

North East Ohio Telugu Association

(A Non-Profit, Tax- Exempt Organization)

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2024 Nominations and Election Guidelines

Dear NEOTA members,

The Nominations and Election Committee (NEC) 2024 is appointed by the Board of Trustees and the Executive Committee to supervise and implement the elections of 2024 Executive Committee & Trustee (1).

Please see the following regulations and procedures for elections 2024 and as determined by NEC in accordance with the Bylaws of NEOTA.

Refer to Bylaws at NEOTA website at https://neota.org/sites/default/files/2022-01/NEOTA%20ByLaws_0.pdf

I: Functions and regulations of NEC:

1. NEC is appointed for conducting the elections independent of the existing Executive Committee (EC) and Board of Trustees (BOT).
2. NEC has no role in conflict resolution between individual members of NEOTA, if the conflicts are unrelated to the elections. Any conflicts that are detrimental or considered a threat to the organization will be directed to an appropriate governing body.
3. NEC is committed to conduct the election process fair, equitable and open to all members. All communications will strictly be either electronic (e-mail, nec@neota.org) or through written documents addressed to NEC.
4. Any questions or concerns from members to NEC will be addressed within a reasonable time period.
5. Correspondence with NEC will be maintained only in the presence of a valid identity of the member.

6. All member inquiries of any nature regarding the elections that are frequent will be posted on the NEOTA website as Frequently Asked Questions, along with response from the NEC.
7. NEC will neither directly or indirectly, engage in any conduct nor make any statement or communication promoting, disparaging or criticizing the nominees in any way.
8. Members of the current EB cannot canvass for any nominee and the only exception is, when the EB member is nominated for a position, the nominee can involve in canvassing.
9. NEC members and immediate family also cannot be involved in canvassing.

II: Positions:

i: Trustee

For the year 2024, **One** Trustee position is open for election. Term of office shall be for a period of Three (3) years, January 1, 2024 to December 31, 2026.

ii: Executive Committee

For the year 2024, the following positions are open for election. Term of office for all EC members shall be for a period of one (1) year, January 1, 2024 to December 31, 2024.

- President
- Vice President
- Secretary
- Treasurer
- Cultural Coordinator
- Member Services Coordinator

III: Eligibility:

1. Nominees for all positions must be a NEOTA member in good standing as defined in Article III of NEOTA bylaws and should have been a paid member by July 31st, 2023. However, as per the instructions from 2023 NEOTA Executive Board, NEC

extended the eligibility for members who pay their dues by October 27, 2023 provided that NEC 2024 does not receive nominations from other eligible members who have paid their dues by July 31, 2023. For additional details, refer to NEOTA bylaws at https://neota.org/sites/default/files/2022-01/NEOTA%20ByLaws_0.pdf. The President, Vice President, Secretary, Treasurer, Cultural Coordinator and Member Services Coordinator shall not hold their SAME positions for more than two consecutive terms.

2. The current EC members can contest for the SAME Position again, provided this is their 2nd consecutive year in that position. The current EC members can also contest for a different position than they are holding at present.
3. No family shall hold more than one position in any given year.
4. All members who are interested in contesting for any position should have at least minimum of five nominations from eligible voting members.
5. All nominees are required to sign a written consent that they abide by NEOTA's by-laws. Nominees are required to submit a photo copy of signed consent form along with nomination.

IV: Timeline:

The elections process will be completed by **Saturday, December 2, 2023**.

1. Nominations will be accepted from eligible members for all the positions mentioned under section II of this document starting **Saturday, October 28, 2023** for the year 2024. Individuals may nominate themselves (self-nomination).
2. Group nominations (group of individuals predetermined to become members of EC) will not be accepted.
3. Acknowledgement of receipt of nomination will be sent to the candidates within 48 hrs. of receiving one. Nominees should contact NEC if confirmation email is not received within that time period.
4. Nominations will be closed **at 11:59 p.m. on Friday, November 10, 2023**.
5. The name of the nominee for the respective positions will be posted on the NEOTA Website by **Sunday, November 12, 2023**.
6. Nominees can withdraw their nomination **by 11:59 p.m. on Friday, November 17, 2023** without showing any cause.

V: Election Process:

1. Send nomination details and any communications relating to election process to nec@neota.org
2. In the event of more than one eligible nomination for any given position, an election by ballot will be conducted on **Saturday, December 2, 2023** at a place and time to be announced at a later date. All eligible members will be requested to vote at that time. For additional details about eligibility, refer to NEOTA bylaws at https://neota.org/sites/default/files//NEOTA-ByLaws_2015.pdf
3. Members will be requested to identify themselves before the ballot is cast to verify eligibility.
4. There will be a 4-hour window for voting and the results will be announced immediately upon completion of the counting of votes.
5. In the event no nominations are received for any of the positions within a reasonable time, NEC reserves the right to solicit nominations in consultation with the board of trustees by Elections Day.
6. Additionally, Trustee nominee must have served the NEOTA well in some official or ad hoc capacity in the past.
7. Nominees for the role of Trustee are required to submit in writing their past experience working for NEOTA or other organizations and what they plan to contribute to NEOTA as a Trustee. This will be posted on the NEOTA website (www.neota.org) for the perusal of the members.
8. In the election, the person with most votes is declared the winner, however if two or more persons get equal number of votes, the NEC would arbitrate and declare a winner.
9. Please contact Nominations and Elections Committee at nec@neota.org with any further inquiries.

Sincerely,

RamaRao Appana, Sarat Kommineni & Madhavi Kasturi

The NEOTA 2024 Nominations and Election Committee (NEC)

Email: nec@neota.org