

FOKANA Inc.
PO Box 261, Valley Cottage, NY 10989
www.fokanaonline.org

FOKANA General Election 2024

Dear President,

The biennial election to the various positions (as shown in the nomination forms) of FOKANA will be held as per the schedule given below.

Time and date: 8 AM on Friday, July 19, 2024

Place: Bethesda North Marriot Hotel & Conference Center, 5701 Marinelli Rd.
North Bethesda, Rockville MD 20852

Completed Nominations with required fee from the nominee must reach the Chairman of the Election Committee on or before June 3, 2024. The number of delegates/representatives representing your Association to the General Council of FOKANA is based on the paid membership of your Association and is decided as follows,

Up to 99 dues paying members	one (1) Representative.
100 to 199 dues paying members	Two (2) Representatives
200 to 299 dues paying members	Four (4) Representatives
300 to 399 dues paying members	Six (6) Representatives
400 to 999 dues paying members	Seven (7) Representatives
1000 and above dues paying members	Ten (10) Representatives

A copy of the current membership list with telephone numbers, list of delegates/representatives, and FOKANA membership dues (\$200 for 2-year term) payable to "FOKANA" must be received by the Chairman, 2024 FOKANA Election Committee, PO Box 261, Valley Cottage, NY 10989 on or before **May 18, 2024**. If you have any questions, please address your questions to the Chairman, FOKANA 2024 Election Committee, or any of the Election Committee members.

Thank You

Philipose Philip
Election Committee Chairman
845-642-2060
Fokanaelection24@gmail.com

Georgy Varughese
Election Committee Member
954-240-7010

Joji Thomas
Election Committee Member
519-476-0682

FOKANA Inc.
PO Box 261, Valley Cottage, NY 10989
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Application for Membership (Renewal / New)

Date of Application _____

1. Name of Organization _____

2. Address _____ Ctiy _____ State _____ Zip _____

Tel. # _____

3. Web address _____ 4. Number of paid members _____

5. Year the organization formed _____ 6. Month of Annual election _____

Date of State Registration (For new members only) _____

Membership fees / dues should be paid through Association's check only. (\$100.00 per year)

7. Details of Current Executive Committee

Date of Election: _____ Date of Term Ending: _____

1. President _____ Tel. # _____ e-mail _____

2. V. President _____ Tel. # _____ e-mail _____

3. Secretary _____ Tel. # _____ e-mail _____

4. Jt. Secretary _____ Tel. # _____ e-mail _____

5. Treasurer _____ Tel. # _____ e-mail _____

6. Other _____ Tel. # _____ e-mail _____

7. Other _____ Tel. # _____ e-mail _____

8. We apply for new membership / renewal of membership in the FOKANA. Our association is registered in the state of _____ and is renewed for 2024.

9. Signature: President: _____ Secretary: _____

(Association check only, payable to FOKANA)

An organization seeking membership to FOKANA shall submit an application in the prescribed form, along with the following documents.

- a. A copy of the certificate of incorporation.
- b. A copy of the constitution and or by laws.
- c. A current list of elected officers with titles, date of their election and term ending date, address, phone #and email addresses in the official letterhead of the organization.
- d. A letter signed by president and secretary indicating the total number of current paid members with their name and address list and phone #.
- e. Membership fees / dues (\$100.00) per year should be paid through Association 's check only.

Any organization of Malayalees which satisfies all of the following criteria is eligible for membership of FOKANA

- a. The organization has been in operation in North America for at least a year and incorporated with the State for a minimum period of one year.
- b. Has adopted and functions under a duly written constitution and / or bylaws.
- c. Elects its officers at regularly held meetings as laid down in its constitution / by laws,
- d. Is a "Not for profit" organization.
- e. Subscribes to the objectives of the FOKANA constitution and by-laws.
- f. Agrees to pay prescribed membership dues
- g. Membership is granted subject to the constitution of FOKANA
- h. An organization that has not renewed membership in the past 2 years or more (Inactive Status) shall renew membership by completing this application and paying additional \$100 fee with required forms.

For FOKANA Official Use Only:

Membership Issued On: _____ Membership Renewed On: _____

Check # _____ Region: _____ State _____

FOKANA General Election 2024

List of Delegates/ Representatives (Page 1)

Name of the Organization			
Address	Street / PO Box	City	State/ Zip
Total Number of paid members of the organization.			
Number of the eligible representatives from the Organization based on total paid members			

List of Board of Directors and Representatives

NAME (Use CAPITAL letters)	ADDRESS	TELEPHONE & EMAIL
Current President - Board of Directors	Street	Phone #
	City State Zip	EMAIL(REQUIRED)
Immediate Past president - BOD	Street	Phone #
	City State Zip	EMAIL(REQUIRED)
1, Representative	Street	Phone#
	City State Zip	EMAIL(REQUIRED)
2, Representative	Street	Phone #
	City State Zip	EMAIL(REQUIRED)
3. Representative	Street	Phone #
	City State Zip	EMAIL(REQUIRED)

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FOKANA General Election 2024 -List of Representatives (Page 2)

4, Representative	Street	Phone #
	City State Zip	EMAIL (REQUIRED)
5, Representative	Street	Phone #
	City State Zip	EMAIL (REQUIRED)
6, Representative	Street	Phone #
	City State Zip	EMAIL (REQUIRED)
7, Representative	Street	Phone #
	City State Zip	EMAIL (REQUIRED)
8, Representative	Street	Phone #
	City State Zip	EMAIL (REQUIRED)
9, Representative	Street	Phone #
	City State Zip	EMAIL (REQUIRED)
10, Representative	Street	Phone #
	City State Zip	EMAIL (REQUIRED)

I certify that the above members are the representatives / Board of directors of our organization.

Name and Signature of President / Secretary/Treasurer

Date

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FOKANA General Election 2024

Nomination Form

Duly completed nomination form with required signature must reach Chairman, FOKANA 2024 Election Committee, PO Box 261, Valley Cottage, NY 10989 on or before June 3, 2024. The election committee is not responsible for any nominations lost in the mail. Only qualified candidates will be allowed to participate in the election. Completed nomination form, along with a nomination fee of Presidential candidates \$1000., General Secretary, Treasurer, Executive Vice president and Women's forum chairperson Candidates \$750 each, Vice President, Associate Secretary, Additional Associate Secretary, Associate Treasurer, Additional Associate Treasurer and Trustee Board members \$500, Regional Vice Presidents and National Committee members \$250 each, and all youth committee candidates including youth board of trustee member \$150 each). (Check made payable to FOKANA) must be forwarded to the Election Committee chairman at the above address. Please email a copy of the nomination to Fokanaelection24@gmail.com

I, Mr. / Mrs. _____ (President/ Secretary/ Treasurer of member association) nominate the following individual(s) for the office (s) as listed below.

<u>Name of Office/ Position</u>	<u>Name of the nominee (Candidate)</u>	<u>Nominee Phone #</u>	<u>Nominee email</u>	<u>Nominee Signature</u>
President				
Executive Vice President				
Vice President				
General Secretary				
Associate Secretary				
Additional Associate Secretary				
Treasurer				
Associate Treasurer				
Additional Associate Treasurer				

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**FOKANA General Election 2024
Nomination form (Page 2)**

<u>Name of Office/ Position</u>	<u>Name of the nominee (Candidate)</u>	<u>Nominee Phone #</u>	<u>Nominee email</u>	<u>Nominee Signature</u>
Women's Forum Chairperson				
Committee Member: USA 15 positions				
Committee Member: CANADA 2 position				
Youth Member: USA 5 positions (Ages 18-30)				
Youth Member: CANADA 2 positions (Ages 18-30)				
Board of Trustee 2 positions 4-year term				
Internal Auditors (2)				

Names of the nominating persons

1. _____ (President/Secretary/Treasurer)

Address _____ City _____ State _____ Zip _____ Ph: _____

2. _____ (President/Secretary/Treasurer)

Address _____ City _____ State _____ Zip _____ Ph: _____

I certify that above nominee(s) are current member/s of our organization and that our organization has paid to FOKANA all membership dues until 2024.

Name, Signature

Name, Signature

Date _____

(This form needs to be signed by at least two of the three officials i.e. President/ Secretary/Treasurer of the member Association)

Address of the nominee/candidate

1. _____

2. _____

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FOKANA General Election 2024: RVP Nomination Form

Duly completed nomination form with required signature must reach FOKANA 2024 Election Committee Chairman, **PO Box 261, Valley Cottage, NY 10989** on or before **June 3, 2024**. The election committee is not responsible for the nominations lost in the mail. Presidential candidates \$1000.; General Secretary, Treasurer, Executive Vice president and Women's forum chairperson Candidates \$750 each.; Vice President, Associate Secretary, Additional Associate Secretary, Associate Treasurer, Additional Associate Treasurer and Trustee Board members \$500.; Regional Vice Presidents and National Committee members \$250 each.; and all youth committee candidates including youth board of trustee member \$150 each. Please make copies of this form to send more than one nomination. Only qualified candidates will be allowed to participate in the election. Completed nomination form, along with (Check made payable to FOKANA) must be forwarded to the election chairman at the above address. A copy the nomination form may also be sent to Fokanaelection24@gmail.com

I, Mr./ Mrs. _____ (President/secretary/ Treasurer of member association) nominate the following individual(s) for the office (s) as listed below.

<u>Name of Office/ Position</u>	<u>Name of the nominee (Candidate)</u>	<u>Nominee Phone #</u>	<u>Nominee email</u>	<u>Nominee Signature</u>
Region 1 - RVP				
Region 2 - RVP				
Region 3 - RVP				
Region 4 - RVP				
Region 5 - RVP				
Region 6 - RVP				
Region 7 - RVP				
Region 8 - RVP				
Region 9 - RVP				
Region 10 - RVP				
Region 11 - RVP				
Region 12 - RVP				
Region 13 - RVP				
Region 14 - RVP				
Region 15 - RVP				
Region 16 - RVP				

Names of the nominating persons

1. _____ (President/Secretary/Treasurer)

Address _____ City _____ State _____ Zip _____ Ph: _____

2. _____ (President/Secretary/Treasurer)

Address _____ City _____ State _____ Zip _____ Ph: _____

I certify that above nominee(s) are current member/s of our organization and that our organization has paid to FOKANA all membership dues until 2024.

Name, Signature

Name, Signature

Date _____

(This form needs to be signed by at least two of the three officials i.e. President/ Secretary/Treasurer of the member Association)

Address of the candidate _____

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FOKANA General Election 2024

Pledge by the Candidate

I (name of the Candidate) _____ contesting for the
position of _____ at the FOKANA
general election 2024 solemnly hereby pledge that if I am elected to this Position, I will uphold
the constitution and By-Laws of FOKANA. Also, we, individually and collectively as members
of the National Executive Committee 2024-2026 agree to Indemnify FOKANA and its trustees
against any financial losses or expenses that we as office bearers have incurred during the
term of our office.

Witness Name and Signature

1. _____

2. _____

Candidate's Signature

Mailing Address:

Phone: _____

Email: _____

Date _____

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Rules for FOKANA General Election 2024

