

**Federation of Nepalese Community
Associations of Australia
(FeNCAA)**

**Guidelines
for
Executive Committee Election**

Document No.

Revised - 2025

FeNCAA Election Guidelines

Contents

Preamble	4
Formation of Election Commission	4
Rights and Duties of the Election Commission	4
Rights	4
Duties	5
Code of Conduct for Election Commission	6
Positions to be elected	7
Election Procedure	7
Election Notice	7
Election Process	8
Nomination form	10
Election format	12
Eligibility criteria for candidates running for FeNCAA executive positions	12
Appendix A – Application for Candidacy – Form 1	15
Appendix B: Contestation and Objection (दाबी तथा बिरोध) on Candidacy – Form 2	19
Appendix C: Application to Withdraw Candidacy – Form 3.....	20
Appendix D – Electronic Voting System	21

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Amendments

Date	Version	Amended Section	Amended by	Reason for amendment
11/08/2023	2	Highlighted in BOLD		Updated Constitution or constitutional amendments
24/07/2025	3	Reviewed	Kamalayan Shrestha	Reviewed the inconsistencies and wordings

DOCUMENT REVIEW	Date
This Document shall be reviewed every two (2) years or earlier if required. The next review is due on or before July 2027	24/07/2025

Preamble

These election guidelines have been developed to carry out free and impartial election to constitute FeNCAA Executive Committee at the expiry of terms of the incumbent Executive Committee. The guidelines aim to provide direction to the Executive Committee and the Election Commission for conducting free and fair election for electing new FeNCAA Executive Committee.

These election guidelines have been written in good faith based on 2018 FeNCAA Constitution and its 2021 and 2023 amendments to inform of the Election Procedure and roles of responsibilities of the Election Commission, FeNCAA members, Voters, and the Executive Committee to all stakeholders. However, if these guidelines create any confusion or misunderstanding in carrying out Executive Committee election in free and fair manner, the FeNCAA Constitution shall always override this Election Guidelines.

Formation of Election Commission

The Executive Committee shall constitute an Election Commission at least 60 days prior to the expiry of their term of office for conducting election to elect incoming Executive Committee members.

The Executive Committee shall have right to request any person from the Nepalese community residing in any State or Territory of Australia to become a member of the Election Commission.

The members of the Election Commission shall not require any qualification or any specific experience to be nominated as the chairman or any member of the Election Commission. However, the nominated person must not be a member of the current Executive Committee of FeNCAA.

The Election Commission shall have four (4) members including a chairman and three (3) other members preferably residing permanently in different States and Territories of Australia.

There shall be no remuneration paid to the members of the Election Commission. All services rendered by the members shall be on a voluntary basis.

Rights and Duties of the Election Commission

Rights

1. The Executive Committee shall sanction the budget requested by the Election Commission for election.
2. The Election Commission shall have right to ask FeNCAA and its members to publish election notices in their webpages and the notices shall remain in the webpage at least for 30 days after the announcement of the result of the election.
3. The Election Commission shall authorise only authorised representatives of the member organisations to cast vote on behalf of their associations. With the approval of FeNCAA Executive Committee, the General Secretary of FeNCAA shall provide the list of authorised representatives of the member organisations (voter list) with their contact details and registered email address to the Chairman of the Election Commission.
4. The Election Commission shall have right to declare any vote invalid based on any of the following grounds.

FeNCAA Election Guidelines

- 4.1 Votes received after the closure of the voting time.
- 4.2 Any vote received from a person other than the authorised representative of the FeNCAA member.
- 4.3 More than one vote cast by any FeNCAA member for a position or to a candidate. (This rule will be applicable if more than one voting is possible in the online electronic voting system).
- 4.4 Any vote received through unregistered email address.
5. The election result announced by the Election Commission shall be final and binding to the Executive Committee and FeNCAA members. The election result and its verdict shall not be contested in any court, justice system, ombudsman etc. in any State and Territory of Australia, Federal Court of Australia or in any other country.
6. The roles and responsibilities of the Election Commission shall automatically dissolve and end on the day the new Executive Committee is sworn in.

Duties

1. The Election Commission shall be responsible for planning and conducting election and declaring results of the election to the Executive Committee, FeNCAA members and public.
2. The Election Commission shall be responsible for submitting necessary budgetary plan to the Executive Committee and the Executive Committee shall sanction the requested budget to the Election Commission on time.
3. The Election Commission shall be responsible for coordinating and facilitating election process.
4. The Election Commission shall be responsible for explaining the process and procedure of the election in writing and communicating to all FeNCAA members as per Election Calendar.
5. The Election Commission shall be responsible for distributing and collecting nomination forms for the election.
6. The Election Commission shall be responsible for checking eligibility criteria of candidates running for election as per Part III, article 3.2, sub-article 9 of the FeNCAA Constitution.
7. The Election Commission shall be responsible for receiving withdrawal requests from the nominated candidates.
8. The Election Commission shall be responsible for collecting votes, tallying, and announcing election result.
9. The Election Commission shall be responsible for publishing election result in the FeNCAA webpage and for circulating to FeNCAA members. The Election Commission shall be responsible to submit election report to the Executive Committee after the completion of the election.

For fulfilling its duties and responsibilities, without any prejudice, the Election Commission shall have various other rights, responsibilities, and duties as listed below, but not limited to:

- Appoint general and specialist volunteers or officials for conducting election;

FeNCAA Election Guidelines

- Manage any resources or budget received from FeNCAA for the purpose of the election;
- Acquire, store, and utilize any information, data or material for the purpose of election;
- Communicate, correspond, or engage with FeNCAA Executive Committee and its members;
- Develop, produce, and use documents, forms and materials required for the election process; and
- Direct the outgoing Executive Committee for handing over the charge to the new Executive Committee within 15 days of the announcement of the election result.

Code of Conduct for Election Commission

The members of the Election Commission shall be impartial, independent, transparent, and uphold truth and justice. All members of the Election Commission shall abide by the following code of conducts:

- Shall be independent, impartial, fair to all, and anti-discrimination against any sex, religion, and ethnicity;
- Shall not advocate in favour or against any candidate or group or interest in relation to the election;
- Shall not favour or canvass any candidate in any form for the election;
- Shall not engage in providing feedback or advice to any candidate on voting result until all vote tallying is completed and result announced;
- Shall not be a proposer nor a seconder of any candidate running in the election;
- Shall not be involved in any meeting, planning, or campaigning of any candidacy and candidate;
- Shall maintain confidentiality to all information, data, discussions, or any meeting minutes;
- Shall not take any advice, instruction, threat from any candidate or voter influencing the exercising of duties and responsibilities; and
- Shall have right to seek professional or legal advice in any matter for holding impartial and transparent election.

Positions to be elected

Election shall be held, if required to elect following 16 positions for constituting FeNCAA Executive Committee.

- Executive Committee positions:
 1. President
 2. Vice-President
 3. General Secretary
 4. Assistant General Secretary
 5. Treasurer
 6. Assistant Treasurer
 7. Spokesperson
 8. Assistant Spokesperson
- State Coordinators: 8 positions, one representing each of the States and Territories of Australia.

Election Procedure

Election Notice

Election Notice for the Executive Committee election shall be published in the FeNCAA webpage and its Newsletter as per the Election Calendar. The same notice shall also be circulated to each of the FeNCAA members.

Details regarding the process for nominating candidates by FeNCAA members, distribution, and collection of nomination forms from candidates, closing date, nomination withdrawal process, publishing of the final list of candidates with the positions, election date, time and the mode of voting process shall be included in the Election Notice.

The nomination and other forms must be clearly typed with an electronic or wet signature and emailed to the Election Commission by the due date. In the case where there is no possibility for electronic signature on the forms, the forms shall be still acceptable as long as the full name is typed in the form and Election Commission can verify the source and the authenticity of the email. A scanned copy of the passport size photo of the nominee shall be required as an attachment to the nomination form.

The closing time and deadline for receiving nomination form by the Election Commission shall be detailed in the Election Calendar in FeNCAA website. Nomination form received after the due date and time will not be entertained at any circumstances.

Only registered representatives of FeNCAA members can apply for the Executive Committee and the State and Territory Coordinator positions.

If no nomination is received for any positions by the due date and time, the Election Commission shall notify the Executive Committee for further action and advice.

If the final list of candidates nominated for the election have more than one candidate running for the position, the election shall be held to decide the winning candidate. If the final list of the election has only one candidate running for the position, the person will be declared as the uncontested winner, and no election shall be held for the position.

