

HINDU TEMPLE SOCIETY OF THE CAPITAL DISTRICT, NY Inc.
450 Albany Shaker Road, Loudonville, New York 12211

RULES GOVERNING THE TEMPLE ELECTIONS FOR
THE BOARD OF TRUSTEES, THE BOARD OF GOVERNORS AND BOARD OF DIRECTORS
NOVEMBER 20, 2016 at 1:00 PM AT HCC

BRIEF HISTORY:

A revised constitution was approved in 2005 that made many changes to the election procedures for the Temple's Board of Trustees (BOT) and the Board of Governors (BOG). Per the requirements of the revised constitution, the NOMINATION AND ELECTIONS COMMITTEE (NEC) has been appointed by the BOT to help conduct the elections this year. The NEC committee consists of Mr. Raj Addepalli, Mr. Kirthivasan Nagarajan and Mr. Sidheshwar Prasad. As per the constitution, an ELECTION APPEALS COMMITTEE (EAC) has also been appointed. EAC consists of Manjula Salgam, Sreedevi Mandava and Purushottam Bangalore.

AIM OF THE NEC:

The aim of the NEC is to conduct fair elections within the ambit of the temple constitution. Elections will be conducted for filling 5 BOT, 4 BOG and 3 BOD vacancies. The NEC will work hard to make the election process easy and fair. The Committee is confident that the temple community will provide full cooperation for a successful election.

RULES GOVERNING THE ELECTIONS:

The following rules will govern these elections. These have been developed by the NEC based on the constitution.

1: MEMBERSHIP

There are two classes of Membership as defined by the Constitution:

Regular Member – there are two sub classes: individual and family. Members have to fill in the membership application form including checking the 'voting member' box on the application.

Life Member – one who has paid \$5,000 or more to the Temple over a period of five consecutive years.

All membership applications MUST be properly completed and dues paid by the cut-off date of **October 13, 2016** to be an eligible voting member. Please also note the following important feature. Voting and Non-voting members: A member has to choose whether to be a voting or a non-voting member in the membership application.

Voting and non-voting members enjoy the same benefits and rights in the use of the temple except that non-voting members do not have the right to vote. The quorum for conducting elections is based on the total number of 'voting' members.

The Board of Trustees will publish an initial list of all members eligible to vote this year on the Temple Bulletin Board as well as on the Temple Web-site <http://www.albanyhindutemple.org> by the end of September. It is the member's responsibility to ensure that his/her name is included in this list as a 'voting' member. In case of any discrepancy or omission or any other membership related issue, please contact the following BOT designated members:

Mrs. Niraja Allena – Membership Secretary at 518-221-1107, niraja.allena@gmail.com

An updated certified list will be published and made available to the NEC by the BOT by **October 15** that will be used for this election.

2: VOTER ELIGIBILITY:

All members in good standing as described in the above section are eligible to vote.

3: CANDIDATE ELIGIBILITY FOR BOT/BOG/BOD:

All members, 18 years and older, in good standing for at least one year, with knowledge of the Hindu Temple Society Constitution (available at the temple and on the temple web site) and having awareness and sensitivity to the growing religious needs of the diverse temple community, are eligible to contest in the BOT/BOD election. **They should have been members by the end of January 2016.** All members, 18 years and older, in good standing for at least 10 years, with knowledge of the Hindu Temple Society Constitution (available at the temple and on the temple web site) and having awareness and sensitivity to the growing religious needs of the diverse temple community, are eligible to contest in the BOG election.

No member can be elected to BOT/BOG/BOD for more than six years within any continuous nine year period. NEC will discuss with BOT and collect any necessary details to verify candidate's eligibility, if needed. Please note that all elected BOT/BOG/BOD members must reside within 100 miles of the temple premises during the entire term of their tenure on BOT/BOG/BOD.

4: NUMBER & TERMS OF VACANCIES:

There are 5 vacancies for BOT, 4 vacancies for BOG and 3 vacancies for BOD. All the vacancies will be filled for a term of 3-years except for two of the BOG vacancies that will be filled for a one-year term. Note that no one can serve for more than a six-year period in a continuous nine-year period.

5: NOMINATION OF CANDIDATES:

Nominations must be filed on the form HTNF-2016. This form is being sent to all members with this mailing. Photocopies of this form are permitted. Only members in good standing are eligible to nominate and second the candidates. The Nomination Forms must be properly and completely filled. The Nomination form must be mailed to the following address and received by October 18:

Mr Sidheshwar Prasad
11 Green Acres Drive
Latham, NY 12110-5138

It is the Candidate's responsibility to ensure that the Nominations are mailed so that they are delivered to Mr. Prasad by October 18. Nominations received after October 18 will not be considered. NEC's decision on the issue of the date of receipt will be final. There will be no extension of the deadline unless the NEC believes there will not be sufficient number of BOT members (nine per constitution) next year. In such a case the NEC may consider extending the deadline by a week and will convey that information by posting it on the temple website.

