

INDIAN DENTAL ASSOCIATION



Election Guidelines



Indian Dental Association

Registered Head Office

2nd Floor, Bombay Mutual Terrace, 534, Sandhurst Bridge,
Opera House, Mumbai 400007. (India)
Tel.: (022) 23696655 / 23671515 / 43434545,
Email: ho@ida.org.in, Web.: www.ida.org.in

Introduction Election Guidelines

The IDA Constitution lays down brief procedures for elections at various levels, viz., Head Office, State and Local Branches, etc., for smooth functioning of the Association. Based on the Constitutional provisions, detailed election guidelines, as approved by the Central Council at its meeting held in Nagpur on April 23, 2006, have been prepared for the smooth and efficient conduct of elections.

Needless to mention that any amendments carried out in the constitution with regard to election would be applicable, in toto, to these guidelines, as well.

Election Guidelines

For Office Bearers of (Head Office / State Office/ Local Office)

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Points to noted before the Perusal :

- A** In addition to the Constitution, following Election Guidelines have been approved in 2nd Central Council Meeting held in Nagpur on April 23rd, 2006.
- B** Whenever amendments are carried out in the Constitution with regards to the Election procedures, the same amendments will take effect in Election Manual.

CHAPTER – I ELECTIONS FOR IDA HEAD OFFICE (HO)

HA: Elections of President-Elect & 4 Vice Presidents of HO

Procedures to Conduct Elections:

The following must be adhered to while conducting Head Office Elections

1. All Local Branches and State Branches which do not have any local branch should convene an Extra Ordinary General Body Meeting (EOGM) only for the purpose of conducting the election of One President Elect and Four Vice Presidents of IDA Head Office. No other business shall be transacted in the said EOGM.
2. ONLY ANNUAL & LIFE MEMBERS whose names appear in the Head Office register as on 31st July of this year have the right to vote in these elections. If the voting strength of any Branch varies with the Head Office records, the election results of that Branch shall be declared invalid. Honorary Members, Student Members and Associate Members are not eligible to vote. **The list of members eligible to vote from your Branch can be taken from website of HO, i.e., www.ida.org.in, only by the Secretary of respective branch.** Hon. Secretaries are requested to go through that list and verify that list obtained from website tallies with the State Branch & / or Local Branch List. In case any name or names are left out or are missing or if Central Share of subscription still remains to be forwarded at the Branch level it should be forwarded immediately to the State Branch Office with copy to Head Office / Head Office with copy to State Office for information on or before 31st August of this year. “IN THE ABSENCE OF ANY INFORMATION FROM BRANCHES TO HEAD OFFICE IN THIS CONNECTION ON OR BEFORE 31st August OF THIS YEAR, IT WILL BE PRESUMED THAT THE HO LIST DISPLAYED ON WEBSITE AND NUMBER OF ELIGIBLE VOTERS AS MENTIONED THEREIN IS CORRECT AND ANY VARIATION OF THIS NUMBER WHILE FILLING UP THE RESULT FORM WOULD RESULT IN INVALIDATION OF THE “ELECTION RESULTS”.
3. The notice of such an EOGM should be sent to members so as reach the members at least seven clear days before the date of meeting (Excluding the date of Meeting) The notice should clearly specify the date, venue and the time of meeting.
4. Copy of the notice should be sent to Head Office by Courier / Registered A.D. / Speed Post so as to reach the Head Office seven clear days before the date of meeting.

5. The meeting should be chaired by the President of the branch and in his absence by the Vice President who will be the acting Chairman of the meeting.
6. The members, while entering the hall, should write their name and put their signature in the minutes book / register. They will be allowed to enter the hall after their eligibility to vote and identity are verified. Any member who is not eligible to vote & / or whose identity cannot be verified will not be allowed to enter the hall.
7. The Hon. Branch Secretaries should ascertain from their records the names of members eligible to vote. After ascertaining the member's eligibility to vote, they shall also confirm that the subscription of the members entering the hall has reached the Head Office on before 31st, July of this year. Only those members whose subscription has reached Head Office before 31st, July of this year are eligible to vote. The branch secretaries shall then ascertain the identity of the member by checking any one of the following documents, which must have the name & photograph of the member (kindly note : if IDA ID card does not carry photograph, then other photo ID card will be verified from amongst those listed below. Without ID card no one will be allowed to enter into the hall)
 - a) IDA Membership Card (having name & photo of member)
 - b) PAN Card (having name & photo of member)
 - c) Driving License (having name & photo of member)
 - d) Election Card (having name & photo of member)
 - e) I-Card issued by any recognized College / Institute / organization. (having name & photo of member)

After ascertaining eligibility & establishing the identity of the member, the Branch Secretary shall issue voter's slip/s with voters name & Secretary's signature on it and allow him to enter the hall. Any one who is not eligible to vote & / or whose identity cannot be verified will not be allowed to enter the hall.

