



## **Rocky Mountain Friends of Nepal Denver, Colorado Election Notification,2017**

Rocky Mountain Friends of Nepal (RMFN: <http://www.rmfn.org>), Denver, CO is holding a general election on March 26 /2017 for executive officers and Board of Directors (BOD) positions. RMFN wants to ensure that this election is held fairly and professionally and requests all members, executives, and directors of the RMFN to carefully read this document in its entirety and anticipates your extended support and encourages your participation.

The RMFN Board of Directors constituted a three-member Election Committee (EC) consisting of Mr. Bhushan L Shrestha (Coordinator), Dr. Sangeeta Shrotriya (member), and Mr. Pasang Happy Sherpa (member).

The Election Committee was authorized to draft the policies and procedures for the election, which have been outlined in this document, and to conduct a free and fair election for the seven RMFN executive officers and seven board members for the upcoming new term. The new term shall commence on April 17, 2017 and terminate on the day following the Nepali New Year's celebration in 2019 (Bikram Sambat 2076).

### **Positions for Election:**

- **Executive Positions:**
  - **President**
  - **Vice -President**
  - **General Secretary**
  - **Treasurer**
  - **Cultural Secretary**
  - **Public Relations Officer**
  - **Technical Officer**
- **Other BOD Positions:**
  - **Woman Representative**
  - **Student Representative**
  - **General Representative (5 numbers)**

### **Method, Date, and Location of Voting:**

- Method of voting will be in booth and online
  - Voters should have valid form of photo ID (License or state ID) to vote for their preferred candidate(s).
- Vote casting schedule:
  - Ballot vote counting:**
    - Voting will be done from 11:00AM to 3:00 PM MST at the voting booth, which will be set up on the Election Day March 26, 2017.
    - Site and Location will be updated in RMFN web-site.
  - Online voting:**
    - Online Voting will start from March 23, 2017 8.00 AM MST and ends on March 24 2017 8:00 PM MST.
    - The online voting web- site will be provided and updated in RMFN web-site whose link will be sent to RMFN member's e-mail ID.
- Voting count will start from March 26, 2017 4:00 pm onward and winners will be declared at the end of counting.

### **Voter Eligibility:**

- Must be consistent with Bylaws Section V Article VI.
- Those RMFN members are eligible to vote whose membership remains valid on March 26,2017 and the membership must have commenced no later than December 31, 2016.
- The list of RMFN members whose membership has commenced no later than December 31, 2016 has been published and posted on the RMFN website ([www.rmfn.org](http://www.rmfn.org)).
- Members are requested to verify from this list whether their membership remains valid at least until March 26,2017 and if necessary, to renew. The election committee shall publish the final voter list on March 7, 2017.

### **Candidate Eligibility:**

Candidates for executive positions must have at least one year prior membership. That is, the membership must have commenced no later than March 26, 2016 and remains valid at least until March 26, 2017.

- Candidates for other BOD positions must be an eligible voter, as specified above.

### **Nomination Process and Fees:**

- A candidate to a position must nominate himself or herself. Nomination by others won't be valid. A person cannot file nomination for more than one position.

- **Nomination must be made by sending email to election commissioner's email address.**
- **Nomination must be filed by the deadline which is specified below in the election schedule.**
- **Nomination fee must be paid through RMFN PayPal account at the time of filing the nomination.**
- **The applicable nomination fees for the following positions are:**
  - **President: \$ 100**
  - **Other executive positions: \$ 50**
  - **Other BOD positions: \$ 25**
- **A nomination will be considered valid only if the nominee meets the candidate eligibility and satisfies all the above conditions.**

**Election Schedule:**

- **January 22, 2017:**
  - **Executive committee hands over to the election committee and posts on the RMFN website the list of members whose membership has commenced no later than December 31, 2016.**
- **January 25, 2017:**
  - **Election Committee publishes election notification and post on the RMFN website the list of members**
- **February 7, 2017**
  - **Election Committee submits election estimate budget to RMFN President.**
- **February 10, 2017:**
  - **Election Committee publishes Final voter list on RMFN web-site**
- **February 18, 2017**
  - **Format for nomination form shall be posted on RMFN web-site**
- **February 25, 2017 to Feb 28, 2017**
  - **Candidates file nomination.**
- **March 01, 2017 to March 02, 2017**
  - **Candidate withdrawals and complaints.**
- **March 5, 2017**
  - **Election Committee publishes final candidate list on RMFN web-site**
- **Online Voting will start from March 23, 2017 8.00 AM MST and ends on March 24 2017 8:00 PM MST.**
- **March 26, 2017**

- **Ballot voting: the voters must cast their votes on March 26, 2017 MST from 11:00 AM to 3:00 PM at the designated location.**
- **March 26, 2017 4:00 pm MST onward:**
  - **Election Committee counts votes and declares results.**

**Complaints Resolution:**

- **Any member (eligible voter for RMFN election 2017) may file complaints to the Election Committee related to candidacy, voter eligibility, correction of names and addresses, and any other issue directly related to the election within 3 days of the posting of the related information and/or list.**
- **A complaint must be written and the person filing complaint needs to be identified.**
- **The Election Committee shall examine the complaint and render its decision within a week of receiving the complaint. The Election Committee's decision shall be final.**

**Election Committee's Contact Detail:**

- **E-mail address: [rmfnelection2017@gmail.com](mailto:rmfnelection2017@gmail.com).**
- **For more details visit Rocky Mountain Friends of Nepal web-site: [www.rmfn.org](http://www.rmfn.org).**

**Sincerely,  
Election Committee  
2017 Election  
Rocky Mountain Friends of Nepal**