



THE NON-RESIDENT NEPALI ASSOCIATION AUSTRALIA LIMITED
BY-LAW
[No 2]

NATIONAL AND STATE ELECTION PROCEDURES

(By-law made pursuant to Clauses 9 10, 13, 15, 17, 18, 20, 21, 36 26 and any other clauses that may be relevant to this By-Law of THE NON-RESIDENT NEPALI ASSOCIATION AUSTRALIA LIMITED Constitution("Constitution") and NRNA Constitution 2003 (Including 2017 Amendment)).

This By-law to provide for the procedure for conducting National and State level election and related issues regarding election and formation of the NRNA Australia for NRNA Australia.

1. General

There will be a National Election Commissioner in the National Election Commission (NEC) with the State Election Commissioner as members of the National Election Commission and nominated members by the National Election Commissioner. There will be a State Election Commission (SEC) with the State Commissioner with members in the State Election Commission.

In this document, State may mean Territory. The rules and laws in this By-Law must be interpreted in the spirit of this document and the intention of the amendments to previous B-Law. The main intention of the amendments is to reform the election and make election inclusive of Nepali origin people living in Australia with neutral NRNA Australia.

The President will nominate the National Election Commissioner with recommendation from the Executive Committee.

It is important that both the Election Commission has odd numbers in the team.

Each Election Commission can nominate at least 5 members on the team or as required by the need of the Election Commission by the Election Commissioner but must need exceed more than 9 members.

The National Election Commissioner will oversee all the State Election Commissions and the National Election Commission.

In addition to his By-Law, the Election Commission will refer to Terms of Reference of the Election if endorsed by the Executive Committee. If there is conflict between them then the By-Law will take precedence.

2. Election of Candidates and Date

NRNA Australia will announce the election for National Office Bearers and members in National Coordination Committee (**NCC**), State Coordination Committee (**SCC**), International Coordination Committee (**ICC**) members, National and State Youth Forum and National and State Nari Nikunja on the month of July on Saturday or under extraordinary circumstances National Election Commission may



change the date or other requirements to hold the election other than on the month of July but Election Commission should be able to publish the elected person's final list to accommodate the delegates confirmation time frame to ICC Global Conference of that election year.

3. Validation and Dispute Resolution Committee

All or any nomination, membership or any validation including any dispute or claim in either State or National Commission to be handled by the Validation and Dispute Resolution Committee. The Validation and Dispute Resolution Committee will have seven (7) members team within the National Election Commission members appointed by the National Election Commissioner. The decision of the Validation and Dispute Resolution Committee is final.

The Validation and Dispute Resolution Committee may delegate work to the respective State Election Commission.

There may be separate Validation and Dispute Committee.

4. Duties and Responsibilities of Election Commission

The National Election Commission is primarily responsible to plan, conduct, declare result and resolve issue in relation to any part of the election or election process of the NRNA Australia election.

All the State Election Commissions have responsibilities to plan and conduct the election for SCC and also manage and facilitate the polling for NCC, ICC, National and Youth Forum and National and State Nari Nikunja in their respective State. The National Election Commission should supervise, monitor, coordinate and facilitate the election process including counting and declaring the result for National Office Bearers, NCC, ICC, National Youth Forum & National Nari Nikunja including State Elections. The State Election Commission should supervise, monitor, coordinate and facilitate the election process including counting and declaring the result for SCC, State Youth Forum & State of SCC, State Nari Nikunja and State Youth Forum. The State Election Commissions must get approval from the Nation Election Commission prior to making the election result public.

For achieving its primary duties and responsibilities, without any prejudice, the Election Commission shall have various duties, responsibilities and rights as listed below, but not limited to:

- Negotiate, arrange or hire facilities for preparing or conducting the election from NRNA Australia members or any other parties
- Appoint volunteers or paid professionals for conducting the election smoothly
- Acquire, store and utilize any information, data or materials related to election process
- Communicate, correspond or engage with NRNA Australia officials, candidates, voters or any other parties as appropriate
- Utilise means of mass communication like: news media (print, broadcast, online), social media and mass newsletter/email using NRNA Australia or other organisation's resources as appropriate
- Develop, produce and use documents, forms, applications, software or ballot papers as required by the process



- National Election Commission and each State Election Commissions are required to send the budget to the Board and it must be endorsed by the Board.
- Members of the National Election Commission and members of each State and Territories Election Commission and anyone associated with the Election including the IT members must sign the Statutory Declaration prepared by the NRNA Australia. It is a legal binding documents and members must consider it as legally binding and any breach will be reported to the appropriate agencies in Australia for the breach of Privacy and any other legislations of Australia. NRNA Australia may also take legal actions if found the breach.

5. Method of Polling

NRNA Australia's main objective is to do full online voting for both National and State Level. The challenge for Full Online Voting is the faith in community as the Full Online Voting in other Chapters of the NRNA ICC Global have created issues with Full Online Voting. Election Commission will recommend the requirements for Full Online Voting. If the membership verification is fully compliant and 100 percent reliant and the community have faith on the registered members included on the membership database that is registered with NRNA Australia, and the recommendations of the Full Online Voting by the Election Commission are met and if fair, free and transparent Full Online Voting can be done then NRNA Australia will implement Full Online Voting for all its Election. Until the Full Online Voting is not implemented, this By-Law must be implemented to conduct Election of NRNA Australia.

The National Election Commission should decide on the method of the polling whether electronic, online or paper based. If the electronic or online voting method is implemented, then the National Election Commission should procure and use the same system in all the States and Territories unless there is special or extraordinary circumstance. The National Election Commission must use a reliable and trustworthy company to contract out to conduct electronic booth voting, online booth voting and online voting system. The National Election Commission would either use one method or combination of methods to conduct election.

National Election Commission to get endorsed from the Executive Committee for the method of voting implemented in the election. The National Election Commission will direct the State Election Commission to the method of voting in respective States and Territories.

6. Requirement for Booth Voting

There are guidelines to follow when conducting booth voting. They are as follows:

- The eligible voters on the election day must present either Australian driving license or passport with eligible visa
- Election official may check the validity of member at the election day. In case if the membership is found to be invalid with evidence, the person will not be able to cast the ballot. The person must lodge appeal at least 2 hours prior to election closure



7. Requirement for Full Online Voting

There are criteria to be met when conducting Full Online Voting. They are as follows:

- National or State Election Commission must be satisfied and verified that all the eligible voters have their identity verified properly
- National or State Election Commission must be satisfied and verified the mobile numbers and emails are genuine
- National or State Election Commission must be satisfied and verified that the system is fair and transparent
- Only to use credible and reputable company to conduct Full Online Voting. National or State Election Commission must do research and demonstrate to the NCC that the Full Online Voting system is credible and reputable to make sure the public have faith on it and no issues must arise after the election results declarations.
- The Full Online Voting system must ensure that there is no room for manipulation of system or eligible voters.
- Recommendation of National Election Commission

The main objective of NRNA Australia is to go for Full Online Voting but first it must pass the above tests. In special circumstances, National Election Commissioner may use discretion for the best interest of the NRNA Australia.

8. Verification of Voters

If the National or State Election Commission is not confident on the verifications of eligible voters when conducting voting, National or State Election Commission may again verify eligible voters even after General Secretary has handed the eligible voters lists. If National or State Election Commission finds that the ineligible voters have been entered incorrectly by State Coordination Council or General Secretary due to technical or any reasons, then National or State Election Commission can remove that person from eligible voters list.

NRNA Australia has registered with VEVO. The National or State Election Commission may use VEVO or other means to verify eligible voters. National or State Election Commission may give that task to third party either in Australia or Nepal.

It is considered that the prospective Registered Members have given right to check the VEVO when registering to become the Registered Members of NRNA Australia and NRNA ICC Global that they have given permission to NRNA Australia to check VEVO for verification of their claim. This disclaimer may be included on the application forms or not.

It is important that National or State Election Commission maintains the Australian Privacy Law when conducting verification of eligible voters.



