballot will be disqualified if the member marked for more candidates than instructed or if not mailed in the envelope supplied. A sample ballot with the associated instructions is given in Appendix E. The N/EC 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 N/EC, to check at random the ballot envelopes and addresses. The Membership Committee may be requested to be available with the membership list along with their mailing addresses to resolve any discrepancies.

Summary:

- (1) Ballots are mailed only to the official mailing address in TFAS records. Address changes have to be made before December 1 following the Membership Committee’s prescribed procedure.
- (2) Two ballots are mailed for each membership (except as noted above). Both ballots are to be returned in the supplied envelop ONLY.
- (3) In case of separated couple, if a specific written request is made before December 1 with separate addresses, a single ballot will be mailed to each person.
- (4) Candidate photos and the Nominee statements will be posted on the TFAS website for the benefit of the voting members.

Ballot Counting

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

- (1) A candidate or his representative may be an observer at the ballot counting process. Only one person is allowed for each candidate.
- (2) If a representative is sent, he should be a member of TFAS and bring a letter from the candidate, addressed to N/EC, indicating that he is 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 N/EC. If the observer refuses to cooperate, he/she will be asked to leave the venue.
- (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 for storage.

The ballot counting process is described in Appendix F.

Ballot Recount

A candidate may request a recount of the ballots within one week of declaration of the results, if the margin of loss is two percent or less of the ballots returned. The request must be in writing and signed by the candidate and addressed to N/EC chair with a copy to the TFAS President.

In case of a tie vote affecting the results, ballot recount will automatically be done for the affected candidates. If the tie continues, the affected candidates will share the trustee position and serve the one year term divided equally. For a 3-person tie, each candidate will serve an 8 month term – one after the other. The order of serving will be decided by coin toss (or similar method).

Certification of Election Results

The results will be posted on the TFAS website. After the recount process, if any, N/EC will provide the TFAS Board of Trustees and Advisory Board with Certification of Election results. See an outline in Appendix G.

Preservation of Election Records

1. Items to be stored: See the list in Appendix H.
2. Storing procedure: The items will be stored in card board boxes and closed with tape. Available N/EC members, TFAS Trustees, and any observers will sign across the tape.
3. Responsible officer: TFAS Secretary will be responsible for storing the ballot records.
4. How long to be stored: 2 calendar years after the election year (example: 2017 election results will be stored until December 31, 2019).
5. Location: With a member of the N/EC or Advisory Committee.
6. Opening the storage boxes: If there is a need such as by a court order, the boxes in which ballots are stored will be opened by the N/EC and any observers. After a review of the records, the boxes will be resealed and returned to the Secretary for storage.
7. 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 then N/EC and the President.

Election of Officers and Chairs

N/EC conducts the election of the Officers of the BOT in March/April following the elections. See TFAS Bylaws, Article 18 for duties of the officers. President, Vice President, Secretary, and Treasurer will be elected by the newly elected trustees. President and Treasurer shall be a permanent resident or citizen of the United States. It is advisable for Vice President and Secretary also to be a permanent resident or citizen of the United States. A trustee must have served at least one prior term to become

eligible to be elected as President, Vice President, Secretary, and Treasurer. If there are no eligible trustees or if eligible trustees decline to be elected as the officers, the trustees-elect in consultation with the advisory board shall elect members among the trustees with service experience in other nonprofit entities and the best available trustees for the officer positions.

The BOT will at its first meeting or soon after, designate and appoint the remaining trustees as chairpersons of the committees.

New officers are introduced to the members by N/EC at the Ugadi function and the term starts on May 1, 2018.

APPENDIX A

SOME BYLAWS APPLICABLE TO TRUSTEE ELECTIONS

ARTICLE 2: MEMBERSHIP

1. **General Members:** All those who are twenty one (21) years of age or over and subscribe to the aims and objectives of the corporation and pay the membership dues shall qualify to be general members. “Active” general members are those general members who updated changes in their contact information (mailing address at the minimum) in the corporation records. It is the responsibility of the general members to update their contact information as needed to be able to receive the corporation communications including event schedules and election ballots.

ARTICLE 6: BOARD OF TRUSTEES

1. The board of trustees is the executive body for the corporation. Except as otherwise required by law or provided by these bylaws, the entire corporation’s affairs, business and events shall be vested in its board of trustees.
2. The board of trustees of the corporation shall consist of **nine (9) trustees** elected by the general members of the corporation either in person, or by proxy or by mail.
3. The officers of the corporation shall be a President, a Vice President, a Secretary and a Treasurer, who shall be elected from and by the members of the board of trustees. **President and Treasurer shall be a permanent resident or citizen of the United States. It is advisable for Vice President and Secretary also to be a permanent resident or citizen of the United States. A trustee must have served at least one prior term to become eligible to be elected as President, Vice President, Secretary, and Treasurer.** If there are no eligible trustees or if eligible trustees decline to be elected as the officers, the trustees-elect in consultation with the advisory board shall elect members among the trustees with service experience in other nonprofit entities and the best available trustees for the officer positions.
4. The board of trustees shall at its first meeting or soon after, designate and appoint the remaining trustees as chairpersons of committees to oversee various projects, activities and events undertaken or organized by the corporation such as Annual events, Community Affairs, Membership Services, IT Services and Youth Affairs.
5. Five ad hoc committees shall be formed by the trustee chairs as described in Article 20.
6. The term of the trustees and the officers shall be for a period of two years or until their successors have been chosen. The term of the board of trustees and the officers shall begin from May 1st following the elections and end on April 30th after the two year term. A period exceeding 365 days shall be considered as one full term. **No member shall serve as a trustee for more than two continuous terms.**
7. No officer or director shall receive any salary or compensation from the corporation.
8. The trustees cannot write the Bylaws amendments or conduct elections independently.
9. If any vacancy arises in any office board of trustees for any reason, nominations will be requested from general membership and the board of trustees, in consultation from the advisory board, shall select a member of the board of trustees as an officer, and a member of the corporation nominated as a trustee.
10. Trustees are expected to maintain ethical and professional conduct during their service at all times. Professional discipline and honesty are absolute requirements. The meeting discussions and decisions are considered confidential. The internal emails among the trustees should never be circulated among the public. Personal differences should not influence corporate matters. Any

grievances due to misunderstandings or personal differences among the trustees can be forwarded to the advisory board in writing with evidence if any, for further action.

11. The corporation data shall not be used for non-corporation purpose without the approval of the board of trustees.
12. If the trustees are unable to take a decision or definitive action on any organizational issue, after conducting detailed discussions in two sittings, they shall forward the matter to the advisory board for further consideration and guidance. The advisory board shall make a final decision and respond to the trustees in a timely manner.
13. When a trustee engages in activities that have potential 'conflict of interest', he/she shall inform the advisory board for guidance.
14. Upon the formation of the election committee, the trustees should neither interfere with the election process nor should they nominate, second or support any candidate.
15. Resignation of a trustee must be submitted in writing to the Secretary/President during a regularly conducted meeting. Board of trustees may wait until next meeting to fill the vacancy and give the trustee an opportunity to reconsider his resignation under some circumstances.
16. As the corporation is formed by its members, no action of the board of trustees can alter or conflict with any decision or tradition made by the members. In an effort to protect the best interests of the corporation, the members when the quorum is met, can rescind or amend any action of the board. The trustees are elected by the members and are responsible to protect the interests, objectives, reputation, and finances of the corporation during their term. All the board members have equal responsibility while conducting the business of the corporation.

ARTICLE 8: QUALIFICATIONS TO BECOME A TRUSTEE

1. Any person who is a general member of the corporation for not less than two years on the 1st day of November in the year of election shall qualify for the position of a trustee.
2. Trustees shall be able to speak and communicate in Telugu.
3. No member shall serve as a trustee for more than two continuous terms. After a minimum break of one term following two continuous terms of service, a member from that trustee family will be eligible to serve for up to three more terms again as trustee or advisor.
4. The husband and wife cannot serve simultaneously as trustee and/or advisor at any given time.
5. The lifetime maximum for any family to serve on the board of trustees individually or husband and wife together is 10 years.
6. Trustees during their tenure shall not hold any official position in another community based non-profit organizations.

