



Norway Telugu Association

Election Regulations

For the Election of the Members of the
Norway Telugu Association Executive
Committee

Disclaimer: This Election Regulations is provided for informational purposes. The English text should carefully be read and understand.

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Part 1: General Provisions

§ 1 Structure of Executive board, Election board & cycle

1. The NTAEB review board generally by subject area determines the number of elected members for each subject area and review board according to the guidelines. It shall ensure that the NTAEB take their disciplinary research interest and interdisciplinary relationships duly into account.
2. Executive members of NTA are elected for a 2 years term by secret ballot. Members may be re-elected. Succession is treated like re-election. Executive board membership in a review board is thus limited to two terms, regardless of the duration of either term.

Executive board

3. The team of NTA Executive members
 - i) President/Executive board coordinator
 - ii) General secretary/ Emergency and communication coordinator
 - iii) Treasurer/Finance coordinator
 - iv) Area coordinator(s) (4 Positions for Oslo/Akershus, Bergen, Stavanger and Northern Norway)
 - v) IT and Communication coordinator
 - vi) Events and cultural coordinator
4. With the consent of the succeeding member, temporary succession for a period of maximum of six months is permitted for special reasons (to be discussed by NTA executive board).
5. Any of the executive board members wish to step down from his/her responsibility that needs to be taken up in a board meeting and the decision needs to be

conveyed to NTAEB for mid-term election for that position.

6. For any position, if only one member nominated within time nomination timeline given by NTAEB, that nomination will be elected unanimously for that role. If there are more than one nominated then elections will be conducted.

§ 2 Right to Vote

1. To be eligible to vote, candidates must be NTA member. Children under 18 are not eligible for voting even if they are NTA members
2. For area coordinators, NTA members in the respective areas only will vote.

§ 3 Number of Votes, Vote Splitting

1. Each voter has same number votes as the number of executive positions available with NTA (except area coordinator).

§ 4 Candidate Eligibility

- 1) Eligibility criteria for first 3 positions is listed below in priority order
 - a. All NTA lifetime members.
 - b. Incase if NTA lifetime members are not interested, then active members of NTA (a member in the past 3 consecutive years)
 - c. Incase if none from above two, Members who already worked or presently working in the events/activities organized by NTA (regardless of their membership duration)
- 2) Eligibility criteria for Area coordinators

- a. All the NTA members who claims to live in the respective areas on the given date of election as per NTA records

3) Eligibility criteria for IT, event and executive board coordinator

- a. All the NTA members

Part 2: Candidate Nominations and List of Candidates

§ 5 Candidate Nominations

1. NTAEB issues election notification via E-mail to each individual active NTA member (according to Part1 General Provisions)
2. The right to nominate candidates according to the guidelines.
3. Each candidate nomination must pertain to a specific person in a specific position in accordance with the relevant nomination rights. For each nominee, the NTAEB must receive a written declaration of consent email mentioning the complete name and the position to which he/she wants to nominate by that nominee. Only nominations received by the deadline can be included in the process of drawing up the list of candidates.

§ 6 List of Candidates

1. NTAEB shall approve the list of candidates according to the guidelines. A cut-off date for updates and for changes of personal information following approval of the list of candidates will be observed and send to the respective candidates individually via e-mail.
 - a) For each position, the number of candidates must be at least 2 persons. Incase if

EB receives only one nominee for any position, he/she will be elected for that position unanimously.

b) If, NO nominations for any position, the predecessor will be asked to continue. Incase if he/she does not want to continue after his/her tenure, one of the executive member handles that portfolio temporarily/permanent basis.

c) One person can hold maximum of 2 positions in the board

2. If reasons' precluding a person's candidature become known after the NTAEB has approved the list of candidates, but before the cut-off date, such persons will be removed from the list. Such reasons may be, for example: withdrawal of candidature.