8.
 - a) If there is sufficient quorum within half an hour of the scheduled time of meeting the election procedure shall begin & the door of the meeting hall shall be closed two hours after the scheduled time of the meeting. Once the doors are closed (i.e. two hours after the scheduled time) no one will be allowed to enter the hall or cast his / her vote. A photocopy / Xerox copy of the page of voter's attendance register where members have written their names & signed should be enclosed along with election result failing which the election result will be invalidated.

b) If there is no quorum in hall within half an hour of the scheduled time of the meeting, the meeting shall be adjourned & will be reconvened immediately and election procedure will begin irrespective of the quorum. The door of meeting hall will be closed one & half hour after the reconvened meeting has begun. No one will be allowed to enter the hall or cast vote after the door is closed. All members present within one & half hour after the reconvened meeting, shall write their names & sign on minutes book / register (those member who have previously signed will also write their names & sign again). Photocopy / Xerox copy of this page should be enclosed along with the election result failing which the election result will be declared invalid.

(e.g. if meeting is scheduled at 2.00 pm & there is quorum within half hour the door of the meeting hall will be closed at 4.00 pm & no one else will now be allowed to enter the hall & vote. If there is no quorum till 2.30 pm then meeting will be adjourned & reconvened again immediately & door of the meeting hall will be closed at 4.00 pm and no one will be allowed to enter or vote after that. All Members present will write their names & put signatures again in the minute's book / register.)

9. The Chairman, after commencing the meeting, shall appoint two Scrutinizers from amongst the members present in the hall who are eligible to attend and vote in the EOGM. **Please note that Scrutinisers are also allowed to vote.**
10. At the time of election, the Secretary should call the members by name from the register in serial order and voter slip/s given earlier should be exchanged one by one with the ballot paper.
11. The ballot paper should have the names of the President Elect and Vice Presidents contesting.
12. Members should be asked to cast the vote (Mark X), against the name of the candidates they are voting for and deposit the ballot paper in the ballot box. **Any other mark except 'x' on the ballot paper will invalidate the ballot paper. Also, if the mark is put ambiguously the ballot paper will be invalidated.**
13. After all members in the hall have cast their votes; the Scrutinizers shall open the ballot box in the presence of President / Chairman, Secretary and the candidates or their representatives if present. The Scrutinizers shall then count the votes in the presence of President / Chairman, Secretary and the candidates or their representatives if present and enter

the results under their joint Signatures and hand it over to President / Chairman of the meeting who will countersign the same with the Branch Secretary. The representative, who shall be a member of IDA, should have written authority from the Candidate to represent him.

14. The President / Chairman should read out the results of voting to the members present in the hall. He must invite and allow a re-scrutiny if any contestant or his representative present at the meeting has any doubt about the same.
15. The results duly signed by the President / Chairman and Branch Secretary must remain on the records of the Branch.
16. Election results should be entered in the form sent by Head Office and it should be signed by the President and Branch Secretary with seal of the branch. It should be sent to Head Office in the cover sent by Head Office before the last date (i.e. on or before 31st October of this year) by registered post with acknowledgment due / speed post / courier or by hand delivery only if the HSG is present in the meeting. Ballot papers need not be sent.
17. The Head Office shall have the right to send any member as an observer to attend such an Election Meeting to see whether this procedure is strictly followed. The deputed member will present a letter of authority from the Hon. Secretary General to the Chairman of the Meeting. The deputed person may be a member of the same Branch or any other Branch. The Chairman shall allow him inside the hall as an observer. The observer shall write his remarks in the Head Office election result form as to whether the election was conducted as per the procedure laid down in the MANUAL or not. It shall be discussed by the Scrutinizing Committee at the time of scrutiny. The decision of the Central Council shall be final in all matters.
18. A contestant shall have the right to attend the election meeting of a Branch as an observer or authorise in writing his representative, who shall be an IDA member, to attend the meeting on his behalf. He cannot canvass inside the hall of election meeting.

