

**To,**

**The Chairmen of All Branches of Regional Councils**

Madam/Dear Sir,

In terms of Direction (5) of the Directions of the Council regarding Functions of Branches of Regional Councils, the election of the managing committee of branches shall be held once in three years, in the year in which the elections to the Regional Councils is held, at the Special General Meeting of the Members of the Branch concerned. The Election shall be conducted by voting through Single Transferable System by E Voting or Paper based ballot paper.

Following further decisions which have been taken by the Council and will be in force for election to the Managing Committees of Branches of Regional Councils to be held in January, 2019 onwards, are hereby communicated for compliance-

- (i) Each Branch having upto 500 Members shall be governed by a Managing Committee composed of 5 Members instead of 6 Members, as at present.
- (ii) Each Branch having more than 500 Members shall be governed by a Managing Committee composed of 7 Members instead of 8 Members, as at present.
- (iii) A Member of the Managing Committee of a Branch who has held the office as Chairman of a Branch will not be eligible to re-contest the election to the Managing Committee of any of Branches of the Institute.
- (iv) The members who have served the Managing Committee of a Branch for three consecutive terms are debarred from contesting elections to the Branch Managing Committee of the Branch.
- (v) A casual vacancy caused by resignation of members from the Managing Committee shall not be filled up.

Provided that if the number of such vacancies caused by resignation during the tenure of the Managing Committee, is three or more in respect of branches whose Managing Committee is composed of five Members (i.e Branches having membership upto 500 members) and five or more in respect of branches whose Managing Committee is composed of seven members(i.e, branches having membership more than 500), these shall be filled up by holding fresh elections and the members so elected shall hold office for the remaining period of the term of Managing Committee.

Provided further that such vacancies caused by resignations in the last year of the three year term of the Managing Committee shall not be filled up.

- (vi) Any member who tenders resignation, shall not be eligible to re-contest the election of next term of the Managing Committee and one more term immediately following.
- (vii) In respect of post of Chairman, the casual vacancy arising any time during the year shall not be filled up. Instead, the Vice Chairman shall discharge the functions of the Chairman as Acting Chairman during the remaining period.

- (viii) Resignation from the post of office bearership shall not be permitted. In case a member desires to resign from a post, he shall have to resign from the Managing Committee itself for the rest of the term. For this purpose, the Chairmanship of Students' Association will be deemed as a Post.
- (viii) A clause containing an undertaking shall be inserted in the nomination form committing the contestant that if elected, he will serve the Managing Committee for the full tenure of three years.
- (ix) If there is any practical difficulty in carrying out the functions of the Branch, the President may depute officer/s of the Institute for carrying out the functions.

The following decisions of the Council which were communicated vide our letter dated 31<sup>st</sup> January, 2013 and 23<sup>rd</sup> December, 2015 are again communicated for perusal and compliance:-

1. Each Branch at its Managing Committee meeting would decide the name of Ex-officio Member (where there are more than one Ex-officio Member in that Branch) who would act as the Returning/Polling Officer for the said election;
2. The Ex-officio Member so decided by the Branch, at his discretion, may authorize a Member of the Branch to issue and receive Nomination Form for the said election as per election schedule drawn;
3. In respect of cases, where one Member has already been appointed as Ex-officio for more than one Branch, the concerned Ex-officio Member may request the concerned Managing Committee of the Branch to appoint a Returning Officer/Polling Officer from out of Members of that Branch;
4. The Returning Officer/Polling Officer so nominated would keep under his/her custody the sealed ballot boxes, after the election is concluded till the time Institute's designated official takes delivery (for each Branch, an Institute's official would be designated by the Head Office for the purpose).
5. The polling time shall be as follows:
  - There shall be (only) one day polling.
  - Commencement of polling shall not be before 8.00 AM and conclusion of polling shall not be after 6.30 PM on the date of election. (In other words, the Branches as per their established practice, shall hold election between 8.00 AM and 6.30 PM on the scheduled date of polling).
6. Counting shall be held in the designated counting Hub only for one or more branches as per election schedule drawn by the Head Office."

If a Member has been Auditor (Statutory or Internal) of the Branch for the year 2018-19, he is not eligible to contest the Election to the Managing Committee of the Branch concerned for triennial term 2019-22.