ARTICLE 9: NOMINATIONS AND ELECTIONS

1. Nominations/Elections (N/E) Committee shall conduct the process of seeking nominations, conducting elections and setting guidelines. Applicable Federal and state laws shall be abided by the corporation in addition to these Bylaws for matters relating to elections and finances of the corporation.
2. In the year of incorporation, the boards of trustees are elected by the general body at a scheduled and convenient meeting of the general body.
3. In the subsequent years nominations shall be accepted by petition by mail and the elections shall be conducted by mail or electronic ballots.

4. The detailed election procedures and dates shall be described in an election manual, approved by the board of trustees and advisory board and posted on the corporation website. The election manual shall be updated by the N/E Committee prior to calling for the nomination petitions.
5. The Secretary shall mail a list of all eligible members to the N/E Committee chair no later than November 1st in the year of election.
6. The N/E Committee calls for nominations from the general members for the board of trustee positions by November 10th of the election year. The nominations duly proposed and seconded by the general members of good standing shall be received by December 1st of the election year.
7. Members of the same family (husband and wife, and children as independent general members) shall not serve as a trustee or a member of the advisory board during the same period.
8. Only one general member from the same family (husband and wife, and children as independent general members) is eligible to nominate or second a trustee candidate. Such a general member shall be a Life member of the organization in good standing for two full years.
9. The nominations shall include a payment by check payable to Telugu Fine Arts Society, Inc. to cover part of the cost of conducting elections. The fee shall be noted in the election manual. The fee shall be refunded if a candidate is disqualified to contest in the election.
10. The dates to withdraw a nomination, ballot mailing and return dates, date of ballot counting and announcing the election results shall be included in the election manual and may be updated if necessary for each election year. Elections shall be completed by no later than March 15.
11. The N/E Committee shall call for a meeting with the existing and newly elected board of trustees following the election and conduct officer elections to facilitate the formation of the new board. Election of the officers shall be by ballot. The N/E Committee ceases to exist after the formation of the full new board of trustees. The new board of trustees / advisory board may be introduced during the Ugadi program or announced by May 1 in case the Ugadi function is not held.
12. Election disputes shall be resolved by the N/E Committee with guidance from the advisory board when required.

ARTICLE 11: VOTING BY MEMBERS

1. Every “active” general member in good standing for one full year by November 1st of the election year, shall be entitled to one vote on each matter – submitted for a vote by members.
2. Husband and wife of a family membership shall be entitled to receive two ballots. An unmarried child below 21 years of age living with the parents does not have a vote unless such unmarried child has taken individual membership.
3. Voting by Ballot :
 - a. It shall be the member’s responsibility to inform the corporation any change in the family membership status that requires only one ballot to be mailed.
 - b. A member may request the corporation to mail separate ballots to the husband and wife in case of separation.
 - c. Voting on behalf of a deceased member will be fraudulent and invalid. The voting privilege of the person, who used fraudulent vote, will be withdrawn for 4 years and the vote will be invalid.
4. Voting in person:
 - a. All the general members are urged to attend the general body meetings held annually or otherwise on a demand for a specific cause. Membership validity and address will be verified.

- b. Members that are eligible to vote and did not receive the ballot may request a duplicate ballot in writing. Election committee shall be responsible for sending the duplicate ballot if needed.

ARTICLE 23: NOMINATIONS AND ELECTIONS (N/E) COMMITTEE

1. This is a special committee that is formed for the purpose of nominations and elections every two years and it ceases to exist after the formation of the full new board of trustees.
2. The board of trustees by resolution adopted by a majority of the board during a regular meeting and ratified by the advisory board shall appoint a chair and two to four members as N/E Committee from the Life members of the corporation. N/E Committee members shall be Life members of the corporation for at least the past 10 years and have in depth knowledge of Bylaws and some experience in conducting elections. N/E Committee shall be formed before November 1st of the election year.
3. The N/E Committee shall safe guard the interests of the organization and function independently. The current members of the board of trustees or the advisory board shall not be a member of the N/E committee. The members of N/E committee shall not contest in elections while serving on the N/E committee. In case of vacancy in the N/E Committee during the election, the N/E Committee chair shall appoint another Life member and inform the board of trustees.
4. The N/E Committee shall convene as needed to prepare the Election Manual and plan the nominations and election process.
5. N/E Committee shall screen the nominations received, contact each candidate to obtain his/her acceptance of the nomination and get assurance that he/she will serve in the specified office in full capacity if elected.
6. N/E Committee may disqualify a candidate based on attendance of meetings for an existing trustee who wishes to serve a second term, fraudulent information in the nomination, and conflict of interest.
7. N/E Committee shall submit a detailed written report to board of trustees following the completion of elections. The report shall be stored as a permanent record in the corporation files.

