

Advisory Committee Election Protocol

Sikh Society of Minnesota

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Section 1: Purpose. This document provides a framework and establishes a fair and transparent process for electing members to the Sikh Society of Minnesota's (SSMs) Advisory Committee consistent with Article 4.5 of the Bylaws.

Section 2: Eligibility. To be eligible, a potential candidate must:

- a. Be a voting member of the organization in good standing;
- b. Be at least 21 years or older;
- c. Be a legal resident of the United States;
- d. Not have served on the Advisory Committee in the five preceding calendar years;
- e. Obtain two sponsorships from current voting members of SSM in support;
- f. Complete a written application

Section 3: Nominations.

- a. Nomination Period: There are three seats available on the Advisory Committee. Nominations shall be accepted until September 30.
- b. Nomination Process: To be nominated, an individual must satisfy the eligibility criteria in Section 2, and shall:
 - i. Submit the full name, address, phone number, and email address of two sponsors of his/her application. A sponsor must be a current voting member of SSM and may not sponsor more than two applications.
 - ii. Provide a candidate picture.
 - iii. Submit a statement of interest describing why the individual is interested in serving in the Advisory Committee position, how the individual has served the Sikh community.
 - iv. Certify his/her understanding that all Advisory Committee positions are unpaid volunteers.
 - v. Submit a completed application form and related documents by 11:59 pm on September 30 to the Advisory Committee at ssmadvisorycommittee@mnsikhs.com.

Candidate information will be provided to all voting members on the [Simply Voting](#) electronic voting platform. Upon request, hard copies will be available at the Gurdwara library.

Section 4: Election Processes and Procedures.

- a. Important Dates:

- i. September 15 through September 30: Nomination Period
- ii. October 15: Release Candidate List and Candidate Information
- iii. November 4 through November 15: Voting Period
- iv. December 1: Election Results Announced
- v. February 1: New Advisory Committee Term Begins

b. Election Process:

- i. The current Advisory Committee shall oversee the election process, and shall ensure fairness, confidentiality, and transparency in the election process.

The Advisory Committee constituted for membership verification will serve as the Advisory Committee for this election cycle.

A candidate **may not** run for both the Board of Directors and Advisory Committee concurrently.

- ii. Voting members shall receive at least 30 days' notice of the election and have an opportunity to review the qualifications and experience of each candidate.
- iii. Each voting member shall have one vote per open seat.
- iv. Voting shall be conducted electronically or a paper ballot via [Simply Voting](#). Individuals who consent to electronic voting will be provided an electronic ballot at the email address in their membership application form.
 1. Only one electronic ballot shall be provided per email address. If multiple voting members, *e.g.*, a family unit, used a single email address on the membership application form, only the head of household shall receive an electronic ballot. All others must submit a paper ballot.

c. Voting Requirements:

- i. A quorum of voting members, as defined in the Bylaws, is required for a valid election.
- ii. Candidates shall be elected by a plurality vote. Stated differently, the three candidates who received the highest number of votes will be elected to the Advisory Committee.

d. Terms and Vacancies:

- i. Members shall serve a one-year term beginning February 1 of the year following election until January 31 of the following calendar year.

e. Dispute Resolution:

- i. Any disputes or concerns related to the election shall be addressed to the current Advisory Committee at ssmadvisorycommittee@mnsikhs.com.
- ii. The Board shall make final decisions about election disputes.