

Indian Association of Preventive and Social Medicine

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Guidelines and the Process for holding the IAPSM Postal Elections **(December 2009)**

(Framed and Approved by the Election Panel for 2010 Elections and members of the Governing Council)

1. An “ Election Panel” constituted by the Governing Council and approved by the General Council of IAPSM will be responsible for holding the Elections through the Postal Ballot (as decided by the General Council of IAPSM in 2008). This Election Panel will have one Chairman and two members as its constituents . The Secretary General of IAPSM will assist the Election Panel as its ex-officio member but s/he will not participate in counting of the votes if s/he is a candidate for any of the posts.
2. The Elections will be notified by the Head Office well in advance (at least 4 months from the date of the next National Annual Conference of IAPSM or from the date 31 March of the next year , which ever is earlier) and the entire Election process will be completed before 31 March or during the National Annual conference of IAPSM, which ever is earlier.
3. The last date of receiving the filled nominations for all posts for which elections are due will be 5-00 PM of 31st December.
4. The Election Panel will meet in the first seven days of the following January to scrutinize the nominations for their validity. Incomplete nominations will be rejected without any further action on them. Candidates will be given a choice of withdrawl of their candidature by 10 January. **All correspondence with the candidates and amongst the members of the Election Panel will be only on Emails. It is the duty of all concerned to check their Emails regularly.**
5. Ballot papers will be prepared under the guidance and instructions of the Election Panel and will be sent out to all bonafide members of the IAPSM by ordinary post / courier (**Deadline: 15 January**) **under a proof of posting. The Election Panel or the Head Office will not be held responsible for non-receipt of the Postal Ballots by any member due to any reason whatsoever.**

6. The members are expected to return the marked postal ballots to the Head Office by the stipulated date (usually 31 January) and as per instructions issued for casting of the votes.
7. The Head Office will inform all Governing Council members , all candidates in the fray and members of the Election Panel (by e-mail) about the number of ballots envelopes received back by the Head Office within 2 days of the deadline being over. Though not mandatory, the Head Office will also make efforts to put up this information on the IAPSM website within 05 days of the deadline being over.
8. The Head Office will keep the sealed envelopes containing the Postal Ballots safely and they will be opened by the Election Panel in presence of the candidates or their agents at a time and date that will be decided by the Chairman of the Election Panel.
9. The counting of votes will be taken up on the valid postal ballots received back irrespective of their number and the result will be prepared by the Election Panel and kept in a sealed envelope . The result will be announced by the Secretary General in the next General Council Meeting of IAPSM or through the Ind Journal of Community Medicine and the IAPSM website as the case may be. In a rare situation of a tie, the three members of the Election Panel , the President and the Secretary General of IAPSM will have an additional vote (one vote each) which they will cast on the spot and decide the Winner.
10. The result of the Elections as decided by the Election Panel will be final and binding.
11. The postal ballots will be kept in the safe custody by the Head Office of IAPSM (in a duly sealed envelope that will be signed by all members of the Election Panel) for a minimum of three months from the date on which the results have been declared officially .
12. In case a few seats still remain vacant after the Postal Ballot process is complete, the same will be filled as per directions / recommendations of the Governing Council and endorsed by the General Council as an agenda item in the General Council meetings before 31 March of the concerned year so that the full Governing Council can take over from 01 April of that year. Casting of votes will not be allowed in this particular process.

• IMPORTANT DEADLINES FOR ELECTIONS:

Activity	To be Completed By	Responsibility
1. Election Notification	At least 4 months before the Next Annual Conference of IAPSM or 31 March whichever is earlier	Head Office
2. Filing of Nominations	31 st December. 5-00 PM	Members
3. Scrutinizing of Nominations	05 January (of next year)	Election Panel
4. Withdrawl of Nominations	10 January (of next year)	
5. Sending Out of Postal Ballots	15 January (of next year)	Election Panel and Head Office of IAPSM
6. Receiving Back of Postal Ballots from Members	31 January (of next year)	Election Panel and Head Office of IAPSM
7. Counting of Votes	During the National Annual Conference of IAPSM or by 10 February (of next year) which ever is earlier	Election Panel and Head Office of IAPSM
8. Declaration of Results	During the Annual National Conference of IAPSM or by 15 February (of next year)	Election Panel and Head Office of IAPSM
9. Safe Keep of Postal Ballots in a sealed and signed envelope	For three months from the date of declaration of the Results	Head Office of IAPSM

Dr. Bir Singh
Secretary General, IAPSM
22 December 2009