

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

**ELECTION PROCEDURE FOR CHAPTER ELECTIONS
UNDER ARTICLES 7 (VI) & 15
OF THE RULES AND REGULATIONS OF ISTD
AS APPROVED BY THE NATIONAL COUNCIL IN ITS 111TH MEETING HELD ON 25th
FEBRUARY, 2018 AT BHOPAL**

1. The National Council of ISTD has approved the Election Rules detailing all procedures regarding conduct of elections, including notice for nomination, scrutiny of nomination papers, withdrawal of nomination, ballot paper, voting and counting of votes. All elections will be held by secret ballots. The tentative time-table for Elections of the Chapters is given in **Annexure 1** hereto.
2. The elections for National Office Bearers by the National Council shall be held after conclusions of the elections of the Chapters for its Managing Committees and Members of the National Council representing the Chapters. In case, the elections to the Managing Committee and Members of the National Council from the Chapter are not held by the due date, then the elections of the National Office Bearers by the National Council will be held from amongst the newly elected National Council Members from only those Chapters where elections have been held within the due date and results thereof have been received by the National Headquarters, New Delhi by the stipulated date.

LOCAL CHAPTERS

3. The Managing Committees of each Chapter will appoint one eminent person, not being a Member 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 Hon. Secretaries of the Chapters shall adhere to the timelines as given in the Annexure 1. and write to all the Members of their Chapters whose names appear as on 1st of March each year, in the Membership Register of the respective Chapter and who are otherwise not disqualified for contesting election, for submission of nominations. The nominations will be submitted within two **weeks'** time from the date of issue of the notice directly to the Returning Officer by the contestants. 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 clearly indicated in the notice and persons nominated or their authorized representatives will be allowed to be present during this time.
5. 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**.
6. The nominations will be in the prescribed format placed at **Annexure 2**. The Returning Officer will scrutinize the nominations so received by him within the allotted time schedule and send/publish, 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 Members of the National Council giving One Week's time for withdrawal of names, if any. The withdrawal shall be in writing and be sent directly to the Returning Officer within the prescribed time limit. The Returning Officer shall then prepare the final list of nominations.

7. A Ballot Paper as per the format given in **Annexure 3** (which will also include the names of the candidates elected unopposed) shall be prepared and signed by the Returning Officer by a **blue ink pen**, and sent directly by Speed Post by the Returning Officer within 2 working days of preparation of final list to all members of the respective chapters who have their voting rights under a covering letter, with two envelopes – one large and one small along with covering letter (**Annexure 4**). The small envelope will have the Ballot Paper inside it and will be marked as “**Ballot Paper**” on it. The Large envelope will have the complete 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’ time from the date of issue for returning the ballot paper after casting the vote and indicate the place/address, date and time (i) till when the ballots will be received by him and (ii) place for opening of the ballots.

Disqualification

Employees/Ex-employees, worked in any capacity of ISTD, irrespective of their Membership, are debarred to contest elections for any post to the Managing Committee or 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 Managing Committee/ National Council for a period of 2 years from the date on which the decision of the National Council or through resolution of Chapter AGM for the position(s) at the chapter level is communicated to the concerned member of their such inappropriate actions.

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 in the space specified, 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 or placing the voting marking in a wrong place, the ballot paper shall be rejected. Before voting, the voters must that the Ballot paper is not a photocopy and is original and is containing the signature of the Returning Officer. The voter should not make any marking, signature or any other writing on the Ballot Paper.
- (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 tampering. 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, otherwise the Ballot Paper will be rejected. Similarly, the sealed small envelope with the Ballot Paper inside should not contain any signature of the member, even on the flap of the small envelope. Otherwise the Ballot Paper will be rejected straightway.
- (d) The sealed big envelope containing the sealed small envelope 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. It is advisable to send the ballot paper well in advance so as to reach the same on time by the Returning Officer.

