

ELECTIONS FOR IMEI GOVERNING COUNCIL, BRANCH AND CHAPTER EXECUTIVE COMMITTEES FOR 2017-2019

These elections are now due and the schedule of elections is printed here as per our operating rules (ORP) approved in the 33rd AGM, held on 17th SEPT, 2016.

QUOTE :

Election schedule:

The Election schedule to be followed shall be as detailed below and be published in MER(I) every month from February to May of odd years :

1. The Election Officer shall study the format of the nomination form and make corrections, if required to avoid misinterpretation, before sending them out.
2. Nomination papers for Council elections to be posted by 1st February of every odd year.
3. Nomination papers for the Council to be received in the Institute's office by 15th March of every odd year.
4. Last date for withdrawing nomination 30th March of every odd year.
5. The scrutiny of nomination papers for the Council to be completed by the Election Committee by the 5th April of every odd year.

BALLOT PAPERS

- a) Printing of ballot papers to be completed by 5th May of every odd year.
- b) Posting of ballot papers to be completed by 15th May of every odd year. Last date for receiving ballot papers at the Institute's office in Mumbai 1st August of every odd year. All ballot papers received are to be deposited in a sealed box which any member of the Institute shall be allowed to examine for effectiveness of the sealing arrangement. This box shall be available for examination by any paid up corporate member during 10.00 hrs to 11.00 hrs and 16.00 hrs to 17.00 hrs on institute working days. The ballot box can only be examined externally.
- c) A note will also be published below the schedule that any member whose ballot paper has not reached him (by 15th of June of odd year) should contact the Institute immediately and ask for a duplicate to be sent to him.
- d) Last date for receiving ballot papers at the Institute's office is 1st August of every odd year.

EVOTING

- a) Before conducting the election, all the eligible members will have to go through a registration process during which, they can opt for either e-voting or a paper based ballot system.
- b) This registration process shall run from 1st January of the odd year to the 15th February.
- c) The eVoting shall take place from 15th May to 1st August during every odd year.

- d) A reminder email/sms shall be sent to all members who have registered foreVoting by 15th June to inform the, about the commencement of the Election process and the need for them to contact the IMEI in case he has not received the link/communication for carrying out his eVoting.

Overall election Process:

The Election Officer will be identified and nominated at the AGM of the Institute in every even year and will not be a candidate, proposer or seconder for President, Vice President, Honorary General Secretary, or Governing Council Member in the subsequent elections, nor have any charge of misconduct pending against him. The Election Officer will be responsible for identifying the nominations which have been received before the closing date and the validity of the same (eligibility of the nominee, the paid up corporate status of the nominee, proposer and seconder, and whether the nominee's Bio-data and consent letter have been enclosed) with the help of the Office Staff. He will also review the nominations on the basis that they are following the principle of **“One Person One Post Only”** i.e. no person can stand for more than one post across the full organisation of the Institute. In case any nominations are found to be invalid, then the Election Officer should inform the Proposer accordingly and it will be the responsibility of the Proposer to further inform the nominee and the seconder. All other election procedures will be carried out by the Institute's Staff under the supervision of the Office Bearers. The Election Officer will later select the two other members who will also not be candidates, proposers or seconders for President, Vice President or Honorary General Secretary, who will assist him at the time of opening the ballot box (which should have been advised to all concerned 20 days in advance), counting of the votes and judging the validity of the same, tabulating the results and preparing a comprehensive report which will be handed over to the President. This 3 Member Committee will be called the Election Committee. For the purpose of eVoting the Election Officer shall also function as the 'Scrutiniser'.

eVoting:

- a) Before conducting the election, all the eligible members will have to go through a registration process during which, they can opt for either e-voting or a paper based ballot system.
- b) During the Registration window period a Member will be allowed to change his option, if he/she so desires.
- c) During registration, each member is given a unique “sequence number” which will be applicable for “all India election” and “branch election” to which he is enrolled.
- d) All members will be required to change their password upon initial receipt,
- e) Each member will be required to log into e-voting site, using their sequence number, “captcha” and change his password. During this

process of changing their password relevant “security questions” will be asked to confirm their identity.

