

# HTCS ELECTION MANUAL

(August 1, 2022)

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## I. INTRODUCTION

The Hindu Temple and Cultural Society of USA, Inc. (HTCS) conducts trustee elections every 2 years for electing approximately 1/3 of the Board of Trustees and the Nominations/Elections Committee (hereafter referred to as “Election Committee” or “the Committee” or EC) has the responsibility to conduct the elections in a fair and democratic process. This “HTCS Election Manual” gives the details of that process. Its objectives are: (1) to make the election process transparent and understandable to all the members, (2) to make it easy for the trustee candidates to comply with all the rules governing the elections, and (3) to enable continuity of the HTCS election process.

The examples given in this document are from past practices and the Elections Committee may modify some parts of the processes, for each election cycle, as it feels necessary.

This document is revised by the 2022-2023 Nominations/Elections Committee whose members are:

Suresh Makam, Chair, email: [HTCS Election Committee Chair <elections.chair@venkateswaratemple.org>](mailto:HTCS Election Committee Chair <elections.chair@venkateswaratemple.org>),

Phone: (732) 887-2064

Dutt Kalluri, Vice Chair

Members: Kishta Katipally, Ramana Yalamanchili.

## II. NOMINATION PROCESS

Per By Law 4.03, Election Committee, in consultation with the Board of Trustees (BOT), no later than at BOT July meeting in the even year, shall determine the number of trustees to be elected and co-opted to fill the vacancies created by the retiring trustees (some or all of these trustees may be eligible for reelection). The Chairman of the BOT informs the Nominations/Elections committee of the Board’s decision by June 30 and requests it to conduct elections to fill the positions determined.

A certified list of members in each (Life and Patron) membership category (as of June 30) has to be given to the Election Committee by July 31. The same list will be posted on the Temple bulletin board. **NEW MEMBERS CANNOT BE ADDED AFTERWARDS.** The Election Committee does not handle address changes, which is the responsibility of the Membership Committee.

A request for conducting the election also implies the authorization by the BOT for the Elections Committee to make the necessary expenditures. Even though the Committee reports to the BOT through the Chairman, the cooperation of the Treasurer, Secretary and the Membership Committee as well as that of the person managing the temple website is essential. The Membership Committee has to provide the Elections Committee, in a timely manner, with a complete address list of the members and also the address labels in the prescribed format (with any required special coding) as needed by the Committee. **EC prefers that no address changes are accepted after the ballots are mailed.**

Eligibility to contest to be a Trustee: A person has to be a member of HTCS for at least two years by June 30 of the election year. For additional information, see By Laws 3.10 – 3.13 in Appendix I. If a current trustee

(whose term ends by December 31 of the election year) is contesting for reelection, 50% attendance requirement in Bylaw 3.10b has to be satisfied through **August meeting** of the election year. If the current trustee contesting for reelection served only a part of the 6 year term, the percentage is applied to the number of meetings held during the trustee's partial term.

**Required** with the Nomination Form are: **a personal email address**, one passport size photograph in color and a Nominee (Candidate) statement not exceeding 150 words. The Nominee statement describes (a) past contributions and service to HTCS, (b) if elected, plans for service to HTCS during the next 6 years, and (c) other relevant information including community service. The photograph and the Nominee statement will be posted on the Temple website for the benefit of the voting members. The Nominee statement will be mailed along with the ballots. Please note, if the statement is too long, the committee reserves the right to edit/reformat the statement. The committee also requires an electronic version (Word file) of the Nominee statement.

The Elections Committee prepares a schedule for conducting the elections and prepares a "Call for Nominations for Trusteeship". This "Call for Nominations for Trusteeship" will be mailed to all members. The call for Nominations for Trusteeship will also be posted on the temple website. The tentative schedule for 2022 elections is shown in Appendix II and a tentative Call for Nominations is shown in Appendix III.

Separate nomination forms are prepared for the Life member category and for the Patron member category. Tentative forms are included in Appendix III (a) for Life members and in Appendix IV (a) for Patron members. The nomination forms are to be duly signed by a proposer, a seconder and the nominee, who are all members in the same membership category as required for the vacant trusteeship. The proposer or seconder should not be the nominee's spouse. The proposer and seconder should not be the husband and wife. The nominations can be filed electronically as a pdf file to meet the deadline, but the original paper copy with signatures has to be received by the committee within 3 days. ALL nominees shall have their OWN email addresses for all future communications. The nominations will be opened by the committee after the nomination period ends. The nominations are scrutinized for all the requirements. The committee, where appropriate, may require the nominees to provide some missing or additional information. All nominees will be informed by email whether his/her nomination is accepted or rejected. A person with rejected nomination can appeal to the committee within 24 hours with any NEW information. The Elections Committee's decision is final.

Any person whose nomination is accepted can withdraw his/her nomination before the deadline for withdrawal. This can be done by email from the nominee's personal email address or by U.S. mail to be received by the Election Committee by the date specified. **A nominee cannot withdraw after the deadline to withdraw.**

Ballot will have nominees listed alphabetically by last name. Before the ballots are prepared, the nominees may be given an opportunity to see how their names will be listed. Each person can request a slight variation of his/her name. However, the committee may or may not accept that request. The Election Committee's decision is final.

