

INDIAN SOCIETY FOR VETERINARY MEDICINE (ISVM)

Election for the Executive Committee

Guidelines

The Indian Society for Veterinary Medicine (ISVM) came into existence on 27th January, 1981 with its registration under the Societies Registration Act, 1860 (Act XXI of 1860) as amended by the Punjab Amendment Act, 1957. Initially, the office bearers of the newly created Society were nominated and it continued till the year 1996. During the XIV Annual Convention of ISVM held at Lucknow in 1996, for the first time the General Body (GB) of the ISVM passed a resolution in favour of electing the Executive Committee (EC) members by secret ballot.

A committee was constituted in the following years to frame the guidelines and modalities for conducting elections. With the approval of the subsequent GBs over the years, some changes were incorporated in the portfolios/positions, and increasing their numbers in the EC. In an effort to bring transparency in the election process, during the XXXII ISVM Convention held at Jammu in 2014, the GB passed a resolution that the designated Returning Officer (RO) shall send the ballots to the mailing addresses of all the Life Members of the Society under registered cover, and in turn, the Life Members will send their ballots to the RO by registered post only.

Since the inception of the ISVM, the tenure of the Executive Committee was for a period of two years, whereas the tenure of the Editorial Board for the Society's journal i.e. Indian Journal of Veterinary Medicine (IJVM) was 4 years. However, during the XXXVI ISVM Convention held at Bhubaneswar in 2018, the GB passed the resolution making the tenure of 3 years for both, the EC as well as the Editorial Board.

At present, the composition of the Executive Committee and the Editorial Board is as follows:

Executive Committee of the ISVM:

- | | |
|----------------------------|-------|
| 1. President | - One |
| 2. Vice-President(s) | - Two |
| 3. General Secretary | - One |
| 4. Joint General Secretary | - One |
| 5. Treasurer | - One |
| 6. Regional Secretaries | |
| i) Northern Region | - One |
| ii) Southern Region | - One |
| iii) Eastern Region | - One |
| iv) Western Region | - One |
| v) Central Region | - One |
| vi) North-Eastern Region | - One |
| 7. Woman Representative | - One |



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Editorial Board of the IJVM:

- | | |
|-----------------------------|--------|
| 8. Editor | - One |
| 9. Associate Editor | - One |
| 10. Assistant Editor | - One |
| 11. Member, Editorial Board | - Four |

The Founder President and the Immediate Past President act as the Ex-Officio Members of the EC.

Procedure to Conduct Elections:

Updating ISVM Directory:

1. One of the important requirements to conduct fair elections in a professional society by secret ballot is to have the latest contact details including valid mailing addresses of all the Life Members. The ISVM Directory was last updated in 2010, and therefore, it urgently calls for a comprehensive drive which can only be achieved with full cooperation of the Life Members. Updating the ISVM Directory, having the Life Membership Nos. and the mailing addresses, besides relevant information regarding the Life Members, shall be a priority, and the process shall be repeated every three years before each election. The ISVM Directory shall contain the state-wise list of the Life Members.

Nomination of Returning Officer (RO):

2. The General Body of the ISVM, by consensus, will nominate a senior Life Member as the Returning Officer for the conduct of the forthcoming election. The nomination shall be done during the General Body Meeting (GBM) at the venue of the ISVM annual conference held in the year of election.

Initiation of election process:

3. Soon after the annual conference of ISVM in the year of election is organized, the General Secretary shall circulate the minutes of the GBM mentioning the nomination of Returning Officer (RO). Following this, the General Secretary shall issue a letter to the designated RO to initiate the process of election.
4. The General Secretary shall arrange to provide the registers of updated list of ISVM Life Members containing the names, Life Membership Numbers and valid mailing addresses of all the Life Members in hard and/ or soft copy to the RO.
5. Subsequently, the RO shall issue a notification regarding the initiation of election process giving the schedule of election.
6. Based on the estimated expenses to be incurred on the conduct of election, the Office of the General Secretary, ISVM, will transfer funds as advance to the RO.

