



Shree Pashupatinath Foundation, USA

*Selection and Election
Guidelines*

(2021-2023)

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Introduction

The Selection and Elections Committee prepared this guideline to outline standards for holding elections and selections of management board of directors, describe proper procedures, and provide forms for use in conducting elections. The procedures outlined here ensure that selections and elections are fair and impartial, and are held in a consistent manner.

This guideline elaborates the process of selection and election as per the amended SPFU bylaws enacted in November 2020. Even though the bylaw does not envision the selection and elections process, this guideline will work as a road map for the selection and election committee to make decisions during the selection and election process as they occur as per the policies set forth in SPFU Bylaws.

Selection and Election Committee (2021-2023)

Chair: Rajendra Siwakoti

Members: Veda B Joshi
Akaraj Pandey
Bhakta Thapa
Madan Pathak

Management Board of Directors

Management Board of Directors are composed of the following positions.

1. President
2. 1st Vice President
3. 2nd Vice President
4. 3rd Vice President
5. 4th Vice President
6. 5th Vice President
7. Secretary
8. Joint Secretary
9. Treasurer
10. Joint Treasurer
11. Directors (11)

Section 3.1 of SPFU bylaw states “Management Board of directors shall have the right to appoint one from active community member from citizen member or general

member (any legal age) and four youth members to the Board to ensure the active participation of the younger generation Nepali community. Such youth members should be between 18 and 34 years of age. The Management Board retains the right to waive the donation threshold for the member and youth members thus nominated. They have voting rights on Management Board only”

Therefore, the selection and election committee will select or elect only 16 directors in Management Board.

Qualification, Appointment, and Term of Office

Section 7.7 of SPFU bylaw states “Any director of the Management Board may serve as an officer of this corporation. Officers shall be selected or elected from among the community members, at any time, and each officer shall hold office for two years term, but for not more than two consecutive terms in the same position. However, after a break in service of at least two years, the same member of the Board may be reappointed for the officer position held before. The officers shall serve until his or her term of office or he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be selected, whichever occurs first. The President will not serve more than two consecutive terms, i.e., a total of 4 years. All other positions have no restrictions. **The Closing Date for the Management Board is the Maha Shivaratri Festival every other year.** Directors on the Management Board will hold the position for two years. To run any management board position, one must be a Life Member”.

Prerequisites for All Nominees/Candidates

All nominees and subsequent candidates must comply with the following criteria:

- a. Candidates must be a life member or a trustee in good standing at the time of nomination.
- b. Candidates must maintain an active individual membership throughout the election process and their term of office, if elected.
- c. Candidates must state a willingness to volunteer and sign foundation Code of Ethics (Appendix B) for Elected Officers
- d. Candidate must submit a nomination form (Appendix A) with detailed statement of their future plans and explain how those plans help to achieve the mission of Shree Pashupatinath Foundation, USA.

Nomination Filing Fee

President--\$500

Vice Presidents --\$400

Secretary, Joint Secretary, Treasurer and Joint Treasurer-- \$300

Directors -\$200

The Nominations/Candidacy Process

Candidates are nominated by life member or trustee, then vetted and advanced to candidacy by the Selection and Elections Committee. Any life member or trustee can nominate another, who must agree to the nomination. A nomination form is available on Foundation website or can be requested from the Elections Committee. Nomination form has to be submitted to Selection and Election committee with appropriate fees. Payment receipt of nomination fee must be attached to the Nomination form. Nomination fee can be paid from the foundation website. Please go to Foundation Home page (<http://pashupatinathfoundation.org/>) and click “Donate Now!” for filing fee payment.

Nomination forms without appropriate fees will be considered invalid and cannot advance to candidacy. Multiple nominations from same candidate are considered invalid. Nominations must be submitted to Selection and Election committee’s email: spfuelection@gmail.com.

Nominee Vetting

Nominees’ applications are examined to assure that they are current life members or trustees in good standing and that they can perform the basic requirements of the position for which they are applying.

Selection an Election Cycle and Timeline

1st December – Appointment of Selection and Election Committee

Board of Trustee will appoint the Selection and Election committee every other year by the 1st December.

