



## Draft MOM for the 87<sup>th</sup> GCM – 07<sup>th</sup> Nov 2020 held through Google Meet

### 87<sup>th</sup> GCM Agenda – Online – Date 07<sup>th</sup> Nov 2020

Date	S. No	
Time		Agenda
	0	President welcome address
	1	Discussion and approval on amendment and changes suggested since 83 <sup>rd</sup> GCM in the AOA and the tabled it before submission to the AGM for further approval
	2	Discussion and approval on amendment and changes in the ORP which is to be incorporate the same in the AGM agenda item ( Changes in the ORP after 36 <sup>th</sup> AGM)
	3.	Selection of Jury – towards selections of Nominations of R L Jain Life time achievement Awards 2021
	4.	Appointment of Election officer for the election period 2021-2023
	5	Approval of audited accounts FY 2019-20 – Branches and sub committees Activity reports incorporated in the 37 <sup>th</sup> AGM draft Notice under technical meetings/ seminars/ conferences etc.
	6	Close with vote of thanks: Vice President

**Attendance**

**87<sup>th</sup> Governing Council Meeting held through Google meet link on 07<sup>th</sup> Nov 2020**

<b>SR. NO.</b>	<b>NAME</b>	<b>BRANCH</b>	<b>DESIGNATION</b>	<b>Attendance</b>
1	MR. UDAY PUROHIT	—	PRESIDENT	P
2	MR. KUSHAL ROY	—	VICE PRESIDENT	P
3	MR. TARUN KUMAR	—	HON. GENERAL SECRETARY	P
4	Mr.V K Jain	Mumbai	Chairman	P
5	MR. Y Nath	MUMBAI	G C Member	P
6	MR.T GIRISH	MUMBAI	GC MEMBER	P
7	MR. UPENDRA KUMAR	MUMBAI	Vice Chairman ( Nominee of Mr.C R Dash)	P
8	MR. V. LAKSHMIPATI RAO	VISAKHAPATNAM	CHAIRMAN	P
9	MR. DILSHAH SINGH ANAND	VISAKHAPATNAM	GC MEMBER	P
10	MR. THOMAS KURIAN	KOCHI	CHAIRMAN	P
11	MR. MATHEW KOSHY	KOCHI	GC MEMBER	P
12	MR. ANIL KUMAR P.K	CHENNAI	CHAIRMAN	P
13	MR. K. SHANKAR	CHENNAI	GC MEMBER	P

14	CMDE A RAVICHANDAR	DELHI	CHAIRMAN	LOA
15	MR. S.P. ARORA	DELHI	GC MEMBER	LOA
16	MR. RAGHAVAN RAMANUJAM	DELHI	GC MEMBER	P
17	MR. AMIT BHATNAGAR	KOLKATA	CHAIRMAN	LOA
18	MR. ABHIJIT BANERJEE	KOLKATA	GC MEMBER	LOA
19	MR. BHALCHANDRA BALWANT CHANDAKKAR	PUNE	CHAIRMAN	P
20	MR. B.S. MATHUR	GOA	CHAIRMAN	P
21	MR. C V S RAO	—	IMMEDIATE PAST PRESIDENT	LOA
22	MR. KRISHNA K NAIR	----	IMMEDIATE PAST HON GENERAL SECRETARY	P



### MINUTES OF THE 87<sup>TH</sup> IME(I) GOVERNING COUNCIL MEETING

#### **Welcome address by the President:**

The President, Mr. Uday Purohit, chairing the meeting, welcomed the Governing Council Members.

**Adoption of Agenda:**

The previously circulated Agenda for the 87<sup>th</sup> GCM was adopted by the GC.