9. Code of Conduct for Election Commission

Commission Members must sign a Declaration (see Appendix 2). All the Commission Members including professional or general volunteers/officials shall be of good moral and shall abide by but not limited to, the following code of conduct:

- Shall act and shall be seen as independent
- Shall not advocate directly in favour of or against any candidate or group or interest related to this NRNA Australia election campaign
- Shall not be engaged in providing feedback or advice on candidacy or voting to vote particular candidate
- Shall not nominate themselves in any of the National Committee or State Committee candidacy
- Shall not be involved in any activities such as panel fixing, favouring, disgracing that undermine relations, cooperation and harmony among NRNA Australia members.
- Shall not be involved in campaigning for any candidate(s)
- Shall not be involved in any meeting, planning or campaign regarding consensus candidacy
- Shall maintain the confidentiality regarding all information, data, ideas, processes, communications, discussions or meeting minutes
- Shall keep all the email communications related to election process separate and secure and shall consider as NRNA Australia property
- May communicate to candidate or other stakeholders in good faith to hold election fairly and in transparent way

10. Procedure of Conducting Election

All the election process shall proceed as per the arrangement in the Constitution or By-Law of the NRNA Australia regarding election. If something is not defined sufficiently and clearly in the Constitution or By-Law of NRNA Australia, then the best practice for conducting election may be applied by the National Election Commission. If it is hard to identify the best practice for any instances, then the National Election Commission may decide on how the process should go ahead in good faith. To do so the National Election Commission may get some professional advice in relation to knowledge of the Constitution like lawyers and may seek advice of the Patron Council. The National Election Commission may engage in discussion with community leaders, candidates, representatives or voters and inform the Executive Committee. The National Election Commission may or may not consider any advice received during the process but must put weight on the advice of the Patron Council and lawyers.

11. Coordination

The National Election Commissioner is responsible for maintaining the coordination with the National Election team and State Election Commission for this election. The National Election Commissioner also will coordinate with all relevant officials and technical personnel related to the election.

Coordination among the team members of the Election Commission is the responsibility of all the team members within the Election Commission and they are encouraged to have open and concrete discussions about issues and approaches regarding election.



Each Election Commission should schedule regular meetings (face to face or teleconference call) after the first meeting of the Election Commission. The Election Commissioner should notify team members and facilitate these meetings including delegating member to take minutes.

12. Communication

Each Election Commissioners shall communicate within each Election Commission via emails, voice call or text. All the team members within the Election Commission should share their email ID, at least one phone number and other appropriate voice call ID like Skype with each other. All the discussions, ideas and opinions expressed in these communications shall be kept within the team members. Any distribution, relay or sharing of these communications with people other than the team members are considered as breach of code of conduct.

The Election Commission may use voice call, email, post mail or any mass media to communicate with other parties as appropriate. All these means of communication are considered valid methods to share information. The Election Commission should make sure only appropriate information and materials are communicated with relevant parties.

For the purpose of communicating with other parties each National and State Election Commissioner should be assigned with an email address by NRNA Australia. This email address will be shared among each Election Commissioner's members within the Election Commission. All commission team members shall make sure to protect all the email communications in this email account confidential and private unless requested by the President. Only the Election Commissioner or member authorized by the Election Commissioner for particular communication are allowed to send email via this address.

National and State Commissions will publish the media release and/or notice in NRNA Australia Website.

13. Use of NRNA Australia Logo

Logo of NRNA Australia is an intellectual property of NRNA Australia. The NRNA Australia logo is the brand of NRNA Australia and must be respected. No candidates should be using the NRNA Australia logo in their posters. Election Commission must inform all that no NRNA Australia logo can be used. After the request if the candidates are still found to be using NRNA Australia logo then it demonstrates that they do not follow the rules of NRNA Australia. Hence, if elected they will not follow the rule of NRNA Australia and does not meet the character criteria for NRNA Australia elected members or officials. Their candidacy must be made invalid unless in an extraordinary case.

They can mention that they are running for NRNA Australia election but not to use the logo in posters. It is a strict criterion that the Election Commission must enforce.

In special case, the Election Commission or Executive Committee may allow the use of NRNA Australia Logo for National or State Level. In that case, the candidates must follow the Logo guidelines of NRNA Australia National and NRNA Australia State or Territories with checking the Appendix in THE NON-RESIDENT NEPALI ASSOCIATION AUSTRALIA LIMITED BY-LAW - NRNA AUSTRALIA PRGORAMS GUIDELINES AND WORKING MECHANISM.



The Logo must be properly visible with appropriate size and must be on the top of the posters alone without associated with any flags or so on. The Logo must be on either the left-hand side, middle or on the right-hand side.

The candidates must prepare the posters and submit them to the National Election Commission and get the approval first to make it public. Without approval, the candidacy must be made invalid and nominees fees forfeited by the candidates.

National Election Commission may make template on how to use NRNA Australia logo.

14. Election Area

For the purpose of the NRNA Australia Election under clause 9.7 (c) of the Constitution, considering the tradition and fact that at the 2016 census, the Queanbeyan was part of the Canberra–Queanbeyan zone, members living in Queanbeyan, Googong and Jerrabomberra are treated as part of ACT region. Registered members from Queanbeyan, Googong and Jerrabomberra can nominate to be elected for the position of NRNA Australia from ACT region and vote in the NRNA Australia as an eligible voter of ACT region.

15. Eligibility of Candidates

All candidates must pass the character and moral test besides the specific NRNA Australia eligibility.

The character and moral test are below but not exhaustive:

- Does not have any criminal convictions – Traffic convictions are excluded
- No pending case for criminal activities
- No bankruptcy declared
- Cannot be undischarged bankrupts
- No disciplinary actions taken by any association or professional bodies
- No domestic violence charged been proved

Even if elected, if found later of above test, then that person must resign from the position and any money paid to NRNA Australia will be forfeited including election nomination fees. Election Commission may add further character or moral tests.

The below are the eligibility for the position of NRNA Australia:

i. Presidential Candidate

A prospective candidate for the role of the President of the Association must:

- (a) Be either a currently serving or previously completed a full term as a Director or a member of the NCC or ICC Global;
- (b) Not be elected to the same office for more than 2 consecutive terms; and
- (c) Not be elected from the same State or Territory for more than 2 consecutive terms.

ii. Executive Committee and NCC Members

A prospective candidate for any of the roles on the Executive Committee or NCC must:

- (a) Not hold, at the time of nomination, another office bearer position or a position of similar status in another Nepalese organization or entity similar to the Association;
- (b) Not be elected to the same office for more than 2 consecutive terms; and



- (c) Previously have served as committee member of either the SCC, NCC or ICC for Executive Committee. In case of NCC members, must have served as a member of the NCC Taskforce or committee member of either SCC, NNN or ICC.
- iii. **Committee of SCC**
A prospective candidate for any of the roles on the SCC Committee must be registered as a voter in the State or Territory where they are contesting or have been nominated for the election.
 - iv. **National or State Nari Nikunj Candidate**
A prospective candidate for any of the roles on the Nari Nikunj committee must be female.
 - v. **National Nari Nikunj Coordinator**
A prospective candidate must have served in the State Nari Nikung as a member, member or office bearers of the National Nari Nikung Committee.
 - vi. **Youth Forum Candidate**
A prospective candidate for any of the roles on the Youth Forum committee must be aged less than 40 years old as of the end of June of the election year.
 - vii. **National Youth Coordinator**
A prospective candidate must have served in the State Youth Forum as a member, member or office bearers of the National Youth Forum Committee.
 - viii. **Other Criteria**
States and Territories Treasurer and Secretary, National Woman Forum Treasurer and Secretary, National Youth Forum Treasurer and Secretary, States and Territories Woman Forum Coordinator and States and Territories Youth Forum Coordinator the time of nomination, another office bearer position or a position of similar status in another Nepalese organization or entity similar to the Association.
 - ix. **ICC Member**
A prospective candidate for the role of the ICC Global Member must have completed a term as either an NCC or ICC Committee Member or as a Director.

16. Election Calendar

The National Election Commission will publish the election calendar for election of National Office Bearers, NCC, ICC, SCC, National and State Youth Forum and National and State Nari Nikunja with the recommendation from Executive Committee. The National Election Commission shall publish the election calendar and make available for everyone who is interested to know about the election. The polling day in all the States and Territories should be same and at same time except States where there is time difference.

The election must be held on first week of July on Saturday of the election year unless on extraordinary case.



The National Election and State Commissioner may follow the following calendar.

Activities	Date	Time
Handover of final list of voters to National Election Commission by the General Secretary	31 May	
List of Eligible Members Published by The Election Commission	1 June	
Claims & Disputes on the Listed Members	2 - 5 June	11:59 PM on 5 June
Final List of Eligible Members Published by The Election Commission	6 June	
Application for Candidacy	7 -14 June	11:59 PM on 14 June
Publishing list of candidates	15 June	
Submissions about claims & disputes on Candidacy	16 - 19 June	11:59 PMon 19 June
Publishing list of candidates after considering submissions	20 June	
Application to withdraw the candidacy	21 - 25 June	11:59 PM on 25 June
Publishing final list of candidates after withdrawal	26 June	
Pre-poll public meeting for polling arrangement if required.	27 June – Till One Day Prior to Election	If Required
Casting votes for the election	First week of July	7:00 AM – 6 PM Local Time

Note: It is local time of each State and Territory.