1. FOKANA General election 2024 is scheduled to be held on Friday July 19, 2024, at Bethesda North Marriot Hotel & Conference Center, 5701 Marinelli Rd. North Bethesda, Rockville MD 20852
2. All nominations should be in the prescribed form published by the FOKANA Election committee. The president /secretary/treasurer of the associations or members at large should nominate the candidates.
3. Two out of the three of the above officials should sign the nomination form.
4. Deadline to renew Association membership and Payment of Renewal fee is May 18, 2024.
5. Deadline for nomination is June 3, 2024.
6. An individual can be nominated for one position only. All nominees must be representative of the member association/members at large.
7. Candidate should submit required nomination fee Presidential candidates \$1000; General Secretary, Treasurer, Executive Vice president and Women's forum chairperson - \$750 each; Vice President, Associate Secretary, Additional Associate Secretary, Associate Treasurer, Additional Associate Treasurer and Trustee Board members \$500 each. Regional Vice Presidents and National Committee members \$250 each. and all youth committee candidates including youth Board of Trustee member \$150 each). along with his/her nomination form.
8. The deadline for nomination withdrawal is June 20, 2024, and the nomination withdrawal must be in writing.
9. All member associations are needed to submit a copy of their 2023/2024 membership list with the address and telephone numbers, signed by the president or secretary to verify the number of eligible delegates.
10. All delegates must carry a picture ID for verification while attending the general council meeting and election.
11. Candidates contesting as Regional Vice Presidents should be a representative from a member organization of that respective region.
12. Regional Vice presidents should be elected only by the representatives of that region including current president and immediate past president of the organizations.

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Rules for FOKANA General Election 2024 (page 2)

- 13. Renewal fee of Association must be paid by Association check only. Money orders, company checks, cashier's check, cash, personal checks will not be accepted.
- 14. If this renewal packet / email is received by previous year's officials, please hand over / forward to the current officials of the Association.
- 15. All elections are conducted by secret ballot electronically or by paper ballot
- 16. Any nominations received after due date of June 3, 2024, will be disqualified.
- 17. Only representatives from member organization who has paid the membership dues and renewed their membership as required, will be allowed to attend general council meeting or participate in the election.
- 18. All representatives must be present at the general council to exercise their voting rights. No proxy voting or postal voting will be allowed if the elections are conducted during the convention. If the convention is postponed due to the pandemic or unforeseen circumstances the election committee will have full authority to change the date and mode of voting.
- 19. Election committee shall not be responsible for delayed or lost nomination forms. You are encouraged to also email a copy of the nomination form to the Election Committee at Fokanaelection24@gmail.com
- 20. There shall not be any change of the representative /delegate after July 3rd, 2024.
- 21. A member association cannot nominate for more than 2 positions to any FOKANA elected positions.
- 22. Candidates contesting for the position of President, General Secretary, and Board of Trustees must have served at least one term in the FOKANA National Committee or Board of Trustees.
- 23.. Candidates contesting for any positions in FOKANA shall not hold any office at another organization of similar type.
- 24. Decision of the election committee shall be final and binding.
- 25. Delegates/ Candidates should be nominated from the respective local Associations from the local area.
- 26) Current and exact emails of the delegates/representatives/candidates shall be provided in the respective forms. This will be a requirement when we conduct electronic voting. Election Committee will not be responsible if incorrect emails are provided.



GEOGRAPHICAL REGIONS. (16 regions)

Region 1. Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, and Connecticut.

Region 2. Metro New York: Manhattan, Queens, Bronx, Brooklyn, Staten Island and Long Island

Region 3. Upstate New York: Westchester, Rockland, and all counties north of Westchester

Region 4. New Jersey

Region 5. Pennsylvania and Delaware

Region 6. Maryland, the District of Columbia, Virginia, West Virginia,

Region 7. Alabama, Georgia, Tennessee. North Carolina, and South Carolina.

Region 8. Florida

Region 9. Illinois, Missouri, Kentucky, Ohio, Indiana, Iowa, Wisconsin, Minnesota, and Michigan

Region 10. Texas

Region 11. Oklahoma, Kansas, Nebraska, South Dakota, and North Dakota.

Region 12. California, New Mexico

Region 13. Nevada, Utah, Arizona, Colorado, Hawaii, Idaho, Montana, Oregon, Washington, and Wyoming.

Region 14. Ontario

Region 15. Quebec, Nova Scotia, Brunswick, Prince Edward Island and Newfoundland.

Region 16. British Columbia, Alberta, Manitoba, Northwest Territories, Saskatchewan, and Yukon
