



Nepalese Association of Victoria (NAV)

NAV Election Guideline / Procedure 2018

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Table of Contents

	Page
Election Commission	1
Duties and Responsibilities of Election Commission	1
Code of Conduct for Election Commission	1
Procedure of Conducting Election	2
Positions to be elected	4
Candidacy Procedure	4
Jurisdiction of Commission	5
Disputes & Conflict	6
Appendix 1: Clauses related to election in NAV constitution	7
Appendix 2: Statutory Declaration to be signed by members of Election Commission	10
Appendix 3: Sample Meeting Minute	11
Appendix 4: Sample Election Calendar Release	12
Appendix 5: Application form for Candidacy	13
Appendix 6: Submission regarding Candidacy	15
Appendix 7: Application to withdraw Candidacy	16
Appendix 8: Final List of Voters and Call for Candidacy sample release	17
Appendix 9: First List of Candidate sample release	18
Appendix 10: Second list of Candidate after submission sample release	19
Appendix 11: Final List of Candidate after withdrawal sample release	20
Appendix 12: Call for pre-polling public meeting sample release	21
Appendix 13: Announcement of the election result sample release	22

Election Commission

Nepalese Association of Victoria (**NAV**) has announced the election for office bearers and members for 2018-2020 to be held on Saturday, 9 June 2018. NAV has formed an Election Commission for conducting the election smoothly. Election commission comprises of members (**Commission Members**) coordinated by Election Commissioner as follows:

Election Commissioner: Niraj Karanjeet

Members: Bhola Giri, Sudhir Shakya, Amrita Gurung and Sunil Bhandari

Duties and responsibilities of Election Commission

The election commission (commission) is primarily responsible to plan, conduct and declare the result of the NAV election. For achieving its primary duties and responsibilities, without any prejudice, the election commission shall have various duties, responsibilities and rights as listed below, but not limited to:

- Negotiate, arrange or hire facilities for preparing or conducting the election from any parties
- Appoint general and specialist volunteers or officials for conducting the election smoothly
- Receive and manage any resources or financial support from any parties as appropriate
- Acquire, store and utilize any information, data or materials related to election process
- Communicate, correspond or engage with NAV officials, NAV members, candidates, voters or any other parties as appropriate
- Utilise means of mass communication like: news media (print, broadcast, online), social media and mass newsletter/email using NAV or other organisation's resources as appropriate
- Develop, produce and use documents, forms, applications, software or ballot papers as required by the process

Besides this, the Election Commission shall decide on the method of the polling whether electronic or paper based. If the electronic voting method is implemented, then the Commission should procure and use the service as required.

Code of Conduct for Election Commission

Commission Members must sign a statutory declaration (see Appendix 2). All the Commission Members including professional or general volunteers/officials shall be of good moral and shall abide by but not limited to, the following code of conduct:

- Shall act and shall be seen as independent
- Shall not advocate in favour of or against any candidate or group or interest related to this NAV election
- Shall not be engaged in providing feedback or advice on candidacy or voting
- Shall not nominate themselves in any of the available Positions for this election.
- Shall not become proposer or seconder of any candidate
- Shall not be involved in any activities such as panel fixing, favouring, disgracing that undermine relations, cooperation and harmony among NAV members.
- Shall not be involved in campaigning for any candidate(s)

- Shall not be involved in any meeting, planning or campaign regarding consensus candidacy
- Shall maintain the confidentiality regarding all information, data, ideas, processes, communications, discussions or meeting minutes
- Shall keep all the email communications related to election process separate and secure and shall consider as NAV property
- Shall not take any advice or instruction from any candidate or voters about conducting their duties and responsibilities but may be involved in mutual discussions as organised by the commission and also may get some legal or professional advice which shall be declared

Procedure of Conducting Election

All the election process shall proceed as per the arrangement in the constitution of the NAV regarding election. This guideline will become additional resource to supplement of the provisions about election in the constitution. If something is not defined sufficiently and clearly in the constitution or this guideline then the best practice for conducting election will be applied by the election commission. If it is hard to identify the best practice for any instances then election commission may decide on how the process should go ahead in good faith. To do so election commission may choose to get some professional advices and may engage in discussion with community leaders, candidates, representatives or voters. The commission in its own discretion may or may not consider any advices received during the process.

Coordination

The commissioner is responsible to maintain the coordination with NAV including all relevant officials/technical personnel related to the election.

Coordination among the members of the election commission is responsibility of all the members within the commission and they are encouraged to have open and concrete discussions about issues and approaches regarding election.

Each commission should schedule regular meetings either face to face or teleconference call. Any number of in person or conference call meetings could be planned as deemed required by the commission members. The commissioner should notify members and facilitate these meetings including taking minutes (see Appendix 3). In other circumstances if the opinion or vote collected from discussion over the email communication also constitute as meeting.

Communication

The Election Commission shall communicate within the commission via emails, voice call or text. All the members within the commission shall share their email ID, at least one phone number and other appropriate voice call ID like Skype with each other. All the discussions, ideas and opinions expressed in these communications shall be kept within the members. Any distribution, relay or sharing of these communications with people other than the commission members are considered as breach of code of conduct.


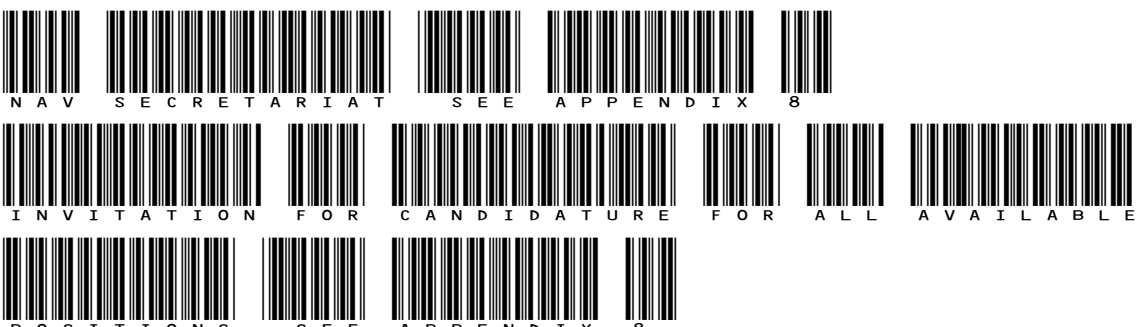
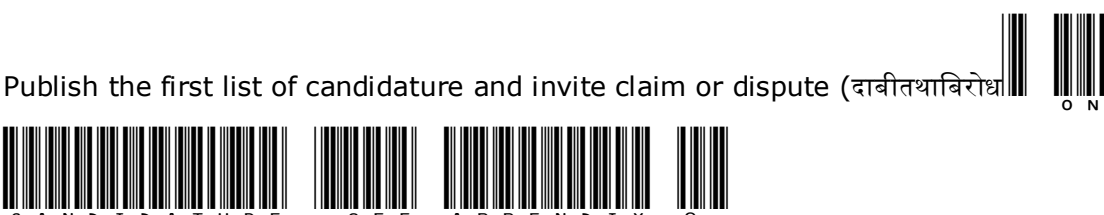
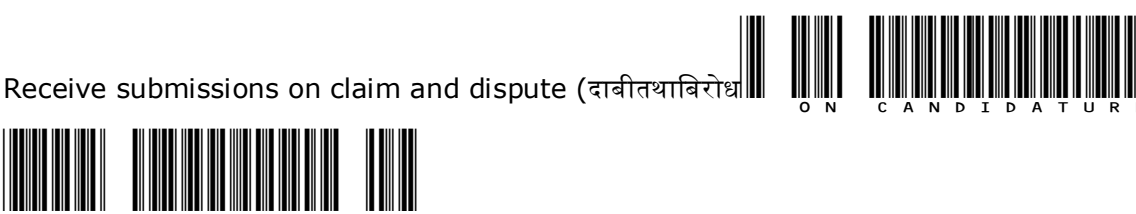
The election commission may use voice call, email, post mail or any mass media to communicate with other parties as appropriate. All these means of communication are considered valid method to share information. The Commission should make sure only appropriate information and materials be communicated with relevant parties.

For the purpose of communicating with other parties the commission should be provided an official email ID by NAV. This email address will be shared among the commission members within the Commission. All commission members shall make sure to protect all the email communications in this email account. Only the Commissioner or member authorised by the Commissioner for particular communication are allowed to send email via this address.

