

**ELECTION MANUAL  
AND  
PROCEDURES**

**India Association of Long Island Inc.  
366 North Broadway, Jericho, NY 11753**

**ADOPTED AUGUST 2005**

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## **FOREWORD**

**This Manual was prepared by the Election Manual & Procedures Committee under the chairmanship of Mr. Rajeshwar Prasad, with Dr. Subhash Kulkarni, Dr. Ashvin Doshi and Mrs. Avinash Suri as its members. The Manual was submitted by the Committee to the Executive Council of India Association of Long Island in July, 2004. The draft Manual was reviewed at a special meeting of the Executive Council in July 2004. However, the Council could not complete the review and approval process in 2004.**

**I am pleased that the Executive Council reviewed the Manual in August 2005 and adopted the same as Guidelines for conducting IALI elections in future.**

**We believe these guidelines will be helpful primarily to the Election Committee of IALI. We further hope that this Manual will help streamline the election process for individuals and committees directly or indirectly related to IALI elections.**

**The Executive Council expresses its appreciation to the committee members for its hard and comprehensive work in developing this Manual for India Association of Long Island.**

**Sampurna Jain  
IALI President**

**PREFACE**

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**India Association of Long Island (IALI), a nonprofit organization under IRS code 501C3, has been in operation since early 1970's. Its Constitution and Bylaws (see appendix 1) were adopted in 1980 and the organization was incorporated in 1981. As per its Constitution and Bylaws, IALI elects every year four officers: President, Vice President, Secretary and Treasurer, and eight Members at Large. These twelve members (or as many are elected in the election) are obligated to elect chairpersons of three standing committees: Membership, Finance and Socio-Cultural. The Executive Council is thereby composed of 15 members.**

**The IALI Bylaws have broad provisions how the election of the above members should be conducted. However, over the years it has been experienced that interpretation of these broad provisions is left to the Election Committee and/or the Executive Council. Composition of the Executive Council as well as composition of the Election Committee have changed almost every year. This has led to multiple interpretation of these provisions. At the same time all phases of the election process are not adequately spelled out in the bylaws. Thus IALI members are faced with conflicting processes from time to time and at times such situations have resulted in creating tensions and divisiveness in the community.**

**In the beginning of 2004 it was strongly proposed that in order to have a sound election process the IALI Bylaws should be revisited and shortcomings in the preceding elections be objectively reviewed for the benefit of IALI members. Thus the IALI Executive Council proceeded with the selection of an Ad-hoc Election Manual and Procedures Committee (Committee) to examine various issues and develop an Election Manual.**

**After authorization by the Executive Council at its May 4, 2004 meeting, the Committee commenced its work on the Manual. Recognizing the importance of each and every component of the election process, the committee members analyzed election procedures followed in the past elections; reviewed the broad provisions in the IALI Constitution and By-laws; and studied the election-related problems and concerns expressed by IALI members from time to time. The Manual strictly follows the broad provisions outlined in the IALI Constitution and Bylaws.**

**The draft Manual was reviewed at a special meeting of the Executive Council in July 2004. This meeting was attended by all the Manual Committee members. Minor changes were suggested that were incorporated. The final Manual was sent to the IALI President, Dr. Bhavani Srinivasan, within two weeks. However, the 2004 Executive Council could not review the Manual before its term expired in December 2004. The Manual was brought for a review and approval, by the 2005 Executive Council in August 2005, by its current President, Mrs. Sampurna Jain.**

**The Manual will help the Election Committee and the Executive Council to follow standard policies and procedures in conducting election. We believe that the Manual could be a helpful resource and serve as guidelines not only for IALI but for other organizations also.**

**IALI Election Manual and Procedure Committee**

**Rajeshwar Prasad, Chairman  
Subhash Kulkarni MD  
Ashvin Doshi MD  
Mrs. Avinash Suri**

**August 2005**

## **SECTION I**

### **DEFINITIONS & STEPS IN ELECTION PROCESS**

## **MEMBER IN GOOD STANDING:**

A member of India Association of Long Island is considered in good standing if dues are paid and the member subscribes to the objectives of the Association. A member in good standing has the right to:

- nominate candidates for elective positions;
- vote for the election of officers and members of the Executive Council;
- vote on the recall of members of the Executive Council;
- vote on amendments to the Constitution and the By-laws;
- be elected to the Executive Council after one (1) year of continuous membership.

