

INDIAN TEXTILE ACCESSORIES & MACHINERY MANUFACTURERS' ASSOCIATION

ELECTION OF THE MANAGING COMMITTEE

These rules shall be termed as "Election Rules" of Indian Textile Accessories & Machinery Manufacturers' Association.

Definitions: Following are the definitions, unless or otherwise the specifies:

- a. "Act" means the Companies Act, 2013 and includes any statutory modification or re-enactment thereof, for the time being in force.
- b. Indian Textile Accessories & Machinery manufacturers' Association (ITAMMA) and is referred to as the Association or the Company.
- c. "Association" referred means the Association ie Indian Textile Accessories & Machinery manufacturers' Association (ITAMMA) as per the Companies Act 2013.
- d. Managing Committee means the board of directors as per the Companies Act 2013 and who manages the affairs of the Association.
- e. "Committee" shall mean the managing Committee of the Association.
- f. "Member of the Committee" means a member of the Managing Committee of the Association.
- g. "Article" means an Article forming part of Articles of Association of the Association
- h. "President" means the President of the Association.
- i. "Vice-President" means Vice-President of the Association.
- j. "Hon. Treasurer" means Hon. Treasurer of the Association.
- k. "Immediate past president" shall mean who was a president before the current president of the Association.
- l. "Office bearers" means and includes President, Vice President, Hon. Treasurer for this election rules.
- m. "Governors" means who are appointed as such by the Managing Committee.
- n. "Past President Advisory Committee" shall mean all ITAMMA members who undertook the responsibility and duties of president of the Association.
- o. "General meeting" means a general meeting of the members of the Association.
- p. "Member" means a member of the Association as defined in clause 4 of the articles of Association.
- q. "Privileges of member" means the privileges available to the member as per the clause no 6 of the Articles of Association.
- r. "Office" means the registered office for the time being, of the Association.
- s. "Rules" means the rules of the Association, for the time being in force, made under Articles of Association or under any enactment for the time being in force.
- t. "Election Committee" means any committee or persons entrusted to conduct the election by the managing Committee.
- u. 'Email' or 'Email Address' means E-mail address of the member as provided by the member and available with the Association.
- v. "Financial year" means which will commence from 1 st April to 31 st March or as may be decided by the managing Committee.

- w. "Member Register" means a register of member or data base maintained by the Association of its members.
- x. "Representative" means either of the two persons names whose names appear in the member register of the Association from time to time.
- y. "Scrutinizers" shall means and include any person/persons appointed to act as Scrutinizer by the Past Presidents' Advisory Committee.

2 Managing Committee

The managing Committee shall constitute as under:-

- 1) 11 Elected members
- 2) 3 Elected office bearers
- 3) Immediate past president in the order of their office held who are nominated by the managing Committee.

3 Election for Managing Committee

The election for the managing committee shall be held for the post of the 11 Elected Members and also 3 office bearers

4 Term of office of the elected members

The term of office of the elected members and 3 office bearers shall be one financial year but shall continue in office till the successor is elected and takes charge.

5 ELECTION

Register of Members: The Association shall keep a register of members of the Association giving names of not more than two persons representing for the time being members of the Association whether an Individual, firm, body corporate. All changes in the names of representatives, addresses etc., shall be notified to the Association on or before the 31st December. A list extracted on the basis of this register shall be called the Electoral Roll of the Association. For the purpose of election of the Managing Committee only those whose names are thus registered on or before 31st December shall be entitled to vote at and to stand for election to the Managing Committee. The Association will via email and webpage inform all members of the about elections before 15th January to ensure maximum participation. Interested members may request nomination form for the same via email to Association or download the same from the ITAMMA website.

Circulation of Electoral Roll: The register of members of the Association together with a list showing the attendance of the members of the Managing Committee at their meetings in the year shall be not later than 15th January.

Schedule of election process

The following would be the schedule of election process for each financial year unless otherwise revised by the managing Committee of the Association.

Finalize Member's List & Closing of new / renewal of membership	31-Dec
Circulation of Members / Voter's List as Electoral Roll & invite nominations	15-Jan
Final Date for Receipt of Nominations	31-Jan
Declaration of Nomination List after Presidential Scrutiny	15-Feb
Final date for withdrawal of Nominations	1-Mar

*Appointment of Independent Scrutinizer	5-Mar
*Declaring Date of Election	10-Mar
*Polling	20-Mar
*Vote Counting and declaration of result	25-Mar
Declaration of Results / Installation of New Committee in First MC Meeting of Next Financial year by passing appropriate resolutions. (To be Ratified in next AGM), Handover By Outgoing President / OBE / Committee Members	30-Apr
Retirement, Re-appointment & Appointment to be ratified at the following AGM	30-Sep
*In case elections would be held in the event of more nominations are received.	

The managing Committee shall have the power to modify the schedule as and when required.

Appointment of Election Committee: The Managing Committee can appoint a Election committee to conduct the election. The election committee has the powers to deal with and decide on the matters of the election. The decision of the Election committee shall be binding on the candidate and members.

Appointment of Scrutinizers and Election Officer: The Past Presidents' Advisory Committee shall nominate, before 5th March, a scrutinizer and an election officer to scrutinize the ballot papers in case of a poll. The scrutinizer and election officer shall work as per the directions of the election committee. The scrutinizer and election officer must be Representative of the members of the Association, but shall not be candidates for election. If owing to unforeseen circumstances if the Scrutineers and election officer are, or one of them, is unable to act, the Past Presidents' Advisory Committee shall nominate others or any another member with requisite qualifications.

Nomination for Election: Nomination for election as President, Vice-President, Hon. Treasurer and eleven members of the Committee shall be sent to the Association so as to reach the Association office not later than 17.00 hrs. on or before 31st January.

