



Telemedicine Society of India

Election Policy and Procedures Manual

Version 1.1

Preface

The Election Policy and Procedure Manual details the Telemedicine Society of India's (TSI) election policy, procedures, guidelines, processes and provides further guidance for carrying out elections for National TSI, and State Chapters. This document is prepared by the Sub Committee constituted by the President, TSI based on the decision of the Executive Committee meeting held on 14th January 2022. The Committee members includes Dr.Krishnakumar, Dr.Suchitra Mankar, Dr. Sudarshan K , Dr.Umashankar S.

The following guidelines are approved in the EC meeting dated... and AGM held on .. and has been adopted as the policy and procedure for conducting elections for TSI.

Contents

Preface.....	2
List of Abbreviations	4
Introduction	Error! Bookmark not defined.

List of Abbreviations

TSI Telemedicine Society of India

MoU Memorandum of Understanding

EC Executive Committee

Definitions

- **'Election Officer'** means an officer appointed by the TSI Executive Committee as the Election officer for a specified period.
- **'Returning Officer'** means the President Elect of the current TSI Executive Committee or a member appointed as returning officer by the TSI Executive and if required may include an Assistant returning officer performing any of the functions of the returning officer .
- **'Office Bearers'** means the Executive committee members that includes the President, President Elect, Vice-President, Immediate Past President, Hon. Secretary, Joint Secretary, Treasurer and Executive Committee Members.
- **'Life-Member'** means a person shall be qualified to be admitted as Life member of the Society if he/she has obtained a professional Degree / Diploma in any branch of Medicine, Paramedical field, Engineering, Material Science, Life Science and Humanities recognized by appropriate licensing bodies and registered with TSI as life member.

Policy

The TSI election policy sets the procedure for election of all TSI Office-bearers as prescribed in the TSI-Byelaws 2022. Based on the provisions of the byelaws detailed procedure/guidelines for election are mentioned below for smooth functioning of the society.

Any amendments carried out in the byelaws with regard to election would be applicable, in toto, to these guidelines, as well.

The TSI EC can amend the election policy and guidelines time to time with a majority vote.

Office Bearers

The Office Bearers of TSI Head office are as listed below, who shall be called as Executive committee

- Immediate Past President
- President
- President elect
- Vice-President
- Hon. Secretary
- Joint Secretary
- Treasurer
- Executive Committee members (Seven members)

Term

The term of the office bearers will be as follows:-

Sl.No	Executive Member	Duration of office
1	Immediate Past President	One year
2	President	One year
3	President elect	One year
4	Vice-President	One year
5	Hon. Secretary	Two Years
6	Joint Secretary	Two Years
7	Treasurer	Two Years
8	Executive Committee members (Seven)	Two Years

The members of the Executive committee shall be elected at the Annual General Body Meeting of the Telemedicine Society of India, which will be held annually during the National Conference of the Society.

The elections shall be conducted for the post of Vice-President, Hon. Secretary, Joint Secretary, Treasurer and seven Executive Committee Members. The Election of office bearers shall be held every alternate year or as when a vacancy is created. There shall be no elections for the post of the President and President Elect.

Guidelines to conduct election for office bearers for Head officer

- Election of all the office-bearers shall be conducted by election officer/returning officer.
- By default the president-elect shall be the returning officer or anyone appointed by the EC, if the president-elect not available or do not wish to conduct the elections.
- If required the EC shall appoint one or two assistant returning officer to assist in the process of election. The assistant returning officers who shall be members of the society but shall not be candidates for election. The two assistant returning officers shall work in consultation with the returning officer.
- Decision shall be made through majority vote. In the event of any disagreement/dispute the decision of the returning officer shall be final and binding upon the other two.
- All communications/ notifications/notices etc shall be issued from the office of the returning officer of TSI only. No member / executive committee shall issue any communication individually in his/her name.
- The returning officer and the assistant returning officers shall be an independent body and will work without interference of any office-bearer of TSI in order to ensure free and fair elections. TSI EC to provide any assistance required by the returning officers.

Schedule for Election as follows

- Notification
- Issuance of Nomination Form
- Submission of Nomination Form
- Withdrawal of Nomination
- Scrutiny
- Display/ Announcement of Final List

- Last Day of Campaigning
- Election: Elected based on consensus / Secret Ballot voting / Online Polling
- Counting of votes and Declaration of Result

Electoral College

The Electoral College for all posts of the TSI EC head office shall be the life members of the TSI whose names and details are updated time to time /updated on or before 30th June in the year the elections are to be held.