FeNCAA Election Guidelines

The Election Commission shall be responsible for publishing election result in the FeNCAA webpage and for circulating to the FeNCAA members.

The representatives from each of the FeNCAA members will be eligible to vote online electronically in the election. Only registered representatives of the FeNCAA member associations will be allowed to vote on behalf of their associations. The representatives of the FeNCAA members are the delegates of the corresponding associations.

For voting purpose, each authorised representative of the FeNCAA members must register with their email address and contact number.

Each authorised representative shall have one vote to cast for each of the Executive Committee positions. If any authorised representative cast more than one vote to any Executive Committee positions, such voting shall be considered as invalid and the votes from such authorised representatives shall not be counted and will be scratched.

If any of the Executive Committee positions or State Coordinator positions remain vacant for any reason, the incoming Executive Committee shall decide on fill on the vacancies.

Election Process

Post of the President

As per updated, approved amendments by Special AGM on 09/08/2023 of the FeNCAA Constitution, the position of the President shall be elected on a rotational basis from the States and Territories.

The President shall be from a different State or Territory on a rotational basis normally by consensus among the members. If consensus cannot be reached for the President's position the election shall be held from the eligible States and Territories.

After a State or Territory Member Organisation completes its term for the position of Presidency, that State or Territory cannot nominate for the role of the FeNCAA Presidency for the period of two consecutive terms (or 4-year period). For example, in the 2025 Executive Committee election, only the States and Territories besides ACT and Victoria (Those states have already taken the role of Presidency in 2021 and 2023 respectively) shall be able to nominate candidates for the position of the Presidency. An election shall be held if there are more than one States and Territories nominates for the President's position.

In the course of rotation of the President's position, when the State or Territory gets a turn to nominate the candidacy for the position of the President, the State or Territory Member organisation who has already hold the position of the President in the past cannot nominate for their organisation for the position of the Presidency unless 2/3 of the State or Territory member organisations endorse the candidacy for another term. Such application for the position of Presidency shall be accompanied by an affidavit endorsing the candidacy.

This procedure shall be adopted as a norm for future election of the FeNCAA President.

Executive Committee members

As per Part III, article 3.2 and sub-article 4 of the FeNCAA Constitution, all Executive Committee positions besides the position of the Public Officer shall be filled by consensus where possible or by election from among the candidates nominated by the FeNCAA members of the States

FeNCAA Election Guidelines

and Territories. Election shall be held only when there are multiple candidates for the position. According to the above-mentioned article of the constitution, FeNCAA has adopted the policy of inclusiveness and agreed to fill 8 positions of the Executive Committee from 8 States and Territories of Australia using the principle of rotational system and rotating the responsibilities of the Executive Committee positions to all States and Territories in every term.

To apply the principle of inclusiveness and rotational system, the following rules have been developed for election of the Executive Committee:

- Each State or Territory shall not have more than two members including the position of the President and the State Coordinator but excluding the Public Officer in the Executive Committee.
- States and Territories shall not hold the same Executive Committee positions for more than two consecutive terms under the rotational system unless other States or Territories that have not occupied the specific Executive Committee positions are not able to send nominations for the position for any reason.
- After the President has been elected, the State or Territory that has nominated the winning President shall not hold any other Executive Committee positions except the position of the State Coordinator, which is ex-officio member representing the State Coordination Association and the Public Officer which is appointed by the Executive Committee. To apply this rule, any State or Territory that occupies the President's position shall be barred from claiming any other Executive Committee positions beside the positions mentioned above irrespective of whether they have won in the election any other Executive Committee positions.
- The States and Territories that have missed the President's position shall be able to occupy other Executive Committee positions.
- The candidate receiving the highest number of votes for the position shall not automatically win the election for the position.
- The winning of any Executive Committee positions shall be based on number criteria which are
 - number of votes received by candidate
 - principle of inclusiveness
 - principle of rotational system.
- The Election Commission will analyse voting result and declare the election result by applying above mentioned criteria.
- This process shall be applied to elect all positions of the Executive Committee.
- If there is a tie in votes, the winning candidates shall be requested to negotiate to choose the person to represent their State or Territory in the Executive Committee. Such negotiations shall be facilitated and mediated by the Election Commission with the participation of candidates and nominating FeNCAA members. In the instances when such negotiation fails, the Election Commission shall decide the winning candidate through lottery. The Election Commission's verdict shall be final and no complaints, whatsoever shall be entertained or heard. However, the Election Committee shall notify the candidates and their nominating FeNCAA members if such negotiation is warranted

FeNCAA Election Guidelines

based on if the State or Territory is rightful in claiming the position in the Executive Committee based on the eligibility criteria mentioned above.