Nominations may also be dropped off in the main temple Hundi box before the deadline. **They can also be scanned and emailed to sxp01@yahoo.com before the deadline.**

6: VOTE IN ABSENTIA (ABSENTEE BALLOT):

Any member unable to attend the General Body Meeting on November 20, 2016 shall be able to cast their vote by mail. The following procedure shall apply:

The Member must request the NEC for an Absentee Ballot on the enclosed form HTABR-2016. Phone requests will not be honored.

Members requesting Absentee Ballots will not be permitted to vote in person on the day of election. This is necessary to

avoid possible double voting. The NEC will then mail absentee ballots to the members who request one. Absentee ballots can only be used to vote for the candidates listed on the ballot. No write-ins will be allowed. Any write-ins will invalidate the ballot. The Absentee Ballot must be returned to Mr. Prasad by USPS Mail only, postmarked by November 11 so as to get delivered to him by November 15. No hand deliveries, faxes or other modes shall be accepted. Confirmation of ballot receipt date by NEC will be final and binding. The Absentee ballots will be opened on November 20, 2016 after the voting is closed.

7: FLOOR NOMINATIONS:

NO floor nominations are allowed.

8: CONDUCT OF ELECTIONS:

A: ACTIVITIES AT THE TEMPLE FACILITIES

No candidate or his/her supporters and representatives shall conduct or organize election campaign, conspicuous or inconspicuous, or display posters, signs or conduct verbal canvassing on the Temple premises and within the Temple, on November 20, 2016.

Any violation of the above rule may result in removal of the candidacy as well as disqualify the violators from voting at the discretion of all NEC members.

B: VOTING PROCEDURE ON NOVEMBER 20, 2016

1. The elections will be conducted in the Hindu Temple Cultural Center. After arriving at the HTCC, all members shall report to the 'sign-in' stations. They will be arranged alphabetically. For example, those Members with last names starting with letters A-H will go to Station # 1. Those with last names starting with letters I-Q will use station # 2 and the remaining members will go to station #3.
2. The members will sign their names on the member list against their name to verify their presence and eligibility to vote. They will also be required to show their photo ID at this time.
3. After proper verification, they will be handed over a ballot.
4. When the quorum is reached (including the count of the absentee ballots received), each candidate will be allowed to address the General Body for three minutes.
5. Each member can cast one vote per candidate. The maximum number of votes a member will be allowed to cast will be equal to the total number of vacancies.
6. Full secrecy of voting shall be maintained at all times.
7. No candidate, nor any authorized representative or any other person shall be allowed to monitor voting so that secrecy of ballots may be maintained. No canvassing of any kind and form will be allowed in this area. Any violation of this rule will lead to disqualification of the candidates as determined by all members of the NEC.

C: VOTE COUNTING

Vote counting shall begin immediately after the booths are closed. The voting booths shall remain open for a period of one hour after the nominees finish addressing the members. Their opening and closing will be properly announced. At the closing of the booths, the boxes containing cast ballots shall be removed and taken to the designated counting area. Each candidate or his/her authorized representatives shall be allowed to observe the vote counting process. Only one person per candidate will be permitted to observe vote counting.

The NEC members or their designated persons shall perform the vote counting. The counting process shall be noise and interruption free. Any person causing any disturbance is liable to be asked to leave the premises by any NEC member. All absentia votes will also be counted at this time. We will rank order all the candidates by the number of votes received. In case two (or more) candidates receive identical vote - that tie can be broken by a toss/lottery. **For BOG, the two receiving highest votes will fill the three-year vacancy.**

All candidates/representatives present will sign the results along with the members of the NEC who will certify their authenticity.

This list shall be announced publicly in the appropriate manner at that time and will be posted on the Temple Bulletin Board and the web-site.

No person involved in the counting process in any capacity is permitted to leak election results prior to NEC declaring the results officially.

All election related records including the ballots shall remain in the custody of the NEC until the appeal process is completed. After this period, NEC recommends that BOT keep these records and ballots in safe custody for a period of one year.

9. APPEALS

Election Appeals Committee (EAC):

The BOT has appointed the following three members for the EAC for 2016 elections:

Manjula Salgam

Sreedevi Mandava

Purushottam Bangalore

Appeal Procedure:

The constitution allows appeals to recount the votes under the following conditions: "A contestant appealing his/her election results shall provide written evidence to support the appeal". Such a written appeal shall meet the following requirements:

Any candidate having a grievance with the election result may file an appeal. The written appeal must give the details of the reasons for appeal; these details must be verifiable. Appeal shall be signed and dated by the contestant, and also two voting members of the HTS who were present at the time conducted the 2016 election. Names, addresses, and phone numbers of the contestant and the signing members shall be included. Appeal shall be submitted to the EAC Chairman within **24 hours** of the time after the announcement of the election results. Only one appeal shall be submitted for a specific contestant. Once submitted, the contestant can withdraw the appeal only by a written request to the EAC Chairman.