The election calendar should be logical and may include at least following events in order:

1. Publish final list of voters as provided by NRNAA General Secretary unless Election Commission wants to re verify the voters list in special case to make sure that the voters are eligible and NRNA Australia may have missed the verification process in finalizing the final voters list.
2. Invitation for candidature for all available positions.
3. Publish the first list of candidature and invite claim or dispute on candidature.
4. Receive submissions on claim and dispute on candidature.
5. Publish the second list of candidature after consideration of the submissions.
6. Allow time to consider withdrawal from the candidature.
7. Publish the final list of candidature after withdrawal.
8. Pre-poll public meeting for polling arrangement.
9. Call for casting votes (Polling Day).



All the election events listed above should be communicated with sufficient notice and reasonable time for applications or submissions. All State and National Election Commission shall make sure that all the forms, logistic and administrative support related to these events are available for conducting election.

17. Position to Be Filled by Election Detailed to be Used by Election Commission

NATIONAL LEVEL ELECTION

NCC and Executive Committee

1. President – 1 person
2. General Secretary – 1 person
3. Secretary – 1 person
4. Treasurer – 1 person
5. Joint Treasurer – 1 person
6. National Women Coordinator – 1 person
7. National Youth Coordinator – 1 person
8. ICC Members – 7 persons – Depends on Registered Members

National Nari Nikung (NNN)

1. NNN Deputy Woman Coordinator - 1 person
2. NNN Secretary - 1 person
3. NNN Treasurer – 1 person
4. NNN Members – 5 persons

National Youth Forum (NYM)

1. NYM Deputy Youth Coordinator – 1 person
2. NYM Secretary – 1 person
3. NYM Treasurer – 1 person
4. NYM Members – 5 persons

STATE LEVEL ELECTION

Position	ACT	NSW	NT	QLD	SA	TAS	VIC	WA
(A) National Coordination Committee (NCC)								
Members	2	6	2	3	2	1	3	2
Total (A)	21							
(B) State Coordination Committee (SCC)								
State Coordinator	1	1	1	1	1	1	1	1
Deputy State Coordinator	1	1	1	1	1	1	1	1
State Secretary	1	1	1	1	1	1	1	1
State Joint Secretary	1	1	1	1	1	1	1	1
State Treasurer	1	1	1	1	1	1	1	1



SCC Members	4	14	4	8	4	2	8	4
Total (B)	88							
(C) State Nari Nikung (SNN)								
SNN Woman Coordinator	1	1	1	1	1	1	1	1
SNN Deputy Woman Coordinator	1	1	1	1	1	0	1	1
SNN Members	5	5	5	5	5	0	5	5
Total (C)	50							
(D) State Youth Forum (SYF)								
SYF Youth Coordinator	1	1	1	1	1	1	1	1
SYF Deputy Youth Coordinator	1	1	1	1	1	0	1	1
SYF Members	5	5	5	5	5	0	5	5
Total (F)	50							
Full Total (A + B + C + D)	209							

NCC Members of each States and Territories also depend on members in each States and Territories.

18. Election Budget

The National Election and State Commission must propose the budget for the election by end of May of the election year unless there is extraordinary cause for not to be able to hand the budget at end of May of the election year.

19. Voting Arrangement (Polling Day)

To make the voting easy and accessible to all the voters it is recommended to allow for extension of the voting hours from morning time to afternoon time. The duration should be sufficient for all the voters to cast their vote.

SEC should follow the instructions from NEC regarding the polling method as decided by the NEC. All SECs should arrange sufficient number of polling booths and all the logistics like ballot papers or computers for electronic voting if applicable. All the polling booths should be set in such a way to assure privacy in vote casting.

Every eligible voter will be provided with one ballot paper (paper-based voting) or one random authorization key (electronic voting) before going to the polling booth to cast their vote if applicable.

If on online voting is used in all or some areas of Australia, the special key will be provided to ensure that the right person or eligible voters receive that key whether in mobile or email. No voters can cast their vote more than one time. NRNA Australia should equip the Election Commission with sufficient resources and measures to secure the ballot. This may include electronic & physical security and presence of security personnel that is not of people of Nepali origin.

The Election Commission should arrange a polling desk to verify and record the voters before allowing them to vote. The Election Commission may arrange members of the Election Commission to be present in each polling desk or may appoint volunteers or officials for this purpose who is independent.



The Election Commission do recognize that there may be interest of every candidate to send their representative at the polling desk but may request all candidates to come up with one common representative for each candidate to polling desk or inside the polling booth. It is up to the Election Commission whether they are allowed inside the polling booth.

But in case of candidates of President and General Secretary, Election Commission must allow one representative to visit the polling booth. The frequency of the visit is determined by the National and State Election Commission.

If there is more than 100 KM distance to travel for voters to reach the designated polling center, then SEC may decide to nominate additional polling center appropriately if within the budget and endorsed by the NCC. SEC should nominate a three-member election sub-commission for each such polling center. The sub-commission should follow the guidelines of this By-Law. In those areas, online voting must be considered first before deciding to place voting booths. The Election Commission will decide on the election method with recommendation from the Executive Committee.

20. Verification of Eligible Voters

Eligible voters mean the voters listed in the final list of voters as published by the Executive Committee. Voters listed in the final list are allowed to take part in polling. If the name does not appear in the list, voters will not be able to cast their vote. If you believe that your name should be there, then please contact NRNA Australia National General Secretary or National Election Commissioner. The verification of membership for the prospective Registered have gone through three tier verification process, by the relevant State Coordinators or Vice Presidents, State Secretary, National Treasurer, General Secretary and the President in their respective State and Territory.

However, there is a chance that human error may occur. The following is the process of making sure that only the eligible Registered Members are allowed to vote:

- The verification of membership for the prospective Registered or Associate Members have gone through three tier verification process, by the relevant State Coordinators or Vice Presidents, State Secretary, National Treasurer, General Secretary and the President in their respective State and Territory. That means that any claims and dispute must be submitted according to Membership policy defined by the NRNA Australia.
- If new evidence is found then the claim & dispute can be submitted to the National Election Commissioner before the eligible voters are submitted to the vendor who manages the voting system, either ballot or online.
- In rare circumstances, if new evidence is found then the claim & dispute can be submitted to the National Election Commissioner prior or on the day of the election even the voters have been included on the online voting system. The National Election Commissioner has the discretion to make the decision based on the evidence provided. The decision of the National Election Commissioner is final and cannot be challenged.

Following are the valid identification to cast the vote. Election Commission may decide the kind of identity that would verify the identity in extraordinary case:



- Australian passport or Australian citizenship
- Nepali passport or Australian driving licence with evidence of eligible visa

No proxy vote is allowed, so the voters need to be present and cast the vote by themselves. If voters need assistance in voting, the Election Commission will provide assistance. All voters are encouraged to get sufficient information on how to cast their vote before coming to the polling station.

If any person needs assistance in the voting process, the Election Commission will help them.

21. Positions to be Elected

Following positions are available for National Coordination Committee election:

National Coordination Committee (NCC). National Office Bearers will form Executive Committee who are the directors of the Association:

1. President – 1
2. Vice President – 8 (They are elected in their State or Territories as State or Territories Coordinator)
3. General Secretary – 1
4. Secretary – 1
5. Treasurer – 1
6. Joint Treasurer – 1
7. National Youth Coordinator – 1
8. National Woman (Nari Nikunja) Coordinator – 1
9. NCC Members – 21

The 17 National Office Bearers will be the Directors including nominated position of Spokesperson and Public Officer. The president will be the Chairperson. The body will be called the Executive Committee and the Board of Directors.

The National Election Commission shall receive applications for all above positions and handle all the candidacy procedures. The State Election Commission will also oversee the voting of the National Office Bearers, ICC candidates, National Nari Nikunj and National Youth Forum in their respective States.

After conclusion of all the election held in that election year for the NRNA Australia, NEC shall declare all the result.

International Coordination Committee (ICC):

1. ICC Members – To be determined by the NRNA Constitution. The following is the method to calculate the number of ICC Members to run for election:

Registered Members Number	ICC Member Number
1,000	1
2,000	2



3,000	3
4,000	4
5,000	5
7,000	6
10,000	7
14,000	8
19,000	9
25,000	10

The National Election Commission shall receive applications for all above positions and handle all the candidacy procedures. The State Election Commission will also oversee the voting of the National Office Bearers, ICC candidates, National Nari Nikunj and National Youth Forum in their respective States.

National Nari Nikunj (NNN)

1. National Women Coordinator -1
2. National Deputy Nari Nikung Coordinator - 1
3. Secretary – 1
4. Treasurer -1
5. Members – 8 (each State and Territory shall have its own Women Coordinator)
6. Addition to No.5, there may be up to 5 elected National Nari Nikung members. If 5 National Members are not elected due to no candidacy, then they have to be nominated by the National Women Coordinator but endorsed by NNN. The members must pay the nomination fee to NRNA Australia after being nominated.

