INDIAN ASSOCIATION FOR THE STUDY OF POPULATION

IASP Elections 2024
<u>Guidelines to the Election Agency</u>

Responsibilities of the Election Agency

The responsibility of the election agency is to conduct the elections for the various positions of office-bearers of IASP in a free, fair, and transparent manner. The various activities to be completed to fulfill these responsibilities are listed below. The responsible persons from the agency will have to carefully read these guidelines and adhere to them.

There are *three* major components of the whole election process.

I. Receiving and finalizing nominations for the various positions:

    i.   Create an email ID, preferably a gmail ID, to communicate with IASP members regarding the elections. This email ID should be named "IASP Elections 2024".

    ii. Send the election notification to all the IASP members using the email ID created (list of members will be provided by IASP).

    iii. Receive in the email ID the nominations (filled-in nomination form and candidacy statement) for the various positions as per the schedule given in the election notification.

    iv. Compile the nominations and make a list of all the nominations received by 6:00 PM of the last date.

    v.   Scrutinize the nomination papers by checking the name, IASP membership ID, and availability of signatures for the candidate, proposer, and seconders. If any of the above information is missing or if there is any inconsistency, the nomination paper must be rejected.

    vi. Make a list of all the accepted nominations and send the same to the IASP website manager's email ID anishsooraj@gmail.com with a copy to the President of IASP at iasp.india@gmail.com. This will be posted on the IASP website. This document has to be signed by the Returning Officer of the Election (The CEO of the Election Agency).

    vii. Wait until the last day of nomination withdrawal at 6:00 PM. Once the time is over, a final list of nominations with a link to the candidacy statement may be prepared and sent to the website manager for posting on the IASP website.

II. E-voting by IASP members:

    i.   Alongside preparing the final list of candidates, a Survey Monkey form must be prepared for the elections.

    ii. The Survey Monkey form will have three parts:

    a.   Voting for the post of President (One vote)

    b.   Voting for the post of members of the Executive Committee (A maximum of 10 votes can be cast)

    c.   Voting for the post of members of the Board of Trustees (A maximum of Two votes can be cast)

    iii. The form may be finalized in consultation with the IASP Election Facilitation Committee.

iv. The agency needs to adequately test the Survey Monkey Form to ensure no errors or inconsistencies.

v. The Survey Monkey form has to be emailed to all the members on the day of starting the e-voting.

vi. Wait for the last day of voting at 6:00 PM. Until then, no one from the agency should open the backend of the Survey Monkey form to check the results. However, a watch on the number of members voting is to be made to ensure that the voting process is going smoothly.

III. Results finalization and declaration:

i. After the last day of e-voting, the election results must be obtained from the backend of the Survey Monkey Form.

ii. The number of votes polled by each candidate needs to be obtained in the form of a table. The person(s) with the maximum number of votes for the post of President, ten candidates who are in the first ten positions in the case of members of the Executive Committee, and two members who got the maximum votes for the members of the Board of Trustees have to be declared elected.

iii. The Returning Officer must sign the final list of elected candidates with the number of votes received. A copy of the election result has to be sent to the President of IASP and the Website Manager for posting on the IASP website.

iv. The result sheet has to be sent to all the members of the IASP for information.

Please ensure to remember the following points:

1. The entire election process must be carried out with great care and confidentiality.
2. The contact information of IASP members must be kept completely confidential and should only be used for sending information related to the IASP elections.
3. The agency staff should refrain from contacting any IASP member for any purpose other than what is specified in these guidelines.
4. If there is any doubt or confusion regarding communications with IASP members, the agency must contact the IASP Election Facilitation Committee.
5. All details, including the Survey Monkey form and its database (results), must be retained for one year and should not be deleted from the server without prior approval from the President of IASP.
6. Ensuring the confidentiality and fairness of the election is the sole responsibility of the election agency. In the event of any discrepancies or misuse of the database, the IASP will be obligated to take appropriate legal action under the jurisdiction of NCT Delhi.

IASP Election Facilitation Committee