No.III/AFST/ELEC(6)/2019   18-10-2019

NOTICE FOR ANNUAL GENERAL BODY MEETING (AGBM)
AND ONLINE ELECTIONS FOR VARIOUS OFFICES OF AFST(I) FOR 2019-20

The Annual General Body Meeting of the Association will be held on **Thursday 19th December 2019 at 6.00 pm in Lecture Hall, Deans Building, School of Engineering, Tezpur University, Tezpur, Assam.**

Online nominations: Online nominations are invited from AFST(I) members for the following offices of the Association, to reach the undersigned on or before 30th October 2019 at 6.00 pm. **All nominations should be proposed and seconded by a minimum of 10 members and accepted by the nominee** (as per clause 3.8.5).

1. **PRESIDENT-DESIGNATE**: to assume charge as Presiden`t in 2020-21. This post will be elected by all eligible voters of AFST(I).

For the year 2019-20, online nomination for President-Designate will be accepted from the members other than those of **Hissar Chapter**, Haryana (as per the Clause 3.8.1.).

The online nomination must accompany relevant bio-data not exceeding 400 words (One page of A4 size in single line) and a Passport (PP) Size Photograph.

2. **VICE-PRESIDENTS**: From among all the online nominations received, one from each Chapter, four Vice-presidents will be elected by all eligible voters of AFST(I).

3. **VICE-PRESIDENT (HQ):** will be choosen from online nominations received by the eligible AFST(I) members resident at HQ (as per clause 3.8.3). All eligible voters of AFST(I) from HQ are only eligible to vote.

4. **HONORARY JOINT SECRETARY** (Online nomination invited from HQ members only)* will be elected by all eligible voters of AFST(I).

5. **HONORARY TREASURER** (Online nomination invited from HQ members only)* will be elected by all eligible voters of AFST(I).

> - **The Eligible Voters are AFST(I) Fellows, Life Members, Regular Members and Corporate members**
> - **Those who are not provided their email ID and Mobile number are requested to provide before 4th November 2019 for update to ensure their voting.**
> - **There is a secluded provision at AFST(I) HQ office for the eligible voters who do not have INTERNET / COMPUTER facility to cast their vote. Members may visit AFST(I) office, Mysore during working days from 5th Nov 2019 to 30th Nov 2019 between 10.00 am to 5.30 pm and cast their votes online.**

*As per the Rule 3.8.4 of the Constitution:

CALENDAR OF EVENTS FOR THE ELECTION

Last date for receipt of online nomination	30th October, 2019. at 06.00 PM
Last date for withdrawal of online nomination	1st November, 2019. at 06.00 PM
Online portal will be opened on	05th November, 2019. at 10.00 AM
Online portal will be closed on	30th November, 2019. at 06.00 PM
Counting	03rd December, 2019. at 11.30 AM

AGENDA FOR AGBM

1. Welcome address.
2. Minutes of the last AGBM.
3. Secretary's report (annual reports from Headquarters & Chapters).
4. Treasurer's report & audited statement of accounts.
5. Amendments to the Constitution, if any.
6. Appointment of Auditor & fixing the remuneration.
7. Announcement of election results.
8. Induction of President-Designate as President and Joint Secretary as Secretary.
9. Any other matter with the permission of the Chair.

(P.T.O.)

**Association of
Food Scientists &
Technologists (India)**

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Please Note: The Secretaries of Chapters are requested to forward the list of **AFST(I) members eligible to Vote** to the HQ on or before 4-11-**2019** with their Mobile, Email for preparing the voters' list.

Sd/-
Wadikar D D
Hon. Secretary

Member Login for ONLINE-VOTING WEBSITE LINK:
https://www.afsti.org/evoting/userlogin or **https://www.afsti.org/login**

NOTE:
1) AFST(I) Members if they do not know the login details, may visit **www.afsti.org**, click on **Member Login** then click on **Reset Password** and generate the new password. And also visit **E-Voting web portal** www.afsti.org/evoting/userlogin and click on **Reset Password** and generate the new password.

2) **Member login will work only on the registered Email and Mobile in AFST(I) office**

Rules from the Constitution:

3.8.1 President and President-Designate: The President shall have a one-year term of office. The President-Designate shall be chosen at a previous AGBM about one year prior to taking over as President. The President and the President-Designate shall not be from the same Chapter or Headquarters. In pursuance of the above, the CEC shall invite nominations from the members of Headquarters and each LEC shall invite nominations from their respective Chapter members. AFST (I) member, who is not attached to a specific chapter for any reason shall be deemed to be the member of the Chapter nearest to his/her place of address, as registered in the Association and this will be decided by the CEC.

All nominations shall have the consent of the candidates and supported by at least 10 members of good standing. It should include his/her bio-data not exceeding 400 words supplied by the candidate & a Passport size photo

3.8.2 All the nominations and bio-data thus received will be scrutinized by the returning officer and sent to every person nominated. The candidates will be requested to indicate in writing whether they wish to be considered, or to withdraw. The returning officer shall then circulate the nominations information to all AFST(I) members eligible to vote for election by online voting system. The President-Designate elected as a result of this will be announced at the next AGBM.

3.8.3 Vice-Presidents: Four Vice-Presidents will be chosen from among all the representatives nominated; one from each chapter by online voting from all AFST(I) members eligible to vote. One Vice President (HQ) will be elected by online voting from among eligible AFST(I) members resident at Headquarters.

All Online nominations shall have the consent of the candidates and supported by at least 10 members of good standing (Life members).

3.8.4 Honorary Joint Secretary and Honorary Treasurer: The CEC shall take steps to invite online nominations for the posts of Honorary Jt. Secretary and Honorary Treasurer from among the Headquarters members residing in Mysore Metropolitan area. The Honorary Jt. Secretary will take over as Honorary Secretary in the next AGBM.

All online nominations shall have the consent of the candidates and supported by at least 10 members of good standing.

3.8.6   **No member shall file nomination for more than one office.**

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Online-Voting: GUIDELINES

Applying Nomination:

- Login to online-voting dashboard using regular AFST(I) Members login credentials (Email & password).
- Go to **Apply** nomination menu in sidebar.
- AFST(I) Members if they do not know the login details, may visit www.afsti.org, or
- www.afsti.org/evoting/userlogin click on Member Login then click on **Reset Password** and generate the new password.
- **Member login will work only using the registered Email and Mobile in AFST(I) office**.
- Fill up the form carefully to apply nomination. Fields that are marked with " ***''** are mandatory
- Firstly select the post you want to apply the Nomination.
- Please upload your recent passport photo. This is required to put up online ballot.
- Please upload your Biodata which will be not exceeding 400 words (One page of A4 size in single line).
- Send Endorsement requests to members. Minimum endorsement should be more than or equal to 10 eligible members.
- Your Nomination will be approved only after 10 endorsements are accepted.
- You can view your endorsement status in Endorsement Status Tab
- You can withdraw your nominations by clicking on "**Withdraw Nomination**" button on or before Last date for withdrawal.
- You can check the Nomination in the Nomination status tab.
- You can also endorse other members who are applying for nomination. You can find the requests in endorsement requests tab.

How to Vote

- Login to Online-Voting dashboard using regular AFST(I) Member login credentials (Email & Password).
- You can only vote during the election voting date, please refer Election Notice.
- To Vote click on **Vote Here** menu in sidebar
- You can read the Biodata about all **Contestants** who are contesting for all posts.
- Once you read about contestants you can proceed to voting by clicking **Proceed to vote button** at bottom of the page.
- Remember, you will have only 15 minutes to complete the voting process, after 15 mins session will be expired and you will have to re-login again.
- Now you will be redirected to an OTP confirmation page.
- Click on Generate OTP button and OTP will be received to your registered mobile number.
- After confirming the OTP it will redirected to an e-voting section.
- OTP login is to authenticate the user and to avoid malpractice.
- Now you can vote the contestants of different posts.
- **Refer the note on every post tab to check how many votes to be casted for every post.**
- Click on Submit Vote and it will take you to confirmation page.
- You can change the submitted votes in the confirmation page if you have changed your mind.
- If you are fine with the selected votes. You can confirm.
- E-voting Success message appears in the redirected page and you have completed the voting.