**APPENDIX B
2017 ELECTION SCHEDULE**

| Date | Event | Owner |
|---------------|---|--------------|
| 11/1/17 | Appoint chair and 4 members of the N/E Committee | BOT |
| 11/1/17 | Secretary to mail list of members to N/E Chair with effective date of each membership | Secretary |
| 11/17/17 | Mail Call for Nominations | N/EC |
| 12/8/17 | Nominations due date | Members |
| 12/22/17 | Validate the Nominations/Reject Invalid Nominations | N/EC |
| 1/15/18 | Last Date to Withdraw Nomination | Nominee |
| 2/1/18 | Prepare and mail ballots on, mailing, ballot counting, recounting if necessary, and announcing results | N/EC |
| 3/1/18 | Ballots due date | Members |
| 3/15/18 | Complete ballot counting and recounting, if requested; Declare election results | N/EC |
| April 2018 | Election of officers and committee chairs Introduce new trustees to the membership at the Ugadi function | N/EC |

- Notes: 1. Schedule is subject to changes/additional details as needed
 2. Results will be posted on the TFAS website a day after ballot counting is completed

APPENDIX C CALL FOR NOMINATIONS

November 17, 2017

Dear Member,

Greetings from the Nominations/Elections Committee! We are in the process conducting of elections to fill nine (9) trustee positions for term May 1, 2018 – April 30, 2020.

The purpose of this letter is to invite nominations for the above trustee positions. See [a blank nomination form](#) enclosed separately. Nomination form can be copied or downloaded from the TFAS website (<http://www.tfas.net>). See the Bylaws and the Election Manual posted at the TFAS website.

TFAS has, throughout its 33 year history, enjoyed the good fortune of having volunteer trustees bringing their passion, energy and talents to serve the Telugu community and advance the objectives of the organization. The N/EC Committee has confidence that the new Board of trustees to emerge from this round of the election process will be no different than their predecessors in their commitment.

The N/EC Committee in its obligation to perform due diligence would like to request the nominees to consider the following factors before accepting the nomination. This is to ensure that the nominees, when elected to serve, are fully aware of the demands placed on their time and resources, any potential conflict of interest through their current or past tenure as office-bearers of some other organizations.

- Do your job and professional responsibilities including frequent travel leave you the time and commitment needed to work for TFAS for the two-year period?
- Can you attend the committee meetings which can sometimes be called at short notice?
- If you are actively involved in other Telugu organizations like TANA, NATA, NATS etc. or other religious, charitable or other organizations, does that leave enough time for involvement in TFAS?
- Do you have any experience in working for other non-profits? Is there any potential overlap/ mismatch or conflict with the objectives of TFAS?
- If you or your spouse worked on the TFAS committee before, how was your experience, were you able to discharge your duties adequately?

Eligibility to contest to be a Trustee per TFAS By Laws:

1. Any person who is a general member of the corporation for not less than two years on November 1, 2017 shall qualify for the position of a trustee.
2. Trustees shall be able to speak and communicate in Telugu.
3. No member shall serve as a trustee for more than two continuous terms. After a minimum break of one term following two continuous terms of service, a member from that trustee family will be eligible to serve for up to three more terms again as trustee or advisor.
4. The husband and wife cannot serve simultaneously as trustee and/or advisor at any given time.
5. The lifetime maximum for any family to serve on the board of trustees individually or husband and wife together is 10 years.
6. Trustees during their tenure shall not hold any official position in another community based non-profit organizations.

Current trustees must have attended at least 50% of the trustee meetings in the current two year term to be eligible to contest.

The Proposer and the Seconder must be *general members for a minimum of two years* as of November 1, 2017 (but cannot be the spouse of the Nominee). If the Nominee, Proposer, and Seconder are all qualified, please send the completed nomination form, along with one passport size photograph in color and Nominee's statement not exceeding 150 words, to TFAS Nominations/Election Committee, c/o (Address), so as to reach by December 8, 2017. Email address: (Address). Please review the TFAS Election Manual 2017 posted on the TFAS website for other qualifications to be a candidate and also understand the election process and the key dates.

Required with the Nomination: One passport size photograph in color; Nominee statement not exceeding 150 words in English or Telugu (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 TFAS; (b) if elected, what special skills and organizational experience do you like to bring to TFAS during the next 2 years; (c) other relevant information including community service; (d) your general expertise (e.g. financial, accounting, legal, IT). The photograph and the Nominee statement will be posted on the TFAS website for the benefit of the voting members. Please note that the committee may request the candidate to revise the statement if it is too long. Also, please email an electronic version (Word file) of the nominee statement to the election chair.

All Nominees are requested to attend (not mandatory) a meeting with the Nominations/Elections Committee at the location to be informed later to find out if there are any deficiencies with their Nomination Form.

The official membership list, as finalized by November 1, 2017, is the list that will be used to send ballots in January 2018. **Members should update their addresses before December 31. Correct mailing address is important to assure timely delivery of ballots.**

APPENDIX D

NOMINATION FORM FOR TRUSTEE (Term: May 1, 2018 – April 30, 2020)

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 TFAS member in good standing for two years. I hereby propose the nomination of _____ as a trustee of TFAS.

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 TFAS member in good standing for two years. I hereby second the nomination of _____ as a trustee of TFAS.

Date: _____ Signature of the Secunder: _____

NOMINEE'S DECLARATION

I hereby declare that I have met all the eligibility requirements to contest as a Trustee. If elected, I promise to serve as a Trustee in any position, officer or committee chair, to uphold the Certificate of Incorporation and the Bylaws, the objectives, rules and regulations of TFAS. 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 one passport size photograph in color.

Date: _____

Signature of the Nominee: _____

APPENDIX E

TFAS TRUSTEE ELECTIONS - MAY 2018 – APRIL 2020

BALLOTS DUE MARCH 1, 2018

BALLOT - 1

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

- _____ 1. _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____
- _____ 5. _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____
- _____ 11. _____
- _____ 12. _____

BALLOT - 2

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

- _____ 1. _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____
- _____ 5. _____
- _____ 6. _____
- _____ 7. _____
- _____ 8. _____
- _____ 9. _____
- _____ 10. _____
- _____ 11. _____
- _____ 12. _____

APPENDIX F BALLOT COUNTING PROCESS

Ballot envelopes are opened and checked that each envelope has one sheet with two ballots on the sheet. Any other security measures designed by the committee will be checked. Ballots should be removed unfolded and mixed up with other ballots in a basket or cardboard box. Then each ballot is numbered sequentially to help the checking and recounting process. Actual counting of votes can be done by entering “1” into a spreadsheet. The spreadsheet would have two rows for the two ballots for each general member and candidate names on the top (column heads). Counting may be accomplished by four teams with two volunteers per team. Each team can enter 25% of ballots received. The details of counting can be fine tuned prior to the counting.

APPENDIX G CERTIFICATION OF ELECTION RESULTS

Outline

From: Chair-Nominations/Election Committee

To: Board of Trustees; Advisory Board

Date:

Subject: 2017 Trustee Election Results

Nominations/Elections Committee; names

Election Manual: Any Exceptions and Interpretations of Bylaws

Chronology of the events: Nomination process/any issues and resolutions

Nominations received/nominations withdrawn

Election process if conducted: Ballots, Counting/Recounting, Observers, Any issues/resolutions

Election results: Trustees elected

Officer election results

Recommendations for future elections and By Law changes.

APPENDIX H TFAS ELECTION RECORDS TO BE STORED (Some of the following can be in a digital format (CD))

Election Manual

Nominations

Returned envelopes/Ballots

Member's list

Certification of Election Process