Part 3: Voting Procedure

I. General Regulations

§ 7 Decision on the Voting Procedure, Voting Period

1. The voting procedure will be conducted online (voting through the internet portal or email).
2. The NTAEB determines the first and last day of the voting period (first and last date on which ballots may be cast) prior to each election. The voting period will be one week.
3. The NTAEB may postpone the election at short notice or extend the voting period on compelling grounds accepted by the sitting board.
4. Election results will be made accessible for a month for reproducibility and accounting purpose.

§ 8 Election Report

1. NTAEB defines an election report template and guidelines on how and who should receive the results for further consumption and archiving

§ 9 Election Monitoring

NTAEB has the sole responsibility of conducting the election process assisted by NTA infrastructure as needed.

§ 10 Announcement of Election Results

1. After all votes have been counted (maximum a week after the deadline of voting), NTAEB will send out the results to all the nominees. The President of NTA will announce the preliminary result on the website of the NTA. The date of the announcement must be stated on the website.
2. After the deadline for challenging the election results according to defined process has passed, the President will establish the final election result by announcement to the new members to NTA through all its communication channels like website and/or e-mail to all NTA members and any external parties concerned.

II. Special Regulations for Online Elections

§ 12 Voting Documentation

Voting documentation available on NTA website consists of the election notification including access information, and instructions on the voting process and the use of the voting portal. The voting portal allows voters to cast votes by electronic ballot via the internet.

§ 11 Casting of Ballots

1. After voters authenticate themselves by entering on the voting portal the access information provided in the election notification, they may complete and cast their electronic ballot.
2. The ballot is considered cast when the online voting system displays a confirmation stating that the voting process is finished.
3. Abstentions will be counted as invalid votes.
4. Electronic ballots that have not been properly completed will be deemed invalid.
5. Information related to invalid votes should be documented and shared in the election report.

§ 12 Counting of Votes

1. Votes are counted electronically after the voting period has expired.
2. NTAEB shall monitor correct vote counting and compliance with general election principles by the online voting system.
3. In case of doubt, NTAEB as a unit shall decide the validity of a vote.

§ 15 Voting Documentation

The voting documentation consists of a ballot, a copy of the Election Regulations, and a list of candidates.

§ 13 Casting of Ballots and Counting of Votes

1. Voting will be done through email or through an online portal as indicated by NTAEB in the election notification.
2. Votes will be counted after the deadline for challenging the election. Only properly completed ballots enclosed in the proper channels (email/portal) and received by NTAEB Office by the deadline will be included in the vote count.
3. In case of doubt, the NTAEB as a unit shall decide the validity of a ballot.

Part 4: Election Board (EB) Establishment process

§ 14 Eligible Criteria/Process

- a) Must be NTA active member (Incase, if NTA active members are not interested, then members of NTA can be nominated)
- b) EB members are nominated and elected by NTA Board
- c) Minimum EB members should be two
- d) Rotation period is two years, if no new members are interested then existing members can continue.

Part 5: Formal Election Verification

§ 15 Admissibility

1. Election verification will take place only in response to election challenges or reprimands.
2. Election Challenges
 - a) Election challenges must be declared and justified to the NTAEB in writing and addressed to the NTAEB Office.
 - b) Challenges must be submitted within three weeks after the preliminary election results have been announced on the NTA website.

- c) The NTAEB shall reject any inadmissible election challenges.

§ 16 Justification

1. Any challenges to election process and results will be answered by NTAEB.
2. Any challenge not resolved by NTAEB requires immediate constitution of independent Election Regulations Board by NTA with defined time frame for resolving the challenge. In this case the resolution of Election Regulations Board will be full and final. Such board life time lives until the challenge is resolved and dissolves once a resolution is finalized and published.
3. If no violation of the Election Regulations is found, or if the violation is deemed insignificant by the Election Regulations Board, the NTA executive board shall reject the challenge or retract the reprimand as unjustified.
4. If the Election Regulations Board determines that the challenge or reprimand is justified, the NTA executive board shall choose appropriate measures to be taken, such as a repeat of the election in its entirety or at certain voting centers.

§ 17 Retention Periods

The electronic data related to the election communication, voting, counting and results will be stored until two years after the preliminary election results have been announced on the NTA website.