- In circumstances when there is no nomination of candidates to all the Executive Committee positions, the Election Commission shall advise the incumbent Executive Committee for their decision and their direction to the Election Commission.
- In case there is no nomination for election in some positions of the Executive Committee, the incoming Executive Committee shall be responsible for filling the vacant positions. The vacant Executive Committee Positions shall be filled by the first Executive committee meeting with simple majority of consensus.
- If Election Commission finds that the election has been rigged and dispute has arisen, it shall have right to cancel the election results and call for a fresh election.

State Coordinators

As per Part III, article 3.3 and sub-article 3 of the FeNCAA Constitution, FeNCAA members registered in each of the States and Territories shall be asked to nominate the State Coordination Association for the period of one term. If more than one FeNCAA member shows interest in nominating the State Coordination Association, then there shall be an election to choose the State Coordination Association representing the State or Territory. Only FeNCAA members registered in the State or Territory shall be allowed to vote to nominate the State Coordination Association for the purpose of FeNCAA activities.

A representative from the State Coordination Association shall be endorsed as a member of the FeNCAA Executive Committee and occupy one of the 8 positions allocated to the State Coordinators.

States and Territories having five or more registered FeNCAA member organisations shall elect a Deputy State Co-ordinator.

The Deputy State Co-ordinator position shall be recommended by the State Co-ordinator and approved by the member organisations of the respective States or Territories.

Voting rights

Election shall be held if there are more than one nomination for one Executive Committee position including the position of the President. All FeNCAA members from all States and Territories shall be eligible to vote for the President and other Executive Committee positions. For election of the State Coordination Association only FeNCAA members registered in the same State or Territory shall be able to vote to choose one State Coordination Association from their own State or Territory for FeNCAA purpose. Only registered representatives of the associations published in FeNCAA Election Website will be eligible to vote and contest in the election.

Nomination form

Any FeNCAA member wishing to nominate candidates for the President's position or Executive Committee positions shall fill the prescribed form and emailing it to the Chairman of the Election Commission. The electronic forms will be published in FeNCAA website. However, the prescribed nomination form is also included in the guidelines. It would require name of candidates, nominated Executive Committee positions, contact details, passport photo etc. as

FeNCAA Election Guidelines

detailed in the nomination forms. The nomination forms must be received by the Election Commission before the closing date and time to be valid. Any forms received after the closing date and time will not be accepted at any cost.

The following criteria is applicable for candidate, proposer and seconder:

- a. The nomination of a candidate for the position of Executive Committee, excluding the position of State Coordinators and Public Officer, shall be proposed/nominated and seconded by organisational representatives, and both the proposer and seconder must be from the same State/Territory as that of the nominated candidate.
- b. The nomination of a candidate for the position of State Coordinator of a State/Territory shall be proposed and seconded by the organisational representatives of the same State/Territory. If there are less than three associations in a State/Territory, then other State/Territory representatives can be the proposer or seconder.
- c. Public officer is nominated by the Executive Committee. Only organisational representatives are eligible for nomination.
- d. A digital passport photo of the candidate shall be attached to the nomination form.
- e. The nomination form can be emailed to the FeNCAA Election email address by either candidate or the proposer or the seconder. However, whoever emails the nomination form, the copy of the email shall also be sent together to other two persons endorsing the candidacy.
- f. Election Commission shall use the information provided in the nomination form solely for the purpose of election.
- g. A candidate shall be eligible to apply for only one position of the Executive Committee.
- h. A candidate shall have right to become a proposer or seconder to any other candidate except for their own candidacy.
- i. A person, who has right to become a proposer, or seconder can propose or second multiple candidates for the FeNCAA election

If any FeNCAA member after sending the nomination form to the Election Commission wishes to withdraw their nomination, they can do so by filling the details on the Withdrawal Form and sending to the Election Commission prior to the withdrawal date. The nomination of new candidates to replace the withdrawn candidates shall be entertained if the deadline for receiving nomination of candidates has not been passed.

The list of candidates, their contesting positions with the name of the nominating FeNCAA members shall be published in the FeNCAA webpage. It shall also be circulated to all candidates through by email. There will be time given to all FeNCAA members to lodge any objection and contest eligibility criteria of the candidates. The form for submitting Claim and Objection shall be included in the guidelines and the deadline will be published in the election calendar.

The list of the running candidates with their respective Executive Committee positions shall be published as per Election Calendar. A final chance to withdraw from the candidacy shall be provided if any candidate wishes to withdraw from contesting in the election. A form shall be included in the guidelines.

FeNCAA Election Guidelines

The final list of the candidates running for the election with details of the candidates shall be published as per the Election Calendar.

There shall be a fee associated with filing of the Candidacy Application. The fee shall be set by the incumbent Executive Committee at the time of announcing Executive Committee election.

All such notices will be published in the FeNCAA webpage. It shall also be circulated to all candidates through email.

All forms including Nomination Form are given in the respective Appendices such as:

- Form 1 - Nomination form (Application for Candidacy) – Appendix A
- Form 2 - Submission of Claim and Objection (दाबी तथा बिरोध) of Candidacy - Appendix B
- Form 3 - Application to Withdraw Candidacy - Appendix C
- Electronic Voting System – Appendix D
- Election Calendar – Appendix E

Election format

Election shall be carried out using an online electronic voting system.

The voting shall be closed at the nominated time and date as detailed in the Election Notice.

Any vote received after the closing time shall not be accepted at any cost.

The eligibility of the casted votes and tallying of the votes will start by the Election Commission soon after the voting is closed. IT experts will be assigned to oversee the voting process and vote counting process. The Election Commission will announce the election result after completing all election process. Audit will be conducted if necessary.

The electronic voting guidelines is given in Appendix D.

Eligibility criteria for candidates running for FeNCAA executive positions

FeNCAA being a national level coordinating body of all the associations working for the welfare of the Nepalese diaspora in Australia; the intention is to attract candidates with proven community service record who are motivated, diligent and efficient office bearers for the Executive Committee in leading the association and advancing the cause of FeNCAA in Australia. To achieve this objective some minimum criteria have been set up for the candidates running for the executive positions.

Any candidate nominated from FeNCAA members for a position for the Executive Committee shall have following criteria:

- i. The nominated candidate for the position of President, Vice President, General Secretary and Treasurer must have served at least two terms, each term not being less than one year, in an Executive Committee of either one or more Nepalese community organisations in Australia, including at least one term as the president, vice president, general secretary, secretary or treasurer respectively;
- ii. The nominated candidate for the position of Spokesperson, Assistant General Secretary, Assistant Treasurer, Assistant Spokesperson and State Coordinators must have completed at least two terms, each term not being less than one year, in an

FeNCAA Election Guidelines

executive committee of either one or more Nepalese community organisations in Australia;

- iii. The nominated candidate must be a citizen or permanent resident of Australia and must not have any criminal record, declared as a bankrupt and expelled with reasonable doubt from a membership of any community organisations in Australia.

Appendices

FeNCAA Election Guidelines

Appendix A – Application for Candidacy – Form 1

Please complete sections 1 to 7 and email from your registered email address to [FeNCAA Election email address](#) by the due date and time.

- ✓ *The candidate's digital passport photo must be attached with this form.*
- ✓ *The Candidate, Proposer or Seconder can email this completed form to [FeNCAA Election email address](#). Whoever emails this application form must CC the other remaining two individuals.*
- ✓ *Election Commission will use the information provided solely for running the election.*
- ✓ *A candidate shall have right to apply for only one Executive Committee position*
 - ✓ *A candidate shall have right to become a proposer or seconder to any other candidate except for their own candidacy.*
- ✓ *A person, who has right to become a proposer or seconder can propose or second multiple candidates for the FeNCAA election..*

Section 1 Candidacy Detail

I would like to apply for a candidacy for the election of the following Executive Committee position of Federation of Nepalese Community Associations of Australia Inc. (FeNCAA). I am a lawful representative of a registered association with FeNCAA, and my application is proposed and seconded by eligible representative of registered associations with FeNCAA. I have not applied for any other position in this election. I meet the eligibility criteria as laid down in FeNCAA Constitution and election guidelines to run for a position of the Executive Committee.

