

THE INDIAN INSTITUTE OF ARCHITECTS

On-Line E-election Process
Manual for Members

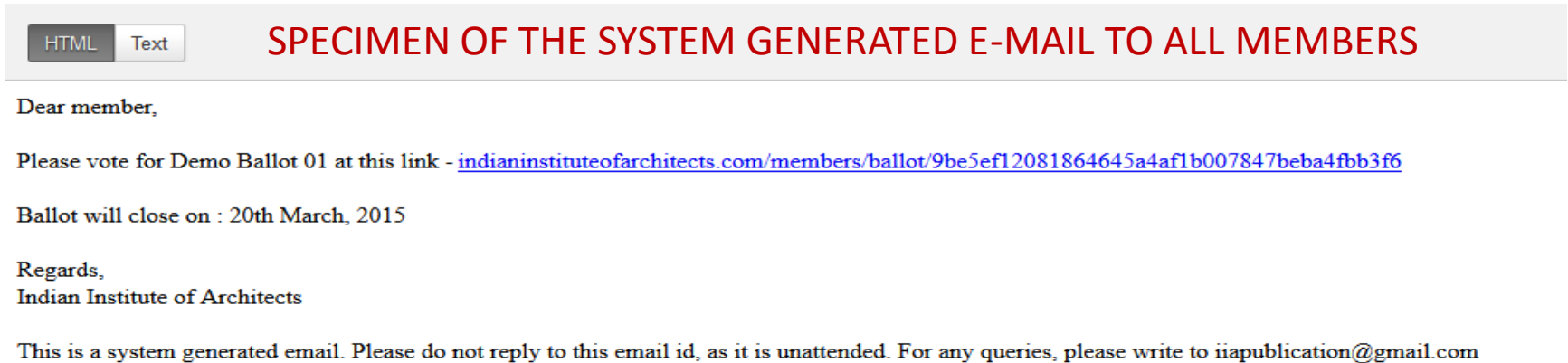
OUTLINE OF PROCEDURE

- Election of the President, Office Bearers and the National Council Members of IIA, and the Chairpersons, Office Bearers and Executive Committee Members of all Chapters, Centres, and Sub-Centres for 2015-2017 will be carried out by Online Electronic Voting System (EVS) by all valid members of the Institute from 28 to 30 June, 2015.
- Each valid Member will get ONE electronic Ballot paper by e-Mail to Vote for the candidates of his/her choice in their respective Center, Chapter and the National Council.
- The Election process will be completely automated to ensure absolute fairness and transparency, and only ONE Vote per member in each election will be registered in the EVS.
- The following instructions are provided as a Manual of Procedure for all Members to follow for successfully voting for the candidates of their choice in the election process.

PREAMBLE

- The Initial process of the EVS will identify, verify and register e-Mail addresses of all valid members of IIA and publish the List on the secure Website of the Institute : <https://www.indianinstituteofarchitects.com>
- The second process will invite Nominations of candidates desirous of contesting in the election for various posts in the Centre, Chapter and the National Council. After the date declared for withdrawal of nominations, and after scrutiny of the remaining Nominations, the final Lists of all valid and eligible candidates will be declared and published on the secure Website of the Institute.
- Upon finalisation of the Lists of Candidates for all posts in the Center, Chapter and National Council elections, the back-end automated system of the Electronic Voting System will :
 - 1) **Generate the Electronic e-Ballots**, and e-Mail them to all valid Members, *and*
 - 2) **Activate the e-Ballot** on dates declared for Voting (28–30 June, 2015)
- As soon as the Ballots are activated, the back-end electronic system will alert all members for voting by generation of an automated e-mail.

A demonstration of process is given in the following slides **ONLY** as an **EXAMPLE** :



The E-Mail alerting and informing each member to vote, as shown above, will provide a LINK to click and open the Ballot

NOTE : Please IGNORE the Names or Dates given in the above specimen as they are for demonstration / example purpose only.

STEP No.1

- On receiving the e-mail, the member should CLICK on the highlighted LINK to open the Ballot :

Dear member,

Please vote for Demo Ballot 01 at this link - indianinstituteofarchitects.com/members/ballot/9be5ef12081864645a4af1b007847beba4fbb3f6

Ballot will close on : 20th March, 2015

- The link will open up in the Web-Browser, taking the member to the Log-in page on the IIA website : <https://www.indianinstituteofarchitects.com/>
- The Ballot is opened for voting only after Log-In by the Member using his e-Mail ID and Password.

The IIA website Log-In page

<https://www.indianinstituteofarchitects.com>



Please login

The login form contains a grey silhouette icon for a user profile. Below it are two input fields: 'Email Id' and 'Password'. A link for 'Forgot Password?' is positioned below the password field. At the bottom are two blue buttons labeled 'LOGIN' and 'CLEAR'.

Enter your **e-Mail ID** here →

← Enter your **Password** here

Click on **LOGIN** for access →



STEP No.2

- The member must enter their **USERNAME** and **PASSWORD** in order to access the Ballot for voting.
- The UserName of the Member is the official valid e-Mail address registered with the IIA Head office.
- The Password, initially, is SYSTEM generated, but can be later changed to a personal secure one.
- If the password has not been generated earlier, click on '**Forgot Password**' and then, Click on "**YES**" to the query – '*Do you want to reset your password and send it via e-Mail ?*'
- Open your e-Mail Inbox after some time – You will receive the first system generated password. Use this to Log-In with your e-mail ID.
- If you wish, You **may** change the password by Logging-In on the IIA Website with the first system generated password received in your e-mail inbox. Then, go to Members Directory -> My Profile -> Edit Profile -> Scroll down to Change Password -> Enter current Password -> Enter NEW Password -> RE-Enter the NEW Password -> Click on SUBMIT -> Save and Exit.
- **Once a member enters the correct Username and Password, the Ballot page will be displayed.**

SPECIMEN OF THE BALLOT PAGE



Demo Ballot 01

Vice President

- Ravindra Nanjee Dalvi, Mumbai Ganesh Laxman Kulkarni, Mumbai

Secretary (Choose 2 Candidates)

- Joseph Francis Dsouza, Mumbai Purushottam Vithal Gad, Hehangir Kaikhuroo Gora, Darjeeling
 Dwarika Nath Dhar, New delhi Joseph Dos Remedios, Mumbai

Council Members (Choose 10 Candidates)

- | | | |
|--|---|--|
| <input type="checkbox"/> Elizabeth Ghuman, | <input type="checkbox"/> Anant D. Mathure, Mumbai | <input type="checkbox"/> Madhukar S. Mhatre, Mumbai |
| <input type="checkbox"/> Bipinchandra Jagannath Shilpi, Thane | <input type="checkbox"/> Dattatraya Raghunath Parandekar, Patna | <input type="checkbox"/> Amir Cassamally Jairazbhoy, Bangalore |
| <input type="checkbox"/> Radhakrishan Ghanshamdas Chawla, Mumbai | <input type="checkbox"/> Minocher Jehangir Balsara, Mumbai | <input type="checkbox"/> Vithal D. Pisolakar, |
| <input type="checkbox"/> Indra Rai, New delhi | <input type="checkbox"/> Baaqer Shirali, Mumbai | <input type="checkbox"/> Lavina Leah Mody, Mumbai |
| <input type="checkbox"/> Manohar Ramchandra Warekar, New delhi | <input type="checkbox"/> Sharad Keshavrao Chudekar, Mumbai | <input type="checkbox"/> Bhalchandra Damodar Kshirsagar, New delhi |
| <input type="checkbox"/> George Henry Franklin, | <input type="checkbox"/> Keshav J. Pansare, Mumbai | <input type="checkbox"/> Rameshchandra Mahadeo Pradhan, New delhi |
| | <input type="checkbox"/> Dagdoo Savala Ram Bhonsale, | <input type="checkbox"/> Burjor Manchersha Bilimoria, |

Cast your vote!



STEP No.3 – Example-1

- Upon opening the ballot page, the member must read the instructions, and then cast his votes :
- Example :

Vice President _____ OW

Ravindra Nanjee Dalvi, Mumbai

Ganesh Laxman Kulkarni, Mumbai

NOTE : *Please **IGNORE** the Names or Dates given in the above specimen as they are for demonstration / example purpose only.*

STEP No.3 – Example-2

- Example

- To vote for ‘Dwarikanath’ and ‘Purushottam’ for the 2 Secretary posts, click on selection next to their names.

Secretary (Choose 2 Candidates)

Joseph Francis Dsouza, Mumbai

Purushottam Vithal Gad,

Hehangir Kaikhuroo Gora, Darjeeling

Dwarika Nath Dhar, New delhi

Joseph Dos Remedios, Mumbai

- And so on, till selection is done for all posts in the ballot.

NOTE : Please **IGNORE** the Names or Dates given in the above specimen as they are for demonstration / example purpose only.

STEP No.3 – **IMPORTANT**

- Once all the selections are done, CLICK on the “**CAST YOUR VOTE**” Button at the bottom of the page.



Please NOTE that once you Click on this Button your VOTE is Locked and Sealed and cannot be changed.

SUBMIT YOUR VOTE - YOUR RIGHT TO VOTE WILL BE EXERCISED - BUT YOUR IDENTITY WILL REMAIN UNDISCLOSED IN THE ELECTRONIC VOTING SYSTEM

IN CONCLUSION – PLEASE NOTE

- The Electronic Voting System has been thoroughly checked and verified for secrecy and is assured to be completely secure. All active and valid Members of the Institute are eligible to vote on-line through their own individual e-Mail IDs registered with IIA, in the procedure outlined above.
- Any queries in respect of the elections should be addressed to The CEO, IIA Head office, on the following e-Mail ID : iiapublication@gmail.com .
- Responses and clarifications, however, will be duly posted, for the benefit of ALL Members, **ONLY on the IIA Website** – in FAQs available for downloading at the following LINK : https://www.indianinstituteofarchitects.com/img/announcement/answers_to_faq.pdf .
- **NO individual correspondence will be made with any candidate or member** in the interest of absolute fairness and transparency in the conduct of the Elections.