The National Election Commission shall receive applications for all above positions and handle all the candidacy procedures. The State Election Commission will also oversee the voting of the National Office Bearers, ICC candidates, National Nari Nikunj and National Youth Forum in their respective States.

State Coordination Committee (SCC)

1. State Coordinator (Vice President NCC) – 8 (for each State and Territory)
2. Deputy State Coordinator – 8 (for each State and Territory)
3. State Secretary – 8 (for each State and Territory)
4. Joint Secretary – 8 (for each State and Territory)
5. State Treasurer – 8 (for each State and Territory)
6. State Women Coordinator - 8 (already elected from State Nari Nikung)
7. State Youth Coordinator – 8 (already elected from State Youth Forum)



8. State Members – Minimum of 9 members but limited to maximum of 21 members including elected Officials as determined by the BY-LAW - Final NCC and SCC Seats Allocation Table. (For each State and Territory)

The State Election Commission shall receive applications for all the above positions and handle all the candidacy procedures.

State Nari Nikung (SNN)

1. State Woman Coordinator– 8 (for each State and Territory)
2. Deputy State Woman Coordinator – 8 (for each State and Territory)
3. Members – 5 (for each State and Territory)
 - I. Only States and Territories have a minimum of 300 Members shall have a Nari Nikunj State Team.
 - II. If a State or Territory does not have a Nari Nikunj State Team, then a State Women Coordinator may coordinate the activities of Nari Nikunj in that State or Territory in consultation with the relevant SCC.

The State Election Commission shall receive applications for all the above positions and handle all the candidacy procedures.

National Youth Forum (NYF)

1. National Youth Coordinator -1
2. National Deputy Youth Coordinator - 1
3. Secretary - 1
4. Treasurer -1
5. Members – 8 (each State and Territory shall have its own State Youth Coordinator)
6. Addition to No 5, there may be up to 5 elected National Youth members. If 5 National Members are not elected due to no candidacy, then they have to be nominated by the National Youth Coordinator but endorsed by NYF. The members must pay the nomination fee to NRNA Australia after being nominated.

The National Election Commission shall receive applications for all above positions and handle all the candidacy procedures.

State Youth Forum (SYM)

1. State Youth Coordinator – 8 (for each State and Territory)
2. Deputy State Youth Coordinator – 8 (for each State and Territory)
3. Members – 5 (for each State and Territory)
 - I. Only States and Territories have a minimum of 300 Members shall have a Sate Youth Forum Team.



- II. If a State or Territory does not have a State Forum Team, then a State Youth Coordinator may coordinate the activities of State Youth Forum in that State or Territory in consultation with the relevant SCC.

The State Election Commission shall receive applications for all the above positions and handle all the candidacy procedures. After conclusion of the election SEC shall declare the result.

Others

The National Election Commissioner may under special circumstances nominate positions for election or nomination not listed in this clause for election or number of candidates other than listed on this clause.

All election results will be published on the NRNA Australia Website or Social Medias.

24. Candidacy Validity and Procedure

All persons listed in the final list of voters published by the National Election Commission is eligible to become candidate for any available position in that State or

National or International Coordination Committee after meeting the edibility criteria in the Constitution or the By-Law.

Candidate for the President should be a serving any full term of National Office Bearer, member of the NCC or Executive Committee in the past or present are eligible for the nomination of the president beside other criteria.

The candidate for the Youth Coordinator of NCC must be under 40 years of age as of 30 June in the election year.

The eligible candidates should apply for their candidacy to the relevant Election Commission in the official application form, statutory declaration prescribed by the NRNA Australia with applicable fee. The Election Commission may provide instruction on how to complete the form.

It is advisable for all candidates to briefly describe their profile and also briefly indicate their election manifesto in their application. When called for withdrawal of candidacy, candidates are able to withdraw their candidacy using official withdrawal application form.

The following code of conduct, but not limited to this list, applies to all the candidates:

- Shall be of good moral.
- Shall have no criminal conviction except for minor traffic offence.
- Shall be able to serve objectives and programs of NRNA and NRNA Australia.
- Shall be able to commit all required time and effort to maintain and achieve the position's expectations and responsibilities.
- Must not have been a member, any position holder or office bearer in an organization (association) or group either in Australia or worldwide which has association or alignment with political, regional, racial, religious or ethnical organization (party) and its sister organizations in Nepal or worldwide excluding Australia in the period of three (3) years immediately before the day



the nomination for an election the election year. In order to make clear, in addition, any candidate must not also be a member, any position holder or office bearer in an organization (association) or group worldwide excluding Australia which promotes political, regional, racial, religious or ethical agenda.

- Shall not misuse any resources of NRNA for their election campaign, which is accessible to them due to any other duties or responsibilities.

In case invalid candidate is elected or nominated at the election, anytime during the term of that elected or nominated person, if the NRNA Australia found to be proven or someone made a claim that is substantively proved then that person is removed or expelled from the position of the NRNA Australia, and no refund is paid for the nomination fees for the election. That removed or expelled person must properly hand over all the tasks and responsibilities to the Executive Committee.

The candidates must be the Registered Members of the NRNA Australia at the time of nomination. The definition of Registered Members can be found in THE NON-RESIDENT NEPALI ASSOCIATION AUSTRALIA LIMITED BY-LAW - MEMBERSHIP PROCEDURES AND REGISTRATION - No 1.

22. Publication of the Election Manifesto

National or State Commission should publish manifesto of each candidate in the newsletter, websites or other medium as appropriate if requested by the candidates. If the technical issues do not permit to list all candidates' manifesto, then National or State Commission may find ways to promote candidates.

23. Election Campaign

No candidate, supporter or any individual are allowed to campaign or get assistance in campaign that display flag, merchandize, pamphlet, picture, image, communication or anything related to political, regional, racial, religious or ethical association or group and its sister organizations in Nepal or other countries excluding Australia. It applies to all social media, physical premises or any shape or form that is intended to be used as campaign in the election.

The candidacy will be immediately made invalid and banned from running for election unless it was unintentional mistake. The unintentional mistake defense can be used only once. In the second time, the candidacy will be made invalid and banned from running in the election for that election year period.

24. Resignation from Other Post to Stand for Election of NRNA Australia

If anyone wants to run for election for NRNA Australia, candidate must resign from association or group either in Australia or around the world where the candidate has held the position of either office bearer, advisor or executive member. It does not apply to NRNA Australia, or associations registered in Australia excluding all Nepali based associations or groups. In order to clear confusion, candidate must resign from any association or group registered within Nepali community in Australia.

Even if it did not get noticed on the election, anytime during the term, if the NRNA Australia found or someone made a claim that is substantive then that person is removed or expelled from the position of the NRNA Australia, and no refund is paid for the nomination fees for the election. That removed or expelled person must properly hand over all the tasks and responsibilities to the Executive Committee. The



Executive Committee will find a replacement for that position. If the handover by the expelled person is not done in the satisfaction of the Executive Committee, then NRNA Australia may seek legal action.

The above conditions apply to ICC prospective candidates also.

25. Election Day Code or Password Generation for Regional Area

The Election Commissioner may appoint Coordinator in the region on the recommendation of the State or Territory Election Commission. The coordinator is there to manage the booth only to make sure that the election is fair and transparent. The registered members should personally call the team from the mobile that was registered with the NRNA Australia member registration in their respective State Election Commission from that region of Australia. There may be a dedicated team of maximum of 3 members with one Coordinator whose tasks is to provide the code or the password and voting link to the person that has called or emailed in their respective State Election Commission.

The member at the major city in each State where the members are dedicated to providing code or password and voting link must check the following:

- When registered members calls from mobile if it is same mobile number that was registered in the membership registration form. If it is different mobile number, then the code and password cannot be provided. Code or Password can be sent to mobile or orally given.
- When the registered members call, they must from regional area as stated by the Election Commission. If it is not from that Suburb or Post Code, then the code and password cannot be provided. It is to stop people calling from metropolitan area.

It is possible that large numbers of people may be calling. The registered members should continue trying to reach the dedicated number at the major city in their State.

NRNA Australia may provide laptops or wireless. In other cases, the people in their area can bring their own laptops or wireless. In the area, where there are less people, they can vote from their home as well. The system is manipulation proof.

The main intention of the NRNA Australia is that all registered members are allowed to vote as far as possible.

The code for the Voters to vote is provided to the Election Commission on the day of the Election or prior to the Election centrally. The dedicated person who has access to the code must follow the Australian Privacy Law. Any breach will be reported to an appropriate agency for fraud or breach of privacy to relevant authority. The code will be sent to other.

States or Territories to conduct the Election. Same Australian Privacy Law will apply to States or Territories Election Commission who has access to the code.

In some cases, the code is sent to mobile as SMS or email depending on the vendor. In all cases, the Australian Privacy Law applies to all person that has access to privileged information and code.