## **Eligibility to be Nominated for an Elective Position:**

A member in good standing who has been an IALI member for at least one year preceding the election year is eligible to be nominated for an elective position. [ex: If election is held for year 2006, the member eligible to be nominated must have been a member of IALI in good standing at least during year 2005]. If President, Vice President, Secretary and/or Treasurer have completed two *consecutive* terms in the same position he or she will not be entitled to contest for that position. (For more details, please see the Nomination Process)

## **ACTIONS BY THE IALI EXECUTIVE COUNCIL:**

### **A: CUTOFF DATE:**

1. This date defines specific day after which an individual becoming an IALI member will not be eligible to participate in the upcoming election.
2. To ensure implementation of A-1 all membership checks or cash must be deposited in the bank within five working days after the cutoff date.

### **B. ELECTION COMMITTEE COMPOSITION:**

All elections will be conducted and supervised by an Election Committee of three persons, who are not voting members of the Executive Council. Election Committee members will elect a Chairperson, if the Executive Council has not already done so. In addition to three members of the Election Committee, the Executive Council will elect an Alternate, who will perform responsibilities as Election Committee member in case an original member is unable to fulfill his/her responsibilities. The Alternate will participate in all committee deliberations but will not exercise voting rights, unless he/she is replacing an original member. The Alternate can be elected Chairperson of the Election Committee, if the originally elected Chairperson is unable to perform his or her duties. At least one member, preferably Chairperson, be elected to the Election Committee, who has had prior experience in conducting IALI election. The Executive Council shall make available to the Election Committee members a copy of this Manual. The Executive Council *may* opt an outsider to serve on the Election Committee.

### **Conflict of Interest:**

*Please keep following into consideration while electing members of the Election Committee:* No relative of the prospective nominee be elected to the Election Committee. These relatives may be - sons, daughters, spouses, parents, brothers and sisters. In the event a relative of the Election Committee member files nomination after the committee is elected, then that Election Committee member should withdraw from the Committee.

### **C. MEMBERSHIP LIST:**

Election Committee conducts election with the help of a Membership list certified by the Executive Council. The Executive Council shall make sure that certification of Membership is completed within the election time frame as specified in the Manual. The Election Committee cannot modify the certified list, but shall incorporate

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changes approved by the same certifying persons. If the election is delayed for any reason and is completed during next calendar year, all members on the certified list will remain eligible to participate in the delayed election.

**1. Certifying Authority:** The Executive Council shall authorize two of its members to certify the list. One member will be IALI Treasurer who is the only person in a position to verify if all the members on the list have paid their dues. In a situation where (i.e. due to sickness or being out of town) the Treasurer is unable to certify, then the President or Vice President (in that order) will certify the list. The second member could be either Chairperson of the Membership Committee or IALI Secretary (in that order) as both are obligated to maintain the

IALI membership record. *The Conflict of Interest provisions in the IALI Bylaws will be applicable in conducting the election as well. However, it may be noted that Executive Council member (s) certifying the Membership list cannot be excluded if he/she wishes to run for the same position or another position on the Executive Council.*

## **2. Certification of Membership List:**

The certified Membership List will be used by the election committee for **seeking nominations for elections, and conducting election, if necessitated**. This list will clearly identify members who have been members of IALI for at least one year, preceding the election year, and those who have not been IALI members for one year, but became members before the August 31 cutoff date. The certified list will have full name and address of the member and the spouse or significant other and each is entitled for one vote. In case only one name appears on the list, that member will be entitled for one vote only. Each member of the Election Committee, including the Alternate, should get a copy of the certified Membership List. If so requested, the Election Committee should be provided with printed mailing labels.

