

Appendix I

Election Procedure for paper Ballot only*

After intense discussions and negotiation for compromise among prospective nominations for each or both categories fail and there are more candidates than required positions, election has to be held using mail ballots. The Nomination committee now assumes the role of Election committee.

The following procedure shall be used to conduct election:

Mailing

1. A paper ballot has to be prepared (see Appendix III).
2. Ballots must be mailed to all eligible voting members in a self-addressed envelope (see sample).
3. A cover letter along with ballot must be mailed by October 26th
4. Cover letter shall include following:
 - (a) Instruction for how to vote;
 - (b) Use of a self-addressed numbered return envelope;
 - (c) Number on the envelope matching ballot number;
 - (d) Date for returning the ballot.

Collecting the Ballots

1. A post box must be rented for the purpose of collecting returned envelopes with ballots.
2. Committee shall assign minimum of two committee members to collect ballots from the post box.
3. A record must be prepared for each collections with following data:
 - (a) Date of collection;
 - (b) Number of envelopes collected that day;
 - (c) Signature of collecting members and time;
 - (d) All collected envelopes, each time, shall be put in a large envelope or a box, sealed and documented per (a), (b) and (c) above;
 - (e) Place these envelopes or box stated in (d) above at a prior designated safe place.

Counting

1. All returning envelopes with ballots shall be collected by at least 3 days after the stated return date stated in the cover letter to all eligible voting members. This will allow enough time for mail to arrive if posted on last date.
2. Within two days of final collection of ballot envelopes from the post box, a meeting shall be held for counting with a following procedure, while opening the envelopes with ballots:
 - (a) All members of the Election committee members must be present;
 - (b) Maximum two representatives of each candidate shall be allowed to be present;
 - (c) Each ballot envelope to be opened and number on ballot and return envelopes must be matched to validate a ballot, any disputed ballot must be kept aside for future consideration if necessary;

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- (d) One designated member shall read aloud, the vote cast on that ballot, one member verify the vote cast and then a third member to record the vote on a pre-prepared table with Ballot Number and vote as cast;
- (e) Once all ballots are counted and result tallied, all members of the Election Committee, Candidates and their representatives who have participated in counting of votes, shall sign an attendance sheet and a sheet summarizing final tally of the election.

Announcement of Results

1. The Election Committee Chairman may inform the results of counting, the names of the winning candidates to Chairman of the Board and all contesting candidates anytime after the results are finalized.
2. The Chairman of Election Committee will present all all winning candidates for each category at General Body meeting of Members.

*Note: A different Procedure will be developed for the electronic voting