- f) Members will be able to access the e-voting site using any browser of their choice viz. internet explorer, chrome, etc. using any operating system viz. Windows, Mackintosh, etc.
- g) For issuing/resetting pass words, the members will also be provided with a contact help line number, in case they face any difficulties.
- h) Cases which are requesting for repeat of the passwords, will be acted upon only after due verification process, as defined by IMEI, to ensure the correct identity of the members
- i) Fresh pass word will then be sent to the concerned Member’s registered email ID/mobile phone.
- j) As the member logs in during the eVoting, he will be able to see one EVSN for “all India” and another second EVSN for his “Branch” elections
- k) By clicking on either “Branch” or “All India” tab, he will be navigated to the particular page listing names of all the candidates contesting for a particular post related to that particular EVSN. After completion of an EVSN voting the member will be directed to the other EVSN page to complete his voting, prior to final log out.
- l) Whilst casting the vote, a system generated One Time Password (OTP) shall be sent to his/her registered mobile/email. Voter has to use that password for casting his/her vote. The validity of the OTP shall be for a suitable period of time or till its first successful use, whichever is earlier.
- m) A Hyperlink shall be provided on the name of each contestant for the posts, to enable the members to click and view that contestant’s profile.
- n) The e-election will be assumed to be complete only after clicking on the “submit” button. During e-voting, if “session expires” or either the computer hangs or there is a power cut, the member can re-login for e-voting.
- o) A sufficient amount of time shall be allocated for the Member to complete his eVoting.
- p) IMEI will appoint a “scrutiniser” who will be provided with log in details of “The service provider’s” web site for accessing the election results.
- q) In case a Member who has not registered for eVoting during the registration period requests for it subsequently, he may be allowed to eVote subject to clearance from the Election Officer. In such a case at the time of counting his Ballot paper will be kept aside and only his eVote shall be considered.
- r) The Scrutiniser shall not be able to view or request for the actual votes cast. (i.e. which Member/s has voted for which candidate/s).

- s) The Service Provider will compile and submit to the Scrutiniser a report of e-elections of only the total count of members who have voted for each candidate.
- t) Information regarding 'pattern of voting' will not be provided / accessible to the Scrutiniser.
- u) A non-disclosure Agreement will also need to be signed by "The service provider".
- v) The service provider will ensure necessary safeguards to prevent hacking of their website and IMEI's data. The service provider will also ensure that the e-Voting is conducted in a free and fair manner

Ballot Papers:

1. The no. of ballot papers printed are to be based on the list of paid up corporate Members (plus 5%). The no of order for the printed ballot papers as well as those actually received should be recorded by the Election Committee.

2. Similarly the same number of holograms should be ordered as well as those actually received to be recorded.

3. The printer and the Holograms supplier should be different. The printer should not be told how many holograms are being ordered and the hologram supplier should not be told how many ballot papers are being printed.

4. The Election Committee meetings should be recorded serially and date wise by the Secretary of this Committee who would be the Administrative Manager of the IMEI or any other Designated person chosen by the Election Officer.

5. All Ballot papers, in addition to the Hologram, shall be authenticated by signatures of the Election Officer and the President of the Institute. This will be done not in person but by Stamps of signature. The Stamps shall be in the custody of the election officer and shall be made in advance. The authentication process will be witnessed by the Election Committee and be recorded accordingly.

6.. All ballot papers to be posted as per a prepared list whereby each voter will have a serial no. and shall be done under Certificate of Posting, evidence of which shall be preserved.

7. The envelope in which the ballot paper is posted will have a serial number, which will be also repeated on the self addressed envelope bearing the address of the IMEI and the Post Box No. to which the ballot paper is to be returned back. Post Box No. arrangements are to be made at Nerul Post Office in advance before posting ballot papers.

8. The ballot paper however will have NO serial number or name.
9. Different colour ballot papers as well as envelopes shall be used for Branch Elections as decided by the Election Office. For Head Office Elections ballot papers and envelopes shall always be in white colour.
10. Ballot papers shall be collected from the Post Office by one of Election Committee Members plus at least one or two staff Members as witness who should be different on different days.
11. No. of envelopes collected from Post Office should be recorded as per branch or Head Office in a separate register kept for this purpose and be signed by those who collected the envelopes from Post Office date and time of collecting from Post Office and depositing in Ballot box shall be recorded in the same register.
12. Envelopes received at the Head Office by hand delivery will be recorded in the Institute Inward Register and in the register maintained by election committee, kept for this purpose, after approval by election officer / election committee.
13. Hand delivery of ballot paper will be acceptable only if delivered by the voter member himself / herself.
14. All ballot papers must be posted in business reply envelopes only. Any ballot papers either by post or by courier posted to head office in envelopes, other than business reply envelopes shall not be acceptable.
15. No. of envelopes collected from Post office and paid for will also be in the record of Post Office and will have to tally with our register.
16. A Ballot box should be prepared to have internally 2 compartments and 2 slots for depositing branch and Head office ballot papers separately. Both slots should have a flap cover which shall be sealed under the signatures of those who collected the ballot papers and deposited in ballot box.
17. Ballot papers box arrangement as well as the register mentioned above shall be available for examination by any paid up corporate member during 10.00 hrs to 11.00 hrs and 16.00 hrs to 17.00 hrs on institute working days. The ballot box can only be examined externally.
18. Last collection from Post Office shall be made next day after the last due date for receiving ballot papers. Any ballot papers received after due last date shall be collected but considered invalid, not dropped in box, kept separately and recorded, as received after due date.