### III. BALLOT PREPARATION AND MAILING

Separate ballots are prepared for each membership category. The names are listed alphabetically by last name. Each member will normally receive 2 ballots. The members are instructed to vote for no more than the

available vacancies and mail them back ONLY in the envelope supplied by the committee. A ballot will be disqualified if the member marked for more persons than instructed or if not mailed in the envelope supplied. A sample ballot with the associated instructions is given in Appendix V. The Election Committee adopts its own security measures to ensure fair election process. All nominees are invited to observe the ballot mailing process without interfering with the volunteers. They are welcome, when permitted by the Committee, to check at random the ballot envelopes and addresses. The Membership Committee will be requested to be available with the membership list along with their mailing addresses to resolve any discrepancies.

#### Ballot mailing guidelines

- (1) Ballots are mailed only to the official mailing address in temple records at the time of printing the address labels (October 29). Members should follow the Membership Committee's prescribed procedure to make address changes.

For those with invalid addresses, the policy for the 2022 elections is to send duplicate ballots to those whose address changes are accepted by the Membership committee two weeks before ballot due date. Due date to receive ballots remains unchanged.

- (2) Two ballots are mailed for each membership. Both ballots are to be returned ONLY in the envelope provided by the Election Committee.
- (3) In case of divorced couple, each individual is entitled for one ballot. If a specific written request is made before the ballots are mailed giving both addresses, a single ballot will be mailed to each person. Proper documentation may be required.
- (4) In case of a deceased member, the surviving spouse is entitled for one ballot.

#### IV. BALLOT COUNTING

The nominees can send observers to the ballot counting as per the following guidelines:

Guidelines for candidates or their representatives as observers:

- (1) You or your representative may be an observer at the ballot counting process. Only one person is allowed.
- (2) If you send a representative, he/she shall be a member of HTCS and bring a letter from you, addressed to the Elections Committee, that he/she is your representative to be an observer.
- (3) Observers shall be present at the START TIME. No observers will be allowed afterwards.
- (4) Observers shall stay quietly at the designated area and shall not touch the ballots or interfere with the ballot counting process. They shall follow the instructions of the Elections Committee.
- (5) Observers should sign in when they arrive and sign out when they leave. They are encouraged to stay until the end and sign on the sealed box containing ballots, etc. for storage.

The ballot counting process followed in 2018 is described in APPENDIX VI as an example.

#### V. BALLOT RECOUNT

A candidate may request a recount of the ballots within two weeks of declaration of the results, only if the margin of loss is two percent (2%) or less of the ballots returned. Only one recount will be done for the same category. The request must be in writing and signed by the candidate and addressed to the Chairman of the Elections committee with a copy to the Chairman of the board.

## VI. TIE VOTE RESOLUTION

There is a possibility that two or more candidates getting the same number of votes resulting in a tie. If the number of positions available for those candidates is equal to the number of the candidates, there is no problem. However, there may be 2 or more candidates tied for a single position. In a general election, a recount will be done if a tie occurs. In a co-option, re-voting will be done to see if that removes the tie. In either case, if a tie continues, the following policy applies:

The candidates with the tie-vote will share the trustee position and serve the 6 year term divided equally. The order of serving will be decided by a draw. The discussion below is for a 2-person tie and can be extended for a 3-person tie and so on.

### Two-person tie:

Each of the two candidates will serve a 3 year term – one after the other. Each person’s term is distinctly his/hers. The person serving the first 3 years: after the completion of the 3 year term, if that person wants to contest in an election he/she will be free to do so, since his/her term has been completed. However, if the person selected to serve the second 3 year term wants to contest in an election during the first 3 years (before his/her term begins), he/she has to resign from his/her future term of office. The Board will fill any vacancy created during the total 6 year term just as they fill any other vacant trustee position.

The standard term limits policy applies.

## VII. CERTIFICATION OF ELECTION RESULTS

The results will be posted on the temple bulletin board. After the recount process, if any, the Election Committee will provide the Chairman of BOT with Certification of Election results, an example of which is given in Appendix VII.

## VIII. PRESERVATION OF ELECTION RECORDS

### HTCS Election Ballot Storage Policy

1. **Items to be stored:** See the list in Appendix VIII.
2. **Storing procedure:** The items will be stored in card board boxes and closed with tape. Available Election Committee members, HTCS Trustees, and any observers will sign across the tape.
3. **Responsible officer:** HTCS Secretary will be responsible for storing the ballot records.
4. **How long to be stored:** 6 calendar years after the election year (example: 2022 election results should be stored until December 31, 2028).

5. **Location:** HTCS Temple, Bridgewater, NJ. Cost/benefits of third party location may be investigated in the future for storing ballot records as well as other key Temple records.
6. **Opening the storage boxes:** If a ballot recount request meets the Recount Policy requirement, the boxes in which ballots are stored will be opened by the Election Committee and any observers. The ballots are recounted, and the boxes will be resealed and returned to the Secretary for storage. Opening the storage boxes may occur during the remaining term of the storage by a court order.
7. **Who can request:** Only a candidate who lost in the applicable trustee election can request to reopen the boxes (for ballot recount).
8. **What to do at the end:** At the end of the storage period, the contents of the boxes will be shredded by the Secretary in the presence of the Nominations/Election committee Chair and the Board Chairman.

## IX. COOPTION

Co-option process is strictly within the proceedings of the Board of Trustees meeting after the meeting is called to order by the Chairman. When the agenda item of Co-option of the available trustees' positions come before the Board, as customary the chairman may request the Third party, who are not members of the Board (usually the Election Committee) to aid in conducting the process as usual with secret ballot.

