1. **POSITIONS**
   a. There shall be a total of eight (8) positions. The positions are as follows:
      a. One (1) Priest for the Diocesan Secretary
      b. Two (2) Priest Representatives for the Diocesan Council
      c. Four (4) Lay Representatives for the Diocesan Council
      d. One (1) Lay Representative for the Diocesan Auditor

2. **DIOCESAN SECRETARY**
   a. The Diocesan Secretary shall be an ordained priest of the Malankara Orthodox Syrian Church who is a member of the Diocesan Assembly as a priest representing a parish of the Diocese of South-West America.

3. **DIOCESAN COUNCIL**
   a. The two (2) priest council-members, four (4) laymen council-members must be members of the Diocesan Assembly representing any of the parishes of the Diocese of South-West America.

4. **DIOCESAN AUDITOR**
   a. The Diocesan Auditor must be a lay member of the Diocesan Assembly representing any of the parishes of the Diocese of South-West America.

5. **NOMINATION PROCESS**
   a. The Nomination Form shall be posted on the Diocesan Website and e-mailed to all members of the Diocesan Assembly. A physical copy will also be made available in the Diocesan Office.
   b. Those interested in contesting for the positions listed above (priests and laymen) shall submit the completed Nomination Form as a scanned copy via e-mail and also mail the physical copy to the Diocesan Office on or before **June 15th, 2022**.
   c. Only completed and verified nominations that are received at the Diocesan Office within the deadline shall be considered for the purposes of the election.
   d. Each Nomination Form submitted shall have two (2) other Diocesan Assembly member names and signatures from within the Diocese Assembly.
   e. All nominated candidates shall be given the opportunity to withdraw from the election process by filing the Nomination Withdrawal Form and submitting to the Diocesan office via email by **June 18th, 2022**.
   f. A final list of the candidates will be published on the Diocesan website by **June 22nd, 2022**.
6. ELECTION PROCESS
   a. The election process will be managed by a Returning Officer who will be appointed by the Diocesan Metropolitan.
   b. The Returning Officer will be assisted by the Election Committee appointed by the Diocesan Metropolitan.
   c. The list of valid nominations shall be presented at the Diocesan Assembly.
   d. All candidates shall be present in the meeting.
   e. A secret-ballot process will be followed for the election.
   f. All Assembly Members (Priests and Laity) will have their assembly membership verified by the Returning Officer and will then receive individual numbered ballot papers from the Returning Officer.
   g. All Assembly Members shall mark their vote for all eight (8) elected positions (if applicable)
   h. All Assembly Members will be provided an opportunity to cast their secret vote (as instructed on the ballot).
   i. Once the ballot paper is completed, the Assembly Member shall fold the ballot paper and place it in the designated ballot boxes.
   j. The ballot boxes will remain locked till the vote-counting process is initiated.

7. VOTE COUNTING PROCESS
   a. Once all Assembly Members have completed the voting process or the total allotted time for voting has expired, the vote-counting process will start.
   b. Only the Returning Officer, Election Committee, nominated candidates and one (1) representative of each candidate shall be present at the vote-counting venue.
   c. Each ballot box shall be opened with all witnesses present.
   d. The ballots shall be opened one at a time and the selections on each ballot shall be read out in public by the Returning Officer.
   e. After being read, each ballot shall be made available to the Election Committee for verification.
   f. Any incomplete, illegible or incorrectly marked ballot shall be presented to the witnesses, classified as an ineligible vote and will not be counted.
   g. Any ballot can be challenged at any time by the candidates or their representatives and the challenged ballot shall be verified by the Returning Officer.
   h. As the selections are read, a running tally of votes received by each nominated candidate shall be maintained.
   i. Once the ballot is read out, it shall be placed in a designated box for safekeeping.

8. TIED VOTES
   a. In the event of a tie for any position, the tied candidates will be given a chance to withdraw voluntarily.
   b. If a tie still remains after 7(a), the Returning Officer will pick lots to determine the winner of a tied vote count.

9. ANNOUNCEMENT OF ELECTION RESULTS
   a. At the end of the election, the Returning Officer shall present the final tally of votes and list of winners, with their names and parishes, to the Diocesan Metropolitan for certification and publishing.
   b. After the vote-counting process is complete, all ballot papers shall be handed over to the Diocesan Office for record retention.