Mode of Election

- Nominations – Consensus
- Secret Ballot
- Postal Ballot
- Online Polling
- Preferential Nomination ballot

Procedure for Election on Nomination-Consensus

The Secretary of the TSI shall call for updating the Electoral College. A Notice shall be uploaded in TSI website and an email sent to all members of TSI by the Hon. Secretary in the month of April to update or delete the members of the Electoral College. The same list shall be updated and finalized by end of June of the election year.

Notification of Election:

- In the month of July or after the mid-term meeting of the EC a notification for the vacant post and elections shall be issued by the Hon. Secretary.
- The notification shall have the election calendar of events for election of office bearers of TSI, that shall include
 - Date of notification inviting nomination
 - Last date for receipt of nomination
 - Date and time for scrutiny of nomination
 - Date and time for publication of list of valid nominated candidates
 - Date and time for withdrawal of nomination papers

- Date and time for publication list of contesting candidates
- Date, time and method of poll.
- Date and time of counting and declaration of results
- The EC shall appoint the returning officer by the month of July.
- The President-elect shall be the Returning officer by default. If in a situation where president-elect rejects or not available, EC shall appoint a returning officer preferably a past president or any other member whom the EC considers as deemed fit as returning officer.
- The Hon. Secretary /Returning officer shall invite application in prescribed format three months prior to AGM or in the month of August in the election year.

Issuance of Nomination Form

- The prescribed election nomination form shall be sent to all the eligible member of the Electoral College (Life Members) through registered post/ email / uploaded in TSI website for the nomination/s for the post of Vice President/ Hon. Secretary/ Joint Secretary/ Treasurer/ Executive members and / or any other post for which nominations are called for.
- The nomination form in an envelope bearing address of The Returning Officer, for return of the nomination/s to be made by the member society.

Submission of Nomination Form

- The Members of the Society will be required to nominate name / names of member / members for the post Vice President/ Hon. Secretary/ Joint Secretary/ Treasurer/ Executive members and / or any other post for which nominations are called for on the prescribed form only and not otherwise and the same must be returned by the Member of the Society to The Returning Officer, TSI Head office, in the prescribed envelope provided by TSI or any envelope by Indian Postal Service (preferably registered post/Speed post) only.
- The nomination shall also contain a declaration signed by the candidate expressing his willingness to stand as a candidate for election to the Executive Committee of TSI for the specified post.
- The members willing to contest the election must have completed 5 years as life member.
- The form must bear the signatures of nominee signifying his/her approval and of proposer and seconder.
- The nominated candidates, the proposer and the seconder should be life members of the Society.

- The members cannot contest no more than two posts (Check for Eligibility)

Last Date for receiving nominations

- The members of the society should send in the original prescribed forms sent by TSI/ Print copy of the Form / or the nomination/s in the prescribed envelope by Indian Postal Service only (preferably registered post/Speed post) or any means prescribed by the office of the returning officer to reach on or before the due date i.e. 5.00 p.m. on or before as specified by the office of returning officer notice/circular giving the date and time of closure.
- Last date for submitting the nominations will be one month before the date of the general body meeting
- Any nominations received after the fixed deadline will be invalid.

Withdrawal of Nomination

- The candidates who have applied for the required post shall have a period of fortnight (15days) or a date specified in the election notice for withdrawing their nominations.
- Any candidate may withdraw his/her candidature by a notice in writing in a prescribed format signed by him/her and delivered in person / Indian postal service (preferably registered post/Speed post) to the returning officer at any time before the close of withdrawal of nomination papers.
- On receipt of such notice, the returning officer shall note thereon the date and time at which it was delivered.
- No candidate who has given notice of withdrawal of his candidature shall be allowed to cancel the withdrawal notice.
- A notice of withdrawal of his candidature of a candidate, once given, shall be irrevocable and final.

Scrutiny

- The Returning Officer/s shall scrutinize the applications /nomination papers received on or before the last of date of submission. Any applications/nominations received beyond the submission date and time shall be considered rejected.

- Every nomination/s received from members of the Society shall be opened by the returning officer/s and the stamp shall be put on the envelope as-well-as nomination form indicating the date and time when the same was received.
- The nomination form shall be entered into a bound book indicating name, the date and time on which the nomination is received from the respective members.
- On the fixed date for scrutiny of nominations, the candidates or their proposers, may be present at such time and place as the returning officer may appoint, and the returning officer shall give them all reasonable facilities to examine the nomination papers of all the candidates which have been delivered within the time and in the manner laid down in this rule for satisfying themselves about their correctness, eligibility and completeness.
- The returning officer shall then examine the nomination papers and shall decide all objections which may be made to any nomination and may, either on such objection or on his own motion, after such summary enquiry as he/she thinks necessary, reject any nomination on any of the following grounds, namely:-
 - the candidate either is not qualified or is disqualified for being elected to the Executive Committee of TSI / representative under the provisions of the Act, the rules and the bye-laws ;
 - the signature of the candidate or the proposer on the nomination paper is not genuine.
 - the candidate has an incorrect description of his /her name or of the name of his /her proposer or of the membership number or number of years as life member or number of conferences attended or any other particulars in regard to the candidate or his proposer as entered in the electoral roll if the identity of the candidate or proposer, as the case may be, is established.
 - the nomination paper has been delivered or received after the date and time fixed for the receipt of the nomination
- The returning officer shall endorse on each nomination paper his/her decision accepting or rejecting the same and if the nomination paper is rejected, shall record in writing a brief statement of his/her reasons for such rejection.
- Immediately after all the nomination papers have been scrutinized and decision accepting or rejecting the same have been recorded, the returning officer shall prepare a list containing the names in the alphabetical order along with the address and membership details.

Display/Announcement of Final List

- After scrutinizing the nomination forms, the returning officer shall make a list of the nomination/s which is valid / invalid.
- A final list members applied for the respective post shall be shared to all the members of the society especially the Electoral College either by email or uploaded on the TSI website.

Campaigning

- As soon as the final list of contestants/applicants for the respective post is announced the members can campaign till the specified last date.
- The contestants /applicants can campaign through telephone, email, social media, or in-person.
- The contestants /applicants should not use any other means of campaigning or lure the Electoral College members by false promises or proving any sort gifts or money unlawfully. If any such means are followed the candidate shall be deemed to be disqualified from the election process, and shall not be allowed to contest in future election process for 10 years.

Election:

Elected based on consensus

- Election based on consensus would be an ideal method.
- In the event the number of the valid nominations is the same as the number of seats or less, the persons so nominated shall be declared by the Returning officer in the AGM to have been elected.
- In the event the number of valid nomination is less than the number of seats the remaining seats shall be filled in at the AGM by calling nominations and persons getting higher number of votes by show of hand shall be declared elected. If there is a tie selection shall be made by lots.
- In the event when the number of valid nominations exceeds the number of seats the following method can be considered.

A) **Election in AGM:** In the AGM the Returning officer shall call out the name of the nominees in alphabetical order and persons getting higher number of votes by show of hand shall be declared elected. Every member present at the AGM shall have one vote. If there is a tie selection shall be made by lots.

B) **Secret Ballot Paper and Ballot Box:** Once the list of the contestants is finalized after scrutinizing. The TSI shall print the list of candidates with serial number, name and space for voting.

- Every ballot paper shall have a counterfoil in Form
- There shall be separate ballot paper for each vacant post.
- Serial number of the ballot paper shall be printed on the left hand side of the ballot paper.
- Separate ballot paper should be provided for each post or seat as the case may be in necessary.
- If two or more candidates bear the same name, they shall be distinguished by the addition of their residence or occupation or Membership number or in some other manner.
- The ballot paper shall contain the names of the contesting candidates arranged in alphabetical order in English.
- The ballot paper shall also bear the seal of the returning officer or presiding officer with his initials in a specified column
- The ballot paper shall contain a column for the voter to inscribe mark “x” against the name or names of the candidates to whom he/she wants to vote.
- For the purpose of printing of ballot papers, the returning officer/ Assistant returning officer shall choose any capable press in consultation with EC as per the procurement procedure manual.
- The returning officer/assistant returning officer shall arrange the ballot box/ boxes locally at the venue of the AGM. The ballot box shall be made of tin or any other metal found appropriate.
- If it becomes necessary to use a second box by reason of the first ballot box getting full, the first ballot box shall be closed, sealed and secured before any other ballot box is put into use.
- Members shall bring TSI Identity card, or any other photo identity card
- **Issue of ballot paper to voters:** Every ballot paper before it is issued to a voter, and the counterfoil attached thereto shall be stamped on the back with such distinguishing marks as the voter may direct, and every ballot paper, before it is issued shall be signed in full on its back by the returning officer / assistant returning officer.
- At the time of issuing a ballot paper to a voter, the returning officer / assistant returning officer shall

- Record on its counterfoil the electoral roll number of the voter and obtain his/her signature on the said counterfoil.
- Mark the name of the voter in the electoral roll to indicate that a ballot paper has been issued to him/her, without, however, recording therein the serial number of the ballot paper issued to that voter.
- No ballot paper shall be delivered to a voter unless he has put his /her signature on the counterfoil of that ballot paper.
- Ballot papers shall be issued only to eligible voters who are present in AGM during the voting process time.
- No proxy voting shall be permitted. Only the eligible member present during the AGM meeting and voting shall be permitted to vote.
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- **Closing of the Voting:** The returning officer, shall close the polling station at the hour fixed in that behalf and shall not thereafter admit any member into the polling station. Provided that all the members present at the polling station before it is closed shall be allowed to cast their votes.
- If any question arises / disputes whether a member was present at the polling station before it was closed, it shall be decided by the returning officer and his/her decision shall be final.
- **Counting of Votes:** the returning officer shall arrange for counting of votes immediately.
- Votes shall be counted by or under the supervision of the returning officer or the assistant returning officer.
- Each candidate or his authorized agent shall have a right to be present at the time of counting.
- But the absence of any candidate or his agent at the time of counting shall not vitiate counting or announcement of results by the returning officer.
- After the counting of all ballot papers contained in all the ballot boxes used in voting is completed, the returning officer shall make the entries in a result sheet.
- **Declaration of Results:** After the counting is over the returning officer shall declare the results.
- the candidate who has secured the largest number of valid votes shall be declared as elected.

- If equality is found to exist between the candidates to be declared elected, the Returning Officer shall forthwith decide between these candidates, by drawing lots and the candidate in whose favour the lot falls shall be considered to have received an additional vote.
- After the completion of the counting of votes, the Returning Officer shall declare the result of the elections immediately and publish the list of elected candidates on the notice board at the venue / share in the AGM meeting/ Send email to all the member of the society and deliver a copy of it to the EC of the society on the same day.
- The returning officer shall immediately thereafter record the proceedings of the election in a comprehensive report which shall form part of the election records and shall be binding on all.
- **Expenses:**
 - All expenditures like stationary, printing, postage, photocopying, fax, rent for the ballot boxes if any, indelible ink, police security and such other items of expenditure related to the election of Executive Committee of TSI shall be borne by the society.
 - Expenditure towards preparation of electoral roll, the travelling and other allowances shall also be borne by the society itself at such rates as may be fixed by the EC from time to time.

C) Postal Ballot paper

Once the list of the contestants is finalized after scrutinizing

- The TSI shall print the list of candidates with serial number, name and space for voting.
- There shall be separate ballot paper for each post.
- Every ballot paper shall have a counterfoil in Form
- Serial number of the ballot paper shall be printed on the left hand side of the ballot paper.
- Separate ballot paper should be provided for each post or seat as the case may be in necessary.
- If two or more candidates bear the same name, they shall be distinguished by the addition of their residence or occupation or Membership number in some other manner.
- The ballot paper shall contain the names of the contesting candidates arranged in alphabetical order in English.

- The ballot paper shall also bear the seal of the returning officer or presiding officer with his initials in a specified column
- The ballot paper shall contain a column for the voter to inscribe mark “x” against the name or names of the candidates to whom he/she wants to vote.
- For the purpose of printing of ballot papers, the returning officer/ Assistant returning officer shall choose any capable press in consultation with EC as per the procurement procedure manual.
- The plain envelopes shall be printed without number for containing ballot papers in it, one envelop for each post separate.
- One bigger envelope shall be printed (duly numbered) with self address of The Returning Officer and details of the sender including signature on the same.
- The bigger self addressed envelope along with the number of smaller envelope based on number of post shall be dispatched to all the Electoral College (eligible life member) of TSI the Indian postal service along with detailed instructions for casting vote post wise. The instruction also should contain the way the envelopes has to be posted back. All the individual small envelope containing only one ballot paper sealed separately and all other put in the bigger envelope filling up the out cover with signature should be sent by Indian Postal Service (preferably registered post/ speed post).
- The ballot papers should reach the returning officer on or before the said last date of receipt of ballot papers, the returning officer shall place and seal all the ballot papers along with the summary thereof and authenticated statement of receipt of ballots in a box duly sealed to be kept in safe custody along with the list of Electoral college which has been used for posting of ballot paper.
- The returning officer shall count the ballot paper on the said date, time and place (preferably TSI head office).
- **Counting of Votes:** the returning officer shall arrange for counting of votes immediately.
- Votes shall be counted by or under the supervision of the returning officer or the assistant returning officer.
- Each candidate or his authorized agent shall have a right to be present at the time of counting.
- But the absence of any candidate or his agent at the time of counting shall not vitiate counting or announcement of results by the returning officer.

- After the counting of all ballot papers contained in all the ballot boxes used in voting is completed, the returning officer shall make the entries in a result sheet.
- **Declaration of Results:** After the counting is over the returning officer shall declare the results.
- the candidate who has secured the largest number of valid votes shall be declared as elected.
- If equality is found to exist between the candidates to be declared elected, the Returning Officer shall forthwith decide between these candidates, by drawing lots and the candidate in whose favour the lot falls shall be considered to have received an additional vote.
- After the completion of the counting of votes, the Returning Officer shall declare the result of the elections immediately and publish the list of elected candidates on the notice board at the venue / share in the AGM meeting/ Send email to all the member of the society and deliver a copy of it to the EC of the society on the same day.
- The returning officer shall immediately thereafter record the proceedings of the election in a comprehensive report which shall form part of the election records and shall be binding on all.
- **Expenses:**
 - All expenditures like stationary, printing, postage, photocopying, fax, rent for the ballot boxes if any, indelible ink, police security and such other items of expenditure related to the election of Executive Committee of TSI shall be borne by the society.
 - Expenditure towards preparation of electoral roll, the travelling and other allowances shall also be borne by the society itself at such rates as may be fixed by the EC from time to time.

Note Criteria for invalidation

- Outer envelope received after the last date.
- Receive in any other envelope other than the prescribed envelop supplied by the returning officer.
- Name, address and signature of the member not present.
- All the ballot paper is placed in one inner envelope.
- Any mark or identification on the inner envelope.
- Ballot paper consist of any mark other then indicated.
- Ballot paper consists of any signature or mark.

- Cutting or overwriting on the ballot paper.

D) Online Polling

Online election shall be the most preferred method of election for TSI that will be conducted prior to the expiry term of office bearers. TSI EC elections shall be conducted through online polling using a specific, efficient and effective online voting management system (OVMS). The OVMS can be hired or procured depending on the need decision of EC.

Online voting System

An online voting system is a software platform that will facilitate the TSI Electoral College (members) to record their secure and secret ballot electronically to vote to elect the Executive Committee. The highly secure online voting system shall have facility of notification, invitation for nominations, filing of nominations, scrutiny, campaigning (if possible) online election (onsite/remote), counting and announcement of result.

Using online voting system could improve in cost saving, efficiency of election process, improve in voter accessibility and voter (member) participation, security for TSI elections.

Procedure for Election Online Voting – Remotely

The Secretary of the TSI shall call for updating the Electoral College. A Notice shall be uploaded in TSI website and an email sent to all members of TSI by the Hon. Secretary in the month of April of the election year to update or delete the members of the Electoral College. The same list shall be updated and finalized by end of June of the election year.

Schedule for Election as follows

- Notification
- Issuance of Online Nomination Form
- Submission of Online Nomination Form
- Withdrawal of Nomination
- Scrutiny
- Display/ Announcement of Final List
- Last Day of Campaigning Online

- Election: Online Polling
- Counting of votes and Declaration of Result

Electoral College

The Electoral College for all posts of the TSI EC head office shall be the life members of the TSI whose names and details shall be updated time to time /updated on or before 30th June in the year the elections are to be held.

Notification of Election:

- In the month of July or after the mid-term meeting of the EC a notification for the vacant post and elections shall be issued by the Hon. Secretary.
- The notification shall have the election calendar of events for election of office bearers of TSI, that shall include
 - Date of notification inviting nomination
 - Last date for receipt of nomination
 - Date and time for scrutiny of nomination
 - Date and time for publication of list of valid nominated candidates
 - Date and time for withdrawal of nomination papers
 - Date and time for publication list of contesting candidates
 - Date, time and method of poll.
 - Date and time of counting and declaration of results
- The EC shall appoint the returning officer by the month of July.
- The President-elect shall be the Returning officer by default. If in a situation where president-elect rejects or not available, EC shall appoint a returning officer preferably a past president or any other member whom the EC considers as deemed fit as returning officer.
- The Hon. Secretary /Returning officer shall invite application in prescribed format three months prior to AGM or in the month of August in the election year.

Process of Online Election

- Identifying the platform
- Procurement of Platform (Hire/SAAS/Purchase)
- Registration of members
- Nominations
- Scrutiny of candidates
- Addition of election details on the platform (such as election date, time, Candidates name, photo etc)

- Addition of voter details
- Review and launch of voter details.
- Broadcast of election link voters by SMS/Email.
- Counting of votes
- Declaration of results and approval

Issuance of Nomination Form

- The prescribed online election nomination form link shall be sent to all the eligible member of the Electoral College (Life Members) through SMS / Whatsapp/ email / uploaded in TSI website for the nomination/s for the post of Vice President/ Hon. Secretary/ Joint Secretary/ Treasurer/ Executive members and / or any other post for which nominations are called for.

Submission of Nomination Form

- The Members of the Society will be required to nominate name / names of member / members for the post Vice President/ Hon. Secretary/ Joint Secretary/ Treasurer/ Executive members and / or any other post for which nominations are called for on the prescribed online form only
- The nomination shall also contain a declaration signed (digital signature) by the candidate expressing his willingness to stand as a candidate for election to the Executive Committee of TSI for the specified post.
- The members willing to contest the election must have completed 5 years as life member of the TSI.
- The form must bear the digital signatures of nominee signifying his/her approval and of proposer and seconder.
- The nominated candidates, the proposer and the seconder should be life members of the Society.
- The members cannot contest no more than two posts (Check for Eligibility)

Last Date for receiving nominations

- The members of the society should submit the online form on or before the due date i.e. 5.00 p.m. on or before as specified by the office of returning officer notice/circular given the date and time of closure.

- Last date for submitting the nominations will be one month before the date of the general body meeting / a specified date mentioned in the circular.
- No nominations shall be accepted after the fixed dead line, the system shall be disabled after the date and time.

Withdrawal of Nomination

- The candidates who have applied for the required post shall have a period of fortnight (15days) or a date specified in the election notice for withdrawal of their nominations.
- Any candidate may withdraw his/her candidature by a notice in written prescribed format signed by him/her at any time before the close of withdrawal of nomination papers.
- On receipt of such notice, the returning officer shall note thereon the date and time at which it was delivered.
- No candidate who has given notice of withdrawal of his candidature shall be allowed to cancel the withdrawal notice.
- A notice of withdrawal of his/her candidature of a candidate, once given, shall be irrevocable and final.

Scrutiny

- The Returning Officer/s shall scrutinize the applications /nomination papers received on or before the last of date of submission. Any applications/nominations received beyond the submission date and time shall be considered rejected.
- Every nomination/s received from members of the Society shall be opened by the returning officer/s and recording the date and time when the same was received.
- The nomination form shall be entered into a bound book indicating name, the date and time on which the nomination is received from the respective members.
- On the fixed date for scrutiny of nominations, the candidates or their proposers, may be present at such time and place as the returning officer may appoint, and the returning officer shall give them all reasonable facilities to examine the nomination papers of all the candidates which have been delivered within the time and in the manner laid down in this rule for satisfying themselves about their correctness, eligibility and completeness.

- The returning officer shall then examine the nomination papers and shall decide all objections which may be made to any nomination and may, either on such objection or on his own motion, after such summary enquiry as he thinks necessary, reject any nomination on any of the following grounds, namely:-
 - the candidate either is not qualified or is disqualified for being elected to the Executive Committee of TSI / representative under the provisions of the Act, the rules and the bye-laws ;
 - the signature of the candidate or the proposer on the nomination paper is not genuine.
 - the candidate has incorrect description of his /her name or of the name of his /her proposer or of the membership number or number of years as life member or number of conference attended or any other particulars in regard to the candidate or his proposer as entered in the electoral roll if the identity of the candidate or proposer, as the case may be, is established.
 - the nomination paper has been delivered or received after the date and time fixed for the receipt of the nomination
- The returning officer shall endorse on each nomination paper his/her decision accepting or rejecting the same and if the nomination paper is rejected, shall record in writing a brief statement of his/her reasons for such rejection.
- Immediately after all the nomination papers have been scrutinized and decision accepting or rejecting the same have been recorded, the returning officer shall prepare a list containing the names in the alphabetical order along with the address and membership details.

Display/Announcement of Final List

- After scrutinizing the nomination forms, the returning officer shall make a list of the nomination/s which is valid / invalid.
- A final list of members applied for the respective post shall be shared to all the members of the society especially the Electoral College either by email or uploaded on the TSI website.

Campaigning

- As soon as the final list of contestants/applicants for the respective post is announced the members can campaign till the specified last date.
- The contestants /applicants can campaign through telephone, email, social media, or in-person.

- The contestants /applicants should not use any other means of campaigning or lure the Electoral College members by false promises or proving any sort of gifts or money unlawfully. If any such means are followed the candidate shall be deemed to be disqualified from the election process, and shall not be allowed to contest in future election process for 10 years.