How to conduct the co-option process is within the purview of the Board. Following is the process used in the past. Only a current member of the BOT can propose or second a cooption nomination. The nominee must be a member in the same membership category as the vacancy and **need not** be present. However, the proposer and seconder must certify that they have discussed with the nominee that he/she is qualified and is willing to serve on the Board, if coopted. If a current trustee (whose term ends by December 31 of the election year) is being nominated for cooption, 50% attendance requirement has to be satisfied through **November** of the election year.

In case of a tie vote in cooption election by the Board of Trustees, re-voting will be done. If the tie continues, the affected candidates will share the trustee position and serve the 6 year term divided equally. For a 2-person tie, each candidate will serve a 3 year term – one after the other. The order of serving will be decided by coin toss (or similar method).

## X. ELECTION OF OFFICERS

The Election committee, at the request of the BOT, conducts the election of the Officers of the BOT. This has to be done with the newly elected members of the Board and is normally done at the first meeting of the new Board in January following the elections. First, the Board decides on the number of Vice-chairmen positions. Unless otherwise determined, the positions of Joint Secretary and Joint Treasurer are also included. The practice has been that the election for all positions is done at the same time and a person contests for only one position.

**APPENDIX I**  
**Applicable Bylaws and Membership Eligibility**  
**AMENDED AND RESTATED February 16, 2020**

<http://www.venkateswara.org/bylaws.pdf>

**By-law III**  
**MEMBERSHIP**

*Categories of Members*

3.02 There shall be three categories of Membership:

- (a) Associate Member
- (b) Life Member
- (c) Patron Member (including Grand Patron Member and Benefactor Member)

3.02.1 Associate Member

Any person, couple (wife & husband), corporations, LLCs, trusts, professional associations or any other organization may become an **Associate Member** by paying a minimum of \$1,000.00. An Associate Member will have no vote in the elections of HTCS. Associate membership cannot be changed or upgraded to any other category of membership. Associate Members shall be recognized in the recognition board maintained by HTCS.

3.02.2 Life Member

Any person or couple (wife & husband) who pays \$1,000.00 towards Life membership may become a **Life Member** of HTCS. A Life Member shall have two votes. In case of death of a spouse the surviving spouse shall retain one vote. In case of separation or divorce between the couple, each of the individual shall retain one separate vote.

3.02.3 Patron Member

(a) Any person or couple (wife & husband) who pays \$5,000 towards Patron membership may become a **Patron Member** of HTCS. A Patron Member shall have two votes. In case of death of a spouse, the surviving spouse shall retain one vote. In case of separation or divorce between the couple, each of the individuals shall retain one separate vote.

(b) Any person or couple (wife & husband) who pays \$10,000.00 towards Grand Patron membership may become a **Grand Patron Member** of HTCS. A Grand Patron Member shall have two votes. In case of death of a spouse, the surviving spouse shall retain one vote. In case of separation or divorce between the couple, each of the individuals shall retain one separate vote.

(c) Any person or couple (wife & husband) who pays \$50,000.00 towards Benefactor membership may become a **Benefactor Member** of HTCS. A Benefactor Member shall have two votes. In case of death of a spouse, the surviving spouse shall retain one vote. In case of separation or divorce between the couple, each of the individuals shall retain one separate vote.

3.02.04 Payment of Membership Dues

(a) Membership dues can be paid in lumpsum or in easy installments.

(b) Membership dues for Associate Membership can be paid within no later than one (1) year after submitting the completed Membership Form.

(c) Membership dues for Life or Patron Membership can be paid within no later than three (3) years after submitting the completed Membership Form.

(d) Membership dues for Grand Patron Membership can be paid within no later than four (4) years after submitting the completed Membership Form.

(e) Membership dues for Benefactor Membership can be paid within no later than five (5) years after submitting the completed Membership Form.

3.03 All membership applications shall be reviewed by the Membership Committee and approved by the Board of Trustees without discrimination towards any person who complies with all the membership requirements,

3.03.1 The record date of membership to be eligible to vote shall be June 30 of the year. It is the responsibility of members to notify the Secretary of the Corporation about change of addresses.

3.03.2 Annual certified alphabetical list of the members in each category shall be published by the Secretary and the Treasurer of the Board of Trustees by August 1st of each year.

3.04 New Members are not allowed to have more than one membership at any time. Wife and husband (Couple) can become separate members individually, but they will be recognized as individual members in the recognition board. A member couple (husband & wife) are not allowed to become separate members in other categories. Old Members who were already enrolled in different categories can continue their memberships but will not be allowed to become new members in a different category.

3.05 All current single members & member couples (wife & husband) and persons who pledged to become members in each membership category will be allowed to have the same membership & voting privileges as the new members if the dues are paid as of the effective date of these changes to the By-laws.

#### *Eligibility to Upgrade Membership*

3.06 Members of a category shall be eligible to upgrade their membership by (a) paying additional dues, and (b) completing a prescribed application form, both required to be eligible to become members in the newer category. If such requirements are met by June 30th of the year, they are eligible to vote in the newer category in that year.

#### *Eligibility to Vote*

3.07 Eligible members who paid the pledged amounts fully by June 30th of a year shall be full members in good standing for voting purposes in that year. Eligible members of a category who have paid the pledged amounts partially shall not be considered as the voting members in that category until they completely pay the pledged amounts, within the stipulated time. Such members shall be eligible to vote in another membership category, which qualifies them to vote in that category based on the amount of dues paid.

3.07.1 In order to be eligible to receive a ballot to vote, each member must register with HTCS. Every member who registers will be sent a ballot at the member's registered address. If a member fails to vote once in an election, a ballot for the next election will be sent to his registered address. If there is a failure to vote in a second consecutive election, the member will be sent a registration card with the request to register again for the next election either online or by mail or in person. If the member fails to register at this time, no further ballots will be sent until such time as the member does register again.