5th December - Request certified list of life members and BOTs from Management Board of Directors

Selection and Election Committee will request the certified final list of life members and BOTs information from Management Board of Directors. The list should include full name, current mailing address, valid email address and verifiable phone number.

20th December – Receive certified list of life members and BOTs

24th December – Start Nomination Process

Selection and Election committee will announce the nomination on social media and nomination will **end on January 7th 5 PM.**

7th January – Publish the Nominees list

By 7th January, Selection and Election committee will publish the nominee’s list on social media.

10th January 5pm – Nomination Withdrawal deadline and Announcement

Selection and Election committee will allow maximum of 3 days for nomination withdrawal. If there is only one nomination in any position, **Selection and Election committee will announce a new slate of directors for the next term.**

21st January – Election and Announcement of new slate of directors

If there are multiple candidates filed for the same position, Selection and Election Committee will publish the final candidate list and announce the election date. Selection and Elections Committee will conduct elections either electronically or by mail. By 21st January, Selection and Election committee will announce the new Management Board of Directors.

Maha Shivaratri – Term Begins (handover and takeover)

Selection and Election committee will organize a handover/takeover ceremony on Maha Shivaratri. Terms begin on the same day of handover and takeover.

Note:

1. The selection and election committee will not entertain any later claim from any member saying that he or she did not receive nomination email from election committee due to error in email address, change of email address or due to any other reasons.

2. Nomination Guidelines published in SPFU web page is considered official proof and authentic that every member has received the information.

Appendix A



Shree Pashupatinath Foundation, USA

Nomination Form

To:

Election Committee

Shree Pashupatinath Foundation, USA

I, the undersigned, nominate _____

For the position of _____ on the Management Board of Directors of Shree Pashupatinath Foundation, USA 10843 Kenney St, Norwalk, CA, 90650 for a two-year term 2021-2023.

Nominated By: _____ Phone # _____

SPFU Member S/N. #: _____

Signature: _____ Date _____

NOMINEE'S CONSENT

I, _____, hereby accept the nomination for the position of _____ on the Management Board of Directors of Shree Pashupatinath Foundation, USA for a two-year term 2021-2023.

I hereby solemnly swear that, if elected, I will serve on the Management Board of Directors as a volunteer for the two-year term and fulfill my responsibilities as prescribed in the by-laws of the Shree Pashupatinath Foundation, USA

SPFU Member S/N. #: _____ Phone# _____

Address _____

Email Address: _____

Signature: _____ Date: _____

Below is for election official use only

Election Officer's Signature _____ Date: _____

Election Officer's Signature _____ Date: _____

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Please list your future plans and explain how those plans help to achieve the mission of Shree Pashupatinath Foundation (Attach a separate sheet if necessary).

List your future Plans:

Explain how these plans help to achieve the mission of Shree Pashupatinath Foundation.

Appendix B

Code of Ethics for Elected Directors

1. As an elected Management Board of Directors of Shree Pashupatinath Foundation, USA I will:
2. Represent the affairs of all SPFU members without prejudice.
3. Always keep confidential items and information confidential.
4. Never use my leadership position in SPFU for personal gain or for the advantage of other individuals within or outside SPFU.
5. Exercise my authority in a leadership role only when acting in official board meetings and/or as I am directed by the SPFU Management Board of Directors.
6. Consider all issues presented for my review with an open mind to base my decisions on what is best for SPFU and to never violate the trust of the membership of SPFU.
7. Avoid any conflicts of interest between my position with SPFU and my professional or personal life, and to remove myself from any discussion and voting on matters in which I have conflict.
8. Agree to resign my position as an SPFU representative if I find myself unable to carry out my duties or unable to abide by this code of ethics.
9. Commit myself as a representative of SPFU members to ensure the Foundation's present and future financial security, growth, and development.
10. I give my personal pledge to exercise the duties and responsibilities of this office or appointment with integrity, dedication, and commitment.

Signed _____ Date _____

Please send a signed copy of this form to the Board of Trustee (General Secretary) once the election has been certified.