Even in the new system the above criteria must be used unless there is an extraordinary case.



26. Electronic Devices Inside the Polling Booth

Except the voters, all members of the Election Commission must not take any electronic devices like mobile phones and so on inside the Polling Booth. Those devices must be kept outside with volunteers or security guards. Once outside they can use the devices and give the device back when entering the Polling Booth.

The only exception is for the person decided to provide code to remote areas. The device must be used only for proving code and nothing else. Any breaches will be dealt with appropriate agencies. They must follow Australian Privacy Law.

27. Logistics

States or Territories Election Commission must manage the logistics for the Election Day.

The important logistics to consider are as follows but not exhaustive:

- **Venue**

Size of the venue must be according to the number of voters. The venue must be in central location so that the voters from major cities can travel within 100 KM.

- **Security**

The number of security guards must depend on number of voters and Election Commission must use Australian standard to determine the required security guard for the number of voters.

- **The Third-Party Verifier**

States or Territories Election Commission must invite the Verifier 30 minutes prior to the Voting Time to give a brief. States or Territories Election Commission can also send email about the Election process or materials given by the vendors to the Verifier so that they are accustomed to the Election. Verifier may be provided a list that is properly drafted and printed so that at least Member ID, Member Name, Member State, Type of Registration, Suburb if applicable, Verified, Name of Verification Done By, Signature of Verification Done, Name of Code Given By, Signature of Code Given by and Comments in the column is included. The number of Verifier required is determined by the voters. The Verifier must be from background who is not of Nepali origin.

The Nepalese volunteer will sit beside to assist the Verifier but cannot influence the Verifier.

At the end of Election, each States or Territories Election Commission must provide that list to the NCC for record and to know who voted and who did not.

And the same goes for online voting. The Election Commission should give the list of voters with who voted and who did not.

- **Laptops or Desktops or any Medium Necessary for Voting**

States or Territories Election Commission must contact relevant company to hire the above equipment for the Election Day to complete the Election properly. The number of equipment required depends on the voters. States or Territories Election Commission must inform the NCC with budget.



States or Territories Election Commission may bring their own laptops to reduce the costs.

- **Internet**

States or Territories Election Commission must organize the wireless or any other internet connection to conduct the Election properly. There should no shortage of bandwidth or disruption on the online voting.

- **Refreshments**

It is important that the States or Territories Election Commission provide refreshments for the team and volunteers.

- **Volunteers**

If the member on the States or Territories Election Commission is not enough to handle the Election, States or Territories Election Commission may recruit volunteers.

- **How To Vote Card**

States or Territories Election Commission must provide the How to Vote Card

To the Voters proved by the vendor of the election system. States or Territories Election Commission may customize to make it easier for the voters.

- **Basic**

States or Territories Election Commission must let the toilets shown and appropriate label posted in the Election Area so that the voters are not confused. The example may be Entrance, Voting Area, exit place after voting and so on.

- **Table and Chair**

States or Territories Election Commission must provide required number of tables and chair for their use plus the use for Verifiers.

The above is the main logistics. States or Territories Election Commission may include others that have been missed.

28. Registered Members Interstate or Overseas

The main intention of the NRNA Australia is that all registered members are allowed to vote as far as possible. In case of with urgent need at the day of the election if the registered members are not present in their respective State, then they must be allowed to vote if they are in Australia. They will call from the mobile number that is used to register their membership.

In case the registered members need to go overseas, then they must be allowed to vote from overseas as well if the system allows for it. Any online voting system that we implement should be manipulation proof. Any new system must be manipulation proof even if they use their won desktop, mobile phone or laptop.

In case they need to go overseas, they must email both their respective Election Commission and dedicated email address at least 1 clear working day prior to your departure [State].Verify@nrn.org.au with the following documents:

- Itinerary
- Payment of Receipt for Airfare



- Reason for Travel

The member at the major city in each State where the members are dedicated to providing code or password and voting link must check the following:

- When registered members emails then it must be the same email that was used to register in the membership registration form. If it is different email, then the code and password cannot be provided.
- Make sure to check your inbox once every hour.

On the election day they must email at [State].Verify@nrn.org.au to get the Code or Password and voting link. In the email, the registered member must mention again:

- Full Legal Name
- Membership ID
- State of Residence
- The Location of the Registered Members at the time of Voting

29. Definition of Major Cities and Remote Areas

The major cities are as follows:

- i. Sydney
- ii. Melbourne
- iii. Brisbane
- iv. Hobart
- v. Perth
- vii. Darwin
- viii. Canberra

The State Election Commission will decide the Remote areas which are more than 100 KM far away from major cities booth area, considering the Suburb or Post Code.

In Remote Areas, there will be a team of maximum 3 members to oversee the fair, free and transparent Election in Booth voting. The NRNA Australia may provide wireless or laptops. If it is not provided, then the State Commission should provide or organize to meet the demand of the Remote areas, the number of wireless or laptops and that costs should be included in the Election Budget for each State and Territories. The booth for

the Remote Areas for each State and Territories should not be more than 15 areas unless extraordinary case applies.

The members of the Remote areas must also sign the Statutory Declaration and hand it to the Executive Committee and the same rules apply to them as members of the Election Commission as stated in clause 5 of this By-Law.

In Regional Areas also there should be booth with maximum of 3 persons of balanced team to coordinate the Election in the respective State and Territory Regional Areas to conduct fair, free and transparent



Election. Those 3 people will only have access to the code given by the team from their respective State and Territory major city Election Commission. In this case, the code is automatically generated to the voters then it does not apply but only oversee the running of the Election in smooth manner.

The 3-member team selected by the State Election Commission of each State and Territory should be supported by the Executive Committee and the National Election Commission.

In the case of full online voting, the above conditions may not be applicable. And secure, fair, free and transparent online voting occurs. And the number of National and State Election Commission may be reduced. The role of the State Election Commission will be to check the verification of voters provided by the National General Secretary until the Election Day even the voters lists have been provided to the vendor and advise on the situation of each State and Territory and the old job descriptions may be applicable.

In the case of the Full Online Voting, the above conditions do not apply.

30. Important Contact for Election

The important contacts for the Election are as follows:

National Election Team

SN	Position	Email
1	National Election Commissioner	election@nrn.org
2	Membership Resolve and Issue Team	membership@nrn.org.au
3	Membership Resolve and Issue Team	VP in your State

State Election Commission

SN	Position	Email
1	ACT Election Commissioner	act@election.nrn.org.au
2	NSW Election Commissioner	nsw@election.nrn.org.au
3	NT Election Commissioner	nt@election.nrn.org.au
4	QLD Election Commissioner	qld@election.nrn.org.au
5	SA Election Commissioner	sa@election.nrn.org.au
6	TAS Election Commissioner	tas@election.nrn.org.au
7	ACT Election Commissioner	vic@election.nrn.org.au
8	WA Election Commissioner	wa@election.nrn.org.au

Election Day Code and Password Verification Team

SN	Position	Email	Mobile 1	Mobile 2
1	ACT Voters Verifier	act.verify@nrn.org.au	TBA	TBA
2	VIC Voters Verifier	vic.verify@nrn.org.au	TBA	TBA
3	WA Voters Verifier	wa.verify@nrn.org.au	TBA	TBA



4	SA Voters Verifier	sa.verify@nrn.org.au	TBA	TBA
5	NT Voters Verifier	nt.verify@nrn.org.au	TBA	TBA
6	NSW Voters Verifier	nsw.verify@nrn.org.au	TBA	TBA
7	TAS Voters Verifier	tas.verify@nrn.org.au	TBA	TBA
8	QLD Voters Verifier	qld.verify@nrn.org.au	TBA	TBA

If more mobiles are required depending on the size of the booth, then the Election Commission may add extra Mobile No for eligible voters to contact their respective States or Territories.

31. Promotion of Candidates on the Election Day

If booth voting is proposed, then no candidates should put their marketing materials near the polling booth, and it should be at least 200 meters away from the polling booth entrance or as decided by the National or State Commission.

32. Jurisdiction of the Commission

To make sure the election will be held smoothly and impartially the following, but not limited to the list, are jurisdiction of the Election Commission:

- Resolve, arrange and publish date, time and location for election activities including polling.
- Determine, acquire and utilise procedure, methods and equipment for polling.
- Identify, orient and engage resources, supporting team and volunteers as required.
- Define and implement counting methods for the casted votes.
- Engage security personnel to secure the polling centre and resources during the polling and counting of votes.
- Remove, sack or reject any people or materials in polling centre which adversely affect the election process.
- Assist National Commission to identify, negotiate and engage any contractor including software, hardware and personnel to complete the election. State Commission monitors and facilitates the election process.
- Organise and/or engage in public discussions with community leaders, candidates or voters in election processes.
- Prepare, communicate and publish press releases, documents or forms related to election process.
- Ask for and verify identity of voters to allow voting right.
- Get professional and legal advice and materials from any other parties or person.

