

## Bhutanese Community Association of Akron, Inc.

### Election Timeline

Officers of the Executive Committee appoints General Election Committee Chair and Members

Two members should be selected who will serve as coordinators for each voting place  
Coordinators are at each voting place to help in conducting the election smoothly and successfully. This is an opportunity for those members out there who are willing to contribute to the cause of the community. Those interested should contact the Chair of the General Election Committee to volunteer and be appointed.

Set election date

State nomination period

Identify candidates

Check qualifications in Bylaws

Get signed statement of willingness to hold office

Get picture of each candidate with legal name from green card or driver's license

Campaign

Information about each candidate should be communicated to all potential voters.

Name, job, something about the candidates that will help people vote, camp history, etc.

Provide information so voters can decide which candidates will make the best officers.

Publish early voting procedure

As a convenience for voters who cannot make it on the election day of MONTH, DAY, HOURS, a provision has been made so that they can vote early. Early voters can vote the previous day on MONTH, DAY from HOUR to HOUR at their voting place.

Prepare ballots

A ballot paper will consist of a color photo of each candidate.

Each candidate must send a copy of their most recent passport size photo by one week before the election day by MONTH DAY midnight to [naresh.subba1@gmail.com](mailto:naresh.subba1@gmail.com). Candidates can also stop at the Family Groceries on XXXXday, MONTH DAY between TIME AM and TIME PM and meet with Naresh Subba to get their picture taken.

Volunteers

3 to 5 volunteers are required at each voting place to help in conducting the election smoothly and successfully. This is an opportunity for those youths out there who are willing to contribute to the cause of the community and build their social skills and resume at the same time. Those interested should contact their voting place coordinator.

The General Election Committee will award a certificate of appreciation to all the volunteers.

Volunteers should go with the ballot boxes to the International Institute and assist in counting the ballots.

Identify specific voting places for each of the following areas

Tallmadge North (North of Tallmadge Avenue/International Institute)

Tallmadge South (South of Tallmadge Avenue/International Institute)

Independence Area

Cuyahoga Falls

Hold election

Bring all ballot boxes to International Institute

Seal boxes at end of voting time

All candidates should be present for vote counting and to congratulate winners.

All current officers should be present for vote counting and to congratulate winners.

Announce winners

Put on [www.bcakron.com](http://www.bcakron.com) website

Put notice on GoogleGroups email list, and through telephone calls, and conversations.

Transfer responsibility from current to newly elected officers

Transfer responsibilities at a meeting of BCAA

Completing officers should give record of accomplishments to new secretary.

Appoint Advisory Board members

Area representation

Gender representation