

COMPUTER SOCIETY OF INDIA



CSI Chapter Election Manual

(For Internal Circulation Only)

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Preface

Under Chapter Byelaw 5.1.1 of the Computer Society of India, the Nominations Committee [NC] is required to invite appropriate groups of members to submit names of voting members for considering them for the various elective offices of the Managing Committee [MC] and Nominations Committee [NC].

The chapter election manual is an attempt to provide a comprehensive document for the Chapter Nominations Committee for conducting the chapter elections fairly and smoothly as per the provisions of the CSI Constitution and Byelaws.

The manual is divided into eight parts:

- Part – I : Composition of Nomination Committee and Election of Chairman
- Part – II : CSI-Chapter Election Announcement with Election Schedule
- Part – III : Norms & General Guidelines for Chapter Elections
- Part – IV : Nomination for Elections
- Part – V : CSI-Chapter Election Slate
- Part – VI : Final Result Announcement
- Part – VII : Interactions with Chapter MC, National NC and CSI HQ
- Part –VIII : Checklist of important steps to be followed by Chapter NC for finalizing the Election Slate

We hope that this document will be useful for future elections with appropriate updates for the election year and positions to be elected in the respective year.

We are grateful to the ExecCom, senior CSI members and CSI HQ staff for helping us to compile this document and provide valuable inputs.

It may please be noted that the manual is just a guidelines document. All processes in regard to elections shall be exclusively governed by the CSI Constitution and Byelaws. In case of any ambiguity, the CSI constitution and byelaws will be binding.

Dr. Anil Kumar Saini Mr Rajeev Kumar Singh Prof. (Dr.) U.K. Singh
Members, Nominations Committee, 2015-2016, CSI

Part I : Composition of Nomination Committee and Election of Chairman

1.0 The Nominations Committee (NC) of the chapter is an autonomous and independent body which is elected by the General Body through election process. NC shall have three members elected by the General Body. In some exceptional cases the Chapter Nominations Committee may be an adhoc committee appointed by the respective Regional Vice President (RVP) and authorized by the Executive Committee (ExecCom).

1.1 Atleast one member of the NC must have been a Past Officer of that chapter. This means that one members must have held position of Secretary or Treasurer or Vice Chairman or Chairman of the respective Chapter in previous years. The RVP and ExecCom while making an adhoc NC must also comply with this composition requirement of **atleast one past officer.**

In case there is no member satisfying this condition, i.e. who has been a Past Officer and is elected as Member of NC, the MC of the chapter must ensure that this condition is satisfied by nominating additional member to the NC who is a past officer thereby making it a Four member committee.

1.2 The members of the NC shall elect a Chairman from among themselves. This means the MC will have no role in the election of the Chairman of NC.

The format for sending the minutes of election of Chairman of NC should contain the names, signatures and email of all NC members with a clear statement of electing one of the NC member as Chairman. The scanned copy of this alongwith hard copy must be sent to CSI HQ with copy to Chapter Chairman, RVP, and CSI HQ.

Once the Chairman is elected by majority by all NC members only, the same should be communicated to the Chapter MC, CSI HQ and National NC **latest by May 31.**

1.3 The authority of NC shall be:

To assist the MC (while maintaining its independence):

- I. In identifying voting members willing and qualified to hold the several elective offices.
- II. In scheduling elections so as to enable functioning of the new committees from the very beginning of the year i.e. April. The schedule should be prepared keeping in view the proposed schedule sent by the National NC. It is possible to have little or minor modification in the proposed election schedule. In all cases, the election slate should be ready before 15th November.
- III. In supervising the counting of ballots, declaration and communication of the results to the MC.

1.4 The term of appointment of the Nomination Committee shall be one year and shall commence from the date of formation (generally 1st April) and end on 31st March unless explicitly stated otherwise.

Part – II: CSI-Chapter Election Announcement with Election Schedule

2.0 The Nominations Committee of the chapter shall announce to the eligible voting members about the posts for which elections is to be held in the respective year along with their number. For example, Hon. Secretary in the even numbered years while Hon. Treasurer in the odd years, MC members as 4/6/8 depending upon the class of the chapter. It will also announce a time schedule for various activities of the election process. This has to be done through Chapter website alongwith announcement in the CSI Communications. In addition emails (as per data available in the CSI database) to all valid voting members of the chapter should also be sent by the NC to inform about the 'Call for Nominations'.

2.1 Format of letter/email for inviting nominations (Call for Nomination):

-----Format begins here -----

Computer Society of India, _____ Chapter,
(Address) (Email) (Phone)



Date: _____

CHAPTER ELECTIONS FOR 2016-2017/18

Dear CSI Members,

Under Chapter Bylaw 5.1.1 of the Computer Society of India, the Nominations Committee [NC] is required to invite appropriate groups of members to submit names of voting members for considering them for the various elective offices of the Managing Committee [MC] and Nominations Committee [NC].

Members are accordingly invited to submit names of candidates who are valid voting members of high professional standing, integrity and experience for the following offices of Managing Committee [MC] and Nominations Committee [NC]

For the term 2016-2017 (April 1, 2016 – March 31, 2017)

1. Vice-Chairman cum Chairman Elect - One Post
2. Nomination Committee (3 members) - Three Posts
3. Managing Committee: (4 / 6 / 8 members as per class/category of chapter)
Category A – (Chapters having more than 500 members) – 8 MC Members.

Category B – (Chapters having 250 – 500 members) – 6 MC Members.
Category C – (Chapters having less than 250 members) – 4 MC Members.

For the term 2016-2018 (April 1, 2016 – March 31, 2018)

4. Hony. Secretary - One Post

Note: The tenure of office of Chapter Secretary and Chapter Treasurer shall be of 2 years. The Chapter Secretary shall be elected in the even numbered years and Chapter Treasurer in the odd numbered years.

You may file your proposal/nomination in the prescribed format and send it in a sealed envelope alongwith an email at: (email address for nominations) to:

**Nominations committee, Computer Society of India - _____Chapter,
(Address), (City)**

The last date for receipt of nomination is (date) on or before 5 pm.

Members, Nomination Committee (2015-2016), CSI _____ Chapter

Sd/-

**(Member1)
Chairman**

Sd/-

(Member2)

Sd/-

(Member3)

----- Format ends here -----

2.2 The proposal for the nomination should be accompanied by:

1. Signed letter alongwith email from at least 2 valid voting members proposing the nominee in the format as given in Part IV.
2. A signed letter alongwith email from the nominee confirming:
 - a. Acceptance to stand for election to the nominated office.
 - b. Willingness to devote adequate time for the Society's work.
 - c. Commitment to attend at least 3 Managing Committee Meetings in a year (not applicable for Nominees to NC)
3. Passport size photograph, Statement of Intent on how the nominee intends to serve the Computer Society of India and Bio-data in the prescribed format.

2.3 The Call for Nominations should be signed by all the three members of the NC and uploaded on the chapter website as well as sent by email as recorded in the CSI Members database to all eligible voting members of the Chapter.

2.4 The database of the eligible voting members in good standing **shall be made available by the CSI HQ to the Chapter NC** with complete details of membership.

2.5 Election Schedule

The proposed/draft Election schedule for all chapter elections shall be as under:

- Start date for Call for Nominations : 15th September 2015
- Last date for receipt of Nominations : 10th October 2015
- Last date for withdrawal of Nominations : 15th October 2015
- Communicating the final election slate to MC : 20th October 2015

ELECTIONS IF REQUIRED SHALL BE CONDUCTED ELECTRONICALLY BY THE NATIONAL NC ALONGWITH THE EXECOM ELECTIONS.

2.6 Details of various Activities to be carried out and their action responsibility is given below:

| Date | Activity | Action By whom |
|----------------------|---|--|
| 31st May, 2015 | Receipt of NC Chairman name from Chapter NC members in prescribed format | Chapter NC, MC, CSI HQ |
| 31st July, 2015 | Email to All Chapter NC and MC with chapter byelaws, election manual, formats, checklist Cc to RVP | CSI HQ |
| 10th August, 2015 | Invite the election schedule from Chapters and send a draft schedule | CSI HQ and Chapter NC |
| 30th August, 2015 | Receipt of Election Schedule from All Chapters | CSI HQ and Chapter NC |
| 10th September, 2015 | Email to all NC and MC, the members database and all formats with final schedule. Insertion in August/Sept 2015 CSIC and Chapter website | CSI HQ Chapter NC for Chapter Website |
| 15th September, 2015 | Chapter NC Issues Call for Nominations with cc to NC, RVP and CSI HQ – specify the number of posts based on chapter size and odd or even years | Chapter NC |
| 10th October, 2015 | Last date for Receiving Nominations | Chapter NC |

| | | |
|---|---|--|
| 15th October, 2015 | Last date for withdrawal of nominations | Chapter NC |
| 20th October, 2015 | Last date for sending election Slate to MC with recommended nominations where adequate nominations are not received. (Alongwith all nominations) | Chapter NC |
| 31st October, 2015 | Last date for Finalization of Slate by Chapter MC | Chapter MC |
| | | |
| If election Not required, send the slate to CSI HQ, RVP and National NC - Last date 15th November, 2015 | Submit slate in prescribed result format to CSI HQ signed by both NC and MC with a copy of the minutes. | CSI HQ Chapter NC, MC |
| If election required, send the slate to CSI HQ, RVP and National NC - Last Date 15th November, 2015 | Submit all nominations, statements, bio data etc. to National NC, CSI HQ for electronic balloting, with CC to RVP after approval from Chapter MC in prescribed format | Chapter NC, MC, CSI HQ, National NC |
| Approval of elections by National NC/CSI HQ if election not required after verification - Last date 25th November, 2015 | Chapter MC to inform all members and nominees. | CSI HQ Chapter NC and MC |
| If elections for chapters done electronically Last Date - 31st January, 2016 | Sending Results of chapter elections to chapter NC for sending to MC. Chapter MC to inform all members and nominees. | Chapter MC Chapter NC CSI HQ National NC |

Note: In case there are more candidates than the number of vacancies for any post, then election shall be conducted electronically by the National NC alongwith National elections for CSI ExecCom and Nominations Committee.

In no case, the chapter NC can either intentionally or unintentionally conduct elections after 15th November, 2015. In case of any deviations, prior permission from the competent authority (ExecCom) must be taken.

Part - III: Norms & General Guidelines for Chapter Elections

3.0 Norms & General Guidelines for Chapter Elections

1. These Norms & General Guidelines for Chapter Elections are provided for general guidance of Chapter Nomination Committees for Smooth & Timely conduct of Chapter Elections. All Rules & Regulations as mentioned in Section – 5 of CSI Chapter Byelaws shall be followed and shall be final. As per Clause 4.2.8 of the byelaws: Any dispute in the interpretation of these byelaws, the decision of the ExecCom shall be final.

The provisions in CSI Constitution and Byelaws as well as Chapter Byelaws regarding chapter elections to be followed in letter and spirit are reproduced below:

-----Reference to relevant section starts here-----

Section 4.4.4 – Nomination Committee: (CSI Chapter Byelaws)

- a. Composition- The Nomination Committee shall have 3 members elected by the General Body. The Nominations Committee shall have atleast one member who is past Officer of that chapter. The MC shall ensure that this condition is satisfied by nominating additional member to the Nominations Committee when necessary. Members of the Nominations Committee shall elect a Chairman from among themselves.
- b. Authority: It shall assist the MC. i) in identifying Voting members willing and qualified to hold the several elective offices. ii) In scheduling elections so as to enable the functioning of the new Committees from the very beginning of the year. iii) In supervising the counting of ballots, declaration and communication of the results to the membership.

Section 5- Nominations & Elections:- (CSI Chapter Byelaws)

5.1- Nominations:

5.1.1- The Nominations committee shall invite each year members to submit the names of voting members, for considering them for various elective offices of the MC and Nominations committee **not later than September 30.**

5.1.2- No member shall be eligible for election for the post of Hon. Secretary or Hon. Treasurer for more than **one term of two years.** Also, no member shall be eligible for election for the post of Member MC, for more than **three terms of one year each in succession.**

5.1.3- All nominees for elective offices shall be voting members of the chapter.

5.1.4- All the nominees **must be members,** other than student members, of CSI and can contest for **only one elective office.** The nominees for the following elective offices shall have to satisfy the additional eligibility criteria as follows:

- a) All nominees contesting for the post of Vice Chairman (Chairman – elect), Hon. Secretary or Hon. Treasurer must have served as a member of the Managing Committee **at least for one term.**

5.2- The Nominations Committee shall communicate to MC not later than October 15, one or more names received through all valid nominations along with their CSI membership number, biodata, statement of intent and an undertaking from the candidate that he will attend at least 3 meetings in a year. The Nominations Committee shall recommend to MC names of members as candidates for the elective posts where valid nominations have not been received.

5.3- The MC shall consult each of the nominees and if he so requests, in writing his name shall be **withdrawn not later than October 31.**

5.4- The MC shall finalise the list of nominees, for each of the elective offices, **not later than November 20.**

5.5- The Nominations Committee shall prepare ballots, arranging the names where there is more than one candidate for any single office in alphabetical order. For such names to be counted in the election, each person indicated shall possess such qualifications as specified by the Constitution and the Byelaws. The ballot shall carry a statement that the order of the names is for convenience only and indicated no preference and shall indicate the date by which they shall reach the office for them to be counted. The ballot shall be mailed along with the statement of intent and biodata of the nominees to all voting members, not later than November 20 and the date for receiving the marked ballots shall not be later than December 15. In no case shall the time given to the voting members to cast their votes reckoned from the date of mailing shall be less than 20 days.

5.6- Voting members shall vote for the candidates of their choice and place the ballot in the envelope marked “Ballot” and sign on the envelope, in the place provided. Only ballots arriving at the office of the Chapter, or received by a qualified organization delegated by the MC not later than the date specified shall be counted.

5.7- Ballots shall be checked, opened and counted under the supervision of the Nominations Committee not later than the fifth working day following the last date for receipt of the ballots.

5.8- The Nominations Committee shall communicate the election report to the MC at the earliest and the nominee for each office for which the election has been held receiving the greatest number of qualified votes shall be declared elected. In the event of a tie vote, the MC shall choose between the nominees involved.

5.9- The MC shall communicate the results of the election to all the nominees in the election report not later than December 31, and announce them to the membership.

From CSI ByeLaws

5.1.4 – It may consult members and groups of members to identify and propose names of persons who are eminently qualified to hold the several elective offices including those of Chapters and where necessary, persuade such persons to contest elections.

5.1.5- Role of Nominations Committee- The Nominations Committee can review the nominations received, by reviewing the evidence of work, publications, scholarship, leadership positions held, including the subject matter of the Division and suitability for the responsibility, and past performance as an ExecCom member. If required, the **NC will propose additional suitable / younger or women candidate (s)** who may be better qualified, rather than deleting any name from the nominations received- so that the membership has adequate choice. **Confidentiality of NC nominations will be maintained.**

5.1.6- If the Chapter Vice Chairman (Chapter Chairman-Elect) / Vice President / (President–Elect) are not ready to take over as Chapter Chairman/ President respectively, the Nominations Committee will hold elections for filling up the vacancy, along with the regular elections.

5.1.7- In case the Chapter Chairman-Elect expresses his / her unwillingness to take over as Chapter Chairman, after the Election Process is over, or resigns during the year, **the Nomination Committee will consult the RVP for the Region** to fill up the vacancy by nomination from amongst the Past Chairmen / incoming Vice President / eminent members of the chapter. Such a resignation would be submitted to the Regional Vice President, who would **forward it to the ExecCom for acceptance.**

-----Reference to relevant sections ends here -----

2. Chapter Nomination Committee shall initiate Chapter Election Process every year on its own initiative, for various Elective Offices of the Managing Committee and Nomination Committee. The call for nominations must include the vacancies available for which elections are to be held with their period of validity.
3. Chapter Elections shall be held as per the Rules & Regulations mentioned in **Section–5 of CSI Chapter Byelaws.**
4. Nomination Committee shall invariably consider the following aspects while Accepting or Rejecting the Nominations of Contestants for various positions:
 - a. Nominees & their Proposers shall be Valid Voting Members of CSI
 - b. Nominees & their Proposers shall have paid their Subscription to CSI up to date. **The Nominees must also pay their dues for the term for which they are contesting elections before actually filing/accepting their nomination.**
 - c. Nominees & their Proposers shall be CSI Members residing in the geographical area & attached to the respective Chapter as per Chapter Membership Database or they should have given their Option to CSI for attending CSI activities duly recorded at CSI HQ
 - d. Nominees & their Proposers shall give their Valid E-Mail IDs duly Recorded at CSI HQ Chapter NC shall be Empowered to REJECT the Nominations NOT fulfilling the above criteria.
 - e. The nominees cannot hold any other post in CSI.
For eg – At chapter, one cannot be the OB or MC Member or NC Member and State Student Coordinator or Regional Student Coordinator.

5. Chapter NC is also empowered to consider the past track record of Nominees in respect of various activities and shall reject the Nominations of Contestants with adverse track record.
6. In case the number of valid nominations received for any elective offices is less than the number of vacancies, the NC is required to identify eminently qualified eligible voting members and propose their names along with their bio data and willingness to MC. MC shall finalize the list of nominees for each elective office. The MC cannot add any name of its own in the list or election slate. The NC cannot delete any name from the list but can suggest suitable additional names.
7. Every year Chapter Elections shall be held for a block of two sessions beginning next April, as further explained in following clauses. Example: Chapter Elections in 2015-16 shall be held for two sessions of 2016-17/18
8. Elections for the position of Vice Chairperson-cum-Chairperson Elect shall be held every year for a block of two sessions. The person elected shall hold the post of Vice Chairperson for One year and shall become Chairperson for the next year and shall become Immediate Past Chairperson for the subsequent year.

Example: VC-cum-Chair Elect, elected for 2015-16 i.e (1st April 2015-31st March 2016) shall hold the post of Vice Chairperson for April 2015 to March 2016 and shall become Chairperson for April 2016 to March 2017 and shall remain in the Chapter Managing Committee as Immediate Past Chairperson for April 2017 to March 2018.

9. Election for the post of Secretary & Treasurer shall be held for a block of two sessions beginning next April, But in alternate years for one of them & **NOT** every year for both positions.
10. Election for the post of Secretary shall be held in **Even years** for the next two years Block of Even years.

Example: Secretary shall be elected in 2014-16 for the next two years block from April 2014 to March 2016. Next election for Secretary shall be held in 2016/17 for the next 2 years from April 2016 to March 2018 and so on.

11. Election for the post of Treasurer shall be held in **Odd years** for the next two years Block of Odd years.
Example: Treasurer shall be elected in 2015-17 for the next two years Block from April 2015 to March 2017. Next election for Treasurer shall be held in 2017-18 for the next two years from April 2017 to March 2019 and so on.

12. Election for Managing Committee Members in requisite numbers, depending on the Chapter Membership database strength as below, shall be held every year for one session beginning next April.

Category A – (Chapters having more than 500 members) – 8 MC Members.

Category B – (Chapters having 250 – 500 members) – 6 MC Members.

Category C – (Chapters having less than 250 members) – 4 MC Members.

Managing Committee Members shall be eligible for **re-election for 3 terms each of one year only** at a stretch.

13. Nomination Committee comprising of three members shall be elected every year **for one session only** beginning next April.

NC Members shall Elect / Nominate one Member from among themselves as Chairperson of Nomination Committee.

NC Members shall NOT be eligible for re-election for the next session in continuation for any of the Committees.

NC Members shall **NOT** be eligible for Election/ Nomination/ Contest of themselves for any other position. NC Members shall be eligible to contest for any position only after a gap of one year. NC should have at least one past officer of the chapter. If not elected, MC should nominate an additional person to satisfy this criteria.

14. Chapter Nomination Committee shall clearly document and follow the procedure for Call for Proposals/ Nominations from Valid Voting Members Similar to the procedure documented and followed by CSI- Nomination Committee duly published in CSI Communications / CSI website.
15. Chapter Nomination Committee shall call for proposals/ Nominations for various elective posts at Chapters from Valid Voting Members residing only Within the Geographical area of the Chapter as per the Recorded addresses contained in the Chapter Database sent by CSI-HQ.
16. In case Chapter Nomination Committee decides to hold Chapter elections for any position(s) by Electronic Ballot process along with CSI elections, NC shall intimate the details of Contestants to CSI-HQ well before finalization of CSI Elections.
17. In case the name of any Nominee appears for more than one Office, the Chapter Nomination Committee will be empowered to decide on the office for which he/she should contest.

Chapter NC will take into consideration any e-mail or signed written preference submitted by the Nominee & duly received by Chapter NC prior to the last date of nominations.

Chapter NC will be empowered to enforce "One Man One Post" Rule for all positions as per CSI Guidelines

Chapter NC will take into consideration the previous track record of Nominees & their contribution to CSI.

Nominees will NOT be considered for election to any office in the following cases:

- (a) Nominees with pending dues/ dues not paid for

the term for which election is sought to CSI OR

- (b) Where Disciplinary action has been taken OR

(c) Nominees with pending issues with Disciplinary Committee.

18. On completion of the Nomination/ Election process, Chapter Nomination Committee shall intimate the names, CSI Membership No & contact Details including Address, Tel/ Mobile Nos., E-Mail Ids of Elected Persons to the Managing Committee of the Chapter, who in turn after approval shall forward the same to CSI-HQ for verification and approval, Records & Publication in Who's Who directory of CSI before 31st January of respective year.
19. The newly elected Office Bearers/ Managing Committee/ Nomination Committee Members shall assume Charge by 1st April Next year & shall communicate the same to CSI-HQ.
20. These CSI Norms & Guidelines are general guidelines for CSI Chapter Elections & shall be followed by Chapter Nomination Committee in letter and spirit in the best interest of CSI within the framework of CSI Constitution and byelaws and chapter byelaws in this respect.
21. The CSI Constitution, Byelaws and Chapter Byelaws shall be final and overriding on any of the guidelines specified above. Any deviation to the Norms can be made by Chapter Nomination Committee within the framework of Chapter Byelaws and **With due Approval from CSI-National Nomination Committee and ExecCom.** In case of any dispute, the **decision of the ExecCom shall be final and acceptable to all.**

Part IV - Nomination for Elections

4.0 Nomination format:



Date: __ / __ / ____

From:

(Name)

(CSI Membership No)

(Address)

(City)

(Mobile/ Phone No.)

Email:

To

Chairman, Nominations Committee

Computer Society of India, _____ Chapter

(Address)

(City)

Sub : CSI _____ Chapter Elections 2016-2017/2016-2018

***Nomination for the Post:* _____**

Dear Sir,

This is with reference to CSI chapter elections 2016-2017/2016-2018.

1. I wish to inform you that my name has been proposed by some responsible eligible voting members of CSI from Chapter from which I am contesting elections for the post of _____ for the term 2016-2017/2016-2018.
2. My CSI membership no. is _____
3. My membership is valid upto (__ date __) OR I am a Life Member of CSI.
4. I accept my nomination for above post and stand for election to the nominated office.
5. I declare that I satisfy the eligibility requirements for the nominated office/post as specified in the chapter byelaws Section 5- Nominations & Elections.
6. I also declare that I have served the chapter in the year..... as (post held in CSI Chapter).

(Only For candidates accepting nomination for the post of Hon. Secretary or Vice Chairman (Chairman elect))

7. I assure you that I will devote adequate time for the Society's work and attend at least 3 Managing Committee meetings in a year. (Not for nominees of Nomination's Committee)
8. My photograph, bio-data and statement of intent are attached.

Thanking you,

Yours sincerely,

Signature of Nominee

- Encl. : 1. Bio data with photograph and statement of intent in prescribed format.
2. Signed letter/E-mail from at least 2 valid voting members in good standing proposing the Nominee.

4.1 BIO DATA

| | |
|---|---------------------------------|
| CSI Membership No: (8 digits) | _____ |
| Nomination for the Post of: | |
| Salutation: | Dr. / Prof. / Mr. / Ms. / ----- |
| Surname: | |
| First Name: | |
| Middle Name: | |
| Age: (In year) | |
| CSI Membership Since- Year-YYYY :: Membership valid up to | |
| Address1: | |
| Address2: | |
| City: | |
| Pin: | |
| Mobile No.: | |
| Phone No.:(With STD Code) | |
| E-mail Address: | |
| Educational Qualifications: | |
| Contribution to IT profession: ** | |
| Contribution made to CSI: ** | |
| Experience : (most current) ** | |
| Honors/Professional Recognition: | |
| Other Relevant Information: ** | |
| Statement of Intent: (max 100 words) | |
| In case of Nominees who are holding or have held an elected post in CSI in the last 3 years: : | |
| Positions held: | |

| | |
|--|--|
| | |
| Statement of intent submitted for the above positions held: | |
| Result achieved/action taken against the details mentioned in Statement of Intent: | |

Attach Photograph, Letter/Email of Nominee, Letter/Email of Proposer 1, and Letter/Email of Proposer 2

Signature of Nominee

Date:

** Give information in brief.(last 3 year)

4.2 Format for Proposer

Proposal from eligible voting member proposing the nominee.
(Two proposers are required for a valid Nomination)



Date: __ / __ / ____

From:
(Name)
(CSI Membership No)
(Address)
(City)
(Mobile/ Phone No.)

To
Chairman, Nominations Committee
Computer Society of India, _____ Chapter
(Address)
(City)

Sub : Proposal for proposing the nominee : (name of the nominee) for

CSI _____ Chapter Elections 2016-2017/2016-2018

Dear Sir,

This is with reference to CSI _____ Chapter elections **2016-2017/2016-2018**.

1. I propose Mr./Prof./Dr./Mrs./Ms. _____
having CSI Membership No.: _____ as a candidate for the post of
(select any one): Vice Chairman (Chairman-Elect.) / Secretary / Member – Managing
Committee / Member – Nominations Committee.
2. I declare that the proposed candidate satisfies the eligibility requirements as specified in
the Chapter Byelaws under Section 5- Nominations & Elections.
3. I also certify that I have paid all my membership dues for the term of post for which I am
contesting elections. I have not nominated anyone else for the same post.

Thanking you,

Yours sincerely,

Signature,
Name & CSI Membership Number of Proposer.

Part V: CSI-Chapter Election Slate

5.0 Election Slate:



Computer Society of India

_____ Chapter

(Address)

(E-mail)

(Phone)

Date _____

Subject: CSI CHAPTER ELECTIONS SLATE FOR 2016-2017/2018

To
Chairman,
Computer Society of India, _____ Chapter
(City)

Dear Sir,

With reference to the announcement (call for nomination) by the Nomination Committee 2015-2016 of Computer Society of India published in CSI Communications, Chapter website and email, we, the members of the Nomination Committee, _____ Chapter 2015-2016, recommend the following slate for the various offices of CSI, _____ Chapter for 2016-2017/2018.

(Select Either A or B).

- A.** As the number of valid nominations received for the various offices are not exceeding the number of offices, therefore elections are not required. The final election slate with no elections is:
- B.** As the number of valid nominations received for the various offices are exceeding the number of offices, therefore elections are required. The elections may kindly be conducted electronically by the CSI HQ. The final election slate is:.

| Post | Name of | Designation/Organization Address Email , Contact numbers | Membership Number / Valid up | Status (Nominated or |
|------|---------|--|---------------------------------|-------------------------|
|------|---------|--|---------------------------------|-------------------------|

| | candidate | | to | Proposed by NC) |
|--|------------------|--|-----------|------------------------|
| Vice-Chairman (Chairman Elect) 1-4-2016 to 31-3- 2017 (1 post) | | | | |
| Hon. Secretary 1-4-2016 to 31-3- 2018 (1 Post) | | | | |
| Managing Committee Members 1-4-2016 to 31-3- 2017 (4/ 6 / 8 members, as per class of chapter) | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| | 4. | | | |
| | 5. | | | |
| | 6. | | | |
| | 7. | | | |
| | 8. | | | |
| Nominations Committee 1-4-2016 to 31-3- 2017 (3 members) | 1. | | | |
| | 2. | | | |
| | 3. | | | |

Summary of Nominations:

1. Total no. of nominations received by due date and time:
2. Nominations received after the due date and time:
3. Nominations withdrawn by due date and time:
4. Nominations withdrawal requests received after due date and time:
5. Nominations found invalid/rejected with reasons thereof.
6. Total number of valid nominations with No. of vacancies for each post.:

(Note: If the number of nominations received for the various offices are less than the number of offices)

Specify the Additional nominees from NC (along with detailed bio data and post) for approval by the Chapter MC.

We herewith hand over the Nominations and other details received from the candidates.

Thanking you,

Yours truly,

Members, Nomination Committee (2015-2016), CSI _____ Chapter

**Member 1
Chairman**

Member 2

Member 3

Printed copy and Soft copy to be forwarded to:

1. Chapter Chairman and Secretary for onward communication to Chapter MC and approval
2. Chairman, National Nomination Committee, CSI (2015-16), C/o. Computer Society of India, Samruddhi Venture Park, MIDC, Andheri East, Mumbai – 400093
2. Executive Secretary, Computer Society of India, Samruddhi Venture Park, MIDC, Andheri East, Mumbai – 400093

Part VI: CSI-Chapter Election Result Format

6.0 Election Result:



Computer Society of India

<Chapter name>

<Address1 of Chairman-NC>

<Address2>

<email-id>

<Mobile>

Date: / / _____

Subject: CSI CHAPTER ELECTIONS FOR years 2016-2017/2018

Chapter Class.....<class of chapter based on membership in Sept. 2015>

To

Chairman,

Computer Society of India, <Chapter name>

Dear Sir,

With reference to the announcement by the Nomination Committee 2015-2016 of Computer Society of India published in CSI Communications, Chapter website and email to members, we, the members of the Nomination Committee, <chapter name> Chapter 2015-2016, recommend the following election slate/result for the various offices of CSI, <chapter name> Chapter for 2016-2017/2018.

| Post | Name | Designation/ Organization/ Address Email Contact No: | Membership No. Valid upto : |
|--|-------------|---|--|
| Vice-Chairman (Chairman Elect) 01-04-2016 to 31-03-2017 (1 Post) | | | |
| Hon. Secretary 01-04-2016 to 31-03-2018 (1 Post) | | | |

| | | | |
|--|--|--|--|
| Managing Committee Members (#4 or 6 or 8 based on Class of Chapter) 01-04-2016 to 31- 03-2017 | | | |
| | | | |
| | | | |
| | | | |
| Nominations Committee 01-04-2016 to 31-03-2017 (3 Members) | | | |
| | | | |
| | | | |

We, the members of Nomination Committee for the year 2015-16 hereby certify that we have conducted the elections by following the process as defined by the CSI Constitution and Byelaws (5.1) and CSI National Nomination Committee and handover the above mentioned results to Chairman for onward communication and approval of the Managing Committee of the Chapter.

Thanking you,

Yours truly,

Members, Nomination Committee (2015-2016), CSI <chaptername> Chapter

Chairman – NC

Member – NC

Member - NC

(For Use by the Chapter Managing Committee)

It is to certify that the Managing Committee (MC) of the <chaptername> Chapter has approved/vetted the above election slate/result in its meeting held on dated_____.

Chairman – MC

Secretary– MC

Note: Any Election Report not provided and duly signed as per the above format shall NOT be considered and the election shall deemed to be considered as InComplete)

Printed copy and Soft copy of above report to be sent to:

1. Chairman, National Nomination Committee, CSI (2015-16), C/o. Computer Society of India, Samruddhi Venture Park, MIDC, Andheri East, Mumbai – 400093
2. Executive Secretary, Computer Society of India, Samruddhi Venture Park, MIDC, Andheri East, Mumbai – 400093
(Soft copy should also be sent to RVP of the region).

Part VII: Interactions with Chapter MC, National NC and CSI HQ

7.0 Chapter NC shall communicate with Chapter MC and RVP on the following:

- Communication of slate.
- In case the number of valid nominations received for any elective offices is less than the number of vacancies, the NC is required to identify eminently qualified eligible voting members and propose their names along with their bio data and willingness to MC.
- The NC shall communicate the election report to the MC at the earliest and the nominee for each office for which the election has been held receiving the greatest number of qualified votes shall be declared elected.

7.1 Chapter MC shall communicate with Chapter NC and RVP on the following:

- Finalization of slate.
- In the event of a tie the MC shall choose between the nominees involved.

7.2 Chapter MC shall communicate with CSI HQ, RVP and National NC on the following:

- The MC shall communicate the results of the election.
- MC shall received results/election slate from Chapter NC and approve the same in a duly convened meeting of the MC.

7.3 Chapter NC shall communicate with CSI HQ, RVP and National NC on the following:

- Details of discrepancies if any. In case they want to take any approval. In case they replace any elected member after the election result has been announced and communicated to CSI HQ.

Part VIII: Checklist of important steps to be followed by Chapter NC for finalizing the Election Slate

(Note: In all references to MC shall mean Secretary and Chairman, who in turn will send it to all MC members.)

- a) **Hold a meeting of the NC and elect a Chairman. All expenses of the NC shall be reimbursed by the MC.**
- b) Read the election manual thoroughly and understand the process of elections. Also read the section 4.4.4 and 5.1 of the Chapter Byelaws that govern the election process. Various formats to be used and the proposed schedule is also mentioned in the manual. In case of any discrepancy, please write to National NC through email: nc2015-16@csi-india.org. **All communications of NC should be kept confidential.**
- c) Receive the database of valid voting members of your chapter from CSI HQ (Secretary) alongwith the Category A, B or C to decide on number of vacancies for MC members.

Category A – (Chapters having more than 500 members) – 8 MC Members.

Category B – (Chapters having 250 – 500 members) – 6 MC Members.

Category C – (Chapters having less than 250 members) – 4 MC Members.

Communicate the election schedule of your chapter in case there is any deviation. The chapter NC has to ensure that the last date for submission of Slate/results is not changed as provided by the National NC.

- d) Issue the call for nomination to all valid voting members through email, CSIC and chapter website. The nominations can be invited at any address as mutually decided by the NC. The nominations can be invited both through emails and hard copy with all enclosures as prescribed in the Call. If a nomination is received by email and the hard copy comes later should be accepted.
- e) Record the nominations received till the prescribed last date and this report of receipts should be signed by all members of NC. NO nominations should be received either through email or postal/courier system after the last date. A list should also be prepared.
- f) Please check and verify the nominations in terms of:
 - Nominees and proposers are valid voting members of the chapter for which elections are being held **and have paid their membership dues for the entire term for which elections are being held**. Student members are not allowed as nominees or proposers.
 - A proposer cannot nominate more persons than the number of posts for each elective office. For example, a member cannot nominate more than one member for the post of Hon. Treasurer or Hon. Secretary or Vice Chairman.
 - A nominee is contesting for one post or elective office only.
 - The nominees contesting for the post of Vice Chairman (Chairman –elect), Hon. Treasurer and Hon. Secretary must have served as a member of the managing committee atleast for one term.

- All nominees have submitted their statement of intent, bio-data and photograph alongwith undertaking for attending at least three meetings in a year.
 - No member can contest for the member of managing committee for more than three terms of one year in succession.
 - No member shall be eligible for election for the post of Hon. Secretary or Hon. Treasurer for more than one term of two years.
 - The candidates for nominations committee election shall have at least one member who is past officer of that chapter
- g) The NC will receive any withdrawals by the due date. No withdrawal should be accepted after the due date.
- h) The NC will finalize the election slate after incorporating the withdrawals and verifying the validity in terms of CSI Constitution and Byelaws as stated above.
- i) In case of inadequate valid nominations, i.e. if the number of valid nominations received for any of the post is less than the number of posts, the NC will identify some eminent member names (generally more than one) from the chapter membership and recommend those names for consideration by the MC.
- j) The NC after all this process will hand over the final election slate to the MC alongwith all the documents received from nominees. MC if so desire can consult the nominees and if he desires in writing can withdraw his name. In such case the NC will recommend more names for consideration by MC. In NO case the MC can add any names to the slate of its own.
- k) The MC shall finalise the list of nominees for each elective offices by the due date as announced in the schedule.
- l) In case elections are NOT required, the MC will send the slate after approval to NC, which in turn will communicate the results to CSI National NC, RVP and CSI HQ in prescribed Election Report duly signed by NC and MC. CSI National NC will approve the results and send it to RVP, NC and MC. MC will now communicate the results to each elected candidate.
- m) In case elections are required for any elective office, the same shall be done electronically by the National NC alongwith the National ExecCom elections. The MC will send the slate after approval to NC, which in turn will communicate the election slate to CSI National NC, RVP and CSI HQ in prescribed Election Report duly signed by NC and MC alongwith all documents. CSI National NC will hold electronic balloting and communicate the results to Chapter NC, RVP and MC. MC will now communicate the results to each elected candidate. In case of any tie, Chapter MC will choose between the nominees involved.
- n) **IN NO CASE THE CHAPTER NC CAN HOLD ANY ELECTIONS OF THEIR OWN AFTER 31ST JANUARY.**
- o) **IN CASE ANY NC/MC FAILS TO COMMUNICATE THE ELECTION SLATE TO THE NATIONAL NC BY DUE DATE, NATIONAL NC OF ITS OWN WILL SEND CALL FOR NOMINATIONS TO ALL VALID MEMBERS OF THE SAID CHAPTER AND WILL HOLD THE ELECTIONS ELECTRONICALLY WITH EXECCOM ELECTIONS TO INSTALL A VALID ELECTED MC AND NC.**