Revised Directions of the Council for functions of branches of Regional Council updated as on 23<sup>rd</sup> December, 2018 are enclosed.

We have drawn up the schedule of elections in various branches and also the date of counting of votes at a particular hub. The same is given in ***Annexure I***. For the purpose of counting of votes, common Hubs have been created for one or more designated Branches. After the voting is over the ballot boxes will have to be handed over to the official of the Institute by the Returning Officer who will carry them to the Counting Hub, wherever applicable. The Hub where the counting of votes of your branch will be undertaken has been indicated in the Schedule of Polling and Counting enclosed herewith.

In terms of Direction (33), at least 14 days' notice for holding meeting is required and therefore in respect of branches having first phase of polling as per Annexure I i.e, 13 Branches in Eastern Region, 33 Branches in Central Region and 21 Branches in Southern Region , the notice for Special General Meeting will have to be issued latest by 12th January, 2019. Rest of the branches whose election will be held in 2, 3 and 4 phase of polling as per Annexure I , will also have to issue notices for Special General Meeting by giving 14 days' notice in accordance with the date of polling fixed for them.

For the purpose of uniformity, we are sending herewith the notice (***Annexure II***) and the nomination form (***Annexure III***) to be issued/used for the purpose. The specimen of Ballot Paper is also sent herewith (***Annexure IV***).

You are requested to please intimate us the name of the Ex-officio members/Returning Officers so decided by the Managing Committee of your Branch along with their contact details.

Thanking you

Yours faithfully

**Sd/-**

**(Rakesh Sehgal)  
Acting Secretary**

**Encl.: As above.**

**Copies to:-**

1. All members of the Council and Regional Councils
2. Chairmen of All Regional Councils
3. Heads of the Decentralised offices
4. RBA Section

# **NOMINATION FORM**

**FORM OF NOMINATION**

**FORM OF NOMINATION OF A CANDIDATE FOR ELECTION TO THE  
MANAGING COMMITTEE OF \_\_\_\_\_ BRANCH OF  
\_\_\_\_\_ INDIA REGIONAL COUNCIL  
FOR THE TERM 2019 to 2022**

We, the undersigned Members of the Institute of Chartered Accountants of India, belonging to the \_\_\_\_\_ Branch of \_\_\_\_\_ India Regional Council, not being in arrears on this day in respect of Annual Membership Fee for the current year and also being qualified to vote in the election of members to the Managing Committee of the said Branch for the term 2019-22, do hereby nominate \_\_\_\_\_, who is a Member of the Institute belonging to the said Branch and is also eligible to vote in the said election, as a candidate for the election to the members of the Managing Committee to be held on \_\_\_\_\_ 2019.

(1) Signature of Proposer \_\_\_\_\_  
Name in full \_\_\_\_\_  
Membership Number \_\_\_\_\_  
Professional Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

(2) Signature of Seconder \_\_\_\_\_  
Name in Full \_\_\_\_\_  
Membership Number \_\_\_\_\_  
Professional Address \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

I, \_\_\_\_\_, being a Member of the Institute belonging to the \_\_\_\_\_ Branch not being in arrears on this day in respect of Annual Membership Fee for the current year and also being qualified to vote in the election of members to the Managing Committee of the said Branch for the term 2019 to 2022, agree to stand for the election to the said Managing Committee of the Branch to be held on \_\_\_\_\_ 2019.

I declare that-

1. I have not served the Managing Committee of the Branch for three consecutive terms.
2. I have not been elected as Chairman of any Branch of the Institute.
3. I have not been appointed as Auditor (Statutory or Internal) of the Branch for the year 2018-19.

I undertake that if elected, I will serve the Managing Committee of .....Branch for full term of three years.

I agree to abide by the provisions of the Directions of the Central Council regarding Functions of the Branches of the Regional Councils, the Chartered Accountants Regulations, 1988 and the Chartered Accountants Act,1949.

I send herewith the fee for election of Rs. 25.00 (Rupees Twenty Five only) by Demand Draft/Pay Order/ Cheque No. \_\_\_\_\_ dated the \_\_\_\_\_ on \_\_\_\_\_ Bank drawn in favour of the Branch.

Signature of Candidate \_\_\_\_\_

Name in full \_\_\_\_\_

Membership Number \_\_\_\_\_

Professional Address \_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019.