Candidacy for:

Note: Please write the name the State or Territory you are representing if you are a candidacy to a State Coordinator position, e.g., State Coordinator, NSW. Personal Details of the Candidate

First Name: Given Name

Last Name: Last Name

Name of the Association:

Residential Address: Residential Address

Suburb: Suburb

Post Code: Post Code

State: State

Registered Email: email address

Mobile Phone: Contact No

I hereby state that the information that I have provided is true and correct to the best of my knowledge. I also acknowledge that the Election Commission may release my personal details as appropriate to the purpose of election process.

Signature:

Date: Date here

Note: Wet or electronic signature is acceptable.

Section 2 Proposed by (Please provide all relevant information)

First Name: Given Name

Last Name: Last Name

Name of Association:

Residential Address: Residential Address

Suburb: Suburb

Post Code: Post Code

State: State

Registered Email: email address

FeNCAA Election Guidelines

Mobile Phone: Contact No	
I hereby state that the information that I have provided is true and correct to the best of my knowledge). I am a lawful representative of a registered association with FeNCAA. I also acknowledge that the Election Commission may release my personal details as appropriate to the purpose of election process.	
Signature: <input type="checkbox"/>	Date: Date here

Note: Wet or electronic signature is acceptable.

Section 3 Seconded by (Please provide all relevant information)

First Name: Given Name	Last Name: Last Name	
Name of the association:		
Residential Address: Residential Address		
Suburb: Suburb	Post Code: Post Code	State: State
Registered Email: email address		
Mobile Phone: Contact No		
I hereby state that the information that I have provided is true and correct to the best of my knowledge. I am a lawful representative of a registered association with FeNCAA. I also acknowledge that the Election Commission may release my personal details as appropriate to the election process purpose.		
Signature: <input type="checkbox"/>	Date: Date here	

Note: Wet or electronic signature is acceptable.

Section 4 Payment Details (Please provide proof of payment along with your application)

BSB: 062919 A/C No: 10422790 A/C Name: Federation of Nepalese Community Associations of Australia	Candidacy Fee (\$): Fee amount
Payment Proof: indicate what kind of proof attached	
<u>Candidacy Fee</u> <i>(Please attached your payment proof)</i> Office Holders (Executive Members) \$200 State Coordinator \$100	

Section 5 Brief Profile of the Candidate (Education, profession, social & community involvement etc.)

FeNCAA Election Guidelines

Please provide brief profile of Candidate

FeNCAA Election Guidelines

Section 6 Brief Election Manifesto of Candidate (Like: what you want to achieve for FeNCAA movement in your tenure, what are social, community and organisational commitments etc.)

Please point out brief election manifesto

Section 7 Any other additional information (Please describe briefly)

Please include any other information you want to include

FeNCAA Election Guidelines

Appendix B: Claim and Objection (दाबी तथा बिरोध) on Candidacy – Form 2

Please complete the following by typing in the form and email from your registered email address to [FeNCAA Election email address](#) by the due date and time.

✓ *Election Commission will use the information provided solely for running the election.*

To,
The Election Commissioner
Federation of Nepalese Community Associations of Australia Inc. (FeNCAA)

I would like to submit my objection, in good faith, regarding the initial list of Candidate published by the Election Commission. I do declare that all information I have provided here is true and correct.

Why I am submitting: (Please choose one of following)

Note: If submitting for more than one claim or dispute please provide separate submission for each

The candidates' list includes someone who should not be in the list	<input type="checkbox"/>
The candidates' list excludes someone who should have been in the list	<input type="checkbox"/>

Detail of the Candidate: (Provide as much details as possible)

Candidacy for:	
First Name: Given Name	Last Name: Last Name
Name of the association:	
Reasons for your objection: Your reason for submission	
Any material proof, if available: Please describe if you have any proof attached with this submission	

Details of the person objecting (Please provide all relevant information)

First Name: Given Name	Last Name: Last Name	
Name of the association:		
Residential Address: Residential Address		
Suburb: Suburb	Post Code: Post Code	State: State
Registered Email: email address		
Mobile Phone: Contact No		
Signature: <input type="checkbox"/>	Date: Date here	

Note: Wet or electronic signature is acceptable.