33. Candidacy Fees and Withdrawal

The fees of candidacy are set each election year by the National Election Commission by the recommendation of President as endorsed by the NCC. The candidacy fees cannot be lower than the last election due to inflation and other reasons. The withdrawal of candidacy prior to withdrawal date or later is



not eligible for refund of candidacy fees. The only thing the Election Commission will do is to remove the withdrawal candidates is to remove the name from the ballot box.

The invalid application will also not get a refund of the fees. It is up to the prospective candidates to follow the guidelines of the NRNA Australia Election Procedures. Ignorance will not be the excuse for a refund or any other reasons.

The Election Commission must put the above conditions when opening the nomination forms for the election.

34. Candidacy Fees

The nomination fees will be recommended by the President with endorsement from the NCC. The fees are based on position, responsibilities and power of the position other than inflation and other factors.

National or State Commission must follow the following fees for candidates unless there is extraordinary case. But the fees cannot be lower than the fees listed below:

Position	Fees
National Team	
National President	\$2,000
ICC Members	\$1,000
National Vice President (SCC Coordinator)	\$1,200
National General Secretary	\$1,400
National Secretary	\$1,000
National Treasurer	\$1,200
National Joint Treasurer	\$1,000
National Youth Coordinator	\$1,000
National Women Focal Point (Coordinator of National Nari Nikunja)	\$1,000
Nominated National Spokesperson and National Public Officer	\$1,200
Nominated National Public Officer	\$1,000
NCC Members and Nominated NCC members	\$750
National Nari Nikung and Youth Forum	
National Deputy Youth and Woman Coordinator	\$600
National Youth and Woman Forum Secretary	\$500
National Youth and Woman Forum Treasurer	\$500



National Youth and Woman Forum Members	\$300
State and Territory – SCC	
SCC State Deputy Coordinator	\$600
SCC State Secretary	\$650
SCC State Joint Secretary	\$400
SCC State Treasurer	\$650
SCC State Members	\$300
State Youth Forum and Nari Nikung	
State Woman and Youth Forum Coordinator	\$500
State Deputy Woman and Youth Forum Coordinator	\$400
State Woman and Youth Forum Members	\$200

Important Note for ICC Members Candidates:

The nomination fees paid by the ICC members is for election fees paid to NRNA Australia. They need to pay an ICC Levy equivalent to NRS 100,000 or amount specified by the ICC prior to going for NRNA ICC Global Conference. All ICC members need to pay NRNA Australia ICC Levy at least 4 weeks prior to the NRNA ICC Global Conference or the NRNA Australia will not send the list of elected ICC members to the INRNA ICC Global. In that case, the elected ICC members will be null.

The present By-Law of NRNA ICC Global states that the NCC must collect ICC Levy and hand it to NRNA ICC Global prior to the NRNA ICC Global Conference.

The fee may change at any time.

Important Note for Nominated Office Bearers or Members:

All nominated office bearers or members either in State or National must pay the applicable candidacy fee. In case the candidacy fee has not been paid in reasonable time, the nominated office bearer or member position will be invalid. The Executive Committee or relevant Committee must appoint another person for the position.

Important Note for NRNA Australia Candidates:

- Under no circumstances, there is a refund after filing the nomination. Even if the nomination is invalid, there is no refund. It is up to the candidate to make sure that the nomination is valid.
- When the candidates withdraw from the election prior to withdrawal date or after, no refund is available. Please make sure that you intend to run for election when filing the nomination. If the withdrawal is done



prior to withdrawal date, then the name won't appear on the ballot paper. If the withdrawal is done after the withdrawal date, then the name will appear on the ballot paper.

The candidate may pay fees directly to the NRNA Australia account or other account nominated by Election Commission and mention your name in Reference and send the receipt to the Election Commission.

The account details are as follows:

Bank: Westpac

Account Name: NRNA Australia

BSB: 032006

Account Number: 307982

Reference: Your Name

The bank account may change if the National Treasurer provides a different account for the purpose of collecting nomination fees.

The fee has been lowered to attract elected officials and members in a State/Territory where there are less than 300 registered members. The following are the fees for the State or Territory where registered members is less than 300:

VP - \$1000

SCC State Deputy Coordinator - \$400

SCC State Secretary - \$500

SCC State Joint Secretary - \$300

SCC State Treasurer- \$500

SCC State Members - \$200

State Youth and Woman Forum Coordinator - \$300

The fee may change at any time.

35. Disputes & Conflict

The decisions made by the Validation and Dispute Resolution Committee will be binding and final. Only the Validation and Dispute Resolution Committee will make decisions on dispute or conflict that has been submitted to either State or National Election Commission.

Any review for decision can be made to the State or National Election Commission in writing and the Validation and Dispute Resolution Committee will review the decision internally, possibly may involve the members of Patrons of NRNA Australia.

The respective Election Commission will communicate about the final outcome of the internal review to the person seeking the review. Any written application for review may not trigger interruption in the ongoing process but respective the Election Commission will make sure the review process starts as soon as possible. The outcome of the review by the National Election Commission is final.



Any disputes and submissions related to candidacy will only be entertained if received in the allocated time period as per election calendar published by the Election Commission in prescribed form.

In case, any disputes or conflicts arise in relation to interpretation of the election guideline, procedure, constitution or any other documents then the Validation and Dispute Resolution Committee may get advice from the Constitution Interpretation Team formed by the NCC to resolve the issue.

In case of any disputes or conflict, the Validation and Dispute Resolution Committee may engage in discussion with the parties involved for resolution.

The Validation and Dispute Resolution Committee will not entertain any disputes related to voters list as this matter is proposed to be handled by separate committee formed by the NRNA Australia General Secretary unless there is case of clear invalid voter with substantial evidence.

In rare case, it may only be Dispute Resolution Committee with separate Validation Committee.

36. All Positions Not Filled

In the case where all the positions for election is not filled at the election, each States and Territories (SCC), National, State and Territories Nari Nikung and National, State and Territories Youth Forum may nominate required positions to be filled after the election to make the NRNA Australia team full. The nominated person has to be presented to the Executive Committee and endorsed by the Executive Committee. The Executive Committee must endorse the nominated person recommended unless there are certain grounds for not recommending the nominated person. The Executive Committee must give reasons for not endorsing the nominated person to each States and Territories (SCC), National, State and Territories Nari Nikung and National, State and Territories Youth Forum. Nominated person must pay the nomination fees for their positions that is applicable at the time of the election to NRNA Australia in that election year.

In rare circumstances where majority Executive Committee is not formed in the election period or after the election, National Election Commission headed by the National Election Commissioner with recommendation from Patrons of the NRNA Australia will complete or establish the Executive Committee for that tenure. After the formation of the Executive Committee, Executive Committee will fill the remaining positions in the NRNA Australia with recommendation from relevant SCC.

37. Dissolution of National and State Commission

The National and State Commission or any other teams that have dealt in the election will dissolve after 2 weeks from the day the National Election Commissioner hands election report to the either current or newly elected Executive Committee and the majority Executive Committee is established either through election or nomination.

38. Amendment

The Executive Committee with majority may remove or insert (or add) words, sentences, or paragraphs in this By-Law.



Appendix 1 - More Information about NRNA Australia Election

The National Coordination Committee

The 41 NCC members of the association shall comprise of:

1 President	1
2 Vice-Presidents (Coordinators of SCC)	8
3 General Secretary	1
4 Secretary	1
5 Treasurer	1
5 Joint Treasurer	1
6 Women Coordinator (Coordinator of Nari Nikunja)	1
7 Youth Coordinator (Coordinator of Youth Forum)	1
8 Spokesperson (Appointed by the President and endorsed the NCC)	1
9 Public Officer (Appointed by the President and endorsed by the NCC)	1
10 Members	
• Seat allocated to each State	8
• Nominated by the President and endorsed by the NCC	3
• Remaining 13 seats	13
Total	41

Size of State Coordination Committees

Each State and Territory shall have a State Coordination Committee of NRNAA. The SCC shall have members including office bearers equal to three times the State's seats in the NCC plus one if required to make the number an odd number.

