

# IMPORTANT POINTS A VOTER SHOULD KNOW ON ELECTION AS PER BYE-LAW

## Overview

As per bye-law 9 and sub-clauses the responsibilities of MC shall manage the business and affairs of SAEINDIA SOUTHERN SECTION (SAEISS), shall determine its policies, and shall actively promote SAEINDIA SOUTHERN SECTION'S objectives.

### 9.1 Responsibilities

The Managing Committee shall manage the business and affairs of SAEINDIA Southern Section, shall determine its policies, and shall actively promote SAEINDIA Southern Section objectives. The Managing Committee may adopt policies for the conduct of its business and the business of SAEINDIA Southern Section and may appoint or create such Advisory Committees, Task force committees, Operating Boards or agents, as it may consider necessary.

### 9.2 Composition of Managing Committee

The full Managing Committee shall consist of the Chairman, the Vice Chairman, the Secretary, the Joint Secretary, the Treasurer, the Joint Treasurer, and 06 Members. The most recent Past Chairman of SAEINDIA SOUTHERN SECTION will be only an invitee. Chair persons of the divisions will also be invitees.

Invitees to MC do not have voting right.

### 9.3 Election of Managing Committee explains

#### 9.3.a Overview

SAEINDIA Southern Section has members of high posts from Different Companies and Institutions. Section also being a large society, has Champions for various events. For a smooth and faster growth, Representation in MC from such top management and also from the champions is a MUST. Also required is an open category of candidates hence Members of the Managing Committee will be formed by combination of Elected (06 from Champions and 03 open category) and Three Nominated Members. This will be with Nine (09) elected and Three (03) nominated members.

**Champion:** SAEISS has different activities and are run with the help by volunteers. Each activity is led by an experienced volunteer. Once thus served in a division, this leader starts serving SAEISS and serves the section (meaning he would serve all divisions). This leader is called a champion.

#### Elected Members:

As per Bye law 9.3, "The full Managing Committee shall consist of the Chairman, Vice Chairman, the Secretary, the Joint Secretary, the Treasurer, the Joint Treasurer, and 06 Members".

This totals to 12. Nine members will be filled in SAEINDIA Southern Section MC by election which will be called elected category. **This is divided as 1. Champion category and 2. General Category.**

*The elected Nine (09) members will nominate the balance Three (3) members to complete the MC. In case by election, these 09+03 are not in full strength, the short coming can be levelled by nomination.*

All the MC members, elected or nominated will have voting rights in any discussion or deliberation to decide.

#### 9.3.b Elected Open Category Members

**9.3.b.(i)** The Elected Members of Managing Committee will be elected by voting members eligible to vote through a system of ballot and/or postal ballot.

**Nomination of an elected Member whether from Champions or from General Category:**

The nomination to be an elected Member of Management Committee will be invited from the Champion/s and General Category (both of whom must also be a voting member), duly proposed by any voting member and seconded by any two voting members. **(The Associate, Affiliate and student members are not voting members.)** Two different nomination forms will be used for Champion and general category contestants. For champion category, persons mentioned in the list of champions with experience of 48 months and above alone can be a nominee. The nomination form should also be authorised by a present MC member to authenticate the nominee's claim either as a champion or/and he is a voting member.

Past members of MC come under General Category.

**Appointment of the Returning and Election Officer**

**The Returning and Election Officer for the election shall be appointed by the out-going Managing Committee.** The Postal ballot returned to SAE INDIA southern section within days specified by the E.O. shall only be counted by Returning Officer. The Returning Officer shall announce immediately the results of the election, which shall be mailed to the voting members by the Secretary and published in the next following issue of the official publication if any of SAE INDIA Southern Section.

In case the number/s of valid contestants (nominees) is less or equal to the representation number mentioned under the concerned category and not more, all the valid contestants are deemed to have been declared elected and no voting would take place.

**9.3.b.(ii) Key Qualification for the contestants/candidate in Election for Open Category:**

- Must be fully able and willing to put the welfare of the Section objectives before personal interests.
- Candidate should have contributed to various activities of SAEISS
- Shall personally attend MC Meetings at least 60% of total MC Meeting to be held in the term.
- Must be willing to travel and available to attend at Division Level activities supporting Division chair

**9.3.c Election Procedure**

For members to be elected, election will be conducted by an Election & Returning Officer of SAEINDIA southern section, who is chosen by the outgoing MC.

The Election Officer will follow the schedule given below.

1. Commencement of the issue of Nomination forms
2. Last date for receipt of Nominations
3. Scrutiny of Nominations
4. Withdrawal of Nominations
5. Despatch of Ballot Papers to Members
6. Last date of receipt of Ballot Papers

## 7. Counting of Votes & announcement of results

Ballot Papers will be prepared with names of contestants and sent along with a covering letter, to all voting members including the contestants as per schedule, explaining the procedure to return the ballot paper.

The ballot papers will have details of contestants business and their SAEINDIA southern section activities and a column to mark the member's choice. Members can only choose a maximum as mentioned (at present 09+03). They can choose less. Choosing more than required will render the vote invalid. In case the number/s of valid contestants is less or equal to the representation number mentioned and not more, all the valid contestants are deemed to have been declared elected. If there is a short fall for open category member representation by valid contestants, then the short fall will be filled by a nominee of the MC of the section apart from Three, otherwise come under nominated category.

***All the MC members, elected or nominated will have voting rights in any discussion or deliberation to decide.***

**Announcement of approved candidates to represent MC:** The Election Officer shall announce immediately the results of the election to the Secretary, which shall be mailed / emailed to all members by the Secretary or published in the next following issue of the official publication of SAEINDIA Southern section or through its website.

### **Managing Committee Formation**

#### **9.3.d Managing Committee Formation**

This is of two steps.

1. As informed under bye law 9.3.c, the elected candidates will meet to nominate the required numbers of nominated members to complete the numbers required as per bye-law.

2. With the nominated members, the elected members again meet to form their Complete MC and elect MC Officers among them.

***The above will be completed within 10 days of the announcement of election results and will be announced in an Annual / Extra ordinary General Meeting.***