



Annual General body Meeting (AGM), EXECUTIVE COMMITTEE (EXCOM) & MANAGEMENT COMMITTEE (MC)
ELECTION SCHEDULE & PROCESS 2022

S.No	Activity	Deadline / Completion Date
1	AGM & Election Announcement to Members	March 25, 2022
2	Filing of Nominations by candidates (Nomination must be filled in all aspects correctly and completely before submitting. Incomplete nominations are liable to be rejected by the election officer after scrutiny.	April 04, 2022, 5PM.
3	Scrutiny of nominations & publishing valid nominations list	April 11, 2022
4	Withdrawal of nominations	April 15, 2022 5 PM
5	Announcing the Final List of Candidates & Communicating the candidate credentials to members	April 18, 2022
6	A meeting to be convened (Over zoom) by the COO with all final candidates standing in the election to provide clarifications regarding the election process, DO's and DON'Ts.	April 19, 2022
7	Conducting the election	May 6, 2022
8	Announcing the results	May 6, 2022

ELECTION PROCESS AND ELIGIBILITY CRITERIA:

1. The current EXCOM has appointed the COO of HYSEA as the election / returning officer for this election. For any clarifications, the COO can be reached at coo@hysea.in copied to info@hysea.in.
2. Separate nomination forms will be accepted for EXCOM member position and MC member position. A valid member company representative can contest either for EXCOM or MC, not both.
3. The candidates represent their companies (who are members of HYSEA) in the EXCOM and MC and not in their individual capacity.
4. Only members who have been an MC member of the association are eligible to become the EXCOM member.
5. Only representatives of member companies who are active and have a valid membership status for the year 2021-22 are eligible for contesting.
6. The company should have been an active member for at least one full financial year for the representative to be eligible to file nomination. The membership status should have been paid up and active for the FY 2021-22. New members who have joined HYSEA for 2022-23 are not eligible to file the nomination.
7. Any CXO level person of member companies / Center Heads / Site Leaders of global / domestic companies are eligible to file the nomination. The member company must be active having paid the subscription fee for 2021-22 financial year.
8. Self-declaration that the company does not have any objection to contesting and serving on MC is a must.
9. Withdrawal of nominations is possible only through an email addressed to coo@hysea.in before the withdrawal deadline.

10. The member (voter) data such as phone numbers and email ids will not be shared with any candidate. Instead, the candidate credentials will be shared with members after the final list is drawn (post-withdrawal).
11. Elections will be conducted for 5 EXCOM positions and 5 MC positions.
12. Minimum number of valid nominations required for EXCOM election is 5. If the number of nominations falls below 5, required number of the MC members will be co-opted into EXCOM.
13. Members who lose the election for EXCOM or MC cannot be co-opted into the MC.
14. If the valid nominations for EXCOM turn out to be exactly 5, then all the 5 candidates will be declared elected to EXCOM. No election will be necessary.
15. Minimum number of valid nominations required for MC election is 5. If the number of valid nominations falls short of 5, the candidates who filed valid nominations will be declared automatically elected and EXCOM will co-opt the remaining members to reach a count of 5.
16. If the valid nominations for MC turn out to be exactly 5, then all the 5 candidates will be declared elected to MC. No election will be necessary.
17. A ballot paper will be prepared for EXCOM with all candidates' names and a check-box against each name.
18. A ballot paper will be prepared for MC with all candidates' names and a check box against each name.
19. The voting will be held through secret ballot.
20. Number of eligible votes for each member company depends on the membership category. For Category A&B (or 1&2) it is 1 vote. For Category C (or 3) it is 2 votes. For Category D (or 4) it is 3 votes. For category E (or 5) it is 5 votes. The category and weightage will be clearly marked on the ballot paper and only the relevant category ballot paper will be given to each voting member.
21. Only one person designated as primary contact and site leader / center head / CXO for a member company can attend the AGM and participate in voting. And only those who are physically present in the AGM are eligible to vote. In case a person cannot attend physically, he/she can send a proxy to the AGM by intimating the election officer minimum 24 hours in advance in writing. The mail should be sent by the designated member with a copy to the proxy, clearly mentioning the proxy name and title, to coo@hysea.in copied to info@hysea.in. The proxy should carry valid Govt issued ID. One proxy can represent only one company and only one proxy can be nominated by one company.
22. Each member present and voting will be given designated EXCOM and MC ballot papers corresponding to their membership category. At the time of counting, their vote will be multiplied by the category-linked weightage factor to arrive at the total votes.
23. A minimum of zero and maximum of five names can be ticked on each ballot paper. If the number of ticks exceeds 5, the ballot will be deemed invalid.
24. After the voting concludes, all the ballot papers for EXCOM and MC will be segregated, and votes polled by each EXCOM candidate and MC candidates will be counted under the supervision of the election officer.
25. EXCOM: Top five candidates polling highest votes in EXCOM ballot papers will be declared elected to EXCOM. In case there is a tie in the number of votes at any position between 1 to 5, members will be declared elected in top to bottom votes sequence if there is no ambiguity. If there is a tie that cannot be resolved, a special election process will be adopted. (Additional round of ballot for just the candidates tied will be conducted during AGM to close)
26. MC: Similar process as in the case of EXCOM will be followed for MC election. If the number of candidates falls short of 5, EXCOM will be eligible to co-opt the balance members to MC.
27. Once the election for 5 EXCOM and 5 MC members concludes, the process of appointing office bearers will begin.
28. Newly elected EXCOM members will meet as a group and decide among themselves who will play what role among the office bearer positions in EXCOM (President, VP, Secretary, Joint Secretary, Treasurer). The HYSEA COO will facilitate this meeting. In case of any tie or contest for any position within the EXCOM, the COO will conduct a poll among the remaining EXCOM

members to resolve the tie and decide the winner. Post conclusion of this meeting, the COO will announce the new office bearer names and roles.

29. Once the office bearer election is complete, EXCOM will coopt 5 more members as MC members increasing the MC count to 10. This process can take place within a week after completion of the AGM.
30. A register will be created with the details of the EXCOM, elected MC and Coopted MC members for records.
31. The newly elected president will address the AGM outlining his / her vision for HYSEA.

NOTE for candidates planning to contest the elections

1. Please complete the nomination form in all respects. Incomplete forms are liable to be rejected.
2. Please attach hard copies and email soft copies of the credentials, profile and vision as requested in the nomination form.
3. Please do not engage in any sort of explicit & implicit campaigning in HYSEA Whatsapp groups seeking support from members. Such campaigning may lead to disqualification of the candidate.
4. EXCOM and MC roles are purely voluntary but do demand some quality time from the incumbents in addition to their regular jobs. Please self-assess if you can spare such time and do justice to the role and take this prestigious 30-year-old association to newer heights.
5. Please read the byelaws document carefully to understand how the association functions.

NOTE for members planning to vote

1. Please read the candidate profiles, vision, and past contribution in HYSEA carefully to understand them better before you decide on the vote.

Please note that the election officer may decide to conduct the AGM and Election in a virtual mode ONLY if the prevailing Govt rules do not allow a physical meeting to be conducted. In such a situation, the same procedure will be followed but instead of manual ballot papers and boxes, a suitable online voting tool will be used.