**Granting leave of absence:**

Leave of absence was granted to GC members who had conveyed their inability to attend the GC Meeting. CMDE A Ravichandar, Mr.Abhijit Banerjee, Mr. Amit Bhatnagar, Mr.C R Dash, Mr.S P Arora and Mr.C V S Rao

**Agenda 1.**

Discussion and approval on amendment and changes suggested since 83<sup>rd</sup> GCM in the AOA and the tabled it before submission to the AGM for further approval :

Resolution No. 87.01.01

With reference to 83rd and 86th GCM MOM, resolved that the attached table on the Amendment in Memorandum and Articles of Association are hereby approved and the tabled it for further approval from the AGM.

Proposed By Mr. B S Mathu seconded by Mr. Mathew Koshy

**MEMORANDUM AND ARTICLES OF ASSOCIATION: Proposed Changes**

- Addition: **RED**
- Deletion: ~~strikeout~~ (strikeout)

<u>Existing and Changes in RED</u>	Remarks
Memorandum of Association, Clause 2 :  <u>MEMBERSHIP OF THE INSTITUTE</u>	
2.1 There shall be the following grade of members, namely: -  2.1.1 Fellow  2.1.2 Member  2.1.3 Associate Member  2.1.4 Associate  2.1.5 Graduate  2.1.6 Student	No Change
2.1.7 <del>Subscriber Members</del> <b>Sponsor Members</b> - not for individuals <b>but engineering professionals sponsored by organizations.</b>	Clause added
2.2 The eligibility criteria for various grades of membership, as listed in Article no.2.1 above, will be as approved by the Governing Council and amended from time to time to keep the same up-to-date as per the requirements of the National Administration, as well as international requirements including	No Change

<p>those of the International Maritime Organization (IMO).</p> <p>2.2.1 A corporate member shall after such election continue to exercise and be deemed always to have been entitled to exercise all the rights of the corporate member, even though he may have been or may be relieved by the council from the liability to pay further subscription.</p>	
<p>2.3 The Council shall have the power to elect from time to time:</p> <p>i) Honorary Fellow</p> <p>from amongst those non –members who have rendered outstanding service in marine field and / or worked for the furtherance of the institute</p>	No Change

MAOA amendment 1:

<u>Existing and Changes in RED</u>	Remarks
<p>Memorandum of Association, Clause 4:</p> <p><u>OBJECTS OF THE SOCIETY</u></p>	

<p>The object and purposes for which the Institute is constituted are</p> <p>4.1 To promote the scientific development of Marine Engineering in all its branches and in the furtherance of such knowledge.</p> <p>4.2 to enable Marine Engineers to meet and correspond to facilitate the inter change of ideas respecting improvements and improved methods of working machinery, and to publish and communicate information on such objects;</p> <p>4.3 to uphold the status of members of the Institute by prescribing or holding examination for candidates for election or by requiring standards of knowledge and experience which can be approved; to co-operate with Universities, other educational institutions and public educational bodies for the furtherance of education in engineering science.</p> <p>4.5 To constitute and maintain a Benevolence Fund, for affording relief to indigent members of the Institute and the families of deceased members. This fund, being solely devoted to granting financial assistance after defraying expenses, to be known as the “Benevolence Fund”, and to operate as per specific guidelines formulated by the Institute.</p>	<p>No Change</p>
<p>4.6: To establish, organise, manage, supervise and carry on jointly with individuals or institutions, or of its own volition, educational, social, cultural, recreational, or other activities and events, for the benefit of the members of the Institute and their</p>	<p>Clause added</p>

<p>families and to encourage members to invite guests and family members to events and functions so organised by the Institute so that non- members of the Institute may be better informed about the function of the Institute and its aims and objects.</p>	
<p>4.7. To improve, cultivate, facilitate and develop through various fora such as community outreach programs or social events or the like, an open platform for collaboration, sharing experience, exchanging ideas and making known the objectives of the Institute and for promoting membership of the Institute and to carry on any other activities which may seem to the Institute, capable of being conveniently carried on in connection with the above.</p>	<p>Clause added</p>
<p>4.8 To do such other things as may be considered as to be incidental or conducive to the attainment of the aforesaid objectives.</p>	<p>Clause added</p>

MAOA amendment 2:



<i>Existing and Changes in RED</i>	Remarks
<u>08 Clause: Entrance fees, Annual Subscriptions etc.</u>	

<p>8.0 ENTRANCE <del>PROCESS FEE, ANNUAL SUBSCRIPTIONS AND LIFE</del> MEMBERSHIP FEE <b>AND TRANSFER FEES</b></p>	
<p>8.1.1 Entrance fees and <del>subscription</del> <b>transfer and Life membership</b> fees shall be paid at rates as fixed by the Governing Council and revised from time to time. These fees should be revised every 2 years; the basis being the consumer price index as given by the Bombay Chamber of Commerce. The Governing Council need to only decide as to what percentage of this rise (of 2 years) should be applied to the <del>Subscription and</del> Entrance fees.</p>	<p>The word of Subscription is deleted from the and ONLY Entrance fees remains.</p>

~~8.1.2 Life Membership Fees are to be a function of the subscription fees for the grade of Fellow, being 15 times the Annual Subscription at the age of 30 years and below and subsequently being lower proportionately with age, right upto the age of 67 years as per table below :-~~

~~Age Next Birthday Fees as a function of "Fellow" members subscription =~~

~~F 30 } 15.O.F }~~

~~35 } 15.O.F }~~

~~36 } 14.O.F }~~

~~41 } 14.O.F }~~

~~42 } 13.5.F }~~

~~46 } 13.5.F }~~

~~47 } 12.5.F }~~

~~54 }~~

~~55 } 10.O.F }~~

~~60 }~~

~~61 } 7.5 }~~

~~F.64 }~~

~~65 }~~

~~67 } 5.O.F~~

~~Or as the GC decided in accordance with the circumstances permit from time to time Anybody below the age of 30 years can become a Life Member by paying the same fees as fixed for age of 30 years unless his grade of membership has any limitation imposed on it either based on duration of membership at that grade or maximum age for that particular grade of membership. Since Life Membership is basically offered based on subscription of a Fellow, anyone who is not a "Fellow", but wants to become a Life Member must pay all transfer fees upto the grade of a "Fellow".~~

Life member fees is a one time ~~fee~~fees payable by a member for any grade of membership. This ~~fee~~fees is constant and is revised periodically for all grades of membership. Any applicant being admitted to a grade of membership will pay ~~an entrance fee~~ ~~an entrance~~ ~~be~~ ~~entrance~~ fee for the grade of his eligibility as detailed in the ORP. On upgradation of membership to a particular grade for which he is eligible, he pays the corresponding transfer fees to the higher grade as detailed in the fee structure table Annexure II – P 2. 01 & P 2. 02.

~~8.2 Entrance fees and the first year's subscription fees shall be paid by candidates on application for election and such entrance and subscription fee shall be returned to such candidates in the event of their not being elected. In the event of a candidate being elected to a grade of membership other than that for admission to which he has applied, the difference (if any) between the entrance and subscription fees paid by such candidate and the entrance and subscription fees payable for the grade to which he is elected, as provided by these Articles, shall be paid by such candidate or adjusted against the next year's subscription, as the case may be. All subscriptions shall be payable in advance, and shall become due on the first day of April in each year. For members elected or transferred during any financial year, the subscription fees for the current year shall be charged on a quarterly basis, unless the Institute decides and informs the candidate otherwise. The financial year of the Institute shall be from 1st April to 31st March of following year.~~

8.2 The relevant and applicable wording is kept

Yearly subscription dispended

<p>8.3 <del>Reduced annual subscriptions or exemption from paying further subscriptions, shall be allowed to any member of any grade who satisfies the conditions for the same, depending upon duration of paid up membership and age as laid down by the Council from time to time.</del></p>	<p>Not required – Annual subscription dispended</p>
<p>8.5 <del>If any member shall allow his subscriptions for any year to fall three months in arrear, the Institute shall notify him of the same, and if he does not pay such subscriptions within the space of three months from the date of such communication, the Institute shall withhold such privileges of membership as it may think fit.</del> In no case shall any corporate member be entitled to vote at any meeting unless he has paid in full all subscriptions due on the</p>	<p>Not required – Annual Subscription dispended; Relevant paragraph kept.</p>

date of such meeting.	
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MAOA amendment 3:

<i>Existing and Changes in RED</i>	Remark
<u>12.0 COUNCIL ELECTIONS</u>	
12.1 All office bearers of the Council shall be Fellows and Council Members should either be Fellows or Members or Associate Members. <u>All office bearers and Council Members who should have been corporate members for at least 4 years at the time filing nomination.</u>	
12.2 It shall be the responsibility of the President together with other office bearers and the Institute's office to ensure that elections are duly completed as per schedule every odd year and	No Changes

<p>a new council is elected by that time. The results of the election should be announced at the Annual General Meeting of every odd year which must be held as per Article no.12.7. and the new Council should take over, also as per Article no.12.7.</p>	
<p>12.3 All the office bearers as well as members of the Governing Council would be elected by e-ballot. Those members seeking to cast their vote <del>via</del> by paper ballot shall send <u>a</u> written request to the Hon General Secretary <del>at least three months in advance of the date of counting of the ballot.</del>no later than 01st March of every election year.</p>	
<p>12.4 Any corporate Member may nominate with the latter's consent, any other corporate Member for election to the offices of President, Vice-President, Hon. General Secretary and members of the Council, provided that the nomination is seconded by another Corporate Member. The consent of the person being nominated must be indicated by the Nominee. No member shall give his consent for being nominated for more than one single post on the Governing Council and /or branch committees.</p> <p>Article 12.4 must be read in conjunction with Article 11.2.4 and 11.3.</p>	<p>No changes</p>

<p>12.5 A ballot <u>paper</u> with biodata for election of office bearers to fill vacancies on the Council shall be <del>issued</del><b>uploaded on the IME(I) website</b>. It shall contain:-</p>	
<p>12.5.1 The names of those on the present Council</p>	<p>No change</p>
<p>12.5.2 The particulars of vacancies for which the number of valid nominations received equals to the number of vacancies and so does not require to be voted upon.</p>	<p>No change</p>
<p>12.5.3 The particulars of vacancies for which a ballot is necessary.</p>	<p>No change</p>
<p>12.6 The Election schedule to be followed shall be as determined by the Governing Council to allow sufficient time for the following :-</p> <ul style="list-style-type: none"> <li>a) Posting of Nomination Papers for Council elections <b>to those members who have chosen to cast their vote via paper ballot</b></li> <li>b) Receiving Nominations at the Institute’s Office –</li> <li>c) Allowing time for withdrawing nominations and scrutiny of same. No</li> <li>d) Printing and posting of Ballot papers <del>for</del> <u>to</u> <b>those members who have chosen to cast their vote via paper ballot.</b></li> <li>e) Receiving Ballots at Head Quarters both <b>e-ballot as well</b></li> </ul>	



<p>as paper ballot.</p> <p>f) Opening of the ballot boxes, counting of votes both paper ballot and e-ballot and a readiness for announcement for the announcing of the results at the AGM.</p>	
<p>12.6.1 The above schedule would be such that results of the elections can be announced at the A.G.M. of every odd year as per Article no.12.7.</p>	<p>No changes</p>
<p>12.6.2 The Full Election process regarding the method of elections being held shall be as per the Procedures laid down.</p>	
<p>12.6.3 Opening of sealed ballot paper box and counting of e-votes by the scrutinising committee at the Institute's office would be carried out (in the presence of those who have indicated their desire to do so) as per procedure .The date and time of the opening shall be announced at the time of issuing the Notice for the A.G.M. of every odd year.</p>	<p>No Change</p>
<p>12.7 Annual General Meeting (A.G.M.)</p> <p>The Annual General Meeting of the Institute shall be announced by giving due notice of 21 calendar days and is to be held every year on a suitable date so that audited accounts of the Institute, which can be finalized and approved at the A.G.M. and to allow sufficient time thereafter to file the Income Tax returns within the last date, as decided by the Administration from time to time. The results of elections when held would be announced at the A.G.M. but new incumbents would take over only from</p>	<p>No Changes</p>

<p>the first of October after the A.G.M. so that the Income Tax returns can be filed by the incumbent Office Bearers.</p>	
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MAOA amendment 4:

<i>Existing and Changes in RED</i>	Remark
<u>22.0 GENERAL MEETINGS</u>	
<p><b>22.1</b> Annual General Meeting of the Institute shall be held as per the provisions of Article no.12.7 at such Place as may be determined by the council. <b>All General Meetings may be held at a location place and /or on a Video conferencing platform.</b></p>	
<p><b>22.2</b> All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings which may be convened at any time by the Council.</p>	No Change
<p><b>22.3</b> The Council shall, on the requisition of not less than twenty-five corporate members entitled <u>at the dateat-date</u> of deposit of the</p>	No Change

<p>requisition to vote, proceed duly to convene an Extraordinary General Meeting of the Institute, which shall be held within three months of the said date at the Head Office. The requisition must state the objects of the meeting, and must be signed by the requisitionists and deposited with the HGS at the Head Office of the Institute, and may consist of several documents in like form each signed by one or more requisitionists.</p>	
<p><b>22.4</b> All General Meetings except for as per 22.3 above shall be held at premises <b>and /or on Video Conferencing platform</b> and at such times as may be prescribed by the Council.</p>	
<p><b>22.5</b> Twenty-one calendar days' notice shall be given <b>by electronic mail or electronic transmission and by uploading the same on the the IME(I) website</b>, of every General Meeting specifying the general nature of any special business to be transacted at such meeting; but the accidental omission to give such notice to or the non-receipt of such notice by any corporate voting member shall not invalidate the proceedings of any such meetings. All business shall be deemed special that is transacted at an Extraordinary General Meeting and at an Annual General Meeting, except the consideration of the accounts, balance sheet and reports of the Council and Auditors and the election of the Auditors and fixing their remuneration. –</p>	

<p><b>22.6</b> No question or motion relating to the General Management of the Institute may be asked or moved at a meeting other than an Annual or Extraordinary General Meeting and then only as special business. – No changes</p>	<p>No Change</p>
<p><b>22.7</b> All Honorary Fellows, Corporate Members, Graduate, Student Members and Associates shall have the privilege to attend and subject to Article 22.8 to receive notice of all meetings but only corporate voting members who are not disqualified by relevant provisions of the Article 8.5 shall be entitled to vote thereat</p>	<p>No Change</p>
<p><b>22.8</b> All Honorary Fellows, Corporate Members, Graduate, Student members and Associates having an <b>email</b> address on the Roll shall have notice of all meetings. Any member not having such an address registered at the Institute shall not be entitled to notice of any meetings, and all proceedings maybe taken without notification to him thereof.</p>	
<p><b>22.9</b> Subject as provided in Article <del>22.13</del><u>22.3</u> ten corporate members present <b>either physically or on Video Conferencing platform</b>, entitled to vote shall constitute a quorum for the purpose of an Annual General Meeting and twenty five corporate members <b>physically present on Video Conferencing platform</b>, entitled to vote shall constitute a quorum for the purposes of an Extraordinary General Meeting.</p>	