Online Voting

- In this system the voters do not have to go to the polling booth to cast their vote.
- They can use their personal computer to cast their votes. There is a database which is maintained in which all the name of the voters with their complete information is stored.
- A Broadcast Link shall be shared through SMS/Email to all TSI members to register for online voting system.
- By clicking on the link the voter can register as a voter to cast their vote online through any internet enabled device.
- The System Administrator registers the voters by simply filling a registration form to register the voters via link provided.
- After registration, the voter is assigned a secret voter ID with which he/she can use to login to the system and cast his/her vote.
- After the user successfully registers themselves, a link is sent on their respective E-mail IDs.
- If invalid/wrong details are submitted, then the person is not registered to vote.
- The link is a key for the activation of the account of the user. The account is activated only after the user clicks on that link.
- The site will be activated only on the day of voting for a specified time.
- The link shall be available for 3 hours duration only on a specified date and time. There shall be a specific start time and end time as decided the EC/Returning officer. The same shall be mentioned in the notification of election.
- Once the user logs in, they will be provided with a One Time Password (OTP) which has to be entered by the user before casting his/her vote.
- The link shall be password protected, and the OTP shall be received at the time of election only.
- Voter do not have to go to the polling booth or be present at the election venue to cast their vote
- The password will be destroyed after casting of their respective vote.
- A receipt of the vote will be sent to the user on their respective E-mail IDs.
- One registered voter can vote only one time for a said post.

- Voters privacy and integrity shall be maintained
- Voting choice shall be remain anonymous.

Closing of the Voting: The returning officer, shall close the online polling at the hour fixed and shall not thereafter admit any member to vote..

- If any question arises / disputes it shall be decided by the returning officer and his/her decision shall be final.

Counting of Votes: the returning officer shall arrange for counting of votes immediately.

- Votes shall be counted by or under the supervision of the returning officer or the assistant returning officer
- Each candidate or his authorized agent shall have a right to be present at the time of counting.
- But the absence of any candidate or his agent at the time of counting shall not vitiate counting or announcement of results by the returning officer.
- After the counting of all online voting (that the system automatically generates) , the returning officer shall make the entries in a result sheet.

Declaration of Results: After the counting is over the returning officer shall declare the results.

- the candidate who has secured the largest number of valid votes shall be declared as elected.
- If equality is found to exist between the candidates to be declared elected, the Returning Officer shall forthwith decide between these candidates, by drawing lots and the candidate in whose favour the lot falls shall be considered to have received an additional vote.
- After the completion of the counting of votes, the Returning Officer shall declare the result of the elections immediately and publish the list of elected candidates on the notice board at the venue / share in the AGM meeting/ Send email to all the member of the society and deliver a copy of it to the EC of the society on the same day.
- The returning officer shall immediately thereafter record the proceedings of the election in a comprehensive report which shall form part of the election records and shall be binding on all.

Eligibility of candidates to contest for Executive Committee of TSI

President: No election for President,

President Elect: No election

Vice President

- The candidate should have been a life member of TSI not less than 5 years.
- The candidate should have held any post in TSI Executive Committee previously (either as executive committee member/Treasurer/ Joint Secretary / Secretary)
- Candidate cannot continue in the same post more than two consecutive terms or otherwise.

Hon. Secretary

- The candidate should have been a life member of TSI not less than 5 years.
- The candidate should have held any post in TSI Executive Committee at the national or state chapter Executive committee previously (either as executive committee member/Treasurer/ Joint Secretary, State chapter president, vice president/ secretary/ Executive committee member)
- Candidate cannot continue in the same post more than two consecutive terms or otherwise.

Joint Secretary

- The candidate should have been a life member of TSI not less than 5 years.
- The candidate should have held any post in TSI Executive Committee at the national or state chapter Executive committee previously (either as executive committee member/Treasurer/ , State chapter president, vice president/ secretary/ Executive committee member)
- Candidate cannot continue in the same post more than two consecutive terms or otherwise.

Treasurer

- The candidate should have been a life member of TSI not less than 5 years.
- Candidate cannot continue in the same post more than two terms consecutive or otherwise.

Executive Committee Member

- The candidate should be life member of TSI
- The candidate should have been a member of TSI not less than 5 years.
- Candidate cannot continue in the same post more than two terms consecutive or otherwise.

Advantages of Online Voting (for information purpose only)

Source: <https://www.votehoanow.com/benefits/>

- Online voting maximizes participation
 - Easy and efficient – takes only a minute or two to vote
 - Convenient – people can vote online when it suits them - there's no ballot to mail or meeting to attend
 - Higher response rates – email reminders and online convenience boost participation for busy owners
-
- Voting online saves money
 - No supply costs – no paper ballots, no postage and no printing
 - No equipment – 100% hosted and electronic
 - Automated – no time or resources needed for manual hand counts
 - Cost-effective – conduct multiple votes annually
-
- Voting online saves time and eases vote management
 - Quick and easy – full-service setup and management saves you time, so you can work on other projects
 - Automatic vote tallying – no manual counts of paper ballots
 - Accurate – no duplicate or invalidated ballots
 - No waiting for results – real-time results, no waiting for ballots in the mail
 - Print the results – print out the results and use it to help tally physical ballots if they exist.

- Electronic voting is private and secure
 - Private – our third-party service provides a layer of separation between the voting process and individuals involved
 - Secure – no unsecured paper ballots
 - Authentication – each vote is captured with a date and timestamp along with the voter's internet address
-
- Electronic voting is environment friendly
 - 100% Green friendly – not a single tree is harmed in this easy to use electronic voting process!

State Chapters Election

All state chapter elections will be conducted similar to TSI national body, except for the following changes.

Office Bearers

The Office Bearers of TSI State Chapters is as listed below, who shall be called as Executive committee

- Immediate Past President
- President
- President-Elect
- Vice-President
- Hon. Secretary
- Treasurer
- Executive Committee members (3 Members)

Term

The term of the office bearers will be as follows: -

Sl.No	Executive Member	Duration of office
1	Immediate Past President	One Year
2	President	One Year
3	President-Elect	One Year
4	Vice-President	One Year

5	Hon. Secretary	Two Years
6	Treasurer	Two Years
7	Executive Committee members (3)	Two Years

New State Chapters

- There shall be no election for new state chapter.
- When a new state chapter is formed, there shall be an ad-hoc committee formed from the registered life members of the state chapter.
- The ad-hoc committee shall have a President, Vice President, Secretary, Treasurer, and three executive committee members.
- Total strength of the ad-hoc committee shall not be more than 7.
- Preference shall be provided to life members who are part of the TSI more than 5 years and willing to be part of ad-hoc committee if available. (Note its not mandatory).
- The ad-hoc committee shall function as an executive council for the State chapter till the election is conducted and new office bearers are elected.
- The ad-hoc committee shall ensure to conduct state elections within one year of completion of the tenure of the committee.
- New State Chapter election shall be conducted by the returning officer nominated by the Ad-hoc committee in consultation with the National TSI EC.
- The returning officer shall be preferably a life member from the same chapter, if not available from the same chapter, then National TSI EC shall nominate anyone from neighboring state or National TSI.
- The State chapter election when conducted for the first time shall be conducted for all posts, President, President-Elect, Vice-President, Secretary, Treasurer, and 3 executive committee members.
- From next time onwards there shall be no election for the post of President.
- The President-Elect after one year shall automatically become president.
- The election for the president shall be conducted only in the event the President-Elect and vice-president refuses to takeover as President.
- The members in ad-hoc committee can apply for any post.
- The time being in the ad-hoc committee shall not be considered as the tenure of the Executive Committee.
- All State chapter elections must be done on or before June of the election year.
- The new office bearer shall start functioning from July of the respective election year.

- One member nominated by the TSI EC shall be the observer for the election, who shall oversee the smooth process of the elections in state chapter.

State Chapters that have not completed 5 years

- Elections for the Executive committee shall be conducted once in two years.
- There shall be no elections for the post of President.
- Any life members of the respective state chapter are eligible to apply for required/vacant post.
- However, preference shall be given to member who have completed 5 years as life member in TSI.
- The President-Elect shall be the returning officer.
- The TSI EC shall nominate one person as an observer to ensure that the elections are conducted as per the Election rules and regulations of TSI.
- The elections shall be conducted for the post of Vice President, Honorary Secretary, Treasurer, and 3 Executive committee members.
- All State chapter elections must be done on or before June of the election year.
- The new office bearer shall start functioning from July of the respective election year.
- If any state chapter does not conduct election within the stipulated time, then the TSI EC shall conduct the election for the respective state chapter.

State Chapters that have completed 5 years

- Elections for the Executive committee shall be conducted once in two years.
- There shall be no elections for the post of President.
- Any life members who have completed 5 years of the respective state chapter are eligible to apply for required/vacant post.
- The President-Elect shall be the returning officer.
- The TSI EC shall nominate one person as an observer to ensure that the elections are conducted as per the Election rules and regulations of TSI.
- The elections shall be conducted for the post of Vice President, Honorary Secretary, Treasurer, and 3 Executive committee members.
- All State chapter elections must be done on or before June of the election year.
- The new office bearer shall start functioning from July of the respective election year.

- If any state chapter does not conduct election within the stipulated time, then the TSI EC shall conduct the election for the respective state chapter.