



# INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

ISTD/ChapterElections/2024-26/01

7<sup>TH</sup> MAY, 2024

To,

All Chapter Chairpersons & Honorary Secretaries,

**Subject: Election to the Managing Committee of Chapters and National Council for the year 2024-26 (2 Years)- Starting of Election Process through Electronic Means and Appointment of Returning Officers.**

Dear Sir / Madam,

Election Rules Under Article 7(VI) & 15 of the Rules and Regulations in accordance with the decision of National Council in its 136<sup>th</sup> Meeting held on 30<sup>th</sup> March 2024 at ISTD NHQ- Training House, New Delhi are attached.

As you are kindly aware that Rule 7 (iv) of the Memorandum of Association and Rules & Regulations (MOA and R&R) of ISTD stipulates that “All the members of the Chapter Managing Committee including the Office Bearers shall retire on 30<sup>th</sup> June at the end of 2 year term (Biennial term) or on the date of Annual General Meeting in the Election year whichever is earlier and shall be eligible for re-election, the new Committee will take over immediately after the conclusion of the Annual General Meeting”.

Your kind attention is also invited to clause 3 of the Rules that the Managing Committee will appoint an eminent person not from amongst the members of the Society as Returning Officer for conducting the elections of the (1) Managing Committee and (2) Members to the National Council, representing the Chapter for the period 2024-26. You are requested to initiate the election process immediately, as per schedule given below in Annexure 1. The National Headquarters (NHQ), New Delhi should be informed by 17<sup>th</sup> May 2024 of the appointment of Returning Officer along with details viz., the name, address, e-mail ID, Mobile and landline telephone numbers of the Returning Officer so appointed as well as all subsequent steps to be taken for the election.

It may be appropriate to highlight as under a few of the basic requirements for the smooth conduct of the elections at the Chapter level:

- Only those Members as on 31.03.2024, who have renewed their annual subscription in advance (April 2024-March 2025) or before filing the nominations, can cast vote/electronic vote and contest in the forthcoming elections i.e. for the years 2024-26.



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- Since the forthcoming election is for a period of 2 years i.e. 2024-26, each winner will ensure that he /she is renewing the subscription periodically, within first two month of the commencement of the year, in order to retain the elected position as Officer Bearer for the entire period of two years.
- Associate Members and Honorary Members are not entitled to vote.
- The Chapter will also elect Members to the National Council to represent the Chapter, at the rate of one National Council Member for each 50 (Fifty) Chapter Members.
- The results are required to be sent to the National Office by **18<sup>th</sup> June, 2024**, so that the election process for the National Office bearers could be initiated within the time frame. It must be noted that in the event of non-receipt of results from the Chapters within the stipulated time, such Chapter will not be able to participate in the election of Office Bearers of the National Council.
- ISTD is a legal entity and each chapter has to invariably follow the Election Rules. Appointment of a Returning Officer is mandatory even in the event of situation of unopposed election. The elected body will be constituted only after the Returning Officer submits a certificate of election held in terms of the election rules.
- The final voters list in soft copy is being sent separately by mail. The number of eligible NC members from each Chapter shall be intimated along with the eligible voters list.

Soliciting cooperation from all Chapters and awaiting response of the action taken by each Chapter.

