

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

ELECTION RULES & PROCEDURE FOR NATIONAL COUNCIL UNDER CLAUSE 5 & 15 OF MOA AND RULES & REGULATIONS AS APPROVED BY THE NATIONAL COUNCIL IN ITS 111th MEETING HELD ON 25th FEBRUARY, 2018.

1. All elections will be by secret ballot. The National Council of ISTD will approve Election Rules for all procedures of elections, including notice for election, filing of nomination, scrutiny of nomination papers, withdrawal of nomination, ballot paper, voting and counting of votes. The **Time Table for National Council elections is given in Annexure A.**
2. (a) The elections for office bearers of the National Council shall be held after conclusion of the elections as per the schedule for Chapter Election for Managing Committees of the chapters and Members of the National Council representing the Chapters. In case, the elections of Managing Committee and Members of the National Council from any chapter are not held or completed, by any reason whatsoever, within the prescribed time limit, then the elections for National Council Office bearers will be held without waiting for completion of the election of such Chapters and the election will be held from amongst newly elected National Council members representing the Chapters. The Chapters who have completed the election as per the election rules and intimated the results to the National Headquarters of ISTD through their Returning Officer within the stipulated time period will be included for the election to the National Council.

(b) Each Member can nominate any other member (s) for not more than **two positions**. A member can nominate self for any post, but not more than **two positions**. In such case, a member need to fill up 2 forms (one for self-nomination and the second for nominating other members). However, after completion of withdrawal, a member can contest for only **ONE position**.

Appointment of Returning Officer

3. The elections of the Office Bearers of the National Council, viz., National President, National Vice-President, 04(Four) Regional Vice-Presidents for the 04 Regions, Hon. General Secretary (if there is no appointed Administrative Head of the National Headquarters) and National Treasurer shall be initiated by 10th May of the election year. The existing National Council shall appoint, before the end of April, an eminent person, who is

not a member of the Society, as **Returning Officer** to conduct and supervise the National Council elections.

Issue of Election Notice

4. The Administrative Head of NHQ shall issue on the stipulated date after the last date of declaration of the Election Results of the Chapters an Election Notification to the members of the newly constituted National Council, whose results have been received by the National Headquarters within the stipulated time period as mentioned under para 2 above, intimating the members about the appointment of Returning Officer, Election Schedule and inviting the nominations to the positions to which elections are to be held. **The Nominations will be made in the prescribed format, as attached as Annexure B.**

Nomination Papers and its scrutiny

5. The eligible candidates filing nomination for various positions in the National Council elections shall be from amongst the newly elected NC members of the National Council from different chapters only and the list of such Members will be attached to the Election Notice. A copy of these communications from the National Headquarters shall be sent to the Returning Officer.
6. No nomination shall be valid for any position unless the consent of the person being nominated has been obtained on the nomination paper.
7. The nominations in the prescribed format are to be completed in all respects and sent in HARD COPY duly signed by the contestants, directly to the Returning Officer, within 2 weeks of the date of issue of the Election Notice. Scanned copies of the Nomination Papers are not allowed and the same will be rejected by the Returning Officer. It will be the duty of the contesting candidates to ensure that the Nomination papers are complete in all respects and are delivered to the Returning Officer within the prescribed time period. The date, time and place for receipt of nominations and scrutiny by the Returning Officer will be as indicated in the **Annexure A**. The persons nominated or their authorized representatives will be allowed to be present during scrutiny of the Nominations.
8. Each Member can nominate any other member (s) for not more than two positions. A member can nominate self for any post, but not more than two positions. In such case, a member need to fill up 2 forms (one for self-nomination and the second for nominating other members). In a situation where a member filing self-nomination for a particular position and at the same time nominates another person for the same position will make both the nominations invalid. However, after completion of

withdrawal, a member can contest for only ONE position either through self-nomination or nomination by another member.

9. If a Member files self-nomination for more than two positions or file nominations for others for more than two positions, the same is liable to be rejected. Hence, the contesting candidate has to be decide to which post he would be finally contesting and should exercise his right of withdrawal of nomination of other position accordingly within the prescribed timeline.
10. In the case of Regional Vice-President, the members from the concerned Chapter(s) will be grouped on the basis of the following geographic regions to elect the respective Vice-President accordingly.
 - (a) Northern Region consisting of the States/UTs of Jammu and Kashmir, Himachal Pradesh, Punjab, Haryana, Chandigarh, Delhi, U.P., Uttarakhand and Rajasthan.
 - (b) Southern Region consisting of the States/UTs of Andhra Pradesh, Tamil Nadu, Kerala, Karnataka, Pondicherry, Telangana and Lakshadweep.
 - (c) Eastern Region consisting of the States/UTs of Assam, Meghalaya, Mizoram, Arunachal Pradesh, Manipur, Tripura, Nagaland, Bihar, Jharkhand, West Bengal, Orissa, Sikkim and the Islands of Andaman's, Nicobar.
 - (d) Western Region consisting of the States/UTs of Maharashtra, Madhya Pradesh, Chhattisgarh, Gujarat, Goa, Daman and Diu and Dadra Nagar Haveli.

