

# TANA Nominations and Elections Procedures 2025

The Nominations and Elections procedures for the Telugu Association of North America (TANA) for the year 2025 shall be governed by the TANA Articles of Incorporation and the Bylaws in effect as of April 15, 2025. Article XIV of the Bylaws specifically governs the nominations and elections process. The following procedures and code of conduct have been approved by the TANA Board of Directors (BOD).

## Section 1: Committee Responsibilities

1. The Nominations and Elections Committee of the Telugu Association of North America (TANA), hereinafter referred to as the "N/E Committee," shall be responsible for conducting the 2025 TANA elections in accordance with the TANA Bylaws, as last amended on April 15, 2025.
2. All members of the N/E Committee are required to adhere to the TANA Bylaws and the Nominations and Elections Procedures as approved by the TANA Board of Directors.
3. Members of the N/E Committee shall not be eligible to contest in the TANA elections.
4. The N/E Committee shall submit a complete record of all election-related expenses, along with valid receipts, to the TANA Treasurer within thirty (30) days of the conclusion of the election.
5. All official election-related communications with the N/E Committee MUST be in writing and copied to **elections@tana.org**. Verbal or oral communications are strongly discouraged and shall not be considered part of the official record.

## Section 2: Eligibility List for Nomination (Life Member List)

1. The preliminary list of eligible Life Members for the purposes of nominations shall consist of the list submitted by the Executive Vice President and approved by both the Executive Committee and the Board of Directors on or before October 31, 2024. This list may be further modified in accordance with applicable legal requirements or subsequent actions taken by the TANA Board of Directors. Any such modifications shall be formally communicated by the Secretary of the Board to the Chairperson of the N/E Committee.

## Section 3: Nomination fee:

1. As approved by TANA Executive Committee, for the 2025 election, the fee structure shall be as follows:

Name of Position	Fees (in USD)
Executive Vice-President	5000
All National Positions in the Executive Committee	2500
Regional Coordinators	1500
All Board of Director and Foundation Trustee (Donor/Non-Donor)	2500

- All nominations must be accompanied by a nomination fee (as in the table above) submitted in the form of a cashier's check or money order.
- Nominations submitted without the required fee, or with invalid instruments such as bounced checks or checks with insufficient funds, shall be deemed invalid and rejected.
- All valid checks or money orders received by the N/E Committee shall be deposited within seven (7) days following the final date for receipt of nominations.
- If the N/E Committee formally rejects a nomination, the full nomination fee shall be refunded.
- In the event a nominee voluntarily withdraws their nomination prior to the published withdrawal deadline, fifty percent (50%) of the nomination fee shall be refunded.
- All applicable refunds shall be issued by the TANA Treasurer to the nominee at the mailing address provided in the nomination form, within thirty (30) days following the completion of the election process and the official announcement of results.

## Section 4: Notification

The N/E Committee shall publish a schedule for the following in TANA Patrika and/or the TANA website.

Announcement inviting nominations.
Last date for receipt of nominations.
Approval of nominations and notifications to contestants.
Last date for withdrawal of nominations.
Announcing the final list of eligible candidates that have been received for each open position.
Date of the completion of the selection process.
Announcement of election results.

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## Section 5: Nomination Process

1. A nominee shall be eligible to contest for only one elected position in the 2025 TANA elections.
2. Each nomination must include one nominator and two seconders.
3. The nominee, nominator, and each seconder must be Life Members of TANA in good standing and must meet the eligibility criteria outlined in Article XIV, Section 7 of the TANA Bylaws.
4. Nominations shall be submitted using the official nomination form prescribed by the N/E Committee.
5. The nomination form must comply with the requirements set forth in Article XIV, Section 9(e) of the Bylaws. It shall include the full name, mailing address, telephone number, and email address of the nominee. The form must also include a sworn declaration signed by the nominee, nominator, and seconders attesting that the information provided is accurate and truthful.
6. The nomination form must also include a sworn declaration by the nominee affirming their commitment to adhere to the TANA Articles of Incorporation and Bylaws, and the decisions of the Executive Committee and Board of Directors. The current version of the TANA Bylaws is available at <https://tana.org/by-laws>.
7. The N/E Committee shall reject and void any nomination if the nominee is found ineligible, if the nomination form contains incomplete or false information, or if it is received after the published deadline. In cases of ineligibility, the nomination fee shall be refunded.
8. Completed nomination forms, along with the required nomination fee, must be received by the N/E Committee at the following address on or before the deadline for submission: TANA N/E Committee, 2515 Hampton Park Ln, Sugar Land, TX 77479
9. All nominations must be submitted via USPS, FedEx, or another reliable mail service provider, and must include a return receipt for delivery confirmation.
10. The N/E Committee shall review and verify each nomination and notify nominees in writing of the Committee's decision to accept or reject the nomination, along with a statement of reasons in the event of rejection.
11. The N/E Committee shall accept any withdrawals submitted in accordance with the procedures, compile the final list of eligible nominees, and notify all nominees as well as the TANA Board of Directors.