## **ACTIONS BY ELECTION COMMITTEE:**

### **D. FIRST MEETING OF THE ELECTION COMMITTEE:**

The first meeting of the Election Committee should be held at the earliest convenience after the Executive Council has approved its members. As noted in the Schedule section, the Executive Council shall elect members of the Election Committee latest by second Tuesday of September. Also be aware that Election Committee must mail the nomination ballots latest by last Tuesday of September, thereby underscoring urgency of holding the first meeting. The first order of business at this meeting will be to elect Chairperson of the Election Committee, if not already selected by the Executive Council. The other tasks to be undertaken at this meeting include:

- approval of the nomination letter by all Election Committee members (see sample in appendix 2 and review the section on Nomination Process);
- finalization of the nomination ballot (see sample in appendix 3)
- determination of number of signatures required on the nomination ballot.
- selecting mailing address of an Election Committee member where nomination ballots can be received
- determine telephone and fax number and/or E-mail address in case a voter or nominee need to contact Election Committee for any clarification or assistance.
- after reviewing the schedule of different tasks outlined in the Manual, make following assignments:
  - person(s) who will get nomination letter and ballot printed and collated for mailing
  - person(s) who will mail nomination ballots to all eligible IALI members on the certified Membership List
  - selection of place and date where all nomination ballots will be received and reviewed
  - assign responsibility to each Election Committee member who will contact each prospective nominee for finalization of nomination slate. This process also may require withdrawal of nominations, if a nominee has filed for more than one position. (See Withdrawal of Nominations in the Manual and also Appendix 4)
  - selection of a member who will assign code for each member eligible to vote as per certified Membership List.
  - selection of a member's address where voting ballots, if election is warranted, will be mailed.

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### **E. NOMINATION BALLOT:**

1. Election Committee shall mail to all eligible members a nomination ballot latest by last Tuesday of September.
2. Nomination Ballots duly filled and signed by prospective nominees should be **received** by the Election Committee latest by third Tuesday of October. The nominees should carefully review instructions in the nomination letter sent by the Election Committee before filling out the nomination papers. It is highly recommended that nominees mail their nomination ballots Certified and Return Receipt Requested. **No Nomination ballot will be received in person.**
3. Immediately after reviewing the nomination papers for completeness and authenticity, the Election Committee shall collate the nomination ballots and list the names of the candidates in each category and inform the nominees. After informing the nominees, the election Committee should allow 3 days for a nominee to withdraw, or to decide for which position he or she wants to run if nomination filed for more than one position. By third

Friday of October the Election Committee should finalize nominations and inform nominees accordingly about the status of their nomination. (see withdrawal of nominations for details)

*Review the section on Nomination Process for details about mailing, nomination letter, nomination ballot, review of nomination ballot, withdrawal of nominations and final slate of nominees.*

#### **F. ELECTION BALLOT: CERTIFICATION OF ELECTION**

If the election is warranted the Election Committee shall prepare the election ballot. The election ballot will be mailed to all members on the certified Membership list. Election Ballot should be mailed latest by the first Tuesday of November, with a return request that the ballots be *received* by the Election Committee latest by the third Saturday of November, the day ballots will be counted. No ballot will be accepted by the Election Committee in person. Election results certified by the Election Committee be submitted to the IALI President immediately after certification of election result.

*For details about Election Ballot(s), Instruction letter, envelopes -ballot and others, please see the section on Voting Process.*

## **SECTION II**

### **Schedule for IALI Election:**

*IALI will need about eleven weeks to complete the election process. It is, therefore, essential to adhere to the schedule outlined below to complete this process.*

#### **A: Cutoff Date: AUGUST 31**

Date after which no new member enrolled will be able to participate in the IALI election of that year

#### **B. Election Committee Composition: latest by second Tuesday of September:**

The Executive Council would elect three members and an alternate of the Election Committee,

#### **C. Certified Membership List: Latest by third Tuesday of September:**

The certified Membership List will be used by the election committee for seeking nominations for elections, and conducting election, if necessitated. This list will clearly identify members who have been members of IALI for at least one year, preceding the election year, and those who have not been IALI members for one year, but became members before the August 31 cutoff date.

