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AIOTA ELECTIONS 2019

REF: AIOTA/EC/2019/N1

5th October 2019

Dear Members,

Greetings. General Body Meeting 2019 held at Chandigarh decided to 'Go Green' for the upcoming elections of AIOTA in order to elect the new Executive Committee for the period from **April 01, 2020 to March 31, 2024**. **AIOTA elections will be online and the entire process of election from nomination to voting and results will be accessible in the URL 'www.aiotaelection.org'**. I solicit the support and cooperation from each one of you to enable to fulfil your expectation of fair and transparent elections.

*All the 'active' life members are eligible to participate in the election process. (*active- members who registered/renewed their membership after 2004). Active Members who have updated their contact details on AIOTA website will receive this notification on their mail inbox. Voters who have not received the access credentials may write to the electionadmin@aiotaelection.org by 20th October 2019. Elections will be held for the following posts:

- | | | |
|--------------------------------------|----------|----------------|
| a. President | : | 1 Post |
| b. Vice President | : | 1 Post |
| c. Hon. Secretary | : | 1 Post |
| d. Hon. Treasurer | : | 1 Post |
| e. Executive committee Member | : | 4 posts |

Election Process:

The Process of election has commenced and is expected to be completed by end of December 2019. The Decision of Election Committee will be final and binding in all matters relating to election process.

Eligibility to contest:

Eligibility to contest for the posts is as mentioned below:

- Member of AIOTA who had completed a minimum of 3 years of uninterrupted regular membership on/or before 1st July 2019 can contest for the post of Executive Member
- Member who has served as EC member for at least two terms can only contest for the post of Vice President/Secretary/ Treasurer.
- Member who served as President/ Vice President/Secretary/Treasurer at least one term is eligible to contest for the post of President.

- d. Only those members can contest whose Membership has not been withheld/suspended, and there here been no disciplinary proceedings against the member due to any reason.
- e. Those eligible to contest, may self-nominate him/ her, but for one post only.
- f. Only those members can contest in AIOTA elections, who are not holding any position as Dean or EC member in ACOT executive Committee.
- g. Members of AIOTA residing in overseas countries will not be eligible to contest but will be eligible to participate in the voting.

Nomination Process:

- a. Members who are eligible and interested to contest should nominate him /herself by filling the nomination form for the interest post.
- b. More than one nomination by an individual will lead to rejection of all nominations at review process.
- c. Members desiring to contest for the posts, other than EC MEMBER must upload a duly signed self-declaration letter carrying the information that “He/She has served AIOTA as an E.C. Member/Office Bearer for the period (— — —to— — —)”in the election webpage.
- d. Members contesting for the post of EXECUTIVE COMMITTEE MEMBER, the member must have completed 3 years of regular membership and upload a self declaration form carrying the information that ‘He/She is a member of AIOTA since _____ and his/her membership was active for the entire previous three year period”.
- e. Nomination deemed to be complete only after Chairman, Election Committee receives a Demand draft for sum of Rupees 5000/- as election deposit in favour of All India Occupational Therapists’ Association payable at Mumbai. (Scanned copy of Demand Draft shall be uploaded as part of filing nomination in the election portal and the DD shall be sent to Dr. Lakshmanan Sethuraman, Chairman, AIOTA Elections, by courier/Speed Post).
- f. Nominations are validated by email OTP.

Review Process:

- a. Any false/incorrect /incomplete information on the Nomination Form and the Annexure/s will make the Nomination Invalid.
- b. More than one nomination at the time of review process from a member will disqualify him/her from contesting any position.
- c. Ensure the demand draft reaches the chairman, AIOTA election before 15th November 2019.
- d. All Valid nominations are notified by email with a list of nominees for the particular position.
- e. Ensure to upload copy of all the necessary documents before submitting the nomination (Profile picture, copy of a.self declaration form, b. Demand draft).

Withdrawal Process:

- a. Member may withdraw his nomination before the 5th December 2019.
- b. The deposit shall be non-refundable. In case of withdrawal of nomination, 50% of the deposit will be refunded only after the entire election process is completed. Member may write to Hon.Treasurer with his/her NEFT details for refund in case of withdrawal of nomination.
- c. Final list of contestants will be notified in the election portal by 7th December 2019.

Voting:

- a. All active life members are eligible to vote.
- b. Voting will be validated thru OTP sent to your registered mail.
- c. Members may select the appropriate nominee for voting for the posts of Office bearers.
- d. Members may select the preferential numbers for the post of Executive member in their order of 1, 2, 3 and 4.
- e. Voting process will begin on 00.00 hrs of 20th December 2019 and end by 23.59 hrs of the 29th December 2019.

Results :

Results of the election will be announced in the General body meeting 2020 by the chairman, Election committee. Results will be available on single click of a button in Chairman, Election Committee dashboard of election web portal and the same will be done during General Body Meeting by displaying the election portal using projector. Any grievances/objections should be in writing to the chairman, Election committee and the same will be addressed by the election committee transparently.

Election Schedule:

Time window for filing Nominations	1 st October to 15 th November 2019
Last date for Endorsements	15 th November 2019
Last date for receiving DD by Chairman Office	15 th November 2019
Notification of Valid Nominations	25 th November 2019
Last date for Withdrawal of nomination	5 th December 2019
Notification of final list of contestants	7 th December 2019
Timing window for Voting Process	20 th December to 29 th December 2019

Kindly route all your communications to electionadmin@aiotaelection.org.

The Cooperation of members in conducting the elections is earnestly solicited.

With Regards,

(Lakshmanan S)

Chairman, AIOTA Elections.

www.aiotaelection.org

AIOTA Elections will be accessible on the URL www.aiotaelection.org