

# The Institution of Engineers (India)

## REVISED PROCEDURE FOR CONDUCT OF ELECTION

(Approved by the Council at its 682nd meeting held  
at Pachmarhi, Madhya Pradesh on June 21, 2014)

1. The procedure of appointment of BOS, election of Convener, issuance of election notice, seeking of nominations, obtaining consent of the nominees, finalization of the list of contestants for respective election and finalization of the Bio data of contesting candidates remains unchanged.
2. The proposer shall submit alongwith his nomination any of the acceptable identity proof document, i.e., PAN Card or Driving License or Photo ID Card issued by State / Central Govt. bearing signature or Photo ID Card of the IEI bearing signature or first page of passport bearing signature duly self attested.
3. The personalized ballots for the election shall be printed as Optical Readable with encrypted bar code. The ballot shall have pre-printed detachable identification slip with particulars of individual voter including address with space for signature, e-mail and mobile number of the voter. The ballot shall be sent in window envelope along with the following (specification of envelopes are placed at **Appendix 1A**). A sample of ballot is also attached at **Appendix 1B**.
  - (i) Instruction to voters
  - (ii) Ballot paper with identity slip
  - (iii) One small envelope with the name of Division printed rubber stamped on it for return of ballot. (Name of Division is to be printed for Division elections only)
  - (iv) One self-addressed large envelope identical for all Divisions, to accommodate the smaller one containing the ballot paper, detached identity slip of the voter and self-signed photocopy of specified document, (see 5 below) attached to the smaller envelope externally.
  - (v) Bio data of candidates, if applicable [see (23) below].
  - (vi) In case elections to the Council from State Centre under Regulation 26 is held along with elections to the Divisions, then the other envelope in which the ballot for Council seat is to be returned, should have COUNCIL prominently marked on the ballot envelope, in which the ballot for Council seat is to be returned. This

envelope shall not be opened along with the envelopes containing ballot papers of the Division seats.

4. The Corporate members on the roll of the Institution as on 31 Mar of the year in which elections are due shall form the electorate college for the elections which will be prepared and supplied by the HQ IEI to the respective Centres. Those Corporate members shall exercise their voting right in any of the following modes:

- (a) Those Corporate members who are electronically reachable shall cast their vote by electronic mode only. No paper ballot shall be issued to them.
- (b) Those Corporate members who are not electronically reachable shall cast their vote by ballot only. The voting papers (Ref: para 3 above) shall be posted to those Corporate Members only by Speed / Registered Post by the BOS.

A provision for test scanning of ballots based on standard random sampling method with sample size 3% of ballots to be printed needs to be adhered to. As such 3% of the ballots have to be mandatorily test scanned (for each Divisions / Council Seat separately) by BOS prior to despatch for ensuring accurate alignment of printed ballots. Software will not allow election window to open without this test scanning. The envelope containing ballot papers etc. shall be despatched to eligible voters on their recorded address by speed post or registered post as the case may be and record of all such dispatch shall be maintained. In case of large number of such envelopes, posting be done from multiple post offices in the city.

5. The voter would be required to attach any of the identity proof document (PAN Card or Driving License or Photo ID Card issued by State / Central Govt. bearing signature or Photo ID Card of the IEI bearing signature or first page of passport bearing signature) and self attest it. In case the name in the specified document is written differently from the identity slip e.g (SURENDRA KUMAR BHAGAT Vis-a-Vis S K BHAGAT), a certificate that both names belong to same person is to be provided on the photocopy by the voter. The signature on the photocopy shall be compared with the signature on the identity slip during scrutiny.

6. The envelope containing closed ballot envelope, identity slip and signed photo copy of specified document shall be returned to the BOS by post in the Business Reply Envelope for which the postage shall be paid by the Centre. The voter, therefore, need not affix postage stamp on the envelope returning the ballot in the specified envelope issued to the voter.

7. The ballot shall be returnable in not less than 30 days from the last date of posting the ballot to voters. Duplicate ballots shall be issued against written request whenever received by convener of BOS and shall be sent on recorded addresses of the voter by speed

post or registered post as the case may be. Record of such issues shall be maintained. It should be duly marked as "DUPLICATE" on detachable identity slip.

8. The postal ballot shall be returnable by the Voters by post only and not by any other mode to the designated post box or post bag or to the Centre's address printed on the envelope. The BOS will make appropriate arrangement for proper receipt of the ballots received at the Centre's office. Use of stationery other than the stationery officially supplied by the BOS shall invalidate the same.

9. The BOS shall authorize two or more of themselves to collect envelopes containing ballots from the post office (if post box is used). The envelopes containing the ballots should be dated and numbered serially. The envelopes shall remain unopened as they are received and a record of the ballots collected each day shall be maintained. The envelopes containing voting papers returned as undelivered (collected from the post office, if applicable) shall also be numbered separately and a record kept. The final collection shall be made immediately after the last date and time specified for return of the ballots. The envelopes received at Centre or in the Post Box after closing date and the time would not be counted under any circumstances.

10. The envelope shall be lodged each day in a ballot drop box which shall be housed in a room under lock and key and shall not be accessible to any one other than the BOS and shall not be removed from the said room under any plea whatsoever and shall be in the custody of BOS. Before dropping any ballot in the ballot drop box, it shall be locked and sealed in presence of the BOS after ascertaining that it is empty. The envelopes containing the ballots should be dropped into the box through the drop slit which shall be sealed under the signature of member of BOS each time after envelopes are dropped.

11. The BOS shall, after expiry of the said 30 days and on the day designated for counting votes, open the ballot box and arrange to scrutinize the voting papers with the assistance of other Corporate Members and / or the employees as may be approved by them. Scrutiny of ballots and counting of votes shall be supervised by at least three members of BOS.

### **Scrutiny of Ballots:**

12. The BOS shall inform the candidates about date of counting of votes and shall permit the candidate or a Corporate Member as his representative duly authorized in writing to be present during counting of votes. The counting time shall be suitably finalized so as to account for the manual scrutiny of documentary proofs of voters.

13. For scrutiny, outer envelope shall be opened and inner envelope together with the identity slip of the voter and signed photo copy of specified document as mentioned in paragraph 5 above shall be sorted division-wise, rejecting all such envelopes which are found

to be irregular or defaced, tampered with or found to be interfered with unwarrantably or obliterated in any way or where the signature on the identity slip does not tally with signature on the photo copy of the specified document, or is illegible or correcting fluid has been used, to make corrections.

14. Total number of smaller envelopes shall be compared with the record of collection from the post office or received at the Centre. Any discrepancy shall be recorded and sorted out to the satisfaction of the BOS before opening smaller envelopes.

15. The identity slip and signed photocopy of the voter shall then be detached and separated out. Envelopes, containing the ballot paper would be opened division wise / council wise and the ballot papers scrutinized for any irregularity or tampering and only the valid ballots shall be scanned for counting.

16. Manual counting of votes is not permissible. Counting of the ballot division-wise shall be done through scanning. The computer connected to the scanner and loaded with the special software shall give count of votes secured by each contestant. In unlikely event of two or more ballots from the same voter, the system will reject all votes of such voter and the detail of such voter, without details of the votes cast, shall be available. During the process of mediation, the total number of ballots scanned should tally with total of number of counted ballots displayed on computer. In case of discrepancy, if any, all ballot papers should be checked by physical count and rescanned, if necessary. There is no provision of manual entry of votes in the scanned data. The result of paper ballot shall be uploaded by the BOS by using their individual log-in ID and password to the specified election site. A specified minimum number of members of BOS would be needed to log-in through their individual password in succession to upload the data.

The BOS can access the BOS Control Panel software only after they log-in with their membership number as log-in ID and a password. This password shall be made available to them by the Administrator. Before the first log-in, they will be required to change their password. BOS members have to create their own password and have to keep it strictly confidential.

### **Electronic Voting:**

17. (a) Computer auto generated log-in credentials for online voting shall be sent through the mobile / e-mail to the electronically reachable members as on 31 Mar of the year on the opening day of the election.

(b) An eligible voter visiting the Institution website [www.ieindia.org](http://www.ieindia.org) will be guided to the election portal. The voter can access the voting page of the relevant election by using log-in ID and password for voting online. The vote

cast by a voter shall be encrypted and not available to anyone. The details of the voter by his membership number shall be available in the system. The electronic voting details cannot be downloaded and vote cast is encrypted. The bio data of the contestants will be available for voters reference in the election portal, as well.

- (c) In case a voter misplaces his password or has not received it for any reasons, he can request for computer auto-generated log-in ID and password from the HOME page of the IEI election web site which can be accessed through [www.ieindia.org](http://www.ieindia.org), which shall be sent to his mobile / e-mail.
- (d) In case of members residing abroad who have registered their e-mail id, they will be provided the log-in credentials through his e-mail only.
- (e) Paper ballot shall be issued only to those members residing abroad who have not registered their e-mail id.

### **Security:**

18. A voter can use his password to vote only once and having used the password to cast his vote, the password shall become inoperable and can not be used for further voting in the same election, however, same password shall be used by the voter for all other elections for which he is eligible to vote in the year e.g. Aerospace Division of Local Centre, Aerospace Division of State Centre, Council seat of the State Centre, Aerospace Division of the Council.

19. The election Web service provider is to provide the source code under sealed cover to the Secretary and Director General for the purpose of record and safe custody. The Source Code is not to be opened and is to be kept sealed. Also a provision is to be incorporated in the software which will allow any changes whatsoever, only after simultaneous logging of two persons out of the President / The immediate Past President / Past President (depending upon their availability) and additionally the Secretary and Director General. The software is to have provision for generating an audit trail of such changes. The software is to also have feature of automatic logging out if no activity takes place for 10 minutes. After automatic logging out, re-logging by all three to access the site is to be made mandatory.

20. Voting web site shall close at 2400 hours of the date specified for return of ballot and no voting on web can be done thereafter.

### **Final counting:**

21. On uploading the count of paper ballot to voting site, the system shall integrate count of paper ballot votes and web-based votes and final result, after eliminating dual voting or duplicate paper voting by a voter, shall be available to BOS instantly. The details of duplicate

voting, shall be available to the BOS after mediation of the results without voting particulars. In the event of a tie, the BOS shall decide the result by toss of coin or by drawing lots, as per the existing proviso.

**Bio data:**

22. The Bio data of the contestant if furnished, as finalized by the BOS, shall be uploaded on the election site. This shall be available in public domain. It shall also be available for view to the voter while casting the vote on web.

23. The Bio data of the contestants shall also be published in the Centre's Newsletter. Additionally, the Bio-data as finalized by the BOS in printed sheet shall accompany the paper ballot. [Ref 3(v) above].

**Result:**

24. The BOS shall print the report on the result of the voting which shall be signed by the members of the BOS present and present the report along with connected papers to the Chairman of the Centre and forward a copy of the report to the Honorary Secretary of the Centre and also to the Secretary & Director General of the Institution for necessary action.

25. The Honorary Secretary shall immediately communicate official results of the election to the Secretary & Director General. The voting papers shall be sealed and kept by the Chairman of the Centre till 30 days after the ensuing AGM of the Centre whereafter they shall be destroyed, as per the existing proviso. The identity slips, with e-mail and mobile number written therein, shall be preserved separately and sent to HQ for updating the record of the members after expiry of the retention period of election papers before destruction.

For election to Council under Bye-law 4(a)(iii) the voting papers need to be preserved till 30 days of the Institution's AGM, whereafter they shall be destroyed. The identity slips with e-mail and mobile number written therein, preserved separately, shall be sent to HQ for updating the records of the members after expiry of the retention period of election papers, before destruction, similarly details of all the web voting shall be dealt with by the Administrator.

26. The BOS shall conduct all business of election from the premises of the Centre. In no case activities of election can be carried out from premises other than the Centre.

27. The Chairman and the Honorary Secretary in the office and the Chairman-elect and Honorary Secretary-elect shall not be members of the BOS.

28. No person shall be member of BOS for more than two consecutive elections.

29. The Chairman of the Centre, without involving himself in operational activities of the BOS, shall oversee the functioning of the BOS to ensure that the procedure is not violated inadvertently.

In case the Chairman himself is a candidate in any of the elections being conducted at the Centres of which he is the Chairman, he should not be involved in any of the activities relating to the election process at the Centre. In such case, the State/Local Centre Committee may resolve to authorize an appropriate available non-candidate corporate member preferably past Chairman to oversee the functioning of the BOS without involving himself in operational activities of the BOS.

30. The Chairman of the Centre shall apply well in advance to the postal authority for Business Reply permit to enable the BOS to prepare envelopes accordingly.

# Specification of Envelopes

The details of three envelopes for procurement/manufacture and printing for conduct of the election are as below. Please ensure that dimensions of the envelopes are not changed.

(a) **Dimensions:**

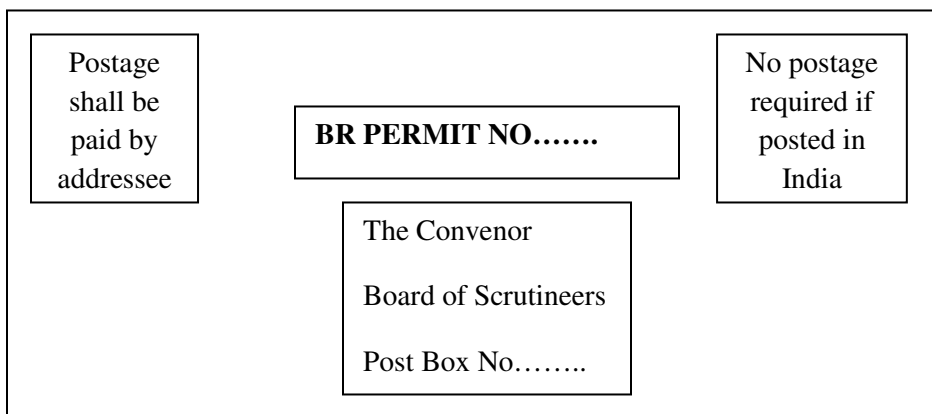
Outer Window Envelope (EV1)	:	<b>18 x 15 cm</b>
Business Reply Envelope (EV2)	:	<b>17 x 14 cm</b>
Ballot Envelope (EV3)	:	<b>16 x 13.5 cm</b>