#### **D. Nomination Ballot:**

**Mailing of ballot latest by last Tuesday of September; and Receipt of Nomination Ballots latest by third Tuesday of October:**

1. Election Committee shall mail to all eligible members a nomination ballot latest by last Tuesday of September.
2. Nomination Ballots duly filled and signed by prospective nominees must be received by the Election

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Committee latest by third Tuesday of October.

3. Immediately after reviewing the nomination papers for completeness and authenticity, the Election Committee shall collate the nomination ballots and list the names of the candidates in each category and inform the nominees. After informing the nominees, the election Committee should allow 3 days for a nominee to withdraw, or to decide for which position he/she wants to run if nomination filed for more than one position. By third Friday of October the Election Committee should finalize nominations and inform nominees accordingly about the status of their nomination.

#### **E. Election Voting Ballot:**

**Mailing ballots latest by first Tuesday of November; Receipt of ballots by third Tuesday of November; Counting of ballots on third Saturday of November; and Certification of Election on Third Saturday of November:**

If election is warranted the Election Committee shall prepare the election ballot. The election ballot will be mailed to all members in good standing listed in the certified Membership list. Election Ballot should be mailed

latest by first Tuesday of November, with a return receipt by third Saturday of November. The ballots should be counted, and election results certified by the Election Committee on third Saturday of November. Immediately after certification of result, it be submitted to the IALI President.

### **SUMMARY OF SCHEDULE:**

Membership Cutoff Date: August 31.

Election Committee Formation: latest by second Tuesday of September.

Certified Membership List for Nomination and Election: latest by third Tuesday of September.

Nomination Ballot: Mail latest by last Tuesday of September.

Return of Nomination Ballot: Received latest by third Tuesday of October.

Review of Nomination Ballots? Withdrawal, if necessary, latest by third Friday of October.

Final Slate of Nominees: by third Friday of October (inform nominees).

Voting Ballot to be mailed latest by the first Tuesday of November.

Receipt of Voting Ballots latest by the third Saturday of November

Counting of Ballots & Certification of Results on third Saturday of November.

## **SECTION III**

### **NOMINATION PROCESS:**

The Nomination Process commences when the IALI Election Committee mails out nomination ballots to eligible members. Eligible members are those who have been certified by the Executive Council to have been IALI members at least for a year. Election Committee shall mail the nomination ballots latest by last Tuesday of September. The forwarding letter with names of the Election Committee members, including Alternate, shall outline in details what steps the nominees should follow in completing the nomination ballot(s)

#### **A. Nomination Letter:** (A sample nomination forwarding letter appears in appendix 3)

The nomination letter will address the following items:

- A nominee can file nomination ballot for more than one position. However, the nominee can contest for one position only. He or she will have to withdraw nomination, within a specified time frame, from other position(s).
- The letter will indicate the minimum number of members' signatures required to nominate. The number of signatures required on a nomination ballot shall be not less than two (2) percent of the total membership in good standing. *For verification purposes name of the member must be printed clearly.* If name is illegible then that signature will be discounted.
- Nomination ballot may be duplicated if a member decides to file for more than one position, however, the signatures of members nominating the candidate will be original on each nomination ballot.

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- Election Committee will advise members to send their nomination ballots Certified with Return Receipt Requested. Election Committee will decide a 'Return Address' for nominations.
- Nomination Ballots duly filled according to instructions in the nomination letter of the Election Committee should be received latest by third Tuesday of October.
- That nominees can withdraw their ballots, if filed more than one, or withdraw nominations if circumstances so demand, by third Friday of October. (For details see the section of 'Withdrawal of Nominations' in this section).
- That "President, Vice President, Secretary and Treasurer shall be eligible to serve no more than two (2) consecutive terms in the same office."