The Commission shall publish the media release and/or notice in NAV Website.

Election Calendar(See Appendix 4)

Election Commission shall publish the election calendar. The election calendar should be logical and should include at least following events in order:

1. 
P U B L I S H F I N A L L I S T O F V O T E R S A S P R O V I D E D B Y
N A V S E C R E T A R I A T S E E A P P E N D I X 8
2. 
I N V I T A T I O N F O R C A N D I D A T U R E F O R A L L A V A I L A B L E
P O S I T I O N S S E E A P P E N D I X 8
3. Publish the first list of candidature and invite claim or dispute (दाबीतथाबिरोध 
O N
C A N D I D A T U R E S E E A P P E N D I X 9
4. Receive submissions on claim and dispute (दाबीतथाबिरोध 
O N C A N D I D A T U R E
S E E A P P E N D I X 6
5. Publish the second list of candidature after consideration of the submissions (see appendix 10)
6. Allow time to consider withdrawal from the candidature (see appendix 7)
7. Publish the final list of candidature after withdrawal. (see appendix 11)
8. Pre-poll public meeting for polling arrangement (see appendix 12)
9. Call for casting votes (Polling day)
10. Announcement of the election result.

All the election events listed above should be communicated with sufficient notice and reasonable time for applications or submissions. Election Commission shall make sure that all the forms, logistic and administrative support related to these events are available.

Voting Arrangement (Polling Day)

To make the voting easy and accessible to all the voters it is recommended to allow for extension of the voting hours from morning time to afternoon time. The duration should be determined considering the number of voters and the resources available for the polling.

Eligible voter will be provided with ballot paper(s), in case of paper based voting, or random authorization key(s), in case of electronic voting, before going to the polling booth to cast their vote. No voters are allowed to cast their vote more than one time. NAV should equip the Commission with sufficient resources and measures to secure the ballot. This may include electronic & physical security and presence of security personnel.

The Commission should arrange a polling desk to verify and record the voters before allowing them to vote, in case election is conducted at chosen venue. Attendance of the voters should be kept updated. The Commission may arrange member of the Commission to be present in each polling desk or may appoint volunteers/officials for this purpose. The Commission do recognize that there may be interest of every candidate to send their representative at the polling desk but may request all candidates to come up with few common representatives so that it will not cluster the polling desk and choke the polling process rather than facilitate it.

Verification of Eligible Voters

Eligible voters means the voters listed in the final list of voters as published by the NAV. Voters listed in the final list are allowed to take part in polling. If the name does not appear in the list, voters will not be able to cast their vote. The Commission will check the identity of the voters before allowing casting their vote. Voter needs to produce photo ID for positive identity. Following are the valid photo IDs:

- Passport
- Driving licence
- Australian Student ID Card
- Australian Staff ID Card

No proxy vote is allowed, so the voters need to be present and cast the vote by themselves. If voters need assistance in voting the Commission will provide assistance. All voters are encouraged to get sufficient information on how to cast their vote before coming to the polling station. If any person needs assistance in voting process, the Commission will help them.

E-Voting

Different arrangement shall be placed if the commission choose to conduct the election via e-voting. E-voting is where the election commission procure a service of the online voting provided by third party and the voters do not need to visit polling station to cast their vote.

In general, the eligible voters with pre-validated, unique email address will be sent a link in their email for voting. The voting will be open for pre-arranged time frame where the voter can log in and cast their vote. Each voter will be allowed to vote once.

There shall be other authentication measures in place for verification of the eligible voters based on proven practice for online transaction.

Positions to be elected

Following positions are available for Executive Committee election:

1. President – 1
2. Vice President (Open) – 1
3. Vice President (Female Only) - 1
4. Treasurer – 1
5. Members – 5

Candidacy Procedure

All persons listed in the final list of voters are eligible to become candidate for any available position unless they are:

- Members of NAV for less than 2 Years (as per NAV Constitution)
- Candidate for another position for this election.
- Proposer of any other candidate for this election.
- Secunder of any other candidate for this election.

