

**NOTICE FOR ANNUAL GENERAL BODY MEETING (AGBM)
AND ONLINE ELECTIONS FOR VARIOUS OFFICES OF AFST(I) FOR 2020-21**

The Annual General Body Meeting of the Association will be held on **Friday, 26th February 2021 at 6.00 pm in AFST(I) HQ, CSIR-CFTRI Campus, Mysuru.**

Online election nominations: Online nominations (from 25-12-2020 at 10.30 am) are invited from AFST(I) members for the following offices of the Association, to reach the undersigned on or before 8th January, 2021 at 05.30 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).

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

1. **PRESIDENT-DESIGNATE:** to assume charge as President in 2021-22. This office will be elected by all eligible voters of AFST(I).

For the year 2020-21, online nomination for President-Designate will be accepted from the members other than those of **Mumbai Chapter** (as per the Clause 3.8.1.).

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).

Upload Supporting required document (Chapter signed LEC minutes is mandatory) for nomination to Vice President from respective chapter.

3. **VICE-PRESIDENT (HQ):** will be chosen 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). To assume charge as Hon. Secretary in 2021-22.

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.

The Guidelines given should be followed strictly.

*As per the Rule 3.8.4 of the Constitution:

CALENDAR OF EVENTS FOR THE ELECTION

Last date for receipt of online nomination	08 th January, 2021	at 05.30 PM
Last date for withdrawal of online nomination	11 th January, 2021	at 05.30 PM
Online portal for voting will be opened on	15 th January, 2021	at 10.30 AM
Online portal for voting will be closed on	10 th February, 2021	at 05.30 PM
Counting	15 th February, 2021	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.

Sd/-

Dr. Harish Prashanth K V
Hon. Secretary

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 candidate 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 list of valid nominations 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 candidate 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 offices 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.

Online-Election: Guidelines (Rules & Regulations)

Who can participate in the online election?

- i. Life Members, AFSTI Fellows, Corporate Members, Full Members
- ii. Only those who could log on to member login in AFST(I) website with their registered email ID.

Who cannot participate in the online election?

- i. Members who have not registered their mobile number and Email ID.
- ii. Members who have registered only their mobile number.
- iii. Members who have registered only their email ID.
- iv. Members who have not updated their email id and mobile number in AFST(I) office even if they have.
- v. Student and Affiliate members are not eligible.

Filing Nomination:

- Ø Login to online-voting dashboard using regular AFST(I) Members login credentials (Email & password).
- Ø Go to **Apply** nomination menu in sidebar.
- Ø AFST(I) Members if they do not know the login details, may visit www.afsti.org, or www.afsti.org/evoting/userlogin or click on Member Login then click on **Reset Password** and generate the new password.
- Ø **Member login & Reset Password will work only using the registered Email and Mobile in AFST(I) office.**
- Ø Fill up the form carefully to apply nomination. Fields that are marked with “*” are mandatory
- Ø Firstly select the Office you want to apply the Nomination.
- Ø Please upload your recent passport photo. This is required to put up online ballot.

- Ø Please upload your Biodata which will not be exceeding 400 words (One page of A4 size in single line).
- Ø Upload Supporting document for nomination to Vice President (VP) from chapter (**copy of Signed LEC minutes of respective Chapter is mandatory**). In case of invalid upload/s the candidature is liable for cancellation after scrutiny by the Returning Officer.
- Ø Send Endorsement requests to members. Minimum endorsement request should be equal to or more than to 10 eligible members.
- Ø Your Nomination will be eligible only after 10 valid endorsements are accepted.
- Ø Contestant endorsing the other candidate contesting for the same office not allowed.
- Ø The member who has endorsed a candidate cannot contest for the same office to which he has already endorsed.
- Ø In case of the office of Vice President (VP) from Chapter, the system will not allow a user to contest for a VP office to which he has already endorsed another candidate from the same Chapter, but a candidate can endorse for the one candidate who is contesting from other Chapter for VP.
- Ø You can view your Endorsement status in Nomination Status Tab
- Ø You can view your other Endorsement request in Endorsement Request Tab.
- Ø You can withdraw your nominations by clicking on “**Withdraw Nomination**” button on or before Last date for withdrawal.
- Ø You can check the Nomination in the Nomination status tab.
- Ø Make use of the ENDORSEMENT Tab for following purposes:
 1. For members to know about the requests made to them for endorsement
 2. For a candidate to check the status of the endorsements

How to Vote:

- Ø Login to Online-Voting dashboard using regular AFST(I) Member login credentials (Email & Password).
- Ø You can only vote during the election voting date, please refer Election Notice.
- Ø To Cast Vote, click on **Vote Here** menu in sidebar.
- Ø You can read the Biodata of all the **contestants** contesting for various offices.
- Ø Once you read about contestants you can proceed to voting by clicking **Proceed to vote button** at the bottom of the page.
- Ø Now you will be redirected to an OTP confirmation page.
- Ø Click the OTP button and you will get the OTP on your registered mobile number only. **Validity of OTP will be only 8 minutes.**
- Ø **Remember**, you will have to complete the **voting process within 8 minutes** and voting OTP session will expire after 8 minutes, after expiry, **you will have to regenerate OTP for voting.**
- Ø **Total 3 attempts for generating OTP is provided within the period of voting dates. Process of voting will be blocked after 3 attempts.**
- Ø After confirming the OTP it will redirected to an e-voting section.
- Ø OTP login is to authenticate the user and to avoid malpractice.
- Ø Now you can vote the contestants of different Offices.
- Ø **Refer the note on every office tab to check how many votes to be casted for each Offices.**
- Ø Click on Submit Vote and it will take you to confirmation page.
- Ø You can change the submitted votes in the confirmation page if you have changed the options.
- Ø If you are fine with the selected votes. You can confirm.
- Ø E-voting Success message appears in the redirected page and you have completed the voting process.

Do's & Dont's for during AFST(I) Online Election

Following are the do's and do not's for contestants and requests the members of the association to adhere during the election process for fair election.

- Ø Candidates are requested not to make any kind of remarks or posters etc or resolutions that affect the reputation of the association or about other contestants during their campaign while seeking votes. Contesting candidates are requested to restrict to the bio data provided by them during filing of nomination.

- Ø Chapters/ Office bearers of AFST(I) are requested not to pass any resolution and circulate in support of the any candidates after endorsing the nomination or filing of the nomination or after the announcement of the final list of contestants for the various offices of the AFST(I).
- Ø Contestant is requesting to attend during counting by personally or appoint his/her representatives in writing.
- Ø Members may report immediately to Returning Officer if contestants or members been found involved in misconduct, which have come to your knowledge about the improper publication of election pamphlets or posters.
- Ø Do report the instances of violation of the above said Model Code of Conduct that have come to your notice for necessary remedial action.

It is prohibited for any contestants to procure votes in an election by threat, intimidation, coercion, mistreatment, or abuse; or by the payment, delivery, or promise of money or other article of value.

Ø Canvassing by the Candidate: Once the final list of Nominations announced by Election Returning Officer, the candidate should follow as per the guidelines below;

- Ø To be restricted to the stipulated period
- Ø Should not be disturbing in any way for the members whom you approach.
- Ø The contact email list of eligible voters should be strictly restricted to election purpose only. In case if it is used for any other purpose if found in future AFST(I) HQ will take strict legal action.

Member Login for ONLINE-VOTING WEBSITE LINK:

<https://www.afsti.org/evoting/userlogin> or <https://www.afsti.org/login>

NOTE:

- 1) Member login will work only on the registered Email and Mobile in AFST(I) office.
- 2) 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 **Online Voting web portal www.afsti.org/evoting/userlogin** and click on **Reset Password** and generate the new password.
Member login & Reset Password will work only using the registered Email and Mobile in AFST(I) office.

If any genuine and relavent queries regarding Online Voting, please contact afstielection@gmail.com

Email : afstimsys@gmail.com Web : www.afsti.org
 Phone : +91 0821 2515557, 2518670
 CSIR - CFTRI Campus, Mysuru - 570 020
TECHNOLOGISTS (INDIA)
ASSOCIATION OF FOOD SCIENTISTS &
 If undelivered, please return to :

Empowering the Food Professional

AFSTI

