

## INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

### ELECTION PROCEDURE FOR CHAPTER ELECTIONS UNDER ARTICLES 7 (VI) & 15 OF THE RULES AND REGULATIONS

1. All elections will be by secret ballot, through mail or otherwise. The National Council will approve Election Rules for all procedures regarding elections, including notice for nomination, scrutiny of nomination papers, withdrawal of nomination, ballot paper, voting and counting of votes. The indicative time table for chapter elections is given in Exhibit III.
2. The elections for office bearers of the National Council shall be held after the elections for Managing Committees of local chapters and members of the National Council representing the Chapters have been completed. In case, the elections of Managing Committee and Members of the National Council from any chapter are not held by the due date, the elections for National Council Office bearers will be held from amongst the newly elected National Council members representing the Chapters from only those chapters where elections have been held and results received by the National Office by the stipulated date.

#### LOCAL CHAPTERS

3. The Managing Committees of each Chapter will appoint one eminent person not from among the members of the Society as Returning Officer for conducting the elections of the Managing Committee and members of the National Council representing the Chapter.
4. The Secretaries/Hon. Secretaries of the Chapters shall adhere to the timelines as given in the Exhibit III and write to all the members of their chapters whose names appear in the membership register on 1st of March each year seeking nominations giving **two week's** time from the date of issue of the notice for the submission of nominations to the Returning Officer directly by the candidates. A copy of this notice shall be sent to the Returning Officer by the Chapter. The date, time and place for receipt of nominations and scrutiny by the Returning Officer will be indicated and persons nominated or their authorized representatives will be allowed to be present.
5. The Returning Officer will scrutinize the nominations received and send within 2 working days the complete list of nominations accepted for all posts to each member whose nomination has been accepted for any position in the Managing Committee and member of the National Council giving one week's time for withdrawal of names, if any. The withdrawal shall be sent directly to the Returning Officer who shall then prepare the final list of nominations after excluding the names withdrawn.
6. A Ballot Paper as shown in Exhibit II (including the names of the candidates elected unopposed) shall be prepared and sent directly by Speed Post by the Returning Officer within 2 working days to all members of the respective chapters who have their voting rights with two envelopes –one large and one small along with covering letter (Exhibit IV). The small envelope will be marked as “**Ballot Paper**” by the Returning Officer. Large envelope will have the address of the Returning Officer to whom the completed ballot paper should be sent. While sending the ballot paper, the Returning Officer will give 2 weeks from the date of issue and indicate the place/address, date and time (i) till when the ballots will be received by him and (ii) for opening of the ballots.

## CASTING OF VOTES

- (a) The ballot paper has to be completed as per the instructions given in it ( contained on the ballot paper itself). The vote can be cast for any number of positions, subject to the maximum number indicated for each post on the ballot paper. In case of any alteration or over writing the ballot paper shall be rejected.
  - (b) After completion, the ballot paper should be kept inside the small envelope marked “Ballot Paper” sent by Returning Officer for the purpose and properly sealed so that no tampering can take place.
  - (c) The sealed small envelope containing the completed ballot paper along with the covering letter signed by the member should be placed inside the big envelope having address of the Returning Officer (also supplied by the Returning Officer) and pasted well to avoid any tempering. The sealed portion of the big envelope will be attested by member’s signature. The signed covering letter by the member must not be kept inside the small envelope. Similarly the sealed small envelope with the Ballot Paper inside must not be signed by the member on the small envelope on its body. Otherwise the Ballot Paper will be rejected straightway.
  - (d) The sealed big envelope containing the ballot paper inside and signed covering letter should be sent by the members to the Returning Officer only so as to reach the Returning Officer on or before the date and time fixed for their receipt.
  - (e) The sealed big envelope containing the ballot paper shall not be accepted by the Returning Officer after the time specified for the receipt of ballots.
  - (f) All the big envelopes containing the covering letter and sealed ballot papers received by the Returning Officer will be kept in his/her safe custody and opened only at the place, date and time previously fixed by the Returning Officer where the contesting candidates or their authorized representatives will be allowed to be present.
7. The election results shall be completed by the Returning Officer before 16<sup>th</sup> May, 2017 and communicated simultaneously to the Secretary and Chairperson of the Chapter and Director of the National Office of the Society.

## GENERAL

8. The consent of the candidate contesting the elections shall include a declaration that he has paid the membership subscription for the year for which the elections are held. Accordingly, the consent will include the following additional sentence :

**“I hereby confirm that I have paid the membership subscription for the current year/ I am a Life Member.”**

Any false statement will disqualify the candidate at the time of counting of votes or any other time it is found that it was a wrong statement.

9. No nomination shall be made for any position unless the consent of the person being nominated has been obtained.
10. The Ballot Paper has to be completed only for the position(s) in the Managing Committee representing the Chapter which are being contested. The members should not cast more number of votes than required for various positions in the Managing Committee that are being contested , as specified in the ballot paper against that position. If the votes cast against any position are more than what is stipulated for that position, then all the votes so cast for that position only will be held as invalid votes.
11. The decision of the Returning Officer shall be final and the Managing Committee/General Body shall have no power to review/revise or amend it.
12. The dates mentioned in these rules and summarized in Exhibit III are to be adhered to unless in exceptional circumstances in which case all members shall be informed of the change in dates and a meeting of the General Body of the Chapter called within one month to ratify the decision changing the dates or postponing the elections.
13. If the Secretaries of the Chapters fail to take action as provided herein, the respective Chairpersons shall take charge for holding elections and shall follow the procedure laid herein.
14. A member of the Society can nominate himself and /or any number of other members for Managing Committee for Chapter elections, however, the consent of the persons nominated for Managing Committee elections must accompany the nomination form to be submitted to the Returning Officer. In the absence of this consent from any person nominated, his nomination will become invalid. However, no such consent shall be necessary for self-nomination.
15. Returning Officer must authenticate by signing the ballot papers and covering letter before issuing them.
16. (a) When the ballot papers are counted and tie situation becomes known, the Returning Officer will immediately inform the candidates having the tie, the date and time of draw of lots. This will not be earlier than 48 hours and later than 72 hours of communicating the candidates. The candidates or their representatives will be permitted to attend the draw of lots.  
  
(b) The Returning Officer will give opportunity to the candidates having the tie, to withdraw even at this stage so that only one candidate is finally left, who can be declared elected. Withdrawal by letter/e-mail can be accepted till the time announced for draw of lots.  
  
(c) Failing any withdrawal as per (b) above, the returning officer will decide the matter by draw of lots among the candidates having the tie.
17. The Chapter will reimburse all expenses incurred by the Returning Officer in conducting the elections but no honorarium will be paid for the same.

**INDIAN SOCIETY FOR TRAINING & DEVELOPMENT**

----- Chapter  
Elections of the Managing Committee and Members of the National Council for the year.....

**NOMINATION FORM**

I nominate the following ISTD members for positions shown \* :

Position	Name of the Nominee	Nominee's Address
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Chairman  
 Vice-Chairman  
 Hon. Secretary  
 Hon. Treasurer  
 Member of the Committee  
 (4 members to be elected)

- 1.
- 2.
- 3.
- 4.

Member of the National Council  
 ('X' members to be elected)

- 1.
- 2.
- 3.
- 4.
- 5.

I have obtained the consent of the person/persons nominated above, which is enclosed. (Not applicable for self-nomination)

Signature-----

Name-----

Membership No-----

Date:

Address-----

**DECLARATION TO BE SIGNED BY PERSON SEEKING ELECTION**

- (i) I confirm that Membership subscription has been paid for .....or I am a Life member.
- (ii) I hereby give my consent for election to the position(s) of -----for -----.

Signature----- Name-----Membership No.----- Date-----

- Each member can nominate himself and /or other member for one or more positions.

The consent in writing of the person nominated must accompany this form. There is no form prescribed for it and it can be on a plain paper as per the format given above.

Any false statement will disqualify the candidate at the time of counting of votes or any other time it is discovered that it was a wrong statement.

Contd.....

**Indian Society for Training & Development**

**Enclosure to Nomination Form for Chapter Elections**

Name of the Candidate:

Chapter:

Outline the skills and experience you could bring to the position of ..... of the ISTD (include your Brief Bio data not exceeding 250 words):

Describe past involvement and significant contributions made if any, in the ISTD activities (250 words):

Describe how you see ISTD developing in the future (make it objective and those that can be accomplished within 250 words):

Date:

Signature of the Candidate

**INDIAN SOCIETY FOR TRAINING & DEVELOPMENT**

..... Chapter

ELECTION TO THE MANAGING COMMITTEE AND MEMBERS OF NATIONAL COUNCIL FOR THE YEAR \_\_\_\_\_.

**BALLOT PAPER**

Sl.No.	Position	Name & Address	Please Mark(X)for casting vote.
1.	CHAIRMAN	1. 2. 3.	VOTE ONE ONLY
2.	VICE –CHAIRMAN	1. 2.	VOTE ONE ONLY
3.	HON.TREASURER	1. 2.	VOTE ONE ONLY
4.	HON.SECRETARY	1. 2.	VOTE ONE ONLY
5.	MEMBERS (IV MEMBERS TO BE ELECTED)	1. 2. 3. 4.	VOTE NOT MORE THEN FOUR
6.	MEMBERS OF NATIONAL COUNCIL (X) members to be Elected)	1. 2. 3.	VOTE NOT MORE THAN.....

Please vote by putting a cross(X) against each position.

- (a) The maximum number is indicated in the last column. The votes can be cast for any number of candidate subject to this maximum number.
- (b) Names of posts for which unopposed elections have taken place also to be indicated in the Ballot Paper but the votes are not to be cast for them.
- (c) If the No. of votes cast against any position is in excess of what is mentioned in the last column, then all the votes for that position will be held as invalid.
- (d) Please do not sign on the ballot paper which should be kept inside small envelope and sealed by the member. Signature is necessary on the covering letter by the member to be separately put inside the big envelope along with the sealed small envelope containing the ballot paper.

**TENTATIVE TIME SCHEDULE FOR CHAPTER ELECTIONS  
FOR THE YEAR 2017-18 (for 31 Chapters)**

1.	LETTER INVITING NOMINATIONS	MARCH 14 , 2017 Tuesday
2.	RECEIPT OF NOMINATIONS	MARCH 28, 2017, Tuesday (3.00 p.m.)
3.	CIRCULATION FOR WITHDRAWALS	MARCH 31, 2017, Friday
4.	RECEIPT OF WITHDRAWALS	APRIL 07, 2017, Friday (5.00 p.m.)
5	CIRCULATION OF BALLOT PAPERS	APRIL 10 , 2017, Monday
6	RECEIPT OF BALLOT PAPERS	APRIL 24, 2017, Monday (5.00 p.m.)
7.	COUNTING OF BALLOT PAPERS	APRIL 24, 2017, Monday
8.	DESPATCH OF RESULTS TO NATIONAL OFFICE	APRIL 26, 2017, Wednesday

**TENTATIVE TIME SCHEDULE FOR CHAPTER ELECTIONS  
FOR THE YEAR 2017-18 (for 9 Chapters)**

1.	LETTER INVITING NOMINATIONS	APRIL 5 <sup>th</sup> ,2017, Wednesday
2.	RECEIPT OF NOMINATIONS	APRIL 19 <sup>th</sup> ,2017, Wednesday (3.00 p.m.)
3.	CIRCULATION FOR WITHDRAWALS	APRIL 21 <sup>st</sup> ,2017, Friday
4.	RECEIPT OF WITHDRAWALS	APRIL 28 <sup>th</sup> ,2017, Friday (5.00 p.m.)
5	CIRCULATION OF BALLOT PAPERS	MAY 1 <sup>st</sup> , 2017, Monday
6	RECEIPT OF BALLOT PAPERS	MAY 15 <sup>th</sup> , 2017, Monday (3.00 p.m.)
7.	COUNTING OF BALLOT PAPERS	MAY 15 <sup>th</sup> , 2017, Monday
8.	DESPATCH OF RESULTS TO NATIONAL OFFICE	MAY 16 <sup>th</sup> , 2017, Tuesday

**COVERING LETTER**

**Exhibit - IV**

Dated.....

Shri .....

The Returning Officer

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.....

Dear Sir/Madam,

I am submitting the ballot paper duly completed in respect of the elections of the Managing Committee Members for Chapter elections for the year 2017-18.

Thanking you,

Yours faithfully,

Signature.....

Name.....

Membership No.....

Address.....

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