3.08 Each member, registered individually or as a couple (wife & husband) in the Life Member and/or Patron Member categories, shall have no more than a total of two votes. In case a couple registers as separate members in the aforementioned categories, the maximum number of votes per couple shall be no more than four.

3.09 An Associate Member shall have no vote.

#### *Eligibility to Contest / be Coopted*

3.10 To be elected or coopted as provided herein, an otherwise eligible individual

- (a) must be a fully paid member of HTCS and must complete two years of membership by June 30th of the election year, and
- (b) must attend 50% of the meetings of the Board before the last date of Nominations for reelection to the Board of trustees. For those trustees, whose names being proposed to be coopted in a duly convened board meeting, must attend 50% of the Board meetings in his/her entire immediate prior term before the Board meeting for the cooption process.

3.11 Members who are volunteers, major financial supporters, chairpersons who have made contributions in time and effort may be given preference in cooption of the trustees.

3.12 Trustees who have served two consecutive terms of 6 years are not eligible to contest / be coopted for another 6 years. They are eligible to contest/ be coopted for another term of 6 years after a gap of 6 years from the previous trustee term and continue to do so if they so desire as long as they skip one 6 year period after each term of six years. Trustees who are serving on the Board of Trustees at the time of the passage of these By-laws are eligible to contest/ be coopted for two consecutive terms of six years after completion of their present term. They are also eligible to contest/ be coopted for an alternate terms of 6 years after skipping a period of 6 years in between the terms.

3.12.1 Any trustee elected/coopted for the term elected/coopted to, is deemed to have completed his/her term of office, even if he/she serves any part of the term, the individual was elected/coopted to. The word "term" is the time period, the trustee was elected for the period of time specified, with reference to implementation of eligibility to contest/be coopted in the HTCS trustees election/cooption process.



3.13 The election committee shall present qualified Members to be elected as trustees to the Membership for an election considering all the eligibility criteria as per these By-laws.

**By-law IV**  
**BOARD OF TRUSTEES**

4.01 The affairs of the Corporation shall be managed by the Board of Trustees, which shall be the policy making body of the Corporation and the distinguished body of spokespersons of the Temple and Community Center facilities. The Board may initiate all appropriate activities such as fundraising and planning for the expansion of the Temple and Community Center facilities.

4.02 All Trustees shall be members in good standing of HTCS on the day of nomination, and election, and during the tenure of the Trustees.

*Election of Trustees*

4.03 The maximum number of voting Trustees shall be 25, who shall be elected or coopted as follows by a simple plurality of the votes cast either through the mail ballot and/or in a duly convened assembly of the members and meeting of the Board of Trustees with a duly executed written proxy voting permitted. Nominations and/or Elections Committee, in consultation with the Board, shall determine the number of Trustees to be coopted and elected while maintaining the proportion of 8:8:8: in the following categories.

4.03.1 In the first election, prescribed number of Trustees as detailed below shall be elected in the following categories. After the first election, 3 Trustees from each category shall retire after 2 years and also 4 years and term of the remaining two Trustees shall expire after 6 years as determined voluntarily or by lottery after 2 years. Every two years from then on, up to the maximum number of vacant Trusteeships in each category, as determined by the Nominations/Elections Committee in consultation with the Board, may be filled by election/co-option for 6 year terms in that category subject to the above described procedure and restrictions:

(1) Up to 8 Trustees shall be co-opted from the different categories of Patrons, and Life Members. Of the 8 Trustees, 5 Trustees shall be co-opted from the group of Patrons and 3 Trustees shall be co-opted from the group of Life Members by the sitting Board of the Trustees, that exists before the election, in a duly convened meeting immediately after the election.

(2) Up to 8 Trustees shall be elected from the category of Patrons by the Patrons.

(3) Up to 8 Trustees shall be elected from the category of Life Members by the Life members.

4.03.2 One Trustee shall be elected for a term of 2 years by members in the Life Members category who did not completely pay their pledged amounts by June 30, 1992, from the members of the same category. After the expiration of the 2 year term, one Trustee shall be co-opted from the members of the corporation by the newly elected Board of Trustees for six years term.

4.03.3 The Trustees, whose terms expire, shall be eligible for reelection subject to the conditions in section 4.02 of this By-law.

4.03.4 The elected Trustees shall serve until their successors are elected and qualified, or until their inability to serve due to whatever reason.

4.04 This By-law IV and sections of the By-laws that affect the By-law IV shall not be altered, amended, or repealed without the two-thirds majority vote in each category of members, conducted in mail or in a duly convened assembly of the members with duly executed proxy voting permitted.

**APPENDIX II**  
**HTCS Nominations/Elections Committee (EC)**  
**2022 Election Schedule**

Dates in **BOLD** indicate Committee meeting at 10 a.m. at the Temple. Please reserve the dates.