HB Procedure to conduct postal ballot for direct members of State Branch for HO Election:

State Branches having one or more Local Branches in the state under their jurisdiction cannot conduct the election by calling a special Extra Ordinary General Body Meeting (EOGM). In such cases, the State Secretary should send ballot papers by post under certificate of posting, or registered A.D., or courier or speed post to direct members, of the state register - which means a member who is not attached to any local branch in the State. **A last date shall be notified for sending in the ballot papers to the State Office (SO).**

Following procedure shall be followed :

The Hon. State Secretary should prepare a cover to send the ballot paper to direct members under postal certificate (UPC) / Regd. A.D. / Speed Post / Courier. That cover should have a ballot paper, an empty cover marked "Ballot Paper", a declaration form and self addressed reply cover.

1. Members should be requested to mark the ballot paper, put it in the plain cover marked Ballot Paper and paste it.
2. Then the member should sign the declaration form and keep it outside the ballot paper cover & put both into self addressed envelope supplied by SO & send it to Hon. State Secretary by Regd. A.D. / Courier / Speed Post on or before the last date as specified by SO. Above envelopes if received after last date as specified by SO will be invalidated.

Thereafter Screening and Scrutinizing Committee of the State Branch on a notified date and time shall open the covers received by registered post / speed post / courier, pool all the covers marked "Ballot Papers" to maintain the anonymity of the voter and then open them and count the votes. The voting results received through ballot papers shall be entered in the form sent by Head Office, duly signed by the President and Secretary of the State Branch with the seal of the branch and forwarded to Head Office **ALONG WITH THE ORIGINAL BALLOT PAPERS. The Election result form along with original ballot papers should be sent to Head Office so as to reach the Head Office on or before the last date (i.e. 31st October of this year). Forms received after last date will be invalidated.**

HC Procedure to conduct Postal Ballot for Direct Members of Head Office for HO Election:

The Hon. Secretary General should prepare a cover to send the ballot paper to direct members of Head Office under postal certificate (UPC) / Registered A.D. / courier / Speed Post. That cover should have a ballot paper, an empty cover marked “Ballot Paper”, a declaration form and self addressed reply cover.

1. Members should be requested to mark the ballot paper, put it in the plain cover marked Ballot Paper and paste it.
2. Then the member should sign the declaration form and keep it out side the ballot paper cover & put both into self addressed envelope supplied by Head Office & send it to Hon. Secretary General on or before the last date (i.e. 31st October of this year) either by Registered A.D. / courier / Speed Post.
3. Envelopes containing ballot papers if received after last date will be invalidated.

HD Counting of Votes

1. There shall be a Screening and Scrutinizing Committee (SS Committee) of HO. HSG in the meeting of Screening and Scrutinizing Committee of HO shall open all the covers received by direct members of Head Office, pool all the covers marked “ballot paper” and then open them so as to maintain the anonymity of the voter. He will also open all the sealed election result envelopes received from Local and State Branches in the said meeting. The Screening and Scrutinizing Committee shall then count the votes, tabulate the results and place the same before the Central Council.
2. HSG shall give 15 days clear notice to all the candidates informing them about the date, time and place of the Screening and Scrutinizing Committee meeting to enable them to be present at the meeting either in person or depute his representative who shall be a member of the association and who shall carry an authority letter from the candidate.

HE GUIDELINES FOR FILLING “ELECTION RESULTS” FORM (ENCLOSED):

1. Branch Secretaries are requested to go through the circular thoroughly since many invalidation of results are due to mistakes committed by Branch Secretaries in filling the form sent by Head Office.

2. The Election results should be sent in the ENCLOSED FORM AND ENVELOPE MARKED "ELECTION RESULTS" sent by HO by registered post acknowledgement due or speed post or by courier, so as to reach the Head Office on or before 31st October of this year. Election results received thereafter shall be invalid. Results of elections will be declared invalid if they are sent on ordinary paper or photo copy / Xerox copy of the form or if they are sent in any envelope other than that sent by HO.
3. The Secretary should ensure that all the columns in the form are filled and the form is signed by the Secretary and President of the branch along with the rubber stamp / seal of the branch, else the result of elections will be invalidated.
4. Do not leave any blank columns or write dash (-). In case any contestant has not obtained any vote or there are no invalid votes, in the figure column, write "O" and in the words columns, write "NIL". If you leave any column blank the result paper will be invalid.
5. In column no. "A" fill in the total number of members of your branch eligible to vote as per HO records. If the number written in column "A" varies with that of HO number, the election results will be invalidated.
6. See that you have filled up all the columns, i.e., column "A" to "F", correctly. Even if one column is wrongly filled in the election results form, election results will be invalidated.
7. Kindly see that you fill column "C" and "E" correctly. In column no. "C" you should put total number of votes cast for all candidates contesting for President Elect in toto (Valid + Invalid). For example if there are 3 contestants contesting for President Elect and if candidate A gets 10 votes, candidate B gets 15 votes, candidate C gets 20 votes and total invalid votes are 5 then in Column "C" you should fill total of all, i.e, 50, in words and figures at respective places. Similarly, calculate total votes cast for all the contestants contesting for Vice Presidents' posts and put the total number of votes cast for all contestants in column "E" (Valid + Invalid) in Toto.
8. In the figure column write in figures and in words column in words. DO NOT INTERCHANGE. If you write in words, in figure column and in figures in words column the results will be invalid.
9. See that you have filled all other matter in the form required to be filled properly and that you have not kept any matter to be filled vacant, else the election result form will be invalidated.

10. If the number of votes cast for President Elect & / or Vice Presidents is more than legally possible, election results will be invalidated. If there are less number of votes cast than legally possible for President Elect & / or Vice Presidents the result will be validated.
11. Do not over write. If a wrong entry is made, please strike it off, correct it and put the full signatures of President and Hon. Secretary of the branch, else the election results will be invalidated.
12. The forms should be filled with Blue / Black Ink pen or Blue / Black Ball Pen only. No other colour should be used, else the election results will be invalidated.
13. Do not forget to affix the rubber stamp / seal of the Branch, else the election results will be invalidated.
14. If the number of members present in the meeting as mentioned in column B and the number of signatures on the Xerox copy of attendance sheet varies the election result will be invalidated.
15. If Photocopy / Xerox copy of attendance register / sheet is not enclosed with the election form, the election result will be invalidated.
16. If election result form is invalidated for ANY REASON, then the result for both, The President Elect and Vice Presidents will be invalidated.

HF CHECK LIST :

Please check :

- 1) You have sent the results so as to reach Head Office before the Last Date (i.e. on or before 31st October of this year).
- 2) You have filled up the result only in the original form enclosed by Head Office.
- 3) You have sent it only in the self addressed envelope sent by Head Office by Regd. Post Acknowledgment due / Speed Post / Courier.
- 4) The President and the Secretary of the Branch both have signed the form.
- 5) You have affixed rubber stamp / seal of your branch.
- 6) Wherever there is over writing, the signatures of both President and Secretary have been put.
- 7) You have checked your branch strength of eligible members HO records and seen whether you have filled up column A properly.

- 8) You have checked that you have filled all columns and all other matters to be filled in the form properly without leaving anything blank.
- 9) You have not left any column blank in the form. You have write “o” and “NIL”. You have not put a dash (-).
- 10) Photocopy / Xerox copy OF ATTENDANCE REGISTER signed by eligible voters / Sheet OF THE ELECTION MEETING has BEEN ENCLOSED.

HAA: Election for the posts of Hon. Secretary General, Editor of Journal, Chairman CDH & Chairman CDE of HO.

Procedures To Conduct Elections ;

1. **Election for all above posts will be carried out in Annual General Body Meeting of Head Office.** Whenever there is election to be conducted in AGM the matter of election will be taken up as agenda no. 3 immediately after the welcome speech by President / Chairman (i.e. Agenda no. 2).
2. The HO shall make arrangement for verifying the eligibility of the member to attend the AGM & to vote in the AGM. Only those Annual / Silver / Gold and Life members whose subscription has reached HO before 31st July shall have the right to attend and vote in the AGM / EOGM of HO and of State branch and of Local branch on all resolutions put forward at the meetings and for elections of Office Bearers and for other posts. Those who have paid the subscription after 31st July can only attend the AGM / EOGM but cannot vote.

