

IADVL ELECTION CIRCULAR 2018

INDIAN ASSOCIATION OF DERMATOLOGISTS, VENEREOLOGISTS AND LEPROLOGISTS

ELECTION CIRCULAR 2018

ELECTION OFFICER

Dr. Suresh Talwar

LM/UP/2329

Phone number: 9335917611

Email: drsureshtalwar@rediffmail.com

Address: C 219, IndraNagar

Lucknow, 226016

RETURNING OFFICER

Dr. Umashankar Nagaraju

LM/KN/3455

Phone number: 9448151468

Email: secretarygeneral@iadvl.org

Address: DERMAVISION.794, 15TH Main, 2nd

Stage, BTM Layout, Bengaluru-560076

ELECTION OBSERVER

Dr. Sacchidanand

LM/KN/1937

E-mail: drsacchi1960@gmail.com)

Phone Number: 9341218715

E- VOTING COORDINATOR

Dr. Mukesh Girdhar

LM/ND/1364

E-mail: mukeshgirdhar@hotmail.com

Ph.No:9810078198

Dear IADVL member,

We are happy to inform you that nominations are being called for the election of National IADVL Executives for the year 2019 as well as bids for venue selection for MID DERMACON 2019, 2020 and DERMACON 2021.

IMPORTANT DATES IN CONNECTION WITH THE ELECTION

Last date for filing nominations along with fee	: 15-06-2018
Last date for bidding for DERMACON / MID DERMACON	: 15-06-2018
Last date for withdrawal of nominations / bids	: 15-07-2018
Announcement of valid candidates / bids	: 16-07-2018
Opening of e-voting	: 01-10-2018
Closure of e-voting	: 15-12-2018
Counting of E-votes	: 16-12-2018
Filing of objections, if any, to Election Officer	: 17-12-2018 to 23-12-2018
Declaration of results on e-groups and website	: 24-12-2018

Part- I

Nominations invited for following posts of National IADVL Executive Committee for 2019

1. President Elect : 1 Post
2. Vice President : 2 Posts
5. Honorary Secretary General Elect : 1 Post
6. Honorary Treasurer Elect : 1 Post
5. Honorary Joint Secretary General : 2 Posts

Nomination filing fee for contesting election: Life Members of IADVL proposed to contest should pay a prescribed nomination fee by a DD in favor of "IADVL" payable at New Delhi or by electronic payment to IADVL , **State Bank of India** at Ansari Nagar, New Delhi , with **Account 00000033582784962**, IFSC code- SBIN0001536 and send the DD or proof of electronic payment along with the completed nomination form with enclosures to the IADVL Honorary Secretary General – Dr. Umashankar Nagaraju. Electronic payment has to be done before the last date and intimated to the Returning Officer. A duplicate set of nomination papers should be sent simultaneously to the Election Officer – Dr. Suresh Talwar.

The nomination fees for various posts are – **Rs. 25,000** for post of **President Elect**; **Rs. 15,000** for each post of **Vice President**; **Rs. 25,000 (Rs. 12,500 each)** for the posts of **Hon. Secretary General Elect and Hon. Treasurer Elect** and **Rs. 7,500** for each post of **Honorary Joint General Secretary**. It may be mentioned that 50% of the nomination fee will be refunded if nomination is withdrawn before the withdrawal date. After that date, no refund will be allowed in any circumstances. The hardcopy of the demand draft with application form should reach the Returning Officer by midnight of 15th June 2018. Soft copies and emails are not valid for this.

I.CONDITIONS OF ELIGIBILITY FOR OFFICE BEARERS:

One has to be a permanent resident of India continuously for last 5 years to be eligible to contest elections in IADVL with exception for those institutional employees who go on deputation/fellowship for not more than 2 years.

A. PRESIDENT ELECT:

(i) Shall be a member of the Association in good standing for the previous TEN YEARS during which period he/she must have no outstanding indebtedness to the Association.

(ii) Shall have a minimum experience of 15 years in the specialty of Dermatology, Venereology, and / or Leprology, after having taken his/her post-graduate qualification in the specialty.

(iii) Shall be exclusively engaged in the practice, teaching and/or Research of these specialties of Dermatology, Venereology and/or Leprology.

(iv) Must have been actively involved in the affairs of the Association in an official capacity either at the Central level as Vice-President, Honorary General Secretary or Honorary Treasurer or at the Branch/Combined Branches level as President. The tenure of these positions should be complete at the time of application.

(v) The candidate must declare any conflict of interest as mentioned in the application form.

B. VICE PRESIDENT:

(i) Shall be a member of the Association in good standing for the previous SEVEN YEARS during which period he/she must have had no outstanding indebtedness to the Association.

(ii) Shall have a minimum experience of 10 years in the specialty of Dermatology, Venereology and/or Leprology after having taken his/her post-graduate qualifications in the specialty.

(iii) Shall be exclusively engaged in the practice, teaching and/or research of the specialties of Dermatology, Venereology and/or Leprology.

(iv) Must have been actively involved in the affairs of the Association in an official capacity either at the Central level as Honorary General Secretary or Honorary Treasurer or Joint Secretary or at the Branch / Combined Branches level as President or Vice President or Secretary. The tenure of these positions should be complete at the time of application.

(v) The candidate must declare any conflict of interest as mentioned in the application form.

C. HONORARY SECRETARY GENERAL ELECT & HONORARY TREASURER ELECT:

(i) Shall be member of the Association in good standing for the previous FIVE YEARS.

(ii) Shall have a minimum experience of 10 years in the specialty of Dermatology, Venereology and/or Leprology after having taken his/her postgraduate qualification in the specialty.

(iii) Shall be exclusively engaged in the practice, teaching and/or research of the specialties of Dermatology, Venereology and/or Leprology.

(iv) Candidate for Honorary Secretary General Elect should have been a Joint Secretary or Treasurer or Secretary or Vice President or President at the State level or a Joint Secretary or Treasurer at the National level.

(v) Candidate for Honorary Treasurer Elect should have been a Joint Secretary or Treasurer or Secretary or Vice President or President at the State level or a Joint Secretary at the National level.

(vi) The Honorary Secretary General Elect and the Honorary Treasurer Elect must be proposed from the same state / area in this particular context.

(vii) The candidates must declare any conflict of interest as mentioned in the application form.

D. HONORARY JOINT GENERAL SECRETARY:

(i) Shall be a member of the Association in good standing for the previous FIVE YEARS during which period he/she must have had no outstanding indebtedness to the Association.

(ii) Shall have a minimum experience of 5 years in the specialty of Dermatology, Venereology and/or Leprology after having taken his/her post-graduate qualifications in the specialty.

(iii) Shall be exclusively engaged in the practice, teaching and/or research of the specialties of Dermatology, Venereology and/or Leprology.

(iv) Must have been actively involved in the affairs of the Association in an official capacity either at the Central level or at the Branch / Combined Branch level or a Central Council Member from a Branch for a minimum period of TWO YEARS either continuous or with breaks. The tenure of these positions should be complete at the time of application.

(v) The candidate must declare any conflict of interest as mentioned in the application form.

II. PROCEDURE FOR ELECTIONS OF OFFICE BEARERS:

i. The Electoral Roll will consist of all direct life members of the Association and members through a state branch or combined state branch and on whose behalf Central Fund Contribution (CFC) has been received at the office of the Honorary Secretary General by 31st March of the Association year, and who have no outstanding indebtedness to the Association.

ii. The candidates proposed for various posts shall confirm to the requirements laid down under Rule 26 and should also pay the nomination fees mentioned above.

iii. They shall be duly proposed and seconded by members in good standing who have no outstanding dues to the Association. The application should bear the candidates' willingness and signature.

III. WITHDRAWAL OF NOMINATIONS:

The last date for withdrawal of nominations will be 15th July 2018. This shall be indicated in the information sent by the Honorary Secretary General to the nominated member. Non-receipt of a letter of withdrawal from the candidate by the Honorary Secretary General shall be considered as acceptance of the nomination by the member.

IV. VALID NOMINATIONS:

i. The Honorary Secretary General shall send a list of nominated members to the Election Officer by 16th July 2018. The Honorary Secretary General shall also inform all the valid candidates by that date.

ii. In case more than one candidate is found nominated for the post of President Elect, Honorary General Secretary elect & Treasurer elect and more than two candidates each for the post of Vice Presidents and Honorary Joint General Secretaries, a secret e- voting process must be undertaken to elect the office bearers concerned.

iii. Any candidate who has any objections about any other candidate or about the process of election in any way should intimate the same to the Election Officer by 31 July 2018, so that the same can be taken up in the Central Council Meeting (CCM) of the same year. No objections either about candidature or election process shall be entertained after this date.

V. BALLOT AND E-VOTING:

i. No ballot will be dispatched as IADVL will henceforth be having only E -VOTING.

ii. The members shall cast their votes through the web portal integrated to the IADVL website. Member has to sign up and then log in to their profile in the website. Brief bio-data of contestants will be displayed on e-portal before a member finally casts his vote electronically.

VI. CODE OF CONDUCT:

i. Individual members cannot use IADVL central or branch organs like e-groups, web forums, etc., for canvassing. They should not seek endorsement by state or zonal branches.

ii. Canvassing by any state branch or branches or by any group of IADVL members individually or collectively for any candidate shall not be permitted.

iii. Each one's bio-data, not exceeding 200 words, along with his/her photograph, will be sent along with posted election materials and displayed on e-portal and on e-groups and printed in IADVL Newsletter to be released in CCM before member casts his/her vote. Complete list of e voters will be provided to the contestants.

iv. The candidates for the post of President Elect shall be invited to attend CCM at their expense and will be given an opportunity to address the members for 5 minutes each.

v. If any data in the bio data of a contestant printed is proved to be false, that candidate's election will be declared null and void. In that event, the candidate who had secured the next highest number of votes will be declared elected. In case there is no contest for the post, the election will be carried in the concluding AGBM of the year.

vi. Any candidate breaking the code of conduct will be subject to punishment as below:

a. The matter will be referred to the Election Officer; this may be done either by the Returning Officer or by a candidate directly.

b. The Election Officer may take any of below actions if the complaint is found to be valid, and after giving adequate opportunity to the candidate to explain: (1) issue private warning letter if it is a first offence and in the opinion of election officer a minor offence (2) issue a public warning (announcements in e-groups) for a second offence or if it is a larger offence (3) disqualify the candidate for a third offence or a second larger offence.

c. This procedure shall be completed within a period of ten days. The decision of the Election Officer is to be considered final and should not be discussed publicly. The disqualified candidate will have the right to appeal to an Arbitration Committee against the decision of Election Officer, which shall be constituted by the President as per the provision of the Constitution. The Arbitration Committee shall give its decision within one week and that decision will be final. The candidate or any member on his behalf cannot raise the issue with general members in any of the e-groups.

VII. DECLARATION OF ELECTION RESULTS:

The official declaration of the election results will be after 7 days of counting the E- votes by the Election Officer on e-groups and same will be available on website as well. The number of votes polled by various contestants shall be announced and subsequently published in IADVL News. It should also be conveyed to the contestants, various state branch secretaries and Editor of IJDVL and IDOJ.

VIII. ELECTION FOR UNFILLED POSTS:

Posts for which no nomination has been received or remain unfilled for any reason shall be filled up by election on the floor of the Closing AGBM at the subsequent DERMACON.

IX. ELECTION DISPUTES AND ARBITRATION:

All disputes arising with regard to the election of office bearers or any dispute among the member of the Association shall be referred to the Arbitration Committee to be nominated by the Central Council and further approved by the General Body. Five Immediate Past Presidents will constitute the Arbitration Committee. Its verdict shall be final and binding on all parties.

**FORM OF NOMINATION AND CONSENT FOR THE POST OF _____
OF IADVL NATIONAL EXECUTIVE COMMITTEE FOR 2019**

Please fill the form in duplicate (two sets) and send one copy to Election Officer, Dr. Suresh Talwar and another copy along with DD towards nomination fee to Honorary Secretary General, Dr. Umashankar Nagaraju at the addresses given below so as to reach on or before 15th June, 2018.

PROPOSED BY:

I, Dr. _____ (LM number _____), a member of

_____ branch/direct member with the following address

_____ mobile number: _____ e-mail id:

_____ do hereby

propose Dr. _____ (LM number _____) address

_____ mobile number: _____ e-mail id:

SECONDED BY:

I, Dr. _____ (LM number _____) address

_____ mobile number: _____ e-mail id:

He/she is a member in good standing as per the Rules and by-laws of IADVL for the post of _____ of the Indian Association of Dermatologists, Venereologists and Leprologists for the Year 2019.

DECLARATION

We, the proposer and seconder of the above nomination, are members in good standing as per Rule 27 of the Constitution of IADVL (Procedure of Election of the Office bearers).

Signature of the proposer

Signature of the seconder

Date: ____/____/____

Date: ____/____/____

Place: _____

Place: _____

(6)

DECLARATION BY CANDIDATE OF FULFILMENT OF THE ELIGIBILITY CONDITIONS FOR THE POST OF _____

I _____ (LM number _____) proposed for the post of

_____ do solemnly declare that I fulfill the conditions of eligibility for the post for which I am nominated under the Rules and Bye laws of the Constitution of IADVL and that I have read the IADVL Constitution and will abide by the same in letter and spirit.

I hereby wish to declare the following associations with industry/other societies:

I am an owner/employee/consultant/advisor (specify any other capacity) in the following pharma/aesthetic company or instrument supplier/dealer or cosmetic company or chain of clinics:

I am an office bearer in the below mentioned capacities in the following medical associations/societies:

I am in the following position in organizing committees of the following congresses:

I hereby confirm that the above statements are true and full disclosures are made.

Name and Address:

Mobile number: Email id:

Enclosures to be attached:

1. Brief CV (200 words) Yes

2. Photograph Yes

3. Demand Draft for Nomination fee: Amount: _____ DD Number: _____

(DD in favor of "IADVL" Payable at New Delhi) **DD Date: _____**

OR

Details of electronic payment

.....

(Name, Account Number, Bank Name, Amount, Date of payment)

Date: ____/____/____ Place: _____

Signature of the Nominee

Kindly post one completed copy with enclosures to the Election Officer and another copy with enclosures along with. DD towards nomination fee to the Returning Officer.

Election Officer

Dr. Suresh Talwar

LM/UP/2329

Phone number: 9335917611

Email: drsureshtalwar@rediffmail.com

Address: C 219, Indra Nagar

Lucknow, 226016

Returning Officer

Dr. Umashankar Nagaraju

LM/KN/3455

Phone number: 9448151468

Email: secretarygeneral@iadvl.org

Address: DERMAVISION.794, 15TH Main, 2nd Stage, BTM Layout, Bengaluru-560076

PART-II

BIDS INVITED FROM IADVL STATE BRANCHES TO HOST MID DERMACON 2019 and 2020

Bids are invited from IADVL State Branches to host the 7th MID DERMACON in 2019 and 8th MID DERMACON in 2020 **Preference in the bids would be given to smaller cities of India.** However, if no suitable bid is received from such smaller cities, it can be allotted to any city.

When to Hold: Ideally in August 2019 and 2020

How to bid for MID DERMACON: Application of bids to hold the 7th MID DERMACON 2019 and 8th MID DERMACON 2020 should reach IADVL Honorary Secretary General by 15th June 2018. The eligible bids would be included in the evoting form for nationwide voting for deciding the venue. The bid should mention the venue, names of Organizing Secretary, Organizing Chairperson and Scientific Chairperson. Each bid should be endorsed by executive of the respective IADVL State Branch. In case no bid is received till 15th June 2018, the venue would be decided in the Annual General Body meeting at Bengaluru in January 2019.

Guidelines of conduct of MID DERMACON: Duration - Two days, on a Saturday and Sunday. Saturday first day CME – topics of Clinical Dermatology/ involve SIG group/parallel workshop can be organised. Sunday – Second day of conference. For scientific program, local scientific team will be the main planner. IADVL Academy of Dermatology and Special Interest Groups (SIG) would coordinate and help the local scientific team in its implementation.

On winning the bid the organizers of the MID DERMACON should sign a memorandum of understanding with the national IADVL to accept rules in financial matters and conduct of MID DERMACON.

Winner of the bid would be announced / decided during the opening year AGBM at DERMACON 2019.

PROFORMA OF DETAILS TO BE FURNISHED WITH THE MID DERMACON BID

Name of Proposed City :

Name of Bidding IADVL State Branch :

Details (Name, IADVL membership number, mobile number & e-mail id) of the following:

Chairperson, Organizing Committee :

Secretary, Organizing Committee :

Treasurer, Organizing Committee :

Chairperson, Scientific Committee :

Endorsement by IADVL State Branch for hosting the MID DERMACON

UNDERTAKING

We, office bearers of Organizing Committee of MID DERMACON 2019/2020 have read the IADVL Constitution and will abide by its Rules and Regulations. We shall also sign MOU with IADVL if this conference is allotted to IADVL _____ State Branch. It will be signed by Organizing Chairperson and Organizing Secretary.

PART-III

BIDS INVITED FROM IADVL STATE BRANCHES TO HOST DERMACON 2021

When to Hold: Ideally in January 2021

Bids are invited from State Branches of IADVL to host DERMACON 2021 in one of their cities. The application for bids to hold DERMACON 2021 should reach IADVL Honorary Secretary General by 15th June 2018. The bid should be forwarded by the State Secretary as per the present guidelines to the Honorary Secretary General, IADVL. The bid should be accompanied by all the relevant details as per present bidding proforma. However the bidder must also attach the minutes of the General Body meeting of the State which has passed the proposal for hosting of national conference.