<b>Date</b>	<b>Day</b>	<b>Event</b>	<b>Owner</b>
<b>June 17</b>	Friday	HTCS Chairman requested EC to conduct election process in 2022.	Chairman
<b>August 1</b>	Mon	Finalized Election Schedule and Call for nominations. Secretary provided certified Members list as of June 30 2022 and posted on temple bulletin board.	EC, Secretary + Membership chair
August 13-15	Sat - Mon	Prepared mailing of Call for nomination with volunteers at the temple and mailed to all members. Posted Call for Nominations with Election Manual on temple website.	Member Chair EC+IT, Volunteers
September 17	Sat	Get attendance record for existing and past trustees through August 2022 board meeting.	Secretary
<b>September 23</b>	<b>Fri</b>	<b>Last day to receive the duly completed and clearly legible nomination form by the EC, electronically or the original via mail by 5:00 pm on September 23, 2022.</b>	Candidates
<b>September 24</b>	Sat	EC will notify all the nominees whether their nomination form is accepted or not, either at this optional meeting (1:00 pm to 2:00 pm) or by email before 5:00 pm.	EC
<b>October 6</b>	<b>Thurs</b>	<b>Last date to withdraw nominations (to be received by the Elections Committee Chair by mail or email by 11 p.m.)</b>	Candidates
October 9	Thurs	Finalize Nominees (Candidates); design ballots and discuss any issues, Rent P.O. Box	EC
<b>October 9</b>	Thurs	Last day for members to correct their mailing addresses for receiving ballots	Members
<b>October 29</b>	Sat	Prepare ballots for mailing & mail Saturday or the following Monday.	EC
<b>November 19</b>	Sat	10:00 am to 2:00 pm, EC will address missing ballot issues at the temple.	EC Members
<b>December 2</b>	<b>Fri</b>	<b>Last date to receive ballots at the P.O. Box</b>	<b>Members</b>
<b>December 3</b>	Sat	8:30 a.m.: Pick up ballots from P.O. Box (Candidates are welcome to monitor)	EC + Members Comm
<b>December 3</b>	Sat	10 a.m., Ballot counting of Life and Patron category (Candidates are welcome to monitor)	EC + Volunteers
<b>December 4</b>	Sun	10 a.m., Ballot Recounting, if necessary (Candidates are welcome to monitor)	EC + Volunteers

Notes: 1. Schedule is **subject to change** as necessary

2. Results will be posted on the temple bulletin board a day after ballot counting is completed



**APPENDIX III**  
**CALL FOR NOMINATIONS FOR LIFE MEMBER CATEGORY TRUSTEE**  
 HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.  
 SRI VENKATESWARA TEMPLE (BALAJI MANDIR) AND COMMUNITY CENTER  
 1 Balaji Temple Dr., Bridgewater, NJ 08807; Telephone: (908) 725-4477

August 15, 2022

Dear Member,

Greetings from the Nominations/Elections Committee (EC)! We are in the process of conducting elections to fill the following vacancies for **six year** terms beginning on January 1, 2023:

- (a) **Three** LIFE member TRUSTEES to be elected by LIFE MEMBERS only.
- (b) **Three** PATRON member TRUSTEES to be elected by PATRON MEMBERS only.

The purpose of this letter is to invite nominations for the above trustee positions. See blank nomination form, on the other side. Nomination form can be copied or downloaded from the Temple website (<http://www.venkateswaratemple.org>). Those with membership in both LIFE member and PATRON member categories are eligible to contest for trusteeship in only one category. A list of the names of members in the LIFE member and PATRON member categories as of June 30, 2022 is posted on the Temple bulletin board.

**Eligibility to contest to be a Trustee:**

- a) Shall be a fully-paid member of HTCS for at least two years as of **June 30, 2022**.
- b) Current Trustees must have attended 50% of the meetings of the board, if not they are not eligible to contest. If the current trustee contesting for reelection served only a part of the 6-year term, the percentage is applied to the number of meetings held during the trustee's partial term.

**Required by the Nominee on or before September 23, 2022:** One passport size photograph in color; Nominee statement not exceeding 150 words (single spaced; Times New Roman font 10 text [not bold] and Font size 14 heading [bold]). The Nominee statement describes (a) past contributions and service to HTCS, (b) if elected, plans for service to HTCS during the next 6 years, and (c) other relevant information including community service. The photograph and the Nominee statement will be posted on the Temple bulletin board and the website for the benefit of the voting members. Please note that the committee reserves the right to edit/reformat the statement. Also, please email an electronic version (Word file) of the nominee statement to the election chair [elections.chair@venkateswaratemple.org](mailto:elections.chair@venkateswaratemple.org) on or before October 6, 2022.

The official Temple membership list, as finalized by June 30, 2022, is the list that will be used to send ballots in October. Members should **update their addresses before October 6, 2022** by using the official address change process given on the Temple website. The instructions for making address changes are posted on the temple website. [https://www.venkateswaratemple.org/Membership\\_1.htm](https://www.venkateswaratemple.org/Membership_1.htm) **Correct mailing address is important to assure timely delivery of ballots.**

**The Nominations/Elections Committee will be using the following schedule:**

Date	Activity
<b>September 23, 2022</b> (Friday)	Last day to <u>receive</u> the duly completed and clearly legible nomination form by the EC, electronically or the original via mail by 5:00 pm on September 23, 2022.
<b>September 24, 2022</b> (Saturday)	EC will notify all the nominees whether their nomination form is accepted or not, either at this optional meeting (1:00 pm to 2:00 pm) or by email before 5:00 pm.
<b>October 6, 2022</b> (Thursday)	Last day to <u>receive</u> withdrawal of nominations by EC. Email from the Nominee's email address provided on the nomination form is acceptable.
<b>October 29, 2022</b> (Saturday)	EC mails ballots to the members, (subject to change by EC for logistics)
<b>November 19, 2022</b> (Saturday)	10:00 am to 2:00 pm, EC will address missing ballot issues at the temple.
<b>December 2, 2022</b> (Friday)	Last day to receive the duly completed ballots in EC's Post Office Box
<b>December 3, 2022</b> (Saturday):	8:30 am, Pickup ballots from P.O. Box; Candidates are welcome to monitor.
<b>December 3, 2022</b> (Saturday)	10:00 am, Ballot counting.
<b>December 4, 2022</b> (Sunday)	10:00 am, Ballot recounting if necessary.

Notes: 1. Schedule is **subject to change** as necessary

2. Results will be posted on the temple bulletin board a day after ballot counting is completed

**Nominations/Election Committee:**

Suresh Makam (Chair), Dutt Kalluri, Kishta Katipally, Ramana Yalamanchili

**Appendix III (a)**  
**NOMINATION FORM FOR LIFE MEMBER CATEGORY TRUSTEE**

Three TRUSTEES will be elected from the LIFE MEMBER category for six year terms, beginning on January 1, 2023 by LIFE MEMBERS.

**QUALIFICATION:** The Nominee shall be an *HTCS member for a minimum of two years* as well as a member in good standing of LIFE member category on **June 30, 2022** and during the nomination/election process. See the other side for additional eligibility requirements. The Proposer and the Seconder must be members in good standing (but cannot be the spouse of the Nominee) of LIFE member category on June 30, 2022.

**If the Nominee, Proposer, & Seconder are all qualified, please send the completed nomination form, so as to reach by September 23, 2022 (Friday) to HTCS Nominations/Election Committee, c/o Suresh Makam, 67 Hardwick Drive, Kendall Park, NJ 08824.** In addition, please send electronic copy of one passport size photograph in color and Nominee's statement not exceeding 150 words, to Email address: elections.chair@venkateswaratemple.org. on or before September 23, 2022. Please review the HTCS Election Manual posted on the Temple website to understand the election process.

**NOMINEE'S DETAILS**

Nominee's name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Nominee's address: \_\_\_\_\_  
\_\_\_\_\_

Nominee's phone #: Home \_\_\_\_\_ Cell: \_\_\_\_\_

\*Nominee's email address (**Required**): \_\_\_\_\_

(\*This will be the ONLY email address to be used during this election process.)

**PROPOSER'S DECLARATION**

Proposer's name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Proposer's address: \_\_\_\_\_  
\_\_\_\_\_

Proposer's E-mail: \_\_\_\_\_ Phone#: \_\_\_\_\_

I hereby declare that I have been a member in good standing in the LIFE member category of HTCS. I hereby propose the nomination of \_\_\_\_\_ as a trustee representing LIFE member category of HTCS.

Date: \_\_\_\_\_ Signature of the Proposer: \_\_\_\_\_

**SECONDER'S DECLARATION**

Seconder's name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Seconder's address: \_\_\_\_\_  
\_\_\_\_\_

Seconder's E-mail \_\_\_\_\_ Phone#: \_\_\_\_\_

I hereby declare that I have been a member in good standing in the LIFE member category of HTCS. I hereby propose the nomination of \_\_\_\_\_ as a trustee representing LIFE member category of HTCS.

Date: \_\_\_\_\_ Signature of the Seconder: \_\_\_\_\_

**NOMINEE'S DECLARATION**

I hereby declare that I have met all the eligibility requirements to contest as a Trustee and, if elected, will continue to be a LIFE member during the term of trusteeship. I accept the nomination to serve as a trustee representing the LIFE member category of the HTCS. If elected, I promise to serve as a Trustee to uphold the Certificate of Incorporation and the Bylaws, the objectives, rules and regulations of HTCS. All information furnished in this application is true to the best of my knowledge.

Date: \_\_\_\_\_ Signature of the Nominee: \_\_\_\_\_



**APPENDIX IV**  
**CALL FOR NOMINATIONS FOR PATRON MEMBER CATEGORY TRUSTEE**  
HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.  
SRI VENKATESWARA TEMPLE (BALAJI MANDIR) AND COMMUNITY CENTER  
1 Balaji Temple Dr., Bridgewater, NJ 08807; Telephone: (908) 725-4477

August 15, 2022

Dear Member,

Greetings from the Nominations/Elections Committee (EC)! We are in the process of conducting elections to fill the following vacancies for **six year** terms beginning on January 1, 2023:

- (a) **Three** LIFE member TRUSTEES to be elected by LIFE MEMBERS only.
- (b) **Three** PATRON member TRUSTEES to be elected by PATRON MEMBERS only.

The purpose of this letter is to invite nominations for the above trustee positions. See blank nomination form, on the other side. Nomination form can be copied or downloaded from the Temple website (<http://www.venkateswaratemple.org>). Those with membership in both LIFE member and PATRON member categories are eligible to contest for trusteeship in only one category. A list of the names of members in the LIFE member and PATRON member categories as of June 30, 2022 is posted on the Temple bulletin board.

**Eligibility to contest to be a Trustee:**

- a) Shall be a fully-paid member of HTCS for at least two years as of **June 30, 2022**.
- b) Current Trustees must have attended 50% of the meetings of the board, if not they are not eligible to contest. If the current trustee contesting for reelection served only a part of the 6-year term, the percentage is applied to the number of meetings held during the trustee's partial term.

**Required by the Nominee on or before September 23, 2022:** One passport size photograph in color; Nominee statement not exceeding 150 words (single spaced; Times New Roman font 10 text [not bold] and Font size 14 heading [bold]). The Nominee statement describes (a) past contributions and service to HTCS, (b) if elected, plans for service to HTCS during the next 6 years, and (c) other relevant information including community service. The photograph and the Nominee statement will be posted on the Temple bulletin board and the website for the benefit of the voting members. Please note that the committee reserves the right to edit/reformat the statement. Also, please email an electronic version (Word file) of the nominee statement to the election chair [elections.chair@venkateswaratemple.org](mailto:elections.chair@venkateswaratemple.org) on or before October 6, 2022.

The official Temple membership list, as finalized by June 30, 2022, is the list that will be used to send ballots in October. Members should **update their addresses before October 6, 2022** by using the official address change process given on the Temple website. The instructions for making address changes are posted on the temple website. [http://www.venkateswaratemple.org/Membership\\_1.htm](http://www.venkateswaratemple.org/Membership_1.htm). **Correct mailing address is important to assure timely delivery of ballots.**

**The Nominations/Elections Committee will be using the following schedule:**

Date	Activity
<b>September 23, 2022</b> (Friday)	Last day to <u>receive</u> the duly completed and clearly legible nomination form by the EC, electronically or the original via mail by 5:00 pm on September 23, 2022.
<b>September 24, 2022</b> (Saturday)	EC will notify all the nominees whether their nomination form is accepted or not, either at this optional meeting (1:00 pm to 2:00 pm) or by email before 5:00 pm.
<b>October 6, 2022</b> (Thursday)	Last day <u>to receive</u> withdrawal of nominations by EC. Email from the Nominee's email address provided on the nomination form is acceptable.
<b>October 29, 2022</b> (Saturday)	EC mails ballots to the members, (subject to change by EC for logistics)
<b>November 19, 2022</b> (Saturday)	10:00 am to 2:00 pm, EC will address missing ballot issues at the temple.
<b>December 2, 2022</b> (Friday)	Last day to receive the duly completed ballots in EC's Post Office Box
<b>December 3, 2022</b> (Saturday):	8:30 am, Pickup ballots from P.O. Box; Candidates are welcome to monitor.
<b>December 3, 2022</b> (Saturday)	10:00 am, Ballot counting.
<b>December 4, 2022</b> (Sunday)	10:00 am, Ballot recounting if necessary.

Notes: 1. Schedule is **subject to change** as necessary  
2. Results will be posted on the temple bulletin board a day after ballot counting is completed

**Nominations/Election Committee:**  
Suresh Makam (Chair), Dutt Kalluri, Kishta Katipally, Ramana Yalamanchili

APPENDIX IV (a)

**NOMINATION FORM FOR PATRON MEMBER CATEGORY TRUSTEE**

Three TRUSTEES will be elected from the PATRON MEMBER category for six year terms, beginning on January 1, 2023 by PATRON MEMBERS.

**QUALIFICATION:** The Nominee shall be an HTCS member for a minimum of two years as well as a member in good standing of LIFE member category on **June 30, 2022** and during the nomination/election process. See the other side for additional eligibility requirements. The Proposer and the Seconder must be members in good standing (but cannot be the spouse of the Nominee) of LIFE member category on June 30, 2022.

If the Nominee, Proposer, & Seconder are all qualified, please send the completed nomination form, so as to reach by September 23, 2022 (Friday) to HTCS Nominations/Election Committee, c/o Suresh Makam, 67 Hardwick Drive, Kendall Park, NJ 08824. In addition, please send electronic copy of one passport size photograph in color and Nominee's statement not exceeding 150 words, to Email address: elections.chair@venkateswaratemple.org. on or before September 23, 2022. Please review the HTCS Election Manual posted on the Temple website to understand the election process.

**NOMINEE'S DETAILS**

Nominee's name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Nominee's address: \_\_\_\_\_  
\_\_\_\_\_

Nominee's phone #: Home \_\_\_\_\_ Cell: \_\_\_\_\_

\*Nominee's **official** email address (**Required**): \_\_\_\_\_

(\*This will be the ONLY email address to be used during this election process.)

**PROPOSER'S DECLARATION**

Proposer's name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Proposer's address: \_\_\_\_\_  
\_\_\_\_\_

Proposer's E-mail: \_\_\_\_\_ Phone#: \_\_\_\_\_

I hereby declare that I have been a member in good standing in the PATRON member category of HTCS. I hereby propose the nomination of \_\_\_\_\_ as a trustee representing PATRON member category of HTCS.

Date: \_\_\_\_\_ Signature of the Proposer: \_\_\_\_\_

**SECONDER'S DECLARATION**

Seconder's name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Seconder's address: \_\_\_\_\_  
\_\_\_\_\_

Seconder's E-Mail: \_\_\_\_\_ Phone#: \_\_\_\_\_

I hereby declare that I have been a member in good standing in the PATRON member category of HTCS. I hereby propose the nomination of \_\_\_\_\_ as a trustee representing PATRON member category of HTCS.

Date: \_\_\_\_\_ Signature of the Seconder: \_\_\_\_\_

**NOMINEE'S DECLARATION**

I hereby declare that I have met all the eligibility requirements to contest as a Trustee and, if elected, will continue to be a PATRON member during the term of trusteeship. I accept the nomination to serve as a trustee representing the PATRON member category of the HTCS. If elected, I promise to serve as a Trustee to uphold the Certificate of Incorporation and the Bylaws, the objectives, rules and regulations of HTCS. All information furnished in this application is true to the best of my knowledge.

Date: \_\_\_\_\_ Signature of the Nominee: \_\_\_\_\_

**APPENDIX V – SAMPLE BALLOT**  
**HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.**  
**SRI VENKATESWARA TEMPLE (BALAJI MANDIR) AND COMMUNITY CENTER**  
**1 Balaji Temple Dr., Bridgewater, NJ 08807; Tel # (908) 725-4477**  
**LIFE MEMBER CATEGORY TRUSTEE ELECTION**

Ballot Instructions  
Ballot Schedule  
INSTRUCTIONS TO VOTE

**BALLOT (1 OF 2)**

HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.  
LIFE MEMBER CATEGORY TRUSTEE BALLOT

(\*Read the complete voting instructions on the other side\*)

For each ballot: Vote only for two candidates by marking “X” on the line.

Voting for more than two candidates will make your ballot invalid.

- \_\_\_\_\_ 1. Last Name, First Name
- \_\_\_\_\_ 2. Last Name, First Name
- \_\_\_\_\_ 3. Last Name, First Name
- \_\_\_\_\_ 4. Last Name, First Name
- \_\_\_\_\_ 5. Last Name, First Name
- \_\_\_\_\_ 6. Last Name, First Name

PLEASE DO NOT SEPARATE THE TWO BALLOTS. MAIL BOTH BALLOTS TOGETHER.

**BALLOT (2 OF 2)**

HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.  
LIFE MEMBER CATEGORY TRUSTEE BALLOT

(\*Read the complete voting instructions on the other side\*)

For each ballot: Vote only for two candidates by marking “X” on the line.

Voting for more than two candidates will make your ballot invalid.

- \_\_\_\_\_ 1. Last Name, First Name
- \_\_\_\_\_ 2. Last Name, First Name
- \_\_\_\_\_ 3. Last Name, First Name
- \_\_\_\_\_ 4. Last Name, First Name
- \_\_\_\_\_ 5. Last Name, First Name
- \_\_\_\_\_ 6. Last Name, First Name

**APPENDIX VI**  
**Ballot Counting Process**  
**Life members on November xx & Patron members on November yy**  
**To be posted as needed.**

**APPENDIX VII**  
**Certification of Election Results**  
**HINDU TEMPLE AND CULTURAL SOCIETY OF USA, INC.**  
**SRI VENKATESWARA TEMPLE (BALAJI MANDIR) AND COMMUNITY CENTER**  
1 Balaji Temple Drive, Bridgewater, NJ 08807; Telephone: (908) 725-4477  
**THE NOMINATIONS/ELECTIONS COMMITTEE**

**Key Meetings/ Events:**

**Life Member category** Candidates:

**Patron Member category** Candidates:

**Life Member category:**

- a. Total number of certified members .....
- b. Deceased members.....
- c. Members with no address and Invalid address.....
- d. Number of ballot sets mailed (=a-b-c) .....
- e. Number of ballot sets returned as undeliverable.....
- f. Number of ballot sets issued (2 ballots per member) (=d-e)...
- g. Number of envelopes/ballot sets returned (voted).....
- h. Ballot envelopes unopened (3) or Patron ballot (1) or no ballot (1)
- i. Number of ballots disqualified (if any).....
- j. Number of ballots cast [max. possible]= 2\*(g-h)-i .....

Total number of votes polled for each candidate are:

**Candidate #Votes**

Based on the above results, candidates ..... have been declared elected as trustees in the Life Member category.

**Patron Member category:**

- a. Total number of certified members .....
- b. Deceased members.....
- c. Members with no address and Invalid address.....
- d. Number of ballot sets mailed (=a-b-c) .....
- e. Number of ballot sets returned as undeliverable.....
- f. Number of ballot sets issued (2 ballots per member) (=d-e)...

(includes 7 sets of only 1 ballot)

- g. Number of envelopes/ballot sets returned (voted).....
- h. Number of single ballot sets received (and included above in g)
- i. Ballot envelopes not opened or disqualified (if any).....
- j. Number of ballots disqualified (if any).....
- k. \*Number of max. possible ballots cast = 2(g-h-i)+h-j.....

(\*corrected for single ballot sets received)

Total number of votes polled for each candidate are:

**Candidate #Votes**

Based on the above results, candidates ..... have been declared elected as trustees in the Patron Member category.



**APPENDIX VIII**  
**HTCS Election Ballot Related Contents to be Stored**  
**(Some of the following can be in a digital format (CD))**

1. Letter from the Board Chairman requesting the Nominations/Election committee to conduct Trustee elections.
2. Certified membership list (with record of who returned the ballots, the date of receipt of ballots).
3. Meeting notes for all the Nominations/Election committee meetings.
4. Copies of call for Nominations (Life member and Patron categories).
5. Nominations received, withdrawals (if any), disqualifications (if any) with relevant correspondence.
6. Attendance data for trustees seeking reelection.
7. Certified list of Nominees (letter to the Board Chairman).
8. Copies of Nominee statements and Ballot instructions.
9. Any correspondence regarding address changes, duplicate memberships, split votes, etc.
10. Ballot counting procedure: instructions for volunteers and observers.
11. Ballot envelopes returned as undeliverable.
12. Ballot envelopes, if any, kept unopened for any reason and/or ballots that are disqualified (proper envelope not used, more ballots than allowed, etc.).
13. Empty Ballot envelopes (after removing the ballots) containing member address labels.
14. All ballots.
15. Tallying sheets used in ballot counting with record of each ballot with signatures of the counting team and recounting team.
16. Summary sheets of ballots with signatures of the committee members and observers representing the candidates.
17. Final report to the Board Chairman with vote count numbers and declared winners
18. Copies of observer sign-up sheets might have been also included.
19. Member list with addresses as they appear on address labels (include also any late address changes).