The eligible candidates should apply for their candidacy to the Commission the official application form with applicable fee (see appendix 5). The Commission may provide instruction on how to complete the form, if requested. Candidacy should be proposed and seconded by eligible voters. Following are some arrangements regarding proposer or seconder of any candidate:

- Neither seconder nor proposer of any candidate can become either seconder or proposer of another candidate.
- Candidates for any position are not eligible for being proposer or seconder of any other candidates.
- If seconder or proposer of any candidates also becomes either seconder or proposer of another candidate then all candidacy become invalid.

It is always advisable for all candidates to briefly describe their profile and also briefly indicate their election manifesto in their application. When called for withdrawal candidates are able to withdraw their candidacy using official withdrawal application form.

The following code of conduct, but not limited to this list, applies to all the candidates:

- Shall be of good moral
- Shall be able to serve objectives and programs of NAV.
- Shall be able to commit all required time and effort to maintain and achieve the Positions' expectations.
- Shall not be involved in any activities related to panel fixing or campaigning based on political, ideological, ethnical, cultural, professional or any other groups.
- Shall not be involved in any corruption related to the election process
- Shall not misuse any resources of NAV for their election campaign, which is accessible to them due to any other duties or responsibilities.

Jurisdiction of the Commission

To make sure the election will be held smoothly and impartially the following, but not limited to the list, are jurisdictions of the Commission:

- Resolve, procure and implement any method of election (electronic, paper based or e-voting)
- Resolve, arrange and publish date, time and location for election activities including polling

- Determine, acquire and utilise procedure, methods and equipment for polling
- Identify, orient and engage resources, supporting team and volunteers as required
- Define and implement counting methods for the casted votes
- Engage security personnel to secure the polling centre and resources during the polling and counting of votes
- Remove, sack or reject any people or materials in polling centre which adversely affect the election process.
- Identify, negotiate and engage any service provider and resources to complete the election.
- Organise and/or engage in public discussions with community leaders, candidates or voters in election processes.
- Prepare, communicate and publish press releases, documents or forms related to election process.
- Ask for and verify identity of voters to allow voting right.
- Get professional and legal advices and materials from any other parties or person

Disputes & Conflict

The decisions made by the Commission will be binding and final. Any review for decision can be made to the Commission in writing and the Commission will review the decision internally. The Commission will communicate about the final outcome of the internal review. Any written application for review may not trigger interruption in the ongoing process but the Commission will make sure the review process starts as soon as possible. The outcome of the review is final. If the outcome of the review found flaw in earlier decision and corrected it, any process which has been finished and could not be effectively corrected stands valid.

Any disputes and submissions related to candidacy will only be entertained if received in the allocated time period as per election calendar published by the Commission.

In case, any disputes or conflicts arise in relation to interpretation of the election guideline, procedure, constitution or any other documents then the commission may get advice from experts or proven community leaders to resolve the issue.

In case of any disputes or conflict, the commission may engage in discussion with the parties involved for resolution.

The commission will not entertain any disputes related to voters list as this matter is shall be handled by the NAV secretariat.

15.3 Office Bearers

Following Office Bearers shall be elected by the annual general meeting:

a) President 1 No

The President shall function as the Chief of the NAV providing leadership to the Committee. It is necessary to chair all meetings of the Association by the President as far as possible. He/she shall represent and maintain contact with external parties (local, national, and international agencies, authorities or institutions) to achieve the objectives of the Association. He/she shall also represent the NAV in all level. He/she shall also nominate the executive members and the Secretary to be appointed.

b) Vice-President 2 Nos

The Vice Presidents' main responsibility shall be to support the President in discharging his/her responsibilities and chair the meetings in his/her absence if delegated and perform any other tasks as delegated by the President. In addition, as a representative of the respective regions (North West and South East), Vice Presidents shall lead and represent the region and co-ordinate activities, programs or projects in the region.

c) Treasurer 1 No

The Treasurer shall manage assets of the Association. He/she shall receive fees, donations or contributions from members and other external parties. He/she shall be custodian of the funds of the Association and shall control and manage the Fund subject to the rules and/or as decided by the Committee.

15.4 Executive Members

There shall be seven (7) executive members in the Committee. Five of them will be elected by the annual general meeting as in the case of Office Bearers. The president will nominate two (2) executive members to be appointed by the Committee to form a complete Committee. The nomination by the President will be in such a way to make sure that there shall be equitable representation from all gender, age groups or professions.

Members shall support in implementing policies and programs, attend meetings and perform tasks assigned such as coordination of sub-committees or task forces formed by the Committee. Each member shall be given with the role of focal person to facilitate, liaison or coordinate the following specific areas:

(i) Member Services and Institutional Development

(ii) Events Organization

(iii) Media and Communication

(iv) Women and Child Development

(v) Sports and Youth Development

(vi) Language and Culture Support

(vii) Ethnic and multicultural Liaison

15.5 Secretary

The Committee based on the recommendation of the President will appoint the Secretary. The secretary shall not be able to vote in the meetings of the Committee although he/she shall be active member of the Committee. Term of office for the Secretary Shall be such as determined by the Committee. Other conditions of appointment like allowances and other benefits shall be decided by the Committee.

The Secretary shall keep the records of all official documents including the members register. He/she shall act as the official contact for the NAV. The Secretary shall be responsible to arrange the Committee and all other meetings including giving notice to members, consolidate agenda for the meetings, maintain minutes of the meetings and advise all office bearers and Executive Members of the minutes. He/she shall perform such other duties as may be assigned to him/her by the Committee or by the President.

The Secretary shall also perform all the duties as recommended by the Associations
Incorporation Reform Act 2012

16 ELECTIONS

Election to elect the Office Bearers and the Executive Members shall be held in every two (2) year time in Annual General meeting. The Committee shall nominate an election committee of minimum three (3) and maximum five (5) members and the co-ordinator of the committee. The Election Committee shall complete the election process accordingly.

16.1 Nominations

Nominations of candidates for election as Office Bearer or as Executive Member of the Committee:

16.1.1 must be made in writing, signed by two Members having right to vote accompanied by the written consent of the candidate as endorsed on the form of nomination

16.1.2 must state the office for which the nominee is nominated and shall not nominate for more than one office.

16.1.3 must be delivered to the Secretary at least before the closing of nominations advised to members by the Secretary in the call for nominations

16.2 Eligibility of Candidates

16.2.1 No person shall be eligible to be nominated for election as an Office Bearer or Executive Member unless such person is a General Member for a period of at least 2 years or is a Life Member. Please note that a two years of general membership is required for a life membership.

16.2.2 The above provisions may not apply to the appointment of an Executive Member of the Committee by the nomination by the President

16.2.3 No member shall hold more than one office at the same time

16.3 Invalid Nominations

16.3.1 Unless the nominator, seconder and candidate are eligible members at the time the Secretary receives the nomination, the nomination shall be invalid

16.3.2 Unless the nomination is made in valid nomination form issued by the Secretary and duly completed, the nomination shall be invalid

16.4 Manner of Elections

The Committee must determine whether elections are to be conducted at an annual general meeting or by means of a postal ballot or any other contemporary valid methods of election.

16.4.1 No Ballot Required: If the valid nominations received do not exceed the number required to fill the respective offices then the person or persons nominated shall be declared elected.

16.4.2 Secret Ballots: If the valid nominations received exceed the number required to fill the respective offices, a separate secret ballot must be held for each vacant office. Ballot papers shall be prepared listing the candidates in alphabetical order. Voting will be by simple majority.

16.4.3 Scrutineers: The ballot shall be counted by two or more scrutineers appointed by the Election Committee. A candidate for any office shall not be a scrutineer. In the event of an equality of votes in favour of two or more candidates the Election Committee shall draw lots between the candidates having equality of votes and declare the winner.

NAV Election Commission

Statutory Declaration

I, [Insert name here](#), of the [Insert full address here](#), as a member of the election commission to conduct the election of Nepalese Association of Victoria (NAV) do solemnly and sincerely declare:

1. I do understand the duties and responsibilities of the election commission and my duties and responsibilities within the team and I do agree to complete my duties in voluntary basis with my full effort and honesty.
2. I do assert that I will abide by all the code of conduct applicable to members of this election commission.
3. I do appreciate the confidentiality requirement of any election process and adhere to the confidentiality policy all the time and do not share any confidential information even after completion of the election process.
4. I do avoid being involved in any activities that favour or dishonour any voters, candidates, groups, ideas etc. during this election process.
5. I do confirm that I won't be taking any advices or instructions from any individual or group regarding my duties and responsibilities as election commission member unless it is professional or legal advice. I do agree to declare all such advices, if received, to the commission.
6. I do act and do express my views without any prejudgment in good faith to conduct the election impartially.
7. I do agree for commission to distribute and/or publish (only when required) my name and/or contact details.
8. I do understand that as a voter I am allowed to cast my vote but I won't take part in campaign for any candidate and offer my advice to other voters about selecting candidates.
9. I do agree to accept any other requirements obligated by this commission on time to time during this election process.

Declared at [Suburb here](#)
in the state of [Select State here](#).

On the [Select day here](#) of [Click here to enter a date](#)

(Signature)

Appendix 3 Sample Meeting Minute

NAV Election Commission Minute of the Meeting			Meeting No#	
			Date:	
Attendance:				
Apologies				
Chaired by:		Minute Taker:		

Agenda#1				
	Discussion Points	Action Plan	Responsibility	Due Date
	*			
	*			
	*			
Agenda#2				
	Discussion Points	Action Plan	Responsibility	Due Date
	*			
	*			
	*			
Agenda#3				
	Discussion Points	Action Plan	Responsibility	Due Date
	*			
	*			
	*			
Agenda#4				
	Discussion Points	Action Plan	Responsibility	Due Date
	*			
	*			
	*			
Agenda#5				
	Discussion Points	Action Plan	Responsibility	Due Date
	*			
	*			
	*			

Proposed Next Meeting (Agendas)	Date:		Time	
1				
2				
3				
4				
5				

Special Notes:

Note: This minute when circulated by email not corrected within 3 days will be considered resolved



Election Commission NAV

Election Calendar

Election Commission would like to notify all the voters and concerning public the following election calendar for the purpose of conducting election for Executive Committee of Nepalese Association of Victoria (NAV). If you have any query on this election calendar or any other concerns about the election, please direct them to the Election Commission in email [here](#) and we will come back to you.

The Commission would like to request everyone to share this information within their connection as appropriate.

Activities	Date	Time
NAV Membership closure	Sat, 19 May 2018	Midnight
Publishing Members list by NAV Executive Committee	Sunday 20 May 2018	Midnight
Submissions about claims & disputes (दाबी तथा बिरोध) on membership to NAV Executive Committee	Tuesday, 22 May 2018	Midnight
Publishing final list of voters by NAV Executive Committee and press release by Election Commission (EC)	Thursday, 24 May 2018	Midnight
Application for Candidacy	Friday 25 May 2018 to Fri 1 June 2018	Midnight
Publishing list of candidate	Sat 2 June 2018	Midnight
Submissions about claims & disputes (दाबी तथा बिरोध) on Candidacy	Sun 3 June 2018	Midnight
Publishing list of candidate after considering submissions	Tue 5 June 2018	Midnight
Application to withdraw the candidacy	Wed 6 June 2018	Midnight
Publishing final list of candidate after withdrawal	Thu, 7 June 2018	Midnight
Casting votes for the election	Saturday, 9 June 2018	TBA
Result declaration	Sunday 10 June 2018	TBA

Note: If time is not indicated means activity can be done at any time on the day.

The Commissioner

Election Commission NAV

Election Commission NAV Election 2018

Application for Candidacy

Section 1 Candidacy Detail (Please provide all relevant information)

I would like to apply for candidacy for following position available for Nepalese Association of Victoria (NAV). I have completed two years of NAV membership and my application has been proposed and seconded by eligible members of NAV. I haven't applied for any other position and haven't become proposer or seconder of any other candidates in this election.

Candidacy for: Choose Position here

Personal Details of Candidate (Provide all relevant details)

First Name: Given Name

Last Name: Last Name

NAV No: Member No

Residential Address: Residential Address

Suburb: Suburb

Post Code: Post Code

State: State

Email: email address

Phone: Contact No

I state that the information I have provided is true and correct to the best of my knowledge. I also acknowledge that the Election Commission may release my personal details as appropriate to the election process.

Signature: ☐

Date: Date here

Section 2 Proposed by (Please provide all relevant information)

First Name: Given Name

Last Name: Last Name

NAV No: Member No

Residential Address: Residential Address

Suburb: Suburb

Post Code: Post Code

State: State

Email: email address

Phone: Contact No

I state that the information I have provided is true and correct to the best of my knowledge. I also acknowledge that the Election Commission may release my personal details as appropriate to the election process. I am not candidate for any position and haven't proposed or seconded any other candidate for this election.

Signature: ☐

Date: Date here

Section 3 Seconded by (Please provide all relevant information)

First Name: Given Name

Last Name: Last Name

NAV No: Member No

Residential Address: Residential Address

Suburb: Suburb

Post Code: Post Code

State: State

Email: email address

Phone: Contact No

I state that the information I have provided is true and correct to the best of my knowledge. I also acknowledge that the Election Commission may release my personal details as appropriate to the election process. I am not candidate for any position and haven't proposed or seconded of any other candidate for this election.

Signature: ☐

Date: Date here

Note: Please note that checking the signature box in next to signature is equivalent of providing digital signature, if sending electronic application.

Section 4 Payment Details (Please provide proof of payment along with your application)

BSB: 013445 A/C No: 353917105 A/C Name: Nepali Association of Victoria	Candidacy Fee (\$): Fee amount
Payment Proof: indicate what kind of proof attached	
<u>Candidacy Fee</u> (Please attached your payment proof) President and Rest of the Office Bearers \$150 , Members \$100	

Section 5 Brief Profile of Candidate (Education, profession, social & community involvement etc.)

Please provide brief profile of Candidate

Section 6 Brief Election Manifesto of Candidate (Like: what you want to achieve for NAV in your tenure, what are social, community and organisational commitments etc.)

Please point out brief election manifesto

Section 7 Any other information you want to mention (Please describe briefly)

Please include any other information you want to include

Appendix 6 Submission regarding Candidacy

To,

The Commissioner

Election Commission NAV

I would like to submit my claim or dispute, in good faith, regarding the initial list of Candidate published by this Commission. I do declare that all the information I have provided herewith are true and correct.

Why I am submitting: (Please choose one of following)

Note: If submitting for more than one claim or dispute please provide separate submission for each one

The candidates' list includes someone who should not be in the list	<input type="checkbox"/>
The candidates' list excludes someone who should be in the list	<input type="checkbox"/>

Detail of the Candidate: (Provide as much details as possible of who is wrongly included in or excluded from the list)

Candidacy for: Choose Position here		
First Name: Given Name	Last Name: Last Name	NAV No: Member No
What is your reason: Your reason for submission		
Any proof, if applicable: Please describe if you have any proof attached with this submission		

Detail of Submitter (Please provide all relevant information)

First Name: Given Name	Last Name: Last Name	NAV No: Member No
Residential Address: Residential Address		
Suburb: Suburb	Post Code: Post Code	State: State
Email: email address	Phone: Contact No	
Signature: <input type="checkbox"/>	Date: Date here	

Note: Please note that checking the signature box in next to signature is equivalent of providing digital signature, if sending electronic application.

Election Commission will not make the details of the submitter public and information provided here will only be used for the Commission's purpose

Appendix 7 Application to withdraw Candidacy

To,

The Commissioner

Election Commission NAV

I would like to withdraw my candidacy. I am tendering my application with my full awareness and without any influence or threat by any person or groups. I do declare that all the information I have provided herewith are true and correct.

Detail of the Candidate:

Candidacy for: Choose Position here		
What is your reason: Any Reason for withdrawal, if you would like to share		
First Name: Given Name	Last Name: Last Name	NAV No: Member No
Residential Address: Residential Address		
Suburb: Suburb	Post Code: Post Code	State: State
Email: email address		Phone: Contact No
Please provide details of payment refund account		Candidacy Fee (\$): Fee paid
A/C Name: Account Name	BSB: BSP	A/C No: Account Number
Payment Proof: indicate what kind of proof attached		
Signature: <input type="checkbox"/>		Date: Date here

Note: Please note that checking the signature box in next to signature is equivalent of providing digital signature, if sending electronic application.



Election Commission NAV

Final list of Voters and call for candidacy

Please find attached the final list of voters for election of NAV Executive Committee. The Election Commission, after receiving list of voters from NAV secretariat, publishes this final list of voters eligible to vote for election for Executive Committee.