- (e) The sealed big envelope received late beyond stipulated date and time by the Returning Officer shall not be opened and shall not be taken into consideration as a legal ballot. The Returning Officer will record the date and time of receipt of such delayed ballot papers.
 - (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 preferably in a sealed box 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.
8. The election results shall be completed by the Returning Officer before the stipulated date and communicated simultaneously to the Hony. Secretary and Chairperson of the Chapter and Director of the National Headquarter of the Society. Details of number of votes polled, rejected and candidate wise polling details must be informed by the Returning Officer to National Headquarter for their information and records. Without these details, results will not be published.

GENERAL

9. 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 FY in which the election is being held/ 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.

10. No nomination shall be made for any position unless the consent of the person being nominated has been obtained in the nomination form. It will not be necessary in case of self-nominations.
11. 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 declared as invalid votes.
12. 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.
13. The dates mentioned in these rules and summarized in **Annexure 1** 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.
14. If the Hony. 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.
15. A member of the Society can nominate himself and /or any number of other members for Managing Committee for Chapter elections for any post upto two positions only, 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.

16. Returning Officer must authenticate by signing each ballot paper and covering letter before issuing them.

17.

(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. The candidates or their representatives will be permitted to attend the draw of lots as fixed by the Returning officer.

(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. Any complaint against the election process or candidate(s) must be made to the Returning Officer before the election commences. No complaint under any circumstances will be entertained after the elections.

18. The Chapter will reimburse all expenses incurred by the Returning Officer in conducting the elections and may decide payment of honorarium if any to the Returning Officer.

19. After the introduction of GST by the Govt. of India, each Chapter is to have a GST number and for the implementation of GST, the main Office Bearers will be required to share details of their PAN and Aadhar Number or any other requirements under the Statute from time to time. This is a mandatory requirement and hence any Member contesting for the positions of Chairman, Vice-Chairman, Hon. Secretary and Hon. Treasurer will give an undertaking to provide necessary details if elected. Non-compliance of this requirement will lead to their unseating and election of the person who has got the second highest number of votes for the respective positions. Where none of the Office bearers comply this requirement, NHQ will form adhoc committee with people complying with those requirements and conduct the election process afresh.

TENTATIVE TIME SCHEDULE FOR CHAPTER ELECTIONS
FOR THE YEAR 2018-20 (for Chapter)

1.	LETTER INVITING NOMINATIONS	
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	
8.	DESPATCH OF RESULTS TO NATIONAL HEADQUARTERS.	

Annexure 2INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

----- Chapter

Elections to the (i) Managing Committee and (ii) Members of the National Council for the years 2018-20.

NOMINATION FORM (Part A, B & C)

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

Position	Name of the Nominee	Nominee's Address
Chairperson		
Vice - Chairperson		
Hon. Secretary		
Hon. Treasurer		
Member of the Committee (4 Members to be elected)		
1.		
2.		
3.		
4.		
Member of the National Council ("X" number of members to elected)		
1.		
2.		

The consent of the person/persons nominated above is appended. **(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 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 Managing Committee or 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 disqualify for contesting election to the Managing Committee/ National Council for a period of 2 years from the date on which the decision of the National Council or through resolution of Chapter AGM for the position(s) at the chapter level is communicated to the concerned member of their such inappropriate actions.

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

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

2.-----

Date-----

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

..... Chapter

ELECTIONS TO THE (i) MANAGING COMMITTEE AND (ii) MEMBERS OF NATIONAL COUNCIL FOR THE YEARS 2018-20.

BALLOT PAPER

Sl. No.	Position	Name & Address	Please Mark(X) for casting vote.
1.	CHAIRPERSON	1. 2.	VOTE ONE ONLY
2.	VICE -CHAIRPERSON	1. 2.	VOTE ONE ONLY
3.	HON.TREASURER	1. 2.	VOTE ONE ONLY
4.	HON.SECRETARY	1. 2.	VOTE ONE ONLY
5.	MEMBERS (FOUR MEMBERS TO BE ELECTED)	1. 2. 3. 4.	VOTE NOT MORE THAN 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.

