

BY-ELECTIONS OF LOCAL SPIRITUAL ASSEMBLIES

All Local Spiritual Assembly by-elections that have taken place after Ridván 2016 should be reported immediately so that the list of eligible voters given to the tellers of Regional Council elections is as accurate as possible.

There are four ways to inform the National Assembly of the by-election results.

1. Report the results of your by-election via **eMembership2**. All community officers recorded through an Officers' Election, and eMembership Assistants on record, may log in to eMembership2 at emem.usbnc.org with their Bahá'í ID number and Bahá'í Online Services password. Click on "LSA By-Election" in the **Elections** drop-down menu.
 - If you have any questions about accessing **eMembership2**, please contact AdminToolsHelp@usbnc.org or call us at 866-818-5724.
2. Send your completed by-election form to the Membership Office by fax to the number 847.733.3543 or by mail to the following address:

Bahá'í National Center
Membership Office
1233 Central Street
Evanston, IL 60201

A form has been included for your convenience. Additional forms can be found at american.bahai.us/forms/membership-faq.html, which requires logging in to access. Click on "Local Spiritual Assembly Report of By-Election 2016" under **Ridván Election Information and Forms 2016**.

3. Email your by-election results to the Membership Office at membership@usbnc.org. By-election reports must include the following information:
 - Community Name and Bahá'í Locality Code of the Local Spiritual Assembly.
 - Date call to Local Assembly Election was sent out. Please note that this notice should be sent to community members at least 15 days prior to the election meeting.
 - Date the Local Assembly by-election was held.
 - Name and Bahá'í ID number of individual(s) being replaced on the Assembly, reason for vacancy, and office held, if applicable.
 - Name and Bahá'í ID number of individual(s) who was elected to the Assembly and office held, if applicable, and number of votes received.
 - Number voting in person and by absentee ballot; total number of ballots cast; number of invalid ballots; and total number of valid ballots.
 - Signature of the Assembly secretary, the date of the signature, and the Bahá'í identification number of the secretary.
4. Scan your completed by-election form and email the image to the Membership Office at membership@usbnc.org.

For additional assistance, you may contact the Membership Office by phone at 847.733.3445 or by email at membership@usbnc.org.