The Commission would like to call all the interested eligible voters to submit their written application for candidacy using appropriate form, which is available in NAV web site, by [Date here](#). You can visit the NAV web site for election procedure and guideline for details in Candidacy. Application for candidacy should be complete and signed. Application should be sent to the Commission by due date in the Commission's email address which is [email here](#)

If you need any information about the election process and candidacy, you may request the Commission via email in [email here](#) and the Commission will inform you the appropriate details and may provide you reasonable assistance.

The Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

Election Commission NAV

Attached:

- 1) *Final list of Voters*
- 2) *Official form for application of Candidacy.*



Election Commission NAV

First list of Candidate

Please find attached the first list of candidates for election of NAV Executive Committee.

The commission would like to invite any submissions regarding disputes and claims (दाबीतथाबिरोध) on this first list of candidates by [Date here](#) in writing using application form available in NAV web site. Alternatively you may request for the application form via email and the Commission will forward you the correct form. All the submissions should be directed to the Commission via email in [email here](#).

The Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

Election Commission NAV

Attached:

- 1) *First list of candidates*
- 2) *Official form for submission of any disputes and claims (दाबीतथाबिरोध) on the list.*



Election Commission NAV

Second list of Candidate after considering submissions

Please find attached the second list of candidates for election of NAV Executive Committee. The Commission, after considering all the submission received, publishes this list. This second list automatically supersedes the first list published by this Commission before.

The commission would like to allow all the candidates opportunity to consider their application for candidacy. Candidates may apply for withdrawal of their candidacy in writing using appropriate form by [Date here](#). Application form is available in NAV web site or alternatively you may request for the application form via email and the Commission will forward you the correct form. All the communications should be directed to the Commission via email in [email here](#).

The Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

Election Commission NAV

Attached:

- 1) Second list of candidates*
- 2) Application form for withdrawal of Candidacy.*



Election Commission NAV

Final list of Candidate after withdrawal

Please find attached the final list of candidates for election of NAV Executive Committee. The Commission, after considering all the withdrawal applications received, publishes the final list. This final list automatically supersedes the second list published by this Commission before.

The commission would like to wish all the best for candidates in their election campaign. The Commission may organize different avenues for all the candidates to share their election manifesto by providing every contending candidate same opportunities. The commission will inform accordingly if any such avenues are available. Please contact the Commission with your queries, if any, via email in [email here](#).

Please note that all candidates shall maintain the code of conduct applicable to them during this election process. The candidates and any representatives of candidates are not allowed to run their election campaign in and around the polling centre.

The Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

Election Commission NAV

Attached:

- 1) *Final list of candidates*



Election Commission NAV

Invitation for Pre-polling public meeting

Election Commission would like to invite all candidates, interested voters and Nepalese community leaders for a pre-poll public meeting. The Commission would like to briefly discuss following agendas in the meeting:

- Arrangement of polling.
- Human and material resources for the polling
- Communication and coordination during the polling
- Provision for representative of the candidate in polling
- Logistic arrangement and housekeeping in polling centre, if required
- Demonstration of polling system
- Any other related issues.

The Commission would like to see you all at the public meeting which will be held as below:

Venue: Address here

Date: Date here

Time: Time here

Please make sure you arrive on time as there might be only limited seats available due to the capacity of the venue.

Please feel free to contact the Commission with your queries, if any, via email in [email here](#). The Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

Election Commission NAV



Election Commission NAV

Announcement of the election result

Election Commission is pleased to announce that following candidates are elected for NAV Executive Committee. The Commission congratulates all the winning candidates and wish all the best in their tenure. Commission would also like to mention the sporting spirit of all the contending candidates and would like to appeal them to keep doing good work for the community.

Position	Elected Candidate	Remarks
President		Choose elected method here.
Vice President (Open)		Choose elected method here.
Vice President (Female)		Choose elected method here.
Treasurer		Choose elected method here.
Member		Choose elected method here.
Member		Choose elected method here.
Member		Choose elected method here.
Member		Choose elected method here.
Member		Choose elected method here.
		Choose elected method here.

The commission would like to extend gratitude to all the volunteers, voters, community leaders, candidates and other involved parties for their efforts to make this election process easy and successful.

The Commissioner

Election Commission NAV