HO should ascertain the member’s eligibility to vote from records. HO should also ascertain the identity of the member by checking any one of the following documents, which must have the name & photograph of the member.

- a. IDA Membership Card (having name & photo of member)
- b. PAN Card (having name & photo of member)
- c. Driving License (having name & photo of member)
- d. Election Card (having name & photo of member)
- e. I-Card issued by any
 1. recognized college / (having name & photo of member)
 2. Institute / organization.
3. After establishing the eligibility & identity of the member he will be asked to enter his name & sign in computer records / register. He will be given voters slips (2 Voters slips will be given if there is a possibility of election for post of Joint Secretary, Asst. Secretary, Treasurer (in case of HO and SO Election).

4. When the matter of election for above posts is taken up on the agenda the President / Chairman, in consultation with Office Bearers present, shall decide a cut out time for members to come and to vote in elections. Only those members who have come for the AGM before the cut out time as decided by the AGM, whose eligibility and identity has been established, those who have written their names and signed the register and who have been issued voter's slips will be allowed to vote.

Members coming after cut out time may attend the AGM and will be allowed to sign the register only after the entire election procedure is over but will not be allowed to vote either for election of HSG, Editor, Chairman CDH and CDE or subsequently for election of Jt. Secretary, Asst. Secretary, Treasurer, if applicable (and CC members in category 3 in case of state branches)

5. The President / Chairman will announce the number of posts for a particular office bearer post, EC Members, CC Members, etc., and announce the election for the post / s along with valid nominations and cut off time for issuing voters slip. The candidate has to be present at time of AGM to withdraw his candidature or he should forward in writing his withdrawal from the contest through some member present in AGM. Oral withdrawal intimation from a member present at the AGM on behalf of some candidate will not be allowed. Also if & only if there are any vacancies, the President will accept names on the floor of the house. Member offering his candidature has to be present in AGM. Else he should have previously sent a letter to HSG or should forward a letter during AGM through some member giving his consent to contest for a particular post. Candidature of any member will not be accepted orally through any other member. Names of only those candidates, whose eligibility criteria for contesting a particular post can be verified in AGM will be accepted. If eligibility criteria of any name / names forwarded in AGM cannot be verified, then those post / posts will be kept vacant and filled during subsequent two C.C. meetings immediately following the AGM, where too all eligibility criteria will have to be fulfilled by the candidate.

NOW,

- 1) If there are same numbers of valid nominations as number of posts, they all will be automatically declared elected.
- 2) If there are more numbers of valid applications than number of posts, election will take place.

6. In case there is an election the President / Chairman shall appoint scrutinisers amongst the members present who are eligible to attend and vote in the AGM / EOGM, for conducting election. (Please note that the scrutinizers also have right to vote.)
7. The Scrutinisers shall verify the ballot boxes. The Scrutinisers shall announce the commencement of voting and explain the entire process of election. The Scrutinisers will sign the ballot papers.
8. The Scutinisers will announce the commencement of voting procedure and request the members who have collected voter's slip to put their name and signature in the register, show their identity proof and collect the ballot to cast their vote.

The Scrutinisers shall exchange signed Ballot Papers (there may be one or more Ballot paper as per convenience and depending upon number of post/s) with voter's Slip after verifying voter's identity and the member will cast his/her vote.

9. The Scrutinisers will announce and request, once again, to members to cast their vote. The Scrutiniser will also announce the closing time of voting procedure. Member/s will not be allowed to vote after closing time, except those who are there in the queue to cast their vote.
10. Scrutinizers will then do the counting of votes. The contestants or their representatives can be present at the time of counting of votes. The representative, who shall be a member of IDA, should have written authority from the Candidate to represent him
11. The Scrutinizers after counting the votes will prepare the report, take signatures of all Candidates for respective posts for which election was held and / or their representatives and hand over the result to the President / Chairman.
12. The President / Chairman shall announce the result of voting for the post for which election is conducted.

Voting for post of HSG, Editor, Chairman CDH, and Chairman CDE will take place first as given above.

While counting of votes is going on, AGM may continue with other matters on agenda if it deems fit.

HBB: Election for the posts of Hon. Jt. Secretary, Hon. Asst. Secretary, Hon. Treasurer of HO.