Eligibility to stand for election to Managing Committee: Only an individual who is a member of the Association as on 31 st December as per the member list/ Electrol Roll prepared by the Association and who has been a member of the Association for a total period of three years on the day of filing of nomination, only such member or the representative of such member shall be eligible to stand as candidate for the Managing Committee. Also for the additional relevant criteria as mentioned below needs to be complied with .

Only a person, who has served on the Managing Committee for a total period of at least three years on the day of filing of nomination, shall be eligible to stand for election as Honorary Treasurer.

Only a person, who has been elected or has served as the Hon. Treasurer of the Association shall be eligible to stand for election as Vice-President.

Only a person who has been elected or has served as Vice-President of the Association shall be eligible to stand for election as President.

All elected Managing Committee members shall attend minimum four meetings of the managing Committee out of the total number of meetings held during the year. Those members who fail to comply with the same shall not be entitled to stand for election in the following financial year.

No candidate shall offer himself for more than one position in the Managing Committee.

Validity of Nomination: In case of a member having 2 representatives, then the nomination to be valid must be that of one of the 2 Representatives of a member. In any Nomination the proposer and seconder must be from different members. Nomination form should contain seal (rubber stamp) of the Company/ firm they represent in case of a company or a firm and duly signed by the Candidate , proposer and seconder. The nomination dully filled in all respects should be sent to the Association who would then take such action on the same. The Association shall have the power to give such directions to fill the nomination.

Scrutiny of Nomination: The Election Committee shall scrutinize the nominations and hand over the list of valid nominations to the President of the Association.

Circulation of Nomination List: The Association shall send the list of valid nominations to all the members not later than 15th February.

Withdrawal of Nomination: Withdrawal of nomination by any candidate shall be notified to the Association in writing so as to reach him not later than 1st March.

Disqualification of Nomination: Any candidate indulging in any direct/ indirect canvassing shall be liable to be disqualified for election on receipt of valid complaint with suitable written evidence; the decision taken by the Election Committee shall be final and binding on the members.

Polling:

Ballot papers, along with a specific designed envelope containing the details of candidates with their qualifications, background and professional experience, as well as their engagement with the Association in various capacities shall be sent by post by the Association to members fifteen clear days before the date of election.

Members on selecting their choice of candidate/candidates on the provided Ballot Papers shall sign and provide their company name and affix company seal (Rubber stamp) in case of the firm/company on the Ballot Paper. The said Ballot Paper will be put in the designated specific envelope provided, sealed and then either couriered/ mailed/ registered / posted/ airmailed/ hand delivered to the registered ITAMMA office such that the Ballot Paper in the envelope reaches the registered ITAMMA office before 17.00 hours of the specified date. The Association shall place the Ballot Paper envelope in the ballot box.

A Ballot paper will be considered as invalid, if it is not properly filled up, duly stamped and signed by the voter or if it does not contain as many votes as there are vacancies or if it contains more votes than the number of vacancies or it is not free from any identifying marks.

Ballot Box:

The scrutinizers shall seal the ballot box as also the packet containing the signed counterfoils of the voting papers at 6 p.m. (I.S.T.) on the day of the election, in the presence of the Election Committee and the Election Committee shall open the ballot box on the following day, when valid voting papers from the ballot box shall be counted.

The scrutinizers so appointed shall count the ballot received in the presence of the Election Committee and place all the voting papers back in the ballot box and seal it in the

presence of the Election Committee . Such voting papers shall be destroyed after the election results are declared and adopted at the Annual General Meeting.

In the event of an objection raised by a candidate with regard to the counting of the votes, such candidate shall appeal to the Election Committee for a recount within twenty-four (24) hours after the result is announced by the Election Committee and the decision of the Election Committee in such an appeal shall be final.

Scrutinizing and Counting of Votes: The Scrutinizer or poll officer shall make a list of votes in favour/ against the candidates and also invalid votes which shall be countersigned the members of the election committee present at the time of the counting. The such list would be handed over to the election committee by the scrutinizer/ poll officer

In Case of Equality of Votes: In case of equality of votes recorded for the election of the Election Committee shall draw lots to decide the winning candidate .

Ratification of the elected members at the Annual Meeting: The members of the managing Committee so elected for the financial year shall hold office immediately after their election. However such members so elected would have to be ratified at the next Annual General meeting to continue in office.

6 Vacancy on the Committee:

The Managing Committee may also fill up any vacancy occurring in the Managing Committee during the financial year by co-option as may be required . The members of the Association at the Annual General meeting has also the powers to appoint the Members of the Managing Committee of the Association .

7 Vacancy in the office of the President and Vice-Presidents:

Any vacancy during the financial year in the office of the President or Vice-President or Hon. Treasurer created by resignation or otherwise, shall be filled up by the managing Committee if so required. Such persons so appointed for the post of President, Vice-president or Hon. Treasurer shall hold office until the next Annual General meeting or any election conducted to such post and such next elected person takes charge .

8 In the Event of the Number of Nominations being less than the Number of Elective Posts:

If, in any year, no nomination paper/papers is/are received for the post of an office-bearer/office-bearers, or the nominations received for the members of the committee are less than 14, then the Annual General Meeting following, shall select such office-bearer/office-bearers and/or member/members of the Committee.

9 No change in panel and/ or address registered with council during electoral process

No member shall be permitted to change their Panel and/ or their address registered with the Council for purpose of membership after the publication of final electoral rolls and until the declaration of results of the elections.

10 Arbitration/Disputes

All disputes with regard to any matter arising out of the election of the Committee of Administration of the Council shall be subject to the jurisdiction of the Courts at Mumbai.