Eligibility for contesting elections:

7. ISVM Life Members with Master's degree in Veterinary Medicine/ Veterinary Clinical Medicine/ Veterinary Preventive Medicine only shall be eligible to contest in the election.



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8. Any ISVM Life Member of ISVM , who has received Associate Fellowship or Fellowship from the VIPM Society after 17/02/2026, shall not be eligible to contest the election for any post of the EC of the ISVM.
9. To contest election for the post of President, Vice-President, General Secretary and Editor of IJVM, the aspirant shall have a minimum standing of 10 years as the Life Member of ISVM.
10. The candidates contesting for the post of President, Vice-President, General Secretary and Editor, IJVM must either be currently in active service or would have retired from an academic institution, research institute, or extension organization.
11. The candidates contesting for the post of General Secretary and Treasurer shall have to be from the same college or institute ,
12. The candidates contesting for the post of Editor, Associate Editor and Assistant Editor of IJVM shall have to be from the same college or institution.

Disqualification from Executive Committee of ISVM :

13. If an elected member of the Executive Committee, at any stage after their election to the EC, is found to have concealed some relevant information or have furnished incorrect information regarding his/her candidature, he/she shall have to immediately resign from the post. Alternatively, the EC shall have the authority to remove any such member(s) from the EC of the ISVM.

Filing of nomination:

14. The RO shall issue a notification inviting the Life Members of ISVM to file their nominations for different posts of the Executive Committee of ISVM, including the Editorial Board of the IJVM, and the State Chapters of ISVM. The nomination form(s) will be circulated on the ISVM website, Facebook page of ISVM, and the WhatsApp groups of the ISVM. The RO shall specify the last date of receipt of nominations.
15. Any Life Member of ISVM shall have the option of filing nomination for any post in the EC as well as the State Chapter. However, in the event of elections to both the posts, he /she shall have to choose only one post.
16. A time period of approximately 30 (thirty) days from the date of notification will be given to file the nomination.
17. Part A of nomination form shall have to be filled up by the candidate himself/herself that will include personal details, name and LM No. of proposer and seconder, and declaration by the candidate.
18. In Part B of the nomination form, the name of the candidate contesting the election shall have to be proposed and seconded by two Life Members of ISVM (one each to propose and second).
19. Part B of nomination form shall have to be filled up by the proposer, the seconder, and the candidate himself/herself, with their name, LM No., signatures with date.
20. The candidate while accepting the nomination shall fill the address, email, phone/mobile number in the nomination form.



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21. The candidates, who are in active service of state or central government, autonomous body, private/corporate/co-operative organizations, shall have to get their nomination form routed through their head of the office. This condition shall not be applicable on those who are self – employed.
 22. The election processing fees for the post of President, Vice-Presidents and General Secretary is Rs. 2,000.00 (Rupees two thousand only).
 23. The election processing fees for the remaining posts is Rs. 1,000.00 (Rupees one thousand only).
 24. The election processing fees shall be accepted only in the form of Demand Draft drawn in favour of the **Indian Society for Veterinary Medicine**, payable at State Bank of India, SEWREE, Mumbai (S/B A/c No: 30090684263, IFSC SBIN0061529, Branch SBI, SEWREE, Mumbai) *.
- * With the change in the office of General Secretary of ISVM, the city, branch, IFS Code of the bank will also change.

Scrutiny of nomination forms:

25. Once the process of filing of nominations is over, the RO shall scrutinize the nominations and subsequently release the list of the eligible candidates (contestants) for various positions.
26. Nomination form(s), lacking complete information and/or the supporting documentary proof(s) as asked for in the prescribed form, shall be considered incomplete and consequently rejected.
27. Nomination form(s) received after the last date of receipt of nominations form shall be rejected. The election processing fees will be returned to the applicant(s) by registered post.

