

1. ALL ELECTIONS: The Secretary General shall, not later than the last working day of January in each year, update the list of corporate members in good standing and entitled for nomination(s) as on 31st December of the preceding year on the IETE Website (www.iete.org).

2. DF ELECTIONS: (By 05th Feb) The Secretary General shall send an email to all the members of the Electoral College consisting of Governing Council Members and the Distinguish Fellows on roll describing about the procedure for DF election along with election schedule and updated list of fellow members eligible for the nomination of the DF for the current year intimating that the DF election process has been started and they may nominate members.

Each Member will be provided a user id and password by email/SMS which may be used by them to access the Election Portal via the link “IETE Elections 2019” on the IETE Web Site (www.iete.org).

3. PRESIDENT ELECTION: (By April 15) The Secretary General shall send an email to all the Governing Council members intimating that the election process has been started and they may nominate for the election of President.

4. COUNCIL ELECTIONS: (By April 15) 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 Election Portal and will take the first 2 weeks of April.
- b. Each Member will be provided a user id and password by email/SMS which may be used by them to access the Election Portal via the link “IETE Elections 2019” on the IETE Web Site (www.iete.org).

5. NOMINATION: (Starts - DF Election: 05 Feb; President Election: 15 Apr; Council Elections: 15 Apr): Members will login to the Election Portal 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 UserId 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/she will be provided a hint regarding his mobile and/or email.
 - iii. The user must enter his/her mobile/email which must tally with the number in the IETE database.
 - iv. On clicking ‘Get Password’ button, an SMS/email will be sent and a success message will appear.
 - v. The validity of new password will be 48 hours and will be activated only on first use. 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. e.g. DF Election, President Election or the Council Election
 - ii. The user must select the election to proceed.
- e. The user can participate in the nomination process for the selected election through Nomination page.

S No	Process	Election		
		DF	President	GC
1	Call for Nomination (s) by	5-Feb	15-Apr	15-Apr
2	Last date for receipt of Nominations	5-Mar	5-May	10-May
3	Issue of Notice for Withdrawal of Nominations	10-Mar	10-May	15-May
4	Last date for Withdrawal of Nominations	20-Mar	20-May	25-May

- 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 favor 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 click on the radio button for the particular nomination he/she wants to accept.
 - iii. After that click 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 clicks on ‘Accept Nomination’ button to accept the nomination. (**Note: The maximum number of words in biodata are 100 for DF and Council Election and 50 for centre 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 i.e. 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 (*DF Election: 05 Mar; President Election: 05 May; Council Elections: 10 May*): then following message will appear: **Nominations Closed**.

6. WITHDRAWAL OF NOMINATION: (*DF Election: 20 Mar; President Election: 20 May; Council Elections: 25 May*): 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.
- 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 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 filling the space for One Time Password and then click <CONFIRM WITHDRAWAL 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.**

7. VOTING: (DF Election: **25 Mar to 15 Apr** (1st round) and **25 Apr to 10 May** (2nd round); President Election: **01 Jun to 15 Jun**; Council Elections: **01 Jun to 30 Jun**):

- a. After the ballots have been vetted by the RO/BoS, the returning officer opens the election not later than **25 Mar** (1st round) and **25 Apr** (2nd round) for DF and **01 Jun** for President and Council.
- 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 candidates, 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 post, 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 put 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 go.
- h. When Voting period has expired (DF Election: **15 Apr** (1st round) and **10 May** (2nd round); President Election: **15 Jun**; Council Elections: **30 Jun**) then following message will appear: Voting Closed.

8. Members will not be allowed to login once they have cast their votes for all elections in which they are entitled to vote.

9. After the voting process is over the respective Returning Officer/BOS declares the result by **20 Apr** (1st round) and **15 May** (2nd round) for DF election; **20 Jun** for President Election; and **02 July** for Council Elections.