

# Siri Singh Sahib Corporation Board of Trustees Election Policy

Policy Adopted March 26, 2014 as Amended Through November 3, 2021

## I. Candidate Eligibility

The qualifications for Trustees are specified in Section 2.6 of the Bylaws, as included below.

### Section 2.6 Qualifications for board membership

To be eligible to serve as an Elected Trustee an individual must:

- (a) be ordained as a minister of Sikh Dharma International at least two (2) full years immediately preceding his or her nomination and be currently in good standing;
- (b) be a regular donor to one or more of the nonprofit Constituent Corporations (as defined in Section 1.4) and has been for at least two (2) calendar years immediately preceding his or her nomination
- (c) be of good character; have never been convicted of or admitted to any felony offense or a misdemeanor involving moral turpitude; not represent any threat to the security of the United States or have any foreign interests or status that conflict with the interests of the United States or with any element of the Sikh Dharma/3HO Community and businesses; agree to provide information for a confidential background check; and
- (d) not concurrently serve as a voting member of the Board of Directors of any non-profit Constituent Corporation identified on Exhibit A to these Bylaws. In order to comply with this
  - (i) A Trustee must either resign or continue as a non-voting member of the Board of Directors of a non-profit Constituent Corporation immediately upon taking office as Trustee,
  - (ii) A Trustee may serve in a non-voting capacity on a maximum of two (2) nonprofit Constituent Corporation boards.
  - (iii) If applicable, a Trustee serving a non-profit Constituent Corporation in a non-voting capacity may be recused from SSSC votes on issues involving that subject Constituent Corporation; and
- (e) not be related by blood or marriage (including step-relations) to, or in a domestic partnership with, another Trustee; provided however, that this limitation shall not apply to Bibiji Inderjit Kaur Puri and her son Kulbir Singh Puri serving as Trustees at the same time.

## II. Electorate Composition

*The Electorate for the Siri Singh Sahib Corporation Board of Trustees will be determined using the following process and consist of persons meeting the following qualifications and criteria:*

### OPTION 1: Automatic Qualification

A person who meets any of the following four criteria is automatically a member of the Electorate:

1. *SDI Minister in Good Standing, or*
2. *An active Member of the International Khalsa Council, or*
3. *An active Professional Trainer in the Aquarian Trainer Academy, or*
4. *An active Lead Trainer in the Aquarian Trainer Academy.*

## **OPTION 2: Qualification by Application**

A person who does not qualify under Option 1, must meet all four of the following requirements:

- 1. Has taken Sikh Vows, or was born or raised as a Sikh to parent(s) who were members of the Sikh Dharma/3HO community, or has practiced Kundalini Yoga for at least 7 consecutive years , and*
- 2. Is currently and has been living and practicing the Sikh Dharma/3HO lifestyle for at least 7 consecutive years, and*
- 3. Is currently and has been an active member of the Sikh Dharma/3HO community for at least 7 consecutive years, and*
- 4. Is not currently, nor has ever been involved in any activities, organizations or communications that harm, threaten, or misrepresent the legacy organizations (for example, have an active EPS complaint, have threatened or taken legal action against any legacy organization or its employees, have made complaints to the SGPC or other Sikh governing bodies about any Sikh Dharma/3HO organization).*

And must do the following:

1. A potential voter seeking to Qualify by Application must be supported, in writing, by three (3) persons who hold any one of the following statuses:
  - a. SDI Minister in Good Standing
  - b. Active International Khalsa Council Member
  - c. Active Professional Trainer in the Aquarian Trainer Academy
  - d. Active Lead Trainer in the Aquarian Trainer Academy

A potential voter seeking to Qualify by Application must complete an application, which is attached here as Appendix A.

The Office of Dharmic Counsel will evaluate Potential Voters and make recommendations regarding point #3 to the Khalsa Council Executive Committee. The Khalsa Council Executive Committee will approve or deny applications.

The process for submission and evaluation of Potential Voter application packets is outlined in Appendix B. All references to SDI Ministers and Khalsa Council members also include Active Professional and Lead Trainers in the Aquarian Trainer Academy.

## **III. Term of Office**

The standard term of office for board members is specified in Section 2.4 of the Bylaws, as included below.

### **Section 2.4 Term**

The terms of Elected Trustees shall be approximately five (5) years, as specified in the Election Policy. Elections shall be staggered with one-half of the Trustees elected at approximately two and a half (2.5) year intervals. Each Trustee shall hold office until his/her term expires and until his/her successor has been elected and qualified unless otherwise terminated pursuant to Section 2.7. Trustees may serve consecutive terms. The vacancy created by the expiration of the term of a Trustee shall be filled as specified in Section 2.9.

## IV. Election Schedule and Procedures

The election is divided into twelve (12) phases as outlined below. Unless otherwise specified, the following rules apply to every phase of the Election:

- The Office of the Executive Director shall administer all procedures and communications.
- Communications and notifications shall be made by email.
- For the purposes of this Policy, *Sangat* is defined as members of the SSSC email list and anyone aware of the information sent to the SSSC email list.
- Phases of the election run consecutively without interruption.
- Phases of the election with approximate durations may be adjusted by up to four (4) days. These adjustments may be made at any time by the Executive Director or Office of Dharmic Counsel, subject to the approval of the Election Committee. The Electorate shall be notified of any adjustment made during an election cycle that affects a relevant deadline.

The schedule of each election is fixed to the calendar according to the expiration of the Term of Office for the seats up for election, so that the Voting Phase of the election finishes no earlier than sixty (60) days- and no later than fourteen (14) days before the expiration of the Term.

The phases of the election are as follows.

1. **Announcement - No less than thirty (30) days**
  1. The Sangat shall be notified of the upcoming election. This announcement shall include a general outline of the election schedule and instructions for participation.
3. **Nomination - Approximately thirty (30) days**
  1. Members of the Sangat shall nominate Candidates through an electronic survey.
  2. Each member of the Sangat may nominate a number of Candidates equal to or less than the number of seats up for election.
4. **Vetting - Approximately thirty (30) days**
  1. The Office of Dharmic Counsel shall vet Candidates according to Section 2.6 of the Bylaws to determine eligibility.
  - 2.
5. **Announcement of Candidates - Approximately one (1) day**
  1. An email shall be sent to the Electorate announcing the names of the eligible Candidates.
6. **Submission of Candidate Statements - Approximately thirty (30) days**
  1. Eligible Candidates shall be provided with a questionnaire requesting relevant biographical information. The questionnaire shall include the submission deadline and criteria for disqualification as specified in Phase 6 of this Schedule.
  2. Each Eligible Candidate shall submit a response to the questionnaire.
  3. Candidates who do not submit a response before the deadline shall be disqualified.
7. **Review of Candidate Statements - Approximately seven (7) days**
  1. This phase may run concurrently with Phases 5 and 7.
  2. The Office of Dharmic Counsel and Election Committee shall review all Candidate Statements.

3. Candidates whose Statements are found to contain inappropriate content shall be immediately notified.
  4. "Inappropriate content" includes, but is not limited to, derogatory, slanderous, inflammatory and/or false statements.
  5. Candidates whose Statements are found to contain inappropriate content may submit a revised Statement no later than three (3) days before the start of voting. Candidates who have not submitted an appropriate revised Statement by this deadline shall be disqualified.
8. **Posting of Candidate Statements - Approximately seven (7) days**
1. This phase may run concurrently with Phases 5 and 6.
  2. All appropriate Candidate Statements shall be formatted and posted to an unpublished website.
  3. Once all appropriate Statements have been posted, the website shall be activated and a notification shall be sent to the Electorate.
9. **Voting- Exactly fourteen (14) days**
1. Voting will take place online via a secure balloting service.
  2. Each voter shall be provided with unique credentials so that they may fill out exactly one ballot.
  3. Each voter may cast a number of votes equal or less than the number of seats up for election.
  4. Each voter is prohibited from voting for any Candidate more than once.
10. **Tally - Approximately one (1) day**
1. Votes shall be tallied electronically after voting ends.
  2. Candidates who receive the most votes are elected to the open seats, with the highest vote getter seated first, the second highest vote getter seated second, and so on until all open seats are filled.
  3. In the event of a tie for the last open seat(s), if there are more Candidates in the tie than there are open seats, the remaining open seat(s) shall be contested in a run-off election between the tied Candidates.
11. **Run-Off Election (If Necessary) - Exactly fourteen (14) days**
1. The Electorate shall be notified of a run-off election on the day after the end of the normal election.
  2. Voting and the tallying of votes shall take place according to Phases 6 and 7.
12. **Notify Sangat of the Election Results - Approximately one (1) day**
1. The Sangat shall be notified of the election results. This notification shall include winners, results from run-off elections, and tallies for every Candidate.
13. **Assumption of Office - First day of Khalsa Council** Winners of the election shall take office upon the expiration of the outgoing Trustees' terms. Terms that begin during the Spring Khalsa Council meetings shall expire on the first day of the Spring Khalsa Council meetings approximately five (5) years later. Terms that begin during the Fall Khalsa Council meetings shall expire on the first day of the Fall Khalsa Council meetings approximately five (5) years later.