As per constitution, for all 3 above posts the candidates should reside in the city where Head Office is located and they must be members of the same Local Branch as that of HSG (except where HSG & / or candidate is direct member). Hence if there is only one candidate for each of the 3 above posts who resides in same place where HO is situated and where they belong to the same Local Branch as that of HSG (except where HSG & / or candidate is direct member) they will be automatically declared elected as Hon. Jt. Secretary, Hon. Asst. Secretary & Hon. Treasurer respectively. All other candidates who do not reside in the place where HO is and who do not belong to the same Local Branch as that of HSG (except where HSG & / or candidate is direct member) will automatically be declared as “Not Elected”. However if there are 2 and more valid candidates who come from same place where HO is situated and who belong to the same Local Branch as that of HSG (except where HSG & / or candidate is direct member), election will be conducted for those posts (as the case may be for Jt. Secretary, Asst. Secretary and Treasurer). Nominations of candidates who are not residing in same place where HO is situated and who do not belong to same Local Branch will be declared invalid. Election will be conducted as per procedure laid down for conducting election of HSG as given in point no. HAA. Members will exchange voter slip No. 2 for ballot paper / ballot papers as the case may be. If member is not present when his name is called out for 2nd time, he / she will not be allowed to vote. Members who come after cut out time will not be allowed to vote. However if a member has come before cut out time and has been issued voter slips but was not present for voting for post of HSG etc. & has not voted for the same, he will still be allowed to vote for the post of Jt. Sec., Asst. Sec. Hon. Treasurer as the case may be by exchanging voter slip No. 2 issued to him at time of entering the AGM Hall.

The scrutinizers after counting the votes will declare the result for the post of Jt. Sec., Asst. Sec. & Hon. Treasurer. Candidates or their representatives, who shall be members of IDA and who have written authority from the candidate can be present at the time of counting of votes.

CHAPTER – II ELECTION FOR IDA STATE BRANCHES

SA: Election of President-Elect and 3 Vice Presidents of State Branch if elected as per HO procedure.

Those State Branches who prefer to follow the same procedure as of HO to elect President-Elect & 3 Vice-Presidents should follow same Election procedure as mentioned for Head Office (HA to HF). All Local Branches will call an EOGM to conduct election for Posts of President-Elect and 3 Vice-Presidents of State Branch. No other business will be transacted in that meeting. **State Branch which does not have a single Local Branch cannot follow the above procedure for conducting elections of President-Elect and Vice Presidents and will have to elect them during AGM only, as it is not practical to follow the procedure laid down by constitution, in their case.**

The State Branch will follow the same procedure as of HO mentioned in column HA - 01 to 18 with following amendments in “words”.

- 1) In point no. 1, read “IDA State Office” instead of “IDA Head Office”, “three Vice Presidents” instead of “four Vice Presidents” and delete the words “and State Branches which do not have any Local Branch”
- 2) In point no. 4, read “IDA State Office” wherever the words “IDA Head Office” appears.
- 3) In Point no. 16, read “State Office” wherever the word “Head Office” appears and read “Hon. State Secretary” instead of “HSG”.
- 4) In point no. 17, read “State Office” instead of “Head Office” and “Hon. State Secretary” instead of “Hon. Secretary General” and “State Executive Committee” instead of “Central Council”.
- 5) Also read ‘State Office’ instead of ‘Head Office’, ‘Hon. State Secretary’ instead of ‘Hon. Secretary General’ and ‘State Executive Committee’ instead of ‘Central Council’ as and wherever applicable in column HA, HB, HC, HD, HE, HF (Also in Column HAA and HBB).

SB: Postal Ballot for Direct State Branch members for SO Election:

- a) For those State Branches who have Local Branches in their jurisdiction, the HSS will carry out voting only for Direct members of State Branch by postal ballot as per procedure laid down below.

Following procedure shall be followed:

The Hon. State Secretary should prepare a cover to send the ballot paper to direct members under postal certificate (UPC) / Regd. A.D. / courier / speed post. That cover should have a ballot paper, an empty cover marked “Ballot Paper”, a declaration form and self addressed reply cover.

- 1) Members should be requested to mark the ballot paper, put it in the plain cover marked Ballot Paper and paste it.
- 2) Then the member should sign the declaration form and keep it out side the ballot paper cover & put both into self addressed envelope supplied by State Office (SO) & send it to Hon. State Secretary (HSS) before the last date. (31st October of this year)

Thereafter Screening and Scrutinizing Committee of the State Branch on a notified date and time shall open the covers received by registered post / speed post / courier, pool all the covers marked “Ballot Papers” to maintain the anonymity of the voter and then open them, count the votes and declare the results.