The Organizing Secretary of the bid Committee should also send a write up of maximum of 500 words about the proposed venue along with 4 images. The write up will be posted in IADVL official web site and also in IADVL News along with the images. Video or slide show presentation may also be attached along with bidding Proforma. The Organizing Secretary may host a web page about the venue and send the URL of the same for displaying at the IADVL website.

The resolution must mention names of Chairperson, Secretary and Treasurer of Organizing Committee and the Scientific Chairperson and must be accompanied by properly signed MoU by Organizing team and State Branch President and Secretary.

NB: The withdrawal of the bid can be allowed within 15 days of applying for the bid by a resolution passed by State GBM. However, if there is no time to get a resolution passed by State GBM then the EC of the State Branch of IADVL may permit the withdrawal but subsequently get the decision ratified during next State AGBM.

PROFORMA FOR APPLICATION FOR DERMACON

Name of Proposed City :

Name of Bidding IADVL State Branch :

Details (Name, IADVL membership number, mobile number & e-mail id) of the following:

Chairperson, Organizing Committee :

Secretary, Organizing Committee :

Treasurer, Organizing Committee :

Chairperson, Scientific Committee :

1. GENERAL

- a) Map of city/town proposed for holding DERMACON
- b) Exact location/address of proposed DERMACON venue
- c) Is the conference venue a permanent structure or a temporary built one?
- d) Distance from the city center
- e) Connectivity of the city or town by (a) train (b) air (c) roads (Please give the details in a separate sheet)
- f) Transport facilities within the city/town
- g) Was the IADVL National Conference held earlier in the same city/town? If yes, when?
- h) Were other conferences held earlier? If yes, please give their attendance figures
- i) Please give the figurative diagram of the conference venue according to scale

2. FACILITIES FOR SCIENTIFIC PROGRAMS

- (a) Hall for the inaugural function/plenary session - Capacity (to seat at least 2000-2500 people); size of the podium; air conditioning; acoustics; audiovisual facilities; lobby space outside the hall
- (b) Halls (2-3) for the concurrent sessions - Capacity (to seat at least 600-700 people); air conditioning; acoustics; audiovisual facilities; distance from the main hall
- (c) Space for poster presentations
- (d) Toilet/sanitation facilities for all conference spaces
- (e) Four smaller halls or spaces for registration area, conference secretariat, communication room and preview room adjacent to the main hall

3. FACILITIES FOR TRADE EXHIBITION

- (a) Adequate space for 60-70 stalls (3m x 3m) and 3-4 bigger stalls (10m x 10m)
- (b) Adequate space to move around within the area
- (c) Adequate toilet/sanitation facilities (no. of toilets)

4. FACILITIES FOR THE DELEGATES AND ACCOMPANYING PERSONS

- (a) Size and facilities for food space and resting area
- (b) "May I help you" counter and travel desk
- (c) Arrangement for safekeeping of delegates' and accompanying persons' belongings
- (d) Transport arrangements from conference venue to hotels and banquet venue
- (e) Accommodation: Please send the brochures of the tourist department or of the previous conferences held.

Hotels

Grade	No. of rooms	Tariff	Inclusive/Exclusive of breakfast
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5. MISCELLANEOUS

Management of the conference entrusted to an event management company: Yes/No
 Food and drinking water arrangements contracted to whom? Private contractor/hotel
 Safety precautions - Emergency exits; firefighting facilities; sanctions by local authorities; adequate manpower; event management staff; residents/medical staff/students (please tick)

6. The IADVL _____ State Branch has passed a resolution by a majority vote at its GBM held on _____ at _____ that it wants to host DERMACON 2021 at _____. The Organizing Chairperson, the Organizing Secretary and the Treasurer, Organizing _____ Committee _____ will _____ be _____

_____ (name, city and membership number) respectively and the Chairperson of the local Scientific Committee will be. _____ (name and membership number)

UNDERTAKING *We, office bearers of Organizing Committee of DERMACON 2021 have read the IADVL Constitution and will abide by its Rules and Regulations. We shall also sign MoU with IADVL if this conference is allotted to IADVL _____ State Branch. It will be signed by Organizing Chairperson and Organizing Secretary/Treasurer.*