## Section 6: Withdrawal Process

1. A nominee may voluntarily withdraw from the election by submitting a written request via email to the Chairperson of the N/E Committee.
2. The Chairperson shall confirm the withdrawal by requesting an acknowledgment from the nominee's registered email address, as provided in the nomination form.
3. In the case of a voluntary withdrawal submitted prior to the official deadline, fifty percent (50%) of the nomination fee shall be refunded in accordance with the election procedures.

## Section 7: Election Process

1. Eligibility Verification: All nominations received shall be reviewed by the Nominations and Elections Committee to ensure compliance with the eligibility criteria specified in the TANA Bylaws for each respective position.
2. Certification of Eligible Nominees: A final list of nominees who meet all eligibility requirements shall be approved by the Nominations and Elections Committee and officially announced.
3. Evaluation of Approved Nominees: Each eligible nominee shall undergo a comprehensive evaluation, including a review of their demonstrable prior service relevant to the position sought, along with any additional information the Nominations and Elections Committee deems necessary. The Committee reserves the right to contact nominees and request further information at any time during the election process.
4. Selection Process: The Nominations and Elections Committee shall conduct a thorough review of all approved nominees and recommend one final candidate for each open position. Recommendations shall be based on the nominee's qualifications, demonstrated service to the organization, relevant experience, and alignment with the organization's mission.
5. Formal Recommendation for Ratification: The final list of recommended candidates shall be submitted in writing by the Nominations and Elections Committee to the Board of Directors for ratification, in accordance with the procedures established in the TANA Bylaws.
6. Ratification: The Board of Directors shall review and ratify the recommendation of the Nomination and Elections Committee for the open positions by a simple majority vote.
7. Publication of Results: The Nominations and Elections Committee shall publish the results of the Nomination and Elections process.

## Section 8: Unfilled positions

1. All vacancies, including positions without valid nominations at election time, in elected bodies of TANA shall be nominated by the Board of Directors per Article VIII, Section 6 of the Bylaws.

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## Section 9: Disputes

1. Responsibility to resolve any disputes or challenges with regard to the nominations and elections process rests with the TANA Board of Directors as per Article XIV, Section 5. The Board of Directors may seek the input of the Chairperson of the Nominations and Elections Committee during its deliberations.
2. A simple majority decision of TANA Board of Directors is final and conclusive on any dispute.
3. All disputes and grievances must be resolved within the framework of TANA bylaws and election guidelines. Candidates and their supporters are prohibited from taking grievances directly to media or doing mass e-mails without working towards resolving the issue through TANA Board of Directors.

## Section 10: Amendments to election guidelines

1. The N/E Committee may recommend emergency amendments to the Election Guidelines and Code of Conduct if new circumstances, discoveries or material issues arise during the course of the election process. Such recommendations shall be promptly communicated to all candidates and to the Board of Directors. Upon receiving the recommendation, the Chairperson of the Board of Directors shall convene a meeting within three (3) days. The proposed amendments shall become effective immediately upon approval by an affirmative vote of at least two-thirds (2/3) of the eligible members of the Board of Directors present. The decision of the Board of Directors shall be final and binding.
2. Any current member of the Executive Committee, Board of Directors, or Foundation who is either a candidate in the election or who has nominated or seconded a candidate for any TANA office shall be ineligible to participate in any decision-making or voting on election-related matters. This includes, but is not limited to, votes or deliberations concerning election guidelines, amendments, and appeals.

## Section 11: Code of Conduct during the election

1. The TANA Election Code of Conduct for candidates shall be in effect from the official announcement inviting nominations until the Board of Directors formally accepts the election results transmitted by the N/E Committee.
2. Throughout the nomination and election process, all candidates are expected to conduct themselves in a manner that upholds and enhances the reputation and integrity of TANA in all public and community forums.
3. Candidates must strictly adhere to the TANA Bylaws and the approved Nominations and Elections Procedures. Any violation may result in disciplinary action, including disqualification of the candidate.
4. If the N/E Committee has reason to believe that a candidate has violated the Bylaws or the election guidelines, the Committee shall notify the candidate in writing and provide an opportunity to respond within twenty-four (24) hours of receiving the notification.
5. Following review, the N/E Committee may recommend to the Board of Directors that the candidate be declared ineligible based on the violation. The candidate shall be formally notified of the recommendation.
6. The candidate may submit a written response directly to the Board of Directors within twenty-four (24) hours of receiving the recommendation. The Chairperson of the Board shall convene a meeting within three (3) days of such notification. A decision to uphold the recommendation of ineligibility must be approved by a two-third (2/3) vote of the eligible Board members present. The decision of the Board of Directors shall be final and binding.