FeNCAA Election Guidelines

Appendix C: Application to Withdraw Candidacy – Form 3

Please complete the following by typing in the form and email from your registered email address to [FeNCAA Election email address](#) by the due date and time.

✓ *Election Commission will use the information provided solely for running the election.*

To,
The Election Commissioner
Federation of Nepalese Community Associations of Australia Inc. (FeNCAA)

I would like to withdraw my candidacy. I am tendering this application with my full alertness and without any duress, or influence or threat by any other person or group. I do declare that all information that I have provided here is true and correct.

Detail of the Candidate:

Candidacy for:		
Reasons for withdrawal:		
First Name: Given Name	Last Name: Last Name	
Name of the association:		
Residential Address: Residential Address		
Suburb: Suburb	Post Code: Post Code	State: State
Registered Email: email address		
Mobile Phone: Contact No		
Please provide details of payment refund account		Candidacy Fee (\$): Fee paid
A/C Name: Account Name	BSB: BSP	A/C No: Account Number
Payment Proof: indicate what kind of proof attached		
Signature: <input type="checkbox"/>	Date: Date here	

Note: Wet or electronic signature is acceptable.

Appendix D – Electronic Voting System

The Election Commission 2021 has decided to use electionrunner.com as an online electronic voting system. Electionrunner is a secure, cloud-based voting system which is hosted by on Amazon Web Services in United States of America since 2014. The following bullets highlight some of the crucial aspects of the Electionrunner in getting selected as a cloud-based voting system for 2021 FeNCAA election.

- The domain was registered in 2014.
- Hosted and SSL certificated provided by Amazon Web Services (AWS).
- Used by various esteemed organizations such as
 - Michigan State University
 - University of Florida
 - Stormwater Victoria, Australia
 - NRNA New Zealand
 - Salt Lake Valley Law Enforcement Association
 - West Yorkshire Police Federation
 - New Zealand Psychological Society
- Election results hidden while the election is running.
- Voter fraud detection system
- Compatible across web-based devices.
- 256-bit encryption.

The electronic election procedure:

The election automatically starts and ends at the time specified on the election calendar. Once the election is started, all the voters will receive an email from Electionrunner system with instruction, information, and link to login.

If a voter has any issue with login, casting vote or didn't receive an email for voting, they can contact the FeNCAA election commission 2021 at [FeNCAA Election email address](#). Phone number: 0431 106 710 (Ashish Sapkota).

Once the election ends, no more ballots can be submitted, and the voter fraud detection report becomes available to election commission. The commission will then investigate the report and if required, takes necessary action, and prepares the final election result.

The final election result will then be announced at the time specified on the election calendar.

FeNCAA Election Guidelines

A brief voting procedure:

Electionrunner has very intuitive and user-friendly interface and can be broadly termed as three step voting process which is explained and illustrated as follows:

1. The voter will receive an email from Electionrunner once the election is started.
2. The voter can click on the link provided on the email or use voter id and voter key as username and password to login via **FeNCAA.electionrunner.com**
3. Select the candidate and submit ballot which is termed as voting.



The detailed voting procedure:

The screenshots below provide the detail step by step procedure in casting vote on electronic voting system – electionrunner.com.

The infographic is divided into two main sections. The left section, titled "HOW TO CASTE YOUR VOTE", features a large number "1" and the text "ONCE THE ELECTION STARTS, YOU'LL RECEIVE AN EMAIL ON THE NOMINATED EMAIL ADDRESS." The right section, titled "RECEIVE AN EMAIL", shows a screenshot of an email inbox. The top email is from "FeNCAA Election Commission 2021" with the subject "Your Invitation to Vote in the Election: FeNCAA Election 2021". The body of the email states: "FeNCAA has invited you to vote in the election: FeNCAA Election 2021 Voting is open from 05/19/21 10:30 am to 05/26/21 11:00 am (Australia/Canberra) Login Informatio...". Below this are two other emails from "BH" and "RH" with the subject "Re: FeNCAA Election 2021". The FeNCAA logo is visible in the top right corner of the infographic.

HOW TO CASTE YOUR VOTE



2

OPEN THE EMAIL FROM FeNCAA Election Commission 2021 <noreply@electionrunner.com>

CLICK ON THE BUTTON "Click Here to Vote"

Optionally, You can use the Voter ID and Voter Key as username and password to login through the FeNCAA.electionrunner.com

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FeNCAA
Federation of Nepalese Community Associations of Australia

LOGIN



HOW TO CASTE YOUR VOTE



3

SELECT THE PREFERRED CANDIDATE/S AND CLICK ON “Submit Ballot”.

