



ELECTION – IMPORTANCE AND PROCEDURE

From every 1st July onwards, new Governing Body takes over at all levels of Inner Wheel – International, Association, District and Club. Since Inner Wheel is a democratic organization at all levels **every year** this **change of guards** is brought about through election. It is important that these elections should be held in a fair and impartial manner. Elections conducted in the right spirit generate great enthusiasm and trust all around. It creates a feeling of goodwill which makes for efficiency and smooth working of the Organization.



The members elected are the navigators of the course and pace of Inner Wheel organization and its development. It is essential that the Election process is taken seriously and everything done very carefully.

Qualifications:

Clubs - only the Clubs which have paid their dues are entitled to vote. (Some Clubs do not send their dues in time and their ballots are not counted).

Candidates - I.I.W. Constitution and Association bye laws have set down their qualifications and the election procedure very clearly. It is important to go through the qualification carefully as they are liable to change and can be amended after I.I.W. Convention and Triennial Conference.

The District Chairman must emphasize the importance of these qualifications to the Clubs for that is where the real ladder starts. Club elections may be routine but nevertheless they are very important. The District Chairman must see that all the Clubs in the District have paid their dues. This is what entitles them to a vote in the District, Assn. and I.I.W. elections. Nominations must be very carefully filled, after verifying that the Nominee fulfils all the qualifications laid down. Along with the nomination, it is necessary to send the consent of the nominee in writing. It is a must. It is the responsibility of the Club, District, and Assn. to ensure that the candidate has the mental and physical capacity to discharge the duties of the office. The photograph which is necessary for higher level of Assn. /I.I.W. Elections must be a recent one taken within 6 months.

The bio data of the candidate also needs attention. It is necessary at all levels. But at the Club and District Level it can be on the letter head of the Club, for the Assn. I.I.W. elections there is a proper format which must be adhered to and has to be submitted in printed forms.



Please put in only what is asked for and the personal bio data has to be put in space provided for. It must be in the number of words which are specified. Do not miss out any qualification. Procedure of Election has been explained in the I.I.W. Constitution and Handbook.

There are four levels (i) Club (ii) District (iii) Association (iv) I.I.W.

General Rules for Valid Nominations of Candidates

a. **Nominated candidate must fulfill eligibility criteria** to apply for elected posts as per **I.I.W. Constitution and Handbook and Association Bye-Laws** rules like:

- ✦ Must have paid her Inner Wheel Dues.
- ✦ The Club to which she belongs must have paid dues.
- ✦ Must be an active member or honoured active member.
- ✦ Fulfills the criteria required for the post.

b. **Nomination Form is sent as per instructions relating to:**

- ✦ Filling up of nomination form- post applied for, bio-data, photo, signatures, dates, etc.
- ✦ Documents to be accompanied with the nomination form - relevant minutes (minutes in which the resolution regarding her nomination was passed, consent letter, etc.
- ✦ Mode of sending nomination form - in official envelope by ordinary post, speed post, courier, etc.

1. ELECTIONS AT CLUB LEVEL

The Elections take place for **Executive Committee (other than for IPP)** which a President after her tenure automatically becomes) by **Secret Ballot**.

Steps for Elections:

- (i) **Secretary takes out the Election Notice** one month in advance (**around mid-November**) of the election Meeting **asking for proposals** for different posts at club level.
- (ii) **Proposals are sent in writing** duly proposed and seconded by club members along with **consent letter of the member proposed** for different posts at club level.
- (iii) **Secretary receives the proposals** for various posts.
- (iv) **Secretary sends notice of Election Meeting** (held in one of the General Body Meeting) which is to be held **preferably in December** is to be circulated among members. The notice of the election meeting should be **specified as Election Meeting**



Note: Election should be completed before 31st December to enable the new office bearers prepared well in advance of 6 months for their year and to enable flow of information regarding incoming office bearers up to international level.

- (v) In the Election **meeting the proposals received are read out and if no objection** is raised on eligibility of the candidate, then the proposed members are duly elected. In case proposal of more than one member for the same post/s is received then elections take place through secret ballot. Each active member (including Honoured Active) has one vote and in case votes are equal then President has a casting vote. In case no proposal for a particular post/s is received then election on floor too takes place for the particular post/s.

Sample of Proposal Form of Club Elections
(Not on Club Letterhead)

To,

Ms.

Secretary

Inner Wheel Club of _____.

We, the undersigned, propose the name of Ms. _____ for the post of _____ (President / Vice President / Secretary/ Treasurer/ISO/CC/Other Executive Members) for the Inner Wheel year _____.

Yours in Inner Wheel

Proposed by : Ms _____ Signature

Seconded by : Ms _____ Signature

Sample Form of Consent Letter of Member Nominated
(Not on Club Letterhead)

To,

Ms.

Secretary

Inner Wheel Club of _____.

I, Ms. _____, hereby give my consent for nomination for the post of _____ for the Inner Wheel Year _____.

Yours in Inner Wheel

Signature

Ms _____

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1. ELECTIONS AT DISTRICT LEVEL

Election at district level is always held at the time of District Conference for the District Executive Committee posts by Secret Ballot.

Steps for Elections:

- (i) **District Secretary to call for nominations from clubs** well in advance (usually September) in consultation with District Chairman along with 2 Nomination Forms (as from any club maximum two can apply).
- (ii) **Club will pass resolution of nomination of club members** for District Executive Committee member in its General Body Meeting. If more than one member applies for same post then internal elections through secret ballot will be held Club President will have a casting vote in case of tie.
- (iii) **Club Secretary will send the nomination form** duly filled along with relevant Meeting's **Minutes and Consent Letter** (at times if consent is in the form itself then separate consent letter not required) **in the club envelope to District Secretary.**
- (iv) The **Nomination Forms will be opened** in Scrutiny Committee Meeting. During the meeting nomination forms are scrutinized in the sense that whether the clubs/members nominated by clubs fulfill the eligibility criteria. Election Officers are normally the Scrutiny Committee members.

Note: Scrutiny Committee consists of Scrutiny Committee Chairman, Vice Chairman, Committee members (past District Chairmen), District Chairman, District Vice-Chairman, AC Member, District Secretary generally. At times scrutiny is done in the District Executive Committee Meeting itself within the meeting for scrutiny only who will then and there scrutinize the nominations separately and give their report.

- (v) **District Secretary circulates** the final list of nominations received, both valid and invalid and asking for letter for withdrawal of nomination/s, if any, which are to be received 45 days prior to elections.
- (vi) After the last date of withdrawal, District Secretary circulates the nominations with brief bio-data of the nominee, not less than 30 days before the District Conference.
- (vii) Election always takes place at District Conference (to be held not later than 28th February) by secret ballot.

**NOTE:**

- ✦ Only **Voting Delegates** of the club are **eligible to cast vote**.
- ✦ **If the Voting Delegate** is not **attending** the District Conference, a **Deputy may be appointed**, who carries a letter on the club letterhead, signed by the Club President and Club Secretary, which states that these members have been nominated at a Club's General Body Meeting held on _____ (date) as Deputy Voting Delegates. This letter is a must and should be handed over to the Election Officer (they are members of Scrutiny Committee).
- ✦ **No voting Delegate can cast more than one vote** (a District Executive Committee member cannot be voting delegate of her club too).
- ✦ Before voting, **Voting Delegate Register** has to be **singed** by such delegates.
- ✦ Proper arrangements for balloting at the District Conference to be made i.e. ballot paper, ballot box and appointment of senior Members of the District for the conduction of elections, usually Past District Chairmen. **During District Conference, the sitting arrangement of voting delegates should be in one side for convenience.**
- ✦ **Election Officer counts the votes. District Chairman has the casting vote** in case of a tie. **Votes polled are not disclosed.** It is duty of the District Chairman to abide by the bye-laws and act in an impartial and correct manner. Only then true democracy can prevail.
- ✦ **In case of no nominations for a post**, District Chairman can call for instant floor election/nominations from amongst the valid members present.
- ✦ If more than one nominations, then there will be elections by **secret ballot**.
- ✦ An **Absentee member cannot be nominated** for any office **on the floor** of the District Conference.
- ✦ The **Club must nominate its member for election on floor by giving its consent** on club letterhead.
- ✦ For voting, always put a 'x'. Any other mark is invalid.

N.B: Clubs should always carry club letterheads, envelopes and club seal along with them during District Conference.