CSI Chapter Election Manual

(For Internal Circulation Only)

Compiled by

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Members, Nominations Committee, 2012-2013, CSI

December, 2012
Preface

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].

An attempt is made by us to provide a comprehensive manual for conducting a chapter election.

Following are the contents of this document.

1. CSI-Chapter Election Announcement
2. Norms & General Guidelines for Chapter Elections
3. Nomination for elected post at CSI Chapter
4. Letter from Proposer-Format-1
5. CSI-Chapter Election Slate - Result Announcement

In case there are more candidates than the required number of candidates to be elected, then election is to be conducted electronically like the election for CSI ExecCom and Nominations Committee.

We hope that this document will be useful in future, with appropriate correction for the election year and positions to be elected

Dr. D D Sarma     Bipin V Mehta     Subimal Kundu
Members, Nominations Committee, 2012-2013, CSI
CHAPTER ELECTIONS FOR 2013-2014/2015

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 with high professional standing, integrity and experience for the following offices of Managing Committee [MC] and Nominations Committee [NC]

For the term 2013-2014 (April 1, 2013 – March 31, 2014)
1. Vice-Chairman cum Chairman Elect
2. Nomination Committee (3 members)
3. Managing Committee (4 / 6 / 8 members as per class or 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.

Hon. Treasurer

You may file your proposal/nomination in the prescribed format and send it in a sealed envelope to:

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

The last date for receipt of nomination is (date) on or before 5 pm. The proposal for the nomination should be accompanied by:

1. Signed letter from at least 2 valid voting members proposing the nominee (Format -1)
2. A signed letter 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 for Nominees to NC)
3. Passport size photograph.
4. Statement of Intent on how the nominee intends to serve the Computer Society of India.
5. Bio-data in the prescribed format.

**The Election schedule:**

- Call for Nominations: __________
- Last date for receipt of Nominations: __________
- Last date for withdrawal of Nominations: __________
- Communicating the to Chapter Office Bearers / Managing Committee:

**If there is any requirement of election then:**

- Declaration of Slate __________
- Posting of Ballots __________
- Last date for receipt of Ballots __________
- Declaration of Results __________

**Members, Nomination Committee (2012-2013), CSI ____________ Chapter**

(Member1) (Member2) (Member3)
2. Norms & General Guidelines for Chapter Elections

Computer Society of India

Norms & General Guidelines for Chapter Elections

1. These CSI Norms & General Guidelines for Chapter Elections are provided for general guidance of Chapter Nomination Committees for Smooth & Timely conduct of Chapter Elections. All other Rules & Regulations as mentioned in Section – 5 of CSI Chapter Byelaws shall be followed.

2. Chapter Nomination Committee shall initiate Chapter Election Process Every Year on its Own Initiative, for various Elective Offices of the Managing Committee & Nomination Committee.

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
   (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.

5. Chapter NC shall also be empowered to consider the past track record of Nominees in respect of various activities & shall Reject the Nominations of Contestants with adverse track record.

6. 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 2011-12 shall be held for two sessions of 2012-13/14.

7. Elections for the position of Vice Chairperson-cum-Chairperson Elect shall be held Every Year for a Block of two sessions beginning next April. The person elected shall hold the post of Vice Chairperson for One year beginning next April & shall become Chairperson for the next year & shall become Immediate Past Chairperson for the subsequent year.

   Example: VC-cum-Chair Elect, elected in 2011-12 shall hold the post of Vice Chairperson for April 2012 to March 2013 & shall become Chairperson for April 2013 to March 2014 & shall remain in the Chapter Managing Committee as Immediate Past Chairperson for April 2014 to March 2015.

8. Election for the post of Hon. Secretary & Hon. 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.

9. Election for the post of Hon Secretary shall be held in Odd years for the next 2 year Block of Even years.

   Example: Hon. Secretary shall be elected in 2011-12 for the next 2 years Block from April 2012 to March 2014. Next election for Hon Secretary shall be held in 2013-14 for the next 2 years from April 2014 to March 16 and so on.
10. Election for the post of Hon Treasurer shall be held in Even years for the next 2 years Block of Odd years.
   Example: Hon. Treasurer shall be elected in 2012-13 for the next 2 years Block from April 2013 to March 2015. Next election for Hon Treasurer shall be held in 2014-15 for the next 2 years from April 2015 to March 2017 and so on.

11. 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 only at a stretch.

12. 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.

   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.

13. Chapter Nomination Committee shall clearly document & follow the procedure for Call for Proposals/ Nominations from Valid Voting Members Similar to the procedure documented & followed by CSI Nomination Committee duly published in CSI Communications / CSI website.

14. 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.

15. 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.

16. 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.
17. Nominees will NOT be considered for election to any office in the following cases:

(a) Nominees with pending dues 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 Chairperson of the Chapter, who in turn shall forward the same to CSI-HQ for Records & Publication in Who’s Who directory of CSI before 31st March 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 & spirit in the best interest of CSI.

21. Any deviation to the Norms can be made by Chapter Nomination Committee within the framework of Chapter Byelaws & With due Approval from CSI-Nomination Committee.

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3. Nomination for elected post at CSI Chapter

Date: __ / __/ __

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

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


Post: ________________________

Dear Sir,

This is with reference to CSI chapter elections 2013-2014/2013-2015.

I wish to inform you that some of voting members of CSI has proposed my name for the election of post of ____________________________ for the term 2013-2014/2013-2015.

My CSI membership no. is _____________________

My membership is valid upto (__ date ___ ) OR I am a Life Member of CSI.

I accept my nomination for above post and stand for election to the nominated office.

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)

My photograph, bio-data and a statement of intent, etc are attached.

Thanking you,

Yours sincerely,

_________________
Signature of Nominee

2. Signed letter/E-mail from at least 2 valid voting members proposing the Nominee.

Format 1
# BIO DATA

<table>
<thead>
<tr>
<th><strong>CSI Membership No:</strong> (8 digits)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nomination for the Post of:</strong></td>
<td></td>
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<tr>
<td><strong>Salutation:</strong></td>
<td>Dr. / Prof. / Mr. / Ms. / -------</td>
</tr>
<tr>
<td><strong>Surname:</strong></td>
<td></td>
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<tr>
<td><strong>First Name:</strong></td>
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<td><strong>Middle Name:</strong></td>
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<td><strong>Age:</strong> (In year)</td>
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<td><strong>CSI Membership Since- Year-YYYY</strong>::</td>
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<tr>
<td><strong>Membership valid up to</strong></td>
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<td><strong>Address1:</strong></td>
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<td><strong>Address2:</strong></td>
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<td><strong>City:</strong></td>
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<td><strong>Pin:</strong></td>
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<td><strong>Mobile No.:</strong></td>
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<td><strong>Phone No.:(With STD Code)</strong></td>
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<tr>
<td><strong>E-mail Address:</strong></td>
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<tr>
<td><strong>Educational Qualifications:</strong></td>
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<tr>
<td><strong>Contribution to IT profession:</strong> **</td>
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<tr>
<td><strong>Contribution made to CSI:</strong></td>
<td>**</td>
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<tr>
<td><strong>Experience : (most current)</strong></td>
<td>**</td>
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<tr>
<td><strong>Honours/Professional Recognition:</strong></td>
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<tr>
<td><strong>Other Relevant Information:</strong></td>
<td>**</td>
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</tbody>
</table>

**Statement of Intent:**

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*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.
Proposal from voting member proposing the nominee.

Date: __ / __ / ____

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

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

Sub: Proposal from voting member proposing the nominee,

Dear Sir,

This is with reference to CSI __________ Chapter elections 2013-2014/2013-2015.

I propose Mr./Prof./Dr./Mrs./Ms. ________________________________ having CSI Membership No.: ______________________
as a candidate for the post of

Vice Chairman (Chairman-Elect.) / Hon. Treasure / Member – Managing Committee /
Member – Nominations Committee.

Thanking you,

Yours sincerely,

______________________________________________
Signature,
Name & CSI Membership Number of Proposer.
Subject: CSI CHAPTER ELECTIONS FOR 2013-2014/2015

To
Chairman,
Computer Society of India, ___________Chapter
(City)

Dear Sir,

With reference to the announcement by the Nomination Committee 2012-2013 of Computer Society of India published in CSI Communications and CSI website, we, the members of the Nomination Committee, __________ Chapter 2012-2013, recommend the following slate for the various offices of CSI, _____________Chapter for 2013-2014/2015.

As the number of nominations received for the various offices are not exceeding the number of offices, the following members are elected uncontested.

<table>
<thead>
<tr>
<th>Post</th>
<th>Name</th>
<th>Designation/Organization</th>
<th>Membership Number / Valid up to</th>
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<tbody>
<tr>
<td>Vice-Chairman (Chairman Elect)</td>
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<tr>
<td>1-4-2013 to 31-3-2014</td>
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<tr>
<td>Hon. Treasurer</td>
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<tr>
<td>1-4-2013 to 31-3-2015</td>
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<tr>
<td>Managing Committee Members</td>
<td>1.</td>
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<td>1-4-2013 to 31-3-2014</td>
<td>2.</td>
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<tr>
<td>(4/ 6 / 8 members, as per</td>
<td>3.</td>
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<tr>
<td>class of chapter)</td>
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<tr>
<td>Nominations Committee</td>
<td>1.</td>
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<tr>
<td>1-4-2013 to 31-3-2014</td>
<td>2.</td>
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<tr>
<td>(3 members)</td>
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</tbody>
</table>
We herewith hand over the Nominations received.

Thanking you,

Yours truly,

Members, Nomination Committee (2012-2013), CSI _________________ Chapter

Member 1  Member 2  Member 3

Printed copy and Soft copy to be forwarded to:

1. Chairman, Nomination Committee, CSI (2012-13), C/o. Computer Society of India,
   Mumbai – 400093

2. Executive Secretary, Computer Society of India,
   Mumbai – 400093