Tenure, Eligibility and Election Procedure

1. National Office Bearers and all elected members in the election have tenure for 2 (two) years only but shall be eligible for re- election. The tenure shall start from the handover date at the AGM.
2. Eligibility of candidates
 - 2.1 The President of the Association shall not be eligible for re-election in the same position for any two consecutive terms.
 - 2.2 A registered member of NRNAA who a President, Vice President or General Secretary is also, Secretary or appointed or elected for a position of similar status in any other Nepali CBOs shall not be eligible to stand for any of the position of President, Vice President, General Secretary and Secretary of the NCC or SCC of NRNAA. Anyone holding such a position in other organization/s must present evidence of his / her resignation approved from the respective organization/s before nominating for the above positions of NRNAA.
 - 2.3 Candidates for all positions must be of good moral character and integrity and shall be a current member of NRNAA. He/she should declare in the application for nomination that he/she has not been involved in any unacceptable practices including criminal activities and fraud of any kind.
 - 2.4 Candidate for president should be a serving any full term of National Office Bearer or member of the NCC members in past or present are eligible for the nomination of the president.

Voter Lists

1. All NRNs who are current Registered Members of NRNAA on 30 April of the election year shall be eligible to participate in the election processes and shall be listed in the voter's list unless some extraordinary circumstances occur.



2. By May 31 of the election year, the General Secretary shall publish the list of eligible voters.

State Election Commission (SEC)

1. Current National Office Bearers and members of NCC or SCC shall not be eligible to serve in the SEC. All SCC shall recommend a SEC to the President. NCC shall endorse the SEC.
2. The SCC shall furnish SEC with all information and support, including but not limited to the current voter's list and their email addresses, required to conduct the election freely, fairly and efficiently.
3. NEC is responsible to write the rules, processes, procedures and election calendar of ICC members, Youth Forum, Women Forum, National Office Bearers, NCC & SCC elections in conjunction with NCC and SEC.

National Election Commission (NEC)

1. Members of the National Election Commission shall not be eligible to be candidates for the, Youth Forum, Women Forum, National Office Bearers, SCC, NCC or the ICC members. However, the newly elected president, upon the approval of the new NCC, may nominate them, with their consent, as executive members of the NCC or advisors to the NCC.
2. The Election Committee shall decide its own procedure to hold the elections.
3. The NEC shall decide the method of voting including postal, online or any other method in consultation and agreement with National Office Bearers.
4. NEC is responsible to determine the voting methods (online, electronic or ballot papers) in conjunction with NCC & SEC.

Election of ICC members

- a) All registered members of NRNAA who meet the qualification specified in the constitution of the NRNA and the guidelines set out by the ICC may nominate for the Australian quota of the ICC members.
- b) The registered NRNAA members shall vote for the candidates for the ICC members at same time with NCC, SCC, Woman Forum and Youth Forum election.



Appendix 2 - Declaration to be Signed by Members of Election Commission

NRNA Australia [Select Level](#) Election Commission [Select State](#)

Declaration to NRNA Australia Limited (ACN - 633 352 226) (NRNAA)

I, [Insert name here](#), of the [Insert full address here](#), as a member of the Election Commission for [Choose appropriately here](#) to conduct the Election of Non-Resident Nepalese Association of Australia (NRNAA) do solemnly and sincerely declare:

1. I do understand the duties and responsibilities of the election commission and my duties and responsibilities within the team, and I do agree to complete my duties in voluntary basis with my full effort and honesty.
2. I do assert that I will abide by all the code of conduct applicable to members of this election commission.
3. I do appreciate the confidentiality requirement of any election process and adhere to the confidentiality policy all the time and do not share any confidential information even after completion of the election process.
4. I do avoid being involved in any activities that favour or dishonour any voters, candidates, groups, ideas etc. during this election process.
5. I do confirm that I won't be taking any advice or instructions from any individual or group regarding my duties and responsibilities as election commission member unless it is professional or legal advice. I do agree to declare all such advice, if received, to the commission.
6. I do act and do express my views without any prejudice in good faith to conduct the election impartially.
7. I do agree for commission to distribute and/or publish (only when required) my name and/or contact details.
8. I do understand that as a voter I am allowed to cast my vote, but I won't take part in campaign for any candidate and offer my advice to other voters about selecting candidates.
9. I do agree to accept any other requirements obligated by this commission on time to time during this election process.

Declared at [Suburb here](#)
in the state of [Select State here](#).

On the [Select day here](#) of [Click here to enter a date](#)

(Signature)



Appendix 3 - Election Calendar Release

NRNAA Select Level Election Commission Select State

Election Calendar

NRNAA Select Level Election Commission Select State would like to notify all the voters and concerning public the following election calendar for the purpose of conducting election for Select Level Coordination Committee Select State , Youth Forum and Woman Forum of Non-Resident Nepali Association Australia. If you have any query on this election calendar or any other concerns about the election, please direct them to the Select Level Election Commission in [email here](#) and we will come back to you.

Please note that NRNAA Select Level Election Commission will also be conducting the election for International Coordination Council at the same time, so it is advised to check the communications from them as well.

The Election Commission would like to request everyone to share this information within their connection as appropriate.

Please check Clause 17 of this By-law for Election Calendar. Election Commission must follow the Election Calendar unless there is extraordinary case.

The Election Commissioner

NRNAA Select Level Election Commission Select State



Appendix 4 - Application Form for Candidacy

NRNAA Select Level Election Commission Select State

Application for Candidacy

Section 1 Candidacy Detail (Please provide all relevant information)

I would like to apply for candidacy for following position available for Non-Resident Nepali Association of Australia. I am a lawful member of the NRNA Australia, and my application has been submitted with statutory declaration prescribed by NRNA Australia and payment receipt.		
Candidacy for: Choose Position here		
Personal Details of Candidate (Provide all relevant details)		
First Name: Given Name	Last Name: Last Name	NRNAA No: Member No
Residential Address: Residential Address		
Suburb: Suburb	Post Code: Post Code	State: State
Email: email address		Phone: Contact No
I state that the information I have provided is true and correct to the best of my knowledge. I also acknowledge that the Election Commission may release my personal details as appropriate to the election process.		
Signature:		Date: Date here

Note: - 1. Please note that the withdrawal of candidacy at any stage is not eligible for refund of candidacy or registration fees.

2. You must not be a member, any position holder or office bearer in an association or group either in Australia or overseas which has association or alignment with political, regional, racial, religious or ethical party or association and its sister organizations in Nepal in the period of three (3) years immediately before the day the nomination.

Section 2 Payment Details (Please provide proof of payment along with your application)

BSB: 032006 A/C No: 307982 A/C Name: NRNA	Candidacy Fee (\$): Fee amount
Payment Proof: indicate what kind of proof attached	



Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration* |,1

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs* 2

I am a candidate in the Non-Resident Nepali Association (NRNA) Australia election.

As a part of the election, I further declare the following:

1. I am good moral.
2. I have no criminal conviction.
3. I will serve objectives and programs of NRNA Australia and Non-Resident Nepali Association (ICC)
4. I will commit all required time and effort to maintain and achieve the position's expectations and responsibilities.
5. I was not a member, any position holder or office bearer in an association or group either in Australia or overseas which has association or alignment with political, regional, racial, religious or ethical party or association and its sister organizations in Nepal in the period of three (3) years immediately before the day the nomination.
6. I will not misuse any resources of NRNA for their election campaign, which is accessible to them due to any other duties or responsibilities.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration* 3

4 *[Optional: email address and/or telephone number of person making the declaration]* 4



5 Place Declared at ⁵ on ⁶ of ⁷

6 Day

7 Month and year

Before me,

8 Signature of
person before
whom the
declaration is
made (see over) 8

9 Full name,
qualification and
address of person
before whom the
declaration is
made (in printed
letters) 9

10 [Optional: email
address and/or
telephone
number of person
before whom the
declaration is
made 10

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.



Appendix 5 - Submission Regarding Candidacy

The Commissioner

Select Level Election Commission Select State

Non-Resident Nepali Association Australia

I would like to submit my claim or dispute, in good faith, regarding the initial list of Candidate published by this Commission. I do declare that all the information I have provided herewith is true and correct.

Why I am submitting: (Please choose one of following)

Note: If submitting for more than one claim or dispute please provide separate submission for each one

The candidates' list includes someone who should not be in the list	<input type="checkbox"/>
The candidates' list excludes someone who should be in the list	<input type="checkbox"/>

Detail of the Candidate: (Provide as much details as possible of who is wrongly included in or excluded from the list)

Candidacy for: Choose Position here		
First Name: Given Name	Last Name: Last Name	NRNAA No: Member No
What is your reason: Your reason for submission		
Any proof, if applicable: Please describe if you have any proof attached with this submission		

Detail of Submitter (Please provide all relevant information)

First Name: Given Name	Last Name: Last Name	NRNAA No: Member No
Residential Address: Residential Address		
Suburb: Suburb	Post Code: Post Code	State: State
Email: email address	Phone: Contact No	
Signature:	Date: Date here	

Note: Election Commission will not make the details of the submitter public, and information provided here will only be used for the Commission's purpose.



Appendix 6 - Application to Withdraw Candidacy

The Commissioner

Select Level Election Commission Select State

Non-Resident Nepali Association Australia

I would like to withdraw my candidacy. I am tendering my application with my full awareness and without any influence or threat by any person or groups. I do declare that all the information I have provided herewith is true and correct.