Yours sincerely,

**Director  
Indian Society for Training & Development  
Training House , New Delhi.**



# INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

Annexure 1

## **TIME SCHEDULE FOR CHAPTER ELECTIONS** **FOR THE YEAR 2024-26** **Electronic Voting (E-Voting)**

1.	APPOINTMENT OF RETURNING OFFICER	May 17, 2024, Friday
2.	LETTER INVITING NOMINATIONS	May 20, 2024 Monday
3.	RECEIPT OF NOMINATIONS AND SCRUTINY	June 3, 2024, Monday
4.	CIRCULATION FOR WITHDRAWALS	June 5, 2024, Wednesday (12.00 P.M.)
5.	RECEIPT FOR WITHDRAWALS	June 7, 2024, Friday (3.00 P.M.)
6.	DECLARATION OF VALIED LIST OF NOMINATIONS	June 9, 2024, Sunday (3.00 P.M.)
7.	LOGIN DETAILS WILL BE SENT TO E-VOTERS (SMS/E-MAIL)	June 13, 2024, Thursday (10.00 P.M.)
8.	ONLINE VOTING WINDOW WILL OPEN ON	June 13, 2024, Thursday (12.00 P.M.)
9.	ONLINE VOTING WINDOW WILL CLOSE ON	June 18, 2024, Tuesday (4.00 P.M.)
10.	DECLARATION OF RESULT (AGENCY - RO –CHAPTER CHAIRPERSON & SECRETARY WITH A COPY TO THE NATIONAL OFFICE - ANNOUNCING )	June 18, 2024, Tuesday (6.00 P.M.)

**Note:** This is tentative schedule, if need be internal adjustment of dates can be done, however the date of submission of results to national headquarters will remain unchanged.

### **Enc1: Copy of Election Rules**

1. National President, National Vice President, National Treasurer, Regional Vice-Presidents, Chapter Chairpersons & Honorary Secretaries
2. ISTD portal



# INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

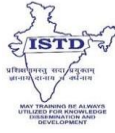
## ELECTION RULES UNDER ARTICLES 7 (VI) & 15 OF THE RULES AND REGULATIONS

IN ACCORDANCE WITH THE DECISION OF THE NATIONAL COUNCIL IN ITS 136<sup>TH</sup> MEETING HELD ON 30<sup>TH</sup> MARCH, 2024 AT  
ISTD NHO

1. All elections will be held by secret ballot electronically online
2. An agency will be engaged by National Office to conduct online/electronic voting
3. The elections for Managing Committees of local chapters and members of the National Council representing the Chapters must be completed by May-June. The elections for office bearers of the National Council shall be held thereafter and completed by 31<sup>st</sup> July. In case, the elections of Managing Committee and Members of the National Council from any chapter are not held by the due date, the elections for National Council Office bearers will be held from amongst the newly elected National Council members representing the Chapters from only those chapters where elections have been held and results received by the National Office by the stipulated date.

### LOCAL CHAPTERS

4. The Managing Committees of each Chapter will appoint one eminent person not from among the members of the Society as Returning Officer for conducting the elections of the Managing Committee and members of the National Council representing the Chapter.
5. The Secretaries of the Chapters will send by email notice to all the members of their chapters whose names appear in the membership register in by 31<sup>st</sup> March, seeking nominations giving **two weeks'** time from the date of issue of the notice for the submission of nominations to the Returning Officer directly by the candidates by email/by courier/post/hand. (Nomination Form in Exhibit1) A copy of this notice shall be sent to the Returning Officer by the Chapter. The date, time and place for receipt of nominations and scrutiny by the Returning Officer will be indicated and persons nominated or their authorized representatives will be allowed to be present.
6. The updated email addresses should be available with the chapters. Those members who have not provided email addresses, will not be able to participate in electronic voting.
7. The Returning Officer will scrutinize the nominations received and send by email within **2 working days'** time the complete list of nominations accepted for all posts to each candidate whose nomination has been accepted for any position in the Managing Committee and member of the National Council giving **2 working days'** time for withdrawal of names, if any. The withdrawal shall be sent by email directly to the Returning Officer who shall then prepare within **2 working days'** time the final list of nominations after excluding the names withdrawn and will send the same to the Agency for voting, with a copy to Chapter Secretary/Chairman.
8. The online/electronic voting will be conducted by the Agency which will send necessary instructions/passwords etc., to all members of the Chapters by emails. It will conduct the elections online and communicate to the Returning Officer the votes received by each candidate within **2 hours of closing time**.
9. The Returning Officer shall declare the results after receiving from the Agency and will send the list of Managing Committee and National Council members elected within **2 hours'** time to Chapter Secretary and Chairman, with a copy to the National Office.



# **INDIAN SOCIETY FOR TRAINING & DEVELOPMENT**

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**IN ACCORDANCE WITH THE DECISION OF THE NATIONAL COUNCIL IN ITS 136<sup>TH</sup> MEETING HELD ON 30<sup>TH</sup> MARCH, 2024 AT  
ISTD NHO**

### **NATIONAL ELECTIONS**

10. The National Council will appoint a Returning Officer for elections for the office bearers at the National levels. The process for election will start immediately after completion date of chapter election. The notice will be sent by National Office by email to all National Council members elected by the Chapter, seeking nominations for National Office bearers, giving **two weeks'** time from the date of issue of the notice for the submission of nominations to the Returning Officer directly by the candidates by email/by courier/post/hand. (Nomination Form at Exhibit 2). A copy of this notice shall be sent to the Returning Officer by National Office. The date, time and place for receipt of nominations and scrutiny by the Returning Officer will be indicated and persons nominated or their authorized representatives will be allowed to be present.
11. The Returning Officer will scrutinize the nominations received and send by email within **2 working days'** the complete list of nominations accepted for all posts to each candidate whose nomination has been accepted for any National Office Bearer position, giving **2 working days'** time for withdrawal of names, if any. The withdrawal shall be sent by email directly to the Returning Officer who shall then prepare the final list of nominations after excluding the names withdrawn **2 working days'** and send the same for voting to the Agency, with a copy to National Office./President.
12. The online/electronic voting will be conducted by the Agency which will send necessary instructions/passwords etc., to all members of the National Council by emails. It will conduct the elections online and communicate to the Returning Officer the votes received by each candidate within **two hours of closing time**.
13. The Returning Officer shall declare the results and will send the list of national Office Bearers elected will be sent to the National Office and the President within **2 two hours'** time.

### **GENERAL**

14. The consent of the candidate contesting the elections shall include a declaration that she/he has paid the membership subscription for the year for which the elections are held. Accordingly, the consent will include the following additional sentence:

“I hereby confirm that I have paid the membership subscription for the current year/ I am a Life Member.”

Any false statement will disqualify the candidate at the time of counting of votes or any other time it is found that it was a wrong statement.



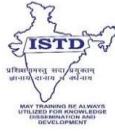
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ISTD NHO***

15. No nomination shall be made for any position unless the consent of the person being nominated has been obtained.
16. The decision of the Returning Officer shall be final and the Managing Committee/National Council/General Body shall have no power to review/revise or amend it.
17. The dates mentioned in these rules are to be adhered to unless in exceptional circumstances in which case all members shall be informed of the change in dates and a meeting of the General Body shall be called within one month to ratify the decision changing the dates or postponing the elections.
18. If the Secretaries of the Chapters fail to take action as provided herein, the respective Chairpersons shall take charge for holding elections and shall follow the procedure laid herein.
19. A member of the Society can nominate himself and /or any number of other members for Managing Committee for Chapter elections, however, the consent of the persons nominated for Managing Committee elections must accompany the nomination form to be submitted to the Returning Officer. In the absence of this consent from any person nominated, his nomination will become invalid. However, no such consent shall be necessary for self-nomination.
20. (a) When the votes are counted and tie situation becomes known, the Returning Officer will immediately inform the candidates having the tie, the date and time of draw of lots. This will not be earlier than 48 hours and later than 72 hours of communicating the candidates. The candidates or their representatives will be permitted to attend the draw of lots.  
  
    (b) The Returning Officer will give opportunity to the candidates having the tie, to withdraw even at this stage so that only one candidate is finally left, who can be declared elected. Withdrawal by letter/e-mail can be accepted till the time announced for draw of lots.  
  
    (c) Failing any withdrawal as per (b) above, the returning officer will decide the matter by draw of lots among the candidates having the tie.
21. The Chapter/National Office will reimburse all expenses incurred by the Returning Officer in conducting the elections.

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# INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

## ELECTION RULES UNDER ARTICLES 7 (VI) & 15 OF THE RULES AND REGULATIONS

IN ACCORDANCE WITH THE DECISION OF THE NATIONAL COUNCIL IN ITS 136<sup>TH</sup> MEETING HELD ON 30<sup>TH</sup> MARCH, 2024 AT  
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Exhibit - I

### INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

----- Chapter of ISTD

Elections of the Managing Committee and Members of the National Council for the Term 2024-26

#### NOMINATION FORM

I nominate the following ISTD members for positions shown \* :

Position	Name of the Nominee	Nominee's Email
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Chairman  
 Vice-Chairman  
 Hon. Secretary  
 Hon. Treasurer  
 Member of the Committee  
 (4 members to be elected)

- 1.
- 2.
- 3.
- 4.

Member of the National Council  
 ('X' members to elected)

- 1.
- 2.
- 3.
- 4.
- 5.

I have obtained the consent of the person/persons nominated above, which is enclosed. (Not applicable for self-nomination)

Signature-----

Name-----

Membership No-----

Date:

Email-----



# INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

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### DECLARATION TO BE SIGNED BY PERSON SEEKING ELECTION

- (i) I confirm that Membership subscription has been paid for the current year, or I am a Life member.
- (ii) I hereby give my consent for election to the position(s) of -----for-----

Signature----- Name----- Membership No.----- Date-----

- Each member can nominate himself and /or other member for one or more positions.

The consent in writing of the person nominated must accompany this form. There is no form prescribed for it and it can be on a plain paper as per the format given above.

Any false statement will disqualify the candidate at the time of counting of votes or any other time it is discovered that it was a wrong statement.

#### **Disqualified Category**

Employee / Ex-employee, worked in any capacity of ISTD, irrespective of their Membership, are debarred to contest elections for any post of the Managing Committee or National Council for a minimum period of (05) Five years after retirement / resignation / cessation of employment, by any method. Any member who has been found to have committed financial irregularities in the affairs of the society has acted against the common interest of the society, directly or indirectly, has resorted to unethical practices for furtherance of their individual interest over the interest of the society, active against the collective legal decision of the society and violated the code of conduct of the membership shall stand disqualified for contesting elections to the managing committee/NC stand debarred till the loss of financial Irregularities recovered from the concerned subject to the condition of recommendation of the chapter concerned and approval of NC/AGM.

Signature with name (self-nomination) -----

Signature with name (Nominated candidates) 1. -----

2. -----

Date-----





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Exhibit- II

### INDIAN SOCIETY FOR TRAINING & DEVELOPMENT

Elections of the National Office Bearers for the Term 2024-26

#### NOMINATION FORM

I nominate the following ISTD members for positions shown \*:

Position	Name of the Nominee	Nominee's Email
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National President (1)  
National Vice-President (1)  
National Treasurer (1)

Regional Vice Presidents:  
East (1)  
West (1)  
North (1)  
South (1)

I have obtained the consent of the person/persons nominated above, which is enclosed. (Not applicable for self-nomination)

Signature-----

Name----- Membership No----- Email----- Date:-----

#### DECLARATION TO BE SIGNED BY PERSON SEEKING ELECTION

- (i) I confirm that Membership subscription has been paid for the current year, or I am a Life member.
- (ii) I hereby give my consent for election to the position(s) of ----- for -----.

Signature----- Name----- Membership No.----- Date-----

- Each member can nominate himself and /or other member for one or more positions.

The consent in writing of the person nominated must accompany this form. There is no form prescribed for it and it can be on a plain paper as per the format given above.

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Signature with name (self-nomination) -----

Signature with name (Nominated candidates) 1. ----- 2. ----- Date-----