



Non-Resident Nepali Association, USA (NRNA USA)

गैरआवासीय नेपाली संघ, अमेरिका

Election Policy and Procedure (Rev.1)

(NRNAUSA-P05)

Prepared By:

Bylaws, Policies and Procedures Bureau

Approved By:

Board Meeting of NRNA USA

on the 20th day of August 2023

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ARTICLE 1: PURPOSE

1.1 This policy establishes minimum requirements and necessary procedures for the election (hereafter “election”) of the NRNA USA board members.

1.2 This policy shall follow and be a part of the current Bylaws of NRNA USA.

ARTICLE 2: VOTERS

2.1. The due paid valid general members and life members are qualified voters in the election.

ARTICLE 3: ELECTION BUREAU (EB)

3.1. The Election Bureau shall define the criteria, if missing from this policy or the bylaws, to prepare for the election, select remote or physical voting methods, procedures, finalize voters list, communicate with the board and voters, conduct election, announce results, and award oath to the elected members. The EB shall prepare a detailed schedule and plan of the election and coordinate or notify the board for procedural review.

ARTICLE 4: MEMBERS OF ELECTION BUREAU

4.1 Election Chair or Commissioner - 1

4.2 Members – 2 (by Election Chair or Commissioner)

ARTICLE 5: VOTER LIST

5.1 The Membership (Verification) Bureau shall hand over the final member’s list who are authorized to vote to the Election Bureau directly.

5.2 The Election Bureau may publish the final voters list to NRNA USA website prior to the election with their names and member number – subject to the election schedule.

ARTICLE 6: FEES FOR THE CANDIDACY

6.1 The application fees to the Candidates for the Board Election are approved as follows:

- a. Board President: \$1,000. (One thousand)
- b. Board Senior Vice President, Vice President, General Secretary, Treasurer: \$700. (Seven hundred)
- c. Board Secretary, Joint Treasurer, Spokesperson, Women Coordinator, Youth Coordinator: \$500. (Five hundred)
- d. Board of Director: \$300. (Three hundred)
- e. State Council Chair: \$200 (Two hundred), State Council (rest of the team): \$100. (One hundred)

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ARTICLE 7: VOTING METHOD

7.1 The voting shall be either electronic using the link or form emailed by the Election Bureau to the voter or physical (in person voting) to the venue selected by the EB and reviewed by the Board. EB may employ a variety of methods including Artificial Intelligence tracking system or others to verify that the authorized voter cast the vote.

7.2 The EB may establish a public “Voted” page on NRNA USA website and list names, member ID and time of voting after the voting is cast.

7.3 After the voting is completed and closed, the EB shall generate the total votes received by each candidate on the website.

7.4 The EB shall employ exceptions to the rules above as deemed necessary for the fair and practical election or mutually agreed nomination or election.

7.5 The EB can conduct elections or employ procedures for the entire State Council election.

7.8 The EB shall have a right to make a fair decision on election process and others should there be a controversy and conflict.

ARTICLE 8: ELECTION DAY AND PERIOD

8.1 All voting shall occur on the day and duration to be decided by the EB or Board and notified to the Board for review.

ARTICLE 9: RESULTS ANNOUNCEMENT & OATH TAKING

9.1 The EB shall announce the results after the results are electronically compiled. Oath ceremony shall be coordinated with the board and meet the schedule per the bylaws.

ARTICLE 10: FAIRNESS OF ELECTION

10.1 The EB shall develop a mechanism to assure fairness during the election to the board, candidates, and the voters.

10.2 The candidates shall agree and sign the confidence and assurance form after they are satisfied with the fairness of the voting process.

10.3 Candidate has a right to ask questions to the EB for a fairness of the election. EB shall respond to the candidate within a reasonable timeframe.

ARTICLE 11: ELECTION HANDLING AND CONFIDENTIALITY

11.1 All EB members abide by the organization’s privacy and confidentiality policy for voting. Voter information, other than what is posted online under the membership, is kept confidential and private. The votes cast by a voter shall remain confidential.

ARTICLE 12: COMPLAINTS

12.1 All complaints in the beginning shall go to the EB for resolution. If they are not addressed within a reasonable time, the members can direct the complaints to the Board of NRNA USA.

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ARTICLE 13: AMENDMENTS

13.1. The policy shall become effective upon majority adoption by the Board members present with quorum at the NRNA USA meeting, signed and/or initialed by the President of the organization and uploaded to the website of the organization.

13.2. Any proposed amendment to these policies may be submitted in writing to the Board by the Board member.

***** End of Election Policy and Procedure *****

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