

## **Answers to FAQ regarding the Election of IIA for the Term 2015-2017.**

**Point 1** – 5 nos Executive Committee members as per IIA Bye Laws or 10 nos?

Since eligibility criteria for the office bearers is ONE term on EC as a Member, it has been a practice to elect 10 members on EC so as to train & make a team of future Office Bearers ready. Hence, min 5 are mandatory but 10 are allowed to be elected.

**Point 2** - Only President & Vice President of National Council have to be FELLOW of IIA. Valid Associate membership is acceptable for ALL other posts.

**Point 3** - The 1st AGM for National, Chapter, Centre & Sub.Centre level can be held ANY time within a month AFTER 4th of July as per own convenience and jurisdiction.

**Point 4** - For election of Office Bearers, except for Jt Secretary post - where TWO Nominations are required, - for All other posts only ONE Nomination to be made. This is applicable to National, Chapter, Center & Sub.Centre elections.

**Point 5** - Valid & up-to-date e-Mail IDs of Members have been compiled & Verified in the E-election software program ONLY for the election process. These cannot be shared to ensure absolute secrecy of voters identity- Plus, they may be used for commercial marketing purpose.

**Point 6** - Form IV in JIIA is printed as a Mandatory requirement. So the declaration and its DATE is ONLY for JIIA. The Newsletter is NOT a part of JIIA but is merely inserted later and circulated with the JIIA issue to save double postage costs.

**Point 7** - The decision of e-election & its schedule was made in earlier meeting of Office Bearers on 19-2-2015 and thereafter endorsed in the Council meeting at Hubli on 20-2-2015. The final schedule was therefore only ratified & confirmed in the Council meeting at Goa on 17-4-2015.

**Point 8** - NO individual queries to be addressed by correspondence. To maintain transparency and fairness in the e-election process, all replies to queries will be posted on IIA website as FAQs for ALL members.

**Point 8 – A** : With an objective of maintaining absolute fairness and transparency in the election process, NO information has been provided individually to any Member or Candidate, since it has been decided to post replies to ALL Queries on the IIA website only. Accordingly, the complete List of Eligible voters has been posted on the IIA Website for the information of ALL Members.

**Point 9** - The e-election software allows MAXIMUM votes to be cast by a member in each category. But members MAY choose to cast lesser votes.

**Point 10**- It is recommended to log-in from any updated Web Browser - like Google Chrome, Mozilla Firefox or Safari. Log-in from Internet Explorer browser is NOT recommended in the e-election process.

**Point 11** - IIA members who has paid their subscription fees up to 2014-2015 on or before 31st March 2015 are eligible voters for the IIA election for the term 2015-2017.

**Point 12** - IIA members who has paid their subscription fees up to 2015-2016 on or before 31st March 2015 are eligible to contest for the IIA election for the term 2015-2017. (The same applies to the Proposer and Secunder also)

**Point 13** - In the larger interest of maintaining absolute fairness and transparency in the election process, the COMPLETE LIST of ALL eligible voters has been posted on the IIA Website for benefit of IIA Members.

**Point 14** - " The REVISED schedule ( Revised on account of the technical requirement of the EVS - e-Voting System) for Voting ONLINE is as follows :

Electronic Ballots will be OPEN to all valid members for casting of votes from 0000 hours (Midnight) of 28th June 2015, TO 2400 hours (Midnight) of 30 June 2015.

The extended time from 1700 hours to 2400 hours on 30 June, 2015 has been approved by the Scrutineers in the interest of enabling maximum voting by IIA Members in the Election process.

The detailed procedure for Voting has been posted on the IIA Website. To download the PDF information file CLICK on the following web-link :

<https://www.indianinstituteofarchitects.com/img/announcement/process.pdf>

**Point 15** - " Further to the NOTICE posted on the IIA Website inviting Nominations from Members for Election as IIA representative on the Council of Architecture, New Delhi, the following clarifications are provided in response to queries received :

Only ONE candidate from each of the Five Regions of IIA (Eastern, Western, Northern, Southern and Central ) will be nominated as IIA representative on the Council of Architecture.

Nominations will be considered as valid ONLY if the Candidate, the Proposer and the Secunder are valid paid-up members of IIA **upto the year 2018**, or valid Lifetime Members.

The Last date for receipt of Nominations being 27 June, 2015, Candidates, Proposers and Seconders may pay their subscriptions upto the year 2018, ONLY by 5.00 pm on 27th June 2015 in the IIA HQ in Mumbai ( by Cash, DD, Pay-Order or A/c Payee Cheque).

Members in ANY arrears of payment to IIA will NOT be eligible to Contest, Nominate, Propose, Second or even Vote in the Elections.

In the interest of absolute fairness and transparency in process, responses to all Queries in respect of the Elections will be posted on the IIA Website FAQs ONLY, and NO direct correspondence will be made with any candidate or member by the Scrutineers or IIA-HO. "

**Point 16** - If TWO or more valid Members have registered with the SAME e-Mail address ( as a shared e-Mail ID of Family or Firm ) ONLY ONE Ballot will be posted by the EVS, and ONLY ONE Member will be able to submit his/her Vote on the e-Mail ID. ( It had been duly declared earlier during the registration & verification of e-Mail IDs, that ONE e-Mail ID PER Member must be registered with the IIA-HO for the election process.) However, in such cases members can send separate email id per member along with the membership number on or before 25<sup>th</sup> June 2015 up to 5.00 PM.

Ballots for the National Council elections, Chapter elections and Center & Sub-Center Elections are being mailed separately in batches as per technical limitations of the e-Voting system. ALL Members will receive all the respective e-Ballots in their registered e-Mail inbox by the dates open for Voting. THREE days ( 72 hours ) have been provided from 28th to 30th June for voting in all three categories.

As per established procedure, Members who are deceased are removed from the IIA-HO records only after receiving – by letter from the respective Chapter Chairman - a confirmed communication of their demise. Homage is paid to such departed members in the immediate meeting of the National Council. If such communication has NOT been received by IIA-HO, the Member will continue remain on the valid Members list if his arrears and dues are up-to-date as per rule. Posting of e-Ballots to such deceased members will be withheld ONLY IF confirmation of their demise is received by IIA-HO before the first date of voting.

If any member is incorrectly registered in the IIA-HO records with a different Chapter or Center, or has migrated / transferred his membership to another Chapter or Center, appropriate change will be made upon confirmation and receipt of details by letter.

**Point 17** - In response to few queries received it is clarified that e-Ballots for IIA National, Chapters & Centres elections have been emailed from 26th June 2015 ONLY to ensure that all members receive them before the declared dates of voting from 28th to 30th June, 2015.

As the e-Mailing is system generated in large volumes, some mails may be received immediately while others may be delivered by the system server in 24 to 48 hours. Voting may therefore, be done any time before midnight of 30th June, 2015, after which, the system will not accept any votes, as per schedule.

Since, only one vote per member is acceptable, all votes received by the closing date will be considered as Valid.

**Point 18** - In response to several queries, the following clarification in respect of the counting of POSTAL Ballots is posted below for all IIA Members -

a) In the original notification of elections 3 separate days (1st to 3rd July ) were kept for counting of the Postal Ballots - assuming a large volume of votes which were then expected from 18 Chapters, and 55 Centers, in addition to the National election. Since over 50 % Centers & Chapters were unanimously chosen, the volume of Postal Ballots sent was quite small (2962). The number of Postal Ballots received was even less (only 872). Hence 3 days were evidently NOT required for counting of postal ballots - as anticipated earlier.

b) Upon opening the Ballot box to count the Center votes, it was seen that the remaining counting could be done in continuation in the day. It was therefore decided by the Scrutineers to begin counting of all Postal votes in view of a request from all. This request was accepted for convenience, and counting of Center Votes commenced in the presence of authorized representatives of a few candidates.

c) However, since an objection was raised by some candidates against pre-poning the counting activity, it was immediately STOPPED and only the counting of Centre votes was completed as per declared schedule on the 1st day. The

d) All remaining Postal Ballots were then duly sealed in the presence of witnesses and kept in custody of the scrutineers to maintain fairness and transparency in the election process.

e) The remaining Postal Ballots will, therefore, be opened and counted as per declared schedule on 2nd & 3rd July, with due respect to objections received from a few candidates. The counting process, therefore, is being completed as per the schedule.

f) It should be noted that this whole issue is ONLY in respect of the few POSTAL Ballots received. The main bulk of E-Ballots have NOT yet been opened or seen by the scrutineers. These will be accessed as per declared schedule on the respective days.

g) It may also be noted that the election process is being conducted and monitored by three impartial senior Fellows of IIA in good faith. It is our sincere endeavor to maintain and assure absolute transparency and fairness in this election to all members. Co-operation of all IIA members is, therefore, solicited in the larger interest of our Institute.

**POINT 19 - NOTIFICATION TO MEMBERS REGARDING ELECTION OF FIVE IIA REPRESENTATIVES TO THE COUNCIL OF ARCHITECTURE.**

a) The process of Nomination, Scrutiny of eligibility, Withdrawals and finalisation of candidates for the election of five representatives to the Council of Architecture has been carried out as per Schedule, and the final region-wise list of eligible candidates has been posted on the IIA Website for information of all members.

b) All IIA Members eligible for voting as per list posted on the IIA Website may vote for their choice of candidate contesting from their respective Region. Only ONE candidate is to be elected from each of the five regions. Only one vote per member can be cast in the electronic voting system and in the postal ballots.

c) Members may cast their vote by clicking on the on the LINK received in their registered e-mail inbox and logging into their account. The procedure for log-in and voting shall be as per the IIA Election process and the Manual of Procedure posted on the IIA Website, except that only ONE vote is to be cast in the Region.

d) Links to the e-Ballots and mailing of postal ballots is being commenced from 13th July, 2015, as per Schedule, so as to enable voting from 27th to 29th July, 2015. Postal ballots must be received in the Region-wise Ballot Boxes in IIA-HO at Mumbai upto 17.00 hours on 29th July, 2015 as per declared schedule.

e) As clarified in Point No.17 in response to FAQs posted earlier, mailing of the Links to members in the electronic voting system will also commence after 13th July 2015, as per declared schedule, so as to ensure that ALL members receive the voting Link before the scheduled dates of voting from 27th to 29th July, 2015.

However, since the e-Mailing is system generated, region wise, in large volumes, some Members may receive the e-mails immediately, while others may be delivered by the system server in few days. Voting may, therefore, be done by Members any time after receiving the link in their mailbox, but positively before midnight of 29th July, 2015, after which, the system will not accept any votes. The extended time from 1700 hours to 2400 hours on 29th July, 2015 for electronic voting has been approved by the Scrutineers in the interest of enabling voting by maximum IIA Members in the Election process. Since, only one vote per member is admissible by the system, all votes received by the closing date will be considered as Valid.

- f)** Postal Ballots will be opened in the IIA Head Office, as per Schedule, at 1100 hours on 30 July, 2015 for scrutiny and counting. Candidates who wish to remain present at the time of opening, or any official representative of any Candidate duly authorised by a Letter of Authority, should inform IIA, by Letter or e-Mail and confirm their attendance before 29th July, 2015. From each of the five Regions, ONLY the contesting candidates, OR one authorised representative per candidate shall be allowed to remain present, as observers, during the process.
- g)** The decisions of the Election Scrutineers shall be final and binding in all matters.