

# The Institution of Engineers (India)

## PROCEDURE FOR CONDUCT OF ELECTIONS

(As approved by the Council at its 726<sup>th</sup> meeting held on 15 June 2024 at Kathmandu)

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. In order to cast vote and/or contest election, candidate must be on the roll and reachable electronically. Electronic identity of every member shall be determined by mobile number and/or email-id registered as on 31 Mar of the year in which elections are due. In case of any duplicate mobile or email-id found then such duplicate mobile number or email-id should be removed from the all such effected members during the finalization of the electoral roll
3. Any change in mobile or email after 31 Mar shall have no effect in the electoral roll prepared based on members database as on 31 Mar of that year.
4. The window for e-voting activities shall open and close at midnight on the date specified for the purpose.

### A. Scheduling an Election

- i. **Notification and Invitation of Nominations** : The notification must include the following:
  - a. Election Schedule
  - b. Details of the non-refundable earnest money
  - c. The notification shall also 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
  - d. In case multiple elections under Regulations 24, 25 and 26 are required to be conducted by a BOS in a given year, the BOS must conduct all such elections simultaneously with same election schedule.

However, in case any of such election(s) is/are withheld due to unavoidable circumstances e.g. litigation/ Court order etc., the other election(s) would continue uninterrupted.
- ii. **Last date of Receipt of Nomination** : Minimum 15 days from date of invitation of nomination

- iii. **Last Date for Scrutiny of Nomination:** 2 days from A(ii)
- iv. **Last Date for Withdrawal of Nomination:** 7 days from A(iii)
- v. **Start of Election:** At least 2 days after A(iv)
- vi. **End of Election:** On 14<sup>th</sup> day (2400 hrs) from A(v) so that duration of e-voting is 14 days.
- vii. **Declaration of Result:** On the day next to the end of e-voting.

**B. Invitation of Nomination for contesting in election**

- i. The Board of Scrutineers shall invite self-nominations along with bio-data 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.
- ii. 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.
- iii. 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 24, 25 and 26. The earnest money paid during submission of nomination shall not be refunded under any circumstances.
- iv. 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.
- v. BOS shall forward the notice to be circulated to the Administrator (as defined in page 6) for circulating the same to the eligible corporate members through centralized gateway of email service provider.

### **C. Submitting self-nominations along with other requisites**

- i. A Corporate Member willing to contest in the election shall nominate himself and submit the nomination alongwith biodata and the earnest money deposit through the online portal, dedicated for IEI elections. The link of the portal shall be available in IEI website.
- ii. For submitting self-nomination, candidate must be on the roll and reachable electronically as on 31 Mar of the year and must also be attached to the same Division of Engineering in the previous two consecutive electoral rolls.
- iii. The credentials for login are to be generated by a member himself through the '**Get Password**' option in the election portal by using his membership no. (e.g. AM1498757, F-1258972, M-0025688 **etc.**).
- iv. While submitting nomination, the number of seats for a given election shall be shown by the System automatically and the member has to provide his membership no. and opt for the election he is willing to contest.
- v. Upon successful entry of the details as stated above, the contestant has to make a payment as non-refundable earnest deposit as per following:
  - a. For election to the Council seat — Rs.20,000
  - b. For election to the State Centre Committee — Rs.5,000
  - c. For election to the Local Centre Committee — Rs.3,000

The applicable amount to be paid for an election shall be displayed in the system.

- vi. After successful payment, candidate has to submit his bio-data (maximum 2000 character including spaces). Any extra character provided shall be automatically truncated by the system. The Candidate shall be able to update his biodata till the last date of submission nomination. No further editing of biodata by the candidate is permissible after this last date.
- vii. In case any member willing to contest for more than one election he has to submit separate nomination for every type of election along with requisite earnest money.

- viii. For any payment related issue, the user may send email to [caffairs@ieindia.org](mailto:caffairs@ieindia.org)/ [ad\\_ca@ieindia.org](mailto:ad_ca@ieindia.org).

#### **D. Scrutiny of Nominations**

- i. After the last date of the receipt of Nomination, BOS members shall meet and scrutinize 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 Regulation 23(c). Reason of rejection, if any shall have to be recorded by BOS.
- ii. All nominations which have not been duly rejected by the BOS within the stipulated timeline shall be deemed as valid nominations and shall automatically appear for online voting in the election site.

#### **E. Withdrawal of nominations**

- i. Once submitted, a candidate can withdraw his / her nomination by logging in to the election portal during the period provided for the purpose. However, the earnest money paid during submission of nomination shall not be refundable under any circumstances.
- ii. In case the number of nomination(s) received is/are less than or equal to the number of seat(s) in an election, the said election shall not proceed to the next stage i.e. e-voting and BOS can take the printout of such candidates who stand elected uncontested and such information shall be made available in election site as well.

#### **F. Electronic Voting:**

- i. Intimation for start of voting shall be given to the electorate after the date specified for the withdrawal of nomination. Such information shall be sent to the both registered Mobile number / e-mail id as applicable to the electronically reachable members as on 31 Mar of the year. No updation of mobile or email in the electoral roll is permissible under any circumstances whatsoever.
- ii. An eligible voter visiting the Institution website [www.ieindia.org](http://www.ieindia.org) will be guided to the election portal. Members are required to visit the election portal in order to get the login credentials. The credentials for login is to be generated by the members themselves through the "**Get Password**" option using his membership no. (e.g. AM1498757, F-1258972, M-0025688 etc.).

The voter can access the voting page of the relevant election by using log-in ID and password for voting online.

- iii. A system generated One Time Password shall be sent to the both registered Mobile / e-mail as recorded in the electoral roll 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 bio data of the contestants will be available for voters reference in the election portal.
- iv. In case a voter misplaces his password, he can request for computer auto-generated log-in ID and password through '**Get Password**' option from the HOME page of the IEI election web site. The login ID and password shall be sent to the voter's mobile and/or e-mail as registered in the electoral roll.
- v. In case of members residing abroad who have registered their e-mail id, they will be provided the log-in credentials through their e-mail only.

## **G. Final Counting:**

- i. BOS shall invite well in advance all the contestants to be present on the scheduled date and time for counting of votes. The contestants may be present in person or through authorized representative to witness the entire process of counting.
- ii. On the date of counting and declaration of the result, the BOS members as per the required quorum have to login to the election site. On clicking the "View Result" button against each election, the system shall count the online votes and final result shall appear on the BOS screen instantly.
- iii. In the event of a tie, the BOS shall decide the result by drawing lots, under observation of witnesses and update the information in system accordingly
- iv. BOS has to Click "Publish" button in order to display the result in the election portal
- v. The administrator i.e. the Secretary and Director General shall have the right to withhold the result of an election, if necessary. In case BOS is required to withhold the result of any election then it must be communicated to the Secretary and Director General i.e. Administrator in writing well in advance for taking needful action.

## **H. Result:**

- i. 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. The names of the winning candidates shall also be put on display at the Election Site after publication of the same by BOS. The result shall be available in public domain upto 30 days from the date of declaration of result.
- ii. In case the BOS does not publish the result explicitly for any reason whatsoever, the result shall not be available in public domain.
- iii. After publication of the result by BOS, the Administrator i.e. the Secretary and Director General shall be able to view/ print the result.
- iv. In case of multiple elections, withholding the result of a particular election (because of unavoidable circumstances e.g. court stay order etc.) shall not impact the publishing of result(s) of other election(s).

## **KEY FEATURES/ TERMINOLOGIES**

### **I. Administrator**

Secretary and Director General (SDG) shall function as the Administrator of the Election Software. Administrator shall ensure the smooth functioning of the entire system pertaining to the functionalities of the election software. Administrator shall arrange for Login details of the BOS members upon receipt of the details of BOS. The Administrator shall also examine the feasibility of any request received from Convener, BOS for changes/modification in election schedule, blocking an election etc. and arrange needful. Administrator shall overview the progress of the ongoing elections. He shall function as per the rules and regulations of the ByeLaws and laid down procedure for conduct of election duly approved by the Council.

## **J. Board of Scrutineers (BOS)**

Board of Scrutinneers are responsible for smooth conduct of the election under their control. No person shall be member of BOS for more than two consecutive elections. In case any issue / observation made by BOS or brought to the notice of BOS regarding the conduct/functioning of online election for which BOS requires support, then the details of such observation must be brought to notice of Administrator by Convenor, BOS. BOS shall work in close coordination with the Administrator for early resolution / resolve of the issue.

## **K. BOS Control Panel**

- i. The BOS can access the BOS Control Panel of Election software only after they log-in with their log-in ID and requisite password. The Login credentials for BOS 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.
- ii. The number of seats in an election shall be shown by the system along with the list of all candidates election-wise who has made successful payment shall also be available before the BOS. BOS has to scrutinise 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). Reason of rejection, if any shall have to be recorded by BOS.
- iii. BOS members as per quorum specified are to login simultaneously from a single machine in order to access the BOS dashboard.
- iv. In case of any discrepancy/ problem/ trouble reported to the BOS by any candidates regarding online payment, submission of nomination etc., the BOS must bring it to the notice the Administrator immediately in writing / email

## **L. Security:**

- i. A voter can log in using his / her password generated by himself/ herself through the election portal and delivered to his / her mobile phone / e-mail as registered in the electoral roll. However, while casting the vote, a system generated One Time Password (OTP) shall be sent to his / her both mobile / e-mail as registered in the electoral roll. Voter has to use that OTP 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.
- ii. The election 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.
- iii. Election Software Application has to be hosted in server with valid SSL Certificate
- iv. 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.
- v. The software shall log out automatically if no activity takes place for 10 minutes. After automatic logging out, re-logging by all three BOS members to access the site is mandatory.
- vi. The election window shall open/close at midnight i.e. 2400 hours on the date specified and no voting would be possible after the closure.
- vii. The vote cast by a voter shall be encrypted and not available to anyone

## **M. Electronic Intimation:**

Following electronic intimation should be sent:

- i. Notice inviting nomination to the registered email id of the eligible corporate members as registered in the electoral roll. It would be sent through centralized gateway of email service provider upon receipt of the duly filled-in format of the notice from respective BOS. This would be circulated at least 15 days in advance from the last date of submit of nomination



- ii. Information about the start of e-voting to the both registered email or mobile of the eligible electronically reachable corporate members as per electoral roll. In case of members residing at abroad such information shall be sent by email only. This system generated information would be sent prior to the start date of the election but after the date specified for the withdrawal of nomination

#### **N. Login Credentials:**

Members are required to generate their login credentials by themselves. For generation of login credentials, the member must be in the electoral roll, electronically reachable and required to visit election portal. An eligible voter or contestant visiting the Institution's website [www.ieindia.org](http://www.ieindia.org) will be guided to the election portal. The members can generate their credentials through the "**Get Password**" option using his membership no. (e.g. AM1498757, F-1258972, M-0025688 etc.). The Login credentials generated shall be delivered to both mobile and email id of the concerned member as registered in the electoral roll. In case of any members residing in abroad such information shall be sent by email only. The login credentials once generated by a member shall be valid for all subsequent login of the said election(s) cycle i.e. he/she can use the same credentials for submission of nomination, withdrawal of nomination, casting of vote etc.

Login credentials for BOS shall be sent by Administrator separately which is exclusively meant for BOS activity only.

#### **O. One time Password (OTP):**

The OTP shall be generated by the system as and when required in the software process in order to confirm the activity of an authenticated user. The OTP generated by the system shall be delivered to the mobile and/or email of the concerned user/member as registered in the electoral roll. In case of members residing at abroad such information shall be sent by email only. The validity of the OTP shall be for five minutes only or till its first successful use whichever is earlier.

#### **P. Re-election:**

Re-conduct of an election shall be held following the same procedure as it was conducted previously. Following shall be adhered to –

- i. A fresh Board of Scrutineers (BOS) should be constituted for the re-conduct of any election. The newly constituted BOS should initiate the process from the beginning i.e. by inviting self-nomination.
- ii. The electoral roll as frozen on last 31 March prior to the re-election should be used in the re-election.
- iii. The candidates, who had already paid the earnest money in the same election, shall stand exempted from paying the same once again.
- iv. The candidates winning through the re-election process shall assume office forthwith. Their term of office shall be for the reminder period i.e. co-terminus with the Committee/ Council to which election is sought.

**Q. Bio data:**

Bio-data (maximum 2000 character including spaces).shall be uploaded by the concerned nominated members and the Board of Scrutineers shall not be responsible for correctness or otherwise of such information. However, the BOS shall have the right to edit the biodata, if so desires and the decision of the BOS shall be full and final. This shall be available in public domain. It shall also be available for view to the voter while casting the vote on web.

**R. Preservation of Result and Data**

For election to Council under Bye-law 4(a)(iii), Bye-law 4(a)(iv), Regulation 3(a)(v) and Regulation 25, the papers need to be preserved till 30 days from the date of the Institution's AGM, whereafter they shall be destroyed. Similarly, details/ records of all the web voting shall be destroyed by the administrator.

**S. Role of Honorary Secretary and Chairman of Centre**

- i. The Chairman and the Honorary Secretary in the office and the Chairman-elect and Honorary Secretary-elect shall not be members of the BOS.
- ii. No person shall be member of BOS for more than two consecutive elections.
- iii. 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.

- iv. 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/or 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.

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