

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

ELECTION PROCEDURE FOR NATIONAL OFFICE UNDER CLAUSE 5 & 15 OF MOA AND RULES & 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 National council elections is given in **Exhibit II**.
2. The elections for office bearers of the National Council shall be held after the elections for Managing Committees of the 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.

OFFICE BEARERS OF NATIONAL COUNCIL

3. The elections of the office bearers of the National Council , namely, President, Vice-President(National), 4 Regional Vice-Presidents for the 4 regions, Hon. General Secretary (if there is no appointed Administrative Head of the National Headquarters) and Hon. Treasurer shall be initiated in the month of mid-May. 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. The Administrative Head of National Office shall write within 2 days after the last date of declaration of the Election at Chapter level to all such newly elected National Council members representing the Chapters who have sent their Election results before the issue of the Election notice from National Office, to send their nominations in the **Exhibit I**. The eligibility of candidates seeking nomination for various positions in the National Council elections shall be from the newly elected N C members of the National Council from different chapters only, and the list of such members are attached in **Exhibit III**. A copy of these communications from the National Office shall be sent to the Returning Officer. The nominations are to be sent directly to the Returning Officer within 2 weeks of the date of issue of the notice. The date, time and place for receipt of nominations and scrutiny by the Returning Officer will be indicated in the **Exhibit II** and the persons nominated or their authorised representatives will be allowed to be present.

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 Lakshdweep.
- (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 Andmans, Nicobar and Malabar.

- (d) Western Region consisting of the States/UTs of Maharashtra, Madhya Pradesh, Chhattisgarh, Gujarat, Goa, Daman and Diu and Dadra Nagar Haveli.

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

4. 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 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.

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.
5. The election results shall be completed by the Returning Officer before 27th June, 2017 and communicated immediately to the Director of the National Office of the Society.

GENERAL

6. 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.

7. No nomination shall be made for any position unless the consent of the person being nominated has been obtained.
8. 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.
9. Returning Officer must authenticate by signing the ballot papers and covering letter before issuing them.
10. (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.
11. The National Office 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

Elections of the Office Bearers of the National Council for the year 2017-18

NOMINATION FORM FOR NATIONAL COUNCIL ELECTIONS

I nominate following person(s) for the various positions in the National Council for the year 2017-18.

POSITION	NAME	ADDRESS
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President (1)

Vice-President(National) (1)

Hon. Treasurer (1)

Vice President : South (1)

East (1)

North (1)

West (1)

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

Signature.....

Name.....

Membership No.....

Address.....

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.....

Date:.....

Explanatory Note:**Declaration to be signed by the Person seeking election**

1. The consent in writing of persons nominated is a must.

“I hereby give my consent for elections to the Position(s) offor the year 2017-18.

Signature.....

Name.....

Membership No.....

Date.....

2. Nominations can be made for any or all the above positions given in the nomination form.

3. For Vice President of the Region, only the National Council Members (2017-18) from that region can nominate candidates e.g. 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:	Allahabad, Alwar,Chittorgarh, ,Chandigarh, Dehradun, Delhi, Greater Noida, Gurgaon, Jaipur,Kota, Lucknow, Meerut, Udaipur.
Southern Region:	Bangaluru, Chennai, Coimbatore, Hyderabad, Kochi, Mysuru, Nellore, Neyveli, Pondicherry, Sahupuram, Thiruvananthapuram, Tiruchirappalli,Tirupati, Visakhapatnam.
Eastern Region :	Berhampur, Bhubaneswar, Durgapur, Guwahati, Jamshedpur, Kolkata, Ranchi, Sambalpur.
Western Region :	Ahmedabad, Aurangabad,Bhopal,Bhilai, Goa, Hinganghat , Indore, Islampur, Jabalpur, Mumbai, Nagpur, Nashik, Navi Mumbai, Pune, Silvassa,Vadodara.

TENTATIVE TIME SCHEDULE FOR NATIONAL COUNCIL ELECTIONS
2017-18

1	Letter inviting Nominations by NO	May 17, 2017	Wednesday
2	Receipt of Nominations and Scrutiny	May 31, 2017	Wednesday (3:00p.m)
3	Circulation for withdrawals	June 02, 2017	Friday
4	Receipt of withdrawals	June 09 , 2017	Friday (5:30 p.m.)
5	Circulation of Ballot Papers	June 12, 2017	Monday
6	Receipt of Ballot Papers	June 26 , 2017	Monday (05:30 p.m.)
7	Counting of Ballot papers	June 27, 2017	Tuesday (11:30 a.m. onwards)