Provided further in the event of territorial alterations of the existing States/U.Ts., the regional delimitations shall be appropriately decided by the National Council.

11. The Returning Officer will scrutinize the nominations received and after the scrutiny send, within 2 working days, the complete list of "Valid Nominations" for all the posts to each member whose nomination has been so accepted and they will be given one week's time for withdrawal of nominations, if any. The notice for withdrawal of nominations shall be in writing and send directly to the Returning Officer. Signed and scanned copy of withdrawal sent by the candidates through their e-mail id will also be accepted. Once a notice of withdrawal of candidature is submitted to the Returning Officer, it will be final. The Returning Officer after considering all the notices for withdrawal shall prepare the Final List of Nominations.

12. CASTING OF VOTES

- (a) Returning officer will issue and despatch blank postal ballot, along with a covering letter, a small envelope for placing the ballot paper, a big envelope mentioning the address of the Returning Officer for sending the ballot paper duly filled by the member to the Returning Officer and a covering letter (**as per format at Annexure C**) to be signed by each member while returning the ballot after casting their votes. Returning Officer must authenticate by signing the ballot papers each page and covering letter to be sent to the Members before issuing them. **The Ballot Paper will be as per the Specimen places at Annexure D.**
- (b) 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, over writing or not properly marking the vote in the space /box provided in the ballot paper, the ballot paper shall be rejected.
- (c) After casting the vote, the completed ballot paper should be kept inside the small envelope, marked "Ballot Paper", sent by the Returning Officer for the purpose and must be properly sealed so that no tampering can take place. This small envelope will contain ONLY the Ballot Paper and no other papers. **The Member must not sign or put any marking on the Ballot Paper and sealed envelope containing the Ballot Paper.**
- (d) The sealed small envelope containing the completed ballot paper along with the covering letter duly signed by the member should be placed inside the big envelope having address of the Returning Officer (also supplied by the Returning Officer). Then the big envelope should be properly sealed and the sealed portion of the big envelope will be attested by the member and signing across it to avoid any tampering. It is necessary to place the duly signed covering letter in the big envelope to ensure that the ballot paper is sent by the Member after casting his vote. No proxy voting will be entertained and the ballot will be liable for rejection in such an event.
- (e) The sealed Big Envelope containing the ballot paper and the signed covering letter should be sent by the member to the Returning Officer directly so as to reach the Returning Officer on or before the date and time fixed for its receipt.
- (f) The sealed big envelope containing the ballot paper and signed letter shall not be accepted by the Returning Officer after the time specified for the receipt of the ballots.

- (g) 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. The Returning Officer will record the details of receipt of the Envelopes by putting the date and time of receipt, to avoid any dispute.
- (h) When the ballot papers are counted and if it leads to a tie situation, the winner will be selected by the method of draw of lots by the following procedure:
- I. The Returning Officer shall inform the candidates who are in the tie position about the need of deciding the winner by draw of lots. The Returning Officer will also give an opportunity to both the candidates to withdraw their nomination, if any one so desire, so that only one candidate is left who can be declared as elected. Withdrawal by letter/e-mail can be accepted till the time announced for draw of lots. The draw of lots will not be earlier than 48 hours and not later than 72 hours of communicating the candidates about the decision to decide the winner by draw of lots. The candidates or their representatives will be permitted to attend the draw of lots.
 - II. Failing any withdrawal as per (I) above, the returning officer will decide the matter by draw of lots among the candidates having the tie.
13. The Returning Officer shall prepare the election results in the prescribed format as placed in **Annexure E** and sign the result sheet and submit to the Director, ISTD at National Headquarters, before the stipulated date.
14. The decision of the Returning Officer shall be final and the National Council / General Body shall have no power to review/revise or amend it.
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Annexure A

**TENTATIVE TIME SCHEDULE FOR NATIONAL COUNCIL
ELECTIONS**

2018-2020

1	Letter inviting Nominations by NHQ		
2	Receipt of Nominations and Scrutiny		
3	Circulation for withdrawals		
4	Receipt of withdrawals		
5	Circulation of Ballot Papers		
6	Receipt of Ballot Papers		
7	Counting of Ballot papers		

Annexure B

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

Elections to the Office Bearers of the National Council for the years 2018-20.

NOMINATION FORM (Part A, B & C)

(A) I nominate the following N C members for positions shown against each name: (also for self-Nomination)

Position	Name of the Nominee	Nominee's Address
National President (1)		
National Vice-President (1)		
National Treasurer (1)		
Regional Vice Presidents:		
East (1)		
West (1)		
North (1)		
South (1)		

- No of positions to be filled up are indicated in the bracket. (Nomination can not be for more than two positions – refer clause No 8 & 9 of Election Rule.)
- For self-nomination and nominating other members, use separate forms.

The consent of the person/persons nominated above is appended in Part B. **(Consent certificate is not required for self-nomination)**

Signature of Member -----

Name-----

Membership No-----

Date:

B. CONSENT CERTIFICATE (NOT REQUIRED FOR SELF NOMINATION)

I GIVE MY CONSENT FOR MY NOMINATION AS ABOVE.

1. Signature----- Name-----Membership No. -----
Date-----
2. Signature----- Name-----Membership No. -----
Date-----

C. DECLARATION (to be filled by all contesting candidates)

1. I hereby given an undertaking that if elected, I shall devote adequate time and energy to effectively carry out the tasks and responsibilities attached to that office and abide the Rules and Regulations of the Society. I hereby confirm that I have paid the membership subscription for the FY 2017-18 in which the election is being held /I am a Life Member. **I am not in the Disqualified category.**
2. I hereby declare that I will abide by the requirements of all statutory provisions as provided in the Election Rules. On my election, I will submit my Aadhar No, PAN No and any other details required under any Statutes from time to time and as required by NHQ on demand.

Disqualified category

Employees/Ex-employees, worked in any capacity of ISTD, irrespective of their Membership, are debarred to contest elections for any post to the National Council for a minimum period of 05 (Five) years after retirement/resignation/cessation of employment, by any method. Any member who has been found to have committed financial irregularity in the affairs of the Society, has acted against the common interest of the Society, directly or indirectly, has resorted to unethical practices for furtherance of their individual interest over the interest of the Society, active against the collective legal decision of the Society and violated the code of conduct of the membership shall stand disqualified for contesting election to the National Council for a period of 2 years from the date on which the decision of the National Council is communicated to the concerned member of their such inappropriate actions.

Signature with name (self-nomination) -----

Signature with name (Nominated candidates) 1. -----

2.-----

Date-----

GENERAL

For Vice President of the Region, only the National Council Members (2018-20) from that region can nominate candidates e.g. Regional Vice-President (North) is to be nominated by members of the Northern Region Chapters only and so on).

Chapters are grouped region-wise as follows:

Northern Region: 12	Allahabad, Chittorgarh, Chandigarh, Dehradun, Delhi, Gurgaon, Jaipur, Kota, Lucknow, Meerut, Noida, Udaipur.
Southern Region: 13	Bangaluru, Chennai, Coimbatore, Hyderabad, Kochi, Mysuru, Neyveli, Pondicherry, Sahapuram, Thiruvananthapuram, Tirupati, Visakhapatnam, Mangalore-Udupi
Eastern Region: 7	Berhampur, Bhubaneswar, Guwahati, Jamshedpur, Kolkata, Ranchi, Sambalpur.
Western Region: 16	Ahmedabad, Anand, Aurangabad, Bhopal, Goa, Hinganghat, Indore, Islampur, Jabalpur, Mumbai, Nagpur, Nashik, Navi Mumbai, Pune, Silvassa, Vadodara

COVERING LETTER FROM VOTER TO RETURNING OFFICER

Dated.....

Shri

Returning Officer

.....

.....

Dear Sir/Madam,

I am sending my ballot paper duly completed in the cover meant for the Ballot paper duly sealed according to the instructions contained in your letter dated -----for the election of Office Bearers of National Council of the Indian Society for Training and Development for 2018-20. I confirm that the cover meant for the Ballot Paper contains only the ballot paper and no other communication.

Thanking you,

Yours faithfully,

Signature.....

Name.....

Membership No.....

Address.....

.....

