



MAHARASHTRA MANDAL - CHICAGO
A NOT-FOR-PROFIT ORGANIZATION
REGISTERED WITH THE STATE OF ILLINOS
2071 GARDNER Circle E, AURORA, IL 60503

STANDARD OPERATING PROCEDURES (SOPMMC- 006)

Note: This Standard Operating Procedure (SOP) SOPMMC-006 is drafted within the framework of the Maharashtra Mandal Constitution (MMC), adopted as presented in the notice of the Annual General Meeting (AGM) and ratified at the meeting held on November 13th, 2021. In case of conflict between requirements of SOP and Constitution, Constitutional requirements override SOP requirements.

Standard Operating Procedure: MMC Elections

Background:

This Standard Operating Procedure (SOPMMC-006) is to guide the Election Committee for conduct of activities for Elections per Article Four (Procedure for Election of Board Members), Article Five (Procedure for Election of Trustees) of the By-Laws.

It is important that those who work with and for not-for-profit entities (NFPs) conduct themselves in an ethical and transparent manner. The decisions and actions of the leadership of an NFP can have a direct and significant impact on the reputation of the NFP with its supporters and the general public.

1. Purpose and Scope:

The objective of this SOP is to guide the conduct of activities for MMC elections as per constitutional requirements, in a fair and unbiased manner and give an opportunity to all members to choose the right candidates to meet Mandal objectives (MMC Constitution, Article Two)

This SOP shall be applicable to all Election officials, candidates, members, and all Stakeholders in the electoral process.

2. Responsibilities:

The Election Committee is responsible for conducting elections. The Chairperson of the election committee shall act as the presiding officer and along with other officers who will help, supervise the elections. The election committee is also responsible for announcing the election results.

- Election Committee shall receive nomination/ application via email from an interested member on or before the scheduled due date and time as announced in the AGM notice.



- The nomination/ application will be emailed by an individual member seeking a position to the Election Committee
- Applications received after the due date and time will not be considered.
- Member shall not apply for more than one position
- The Election Committee shall scrutinize the eligibility of candidates seeking office, following guidelines as defined in SOPMMC-005 (3.5 Matrix)
- Election Committee shall prepare a list of eligible candidates, a copy of which shall be submitted to the BOT and BOD at least one week prior to the election date.
- It will be the duty of Election Committee to inform all candidates about their eligibility.
- It is the joint responsibility of BOT and BOD that communication regarding the final list of eligible candidates is sent out to all members within 24 hours of finalized list of candidates sent to BOT and BOD.
- The details of the election shall be decided by Election Committee. The chairperson of the Election Committee shall act as the Presiding Officer.
- The elections will be held by a secret ballot and provision will be made for in-person, online, or combination thereof, mail voting, if the situation arises, based on State of Illinois guidelines.

3. Model Code of Conduct

This model code of conduct is a set of guidelines for conduct of candidates during elections. This code is necessary and expedient in the interest of the organization for free, fair, smooth, and peaceful elections. This code shall come into force from the date of announcement of elections and shall remain in force till the election process is completed.

- No candidate shall indulge in any activity which may create or aggravate existing differences, mutual hatred, or cause tension among the community.
- Candidates shall refrain from commenting on the personal life or family of any other candidate.
- Official propaganda, public announcement and advertisement of candidacy is not allowed until the nomination is accepted and approved by the Election Committee.
- All candidates shall scrupulously avoid all activities which are 'corrupt practices' such as offering bribes, intimidating voters, campaigning using MMC forums (including email and social media platforms) such as declaring candidacy during MMC Programs and propagating in unethical ways is highly prohibited.
- Existing elected representatives shall ensure that no cause is given for any complaint, that they have used their official position for the purpose of the election campaign.
- Creating any communication group(s) in social media under the umbrella of MMC for election purposes in particular is expressly disallowed and appropriate action will be taken against the violators.



Violation of the above code of conduct will result in a disciplinary action against the candidate responsible as deemed necessary by members of Election Committee who do not have personal vested interest in the election. The scope of disciplinary action can be a warning and up to disqualification of candidacy. Members of Election Committee will consult the BOT before making such a decision.

4. This SOP shall be provided to the Election Committees for the elections held in 2021 for appointments for the year 2022 and onwards.