ICSI Chapter Elections 2014
Frequently Asked Questions and Answers thereon

<table>
<tr><th>S. No.</th><th>Question</th><th>Answer</th></tr>
<tr><td>1</td><td>Who is the Returning Officer for election of the Chapter?</td><td>Returning Officer for election of the Chapter is the person, whose name is recommended by the Chairman of the Chapter and appointed by the Chief Executive and Officiating Secretary of the Institute</td></tr>
<tr><td>2</td><td>Who can be appointed as a Returning Officer?</td><td>Government Officials with the prior approval of Chief Executive and Officiating Secretary of the Institute can be appointed as Returning Officer of the Chapter Elections.</td></tr>
<tr><td>3</td><td>Whether the Chairman of the Chapter can recommend the name of Returning Officer of the Chapter who is appointed as polling officer of Council/Regional Council election-2014?</td><td>Yes.
The Chairman of the Chapter can recommend the name of the Returning Officer for election of the Chapter who is appointed as polling officer of Council/Regional Council election-2014.</td></tr>
<tr><td>4</td><td>Duties of Returning Officer.</td><td>The Returning Officer shall consider all procedural matters relating to election to the Managing Committee of the Chapter conducting election in an impartial manner and communicate the results to the Chairman of the meeting for announcement at the Special General Meeting.</td></tr>
<tr><td>5</td><td>Who is the contesting candidate?</td><td>A contesting candidate is one who has filed his nomination in the prescribed nomination form along with the prescribed nomination fee as mentioned below and other documents required to be submitted within the stipulated time.
<table>
<tr><th>Grade of Chapter</th><th>Nomination Fee</th></tr>
<tr><td>A+ & A</td><td>Rs. 2500</td></tr>
<tr><td>B</td><td>Rs. 1500</td></tr>
<tr><td>C</td><td>Rs. 1000</td></tr>
<tr><td>D</td><td>Rs. 500</td></tr>
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<tr><td>6</td><td>Whether E-voting or Postal Ballet is permissible for Chapter Election?</td><td>As per “The Company Secretaries Chapter Guidelines, 1983” (As amended), there is no provision for E-voting or Postal voting for Chapter Election. Voters are required to be present at the polling booth on scheduled date and time.</td></tr>
<tr><td>7</td><td>Whether Special General Meeting of the members is compulsory on the date of election of the Chapter?</td><td>In accordance with the guideline no. 15.1 of “The Company Secretaries Chapter Guidelines, 1983” (As amended), the election of Chapter is to be held at a Special General Meeting of the Members.</td></tr>
<tr><td>8</td><td>Whether the ballot paper of the Chapter election 2014 is to be provided by Headquarter of the Institute?</td><td>No.
The specimen copy of ballot paper will be sent by Headquarter and photocopy or printed copy of ballot paper duly numbered is to be arranged by the Chapter for handing over the same to the Returning Officer one hour before start of election.</td></tr>
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9	Whether ballot box of the Chapter election 2014 is to be provided by the Headquarter of the Institute?	No. The temporary ballot box with the provision of "lock and key" is to be arranged by the Chapter and provided to the Returning Officer one hour before the start of election
10	Whether the election Code of Conduct, Advisory, Directive issued for Council and Regional Council Elections, 2014, are applicable to the elections of Managing Committees of Chapter?	Yes. Applicable w.e.f. date of Notification for Elections to the Managing Committee of the Chapters 2014 i.e. November 5th, 2014.
11	When does the Code of Conduct come into effect?	The election code of conduct comes into the force from the issue of notification for the election i.e. 5th November, 2014 onwards.
12	Whether a candidate can address Professional Development Programme/ Workshops/MSOP/EDP/PDP/Study Groups/ Study Circle meeting/oralcoaching classes which has no member as participant?	No. In accordance with the code of conduct, the contesting candidate/ his authorised representative should not address MSOP/EDP/PD/Oral Coaching classes, etc.
13	If the candidate happens to be an office bearer of the Chapter, can he use the office stationery for responding to the various communications received in the official capacity?	The communications addressed to others including voters/ members/ students/ Institute etc. should be sent by Executive Officer/In-charge only.
14	Can the contesting candidate hold/attend meetings of the Managing Committee of Chapter?	There is no bar for holding normal meeting of the Chapters and its Committees and chairing thereat. However, the conduct of the candidate at the meeting should not provide any room for violation of the election code of conduct.
15	Who is eligible to be a proposer and seconder?	A member who is entitled to vote in the election in the relevant Chapter is eligible to be a proposer and seconder.
16	Should a candidate sign all the pages of nomination form and the annexure thereto?	Yes. A candidate is expected to sign all pages of nomination form and the annexure thereto
17	Can the candidate give any information of his choice in the statement?	No. The information is to be given only with respect to the items specified in the statement.
18	Is it obligatory to provide photographs? if yes,should it be coloured or black & white. Should it necessarily be passport size?	It is obligatory to provide two latest identical coloured copies of passport size photograph at the time of filing nomination.
19	Is withdrawal of nomination permissible?	Yes, a candidate may withdraw his candidature by giving a notice in his own hand duly signed by him and have it delivered to the Returning Officer.
20	If a candidate withdraw his nomination before stipulated date and time, how much refund he/she will get in the Nomination Fee.	Candidate shall be entitled to refund of 50% of the Nomination Fee paid by him/her.