#### **B. Nomination Ballot:** (A sample nomination ballot appears in the appendix 3)

- The nomination ballot shall state the year for which nominations are being sought.
- Ballot shall seek following identifying information of nominees:  
*Name, Address, Telephone Number, Fax Number, and E-mail Address*
- Ballot shall state all positions for which nominations are being sought. They are:  
*Four Officers: President, Vice President, Secretary & Treasurer, and 8 Members at Large.*
- Nominees will sign the ballot and pledge to serve if elected.

- A signatory can sign more than one nomination ballot, but not more than once the same ballot. A duplicate signature will not be counted for the nomination validity and it may even render the nomination invalid.
- Nomination ballot will provide enough space for names and signatures of more than required number. All members signing the ballot must PRINT their names.

### **C. Review of Nomination Ballot:**

Election Committee will review the nomination ballots and a slate of final nominations will be finalized latest by third Friday of October, and nominees will be accordingly informed the same day of their nomination status. In reviewing the nomination ballots, Election Committee will ensure that:

- Nominations are in compliance with the instructions in the nominating letter;
- Members seeking nominations are IALI members in good standing at least for one year;
- Members signing the nomination ballots are also members in good standing;
- No member has signed the ballot more than once;
- Make sure all the signatures are original.

Election Committee shall collate the nomination ballots and list the names of the candidates in each category. After listing the names, the Committee will inform the nominees, particularly those filing for more than one position, to withdraw nominations within the next three days. (see withdrawal in D in this Section). Final list of nominees will be signed by all members of the Election Committee, including Alternate, and kept on record.

### **D. Withdrawal of Nominations. If desired or necessitated:** (A sample withdrawal letter appears in appendix 4)

The withdrawals must be done at the latest by third Friday of October. It could be done either by letter or Fax. To facilitate the process, the Election Committee may hold a meeting of nominees on third Friday of October. Each nominee shall be notified of the place and time of the meeting.

- All withdrawals will be duly signed by the nominee and will be witnessed by at least one IALI member in good standing;
- The nominee can fax the withdrawal form duly signed by him or her and also signed by at least one IALI member in good standing.
- In case a nominee is unable to attend the meeting, if called by the Election Committee for this purpose, he or she may authorize an IALI member to make decisions on his or her behalf. The authorization letter should be signed by the nominee, witnessed by at least one IALI member and bear the signature of the member being authorized to act on behalf of the nominee.
- If a nominee filing more than one nomination does not withdraw his or her extra nomination(s) will be disqualified as a nominee for any elective position.

**FINAL SLATE OF NOMINEES** shall be ready by third Friday of October. All nominees shall be informed of

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their nomination status. Only final nominees who will contest the election may be provided a copy of the certified Membership List. These nominees should return the list to the election committee before votes are counted.

## **SECTION IV VOTING PROCESS:**

On third Friday of October, if the final nomination slate requires an election for any or all elective positions, the voting process is initiated. Following are the phases: (The appendices carry samples of ballot, envelopes #1 and #2, and instruction letter)

### **A. Election Ballots, Instructions and Envelopes:**

The Election Committee will develop the election ballots, instructions and envelopes. All should be printed and mailed to all IALI members on the certified Membership list latest by first Tuesday of November.

**In ballots**, names of candidates in each category should appear in alphabetical order by last name. There can be a maximum of five categories: President, Vice President, Secretary, Treasurer and Member-at-Large. Design of ballots is up to the Election Committee as it will be governed by number of candidates contesting. Each ballot will bear names of Election Committee members and at least one member of the Committee must sign over his or

her name. The **instruction letter** mailed with the ballot be clear and the Return Date be highlighted. The letter will state that the voter should mark their choice by (x) or ( ). Voters will be selecting one officer in each category and eight members at large. The letter will reiterate that a family member has two votes (one for each spouse) and a single member has one. *As a safeguard, the instruction letter shall indicate that the Election Committee is mailing the required number of ballot(s) i.e. two for family members and one for single. However, if a voter does not receive the required number he or she should call for additional ballot. In case of a single vote if the voter has received more than one ballot he or she should discard the extra ballot. In case an additional ballot is required by the voter he or she must contact the Election Committee immediately. Under no circumstances the Return Date will be modified.* The instruction letter must indicate a telephone number where the voter can reach a member of the Election Committee if such a need arises. The letter will instruct the voters the following situations which can render the ballot invalid:

- \* If the ballot envelope is not signed by the required number of voters (Two signatures for family members and one for a single member);
- \* In case the ballot envelope is not signed, the envelope will remain sealed thus rendering the votes inside invalid;
- \* Any alteration, addition or remark on the ballot will render the ballot invalid;
- \* Any mark (x) or ( ) which exceeds the required number will lead the vote to be considered invalid for that category. For example, if a voter has selected more than one President, his or her vote for President will not be counted;
- \* If a voter mails back a ballot which is not signed by at least one member of the Committee, that ballot will not be counted;
- \* If the name and signature of the voter(s) on the ballot envelope do not match the code number assigned by the Election Committee, it will remain sealed and will not be counted;

#### **ENVELOPES:**

**Envelopes** to conduct the election will bear instructions clearly and in simple words: The **ballot envelope**, marked as **envelope #1**, will be marked in bold '**BALLOT/S ONLY**' and it will provide space on the top left corner for names and signatures for two voters. It will remind voters by so indicating on the bottom left that the voter must write and sign his or her name (s). Also reminding that this envelope be sealed and inserted in the envelope #2. The voter will also be reminded that the ballot must be received by the Election Committee latest by third Saturday of November. The envelope in which the ballot envelope is inserted will be marked **envelope #2**. The envelope #2 will be addressed from the Election Committee and to the Election Committee, and **may be**

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pre-stamped if the budget permits and if so necessitated. Address will be that of a member of the Election Committee, or it could be PO Box number. The **third envelope** will be the main envelope in which the Election Committee mails the entire package to the voters. The package will contain envelopes #1 and #2, instructions, and ballot(s). In case of a single member there will be one ballot and in case of a family member there will be two ballots. *If for some reason, the election committee has to provide with a duplicate ballot package to a member, the code on the ballot envelope will be suffixed by letter 'D' indicating duplicate.*

#### **STORAGE OF BALLOTS:**

The ballots received by the due date must be stored in a box sealed all round except the opening to drop the ballots, The member receiving the ballots must make sure that all the ballots put in the box are received by third Saturday of November. Ballots can be mailed by US Post Office or Courier. **No ballot will be accepted by hand.** Any ballot envelope received after third Saturday of November should be so marked in bold by the member receiving the ballot and preserved for record.

The Election Committee should indicate in the instruction letter that the ballots will be counted on third Saturday of November, but need not specify place and time which will be notified to the contestants only. The letter will also indicate that a contestant or his or her authorized representative may **observe** the counting of ballots. It should be made very clear that contestants or their authorized representatives can only observe the counting and in no way interfere in the counting process. The Election Committee may invite an outsider to help in the counting process. The current IALI President and Secretary may be present at the counting of ballots.

The instruction letter must assure the voters of confidentiality of their votes. Ballot envelope is opened and ballots taken out and put upside down. After all the ballot envelopes have been opened, the ballots will be shuffled up so that the ballot envelope cannot be matched with the ballot. All ballot envelopes and ballots should be placed in a box and be preserved for at least one year. (For more details, please see the section ‘Counting of Ballots.’)

## SECTION V

### COUNTING OF BALLOTS:

Counting of votes will take place on third Saturday of November. The Election Committee Chairperson shall announce at the outset that decision reached by the Election Committee in declaring the certified result of voting will be FINAL. He or she will also make sure that, besides the election committee members, those in attendance are the persons invited or contestants or their representatives. In certain situations family members of the member where votes are being counted may also be present.

#### A. Opening of Ballot Box:

The box will be opened in the presence of all Election Committee members after assuring that it has not been tampered in any way. Invited guests and contestants or their authorized representatives, if present, may observe the box. The box will be unsealed.