<p><b>22.10</b> If within twenty minutes after the time fixed for the meeting a quorum is not present, the meeting, if convened on requisition as hereinbefore provided, shall be dissolved.</p>	<p>No change</p>
<p><b>22.11</b> In any other case it shall stand adjourned for five minutes (after the lapse of 20 minutes as mentioned in 22.10) and then can take place at the same time and same place as before. The paid up Corporate members present shall then form a quorum.</p>	<p>No Change</p>
<p><b>22.12</b> At every General meeting Chairman shall be The President of the Institute. In his absence the Vice- President will take the chair. If both are absent, then the paid up corporate members shall elect a chairman for the meeting.</p>	<p>No Change</p>
<p><b>22.13</b> Decisions at meetings shall be ascertained by a show of hands <b>and /or voice votes</b> and a declaration by the Chairman that a resolution has been carried or lost by a show of hands, and an entry to that effect in the Minutes signed by the Chairman, shall be sufficient evidence of the decision.</p>	
<p><b>22.14</b> Every corporate member shall have one vote, and in case of equality of votes the Chairman shall both on a show of hands and <b>/or by voice vote</b> and have a second or casting vote. Provided that this Article shall be subject to the provisions of Article 12.0 as to election of members of Council. Provided further that no corporate member who is not a Fellow shall be entitled to vote on or becounted in the quorum with respect to a Resolution proposing or concerned with an alteration</p>	

<p>in the Memorandum of Articles. If a ballot is demanded it shall be taken at such time and in such manner (other than by post) as the Chairman directs and the result of the ballot shall be deemed to be the resolution of the meeting, at which the ballot was demanded. A ballot demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith.</p>	
<p><b>22.15</b> The acceptance or rejection of votes by the Chairman shall be conclusive for the purpose of the decision of the matter in respect of which the votes are tendered. Provided that the Chairman may review his decision at the same meeting if any error is then pointed out to him.</p>	No Change
<p><b>22.16</b> A notice may be served by the Council upon any member, either personally or by sending it through the post in a prepaid letter addressed to such member at his place of abode registered on the Roll, <del>or by electronic</del> <b>by the electronic mail to his/her registered email id.</b></p>	
<p><b>22.17</b> Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same was put into the post and in proving such service it shall be sufficient to prove that such letter was properly addressed, stamped and posted.</p>	No Change

**Agenda 2.**

Discussion and approval on amendment and changes in the ORP which is to be incorporate the same in the AGM agenda item (Changes in the ORP after 36<sup>th</sup> AGM)

**Resolution NO 87.02.01**

**With reference to 83rd and 86th GCM MOM, resolved that the suggested ORP Changes/amendments in the Election process as attached in the table are hereby approved.**

**Proposed by Mr.Y Nath seconded by Mr.L Rao**

<b>ORP : Proposed Changes</b>  <ul style="list-style-type: none"><li>● Addition: <b>RED</b></li><li>● Deletion: <del>strikeout</del> (strikeout)</li></ul>	
<u>Existing and Changes in <b>RED</b></u>	<u>Remark</u>
<b>A. 12.0 Council Election :</b>	

<p><b>Election schedule:</b></p> <p>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 :</p> <p>Initial notice of the entire process of election should be intimated to the members through <del>mass mail, I-connect</del> and <del>IME(I) website</del> Electronic media.</p> <p><del>Election timelines will be decided based on the no. of members opting for paper ballots. A campaign will be run promoting the change to e-Voting.</del></p> <ol style="list-style-type: none"><li>1. Soft copy of the Nomination forms will be sent through Mass mail and can also be downloaded from the website and returned to the Election officer who can then publish the CVs' of the contesting candidates on the website</li><li>2. The Election Officer shall study the format of the nomination form and make corrections, if required to avoid misinterpretation, before <del>sending them out</del> uploading the same on the website</li><li>3. Soft copy of the Nomination papers for Council elections to be <del>posted</del> mailed by 1<sup>st</sup> February of every</li></ol>	<p>New insertion</p> <p>New insertion</p>
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odd year.

4. Nomination papers for the Council to be received in the Institute's office by 15<sup>th</sup> March of every odd year.
5. Last date for withdrawing nomination 30<sup>th</sup> March of every odd year.
6. The scrutiny of nomination papers for the Council to be completed by the Election Committee by the 5<sup>th</sup> April of every odd year.