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21	Can a candidate announce any scholarship/award/financial assistance or scheme for the students/members?	A candidate or his authorized representative cannot announce any financial grant in any form or make promises therefore or announce any projects or schemes of any kind, which may appear to influencing the voters.
22	From where a candidate desired to contest for election will get nomination form?	Chapter office will send the specimen copy of nomination form to all the eligible members under its jurisdiction. Alternatively a candidate may get the same from the website on http://www.icsi.edu/chapterelections2014/Home.aspx.
23	How many persons be recommended by the Chairman of the Chapter to the Institute for appointment of Returning Officer? `	Two Government officials in order of preference may be recommended by the Chairman of the Chapter for appointment of Returning Officer by the Chief Executive and Officiating Secretary of the Institute.
24	What is Special General Meeting? What shall be its agenda and duration? Notice of how many days is required to be given?	In accordance with Guideline No. 15.1 of "The Company Secretaries Chapter Guidelines, 1983" (as amended), the election to the Managing Committee of a Chapter, where specified, shall be held at a special general meeting of the Chapter. The agenda and duration of the meeting shall be decided by the Chairman/Secretary of the Managing Committee of the Chapter. In accordance with Guideline No. 28.3 of "The Company Secretaries Chapter Guidelines, 1983 (as amended)" 'At least fifteen days' notice of the meeting specifying the date, place and hour of such meeting and in case of special business the general nature of such business, shall be give to every member of the Chapter".
25	Whether List of Members of the Chapter as on 1st September, 2014 shall be provided by the headquarters of the Institute to send notice to the members of the Chapter?	Yes. List of Members of the Chapter as on 1st September, 2014 shall be provided to all Chapters by the Institute to send notice to the Members of the Institute at the earliest.
26	What is the procedure of Scrutiny of nomination submitted by the contesting candidate?	The scrutiny of nomination shall be done by the Returning Officer with the assistance of the respective Chapter Office.
27	Is Returning Officer authorized to issue the list of valid nomination after scrutiny of nomination?	The Returning Officer of the Chapter election shall handover the list of valid nomination to the Chairman of the Chapter for display in the notice board of the chapter.
28	Is result of election be announced by the Returning Officer or Chairman or Executive Officer of the Chapter?	In accordance of the Guideline No. 15.5 of "The Company Secretaries Chapter Guidelines,1983 (as amended) "The Returning Officer shall consider all procedural matters relating to election to the Managing Committee of the Chapter, conduct the election in an impartial manner and communicate the result to the Chairman of the meeting for announcement at the Special General Meeting.

S. No.	Question	Answer
29	What is the procedure of withdrawal of nomination? Is nomination fee is refundable? If yes, how it is to be refunded?	The contesting candidate can withdraw his nomination for election by giving a notice in his own hand duly signed by him and deliver to the Returning Officer. The candidate shall be entitled to the refund of 50% of the nomination fee paid by him. After getting approval from Returning Officer, the Chapter may refund 50% nomination fee to the candidate by cheque or demand draft and subsequently claim from the headquarters of the Institute.
30	What is the procedure of paying the honorarium and diet allowance to the Returning Officer and Peon?	Honorarium and diet allowance of Returning Officer and Peon may as mentioned in letter dated 6th November, 2014 be paid by cash to them after declaration of result from the Chapter office and subsequently claim from the Institute by sending the receipt of the payment duly signed by the respective Returning Officer and Peon appointed for the purpose of election.
31	Are the valid Ballot Papers preserved by the Chapter after voting or should be sent to the Head Office	Ballot Papers are to be preserved by the Chapter Office after declaration of result.
32	Whether the name of Assistant Official Liquidator of a State can be recommended for appointment as Returning Officer of the election to the Managing Committee of Chapter?	Yes.
33	Whether appointment of Returning Officer shall be made for the date of Election only or other days also?	The Returning Officer who is recommended by the Chairman of Chapter and appointed by the Chief Executive and Officiating Secretary of the Institute are required to perform the following duties : i) On the date and time of scrutiny of nomination form the Returning Officer has to be present in the Chapter Office. ii) On the date and time of withdrawal of nomination the Returning Officer is to be present at the Chapter Office and hand over the list of valid nomination duly signed to the Chairman of the Chapter for displaying the names of valid nominees. iii) On the date of election, the Returning Officer has to be present at least one hour before the commencement of election to inspect the secret chamber and other arrangements well before the start of election i.e. 10.00 AM till the counting of votes and prepare the final list of candidates elected and handover the list of elected candidates duly signed to the Chairman of the Chapter for display the list at the Chapter notice board & forward immediately the final list of elected

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		Candidates to the Chief Executive and Officiating Secretary of the Institute. The Returning Officer shall be entitled to consolidated amount of Rs. 2000/- i.e. as honorarium and diet allowance.
34	Role of a Chapter with regard to appointment of Returning Officer of election to the Managing Committee of Chapter?	The Chapter shall contact and request two Govt. Officials in order of preference to perform the election work (mentioned at sl. No. 33) with their consent duly signed in the prescribed form (already Sent by the Institute) and forward to the Institute duly recommended by the Chairman of the Chapter. The Chief Executive & Officiating Secretary of the Institute will appoint one person as Returning Officer of the Chapter elections.
35	Contact phone number/E-mail for queries regarding Chapter Election,2014	Ph: 011-45341034 E-mail: chapterelections@icsi.edu