

IT-BHU Global Alumni Association
CoR Election Guidelines (October-December 2008)

1) Introduction

We are announcing the first ever election for Council of Representatives (CoR) for the alumni of our institute. It is organized by IT-BHU Global Alumni Association. The election will be done for the alumni, students, faculty and permanent staff of our institute. Highlights are:

- The election process will be held during October-December 2008. The next election for CoR shall be held after two years, i.e. in during Oct-Dec 2010.
- The online voting system shall be used for the election for representatives from alumni and students only. For representatives from faculty and staff, they will be contacted directly to nominate themselves.
- The primary requirement to stand as a candidate is that the person should be a registered member of our alumni association and his name should be in our 'registered alumni database'. Those who are not registered members yet, are encouraged to become members. Similarly, a voter should also be a registered member of our alumni association

Each representative will represent a 'constituency' or a group of fellow-members as follows:

- For alumni: one representative from each class/branch (i.e. electrical 1995, mining 2000, etc.). The representative shall represent all the passouts (B. Tech. /M. Tech. / PhD) from the same year and branch.
- For student: one representative from each department (i.e. mechanical, biomedical, etc.). The representative shall represent all the passouts (B. Tech. /M. Tech. / PhD) from the same department.
- For faculty: one representative from each department (i.e. civil, applied mathematics, etc.). The representative shall represent the faculty from the same department.
- For staff: Total of two representatives shall represent all permanent non-teaching staff of our institute.

The association is registered with US government as a non-profit corporation and its registered office is located at the following address:

IT-BHU Global Alumni Association, Inc.
120 Briarwood Drive
North Brunswick
New Jersey - 08902 (USA)

Additional information:

All announcements/notices shall be posted on our official website, www.itbhuglobal.org.

Please read all related documents (bylaws, organization structure, about Council, etc.) on http://www.itbhuglobal.org/org/archives/2008/08/organization_bylaws.php.

Please also read PDF document "CoR Election Guidelines" specifically prepared for this election, posted on our website.

In case of discrepancy among the documents, this document supersedes the earlier documents.

For any question or query, or to send your name as a candidate, email to election@itbhuglobal.org

You may also send your query to:

Dr. Supten Sarbadhikari, Chief Election officer, at: Supten@alumni.itbhu.ac.in
Jairaj Hegde, Deputy Chief Election Officer, at: Jairajh@alumni.itbhu.ac.in

2) About CoR and BoD

CoR (Council of Representatives) can be considered as members of parliament and BoD (Board of Directors) can be considered as Cabinet of Union Ministry. Common (registered) members select Council members and Council members in turn, selects Board of Directors.

BoD is the highest decision making body in our organization. BoD forms the rules of our association, interacts with our institute, initiates alumni projects, etc. It also interacts with election team and call for any election. It takes advice from CoR from time to time on various issues. BoD also interacts with govt. authorities in US (and other countries as needed) as a legal representative. Its 3 members (President, Secretary and Treasurer) are answerable to govt. for any financial or legal issues.

CoR acts as a link between general body (registered members) and BoD. It conveys the feedback from members to BoD. CoR is required since all the 6,400+ registered members cannot vote on each and every issue under discussion. As called by BoD from time to time, CoR will vote and approve the decision. CoR will also spread information to/from BoD and registered members. Thus CoR members are well trained to work as BoD members in future; although any registered member can stand for BoD election.

Most of the association work is done by online discussion or by group email; although sometime teleconference may be needed. All CoR and BoD members are expected to devote about a few hours each week or as needed for our organization.

3) Election Timeline

The CoR election will be done in two phases. A candidate can stand for either Phase I or II. We plan to cover most of the constituency in Phase I. For seats still remaining vacant, Phase

It will be used. The following dates are tentative and may change somewhat depending upon the situation.

Phase I

Election Phase I announced by: October 05
Nominations received by: October 31
Withdrawal of nominations by Nov 03
Election process: Nov 05-Nov 20
Results announced by: Nov 25.

Phase II (for vacant seats/constituencies)

Election Phase II announced by: Nov 05
Nominations received by: Nov 30
Withdrawals of nominations by: Dec 03
Election process: Dec 05-Dec 20
Results announced by: Dec 25.

Tentative date for CoR Council formed: Dec 31.
Next CoR election, after two years (Oct-Dec 2010)

4) More about CoR elections

The CoR election will select representatives from alumni, students, faculty and permanent staff as follows:

Alumni:

There will be one representative from each branch/year combination. For example, from Electrical 1995, Mining 2000, etc. There are total 50 batches (from 1958 to 2008) and most of the batches are expected to participate.

A batch includes all (B. Tech. /M. Tech. /PhD/ integrated M. Tech. / Dual degree programs) which passed in that particular year. Thus rep from Electrical 1995 will represent all alumni (B Tech., M. Tech., PhD, etc.) who passed in electrical engineering in that year. Please refer to our institute website: www.itbhu.ac.in for academic programs. Currently we have 16 programs, including 10 engineering programs, 3 in Applied Sciences and 3 School of Engineering. Thus for class of 2008, there will be max 16 representatives. For older batches, there may be less branches (and hence less representatives) for a given batch.

Exception1: Elections officers cannot take part in class rep elections as a candidate.
Exception2: BoD members are considered as class reps and CoR members. Hence alumni from that class cannot stand for CoR election. For example, no one from my class (chemical 1977) can stand for the CoR election.

Students

There will be one representative from each branch, i.e. total of 16 from all 16 programs at our institute. Thus a chemical student will represent all students (B. tech. /M. Tech. /PhD) from the institute. A student rep should not be (preferably) from final year student, as he has to serve for two years.

To allow student reps to complete the Council term for two years, it is decided that a student member can represent the student community till the end of the year of leaving the institute, or till the next CoR member takes charge.

Faculty

There will be a representative from each dept., i.e. total 16 reps from the faculty.

For faculty election, all faculty members who have registered with us will be contacted directly for their consent. There will not be online voting method for them.

Staff

The staff includes all non-teaching permanent staff, such as technical assistants, lab assistants, librarian, workshop staff, etc. There will be 2 reps from the staff.

For staff election, all staff members who have registered with us will be contacted directly for their consent. There will not be online voting method for them.

5) Election Team

The current election team consists of nine election officers. The list is as follows:

- 1) Gyan Bhatt (Civil 1958) India-Election Officer
- 2) Anup bagla (Chemical 1977) India-Election Officer
- 3) Shreeniwas Chandra (Mechanical 1978) India-Election Officer
- 4) Jairaj Hegde (Electrical 1982) USA- Deputy Chief Election Officer
- 5) Dr. Supten Sarbadhikari (Biomed PhD 1995) India-Chief Election Officer
- 6) Vijay Kumar (Mining 1995) South Africa-Election Officer
- 7) Arun Tripathi (Mechanical 1997) USA-Election Officer
- 8) Prayut Bhamawat (Civil 2008) India-Election Officer
- 9) Vikas Sharma (Ceramics 2008) India-Election Officer

Prof. Supten Sarbadhikari is already working with Citizendium as online election officer and he is a well respected professor in the field of bioinformatics. He has been elected as Chief Election Officer.

http://en.citizendium.org/wiki/Category:CZ_Editorial_Council_Members

Jairaj Hegde is involved in initiating alumni funded projects for his 1982 batch, and has been elected as Deputy Chief Election Officer.

The selection was based on our announcement made on yahoo groups for election officer post; and all those who have shown interest have been accepted.

The election officers will be a part of our election team. The election team will formulate election rules, oversee elections and resolve any election dispute.

The election officers are appointed for a 3 year term, beginning immediately and ending on September 30, 2011.

The election team will work as per the guidance by BoD and oversee the elections, including the following:

- 1) CoR election
- 2) BoD election
- 3) Any by-elections

6) Calling for candidates

In accordance with the bylaws, the Board of Directors will decide about when to give general call for elections. The formal announcement of election will be made by secretary of the association or his nominee. Before making announcement, all election guidelines, rules, etc. are reviewed and approved by the BoD.

The announcement for candidates to come forward will be done at major public places, such as our official website, on yahoo groups, direct emails to all branch/batches. The election process for CoR is a continuous process, rolling over a period of several months.

7) Receiving info from Candidates

There should be separate page on www.itbhuglobal.org for the CoR election. Anyone (without login) can view the page and see the names of candidates. The election page shall be divided into 4 sections: alumni, students, faculty and staff. Each section shall be further divided as follows:

http://www.itbhuglobal.org/org/archives/2008/07/council_of_representatives.php

The candidate for CoR election should email the following info to: election@itbhuglobal.org.

For candidate for alumni representatives

- Candidate's name
- Department/year of pass out
- Highest degree received from the institute (B. Tech. /M. Tech. /PhD)
- Address (city/state/country)

Students

- Candidate's name
- Department/current year
- Degree program (B. Tech. /M. Tech. /M. Tech. Integrated or Dual Degree/ PhD)

Faculty & Staff:

In case of faculty and staff, they may not come forward to post info on website by themselves. The info then will be collected and posted on the website. Name of the person, who contacted faculty/staff and collected info, will be posted.

8) Online Voting System (OVS)

The Online Voting System (OVS) should be used whenever there are two or more candidates available for a given seat. Only registered voters can cast their votes after logging in on our website. Instruction for voters shall be clearly posted on our website www.itbhuglobal.org before the election voting begins.

There can be any number of candidates for a constituency. For seat with only one candidate, no voting is necessary and the candidate shall be declared as winner at the end of the election.

Candidate's full name will be posted against each button. In addition, there will be additional info about his branch, year and degree (B. Tech., M. Tech or PhD).

9) Election Results

No results shall be declared till the official voting is over. After the voting is over after the prescribed period of time, note should be posted under each constituency that "Voting period is over."

The declared results shall state the names of candidates who stood for the election and votes received by each votes. It will also show any invalid votes, if any, as certified by the Election officer. The result will clearly mention whether the candidate is uncontested (only one candidate).

All results shall be separately entered in a spreadsheet showing recently elected Council members. It can be viewed by any reader without the need for login. All results shall be periodically announced in yahoo groups.

The Council of Representatives shall not start functioning till all results are out or by the end of December 2008, whichever is earlier. The council members can expect to start receiving communiqué from BoD from December 31, 2008.