Process for Resolution of Disputes:

Upon receipts of the appeal(s):

EAC will meet within five days of the appeal to conduct thorough investigation. In the event any of the appointed EAC members are unable to participate in the investigation due to unforeseen circumstances, the BOT shall appoint alternate member(s). Contestant(s) shall cooperate with EAC and provide requested information during the investigation. EAC will meet with the contestant(s) on the 5th day and submit its ruling. EAC will notify the HTS and NEC of its ruling, and request that the election results be re-certified or revised as appropriate.

The constitution stipulates: "The ruling of the EAC shall be binding and final on the candidate as well as HTS and no further appeal shall be permitted"

While every effort has been made by the NEC to give complete and accurate details of the election rules and procedures, NEC reserves the right to change the procedures as the situation warrants, but within the ambit of the temple constitution.

Please feel free to contact the following NEC member for any questions or concerns:

Mr. Raj Addepalli - (518) 439-0788; rajaddepal@aol.com

Mr. Sidheshwar Prasad - (518) 783-6297; sxp01@yahoo.com

Mr. Kirthivasan Nagarajan - (518) 698-6365 chiyer@yahoo.com

HINDU TEMPLE SOCIETY OF THE CAPITAL DISTRICT, NY, Inc.
450 Albany-Shaker Road, Loudonville, New York 12211

FORM: HTNF-2016

NOMINATION FORM

Board of Trustees, Board of Governors and Board of Directors Elections 2014

NOMINATION:

I/We hereby nominate _____ resident of _____
_____ to the following:

- Board of Trustees (BOT) _____
- Board of Governors (BOG) _____
- Board of Directors (BOD) _____

(mark as applicable) (Note that members can contest either for BOT or BOG but not for both).

_____ Name (PRINT) and Telephone Number _____ Signature _____ Date _____
[Note that nominator has to be a member of the Temple]

I hereby second the nomination.

_____ Name (PRINT) and Phone Number _____ Signature _____ Date _____
[Note that person seconding the nomination also has to be a member of the Temple]

ACCEPTANCE:

I hereby accept the nomination and give my consent to be included as a candidate for the position of a **Trustee on the Board of Trustees/Governors on the Board of Governors/Director on the Board of Directors (circle as applicable)** of the Hindu Temple.

SHOULD BE RECEIVED BY October 18, 2016

MY CONTACT INFORMATION: Phone # _____; Email address: _____

My signature _____

By accepting this nomination, I confirm that I have read the HTS Constitution and pledge to fully abide by it, and I confirm that I served only _____ years in the BOT/BOG within the past continuous nine years. In addition, I am also aware of the Constitutional requirement (Article 8, Section 7) of having to attend BOT meetings if I get elected.

I hereby designate _____ as my authorized representative to represent me during the counting process.

_____ Name (PRINT) and Telephone Number

Notes:

1. Only Members in good standing are eligible as candidates.
2. Only Members in good standing can nominate and second the nominee. Any departure from this rule will invalidate the nomination
3. The Nomination form must be mailed to the following address and must be received by October 18:

**Mr. Sidheshwar Prasad
11 Green Acres Drive
Latham NY 12110-5138**

4. Alternately, the form should be dropped off in the Hundi in the main temple. **You could also email a scanned**

copy of the nomination form with signatures to sxp01@yahoo.com by the deadline.

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FORM: HTABR-2016

**REQUEST FOR ABSENTEE BALLOT
BOT, BOG and BOD ELECTIONS -2016**

I, _____, resident of _____
_____ expect not to be present at the Temple elections
for the Board of Trustees, Board of Governors and Board of Directors vacancies to be held on November 20,
2016 at the Temple premises.

I, therefore, in accordance with the provisions of the Temple Constitution, request an ABSENTEE BALLOT to be
mailed at the following address along with the list of candidate(s).

I understand that by requesting this ballot, I shall lose my right to cast my vote in person on November 20, 2016.

Name (PRINT) and Phone Number

Signature

Date

Member address for NEC to mail ballot:

Due date for requesting an absentee ballot: 10/25/2016

Mailing address for sending this Request for Absentee Ballot:

**Mr. Sidheshwar Prasad
11 Green Acres Drive
Latham, NY 12110-5138**

You can also email the scanned form with your signature to sxp01@yahoo.com