



ఉత్తర ఆమెరికా తెలుగు సంఘము
Telugu Association of North America

TANA ELECTIONS 2021 – NOMINATION FORM

POSITION: _____

Applicant can apply for one position only. Refer to www.tana.org for Election Schedule, Nominations and Elections Procedures, List of Open Positions and other elections related information. **Please also refer to TANA Bylaws for eligibility to participate in elections.**

Nominee's Details:

Name: _____

Address: _____

Cell Phone: _____ **Email:** _____

Nominee's History of Demonstrable Service to TANA: Please provide **type written** summary of your services to TANA, including all the previous positions held with specific dates and activity to demonstrate your eligibility for the position you are contesting.

Nomination Fee: Executive Vice President US \$5,000, Regional Coordinator US \$1,500 and all other positions US \$2,500. Only 50% of the nomination fee will be refunded in case of withdrawal before the deadline.

Election Guidelines: Please read and initial each of the 5 pages of election guidelines attached to the nomination form.

Nominee Declaration: I swear and declare that the information provided is true and I am a life member in good standing of TANA. I also swear and state that I have not been convicted of any criminal offence involving moral turpitude anywhere in the world. I will strictly comply with the Articles of Incorporation and Bylaws of TANA and by the decisions of the Executive Committee and Board of Directors.

TANA MEMBERSHIP NUMBER (REQUIRED): _____

Signature of the Nominee: _____ **Date:** _____

Nominator's Details:

Name: _____

Address: _____

Cell Phone: _____ **Email:** _____

Declaration: I swear and declare that the information provided is true and I am a life member in good standing of TANA.

TANA MEMBERSHIP NUMBER (REQUIRED): _____

Signature of the Nominator: _____ **Date:** _____

Secondor (1) Details:

Name : _____

Address: _____

Cell Phone: _____ Email: _____

Declaration: I swear and declare that the information provided is true and I am a life member in good standing of TANA.

TANA MEMBERSHIP NUMBER (REQUIRED): _____

Signature of the Seconder: _____ **Date:** _____

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Secondor (2) Details:

Name: _____

Address: _____

Cell Phone: _____ Email: _____

Declaration: I swear and declare that the information provided is true and I am a life member in good standing of TANA.

TANA MEMBERSHIP NUMBER (REQUIRED): _____

Signature of the Seconder: _____ **Date:** _____

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***Signed nomination form, signed procedures, typed eligibility requirements, along with photo ID's of nominee and applicable fee (Money Order or Cashier's Check only payable to "TANA") shall be sent by Registered/Certified USPS Mail or track-able courier services to:**

TANA 2021 Elections, 2515 Hampton Park Ln, Sugarland, TX 77479

Email: elections@tana.org

Tel: **832-423-3090**

For placement on TANA website and to mail along with ballot, nominee may send his/her high resolution digital picture and a brief bio-data, **8.5"X11** page for EVP position and **one half of 8.5"X11"** page for all other positions (subject to editing by N/E committee for accuracy and confirmation to guidelines). Please email to elections@tana.org on or before February 25, 2021.

TANA Nominations and Elections Procedures 2021

Nominations and Elections procedures for TANA for 2021 will be governed by TANA Articles of Incorporation and current TANA Bylaws. Article XIV of the Bylaws specifically addresses nominations and elections.

Section 1. Committee Responsibilities

1. TANA Nominations and Elections Committee, referred here after as N/E Committee, is responsible for conducting TANA Elections as per TANA bylaws.
2. Members of N/E Committee must abide by TANA Bylaws and Elections Procedures approved by TANA Board of Directors.
3. Members of N/E Committee shall not contest in TANA elections.
4. N/E Committee shall submit details on all expenses incurred with proper receipts to TANA Treasurer within 30 days of completing the election.
5. All official election related correspondence with N/E Committee shall be in writing and copied to elections@tana.org. Any oral communications with N/E Committee are discouraged and are not considered part of official communication.

Section 2. Election Process

Voters list:

1. List of members eligible to participate in elections must be approved by the TANA Executive Committee. TANA Executive Vice President will submit approved list to N/E Committee by February 15, 2021.
2. Ballots will only be mailed to addresses in North America (USA, Canada and Mexico). Ballots will not be mailed to any members residing outside of North America.

Voters list & Address Corrections:

3. Information in the approved voters list is final. Changes or corrections will not be accepted by N/E committee after the list was submitted.

Record Keeping:

4. Following information must be recorded
 - a. Approved list of eligible members to participate in the election.
 - b. Total number of ballots printed with serial numbers.
 - c. Total number of ballots with envelopes mailed to voters.
 - d. Total number of envelopes returned undelivered.
 - e. Total number of ballot envelopes received from voters.
 - f. Total number of valid & invalid votes.

Nomination fee:

5. As approved by TANA Executive Committee earlier, for the 2021 election the fee structure shall be as follows:

Name of Position	Fees(in USD)
Executive Vice-President	5000
All National Positions in the Executive Committee	2500
Regional Coordinators	1500
All Board of Director positions (Donor or Non-Donor)	2500
All Foundation Trustee positions (Donor or Non-Donor)	2500

6. All nominations must accompany the nomination fee in the form of a cashier's check or money order.
7. Nominations without the appropriate nomination fee, invalid checks or checks with insufficient funds are deemed ineligible.
8. In case a nomination is rejected, 100% nomination fee will be refunded.
9. In case of withdrawal of a nomination by nominee on or before withdrawal date, only 50% nomination fee will be refunded. Withdrawals are accepted after withdrawal date but no nomination fee will be refunded.
10. Refund will be mailed by TANA Treasurer to the nominee's address on the nomination form within 30 days after the election process is complete and results are announced.

Mailing ballots:

11. Ballots will be mailed in first class mail.
12. Number of ballots printed by the printer must be reconciled against the number of ballots mailed and the number of ballots left over.

Receiving ballots:

13. All ballots must be returned through US postal services. No hand delivery accepted.
14. Ballots must be returned in the designated return envelopes mailed along with the ballot. If more than two ballots are returned in a single return envelope, or if two or more return envelopes are bundled together, those ballots will not be accepted.
15. All envelopes must be secured at a designated place and opened in the presence of representatives of contestants, if any, on the day of counting.

Counting ballots:

16. All envelopes received at specified address by end of the day before the day of counting will be counted.
17. The undelivered envelopes are not to be opened and their count is recorded.
18. Only people designated by N/E Committee can count the ballots.
19. Optical scanners will be used to count votes by trained professionals.
20. During the counting, the contestant has a right to send one TANA Member as his/her representative with an authorization letter to observe the process, if the candidate himself/herself is not going to be present.
21. Name of the designated representative must be notified at least 24 hours in advance of counting to the N/E Committee chair via e-mail.
22. The candidate or the designated representative can only observe the process. He/she is not allowed to touch or count the ballots.
23. No other members are allowed into the counting process other than the ones approved by N/E Committee.
24. If the vote separation between the winning candidate and the candidate with the next highest votes is less than 25 votes, ballots must be recounted before announcing the results.
25. In case of a tie, a coin flip will decide the winner. The person with the older Date of Birth get to call heads or tails.
26. The N/E Committee Chairperson shall informally announce the election results as soon as the counting process is completed and communicate the results by electronic mail to the TANA Board of Directors.
27. The N/E Committee Chairperson will submit the certified results along with the information recorded to TANA Executive Committee and TANA Board of Directors.

Section 3: Notification

1. The N/E Committee shall publish a schedule for the following in TANA *Patrika* and/or TANA website.
 - a) Announcement inviting nominations.
 - b) Last date for receipt of nominations.
 - c) Approval of nominations and notifications to contestants.
 - d) Last date for withdrawal of nominations.
 - e) Announcing the final list of candidates.
 - f) Mailing of ballots to eligible voters.
 - g) Counting of ballots and announcing election results.

Section 4: Nomination Process

1. A nominee shall be eligible to contest for one position only.
2. Each nominee shall have one nominator and two seconders.
3. The nominee, nominator and seconders shall each be a Life Member of TANA in good standing as per Bylaws and meet the eligibility guidelines specified in Article XIV, Section 8 of Bylaws.
4. Nominations shall be filed in the prescribed format by N/E Committee.
5. Nomination form should conform to Article XIV, Section 11.e. of Bylaws. It shall include full name, address, telephone number and email. It shall also contain a sworn statement with signature of the nominee, nominator, and seconders that the information provided is true.
6. The nomination form shall include a sworn statement by the nominee that he/she will strictly comply with the Articles of Incorporation and Bylaws of TANA and by the decisions of the Executive Committee and Board of Directors. Copy of the current TANA Bylaws is available on TANA website.

The N/E Committee shall reject and void the nomination, if the candidate is ineligible or the nomination form is received with incomplete and/or false information or is received after the deadline date. In case of ineligibility, the candidate's nomination fee will be returned.
7. The nomination form along with nomination fees shall be sent to reach the N/E Committee at "TANA 2021 Elections, 2515 Hampton Park Ln, Sugar Land, TX 77479" on or before the last date for receipt of nominations.
8. All nominations must be sent in via USPS or similar trackable mail service provider with return receipt attached.
9. The N/E Committee shall verify the nominations and notify the nominees of its decision to accept or reject the nominations with reasons for its action.
10. The N/E Committee shall accept withdrawals, compile final list of nominations and notify nominees.

Section 5: Withdrawal Process

1. Any nominee can request to withdraw from the elections by submitting in writing through e-mail to the Chairman of N/E Committee.
2. Chairman of N/E Committee will confirm the withdrawal by asking for acknowledgment from e-mail address of the nominee.
3. Only 50% of the nomination fee will be refunded in case of a voluntary withdrawal by the nominee before withdrawal date. Withdrawals are accepted after withdrawal date but no nomination fee will be refunded.

