

ELECTION BYE-LAWS

(As amended by the Executive Council in its
meeting held on 20th September, 2011)

2011



INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
Indraprastha Estate, Ring Road, New Delhi-110002

ELECTION BYE-LAWS

(Made by the Executive Council in its meeting held on the 10th January 1955 and as amended in its meetings held on the 7th December 1957, the 23rd April 1960, the 11th March 1962, the 26th February 1976, the 31st March 1978, the 13th January 1990, the 24th January 1991, the 17th October 1995, 4th April 1998, the 23rd March 2002, 10th September 2010 & 20th September 2011)

I. GENERAL

1. **Definitions :** (1) in these Bye-laws, unless the context otherwise requires :

- (a) 'the Electoral Roll' means the Electoral Roll maintained under these Bye-laws;
- (b) 'Member' means a member of the General Body of the Institute entitled to vote and includes a representative of the Corporate Member entitled to vote; and
- (c) 'the Rules' means the Rules of the Institute, for the time being in force.
- (d) 'the Returning Officer' means the Director of the Institute.

(2) All other expressions used in these Bye-laws shall have the same respective meanings as in the Rules.

2. **Electoral Roll :** The Director shall maintain an Electoral Roll of members entitled under the Rules and these Bye-laws to vote at the various elections of the Institute.

II. ELECTION OF THE PRESIDENT

3. (1) Any member present at the meeting of the general body in which the President of the Institute is to be elected may propose at the meeting any other member to be President of the Institute and such a proposal shall be considered at the meeting, if it is seconded by another member present at the meeting.

(2) If only one member is duly proposed and seconded at the meeting to be the President, such member shall be declared to have been elected as the President.

(3) If two or more members are duly proposed and seconded at the meeting to be the President the members present at the meeting shall elect one of them to be the President.

(4) The election shall be by show of hands of the members present and the decision of the person presiding at the meeting as regards the result of the election shall be final.

III. ELECTION OF THE CHAIRMAN

3A. Election of the Chairman of the Institute shall be held in the first meeting of the Executive Council convened after the Annual Meeting of the General Body from among the members of the General Body referred to in Rule 9(a) of the Rules.

IV. ELECTION OF VICE-PRESIDENTS

4. (1) Election of the Vice-Presidents of the Institute shall be held in a meeting of the members referred to in clause (i), (ii), (iv), (v) and (vi) of sub-rule (1) of Rule 13 of the Rules convened by the Director in this behalf.

(2) Any member present at the meeting may propose not more than two other members to be Vice-Presidents of the Institute.

(3) The procedure for election of the Vice-Presidents shall be such as may be determined by the person presiding at the meeting and the decision of such person as regards the result of the election shall be final.

V. ELECTION OF TWENTY MEMBERS OF THE EXECUTIVE COUNCIL, AFTER EVERY FOUR YEARS, UNDER RULE 14 AND 30 OF THE RULES

5. (1) Starting with the year 2004, every four years, Election Notice and other related information will be communicated to the

members entitled to vote under the Rules and the Election Bye-laws through the May Issue of the IIPA Monthly Newsletter.

- (i) requiring the member, if he is desirous of seeking election to the Executive Council, to return the Nomination Paper, with the nomination duly made in his favour in accordance with Rule 14(3) and (6) of the Rules and enclosing a Bank draft or cash receipt for Rs. 500 as refundable deposit, by registered post or Speed Post or through recognised couriers, (superscribing on the cover "Nomination Paper for Election to IIPA Executive Council") so as to reach the Director on or before the 20th day of July of that year or next working day if 20th July is a closed holiday for the Institute; any nomination paper delivered in any other manner shall be treated as invalid; and
- (ii) stating the time and place for opening of the nomination papers, displaying the list of nominations on the Notice Board, scrutiny of the Nomination Papers and date of withdrawal of nominations.

The Election Schedule shall also be prominently displayed at all the Regional and Local Branches of the Institute.

Members interested in contesting the election may obtain from the Director (Returning Officer) of the Institute, the Election Notification and the Nomination Paper in Form 1 and 2 set out in the schedule. They could also use the Proforma of the Nomination Paper given in the May Issue of the Newsletter.

- (2) (a) The Director shall be the Returning Officer for conduct of the election to the Executive Council and shall oversee all the election related activities, viz., opening of nomination papers, their scrutiny, counting of votes and declaration of result.
 - (b) He may delegate any of his powers as Returning Officer to any officer of the Institute.
 - (c) The Chairman may appoint one or more persons to act as observer(s) for the activities mentioned at (a) above.
- (3) The Nomination Papers shall be scrutinised by the Returning Officer, at the time and place as specified in the Election Notice.

(4) A candidate, or any person holding his authorisation in this behalf, shall be entitled to be present at such opening/scrutiny of Nomination Papers.

(5) Any Nomination Paper which does not comply with the requirements of Rules or of these Bye-laws shall be rejected as invalid. The decision of the Returning Officer, as regards the validity or otherwise of the Nomination Paper(s) shall be final.

(6) Any candidate who wishes to withdraw his nomination may do so by a letter to reach the Returning Officer on or before 25th day of July of that year or the next working day if 25th July is a closed holiday for the Institute.

(7). If the number of candidates validly nominated exceeds the number prescribed in Rule 14(1) of the Rules, the Returning Officer shall, on or before the 12th day of August of that year, send to every voter, *i.e.*, the member whose name is mentioned in the Electoral Roll maintained under Bye-law 2 :

- (a) a voting paper in Form-3 (in the schedule) containing twenty blank columns corresponding to the number of seats to be filled through election, for recording preference of voter by writing in his/her own hand the name(s) of candidate(s); accompanied by a list of candidates setting out their names, addresses and serial numbers;
- (b) a smaller cover bearing the words: "Indian Institute of Public Administration — Election of Members of the Executive Council 20____ 20____".
- (c) a bigger cover on which shall be provided space for recording the serial number of voter on the Electoral Roll, his membership number, name and signature, place of posting the envelope (in capital letters) and printed address of the Returning Officer.
- (d) instructions for recording the vote and returning the voting paper; and
- (e) intimation of the time and place of the counting of votes.

Note : The serial number on the Electoral Roll as well as the membership number of the voter shall be mentioned on the address label affixed on the May Issue of IIPA Newsletter.

(8) A member referred to in Bye-law 5(1) may record his vote for candidate not more than the number of members to be elected and return the voting paper by post (postage prepaid by the Institute) so as to reach the Returning Officer on or before 5.30 p.m. of the 15th day of September of that year or on the next working day if 15th September is a closed holiday for the Institute. The voting shall be only by postal ballot and no other form of receipt of votes shall be permitted. The voter shall indicate at the bottom of the voting paper in words and in figures the number of votes recorded by him/her in favour of candidates whose names appear in the candidate list. The Voting Paper shall be rejected as invalid if this information is not given.

It will be illegal and improper to give the voting paper to any other person and it should be posted as per prescribed procedure stated above.

(9) The votes shall be counted at the specified time and place under the supervision of the Returning Officer and in the presence of such candidates or their authorised representative as may like to be present during the counting of votes, holding authorisation in Form-4 (in the Schedule).

(10) A voting paper shall be invalid if it cannot be determined for which candidate or candidates the vote is recorded or if any mark is placed on the voting paper by the member by which he may be identified or if the vote is recorded for more candidates than the number of members to be elected.

(11) In case of equality of votes, the Returning Officer shall determine by lot which candidate(s) shall be declared to have been elected. The decision of the Returning Officer, as regards the result of the election shall be final.

(12) The Returning Officer shall ordinarily send the election papers to the members entitled to vote to their addresses as in the Institute's records by Registered post.*

(13) No request for issue of Duplicate Ballot Paper be entertained.

(14) Every candidate seeking election to the Executive Council shall make a refundable deposit of Rs. 500 by demand draft or cash which will be refunded to him, if he polls at least one-tenth of the total votes cast. The demand draft or in case of payment by cash, the

*Amended by EC in its meeting held on 20.9.11.

cash receipt obtained from the office of the Institute at New Delhi, should be enclosed with the nomination paper.