19. The Institute will thus have two records (a) one to whom the ballot papers are posted and (b) the other from whom the ballot papers are received back. This would be possible by keeping the record of the serial nos. on the returned envelopes containing the filled in ballot paper before inserting the same in the sealed ballot box.

20. If any member requests for a duplicate ballot paper, the same would be issued under the same serial number under which his/her ballot paper was originally posted for the Council Elections.

21. Registering of two completed ballot papers will not be possible because the same serial number would be noticed. If the original ballot paper had already been received it would already have been recorded, so the duplicate ballot would not be inserted in the sealed ballot box. Proper record keeping and checking in this respect would be important, but would be easy as this care would need to be restricted only for the few numbers of the envelopes for duplicate ballot papers issued.

22. Election Officer shall declare the date of counting generally within 4 weeks before 30th of September of odd year i.e. election year and inform members, that those who want to witness the process of counting shall intimate institute accordingly but generally not less than one week in advance so that arrangements can be made.

23. The anonymity will be fully maintained since only the envelopes are numbered and not the ballot paper. This allows checking whether a member has voted or not but will not reveal for whom the member has voted.

Election results process:

1. All Office Bearers and GC Members are welcome to witness but prior intimation will be helpful.
2. Election officer may utilize services of witnessing members to assist in counting process.
3. Ballot papers box to be opened at the appointed time and date in presence of Election Committee and other members who have indicated their desire to be present at the counting.
4. Absence of the witnessing Member shall not have a right to delay the process.
5. Total number of envelopes removed from the ballot box to be counted and should tally with the record of ballot papers received (as per the Register maintained in the HO). Any discrepancies should be recorded with reasons.
6. Counting forms as per existing format shall be available for recording which

will also serve as a counter check to co-relate the total no. of votes and the sum of individual members who have voted.

7. Ballot papers to be separated from their envelopes and both to be counted separately and should tally with the number received.

8. Depending on the number of ballots received the same to be separated into smaller lots and counted simultaneously by several individuals. Different groups who shall be doing the counting shall exchange the counting forms and check on the counting of the other group.

9. Total votes for each candidate for each post to be compiled. Any discrepancy shall be recorded and the reasons given if possible..

10 During the tabulation of the final results, the results of the eVoting (if done) shall be combined with the manual ballot paper results to arrive at the final results. While compiling these results, the Election officer/Scrutinizer will ensure that there has been no 'double' voting – i.e. eVoting and Manual Ballot Paper voting.

11. In case of such a 'double' voting, the eVote shall prevail over the manual ballot vote.

12. The combined final results shall be formally communicated to the President IMEI by the Election Officer/Scrutiniser.

In the event of the Institute moving towards the process of e-elections , the e-elections procedures will be documented and added / substituted in these procedures

NOTES:

1. The process of forming groups/assigning individual responsibilities during the counting procedure shall be at the discretion of the Election Officer.
2. Branch Ballot Papers received in Head Quarters compartment and vice-versa i.e. Head quarters ballot papers received in the Branch envelopes shall be considered invalid. For this reason one compartment only should be opened at one time.
3. The signature stamps shall be returned to the signatories and recorded accordingly

UNQUOTE :

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There is a Election Officer/ Scrutinizer OFFICER APPOINTED by 33rd AGM held on 17th Sept, 2016 and a scrutinizing committee of three persons will be formed, who are to ensure that IME(I)'s ELECTIONS are as transparent as can be.

If any member has any questions/suggestions in this regard, they may contact the undersigned.

Honorary General Secretary