(THIS LETTER NOT TO BE PUT IN THE SMALL ENVELOPE MEANT FOR BALLOT PAPER AND TO BE SENT SEPARATELY)

Annexure D

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

Elections of the Office Bearers of the National Council for the year 2018-20.

BALLOT PAPER

<u>POSITION</u>	<u>NAME</u>	<u>Please put cross(X) in INK in the box against ONE NAME FOR EACH POSITION ONLY</u>
1. National President	1. 2.	<input type="text" value="VOTE ONE ONLY"/>
2. National Vice-President	1. 2.	<input type="text" value="VOTE ONE ONLY"/>
3. National Treasurer	1. 2.	<input type="text" value="VOTE ONE ONLY"/>
4. Regional Vice-Presidents		<input type="text" value="VOTE ONE ONLY"/>
(i) North		<input type="text" value="VOTE ONE EACH ONLY"/>
(ii) East		
(iii) South		
(iv) West		

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 Candidate subject to this maximum number.
- (b) Names of posts for which unopposed elections have taken place is indicated in the Ballot Paper and 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. Completed ballot paper 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.
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**RECORD NOTE OF THE PROCEEDINGS AT ----- HRS ON -----
FOR OPENING OF ENVELOPS CONTAINING BALLOT PAPERS
AND COUNTING THEREOF FOR THE ELECTION OF OFFICE BEARERS
OF NATIONAL COUNCIL OF THE ISTD FOR THE YEAR 2018-20.**

PRESENT

----- Returning Officer

Introductory

The election process for the positions of Office Bearers of the National Council of ISTD for the year 2018-20 started on ----- when the newly elected NC Members were informed to send their nominations for the above positions.

While the voters for National President, National Vice President and National Treasurer consists of all the members of the National Council, in the case of Regional Vice-Presidents, only the NC Members from the respective region are entitled to vote.

The last date of receipt of nominations was fixed for ----- . Nominations, on receipt were opened at ----- PM on ----- . It was found that the following Nominations were received for the posts of:

- President - ----- Nominations
- National Vice-President - -----Nominations
- National- Treasurer - -----Nominations
- Regional Vice-President - (North) - -----
- (East) - -----
- (West) - -----
- (South) - -----

Withdrawal of nominations

A list of nominations for all positions received was circulated to the candidates who were requested to send withdrawals by ----- (5.30 PM). In response, withdrawal letters were received from the following:

1. -----has sent his withdrawal from the position of ----- namely----
-----reached to -----, Director, ISTD around ----- after the
stipulated time schedule, which was not accepted as per rule.
2. ----- withdrawal received from ----- for the position of National
Vice- President
3. -----has sent his withdrawal from the position of ----- namely --
-----,
4. -----contestants have sent their withdrawal from the position of -----
----) namely -----
5. -----has sent his withdrawal from the position of -----
namely -----
6. -----has sent his withdrawal from the position of -----
namely -----.

Issue of Ballot Papers

A list of the contesting candidates after withdrawal and the ballot papers were sent to all the National Council Members and they were requested to return the ballot papers duly completed by the ----- (04.30 p.m.)

Counting of Ballot Papers

Counting of Ballot papers started immediately after the closing hours of receipt of Ballot papers at ----- p.m. on ----- . Seal on Ballot box was shown to all ----- persons present.

----- Envelopes containing the Ballot Papers were received till ----- (4.30 p.m.). These were opened at ----- p.m. on -----by -----, **Returning Officer-2018-20** and those present and were duly counted.---
---ballot papers were rejected because their covering letters were not enclosed. -----votes were found to be valid.

THE RESULTS ARE AS FOLLOWS:

National President/Name of the Candidates	No of Votes Received
Total	

-----is declared elected to the office of National President.

National Vice-President / Name of the Candidates	No of Votes Received
Total	

----- is declared elected to the office of Vice – President (National)

National Treasurer /Name of the Candidates	No of Votes Received
Total	

----- is declared elected as the National Treasurer.

Regional Vice-President (North) Name of the Candidates	No of Votes Received
Total	

----- is declared elected to the office of Regional Vice- President (North).

Regional Vice-President (East) Name of the Candidates	No of Votes Received

-----is declared elected to the office of Regional Vice- President (East)

Regional Vice-President (West) Name of the Candidates	No of Votes Received
Total	

----- is declared elected to the office of Regional Vice- President (West).

Regional Vice-President (South) Name of the Candidates	No of Votes Received
Total	

----- is declared elected to the office of Regional Vice- President (South).

Returning Officer,
ISTD NC Elections-2018-20

The President
ISTD

c.c: Director
ISTD

Date: