

INDIAN ASSOCIATION OF PALLIATIVE CARE

ELECTION PROCESS

STANADRD OPRERATING PROCEDURE: V

**“Voting is the expression of our commitment to ourselves and one another”
– Sharon Salzberg**

INTRODUCTION

1. Democracy and ‘free and fair election’ are inseparable twins in any Association. The responsibility to conduct the election vests with the Management that be in power as per the provisions expressly or impliedly constituted by the byelaws of an Association. Therefore, the well-recognized position in law is that purity in the electoral process and the conduct of the elected representatives cannot be isolated from the constitutional requirements.
2. These guidelines provide guidance to help association develop good practices in electing members to their governing bodies. Wherever, the word “Association: is written; it means IAPC.

APPLICATION OF ELECTION

3. The President shall be elected at an Annual Meeting of the General Body. She/he shall remain in office for 3 years until the end of the succeeding Annual General Body Meeting at which he/she will install his/her successor.
4. Election for the post of President, Hon. Secretary, Editor in Chief of IJPC, Secretary General of APM, Chairperson of APM and members of Executive Committee will take place at the Annual General Body Meeting.
5. Co-opted, Nominated and Invited members are basically selected by the members of Executive Committee and they start functioning immediately. Therefore, approval for these members from General Body is not required; however, information about their selection will be given to the General Body in the next AGBM.

ANNOUNCEMENT AND FILING OF NOMINATION

6. The process of announcement of vacancies and filing of nominations will be as under:

- a. Hon. Secretary shall notify in the newsletter, website or otherwise, the number of vacancies in the Executive Committee to be filled at the forthcoming election to be held at the time of Annual General Body meeting.
- b. Every nomination together within the written consent of the candidate to contest the election, duly proposed and seconded by two life members, shall be sent to the Hon. Secretary from their registered email id so as to reach not later than 30 days before the date fixed for annual general body meeting each year. The Nomination Form should be fully completed in all the aspects. Copy of Nomination Form is attached as Appendix "A"
- c. The nomination can be withdrawn by the candidate before the commencement of election by a written request.
- d. No nomination will be considered if it has not reached the Hon. Secretary 30 days before the day of elections AGBM).
- e. All nominations found in order by the Executive Committee shall be placed before the General Body for election.
 - i. All Life Members shall be eligible for voting or nomination for office bearers.
 - ii. The election shall be by secret ballot with single non-transferable vote per vacancy. The Hon. Secretary shall distribute one ballot paper to each eligible member; ballot papers will be collected and scrutinized by the Election officers nominated by EC.
 - iii. Signing or initialing ballot paper by the voter will make the ballot paper invalid.
- f. In the absence of any valid nominations; the General Body shall proceed to hold the election of the office bearers from amongst those members present and eligible, if required the above mentioned process of election will be followed.
- g. The result of the election shall be announced by the Hon. Secretary before the conclusion of the Annual General Body Meeting.
- 7. Online Election:** Elections can be held "online" in certain situations that can be determined by the Executive Committee of IAPC. In this situation, the EC will select a panel of three distinguished IAPC members as Election Officers. They will regulate the whole process till declaration of results with the help of IAPC Secretariat.

ELIGIBILITY CRITERIA

- 8. President:** In the case of the Post of President of the Association the person must have an uninterrupted membership of the Association for at least **ten years** on the

date of being nominated and has attended not less than three conferences in preceding five years.

9. Hon. Secretary: For the post of Hon. Secretary the person must have an uninterrupted membership of the Association for at least **five years** on the date of being nominated.

10. Member of Executive Committee: No person can hold a post in the Executive Council or stand for election unless he/she has been a member of the Association for at least **three years** on the date of being nominated.

VACANCY OCCURRING DURING THE COURSE OF ANY YEAR

11. In the event of the vacancy occurring amongst the office bearers, viz., the President, Hon. Secretary and Hon. Treasurer and other Executive Committee members during the course of any year, the existing members of Executive Committee shall elect the office bearer or office bearers in the vacancy or vacancies and persons so elected shall hold office for the remaining period for which his predecessor would have held the office.

12. Vacancies so filled shall not exceed total three posts during the year.

VACATING THE POST

13. Office bearers shall cease to hold office:

- a. When the tenure of their office is over.
- b. By voluntary resignation.
- c. If by a resolution the General Body decides by a two third majority of its members present that such office bearer or bearers be removed from office.

TAKING OVER THE POST

14. The Editor in Chief of IJPC, Secretary General of APM and Executive Committee members will take office immediately after the AGBM.

15. The President and Hon. Secretary will function as President-Elect and Hon. Secretary-elect for one year and will take over office at the end of the AGBM held in the succeeding year.

CONCLUSION

- 16.** The proper election process allows the IAPC to better engage members, develop proper Executive Committee and leadership, embrace and utilize technology, and positively represent the organization to the public at large.
- 17.** Serving on as an Executive Committee is not just a role; it's your chance to make a tangible difference. Each EC member embarks on a unique journey guided by the IAPC bylaws, which outline the path from potential candidate to pivotal leader.

“The ballot is stronger than the bullet.”

– Abraham Lincoln

Annexure: A

(Refer Para 6 (b) of the SOP)

Indian Association of Palliative Care
Nomination Form for Election

Name of the candidate	
Post applied for	
IAPC Membership Number	
Joining Date IAPC	
Candidate's Contact Number	
Candidate's Email ID	
Name of the Proposer	
IAPC Membership Number of the Proposer	
Signature of the Proposer	
Date and Place	
Name of the Second Proposer	
IAPC Membership Number of the Second Proposer	
Signature of the Second Proposer	
Date and Place	

Indian Association of Palliative Care

Template for CV

(To be submitted along with Nomination Form)

Note:

- *Please use Font Style: Times New Roman; Font size:12 while filling in the below details*
- *Kindly limit the CV to 600 words*
- *The CV MUST NOT include any activity related photographs or any newspaper cuttings*

Name of the Candidate	
Designation	
Institution	
Educational Qualifications	
Number of Publications	
Awards/Appreciations	
Institutional Posts held in Chronological Sequence	
Work done in Palliative Care	

What will you contribute especially to the IAPC, during your tenure, if elected?	

Declaration:

If elected, I affirm that I am willing to accept this post in an honorary capacity and will discharge my duties as per the Bylaws of the IAPC, to the best of my ability. I am willing to sign the affidavit for the Charity Commissioner purpose.

The above mentioned information is true to the best of my knowledge.

- Signature of the Candidate:
- Date:
- Place:

Note:

- The scanned copy of the signed and fully completed nomination form including CV and passport size photograph to be emailed to the Secretary, IAPC, at iapcelections@gmail.com before
1. **Last date to submit online nomination:**
 2. **Last date to withdraw nomination:** One day before Election date by 5:30 pm
 3. **Election date (if needed):**
 4. Late nominations and nominations submitted to any other email address will not be accepted.
 5. Please Write to nioiapc@gmail.com for any queries.