

Board of Director 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 directors to the Sikh Society of Minnesota's (SSMs) Board of Directors consistent with Article 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 Board of Directors in the two preceding calendar years;
- e. Served the Sikh community in a recognized way for at least one year;
- f. Obtain two sponsorships from current voting members of SSM in support;
- g. Complete a written application, including a certification that he/she has no existing conflict of interests, and will immediately tell the Board about any real or perceived conflict of interest that may arise at a later time.

If elected, the candidate also agrees to recuse him/herself from any voting related to the subject of the conflict.

Section 3: Nominations.

- a. Nomination Period: The number of open board vacancies will be announced by September 15, and 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 resume highlighting qualifications and relevant experience. This could include previous board experience, leadership roles, or fundraising experience.
 - iv. Submit a statement of interest describing why the individual is interested in serving in the board member position, how the individual has served the Sikh community, and how the individual plans to help SSM meet its goals.
 - v. Certify his/her commitment and availability to serve a three-year term, if elected.

- vi. Certify his/her understanding that all board positions are unpaid volunteers.
- vii. Submit a completed application form and related documents by 11:59 pm on September 30 to the Advisory Committee at ssmadvisorycommittee@mnsikhs.com, for eligibility verification per section 5.3 of the Bylaws.

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. January 1: New Board Term Begins

b. Election Process:

- i. The Advisory Committee shall oversee the Board 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. The General Body will also elect an Advisory Committee consistent with Article 4, section 5 of the Bylaws in 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 provided 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 be provided with 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 winner is the candidate who received the highest number of votes. In the event of multiple open positions, the candidates will be rank ordered in descending order of votes received.

d. Terms and Vacancies:

- i. Directors shall serve a three-year term beginning January 1 of the year following election.
- ii. Vacancies shall be filled by a majority Board appointment. A Director appointed by vacancy shall be appointed for a three-year term, which includes the calendar year in which he/she was appointed. A Director appointed by vacancy is still subject to the eligibility requirements listed in Section 2.
- iii. A Director may not serve successive terms.

e. Dispute Resolution:

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