

LPS OF USA BOARD ELECTION POLICY AND PROCEDURE

October 17, 2011

Revision 1.1

It is the express desire of LPS of USA, that fair and comprehensive elections be conducted to nominate and elect duly qualified individuals to serve the best interests of their region and that of the greater national organization. In as much, the regions are encouraged to follow the procedure outlined below, both in spirit and process. At all relevant times, the overarching goal of sending a diverse, energetic and highly qualified group of leaders should be observed.

- I. GENERAL ADMINISTRATION:** The current Regional Board of Directors shall conduct the local elections. To the extent required and requested, the Election Committee of LPS USA shall assist in the election process and help resolve any issues related thereto. The Election Committee shall not have the authority to determine or declare the final outcome of any local election process, such being reserved otherwise under the LPS of USA Bylaws. If a state violates this policy in any way then those names will not be accepted by LPS of USA.
- II. QUALIFICATIONS:** Any candidate who is nominated to serve as the Regional Board Director for any region of the LPS of USA must hold a valid Lifetime Membership. Annual Members are NOT eligible to serve as Regional Board Members.
- III. VOTING LISTS:** The current Regional Board of Directors shall request, in writing (in electronic format or otherwise), a list of current LPS Members (lifetime and otherwise) entitled to vote from the Secretary of LPS USA no later than 120 days prior to the proposed date of the regional elections. The list shall be delivered no later than 30 days from the date of request by the Secretary of LPS of USA.
- IV. NOTICES:** Upon receipt of the Voting List, the current Regional Board of Directors shall send written or printed notice stating the place, day and hour of the proposed meeting to elect the respective officers. The Notice shall further include a request for nominations, such being open until the beginning of the meeting (at which time no further nominations shall be accepted from the floor). The Notice shall be given not less than sixty (60) days before the date of the Annual Election Day, provided further that the election process shall be concluded and a list of elected officers shall be sent to LPS USA Secretary no less than thirty (30) days prior to the Annual election Day.

LPS of USA highly encourages the use of Notice by Electronic Transmission. In as much, the Notice of Election should be given to the members by electronic

- transmission. The member may specify the form of electronic transmission to be used to communicate notice (i.e. e-mail or fax). The current Regional Directors shall endeavor to confirm the accuracy of the electronic contact information of each member in their respective regions.
- V. NO PROXY:** A member must be present to vote and shall not be allowed to vote by proxy.
- VI. PLACE OF MEETING/ELECTION:** All meetings for the purposes of conducting elections shall be held either at the local gathering place of the members (i.e. community hall) or at such other place, as shall be specified in the notice of meeting. To the extent permissible, the local and timing shall be coordinated to maximize participation of the members in the election process.
- VII. VOTING METHOD:** Any vote may be taken by voice or show of hands unless a candidate requests a confidential vote, in which case written ballots shall be used. In such event, written ballots shall be in simple form (i.e. handwritten notes with candidate names, etc) and shall be counted by the current Regional Directors.
- VIII. MAJORITY VOTE:** The affirmative vote of the majority members present shall control the ultimate outcome of the election(s).
- IX. NOTIFICATION TO LPS OF USA:** Within seven (7) days of conclusion of the election process (which shall be no later than thirty (30) days before the annual Election Date) a member of the current Regional Director shall deliver an affidavit/summary of the election process, which shall include a copy of the notice sent to the local members, the list of total candidates and the eventual winners.

Elections/Nominations Notice

The Purpose of this election will be to select/elect a Board of Director from the _____ LPS Samaj/Group to represent the LPS members in the _____ Region on the LPS of USA board.

Election Details:

Location:

Day:

Time:

Instructions: This Notice shall be given not less than sixty (60) days before the date of the Annual Election Day, provided further that the election process shall be concluded. The list of elected Board of Director(s) shall be sent to LPS USA Secretary no less than thirty (30) days prior to the Annual Election Day.

Send completed Election Form to: *[Enter Name and Address]*

This Election Form must be completed and returned by mail *[or describe other means of submission and due date]*. If mailed, it must be post-marked no later than *[enter date]*.

If you do not submit a completed Election Form by the due date shown above, you will lose your right to elect/select your LPS Regional Board of Director. Any Board of Directors that will serve on the LPS Of USA Board must hold a Lifetime Membership in the organization.

Nominations Form

<i>Name</i>	<i>Address/Contact Info</i>	<i>LPS Lifetime Membership #</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LPS OF USA ELECTION OF THE EXECUTIVE COMMITTEE

POLICY AND PROCEDURES

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Version 1.1

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- I. GENERAL ADMINISTRATION:** The Election Committee shall conduct the annual elections. To the extent required and requested, the Election Committee of LPS of USA shall assist in the election process and help resolve any issues related thereto. The Election Committee shall have the authority to determine or declare the final outcome of any election, such being reserved otherwise under the LPS of USA Bylaws. The Election Committee will consist of the Ex-Officio and the immediate past Two Presidents. If this policy is violated in any way then those names will not be accepted by the Elections Committee.
- II. VOTING LISTS:** The current Board of Directors shall request, in writing (in electronic format or otherwise), a list of LPS of USA Board members entitled to vote during the Executive Committee election no later than 30 days prior to the proposed date of the annual elections.
- III. NOMINATIONS:** The Nomination process that is implemented and outlined per the bylaws will be implemented for this procedure. Nominations for President, Vice President, Secretary, Joint Secretary, Treasurer, Joint Treasurer, Youth Officers, Women Officers, Publication Officers, Vender Relations Officers, Member Relations Officers, Gaam Ambassador Relations Officers, and Information Technology Officers will be taken from the current board of directors. Nominations for all executive board positions must be sent to the Election Committee 30 days prior to the annual elections. If no advance nominations are received for any specific executive board position then the Election Committee will accept Floor Nominations from any current eligible board member during the scheduled annual election. In the event, there are not any Floor Nominations to serve on Executive Committee; the President- Elect in his or her sole discretion shall appoint any eligible board member for the said position(s).

- IV. NO PROXY:** A board member must be present to vote and shall not be allowed to vote by proxy.
- V. PLACE OF MEETING/ELECTION:** All meetings for the purposes of conducting elections shall be held at designated board member meeting location or at such other place, as shall be specified in the notice of meeting. To the extent permissible, the timing shall be coordinated to maximize participation of the board members in the election process.
- VI. VOTING METHOD:** Any vote may be taken by voice or show of hands unless a candidate in person requests a secret ballot election, in which case written ballots shall be used. In such event, written ballots shall be in simple form (i.e. handwritten notes with candidate names, etc) and shall be counted by the Election Committee.
- VII. MAJORITY VOTE:** The affirmative vote of the majority members present shall control the ultimate outcome of the election(s).

Executive Board Nominations Form

DATE: _____

Instructions: This Form shall be submitted not less than thirty (30) days prior to the date of the Annual Election. At the request of any candidate that is nominated for any Executive Board Position of LPS of USA, the list of voting board members shall be sent by the LPS USA Secretary no less than fifteen (15) days prior to the Election.

Send completed Election Form to: *[Enter Name and Address]*

This Election Form must be completed and returned by mail *[or describe other means of submission and due date]*. If mailed, it must be post-marked no later than *[enter date]*.

Enter the individual that you wish to nominate and the Position that you wish to nominate them to serve on the LPS of USA Executive Board.

Name of LPS of USA Board Member

Nominating Position

Nominated by:

This nomination is subject to approval by the Election Committee who at their sole discretion may qualify the above named individual for Annual Election of the Executive Board of LPS of USA.

