

Nepalese Association of VIC (NAV) Executive Committee Election 2014 Election Guidelines/Calendar

Table of Contents

1. NAV Membership
2. NAV Election Calendar
3. Brief information from NAV Constitution related with election:
4. NAV Election Commission (EC)
5. Election Process
6. Positions Open for Election
7. Application for Candidacy
8. Jurisdiction of Election Commission
9. Disputes and Conflict Resolution
10. Application for Candidacy and Withdrawal Forms

1. NAV Membership:

Please refer to section 5-10 of the NAV constitution.

Please visit the NAV website www.nav.org.au for the membership form.
Download the form and Complete the form.

Pay in the following account:
Nepali Association of Vic Inc
BSB-013445, AC-353917105

Please write your name in payment reference which will assist to verify your payment.
Example: Kamal Rai Membership

Send your copy of the completed form to one of the following persons:

Fom Thapa
Mayalu_luhing@yahoo.com
Mobile: 0423 229 253

Sunil Bhandari
bhandarisunil@hotmail.com
Mobile: 0439 454 850

Bom Yonzon
byonzon@hotmail.com
Mobile: 0422 443 268

2. NAV Election Calendar:

All election related queries can be communicated with the Election Commission via email at election.nav@outlook.com.

27 Feb 2014

Election Commission publishes Election Calendar/Guidelines on the NAV website.

08 March 2014

Note: The election is open for all registered NAV members (renewed or new members) irrespective of when they became members.

The Election Commission publishes the list of eligible registered/renewed members, who can be nominated for candidacy for elections as an Office Bearer or as an Executive Members on the NAV website by 08 March 2014, midnight. This is the cut-off date for the eligibility to stand for the NAV official posts in the election. Beyond this date, NAV will entertain the NAV memberships who can participate only in the voting. The distribution of memberships will close on 14th March 2014, midnight.

10 March 2014 by Midnight

Election Commission accepts application for candidacy in the following nominated email: election.nav@outlook.com

11 March 2014 by Midnight

Election commission publishes the first list of candidates.

13 March 2014 8PM

Election Commission accepts the withdrawal of candidates in the following nominated email: election.nav@outlook.com.

14 March 2014 8PM

Election Commission publishes the final list of candidates.

14 March 2014 Midnight

The distribution of memberships will close on 14th March 2014, midnight.

Saturday, 15 March 2014 (Election Day)

10 AM – Election Commission publishes the list of the final voters.

10 -11AM - Call for candidacy for vacant positions only.

11:30 AM - Election commission will declare the final list of candidates.

12Noon – 1PM - Voting

1:30 PM – Declare the election results

- Oath of elected Executive Officials and Members
- Speech from former President
- Speech from new President

Election Venue:

TWGG International
Level 1, 318 King St (Corner Latrobe St & King St)
Melbourne, Vic 3000

Note: If required, this time table will be changed without consulting candidates and voters.
For details, visit the NAV election website: <http://www.nav.org.au>

3. Brief information from NAV Constitution related with election:

Please refer to sections 17-18 of the NAV constitution.

4. NAV Election Commission (EC)

Election Commissioner:

Mr. Jog Limbu

Members:

Dr. Jagadish Timsina
Mr. Diwaker Basnet
Mr. Sunil Bhandari
Mrs. Sudha Guragain

Code of Conduct of EC Members

- All EC members should be independent;
- EC members should not advocate in favour of or against any candidate;
- EC members should not involve in any activities that undermine friendship, cooperation and harmony among NAV members, such as panel fixing;
- Members of EC are not allowed to apply for candidacy for the NAV Executive positions;
- EC members are bound to maintain confidentiality of the information as appropriate; and
- All email communication(s) between EC members must be kept confidential and should only serve for the best interest of the NAV election purposes.

The NAV Election Commission will be dissolved after oath of newly elected Executive Officials and Members.

5. Election Process

- Election Commission will accomplish the activities outlined in the election calendar;
- Election will be held at a pre-determined polling centre. All registered members will be informed on the NAV website and Nepali media to participate in the election process;
- All registered members are requested to participate in the election process;

- No proxy votes are allowed. Members must be present in person in the polling centre to be eligible to vote;
- All registered members must bring identification cards such as a driver's license, passport, student card or any photo ID for identification purposes. Election Commission allows the registered members to cast his or her votes, only with an appropriate identification card;
- The winner in the election will be decided on who secures a simple majority
- There will be a no campaigning at the polling centre.

6. Positions Open for Election

President – 1

Vice President – 2 (Note: 1 Open & 1 Nari Shakti)

Treasurer – 1

Executive Members - 5

7. Application for Candidacy

- All candidates must file their candidacy by completing the application form and it must be signed by both proposer and supporter.
- Please note that the same proposer and supporter cannot be a proposer and supporter for other candidates.
- Proposer & Supporter should be a valid NAV Member.
- The completed application form should be scanned and emailed to election.nav@outlook.com.
- A brief profile of the candidate (not exceeding one page) should also be attached with the application form so that it can be published on the NAV website. Candidates are also requested to briefly write what they want to achieve for NAV during their tenure, if elected (Election Manifesto).
- Please send your completed application form and election manifesto in PDF format. The Election Commission does not accept information sent via iPhone/Smartphone or in word format. Your application will be invalid, if you don't send it in PDF format.
- By lodging an application for a position, the applicant is considered to have given consent to disclose their relevant information for the purpose of the election (for example, displaying their name, address etc. on the screen and physical/ electronic voting system to members).
- Election Commission will verify the registered membership validity and approve the validity of the candidacy.
- Final list of candidates will be published on the NAV election site.
- A decision taken by the EC will supersede any prior decisions or anomalies should there be confusion or disputes in matters relating to the election process.
- Election Commission will prepare the ballot of candidacy by surname in alphabetical order.

8. Jurisdiction of Election Commission

Election Commission will reserve the right to make decisions in relation to election matters including but not limited to:

- Determining date, time, and location of the election
- Procedure, method, equipments to be implemented for the election
- Resources, support team members necessary for the election
- Counting methods for the casted votes
- Approving the allowed human and physical resources necessary at the voting booth and during the vote counting process.

9. Disputes and Conflict Resolution

Decisions made by the Election Commission would be final and binding in case disputes or conflicts arise in relation to the election guidelines, procedures, interpretations and any other unforeseen matters during the course of the election.

10. Application for Candidacy and Withdrawal Forms

NEPLEASE ASSOCIATION OF VICTORIA (NAV) EXECUTIVE COMMITTEE ELECTION 2014

APPLICATION FOR CANDIDACY FORM

Candidate

Name:	
Address:	
Membership registration number:	
Phone Number:	
Phone Number (Mobile):	
E-mail:	
Position of Candidacy	
Signature	
Date	

Proposer

Name:	
Membership registration number:	
Address:	
Phone Number:	
Phone Number (Mobile):	
E-mail:	
Signature	
Date	

Supporter

Name:	
Membership registration number:	
Address:	
Phone Number:	
Phone Number (Mobile):	
E-mail:	
Signature	
Date	

Brief Profile of Candidate

Election Manifesto (what you want to achieve for the NAV movement in your tenure, if you are elected)

Registration Fee: N/A

NEPLEASE ASSOCIATION OF VICTORIA (NAV)

EXECUTIVE COMMITTEE ELECTION 2014

Candidacy Withdrawal Form

Candidacy Details:	
Full Name	
NAV Membership Number	
Address	
Contact Phone	
Email:	

I, _____ as a candidate for
the position of _____, am withdrawing my
candidacy.

Signature

Date: