

Guidelines for the Election Process 2019

Based on the learning from earlier Elections as well as challenges faced during the tenor, the elections framework has been subjected to review once again. The main objective behind this review is to ensure stability and continuity in the management and to ensure free and fair representation based on member's expressed will.

The guiding principles for the elections are listed herein below.

- An **Elections Sub Committee** has been constituted and inputs sought from all members for any proposed changes in the existing process. The Election Sub- Committee consists of one existing EC Member (Geeta Goel), One Non EC Member – nominated by the EC (Sandeep Farias), IIC Secretariat (Ranjna Khanna) and Non Executive Director (Arvind Mathur) of IIC.
- Elections to be held for 5 positions of the Executive Council (EC) every two years. Once the EC is in place, the 3/4 sub-committees will also get reconstituted. Each sub-committee will comprise one nominee of the EC and two non-EC members from the members and Partners, who would like to volunteer.
- The EC will be constituted of 5 IIC members, and 2 senior external directors. The addition of these senior external directors will help build continuity, profile, independent view and insight for the EC. External directors to have 2+2 year term.
- Each IIC member to recommend **ONE** person's name as their **designated representative** to IIC, who will be eligible to cast his/her vote.
- The representatives interested to stand for elections should communicate the same to IIC as potential candidates for election to the EC.
- In addition to Self nomination, each representative can also nominate 1 or more person(s) for EC candidature either from their own organisation or some other organisation before the due date declared by the IIC Secretariat in this regard. In the event these '**nominated candidates**' have not self nominated themselves, Secretariat to make sure that their availability and willingness to stand for the elections is ascertained.
- There will be a provision of **last minute nomination** of a candidate as well at the time of Ballot / Voting, subject to the willingness of such candidate.
- Even if there is more than one person nominated from 1 organisation for EC candidature, the right to cast the vote will rest with the appointed '**representative**'.
- To ensure continuity in decision making, it has been agreed that at least two member/ (s) from the outgoing EC to continue in the new EC. Members of the outgoing EC who want to continue and are eligible for continuation should also be a part of the Election process (org-individual tuple). The 5 highest voted candidates (including at least 2 of the existing EC) will form the New EC.
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- IIC members to cast their votes for EC election in the name of the **org-individual** tuple specified above. These are elected positions and an individual gets elected by virtue of his/her presence in an organisation. Hence in the event of a person leaving the organisation, he/she will cease to be an EC Member and should resign from the Board. The organisation in such case should nominate another candidate and subject to the approval of the existing EC, such candidate will get added to the EC. (However, this provision to replace the individual is only applicable in case the elected individual leaves the organization, and not otherwise).
- The selection of a chairman will be done with a majority vote of the new EC.
- An EC member can be on the EC for a maximum of 3 consecutive terms, after which there needs to be a compulsory break of 1 term before the member can again seek election to the EC. For the purpose of counting this term, the organisation presence on the EC will be considered as opposed to the Individual.
- There can be a maximum of one EC member from any organisation. In the event of getting multiple nominations from one organisation for the EC candidature, only one person to continue as the nominated candidate and others to withdraw.

The mechanics for the Elections have been detailed in Annexure I.

ANNEXURE 1

Nomination / election process

- The IIC Secretariat can call for nominations via email or in a written form for the EC positions. The existing EC members who want to continue should also form a part of the process. The document will be filed for examination, from IIC, by an impartial representative of members, but destroyed after the voting day.
- All the eligible nominees will contest the EC elections outlined in the Voting process below.
- Each nominee once finalized must write a one pager , before the due date determined by the IIC Secretariat, which will be atleast 2 working days before the election date, in no more than 300 words, regarding their proposed priorities, views, availability of time, commitment and why other members must vote for them. This will be circulated by IIC Secretariat to all Members atleast 1 working day before the election. *(IIC Secretariat will send these messages out by 6 pm one week before the elections and if any nominee fails to file the message, this communication will still go, without their inputs but with the information that the nominee was unsuccessful in filing his/her pitch).* In case of a nominated candidate, non-submission of a one pager will be construed as un-willingness to be the part of the process and his/her name will be withdrawn from the nominee list.
- Nominees are free to campaign but cannot pull the Secretariat into the campaign process, directly or indirectly, or seek any support from Secretariat which must stay impartial and neutral in the process
- The nomination emails or forms will be available for inspection by an impartial representative of the members on the day of the election, where impartiality is determined by Election Sub Committee, but will not be preserved beyond the voting day

Voting Process:

- The voting will happen through an Electronic Application / Secret Ballot.
- Each Member reprehensive (eligible to vote) will receive a physical/electronic Ballot Paper with Member and Representative Names of all finalized nominees during the Voting process.
- The Right to Vote cannot be delegated and must be exercised by an **authorized/designated Representative** of the Member. The authorized Representative casting vote may or may not be different from the Representative who is nominated for EC (or Committee) elections.
- The authorised representative will be asked to choose 3 candidates of their choice out of all nominations.
- The vote will be considered cast when the Member hands over the Ballot Paper, folded and unsigned, physically into an empty container, in full sight of other participating Members OR through submitting their responses electronically.

Counting:

- Each physical ballot will be opened by the IIC Secretariat in the presence of the Election Sub Committee and Votes counted with a live Frequency Table or Spreadsheet or Slide on the white board or black board or a projection screen. The Electronic Voting to be closed on the Voting day and results to be taken out in the Presence of the Election Sub Committee.
- The invalid ballot papers will be rejected- e.g., voting in a way that their tick mark falls between two names and therefore, cannot clearly identify the person voted for, OR another such act of

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Invalidity as identified by the Election Sub Committee and transparently disclosed to all voting Members present in the room.

- Members may physically examine any ballot or the Electronic Voting scoreboard during or after counting has been finished on the day of the election.
- The ballot papers will not be preserved beyond the voting day.

Result Declaration:

- The top 5 scorers consisting a minimum of 2 existing EC Members in the voting will be considered elected as EC Members.
- In case of a tie between candidates for any of the 5 elected positions, the candidates will be elected by vote of EC members who have been elected.