

## **Protocol for Conduct of Elections for the Managing Committee**

### **➤ Eligibility for Filing Nomination :**

- Any person member who is a member in 'good standing' ( no arrears in terms of membership dues on date of nomination ) is eligible to file his/her nomination.
  
- The person should be a citizen of India and be above 25 years of age
  
- The Election will be for post of President, Vice President, General Secretary, Treasurer and Joint Secretary and Executive Members.
  
- The persons to be appointed as President, General Secretary and Treasurer should be member of outgoing executive body. The persons to be appointed as Vice President or Joint Secretary may not be required to be member of outgoing executive body. However, they should be member of the association at least for one year on date of nomination.

The Executive members may be 6 to 16. Preferably, election will be for 8 executive members. Four Executive members will be elected out of members of Outgoing Executive Body. Four executive members will be elected out of general body members, however , they should be member of Association at least for one year on date of nomination.

The outgoing President, General Secretary and Treasurer will be ex-officio executive members of the next executive body provided they have not lost the election for any post for the next executive body.

- All the contestants should be proposed by one member and seconded by other member from the member of the association whose membership dues are clear.

Associate member will not be eligible for filing nomination for any post. Associate member will not be eligible for proposing or seconding of any nomination.

- The term of the Executive Body shall be for a period of Two years. He/she can however stand for re election immediately for a period of maximum another consecutive term for the same post after which he/she cannot stand for election again up to a period of 3 terms for the Post of the President, General Secretary, Treasurer, Vice President and Joint Secretary. This will not be applicable for re Election of Executive members

➤ **Eligibility to Cast Vote :**

- Only members shall be eligible to cast a vote, whose dues are clear on the cutoff date. The voter member dues should be cleared before the voting. The dues can be cleared by cheque 15 days before the date of election. The cash payment will be accepted up to time of start of voting.

\* Associate member will not be eligible for casting the vote.

**Election System :**

- The election system is 'secret ballot'

➤ **Canvassing:**

- The candidates/nominations who have been declared eligible by the Secretary can canvass to all the members by way of sending emails/phone calls/flyers/etc. outlining their strengths and plan of action of work.

The candidate for all five key post will be given 2-3 minutes for presentation of their plan of action.No other canvassing will be allowed in the Voting hall.

➤ **Election Officer :**

- Election Officer shall be appointed by the General Body to conduct the election.

Two observers will be appointed by the general body to assist the Election officer.

➤ **Election Procedure:**

- The Election officer shall issue a NOTICE OF ELECTION, calling intending persons to file nominations for all the post.

- The NOTICE OF ELECTION should be issued 30 days prior from the date of elections to all the Members . It shall clearly specify the following dates :

I. Last date for filing nomination

II. Last date for withdrawal

III. Date of announcement of Eligible Nominations

IV. Date of election

- Intending persons have to file Nominations in the prescribed NOMINATION FORM, duly signed, proposed and seconded, by the intending person and two members.

The opening of envelopes containing nomination papers will be opened in the presence of both the observers.

- The Election officer will scrutinize the nominations received in consultation with the treasurer for confirmation of dues clearance.

- The Election officer shall announce the LIST OF ELIGIBLE NOMINATIONS. In case there are nominations from candidates who are ineligible, the same shall also be announced.
  
- The election shall normally be conducted during the General Body meeting.
  
- On the appointed day and time, the Election officer shall initiate the election proceedings.

There will be two ballot papers, one for office bearers and the other for executive members posts

- The Election Officer shall have distributed BALLOT PAPERS; both to each eligible voter, duly signed by Election officer, President and Secretary/Treasurer.
  
- Every voter shall mark a cross ('X') against the name of the candidate whom he selects and place the votes in a sealed BALLOT BOX.
  
- Any marks other than what is mentioned above on the ballot paper shall render the vote to be declared INVALID.
  
- Ballot Papers returned BLANK shall also be treated as INVALID
  
- All the votes are collected and handed over to the Election Officer who along with two observers shall do the counting.

➤ ***Counting of Votes :***

- The process of counting by Election Officer and both observers shall be done immediately after the casting of the votes.

. The counting of the votes will be in open hall in presence of both the observers.

The invalid votes, if any, shall be shown to candidates concerned , on demand before declaring the result.

➤ **Single Nomination:**

- In case of a single nomination, the election process need not be conducted and the Election Officer can declare the Nomination as Elected Unopposed – Single Vote.

➤ **Tie:**

Their first and second tenure will be decided by draw of lot. However, the other candidate will be part of body as executive member.

In case of tie of executive members, both will be treated as winner and will be part of Executive body.

➤ **No Nomination:**

- In case no nomination is received, the Election Officer shall declare the current Executives to Continue for another term.

➤ **Declaration of Result:**

- After the counting is complete, the Election Officer shall declare the result giving full details as under :

I. Total number of Voters

II. Number of Voters present for the election

III. Number of Votes Cast

IV. Number of Eligible Votes Cast

V. Number of Votes received by each of the nominations

VI. Nomination which has received the highest number of votes to be declared as winner

➤ **Recounting:**

- In case the Governing Body desire to have a recounting, a request for the same shall have to be made by the Governing Body on the spot, in writing, and the recounting shall be done without any delay. Recounting has to be done in the same meeting in which the Election has been conducted.

Recounting of votes will be done at the request of any contesting candidates and with the joint decision of Election officer and both the observers

# Election Report :

Election Report will be signed by Election Officer and both the Observers and the report along with all election documents will be handed over by Election officer to General Secretary on or before the next GBM after election.

➤ **Destruction of Ballot Papers :**

- The ballot papers shall be kept in safe custody by the Secretary and shall be destroyed after 90 days subject to pending decision on any complaint received from any contestant.

**The executive committee shall not take major policy decision from date of declaration of the Election date.**