(15) Any candidate who wishes his bio-data to be circulated by the Institute should restrict it to 350 words, which may include his name, date of birth, educational qualifications, association with IIPA, personal background and accomplishments, and contribution made for the development of Public Administration as a profession/discipline. Only such bio-data which does not exceed 350 words and is received alongwith the nomination paper within the stipulated date will be published by the Institute and circulated to the voters. Bio-data exceeding 350 words or received later will not be published or circulated. The responsibility of the factual accuracy of the information so furnished will be that of the members contesting the election.

(16) No appeal/canvassing individually or collectively by candidates in any form or appeal by any office bearer of the Regional or Local Branch soliciting support for any candidate(s) shall be made.

(17) Use of any official seal, monogram or letterheads (including those of IIPA and its Regional/Local Branches), pamphlets or any other documents for purpose of canvassing or seeking votes by the candidates will also be considered unethical and may lead to disqualification.

(18) Any candidate who wilfully and knowingly gives false and misleading information in his bio-data as circulated through the Institute, will be liable for disqualification.

(19) The following acts shall be deemed to be malpractices, unethical, undesirable and a breach of the Rules of the Institute and shall lead to disqualification, suspension or even cancellation of membership :

- (i) Joint appeal/canvassing by candidates in any form.
- (ii) Appeal by any office bearer of the Regional or Local Branch soliciting support for any candidate.
- (iii) Use of any official seal, monogram or letter heads (including those of IIPA and its Regional/Local branches), or any other official documents for purpose of canvassing or seeking votes.

- (iv) Giving wilfully and knowingly false or misleading information in his bio-data as circulated through the Institute or otherwise.
 - (v) Extending inducement, threat or promise to secure votes.
 - (vi) Vilification of any other candidate or acting in a manner which is prejudicial to the interest of the Institute or brings down its dignity.
 - (vii) Any member found indulging in unethical practices referred to in Rule 19 (i) to (vi) shall be debarred from voting for a period of eight years. Any contestant found indulging in malpractices shall be debarred from contesting all future elections to the Executive Council of the Institute.
- (20) (1) A complaint alleging any violation of the Election Byelaws or indulging in any malpractices may be made by a member to the Director within 45 days of the announcement of the result to the Executive Council.
- (2) On receipt of such a complaint, the Director shall conduct a preliminary enquiry into the matter. In case it is found that a *prima facie* case has been established, he shall refer it to a three-member Committee appointed by the Chairman of the Institute in this behalf.
- (3) The Committee so appointed shall, after giving adequate opportunity to the petitioner, the concerned candidate and others of being heard, shall submit its report to the Executive Council.
- (4) The Executive Council shall consider the matter and take appropriate decision. The decision of the Executive Council in such matters shall be final.

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

RULES 14 AND 30

RULE 14. Election & Cooption of Members (referred to in Rule 13 (I) (i) to (iv))

(1) Members of the Institute shall elect from amongst themselves twenty members of the Executive Council, once in a period of four years, who shall co-opt the remaining eight members of the Executive Council provided that no member who has contested election and lost shall be co-opted to the Executive Council for that term. The co-option and constitution of Committees of the Executive Council shall take place at the Meeting referred to in Rule 9 (a) or at a subsequent meeting of the Executive Council to be convened as soon, thereafter as possible.

Provided that, no election will be held in the year 2002 and henceforth, from the year 2004, elections to the Executive Council shall be held once in four years to elect all the twenty members. As a transitory measure, co-option against the resultant ten vacancies arising in the year 2002 shall be made by the Chairman, IIPA for a period of two years from among the Chairmen of such Regional Branches as are not adequately represented in the present Executive Council. Some representation may also be given to Local Branches.

(2) Of the twentyeight members of the Executive Council referred to in *Rule 13(1) (i) to (vi)*, and elected or co-opted as provided in clause 1 of this Rule, three shall be from among the members of the Academic Staff of the Institute (two from among Professors and one from Readers/ Lecturers) to be elected from among themselves. The academic staff so co-opted shall have put in at least five years of service in the Institute. Of the remaining five co-opted members of the Executive Council three shall be Secretaries to the Government of India. (Procedure for election of the Academic Staff is prescribed at Annexure I).

(3) No member shall be eligible for election as a member of the Executive Council, unless he is nominated by at least two Members and unless such nominations are received by the Director on or before the prescribed date and in the prescribed manner.

(i) While the Institute employees as members of IIPA Society shall have other rights, they shall not be entitled to contest

elections to the Executive Council or act as election agent for any candidate, or canvass for any candidate in any manner. However, they may cast their vote in the elections to the Executive Council.

(4) The election shall be by postal ballot. No vote shall be accepted when delivered otherwise.

(5) Elected members of the Executive Council shall hold office until the Fourth Annual General Meeting of the General Body and the co-opted members shall hold office until the Second Annual General Meeting of the General Body.

(6) Every candidate seeking election to the Executive Council shall make a refundable deposit of Rs. 500 which will be refunded to him/her if he/she polls one-tenth of the total votes cast.

RULE 30

(1) The admission of a member shall not be effective until the annual or proportionate subscription and the entrance fee, if any, payable by him for such admission have been paid.

(2) No member shall be allowed to be a candidate or vote at an election for electing members of the Executive Council, unless he has been a member without break continuously for two consecutive calendar years prior to that year in which the elections are held and has paid his subscription in full up to that year by 31st March of that year.

ILLUSTRATION

For the election to be held in the year 2004, a member to be eligible to be a candidate or to vote or to participate in any manner should have been a member continuously from 1st January 2002 or earlier and should have paid on or before 31st March 2004 subscription for the years 2002, 2003 and 2004.

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

SCHEDULE

FORM 1

ELECTION NOTICE

Serial No..... May, 20.....

Dear Sir/Madam,

Under Rule 14(1) of the Rules of the Institute, Members of the Institute shall elect from amongst themselves, twenty members of the Executive Council, once in a period of four years. Accordingly, twenty members are to be elected to the Executive Council for the year.....

As required by Bye-law 5(1), the Election Notice alongwith (a) the Proforma of the Nomination Paper; (b) an Authorisation Form; (c) a list of elected members of the Executive Council as at present; and (d) a copy of the Rules 14(1) and 30(2) of the Rules of the Institute and Bye-law 5 of the Election Bye-laws relating to the Election of members of the Executive Council, are being communicated to the members entitled to vote under the Rules and the Election Bye-laws through this (May) issue of the Institute's monthly Newsletter. The schedule of the programme of Election is also given in this issue of the Newsletter

2. A list of members on the Electoral Roll of the Institute as on 31st March, [vide Rule 30(2) of the Rules of the Institute] has been forwarded to all the Regional and Local Branches and will be available for perusal with the Branches. The names and addresses of the Secretaries of the Branches are also mentioned in this issue of the Newsletter for your information. The list of members on the Electoral Roll will also be available with IIPA Headquarters for perusal of the members. Copies of the Electoral Roll can also be had from the IIPA Headquarters (not more than one per member) on prescribed payment by Cash/Demand Draft in the first week of June. Floppies of computerised record of the Electoral Roll can be supplied to the candidates of the ensuing election on prescribed payment plus the cost of floppies. In case of requests by outstation candidates, cost of postage and incidental charges will be charged extra.

3. The eligible members desirous of contesting the election to the Executive Council, may either use the Proforma of the Nomination Paper given in this (May) Issue of the Newsletter or obtain it from the Director of the Institute. The Nomination Paper with the nomination duly made in favour of the nominee in accordance with Rule 14(3) of the Rules of the Institute, may be sent by Registered Post or Speed Post or through recognised couriers so as to reach the Director of the Institute on or before ____ July, _____. The Nomination Paper delivered in any other manner shall be treated as invalid. The envelop containing the nomination paper should be superscribed. "Nomination Paper for Election to IIPA Executive Council".

4. A candidate may, if he so desires, withdraw his nomination by addressing a letter to the Returning Officer so as to reach him on or before _____ July _____.

5. Every candidate seeking election to the Executive Council shall make a refundable deposit of Rs. 500 by demand draft or cash, which will be refundable to him, if he polls not less than one-tenth of the total votes cast. The demand draft, or cash receipt (of payment made by cash to the Institute at New Delhi), should be enclosed with the Nomination Paper.

6. Any candidate who wishes his bio-data to be circulated by the Institute should restrict it to 350 words, which may include his name, date of birth, educational qualifications, association with IIPA, personal background and accomplishments, and contribution made for the development of Public Administration as a profession/discipline. Only such bio-data which does not exceed 350 words and is received alongwith the nomination paper within the stipulated date will be published by the Institute and circulated to the voters. Bio-data exceeding 350 words or received later will not be published or circulated. The responsibility of the factual accuracy of the information so furnished will be that of the members contesting the election.

7. No appeal/canvassing individually or collectively by candidates in any form or appeal by any office bearer of the Regional or Local Branch soliciting support for any candidate(s) shall be made.

8. Use of any official seal, monogram or letterheads (including that of IIPA and its Regional/Local Branches), pamphlets, or any other

documents for purpose of canvassing or seeking votes by the candidates will also be considered unethical and may lead to disqualification.

9. Any candidate who wilfully and knowingly gives false and misleading information in his bio-data as circulated through the Institute, or otherwise, will be liable for disqualification.

10. The following acts shall be deemed to be malpractices, unethical, undesirable and a breach of the Rules of the Institute and shall lead to disqualification, suspension or even cancellation of membership :

- (i) Joint appeal/canvassing by candidates in any form.
- (ii) Appeal by any office bearer of the Regional or Local Branch soliciting support for any candidate.
- (iii) Use of any seal, monogram or letter heads (including that of IIPA and its Regional/Local branches), or any other official documents for purpose of canvassing or seeking votes.
- (iv) Giving wilfully and knowingly false or misleading information in his bio-data as circulated through the Institute or otherwise.
- (v) Extending inducement, threat or promise to secure votes.
- (vi) Vilification of any other candidate or acting in a manner which is prejudicial to the interest of the Institute or brings down its dignity.
- (vii) Any member found indulging in unethical practices referred to in Rule 19 (i) to (vi) shall be debarred from voting for a period of eight years. Any contestant found indulging in malpractices shall be debarred from contesting all future elections to the Executive Council of the Institute.

11. A Complaint alleging any violation of the Election Bye-laws or indulging in any malpractices may be made by a member to the Director within 45 days of the announcement of the election result to the Executive Council :

- (i) On receipt of such a complaint, the Director shall conduct a preliminary enquiry into the matter. In case it is found that a *prima facie* case has been established, he shall refer it to a

three-member Committee appointed by the Chairman of the Institute in this behalf.

- (ii) The Committee so appointed shall, after giving adequate opportunity to the petitioner, the concerned candidate and others of being heard, shall submit its report to the Executive Council.
- (iii) The Executive Council shall consider the matter and take appropriate decision.
- (iv) The decision of the Executive Council in such matters shall be final.

12. The Nomination Papers received from various candidates will be opened at _____ a.m./p.m. on _____ by the Returning Officer or his duly authorised nominee. The Nomination Papers will be scrutinized by the Returning Officer or his duly authorised nominee at _____ a.m./p.m. on the _____ in the office of the Institute (Indraprastha Estate, Ring Road, New Delhi). A candidate or any person holding his authorisation in this behalf in the prescribed form contained in this issue of the Newsletter is entitled to be present at the time of opening the Nomination Papers/scrutiny of Nomination Papers/counting of votes for the election.

13. Your serial number as given in the Electoral Roll and membership number are indicated on the address sticker affixed on this issue of the Newsletter.

14. Any change in your address/designation, if any, may kindly be communicated to the Director latest by _____ for issue of an errata to Electoral Roll. Please note that no such requests shall be entertained after this date.

Yours sincerely,

Director & Returning Officer

FORM 2

**ELECTION
TO
THE EXECUTIVE COUNCIL OF THE INDIAN INSTITUTE OF
PUBLIC ADMINISTRATION FOR THE YEARS _____**

NOMINATION PAPER

- (1) Full Name of the Candidate
(in Block Letters) _____
- (2) Present Address _____

- (3) Serial Number of the Candidate as on the Electoral Roll _____
- (4) Membership Number of the Candidate _____
- (5) Nominated by :

Name and Address of the Member (in Block Letters)	Serial Number as on the Electoral Roll	Membership Number
1. _____		
2. _____		

- (6) Declaration by members nominating the Candidate :
We hereby declare that we nominate the Candidate named in column (1) above for election to the Executive Council of the Institute for the years

Signature

Date (1)
Date (2)

- (7) Declaration by the Candidate :
(i) I hereby declare that I agree to this Nomination.
(ii) I also solemnly declare that the facts given above are true and correct to the best of my knowledge and that I undertake to abide by the Rules as specified in the Election Bye-laws.

Date
Signature of the Nominee

FORM 3

Indian Institute of
Public
Administration

- Detailed instructions for voting are given in the enclosed letter.
- Instructions for recording votes are given on the reverse.
- It will be illegal and improper to give the Voting Paper to any other person.
- Ballot Paper should be posted as per prescribed procedure.



**INDIAN INSTITUTE OF PUBLIC
ADMINISTRATION
NEW DELHI**

Counterfoil of
Voting Paper

Sl. No. of V. Paper

Name of member
to whom issued

Sl. No. of Member
in List of
Members in
Election Roll

**ELECTION TO THE EXECUTIVE COUNCIL
VOTING PAPER**

Note : Please select not more than 20 candidates from the enclosed list and record their names and serial numbers in your own hand writing in the following columns :

Sl. No. as	Names of Candidates	Sl. No. of Candidates in the enclosed list
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Total number of (in words)
Votes recorded : (in figures)

AUTHORISATION

I hereby authorise Shri/Shrimati.....
to be present on my behalf at the opening of nomination papers/
scrutiny of nomination papers/counting of votes for the election to
the Executive Council of the Indian Institute of Public Administration
for the year _____.

Name.....

.....
(Signature of Candidate)

Date.....

.....
Sl. No. on Electoral RollPROCEDURE FOR ELECTION OF THE
ACADEMIC STAFF

1. All members of teaching faculty including the Director will be entitled to vote for each of the 3 vacancies.

Further,

1(a) If a Faculty Member is away on deputation from IIPA, she/he will cease to have any right to vote once he proceeds on deputation to another institution from the IIPA till such time as she/he returns from deputation, unless such deputationist is a elected member meaning thereby if a duly elected member of the Executive Council proceeds on deputation, he would still continue to have right to participate and vote as also participate in the proceedings of the Executive Council.

1(b) In case of a Faculty Member on deputation to IIPA, she/he will have the right to vote in the Elections of the Academic Staff for co-option to the Executive Council if he otherwise fulfills the minimum requirements as required under rules.*

2. The Returning Officer for such election will be a Member of the Executive Council (other than Director) to be nominated by the Chairman, IIPA.
3. The Returning Officer will fix a suitable date for election and will notify it a week in advance. The time for filing nominations will be three days from the date of Notification. The time for nominations shall close at 5.00 p.m. on the third day.
4. Every candidate who wishes to contest shall need a Proposer and a Secunder from among the faculty.
5. Any candidate so proposed can withdraw his candidature within the next two days, i.e., by 5.00 p.m. on the 5th day from the date of Notification. The Returning Officer shall scrutinise all the remaining nominations as to the validity of their candidature after the expiry of the date and time of withdrawal. The scrutiny will be done on the 6th day from the date of Notification at 10.00 a.m. in the presence of the candidates, such of those who may like to be present.

*Amended by EC in its meeting held on 10.9.2010.

6. If after scrutiny more candidates are left in the field compared to the positions available, the Returning Officer shall arrange for election on the 8th day after the date of notification.
7. The election shall be through secret ballot.
8. The entire faculty shall constitute the electoral college for three positions to be filled, two from among Professors and one from among Readers (Associate Professors) and Lecturers (Assistant Professors).
9. The votes shall be counted immediately after polling and the result shall be declared thereafter. If at the time of counting, there is a tie, the result(s) will be determined by draw of lots.
10. The Returning Officer shall report the result to Chairman, IIPA and also cause it to be displayed on the IIPA Notice Board.
11. The term of the academic staff so co-opted to the Executive Council will be for a period of two years.
12. The election among the faculty be held in second half of August and the elected representatives will be co-opted by the Executive Council in the subsequent meeting of the Executive Council held immediately after AGM.