

The Institution of Engineers (India)

PROCEDURE FOR CONDUCT OF ELECTIONS

(As approved by the Council at its 689th meeting held at Ahmedabad, on 02-03 April, 2016 and amended at its 690th Meeting held at Durgapur on 26 Jun 2016, at its 691st Meeting held on 24-25 Sep 2016 at Haridwar, at its 706th meeting held on 21 Sep 2019 at Mumbai, at its 707th meeting held on 29 Dec 2019 at Hyderabad and as circulated subsequently)

1. Unless specified otherwise, following clauses in the 'Procedure for Conduct of Elections' will be applicable for all elections under provision of Regulations 24, 25 and 26.
2. The Corporate members on the roll of the Institution as on 31 Mar of the year in which elections are due shall form the electorate college for the elections which will be prepared and supplied by the IEI HQs.
3. The BOS will access the Control Panel of the Election software by using their login credentials which would be strictly confidential.

Inviting self-nominations

4. The Board of Scrutineers shall invite self-nominations alongwith biodata and non-refundable earnest money of the requisite amount from the eligible Corporate Members in the following ways:
 - (a) Through notification in the publication (if any) circulated to all the Corporate Members eligible to contest in the election.
 - (b) By sending email to the Corporate Members eligible to contest in the election and having valid email ids as registered with IEI as on 31 Mar of the year.
 - (c) By displaying in the notice board and website of the IEI for election under Regulation 24.
 - (d) By displaying in the notice board and website (if any) of the respective Centre for election under Regulation 25 and 26.

Such bio-data shall be uploaded as received from the concerned nominated members and the Board of Scrutineers shall not be responsible for correctness or otherwise of such information. The invitation for nomination should also include the election time table mentioning important dates in the election process as fixed by the BOS in consultation with the IEI HQs.

The amount of earnest money as decided by the Council at its 691st and 715th meetings is as follows:

- i. For election to the Council seat — Rs.20,000
- ii. For election to the State Centre Committee — Rs.5,000
- iii. For election to the Local Centre Committee — Rs.3,000

The earnest money should be paid by Demand Draft in favour of "The Institution of Engineers (India)", payable at Kolkata or by direct electronic remittance to the HQs.

In case of electronic remittance, the receipt of payment should be attached with the nomination papers and forwarded immediately to the IEI HQs.

Submitting self-nominations along with other requisites

5. A Corporate Member willing to contest in the election shall nominate himself and submit the nomination alongwith biodata and the earnest money. The nomination shall include the name, the class of membership, Division and the Membership number of the Corporate Member. The bio-data shall be circulated as received from the concerned nominated members but may be abridged to limit it to one hundred words and the Board of Scrutineers shall not be responsible for correctness or otherwise of such information.

A period of minimum 15 days from the last date of sending emails inviting nominations shall be allowed for submitting the nominations along with other requisites for elections under Regulations 25 and 26. For election under Regulation 24, minimum 30 days from the last date of sending emails inviting nominations shall be allowed for submitting the nominations along with other requisites. The earnest money paid during submission of nomination shall not be refunded under any circumstances.

The notification shall direct that a member attached to a Division shall be eligible to submit nomination for election (under Regulation 24 and 25) only in that Division. The candidate shall also submit, an acceptable proof of his identity, viz PAN card or Driving License or Photo ID Card issued by State/Central Government bearing his signature or Photo ID Card of The Institution bearing his signature or first page of his passport duly self attested.

Scrutiny of Nominations

6. On expiry of the last date of receipt of nomination, the Board of Scrutineers shall meet and scrutinize the nomination papers and verify the validity of the nominations, rejecting the nominations which may be found to be invalid on account of their not being in conformity with the above requirements or under Regulation 23(c).

BOS Control Panel

7. The BOS can access the BOS Control Panel of Election software only after they log-in with their membership number as log-in ID and requisite password. This password shall be made available to them by the Administrator. Before the first log-in, they will be required to change their password. BOS members have to create their own password and have to keep it strictly confidential.

Electronic Voting:

8. (a) Computer auto generated log-in credentials for online voting shall be sent through the mobile / e-mail to the electronically reachable members as on 31 Mar of the year on the day prior to the opening day of the election.

(b) An eligible voter visiting the Institution website www.ieindia.org will be guided to the election portal. The voter can access the voting page of the relevant election by using log-in ID and password for voting online. A system generated One Time Password shall be sent to the registered Mobile / e-mail for casting of vote electronically. The One time Password shall have a validity of five minutes. Separate One time Password shall be issued for all elections. The vote cast by a voter shall be encrypted and not available to anyone. The details of the voter by his membership number shall be available in the system. The electronic voting details cannot be downloaded and vote cast is encrypted. The bio data of the contestants will be available for voters reference in the election portal. The e-voting period shall be 14 days for all elections under Regulations 24, 25 and 26.

(c) In case a voter misplaces his password or has not received it for any reasons, he can request for computer auto-generated log-in ID and password from the HOME page of the IEI election web site which can be accessed through www.ieindia.org, which shall be sent to his mobile / e-mail.

(d) In case of members residing abroad who have registered their e-mail id, they will be provided the log-in credentials through his e-mail only.

Security:

9. A voter can log in using his / her password issued to him in his / her registered mobile / e-mail on the starting day of the election. However, while casting the vote, a system generated One Time Password (OTP) shall be sent to his / her registered mobile / e-mail. Voter has to use that password for casting his / her vote. The validity of the OTP shall be for five minutes only or till its first successful use whichever is earlier.

10. The election Web service provider is to provide the source code under sealed cover to the Secretary and Director General for the purpose of record and safe custody. The Source Code is not to be opened and is to be kept sealed.

11. In case any correction/ change required by the BOS due to wrong entry/ change of schedule etc. a communication is to be sent by the Convenor, BOS to the Administrator i.e. the Secretary and Director General. On receipt of such request, the Administrator shall arrange for necessary corrections, if feasible.

12. The software is to also have feature of automatic logging out if no activity takes place for 10 minutes. After automatic logging out, re-logging by all three to access the site is to be made mandatory.

13. The electronic voting shall end at 2400 hours on the date specified and no voting on web can be done thereafter.

Final counting:

14. On the date of counting the system shall count the online votes and final result shall be available to BOS instantly. In the event of a tie, the BOS shall decide the result by toss of coin or by drawing lots, as per the existing provision.

Bio data:

15. The Bio data of the contestant if furnished, as finalized by the BOS, shall be uploaded on the election site. This shall be available in public domain. It shall also be available for view to the voter while casting the vote on web.

16. The Bio data of the contestants shall also be published in the Centre's Newsletter.

Result:

17. The BOS shall print the report on the result of the voting which shall be signed by the members of the BOS present and present the report along with connected papers to the Chairman of the Centre and forward a copy of the report to the Honorary Secretary of the Centre and also to the Secretary & Director General of the Institution for necessary action.

18. The Honorary Secretary shall immediately communicate official results of the election to the Secretary & Director General. The voting papers shall be sealed and kept by the Chairman of the Centre till 30 days after the ensuing AGM of the Centre whereafter they shall be destroyed, as per the existing proviso.

For election to Council under Bye-law 4(a)(iii) the voting papers need to be preserved till 30 days of the Institution's AGM, whereafter they shall be destroyed. Similarly details of all the web voting shall be dealt with by the Administrator.

19. The BOS shall conduct all business of election from the premises of the Centre. In no case activities of election can be carried out from premises other than the Centre.

20. The Chairman and the Honorary Secretary in the office and the Chairman-elect and Honorary Secretary-elect shall not be members of the BOS.

21. No person shall be member of BOS for more than two consecutive elections.

22. The Chairman / Honorary Secretary of the Centre, without involving himself in operational activities of the BOS, shall oversee the functioning of the BOS to ensure that the procedure is not violated inadvertently.

In case the Chairman / Honorary Secretary himself is a candidate in any of the elections being conducted at the Centres of which he is the Chairman / Honorary Secretary and candidate(s) in the election to the Council from the Division Board, he should not be involved in any of the activities relating to the election process at the Centre. In such case, the State/Local Centre Committee may resolve to authorize an appropriate available non-candidate corporate member preferably past Chairman to oversee the functioning of the BOS without involving himself in operational activities of the BOS.
