

# **Election Process for Kurinji Board of Directors**

## **Introduction**

This document outlines the formal and transparent election process for selecting members to the Board of Directors of Kurinji, a non-profit organization based in Colorado. The process ensures compliance with legal requirements and maintains the integrity and transparency expected of a non-profit organization.

Vacancies to the board of Kurinji can occur for several reasons. These include resignations due to personal or professional circumstances, the expiration of board members' terms, or (refer to the clause related to expansion). Additional scenarios include the removal of a member for non-performance or ethical violations, and incapacity due to health or other issues.

Addition or expansion of the board can occur for several reasons such as changes in organizational strategy requiring new skills, need to enhance diversity and incorporate specific expertise as the organization grows, and the creation of new board roles to improve governance.

The President of the current Board is responsible to conduct a fair and transparent election process as the election officer to fill the vacancies or to expand the board. If the board is expanding beyond 5 Members, the President of the board needs to consult with the Advisory board formally and take their input.

The President of the board may choose to appoint an election officer from the Advisory Board to oversee the election process. However, it is not mandatory.

## **1. Announcement of Board Member Vacancy**

In the event of an open position on the Board of Directors, an official announcement shall be made to the Kurinji Leadership Team. This announcement will clearly state the vacancy and invite eligible members to express their interest in serving on the Board. Eligibility is limited to individuals who have served on the Leadership Team for at least one (1) year.

## **2. Application Process**

1. Invitation to Apply: Eligible members must submit a formal application (in an email) detailing their qualifications, relevant experience, contributions to the community and any their interest to become a board member that has judicial responsibilities to our non-profit.

2. Submission Details: Applications must be sent to the official Kurinji email (kurinjimuthamizhsangam@gmail.com) by the specified deadline.

Late submissions will not be considered. If the election officer decides to extend the timeline to submit the application, it should be formally announced to all the leadership team members. .

3. Application Documentation: All applications should include:

In absence of any formal application form prescribed by the election officer, a letter / email expressing the applicant's interest and vision for the organization is good enough.

### **3. Board Review and Voting Procedure**

1. Review Process: Upon receipt of all applications, the existing Board of Directors shall conduct a comprehensive and impartial review of each candidate's submission.

2. Voting Procedure:

- A formal meeting shall be held to discuss each candidate's strengths and qualifications.
- Board members will vote to ensure fairness and confidentiality.
- The candidate receiving a simple majority of votes shall be appointed to the open position.

3. Documentation:

- The results of the election shall be formally documented.
- This documentation will include signatures from all participating board members and will be retained in the organization's official records for transparency and accountability.

### **4. Announcement and Onboarding**

1. Public Announcement:

An official communication will also be sent to all leadership members of the organization first followed by the communication to the entire Organization.

The newly appointed board member will formally take over the responsibility in a subsequent board meeting.

The newly appointed board member will be honored at the next scheduled in-person event organized by Kurinji Muthamizh Sangam & Academy.

2. Onboarding Training and Orientation:

The new member will undergo an orientation process to familiarize them with the board's duties, ongoing projects, and strategic goals of the organization.

The new board member(s) will be integrated into the organization by joining necessary communication and meeting groups such as Kurinji Board WhatsApp Group and other relevant groups.

This election process is designed to uphold the standards of governance and democratic principles at the heart of the Kurinji mission, ensuring a fair and ethical approach to board member selection.