#### B. Taking out the Envelope #2:

The box contains the envelope #2 addressed *to* Election Committee *from* Election Committee. Count the acceptable envelopes.

#### C. Taking out and Opening the Ballot Envelope:

Envelope number 2 contains the ballot envelope #1. Take out all the ballot envelopes from envelope #2. Make two piles: One signed by two members (family members) and another signed by one person (single member). Check the validity of voters by comparing the names with the code assigned by the Election Committee. Take out the ballots from the ballot envelope and put them upside down so that identity of the votes cast are not

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visible. Put the ballot envelopes separately. In opening the ballot envelope of a single member (signed by one person), if there are two ballots, discard both and put them back in the envelope with reason marked on the ballot envelope and put them in a pile of **Invalid Votes**. If there is one ballot in an envelope of a family member (signed by two members), accept the vote cast. If any ballot envelope has more than two ballots, discard all the ballots and put them back in the envelope with a notation, and put the ballot envelope in the pile of **Invalid Votes**.

Once all the ballots have been taken out, shuffle them for privacy and confidentiality.

#### D. Counting of Votes:

All ballots with any remark or not following the instructions in the letter sent by the Election Committee will be reviewed carefully by the Committee. For any remarks it will be discarded and put in the pile of **Invalid votes**. If a voter has voted for more than number of positions that section of the ballot will not be counted.

One Election Committee member will announce the votes. The contestants or their representative may watch the announcement, in other words physically see the ballot. One member of the Election Committee will post the announcement on a spreadsheet(s) on the wall, clearly visible to all present. One member of the Election Committee will have a spreadsheet on the desk or table and will also note the announcement of votes. The contestants may, on their own, use a spreadsheet to post the announcement.

After about 50 ballots have been counted compare the spreadsheet with the spreadsheet on the desk and reconcile the difference. In certain situations the ballots may have to be recounted. The contestants also can compare their spreadsheets on the wall. After the first count, place a check mark at the end of votes in each category on the spreadsheet, indicating the number of votes cast in each category. Put the counted ballots at a safe place, preferably in a box, with a rubber bend and indicating ‘counted votes #1.’ Repeat the same process after each count till all the votes have been counted. Each pile counted should have a number ‘counted votes #2’ and so on so that if an error is detected, the votes in that pile only will be recounted. After all votes have been counted, a

member of the Election Committee will count the total in each category on the spreadsheet on the wall; another Committee member will do so on the spreadsheet on the desk. The contestants may also do the same.

## **SECTION VI**

### **CERTIFICATION AND ANNOUNCEMENT OF RESULT:**

A summary of votes will be posted on a sheet of paper and this paper will be signed by all members of the Election Committee thereby certifying the result. This sheet will be prepared in duplicate. One copy of the result will be handed over to the IALI President. As per IALI Constitution and Bylaws the Election Result has to be announced at the Annual General Body meeting of IALI. Since the date of election result as per schedule in this Manual is third Saturday of November, one should bear in mind that this date is to hand over the result to the IALI president. If the General Body meeting takes place before third Saturday of November, then the result can be mailed to all IALI members duly signed by the President and Election Committee Chairperson. Names of all Election Committee members will appear at the bottom of the letter. In case the current President was a candidate in the election, he or she should not sign the letter, instead the letter be signed by the Vice President. If the candidacy trend continues then, in addition to the Election Committee Chairperson, at least one more member of the Election Committee should sign the letter. If the General Body meeting is after third Saturday of November, the President may request the Chairperson of the Election Committee to announce the result at the meeting. The Chairperson may elaborate as to the number of ballots received and number of votes cast for each candidate. He or she should also emphasize that the election was conducted in accordance with the Election Manual and Procedures adopted by the IALI Executive Council.

### **NEW EXECUTIVE COUNCIL:**

The new Executive Council takes office January 1. During the intervening time, result is announced and January 1, the current Executive Council members should complete the transition process.

