

IETE Election PROCEDURE

1. **GOVERNING COUNCIL ELECTIONS** : The Secretary General shall, not later than 15 April in each year, update the list of corporate members in good standing and entitled for nomination(s) as on 31 March of that year on the IETE Website (www.iete.org). Simultaneously, the Secretary General shall arrange to send an email/SMS to all corporate Members in good standing and entitled for nominations intimating that the Governing Council Election online process has been started and they may nominate members.
 - a) This process will be done using the IETE Election website.
 - b) Each Member will be provided a user id and password by email/SMS which may be used by them to access the Election website via the link "IETE Governing Council Elections 2017- 20" on the IETE Web Site (www.iete.org).
2. **NOMINATION: (last date 10 May(24.00 hrs))**: Members will login to the Election website using the user id and password provided to them.
 - a) On the **Sign In page**, there is a list of elections where election process has been activated.
 - b) If a user does not have a User Id and Password, then user can get these by clicking '**Get User Id and New Password**' button.
 - i. The user will be prompted for his/her Membership category and membership number.
 - ii. On clicking the 'Submit' button, the membership number will be validated and he will be provided a hint regarding his mobile and/or email.
 - iii. The user must enter his/her mobile/email which must tally with those in the IETE database.
 - iv. On clicking 'Get Password' button, an SMS/Email will be sent and a success message will appear.
 - v. The new password will be activated only on first use within 48 hours. The original password continues to be valid until the new password is used.
 - c) To Sign In, user has to put his/her User ID, Password and verification code. (The verification code is a random number which has to be repeated by the member to assure that the site is not being operated robotically).
 - d) After Sign In, it will show a list of election(s) available for current user.
 - i. One will be the Governing Council election.

- ii. One will be the President's election.
 - iii. The other will be the election to the Executive Committee for the Centres to which he/she belongs, if the Centre Elections are also there during that year.
 - iv. The user must click on the election to proceed.
- e) The user can participate in the nomination process for the selected election through Nomination page. (**GOVERNING COUNCIL ELECTIONS: upto 10 May(24.00 hrs)**)
- f) During the nomination process three buttons appear on the left margin and the body of the page lists the Nomination made by others in favor of the current user. The three buttons are:
- i. **Nominations for Me (default)**
 - ii. **Nominated by Me**
 - iii. **Nominate Now**
- g) **Nominations for Me:** When the user clicks on this button the default list showing the nominations in favour of the current user appears (if any).
- i. The list contains the name, category and membership number, email, mobile, pin of the nominator, status of nomination and post for which current member is nominated.
 - ii. If there is any nomination for the current user, then current user may select any one nomination by clicking on the radio button for the particular nomination he/she wants to accept.
 - iii. After he clicks on '**Accept Nomination**' button, A pop-up window will appear to confirm the current selection.
 - iv. The Accept Nomination page will appear and the member has to enter his/her bio-data before he clicks on another 'Accept Nomination' button to accept the nomination.
Note: The maximum number of words in biodata are 100 for Governing Council Election.
 - v. An email will be generated confirming to the Nominee that his Nomination has been received and that he has confirmed acceptance of his nomination.
- h) **Nominated by Me:** When user clicks on this button, member/s nominated by him/her for any post, will appear in a list of nominations.

- i. The name, category and membership number, email, mobile, pin of the nominee, status of nomination and post for the nomination.
 - ii. If Nominee already accepted the nomination then status will be 'Accepted' else 'Nominated'.
- i) **Nominate Now** : To nominate any member for any post, user has to click on 'Nominate Now' button.
 - i. In the **Nominate Now** page, the member has to select a post from the drop down menu for which he/she wants to nominate.
 - ii. After that user has to put the category and membership number of the nominee whom user wants to nominate.
 - iii. Then clicks on '**Check Nominee**' button to check whether the member is available for nomination or not.
 - iv. If member is available then '**Nominate**' button will appear.
 - v. When user clicks on Nominate button and if nomination saved successfully then a success message will appear and two emails will be generated, one for nominee and one for nominator ie., current user.
 - j) It may be noted that certain categories of members will not be allowed to be nominated to certain elections and certain members will not be allowed to nominate. As all checks may not be done online the final checking will be done by the BoS and updated by the Returning Officer before finalizing the ballot.
 - k) If the Nomination period is expired (**GOVERNING COUNCIL ELECTIONS: 10 May(24.00 hrs)**): then following message will appear: **Nominations Closed**.
- 3. **WITHDRAWAL OF NOMINATION: (GOVERNING COUNCIL ELECTIONS: upto 25 May(24.00 hrs))**: Members will login to the Election Portal using the user id and password provided to them.
 - a) After the respective returning officers have finalized the list of nominees (tentative ballots), they will give a notice for Withdrawal of Nomination (on or before 15 May).
 - b) Only Members who have a valid nomination will be allowed to login.

- c) Valid Nominees will be informed individually by email along with a list of all valid nominees for the election in which they are nominated.
- d) In the Withdrawal of nomination page, a list of nominee(s) will appear. Current User (Nominee) can withdraw his/her nomination by clicking on '**Get OTP (One Time Password) for withdrawing your nomination**' button.
- e) After clicking on this button a warning message will appear: '**Are you sure you wish to withdraw your Nomination?**'
- f) To get OTP to withdraw nomination user has to click on '**Yes**' button.
- g) Then following message will appear : **How would you like to receive your One Time Password? This password will help you confirm your withdrawal of nomination.**
- h) To get OTP through mobile, user has to select 'By Mobile' option or if user want to get OTP through email then user has to select 'By Email' option and then click on continue button.
- i) **Please confirm your withdrawal by entering OTP in the space for One Time Password and then click <CONFIRM WITHDRAWL OF NOMINATION>**
- j) If user withdraws nomination successfully then following message will appear : **You have successfully withdrawn your nomination.** An email will also be sent confirming that his nomination has been withdrawn by him.
- k) If the Withdrawal of Nomination period had expired, when the user tried to login and withdraw, then following message will appear : **Withdrawals Closed.**

4. **VOTING:** (***GOVERNING COUNCIL ELECTIONS (from 01 June to June 30 (24.00 hrs)):***)

- a) After the ballots have been vetted by the BoS, the Returning Officer opens the election on 01 June for ***GOVERNING COUNCIL ELECTIONS.***
- b) The members are reminded by email/SMS that the votes are being accepted online.
- c) Members may get a password by clicking on the link "Get user ID and New Password" or use their existing password.

- d) On the right hand side of the voting page, there is a list of candidate(s). To view biodata of candidate user has to click on 'Click to View' button.
- e) On the left hand side of the voting page, there is name of the current election, Total number of candidate(s), a list of available posts, a place where selected candidate biodata will be visible.
- f) To cast vote user has to select candidate(s) from the right hand side list and then click on '**Get OTP Password to register your vote**' button.
- g) A pop-up message box will appear: You will require a One Time Password to register your vote. How would you like to receive your One Time Password?
 - i. To get OTP through mobile user has to select 'By Mobile' option or if user want to get OTP through email then user has to select 'By Email' option and then click on continue button.
 - ii. After getting OTP user has to enter that One Time Password in the space provided and then click on '**Submit Your Vote**' button.
 - iii. If vote casted successfully then a success message will appear and a success Email and SMS will be sent.
- h) Members will not be allowed to login, once they have casted their votes for all elections in which they are entitled to vote.
- i) When Voting period has expired (**GOVERNING COUNCIL ELECTIONS : upto June 30(24.00 hrs)**) then following message will appear : Voting Closed.
- j) Result will be declared by 02 July.