Detail of the Candidate:

Candidacy for: Choose Position here		
What is your reason: Any Reason for withdrawal, if you would like to share		
First Name: Given Name	Last Name: Last Name	NRNAA No: Member No
Residential Address: Residential Address		
Suburb: Suburb	Post Code: Post Code	State: State
Email: email address		Phone: Contact No
Signature:		Date: Date here



Appendix 7 - Final List of Voters and Call for Candidacy

NRNAA Select Level Election Commission Select State

Final list of Voters and call for candidacy

Please find attached the final list of voters for election of State Coordination Committee, **Select State** of Non-Resident Nepali Association Australia (NRNAA). The Election Commission, after considering all the submissions received, publishes this final list of voters eligible to vote for National and State Coordination Committee in **Select State**.

The Commission would like to call all the eligible voters to submit their written application for candidacy using appropriate form, which is available in NRNAA web site, by **Date here**. You can visit the NRNAA web site for election procedure and guidelines for details in Candidacy. Application for candidacy should be complete and signed. Application should be sent to the Election Commission by due date in the Commission's email address which is **email here**

NRNAA National Election Commission would have also announced application for National Coordination Committee Candidacy. Please check their announcement on the NRNAA web site for details of the announcement. Please note that all communication related to National Coordination Committee should be directed to the National Commission in **email here** which is their official email address.

If you need any information about the election process and candidacy, you may request the Election Commission via email in **email here** and the Election Commission will inform you the appropriate details and may provide you reasonable assistance.

The Election Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

NRNAA Select Level Election Commission Select State

Attached:

- 1) Final list of Voters for NRNAA National & State Coordination Committee in **Select State**
- 2) Official form for application of Candidacy.



Appendix 8 First List of Candidate

NRNAA Select Level Election Commission Select State

First list of Candidate

Please find attached the first list of candidates for election of Select Level Coordination Committee Select State of Non-Resident Nepali Association Australia (NRNAA).

The commission would like to invite any submissions regarding disputes and claims on this first list of candidates by [Date here](#) in writing using application form available in NRNAA web site. Alternatively, you may request the application form via email and the Election Commission will forward you the correct form. All the submissions should be directed to the Election Commission via email in [email here](#).

NRNAA Select Level Election Commission would have also announced the first list of candidates for Select Level Coordination Committee. Please check their announcement on the NRNAA web site for details of the announcement. Please note that all communication related to any other Coordination Committee should be directed to the particular Election Commission in their email address which is available on the NRNAA web site.

The Election Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

NRNAA Select Level Election Commission Select State

Attached:

- 1) First list of candidates for NRNAA Select Level Coordination Committee Select State
- 2) Official form for submission of any disputes and claims on the list.



Appendix 9 - Second List of Candidate after Submission

NRNAA Select Level Election Commission Select State

Second list of Candidate after considering submissions

Please find attached the second list of candidates for election of **Select Level** Coordination Committee **Select State** of Non-Resident Nepali Association Australia (NRNAA). The Election Commission, after considering all the submission received, publishes this list. This second list automatically supersedes the first list published by this Election Commission before.

The Election Commission would like to allow all the candidates the opportunity to consider their application for candidacy. Candidates may apply for withdrawal of their candidacy in writing using appropriate form by **Date here**. Application form is available in NRNAA web site or alternatively you may request for the application form via email and the Election Commission will forward you the correct form. All the communications should be directed to the Election Commission via email in **email here**.

NRNAA **Select Level** Election Commission would have also announced the second list of the candidates for **Select Level** Coordination Committee **Select State**. Please check their announcement on the NRNAA web site for details of the announcement. Please note that all communication related to any other Coordination Committee should be directed to the particular Election Commission in their email address which is available on the NRNAA web site.

The Election Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

NRNAA **Select Level** Election Commission **Select State**

Attached:

- 1) Second list of candidates for NRNAA **Select Level** Coordination Committee **Select State**
- 2) Application form for withdrawal of Candidacy.



Appendix 10 - Final List of Candidates after Withdrawal

NRNAA Select Level Election Commission Select State

Final list of Candidate after withdrawal

Please find attached the final list of candidates for election of Select Level Coordination Committee Select State of Non-Resident Nepali Association Australia (NRNAA). The Election Commission, after considering all the withdrawal applications received, publishes the final list. This final list automatically supersedes the second list published by this Election Commission before.

The Election Commission would like to wish all the best for candidates in their election campaign. The Election Commission may organize different avenues for all the candidates to share their election manifesto by providing every contending candidate the same opportunity. The Election Commission will inform accordingly if any such avenues are available. Please contact the Election Commission with your queries, if any, via email in [email here](#).

Please note that all candidates shall maintain the code of conduct applicable to them during this election process. The candidates and any representatives of candidates are not allowed to run their election campaign in and around the polling center.

NRNAA Select Level Election Commission should have also announced the final list of candidates for Select Level Coordination Committee. Please check their announcement on the NRNAA web site for details of the announcement. Please note that all communication related to any other Coordination Committee should be directed to the particular Election Commission in their email address which is available on the NRNAA web site.

The Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

NRNAA Select Level Election Commission Select State

Attached:

Final list of candidates for NRNAA Select Level Coordination Committee Select State



Appendix 11 - Call for Pre-Polling Public Meeting

NRNAA Select Level Election Commission Select State

Invitation for Pre-polling public meeting

Select Level Election Commission Select State of Non-Resident Nepali Association Australia would like to invite all candidates, interested voters and Nepalese community leaders for a pre-poll public meeting. The Election Commission would like to briefly discuss following agendas in the meeting:

- Arrangement of polling centre, polling manners and polling process.
- Human and material resources for the polling
- Communication and coordination during the polling
- Provision for representative of the candidate in polling
- Logistic arrangement and housekeeping in polling centre
- Demonstration of polling system
- Any other related issues.

The Election Commission would like to see you all at the public meeting which will be held as below:

Venue: Address here

Date: Date here

Time: Time here

Please make sure you arrive on time as there might be only a limited seats available due to the capacity of the venue.

Please feel free to contact the Election Commission with your queries, if any, via email in [email here](#). The Election Commission would like to request everyone to share this information within their connection as appropriate.

The Commissioner

NRNAA Select Level Election Commission Select State



Appendix 12 - Announcement of the Election Result

NRNAA Select Level Election Commission Select State

Announcement of the Election Result

Select Level Election Commission Select State for Non-Resident Nepali Association Australia is pleased to announce that following candidates are elected for Select Level Coordination Committee. The Election Commission congratulates all the winning candidates and wish all the best in their tenure. The Election Commission would also like to mention the sporting spirit of all the contending candidates and would like to appeal them to keep doing good work for the community.

Position	Elected Candidate	Remarks
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.
Choose Position here		Choose elected method here.

The Announcement of the Election Result may depend on the system the Election Commission may use. It may be different than above.

The Election Commission would like to extend gratitude to all the volunteers, voters, community leaders, candidates and other involved parties for their efforts to make this election process easy and successful.

The Commissioner

NRNAA Select Level Election Commission Select State



Appendix 13 – Determining the NCC and SCC members

THE NON-RESIDENT NEPALI ASSOCIATION AUSTRALIA LIMITED BY-LAW - NRNA AUSTRALIA PROGRAMS GUIDELINES AND WORKING MECHANISM - NO 9 is attached to calculate number remaining 13 NCC members and SCC members in each State and Territory.



Appendix 14 – Declaration by the National Officer Bearers and Other Office Bearers

Declaration to NRNA Australia Limited (ACN - 633 352 226)

I, [Full Legal Name] residing at [Full Residential Address]
[Occupation] and working as [Occupation]] declare the
following to the NRNA Australia Limited (ACN - 633 352 226):

- I have not been undischarged bankrupt.
- I have not entered into a personal insolvency agreement under the Bankruptcy Act 1966 and failed to fully comply with the terms of the agreement.
- I have not been banned by ASIC or a court from managing corporations under the Corporations Act 2001 (the length of the banning period will be set by ASIC or the court).
- I have not been convicted of dishonesty-related offences, such as fraud. (These people are automatically banned for five years from the date of their conviction or, if imprisoned, for five years from the date of their release).

My statement above with NRNA Australia Limited is a legal contract between myself and NRNA Australia Limited. The disclosure that I have made to NRNA Australia Limited true and correct.

If later found that I had lied to NRNA Australia Limited, then NRNA Australia Limited can sue me for fraud or take legal action.

I have gone through the role and duties of Director in Australian Securities Investments Commission (ASIC) registered association. I am fully aware and have understood properly.

I have also checked the ASIC site at <https://asic.gov.au/>.

Signature:

Full Legal Name:

Date: