

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. **COUNCIL ELECTIONS: (from January 31)** 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 Election Portal and will take the first 2 weeks of February.
 - 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 2014" on the IETE Web Site (www.iete.org).
3. **CENTRE ELECTIONS: (not later than last day of February)** During the last two weeks of February email/SMS will go to all members calling for nominations for election to the Executive Committee at all Centres of IETE.
4. **NOMINATION: (CENTRE ELECTIONS: March 15, COUNCIL ELECTIONS: March 31):** 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 userid 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 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. One will be the council election
 - ii. The other will be the election to the committee for the centre to which he/she belongs.
 - iii. The user must select the election to proceed.
 - e. The user can participate in the nomination process for the selected election through Nomination page. (**CENTRE ELECTIONS: upto March 15, COUNCIL ELECTIONS: upto March 31**)

- 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:
- Nominations for Me (default)**
 - Nominated by Me**
 - 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).
- 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.
 - 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.
 - After that click on '**Accept Nomination**' button. A pop-up window will appear to confirm the current selection.
 - 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 Council Election and 50 for centre election.)
 - 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.
- The name, category and membership number, email, mobile, pin of the nominee, status of nomination and post for the nomination.
 - 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.
- In the **Nominate Now** page, the member has to select a post from the drop down menu for which he/she wants to nominate.
 - After that user has to put the category and membership number of the nominee whom user wants to nominate.
 - Then clicks on '**Check Nominee**' button to check whether the member is available for nomination or not.
 - If member is available then '**Nominate**' button will appear.
 - 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 (**CENTRE ELECTIONS: March 15, COUNCIL ELECTIONS: March 31**): then following message will appear: **Nominations Closed**.
5. **WITHDRAWL OF NOMINATION: (CENTRE ELECTIONS: upto April 15, COUNCIL ELECTIONS: upto April 30)**: 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 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**.
6. **VOTING: (CENTRE ELECTIONS: upto May 31, COUNCIL ELECTIONS: upto June 30)**:
- a. After the ballots have been vetted by the BoS, the returning officer opens the election not later than Apr 30 for Centre and May 15 for 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 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 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 (**CENTRE ELECTIONS: upto May 31, COUNCIL ELECTIONS: upto June 30**) then following message will appear : Voting Closed.
7. Members will not be allowed to login once they have cast their votes for all elections in which they are entitled to vote.