Hon. State Secretary shall give 15 days clear notice to all the candidates informing them about the date, time and place of the Screening and Scrutinizing Committee meeting to enable them to be present at the meeting either in person or by proxy who shall be a member of the association and who shall carry a written authority from the Candidate.

SC: Election for posts of President Elect, Vice Presidents (if elected in AGM) Hon. State Secretary, Editor (if post exists), Convener CDH, Convener CDE, Members of Executive Committee without portfolio & members of Central Council in category I & II :

- a) The election for the following posts viz.
 - 1) President-Elect (if Elected in State AGM)
 - 2) 3 Vice Presidents (if Elected in State AGM)
 - 3) Hon. State Secretary
 - 4) Editor
 - 5) Convener CDH
 - 6) Convener CDE
 - 7) E C Members without portfolio
 - 8) Representatives from State Branch to Central Council of HO. (CC Members) in category I & II

will be conducted during the AGM of the State Branch by following the same procedure as that for Election of HSG as given in column no. HAA (by exchanging voter slip No. 1)

(N.B.: If there is election for category I of C. C. Members, the losing candidate will not be allowed to content in category II & III as there is no such provision in constitution. Also note if both the State President and HSS have not applied for CC post in category I, it will remain vacant and will not be transferred to category II & III as there is no such provision in the constitution).

After casting of votes, Scrutinizers will announce the results. Candidates or their representative, who shall be a member of the Association and who shall carry written authority letter from the candidate, can be present at the time of counting of votes.

b)

- 1) In case there are more candidates than no. of posts of CC Members in category I, elections will be conducted along with election of above office bearers post as specified in point SC-a 1-7.
- 2) If there are less numbers of valid candidates in category II than number of posts they all will be declared elected as CC Members and vacant posts will be transferred to category no. III as per the constitution.
- 3) Vacancies for posts as mentioned in SC-a 1-6 will be filled as per procedure laid down in point no. HAA.
- 4) If there are less number of valid applications for “EC Members without portfolio” they will automatically be declared elected and to fill up the vacancy/ies names will be taken from floor of the house as specified in point no. HAA and elections if required will be conducted along with other office bearers posts to fill only those vacancies. In case all vacancies can't be filled because eligibility criteria cannot be verified, they will be filled in subsequent two E.C. Meetings immediately following the AGM where too the candidates will have to fulfill all the criteria.

SD: Election for posts of Hon. Jt. Secretary, Hon. Asst. Secretary, Treasurer & C. C. Members in Category III):

- a) Election for the post of Jt. Secretary, Asst. Secretary and Hon. Treasurer of State Office will be conducted by following same procedure as that for HO as laid down in point no. HBB. The election for said posts will be conducted only if 2 or more candidates residing in the same place / town where HSS resides are contesting. Voter slip no. 2 will be exchanged when ballot paper is issued.

b) Election for CC Members in Category III

- i) First, If there are any vacancies in category II, they will be transferred to category III.

If after that:

1. There are same numbers of valid applications as the number of posts, they all will be automatically declared elected as CC Members in Category III.
2. If there are more numbers of valid applications than the number of posts, then election will take place as per procedure laid down in column no. **HBB** along with the election of posts of Asst. Secretary, Jt. Secretary and Treasurer of SO (if applicable). Voter slip no. 2 will be exchanged when ballot paper is issued.
- 3 i) **If there are any vacancies, all valid applications in category III will be automatically declared elected as CC Members. Names will be taken from the floor of the house to fill in the vacancies and election if required will be conducted to fill in only those vacancies in category III.** Names can be taken from the floor of the house only if member is present or has given a written consent letter through some member present at AGM. No name will be accepted of any member on oral recommendation of any member. Also such names will be taken from the floor of the house only if their eligibility can be verified during AGM. If any eligibility criteria of any name / names forwarded in AGM cannot be verified, then those names will not be taken from the floor of the house.