- The maximum number is indicated in the last column. The votes can be cast for any Candidate subject to this maximum number.
- 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.
- 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.
- 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.

COVERING LETTER

Annexure 4

Dated.....

Shri

Returning Officer

.....

.....

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 -----.

Thanking you,

Yours faithfully,

Signature.....

Name.....

Membership No.....

Address.....

.....

**RECORD NOTE OF THE PROCEEDINGS AT ----- HRS ON ----- FOR
OPENING OF ENVELOPS CONTAINING BALLOT PAPERS AND COUNTING THEREOF FOR THE
ELECTION OF MEMBERS OF THE MANAGING COMMITTEE AND NATIONAL COUNCIL OF THE
ISTD, ----- CHAPTER FOR THE YEAR 2018-20**

PRESENT

-----, **Returning Officer**, ----- Chapter

Introductory

The election process for the positions of Members of the Managing Committee and National Council of ISTD, ----- Chapter for the year 2018-20 started on ----- when the Members of ----- Chapter were informed to send their nominations for the following positions.

Chairperson	
Vice-Chairperson	
Hon. Secretary	
Hon. Treasurer	
Members of the Managing Committee	
Members of National Council	

The last date of receipt of nominations was fixed for ----- by --.00 p.m. Nominations, on receipt were opened at ----- p.m. on ----- . It was found that the following Nominations were received for the posts of:

Chairperson	
Vice-Chairperson	
Hon. Secretary	
Hon. Treasurer	
Members of the Managing Committee	
Members of National Council	

Issue of Ballot Papers

A list of nominations for other positions was circulated to the candidates who were requested to send withdrawals by ----- (5.00 PM). In response, withdrawal letters were received from the following:

1. ----- **contestant(s)** has sent his withdrawal from the position of Chairperson namely -----
2. -----**contestant(s)** have sent their withdrawal from the position of Vice-Chairperson namely -----
3. ----- contestant has sent his withdrawal from the position of Hon. Treasurer namely --- -----.
4. ----- **contestant** has sent his withdrawal from the position of Managing Committee Member namely -----.

5. ----- **contestant** has sent his withdrawal from the position of National Council Member namely -----.

A list of the contesting candidates and the ballot papers were sent on ----- to all the Members and they were requested to return the ballot papers duly completed by ----- (5.00 p.m.) which was fixed as the last date for this purpose and counting the ballot papers on ----- (11.00 a.m.).

Counting of Ballot Papers

- Total Ballots Dispatched - ----
- Ballot papers duly filled in received - ----
- Valid Ballot Papers - ----
- Invalid Ballot Papers - ----
- Ballot Papers received late - ----

THE RESULTS ARE AS FOLLOWS:

Chairperson /Names of the Candidates	No of Votes Received
Total	

----- is declared elected to the office of Chairperson.

Vice-Chairperson /Names of the Candidate	No of Votes Received

----- is declared elected to the office of Vice–Chairperson.

Hon. Secretary /Names of the Candidates	No of Votes Received
Total	

----- is declared elected as the Honorary Secretary.

Hon. Treasurer /Names of the Candidate	No of Votes Received

----- is declared elected to the office of Hon. Treasurer.

The following are declared elected as Managing Committee members:

1.	
2.	
3.	

4.	
----	--

The following are declared elected as National Council Members:

1.	
2.	
3.	
4.	
5.	
6.	

(-----)

Returning Officer, ISTD ----- Chapter Elections 2018-20,

The National President
ISTD

c.c: Director, ISTD

Date:

ELECTION RESULTS OF OFFICE BEARERS OF ----- CHAPTER, ISTD
FOR THE YEAR 2018-20

CHAIRPERSON	
VICE-CHAIRPERSON	
HON. SECRETARY	
HON. TREASURER	
National Council Members (---)	
MEMBERS OF THE MANAGING COMMITTEE (4 Posts)	

 Returning Officer, ISTD ----- Chapter Elections 2018-20

Date: