



OCT 31, 2020

Office of the Election Committee: Bangladesh Association Houston Election 2020

Dear Members,

The election of the Bangladesh Association Houston is scheduled to be held on Saturday, December 19th and Sunday, 20th, 2020. Accordingly, following Article IX of the Constitution of the Association, a three member Election Committee has been formed to conduct the 2020 election in order to elect a thirteen-member Board of Directors for the 2021-2022 term. The Committee will be in charge of securing nominations and conducting this upcoming election. By this letter, the Committee is inviting you to participate in the upcoming election on Saturday, December 19th, 2020 between the hours of 9:00 a.m. and 7:00 p.m. and Sunday, December 20th, 2020 between the hours of 9:00 a.m. and 6:00 p.m. The election will be held at the Bangladesh-American Center, Houston (BAC) located at 13415 Renn Road, Houston, TX 77083. Mail in votes will not be allowed; all votes must be cast in person.

Nominations: The Committee is inviting eligible members to submit nominations for the seven open positions of the Board of Directors, which are as follows: 1. Chairperson; 2. Vice-chairperson; 3. Secretary General; 4. Director of Finance and Budget; 5. Director of Organizational Affairs; 6. Director of Cultural Affairs; and 7. Director of Sports Affairs; 8. Director of Social Welfare & Outreach Affairs; 9. Director of Web and Technologies; 10. Director of Literacy and Publications; 11. Director of Fundraising; 12. Director of Youth Development; 13. Director of Local and International Government Affairs.

The official nomination form is hereby enclosed, which must be used for nomination of a candidate. A candidate for any position must be a valid member of the Association in good standing for at least 730 days prior to August 31st, 2020, and he/she must be nominated by a member and seconded by another member. The form must be filled out completely, signed by all three parties mentioned above, and should be accompanied by a non-refundable fee of \$100.00 per candidate, payable to Bangladesh Association, Houston, in the form of a check, money order, cashier's check, or bank draft (cash will not be accepted). The nomination form can be submitted to Election Commissioner or any other Election Committee members in person before 6pm Wednesday, Nov 18, 2020 and/or in person on Wednesday, Nov 18, 2020 between 6 pm to 7 pm at Bangladesh-American Center.

Voter List: A copy of the officially certified voter list will be made available to the candidates once their nominations are accepted by the Committee and the required fee is received from the candidate. This validation process may generally take between 3 to 4 business days after receiving the nomination form. However, the candidates will be contacted if the process is completed earlier. It is important to note that the Election Committee does not generate the voter list. It receives the officially certified voter list from the Board of Directors of Bangladesh Association. If any member wants to ensure that he/ she is included in the voter list, the candidate is encouraged to call the General Secretary of the Association and or any member of the Election committee on or before Wednesday, November 18th, 2020. If there is any error in the voter list, the member must correct it through the Association. If the error is corrected, the member must submit a written letter from the Association justifying the correction, accompanied by proper documentary evidence. Further, if any member has any knowledge about another member who may have changed address recently, please inform the Chairman of the Committee as soon as possible.

Family Membership Category: The voter list contains several categories of membership, one of which is the "family" category, which includes the husband, wife, and dependent children of voting age (elderly parents living with the family will not be counted as part of the "family" for voting purposes unless they registered separately as members). This category includes any dependent children (may be living with the parents or, not living with the parents, but currently enrolled in an educational institution) of voting age (18+, but below 21) as of December 19, 2020 i.e. he/ she must be born on or before December 19th, 2002. However, some voting age children may not be listed in the current voter list. This may create confusion and may cause delay on the Election Day. To avoid this problem, the Committee is strongly urging members to take the following two steps: (1) contact the Chairman of the EC as soon as possible to register any voting age children in the voter list on or before Wednesday, November 18th, 2020 and (2) bring the voting age children along with the parents on the Election Day along with their State issued ID or DL or a passport.

Early Voting: The Constitution allows early voting before the regular Election Day. This voting is intended for voters who may be out of town on the Election Day. The early voting will be held only on the day listed below under the Summary of Deadlines, Dates, and Procedures Section. **Voting Procedure and Voter Identification:** Both regular and early votes must be cast in person at designated location(s) by eligible members through a secret ballot. To be eligible to vote, the voter must present valid photo identification and must provide his/her signature on the voter list.



Summary of Deadlines, Dates, and Procedures: To conduct a fair election, the committee will strictly observe the following deadlines and procedures:

1. Voter list adjustment and/ or correction – Wednesday, November 18, 2020
2. Deadline for submission of nomination form – Wednesday, November 18, 2020
3. Announcement of candidates – on or before – Wednesday, November 25, 2020
4. Withdrawal of nomination – Monday, November 30, 2020 before 5.00 pm.
5. Early Voting Dates – Saturday, Dec 12 and Sunday, Dec 13, 2020 at Bangladesh-American Center 10:00 am and 6:00 pm
6. Date of General Election – Saturday, December 19th, 2020 between 9:00 a.m. and 7:00 p.m. and December 20, 2020, between 9:00 a.m. to 6:00 p.m.
7. Venue of General Election – Bangladesh-American Center, 13415 Renn Road, Houston, TX 77083

The Election Committee is strongly committed to conduct the election in a completely free, fair, and peaceful manner. To achieve this goal, to uphold the Bangladesh Association Constitution, and to preserve the democratic tradition of the Association, the Committee is seeking all possible cooperation and help from the members and the candidates. Your cooperation and help would be highly appreciated. More instructions regarding election rules and regulations will follow in the future correspondence from the Committee, if necessary. In the meantime, if anyone has any questions, concerns, or comments, please feel free to contact any member of the Election Committee. Name and email address of each committee member is listed below for your convenience.

You may also bring your nomination form in person along with the fee to the Election Commission on Wednesday, Nov 18, 2020 at the Bangladesh-American Center between the hours of 6:00 pm to 7:00 pm.

Yours sincerely,

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