The electoral process will be conducted by the Election Commission. The members of the Election Commission shall include President, Immediate two Past Presidents, and the President-Elect. Meetings of the Election Commission shall be chaired by the President.

The President-Elect shall be the Member Secretary of the Election Commission and all the correspondence regarding the election process shall be the responsibility of the Member Secretary and his address, mobile phone number, landline phone number and email id will be published in the e-newsletter.

The functions of the Election Commission shall be: To supervise the smooth conduct of elections; to finalize the election schedule and also the dates for various components of the election; to receive the complaints about canvassing or malpractices by the contestants and decide upon the most appropriate course of action after discussion among the Election Commission members; to supervise the process of counting of votes.

Two web-based meetings with all the subsection Chairperson and the convenors shall be held by the election commission where all the modalities of election process shall be discussed and made available. The logistics for arranging the meeting shall be by IAN digital team.

The members of the EC shall be chosen as the election returning officer by the president elect to liaise with the subsections assigned and conduct the elections of the respective subsection that are assigned to him/her. All communications by the election returning officers in this regard shall be copied to the President, President-elect and the secretary of IAN.

The subsection chairperson and the convenor should update the member list of the subsection.

The current chair and the convenor must verify the subsection membership (updated) and intimate all the members of the subsection about the elections.

The Chairpersons and the convenors along with the respective returning officer should organize an online meeting with all the members and pass the information regarding the election and the process. The logistics for arranging the meeting shall be by IAN digital team.

A separate mail will be sent to all members for the subsection elections with the names of the electoral officers, date and the modalities by the Secretary IAN.

Only the subsection members of a particular subsection shall be allowed to cast the vote for the election of the chair and the convenor.

If a member has multiple subsection membership, then he/sha can participate in the election of all those subsections.

Any member of the subsection can apply for the chair and the convenor of that subsection.

A member can apply for only one post.

Even If, there is a consensus regarding the choice of chair and the convenor, the election process should be carried out (only the consensus candidates may apply for the post in that case)

The tenure of the post shall be of 2 years.

Nomination papers, duly proposed and seconded by Life Members of the subsection should be submitted online at the IAN website on or before the date of closing of nominations in the format provided at the website. This will be accompanied by a “no objection certificate” from the candidate. A brief bio-data of the proposed candidate shall be uploaded in a given format which will be available at the IAN website for the perusal of the members.

The returning officer will scrutinize the nomination forms and will make the list of eligible candidates. This will be communicated by the returning officers to the member Secretary (The
The election of the Chairpersons and the convenors of the various subsection shall occur independently of the election of EC of IAN.

18. The elections will be conducted online using a web-portal at the IAN website.

19. The Election Commission shall oversee the conduct of e-voting to ensure its accuracy, fairness and confidentiality. The IT providers shall be responsible to see that all possible security mechanisms are in place to avoid duplicate.

20. Candidates seeking election for any post may canvass support only by phone calls and shall not canvass support through WhatsApp groups or through third party. Trade off in any form among the candidates contesting for different posts is strictly prohibited. The candidates shall not deride their opponents and should maintain dignity and stature of the IAN. Soliciting votes by region is unacceptable. Soliciting votes by any of these methods mentioned above will come under unethical practices and the candidate will be liable to punitive action and shall be declared ineligible to contest if proven correct.

21. Complaints, if any, about canvassing or malpractices should be made by the complainant in writing with supporting evidence to the Election Commission at least 7 (seven) days before the date of voting. The Election Commission shall decide upon the most appropriate course of action. Final judgment rests with the Election Commission and shall be announced by the President. If the offence committed is serious enough to require censuring of the member, it shall be referred to the Governance Committee.

22. The election portal will be locked after the last date of elections. The counting of votes will be done electronically during an online EC meeting.

Timeline:

1. Two web-based meetings with all the subsection Chairperson and the convenors shall be done in the month of May.
2. Notification of the election and the returning officers: 1st June 2023
3. Chairs & Conveners to send final Subsection Electoral Roll to Secretary by 7th June 2023
4. Any updation of email id. or mobile no. in profile by individual members to be closed at 11:59 PM India Time on 14th June 2023
5. Date of start of nominations: Approximately 2 weeks after the announcement of election schedule: 16th June 2023
6. Date of closure of nominations: 7 days after date of start of nominations: 23rd June 2023
7. Date of announcing the list of eligible candidates: 5 days after the last date of the nominations: 28th June 2023
8. Date for withdrawal: within 4 days after date of intimation of list of eligible candidates: 2nd July 2023
9. Date of start of voting: 10 days after the day of withdrawal: 12th July 2023 8:00 AM India Time
10. Date of closing of voting: 5 days after the start of voting: 16th July 2023 5:00 PM India Time
11. Counting of votes: July 20th 2023
12. Declaration of the results: July 21st 2023

Significant pointers:

- Chairs & Conveners to send final Subsection Electoral Roll to Secretary by 7th June 2023
- Any updation of email id. or mobile no. in profile by individual members to be closed at 11:59 PM India Time on 14th June 2023
- Nomination application requires uploading a PDF file of updated CV containing
  a. Full Name as registered in IAN
  b. Qualifications
  c. Current Affiliation(s)
  d. Areas of interest
  e. Achievements
  f. Awards
  g. Publications
  h. Member of IAN Since (Year)
  i. Member of subsection since (Year)
  j. Contributions to subsection
  k. Why do you want to become Chair / Convener of subsection