(b) **Printing on Envelopes:**

**EV1 : Window Envelope (craft / thick paper)**

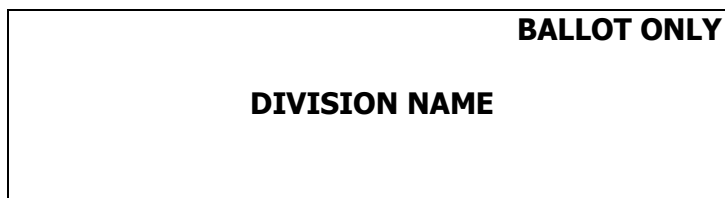
1. The address on the ballot identity slip visible from window shall act as address of addressees.
2. Senders Address on the left bottom  
 "Convenor"  
 Board of Scrutineers  
 The Institution of Engineers (India)  
 ..... Centre  
 .....

**EV2 : Business Reply Envelope (White Paper)**



**EV3 : Ballot Envelope (Blue Paper)**

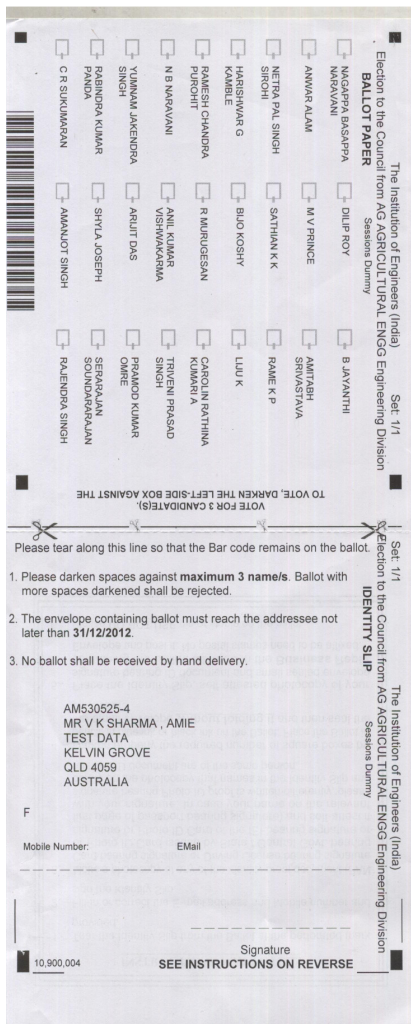
Print or Rubber Stamp, **Division Name** and "**BALLOT ONLY**", nothing else should be written / printed on this envelope. In case of election to the COUNCIL, print / rubber stamp word 'COUNCIL'.





**Sample Ballot:**

- (i) A sample of the ballot is placed below. It contains the instructions to the voters on the reverse of the ballot.
- (ii) The Ballot paper has to be printed on perfect pre-cut stationery of the specified size (11.69” X 5”), on a paper to ensure proper/accurate scanning.
- (iii) The Ballot shall be pre-printed with instructions for voters and cut mark for the identity slip, in a press, before the ballots are printed by BoS in the laser printer



**INSTRUCTIONS FOR VOTERS**

1. Tear the Identity Slip from the Ballot at the perforated mark provided.
2. Fill-in or correct the E-mail address and Mobile number and sign the Identity Slip.
3. Make a photocopy of any of the identity proof document (PAN Card bearing signature or Driving License bearing signature or Photo ID Card issued by State/Central Govt. bearing signature or Photo ID Card of the IEI bearing signature or first page of passport bearing signature) and self-attest it with your signature. In case your name on the relevant signature bearing Photo ID proof is written differently, please certify on the photocopy that names in the Identity Slip and relevant ID document are of the same person.
4. Darken properly the required number of square boxes by pencil, in blue ink or black ink on the Ballot. Place the Ballot in the small envelope **without folding it** and then seal the envelope.
5. Place the Identity Slip, self attested photocopy of your signature bearing ID document and small sealed envelope containing the Ballot, all three in the **Business Reply Envelope** and post it. No postal stamps need to be affixed.
6. Please **DO NOT USE** pin or staple on the ballot