#### **BALLOT PAPERS**

The option of voting through ballot papers will also be available for members. ~~Those members desirous of continuing to have paper Ballots, may write to the Election officer requesting the same at least three months in advance from the date of printing of the ballot papers. No later than 01<sup>st</sup> March of every election year.~~

a) Printing of ballot papers to be completed by 5<sup>th</sup> May of every odd year.

b) Posting of ballot papers to be completed by 15<sup>th</sup> May of

every odd year.

Last date for receiving ballot papers at the Institute's office in Mumbai 1<sup>st</sup> 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 15<sup>th</sup> 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 1<sup>st</sup> August of every odd year.

#### **EVOTING**

The option of voting through ballot papers will also be

available for members. Those members desirous of continuing to have paper Ballots, may write to the Election officer requesting the same no later than 01st March of every election year.

- 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 1<sup>st</sup> January of the odd year to the 15<sup>th</sup> February.
- c) The e-Voting shall take place from 15<sup>th</sup> May to 1<sup>st</sup> August during every odd year.
- d) A reminder email/sms shall be sent to all members who have registered for e-Voting by 15<sup>th</sup> June to inform them, 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 e-Voting.

**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 organization 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 e-Voting the Election Officer shall also function as the 'Scrutiniser'

E-Voting:

- 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:**

The no. of ballot papers printed are to be based on ~~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.~~

those members desirous of continuing to have paper Ballots plus 5%.

1. Similarly the same number of holograms should be ordered as well as those actually received to be recorded.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. The ballot paper however will have NO serial number or name.
8. 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.
9. 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.
10. 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.

11. 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.
12. Hand delivery of ballot paper will be acceptable only if delivered by the voter member himself / herself.
13. 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.
14. 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.
15. 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.
16. 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.

17. 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.
18. 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.
19. 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.
20. 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.

21. Election Officer shall declare the date of counting generally within 4 weeks before 30<sup>th</sup> 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.
22. 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/Scrutinizer.

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. Headquarters 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

Changes in the code of conduct in the ORP- It was decided to review the whole thing of the Code of Conduct of the AOA and if required the legal opinion should be obtained and come back to the next GC

**Agenda item no 3 :** Selection of Jury – towards selections of Nominations of R L Jain Life time achievement Awards 2021

The GC proposed the following names of the Jury for the next year 2021

President

HGS

Dr B K Saxena or Dr Rajoo Balaji

Mr.P. Jairaj or Mr.C V Subba Rao

Mr.Arun Sharma or Mr.Vijay Arora

**Agenda 4** - Appointment of Election officer for the election period 2021- 2023

Dr B K Saxena name was proposed as a Election Officer to extend his contribution for for the election period 2021- 2023

**Agenda 5:**Approval of audited accounts FY 2019-20 – Branches and sub committees Activity reports incorporated in the 37<sup>th</sup> AGM draft Notice under technical meetings/ seminars/ conferences etc –

Following points were discussed such as non-receipt of the audited accounts IME(I) Kolkata Branch including the Patna Chapter, Chandigarh Chapter and Karnataka Chapter.

HGS informed the GC that the 2 months of extension for submission of Annual accounts to the Charity Commissioner in the month of Oct 2020 i.e. till the end of Dec 2020, we did not get any reply, and the general notice we have received with the deadlines that might be possible to extend the deadlines.

In the 83<sup>rd</sup> GCM , regarding accounts, we have the option to keeping live accounts and updated on weekly basis and periodically on the tally, which was not followed with reminders to the Branches.

Separation of accounts and operation needs to be done. Tally software was installed and training imparted at all the Branches, with request to update online status and every branch was instructed to feed their accounts on the day to day basis.

Creditability and Quality and status of the present statutory auditor – Current Statutory auditor has been with us since last 10 years, it is suggested statutory auditor should change at least every 3 to 4 years,

**6. Close with vote of thanks: Vice President :**

The meeting ended with vote of thanks to the Chair. The Vice President thanked all the members and contributors who had enabled the smooth proceedings of the GC Meeting.