Then :

- 1) If there are same number of names taken from the floor of the house as the number of vacancies in category III, they all will be declared elected as CC Members,
- 2) If more names are taken from floor of the house than the vacancies in category III, then election will be conducted amongst them to fill only those vacancies along with elections of Jt. Secretary, Asst. Secretary, Treasurer of SO (if applicable) as mentioned in point no. **HBB.**

If all or some vacancies cannot be filled during AGM then the said post /posts will be kept vacant and filled during subsequent two E.C. meetings immediately following the AGM where too all the eligibility criteria for any particular post / posts will have to be fulfilled by the candidate.

ii) If there was election in Category II, then those members who lost in category II can also contest in Category III. Those members contesting in category II while applying should specifically mention that they are contesting in category II. Also in their application form itself, they should mention whether they are willing to contest in category III if they lose in category II. If no mention is made in the application form regarding the same it will be assumed that the candidate is not interested in contesting in category III if he loses in category II and his name will not be included in election of CC in category III. A candidate cannot change his option once made in his application form even if he is present in AGM or through any other member present in the AGM either orally or by a written letter.

After that:

- 1) The names of those members, who lost in category II and have given their consent to contest in category III, will be added in the list of candidates of category III.

Then

- 1) If there are same numbers of valid candidates as the posts in category III, they all will be declared elected automatically.
- 2) If there are more number of candidates than posts, election will take place as per procedure laid down in point no. HBB along with election of Jt. Secretary, Asst. Secretary, Treasurer of SO (If applicable).
- 3) If there are any vacancies, all valid applications in category III will be automatically declared elected as CC Members. Names will be taken from the floor of the house to fill in the vacancies and election if required will be conducted to fill in only those vacancies in category III. Names can be taken from the floor of the house only if member is present or has given a written consent letter through some member present at AGM. No name will be accepted of any member on oral recommendation of any member. Also such names will be taken from the floor of the house only if their eligibility can be verified during AGM. If any eligibility criteria of any name / names forwarded in AGM cannot be verified, then those names will not be taken from the floor of the house.

Then :

- 1) If there are same numbers of names taken from the floor of the house as the number of vacancies in category III, they all will be declared elected as CC Members
- 2) If more names are taken from floor of the house than the vacancies in category III, then election will be conducted amongst them to fill only those vacancies as per procedure given in point no. HBB along with elections of Jt. Secretary, Asst. Secretary, Treasurer (if applicable).
- 4) If all or some vacancies can not be filled during AGM then the said post /posts will be kept vacant and filled during subsequent two E.C. meetings immediately following the AGM where too all the eligibility criteria for any particular post / posts will have to be fulfilled by the candidate.).

If all or some vacancies can not be filled during AGM then the said post /posts will be kept vacant and filled during subsequent two E.C. meetings immediately following the AGM where too all the eligibility criteria for any particular post / posts will have to be fulfilled by the candidate.

The State Branches will also decide in AGM or EOGM whether CC Members from their State Branch should also be members of State Executive Committee. A decision once taken regarding this matter will remain in force till it is not changed later in any future AGM or EOGM.

CHAPTER – III ELECTION FOR IDA LOCAL BRANCHES

LA Election for all the Office Bearers of Local Branch, Local Branch EC Members and Representatives from Local Branch to State EC:

- 1 President Elect
- 2 Two Vice Presidents
- 3 Hon. Local Branch Secretary
- 4 Hon. Jt. Secretary
- 5 Hon. Treasurer
- 6 CDH Representative
- 7 CDE Representative
- 8 Editor (Optional)
- 9 Local Branch EC Members
- 10 Representatives from local branch to State EC (They will be members of local branch EC only if the branch has decided accordingly in AGM / EOGM)

will be conducted only during AGM of the local branch exactly as per the procedure laid down for election of HSG as given in point no. **HAA**. However, voting for all posts will be carried out at same time. Vacancies if any will also be filled as per procedure mentioned in point no. **HAA**.

One voter slip will be given to the members entering the hall, after verifying their eligibility to vote and verifying their identity, which shall be exchanged for ballot paper / ballot papers.

The Scrutinizers after counting of votes will declare the results of the election. Candidates or their representatives, who shall be a member of the Association and who shall carry written authority letter from the candidate, can be present at the time of counting of votes.

The Local Branches will also decide in AGM or EOGM whether Representatives from their Branch to State EC should also be members of Local Executive Committee. A decision once taken regarding this matter will remain in force till it is not changed later in any future AGM or EOGM.

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