

## TDF NOMINATIONS and ELECTIONS PROCEDURE

As Adapted August 3<sup>rd</sup>, 2010

### Section 1: Definitions.

**NEC** shall mean Nominations and Elections Committee.

**Member in good standing** shall mean a Member who was admitted at least one year ago. If suitable candidates are not available for NEC Members or for Trustee Nominees in different categories, this limit of one year may be reduced to 6 months.

**Eligible Voter** shall mean a member in one of the categories of Life, Patron or Grand Patron, who was admitted before the election announcement by the NEC. S/he can only vote to elect the Trustees under their respective categories.

### Section 2: Appointment of NEC.

**Timing:** The Board shall appoint a NEC, after the Board is installed but no later than August 31 of the even year, to conduct elections for the next term of the Board which starts in January of the odd year.

**Eligibility & Number :** The NEC Member shall not be a Nominee, Nominator or Secunder in the next TDF election.

The NEC Members shall remain neutral and shall not be affiliated to any political party during their term.

The NEC shall have 3 Members in good standing, and one of them shall be designated as the Chairperson.

**Confidentiality:** The NEC shall maintain confidentiality before, during and after the elections.

### Section 3: Nomination Process.

**Election Schedule:** The NEC shall plan all the necessary activities and announce the schedule of election process such that the elected candidates shall be announced by November 30 of the even year.

**Eligible Applicants:** The eligible applicants shall be the Members in Good Standing as defined above and pay the Nomination Fee. A Trustee can serve 2 consecutive terms. Nominations Committee may seek guidance from the Executive Committee and the Board in relaxing any Eligibility rules.

The Trustees of the Board shall maintain political neutrality across all political parties.

**Trustee Positions:** The NEC shall receive nominations for the available Grand Patron, Patron and Life Member Trustee positions of the Board. Generally, the Grand Patrons and then the Patrons shall be given priority over the Members for allocating the Trustee positions.

**Nomination Form:** Nominations shall be received only on a prescribed Nomination Form\*, which can be downloaded from the web site [www.telangana.org](http://www.telangana.org).

**Nomination fee:** The nomination fee is \$100 payable to 'TDF-USA'. This amount is used to meet election expenses and is not refundable even if a candidate withdraws from election, or election is not held for that position.

**Send Nomination:** The Nomination form along with \$100 check shall be sent by the Candidates by regular mail to the Chairperson of NEC on or before the last date set for sending nominations.

**Verify Nominations:** The NEC shall verify the nominations and notify the Nominees of its decision to accept or reject the nominations with reasons for its actions in writing by email. The NEC may reject any Nomination Form which is incomplete or contains false information or which is not accompanied by the prescribed nomination fee. Also, The NEC shall not accept nominations sent after the last date for submitting nominations, as determined by the postal stamp date.

**Nominator / Seconders Eligibility:** Only Life or Patron Members in good standing may nominate or second a candidate for a Trustee Position in their respective categories. Each nomination shall be seconded by two other Life

or Patron Members in good standing in their respective categories. This condition does not apply to the Grand Patron category because it has limited number of Members.

**List of Candidates:** The NEC shall accept withdrawals by a set date, compile a final list of nominations, and notify the Nominees and the Trustees of the Board by electronic mail.

**Section 4: Ballot Process.**

**Prepare Ballots:** The NEC shall prepare ballots by Category of Membership listing the names of the contestants in alphabetical order.

**Mail & Receive Ballots:** The NEC shall send such ballots, along with detailed information and instructions about ballot procedure, and a self-addressed return envelope marked: Ballot – do not write name or address, by first class mail to all the eligible voters. NEC may also decide to receive ballots through emails while maintaining confidentiality.

**Count Ballots:** The Ballots shall be received by the declared date. The NEC shall count the ballots on a specified date.

Each candidate shall have the right to designate a representative to be present at the counting of ballots.

**Declare Results:** The NEC shall certify and publish the election results on the TDF web site. Simultaneously, the NEC shall email the results to the Trustees of the Board and eligible voters.

**Section 5: Resolution of Disputes.**

**Challenges:** Any candidate may challenge an election within 48 hours of the declaration of election results by submitting a challenge via email to the Chairperson of the NEC with a copy to the Chairperson of the Board.

**Finality:** The decision of the Board of Trustees shall be final regarding the resolution of any disputes. The existing Board shall take a decision within 10 days from the day of the challenge.

**Section 6: Ballot Destruction.**

If no challenge is received within the prescribed time frame, the ballots shall be destroyed. If a challenge is received, the ballots shall be preserved for as long as necessary to resolve the challenge, but in no event any longer than 30 days after the publication of the election results.

**Section 7: Election of new Chairperson of the Board & the new Executive Committee.**

The NEC shall convene a Board Meeting and facilitate the election of the new Chairperson of the Board and the new Executive Committee within 15 days of the declaration of election results. The retiring Trustees shall not participate in this meeting.

The candidates for Chairperson of the Board and the President of the EC should have served on the Board of TDF for at least 2 years. The President may nominate suitable Trustees for the EC. Other Trustees may also nominate candidates.

Elections shall be held if necessary.

The new officers shall take charge from January 1 of the odd year for a 2 year term.

**Section 8: Postponement of Elections.**

Under the extra ordinary circumstances, the above dates and time limits may be extended by the Board by no more than one calendar quarter. This will automatically reduce the term of the next Board by a calendar quarter.

The existing Trustees shall continue in office until the new Trustees of the Board take charge.

\*\*\*\*\* End of Nominations & Elections Procedure \*\*\*\*\*

\* Information for the Nomination Form

Among other things, the Nomination Form shall include the full name, address, telephone number(s), email address, for each nominee and for each person nominating or seconding such nomination. The Nomination Form shall also contain the address, phone number and email address of NEC Chairperson.

The Nomination Form shall contain the following declaration by the Nominee:

"I shall comply with the objectives of TDF and abide by the decisions of the Board. I will serve TDF in the capacity entrusted to me without any bias, political or otherwise. I have not been convicted of any criminal offense anywhere in the world. The information provided on this nomination form is true."