Withdrawal of nomination:

28. With the release of the list, the RO shall give sufficient time to the eligible candidate(s)/contestant(s) for withdrawal of nomination(s), if any candidate wishes so.
29. Those willing to withdraw their nomination, shall have to send a written request to the RO, by registered post only. Any other mode of communication shall not be entertained.
30. The election processing fee received with an incomplete nomination form or from candidate(s) who withdrew their nominations, shall not be refunded.

Printing and dispatch of ballots and envelopes:

31. Once the list of candidates contesting the election for different posts is finalized, the RO shall arrange to get the required number of ballot papers and envelopes printed.
32. The RO shall start to dispatch the ballots to the Life Members, starting with the North-Eastern states and Jammu & Kashmir. The ballots to the Life Members belonging to these states shall be dispatched 15 days prior to dispatch of ballots to the Life Members belonging to other parts of the country. All the ballots shall carry a number on it and it shall be recorded in a register by the RO along with the name of the Life Member at the time of dispatch.



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33. The bigger printed envelope, say, Envelope A shall contain a ballot along with another printed envelope, say, Envelope B, and a third envelope, say Envelope C, which shall not have anything printed on it except Envelope 'C'. First, the Life Member shall have to put his/her ballot in envelope C, then put it in Envelope B, seal it and return to the RO by registered post only.
34. A time period of approximately 30 days will be given to the Life Members to send their ballots to the RO and the last date of receipt of the cast ballot shall be notified by the RO.
35. The last date of receipt of cast ballot shall be same for all the states/union territories of India.

Code of Conduct:

36. After issuance of the notification for election, the Code of Conduct shall be in force till issuance of notification carrying final announcement of the results by the RO.
37. As per the Code of Conduct, no candidate shall be permitted to disturb/tamper the election process. In the event of anyone found involved in such activity/activities, the RO shall have the right to cancel his/her candidature after consultation with the incumbent Executive Committee.

Counting of votes and declaration of result:

38. After the last date of receipt of ballots from the Life Members, the RO shall notify the date for counting of ballots and shall request the contesting candidates, if they wish, to be present at the counting or to send their representatives.
39. The incumbent President or General Secretary may choose to remain present or depute their representatives during the counting. The nominated representative must be a life member of the ISVM.
40. Contestants in the election may depute a representative to be present during the counting of votes. The nominated representative must be a life member of the ISVM. The name and details of the representative must be intimated in writing to the Returning Officer at least one week prior to the date of counting. The representative shall have to produce a letter of authority issued by the candidate in his or her name.
41. For the purpose of counting, the RO shall have the option of taking help of staff other than the candidate(s) or their representative(s) present at the venue of counting.
42. The declaration of results shall be done on the same day of counting of ballots and communicated to the candidates contesting the election through email as well as in hard copy. The RO shall communicate the results of the election to the incumbent President and General Secretary.
43. The results of the election shall be notified on the official website of the ISVM.
44. In the event of no nomination(s) having been filed, or no valid nomination(s) having been found on scrutiny for a post/posts, the Executive Committee shall have the right to fill the position(s) by co-opting among the Life Member(s) of ISVM.



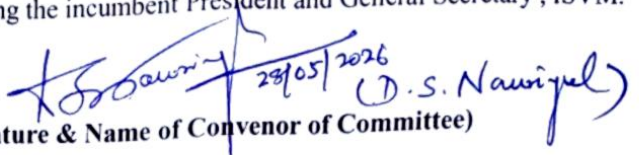
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Submission of statement of expenditure by the Returning Officer:

45. The RO shall be responsible for submitting the expenditure statement against the advance received from the General Secretary to conduct the election. This shall have to be done within 30 (thirty) days of declaration of election results.

Disposal of ballots and other election related materials:

46. The RO shall keep the materials related to the elections for 120 days. Thereafter, the RO shall have the liberty to destroy the same after consulting the incumbent President and General Secretary, ISVM.


(Signature & Name of Convenor of Committee)