Note: You can use information icon next to the candidate to view their brief portfolio.



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SELECT THE CADIDATE/S



HOW TO CASTE YOUR VOTE



4

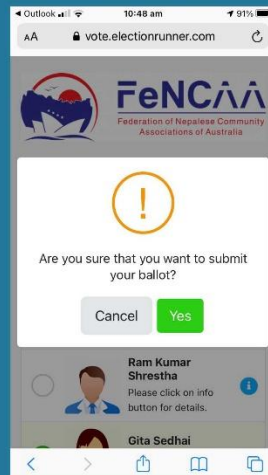
CLICK ON “Yes” TO CONFIRM THE BALLOT SUBMISSION OR “Cancel” TO REVIEW/REVISE THE BALLOT.

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CONFIRM SUBMISSION



HOW TO CASTE YOUR VOTE



5

A THANK YOU MESSAGE IS DISPLAYED.

YOU HAVE SUCCESSFULLY VOTED IN FeNCAA Election 2021.

Optionally, The ballot receipt can be downloaded via "Download Receipt" button.

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VOTING COMPLETED



HOW TO CASTE YOUR VOTE



6

THIS STEP IS OPTIONAL

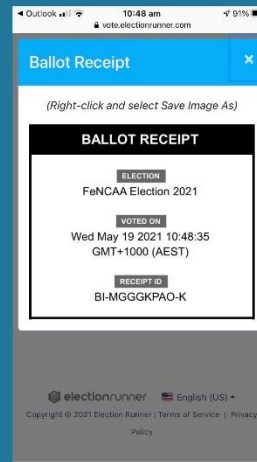
A BALLOT RECEIPT IS DISPLAYED, TAKE A SCREENSHOT OR RIGHT CLICK AND SAVE ON YOUR PREFERRED DEVICE.

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DOWNLOAD RECEIPT



FeNCAA Election Guidelines

Any specific technical queries or concern on the Electionrunner voting system can be forwarded to the FeNCAA Election Commission's designated email address.

Email template for communication:

To: [FeNCAA Election email address](#).

Subject: Electronic Election Query

Body: Include your query or concern

FeNCAA Election Guidelines

Appendix E –2025 FeNCAA Election Calendar

Federation of Nepalese Community Associations of Australia Inc. (FeNCAA) Election Commission would like to notify all FeNCAA members the following election calendar for 2023-25 FeNCAA Executive Committee election. If any stakeholders have any queries regarding the election calendar, guidelines, and the on-line election system, please direct your enquiry by email to the Election Commission [FeNCAA Election email address](#). and the Commission will endeavour to reply you as soon as possible.

The Commission requests the recipients of this Election Calendar to circulate to all FeNCAA members and to the wider Nepalese community in Australia so that no members or the community are missed out in receiving this calendar.

Activities	Date	Time AEST
Publication of FeNCAA Election Guidelines	Sunday, 27 July 2025	11:59pm
Publication of final voters list for election	Wednesday, 30 July 2025	11:59pm
Information session on Election Guidelines to FeNCAA members through Zoom meeting	Thursday 31, July 2025	8-9pm
Submission of nomination forms by Candidates for the election	Tuesday, 05 August 2025	11:59pm
Publication of first list of candidates running in the election	Friday, 08 August 2025	11:59pm
Submission of Claim Objection (दाबी तथा बिरोध) on Candidates	Saturday, 09 August 2025	11:59pm
Publication of list of candidates after considering objection submissions	Sunday, 10 August 2025	11:59pm
Application to withdraw candidacies	Monday, 11 August 2025	11:59 pm
Publication of final list of candidates for the election	Tuesday, 12 August 2025	11:59pm
Conduct the election by using online electronic voting system	Thursday, 14 August 2025	8am – 8pm
Announcement of Election Result	Saturday, 16 August 2025	11:59pm
Oath taking ceremony by the elected Executive Committee in AGM	Saturday, 23 August 2025	FeNCAA AGM

Note: All times mentioned in the Calendar are in Australian Eastern Standard time (AEST).