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### **AIOA ELECTIONS 2023-24**

**REF: AIOA/EC/2023/01**

**19<sup>th</sup> September 2023**

**Dear Members,**

Greetings. In the General Body Meeting held on 4<sup>th</sup> Feb. 2023 at Chennai it was decided to continue with online election for the upcoming elections of AIOA in order to elect the new Executive Committee for the period from **April 01, 2024 to March 31, 2028**.

AIOA elections will be online and the entire process of election from 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: - Those who have registered/renewed their membership after 2008. Members who have registered in 2008 will be active member only till 31<sup>st</sup> Dec. 2023 and hence they are requested to renew their membership before Dec. 2023**). Active Members who have updated their contact details on AIOA website will receive this notification on their mail inbox. Voters who have not received the access credentials may write to the election chairperson. Elections will be held for the following posts:

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

#### **Rules and regulations**

- Maintaining confidentiality within the election committee members and the present executive members is mandatory to preserve the information discussed within the committee and the executive meetings. This will help the chairperson and the committee members to conduct the election in free and fair manner.
- There shall be no interference from any AIOA members on Election chairperson/election committee members. As the general body and the executive members of AIOA has selected the chairperson and the committee members to conduct the election without any influence from any person so it imperative to state that there should not be any kind of interference.
- Since the executive members are potential candidates who might stand as contestants in the forthcoming election, I would like to state that there shall not be any influence from any standing executive members. The executive members can give suggestions and ideas but the final decision will be taken by the chairperson/ election committee members.
- All communications should be sent to the chairperson of election committee through mail only and not through any other social media like WhatsApp etc.

- e. Election chairperson and the Committee has the right to decide and choose the vendors for the online election.
- f. Any interference or influence from any AIOTA members, that particular person/s will not be allowed to vote or contest in the election
- g. Any tampering/ disruption caused by any member of AIOTA , will not be allowed to vote or contest the election.
- h. All members of AIOTA should strictly follow the election schedule and the deadlines indicated in the election notification. No extension of time shall be given to any contestant / AIOTA members.
- i. Any kind of malpractice like giving gifts, money etc. for voting is totally prohibited, If any complaint is received from any member to the election chairperson and verified and proved correct then that particular person or the group of AIOTA members will be debarred from contesting in election or casting their vote.
- j. No AIOTA member shall contact the online website election portal developer, if they are found guilty their right to vote will be cancelled and nomination will also be cancelled.
- k. Election campaign should not be done through the AIOTA/ Branch official website.

#### **Election Process:**

The Process of election will commence with code of contact effective from September 2023 and will end in Jan 20<sup>th</sup> 2024 in General body meeting. 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:

- a. Member of AIOTA who had completed a minimum of 3 years of uninterrupted regular membership on/or before May 2023 can contest for the post of ExecutiveMember
- b. Member who has served as EC member for at least two terms can only contest for the post of Vice President/Secretary/ Treasurer.
- c. Member who served as President/ Vice President/Secretary/Treasurer for 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. Active 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 /her 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.

Nomination deemed to be complete only after Chairperson, Election Committee receives a copy of sum of Rupees 5000/- as election deposit through NEFT, RTGS/IMPS to **'All India Occupational Therapists' Association** payable at Mumbai. Name of Bank: Central Bank of India, Branch: Mumbai central , Mumbai, Account number: 1026942763, IFSC code: CBIN0280601 (Scanned copy of prof of deposit should be submitted to **Dr. Suresh Devaraj, Chairperson, AIOTA Elections, through email id: aiotaelectionchairperson23@gmail.com**

c. Nominations are validated by email.

#### **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 Prof of NEFT/ RTGS/ IMPS reaches the Chairperson, AIOTA Election before **October 4<sup>th</sup> 2023** through email.
- 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, **AIOTA membership certificate and deposit proof of amount** through NEFT/ RTGS/IMPS).

#### **Withdrawal Process:**

- a. All the nominees will have withdrawal option under nomination section. Member may withdraw his nomination before the **26<sup>th</sup> October 2023**. Withdrawal letter should be sent to the Election chairperson mail id only.
- 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/RTGS/IMPS details for refund in case of withdrawal of nomination.
- c. Final list of contestants will be notified in the election portal by **1<sup>st</sup> November 2023**.

#### **Voting:**

- a. All active life members are eligible to vote.
- b. Voting will be validated through OTP sent to **your registered mail**.
- c. Members may select the appropriate nominee for voting for the posts of Office bearers.
- d. It is desired that the Members should 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 6<sup>th</sup> Jan.2024 and end by 23.59 hrs. of the 14<sup>th</sup> Jan. 2024.

#### **Results:**

Results of the election will be announced in the General Body Meeting-2024 by the Chairperson, Election committee. Results will be available on single click of a button in Chairperson, 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 Chairperson, Election committee and the same will be addressed by the election committee transparently.

**Election Schedule:**

Online Election notification	September 19 <sup>th</sup> 2023
Time window for filing Nominations	19 <sup>th</sup> Sep. to 4 <sup>th</sup> October
Last date for receiving NEFT/RTGS/IMPS	October 4 <sup>th</sup> 2023
Notification of Valid Nominations	October 13 <sup>th</sup> 2023
Last date for Withdrawal of nomination	26 <sup>th</sup> October 2023
Notification of final list of contestants	1 <sup>st</sup> Nov. 2023
Timing window for Voting Process	6 <sup>th</sup> Jan to 14 <sup>th</sup> Jan 2024

Kindly route all your communications to the election chairperson through mail. The cooperation of all AIOTA members in conducting the elections is earnestly solicited.

With Regards,

**Dr.Suresh Devaraj**  
Election Chairperson,  
AIOTA Elections 2023-24  
[www.aiotaelection.org](http://www.aiotaelection.org)

AIOTA Elections will be accessible on the URL [www.aiotaelection.org](http://www.aiotaelection.org).