

Dear HTS Members,

The Board of Trustees of HTS has created Constitution Voting Committee (CVC) as an ad-hoc committee (Article 7 Section 1.3), and charged CVC with conducting voting on proposed amendments to Constitution and by-laws of HTS, and seeking approval for addition of two sanctums

The process for amending constitution of HTS is prescribed in Article 15. Per the prescribed process, voting on the amendments to the constitution comes at the end of a long process and is preceded by the approval of proposed amendments by BOT. The General Body meeting for the purpose of discussing and voting on the proposed amendments is set for 1:00PM on September 16<sup>th</sup> 2018. Voting by mail will be allowed prior to this date. Current, and proposed constitutions, member comments and suggestions, and Board decisions regarding suggestions are all available on temple website here: [Comments & Response](#)

The scope of work for CVC doesn't include commenting on the merits or lack thereof, of the proposed amendments. Please direct your comments regarding the proposed amendments to the Secretary of BOT. CVC will limit itself to conducting the voting per Article 15, Section 3.

Per Article 15 Section 3 only voting members are eligible to vote. Further, a quorum of 2/3 of voting members must be met. Voting may be by mail, in person or electronic method (online). Votes cast by all three methods shall count towards quorum. It shall take a simple majority of the votes cast in favor of the amendments to pass the amendments.

The quorum for approval for sanctums shall be 20%, and approval requires a simple majority of votes cast in favor for each sanctum.

CVC will use voting in person and voting by mail (aka absentee voting). Each ballot cast by mail or cast in person, even if none of the ballot questions are responded to, will count towards quorum. Non-responses to a ballot question will not be counted as either Yes or No; there is no implied response.

CVC will adhere to the following process:

### 1. Member List

The Membership Secretary of BOT shall provide CVC a preliminary list of voting members by 7/30/2018, a list of new memberships approved between 7/30/2018 and 8/15/2018 on 8/16/2018, and certify the lists as the most accurate as of that date. The list of voting members shall be posted on HTS bulletin boards by 8/17/2018. Persons who became members, or renewed memberships after 8/15/2018 are not eligible for voting. Corrections to names (misspelled or missing) and addresses on the list will be permitted. All questions regarding the accuracy of the list will be referred to Membership Secretary for resolution.

### 2. Mailing

CVC shall mail ballot packets (described later) to each voting member of HTS. CVC will obtain a post box and use that post box as the return address on the ballot packets. The Membership Secretary of BOT will be informed of undeliverable addresses on returned ballot packets as soon as possible. The Membership Secretary shall make every attempt to obtain correct address and provide to CVC. CVC shall mail ballot packets to corrected addresses. **Voting members that do not receive a ballot packet by August 29<sup>th</sup> should contact CVC at [htscvc2018@gmail.com](mailto:htscvc2018@gmail.com)**

### 3. Ballot Packets, Ballot Envelopes, and Ballots

A ballot packet is the outer larger envelope containing another smaller envelope, instruction sheet, and ballots. There will be one ballot for Individual Membership and two ballots for Family Membership. The "From" address on the ballot packets is that of a post box rented by CVC at a post office. The "To" address will be a member's address.

**A ballot envelope is the pre-stamped and pre-addressed smaller envelope members must use to return ballots to CVC; either by mail, or in person at GB Meeting on 9/16/2018.** Both the “From” and “To” addresses on the ballot envelope will be those of a post box rented by CVC at a post office. The “To” address on the ballot envelope will contain a code associated with a member and is known only to that member and CVC. CVC will verify the code on the envelopes sent to CVC by mail or cast in person at the GB Meeting on 9/16/2018. If the same code appears on two or more ballot envelopes, all envelopes bearing that code will be invalidated and will not be counted even for quorum. Members are urged to keep the code confidential.

A ballot consists of two sheets of paper – one sheet containing the constitution amendment approval question, and the second sheet containing the two sanctum approval questions. There is a YES column and a NO column with a checkbox in each column. Members may respond by checking (or marking a mark) the box in YES column or NO column or not checking either checkbox. Checking or marking both checkboxes for a question will invalidate the member’s response to that question. Members should fill out the ballot (two ballots for Family), and mail them using the pre-addressed and pre-stamped ballot envelope. Alternatively, members may bring the ballot envelope to the GB Meeting and deposit it in the designated box.

#### 4. Handling and Custody of Mailed Ballots

CVC shall obtain a post box at a post office for the purpose of receiving ballot envelopes and undeliverable ballot packets. The keys to the postbox will be sealed in an envelope at the time of rental and the sealed envelope will be signed by more than one person.

CVC will collect mail from the post box from time to time. More than one person will be present to verify the integrity of the sealed envelope with keys. After the envelope is unsealed and the keys used to open post box, the keys will immediately be sealed in a new envelope and the envelope will be signed by at least two persons. The codes on the ballot envelopes will be verified and ballot envelopes with valid codes will be sealed in a box and the seals on the box will be signed. This sealed box will remain in possession of CVC, and not be opened until the day of the GB Meeting. Ballot envelopes with invalid or no code will be set aside. The Membership Secretary will be made aware of the both the undeliverable addresses, and the names of members who sent in the ballot envelopes. The Membership Secretary shall use this information to correct address errors, and to canvass members to participate in the voting by returning the ballot envelopes. The same information is also available to HTS members on request.

**CVC will collect mail from the post box for the last time on 9/15/2018.**

#### 5. Voting at the GB Meeting

On the day of the GB Meeting, the sealed boxes with previously verified ballot envelopes will be opened and ballot envelopes re-verified in presence of two or more persons. If multiple ballot envelopes contain same code those ballot envelopes will be invalidated and set aside.

Any voting member who has not yet returned the ballot envelope via mail may deposit the ballot envelope in the designated box at the GB Meeting.

Any voting member who has not returned the ballot envelope via mail may request a replacement ballot envelope at the GB Meeting by presenting a photo id or by having two members known to CVC vouch for the member’s identity. CVC will invalidate the original code and issue a new ballot envelope with a new code. The member shall fill out the ballot, seal in the ballot envelope issued to the member, and deposit the ballot envelope in the designated box.

CVC urges all voting members to fill out and return the ballots in the ballot envelope provided by mail as soon as they can to avoid additional work for CVC at the GB Meeting.

**Voting in person is between 1:00PM and 3:00PM on September 16<sup>th</sup> 2018 at HCC.**

## 6. Vote Counting

At the conclusion of voting period at the GB Meeting, in front of one or more witnesses, the codes on the ballot envelopes deposited into designated box will be verified. If more than one ballot envelope bearing same code are found, all ballot envelopes with that code are invalidated and set aside.

All the verified ballot envelopes are opened, and the number of ballots in each ballot envelope verified against the membership type. A ballot envelope associated with an Individual Membership may contain just one ballot (one sheet for amendments question and one sheet for sanctum questions). A ballot envelope associated with Family Membership may contain at most two ballots (two sheets for amendments question and two sheets for sanctum questions). All ballots in a ballot envelope containing more than the allowed number of ballots will be invalidated and set aside. Valid ballots will be deposited into a box without making any attempt to read the ballots.

Once all the valid ballots are deposited into the box, the ballots are divided into two or more bundles. Each bundle is placed in a large envelope. One bundle is counted by a person designated by CVC. A

Person counts responses to just one question at a time and records results on a tally sheet provided by CVC. Two persons, separately, will count each bundle, one question at a time. A separate tally sheet will be filled out by the counter for each bundle and each question.

Once all bundles are counted, the tally sheets are checked for consistency in count. Any bundle with inconsistent counts is counted again.

After all inconsistencies in count are eliminated, the vote count is totaled and the total number of ballots (for quorum), the YES vote count, and the NO votes count for each question will be announced. CVC will also determine whether the quorum has been met, whether the GB approved a question, and will make the announcement.

## 7. Conclusion

The ballots in bundles, and all tally sheets will be preserved in a sealed box and made available to EAC if an appeal is made. Otherwise, the sealed box will be handed over to the Chairman of BOT. The Chairman of the BOT will dissolve CVC.

Sincerely,

CVC Members ([htscvc2018@gmail.com](mailto:htscvc2018@gmail.com)):

Kirthivasan Nagarajan

Sidheshwar Prasad

Veerabhadrarao Bheemineni

Date: 8/08/2018