Section 6: Campaigning

1. As per Article XIV, Section 15 of the Bylaws, the addresses, e-mails, and phone numbers of TANA members will not be provided to candidates or agents.
2. Information about candidates, provided in a prescribed format within the guidelines and the deadline determined by N/E committee, would be posted on the TANA Web site, and disseminated through e-mails to members.
3. If the candidates are able to obtain phone numbers through other means; all campaign phone calls must be restricted to 6:00 PM to 10:00 PM on weekdays and 7:00 AM to 10:00PM on Saturdays and Sundays in the voter's time zone.
4. Pre-recorded Robo calls are not allowed at any time.
5. N/E Committee may provide to the candidates a list of voters who have chosen not to receive any campaign related phone calls. No election campaign related phone calls should be made to those members.

Section 7: Ballot Process

1. N/E Committee shall, with the approval of the Chairman of BOD, and President, contract with a third party for printing, mailing and counting the ballots, under the supervision of the N/E Committee.
2. N/E Committee is responsible for designing the format of the ballots.
3. Names of contestants must be listed for each position in alphabetical order of the last name.
4. Ballots, return envelope and information sheet will be sent in a TANA envelope.
5. Ballot envelope be labeled as TANA Election Ballot - Confidential
6. Return envelope shall be a pre-addressed postage paid return envelope or a business reply mail envelope.
7. The ballots shall be preserved for 30 days after the publication of election results on TANA web site.
8. Any candidate on the ballot may challenge an election within forty-eight hours of the publication of the election results on the TANA web site by submitting the challenge via electronic mail to the Chairperson of the N/E Committee with a copy to the Chairperson of the Board of Directors.
9. Any candidate can request for a recount for the position that he/she contested within forty-eight hours of the publication of the election results if the margin of victory for that contest is less than 100 total votes for that contest by submitting the request via electronic mail to the Chairperson of the N/E Committee with a copy to the Chairperson of the Board of Directors.
 - a. Candidate must also submit a non-refundable fee of \$5,000 paid by Cashier check to TANA.
 - b. No additional recounts are allowed after the first recount.
10. Recount will be done through optical scanners only.
11. If any of the challenges or recounts changes the outcome of the previously announced results, the final results, upon approval of the Board of Directors, will be posted on the TANA web site and communicated to the members.

Section 8: Unfilled positions

1. All vacancies, including positions without valid nominations at election time, in elected bodies of TANA shall be nominated by the Board of Directors per Article VIII, Section 6 of the Bylaws.

Section 9. Disputes

1. Responsibility to resolve any disputes or challenges with regards to the nominations and elections process rests with the TANA Board of Directors as per Article XIV, Section 5. The Board of Directors may seek the input of the Chairman of the Nominating and Elections Committee during its deliberations.
2. A simple majority decision of TANA Board of Directors is final on any dispute.
3. All disputes and grievances must be resolved within framework of TANA bylaws & election guidelines. Candidates and their supporters are prohibited from taking grievances directly to media or doing mass e-mails without working the issue through TANA Board of Directors.

Section 10. Amendments to election guidelines

1. N/E Committee can recommend emergency amendments to the Election Guidelines and Code of Conduct based on new discoveries during the Election process and shall communicate them to all the candidates and the Board of Directors. The Chairperson of Board of Directors will call for a meeting to take place within three (3) days of such notification and can accept the recommendation of the N/E Committee with at least two thirds of the eligible members present voting affirmatively. The amendments become effective immediately after the affirmative vote by the Board of Directors. The decision of the Board of Directors is final and conclusive.
2. Any sitting member of the EC, BOD or Foundation, who is a candidate or nominates or seconds a candidate for any office of TANA in the election will not be eligible to vote on any election related matters including but not limited to guidelines, amendments and appeals.

Section 11. Code of Conduct during the election

1. TANA election Code of Conduct for candidates shall be in place from the time of the announcement inviting the nominations to the time of acceptance of the elections results transmitted by the N/E Committee by the Board of Directors.
2. Candidates must act in a way to preserve and enhance reputation of TANA in all public forums during the campaign.
3. All candidates must adhere to TANA bylaws and election guidelines. Any violation can result in disciplinary action, including cancellation of the nomination.
4. If the N/E Committee has a cause to believe that a candidate violated the bylaws or election guidelines, the N/E Committee shall give the candidate an opportunity to respond to the violation within twenty-four (24) hours of notification by the N/E Committee. The N/E Committee can recommend to the Board of Directors that a candidate be declared ineligible for violation of the Code of Conduct and notify the candidate of its recommendation. The candidate can present to the Board of Directors his/her response within twenty-four (24) hours of notification by the N/E Committee. The Chairperson of the Board of Directors will call for a meeting to take place within three (3) days of such notification and can accept the recommendation of the N/E Committee with at least two thirds of the eligible members present voting affirmatively. The decision of the Board of Directors is final and conclusive.
5. If a candidate is declared ineligible by the Board of Directors, any votes cast in favor of that candidate shall be considered null and void.

Signature of the Nominee