



ORIENTATION FOR ELECTION
PROCESSES FOR LOCAL
ASSOCIATIONS-2024





01

INTRODUCTION



UNIFORM LOCAL CONSTITUTION



ARTICLES
25



BYELAWS
3





Uniform Local Constitution

ARTICLE 10

2. Nominating Committee

- Shall consist of not less than three (3) and not more than seven (7) members
- One of the members of the Committee except the Chairperson shall be from the Board of Management.
- All members of the Committee shall be elected at the Annual election.
- One Year, one member of the nominating committee shall be elected for a term of two years.
- All members shall be eligible for re-election after a gap of one year.
- Quorum - For 3 members it is 3, For 5 member it is 3, For 7 member it is 5

ARTICLE 11: ELECTIONS

- **General body in its annual meeting will elect every year, the Officers, Board of Management and the Nominating Committee.**
- **Election shall be held through secret ballot.**
- **Annual elections shall be held at the earliest after the close of the financial year but in no case later than 30th September. The Nominating Committee is responsible to conduct the elections as per the Byelaw.**
- **To be eligible to stand and vote at elections, electoral members shall have renewed their membership on or before 30th June of the current financial year.**
- **Election shall be held on or before the date of the Annual General Body Meeting.**

ARTICLE 12: TERM OF OFFICE OF BOARD MEMBERS

1. TERM OF OFFICE

- **Officers – Every year election (After three consecutive years one term of two years gap should be there).**
- **Board members - Elected for one term of two years, They are eligible for maximum of two terms of two years each**
- **A member shall be eligible for re-election after a break of one term (ie, two years).**
- **Associate member - shall be eligible for being co-opted each year upto a maximum of two successive years.**
- **However, she shall be eligible for co-option after a break of one year.**



ARTICLE 12: TERM OF OFFICE OF BOARD MEMBERS

2. Filling of Vacancies

- Any vacancy in the Board of Management shall be filled in consultation with the Nominating Committee from amongst the Electoral Members of the YWCA of _____, provided that the term of office of any such newly appointed Member in the vacancy shall be until the next elections.
- If any vacancy occurs in the Nominating Committee the vacancy shall be filled up by the Nominating Committee itself by nominating any other electoral members
- A member filling such a vacancy shall be deemed to have served one year if she has served for more than six months.



Bye Law 3: Election procedure

1. Nominating Committee

- Entirely and solely responsible for the conduct of the entire process of election

2. Elections

- Board of Management, Office Bearers, and Chairperson and members of the Nominating Committee
- Held by secret ballot
- Authorised under the Constitution and Byelaws

3. Due date of Election

- within six months of the end of the financial year not later than 30th September of each year



Bye Law 3: Election procedure

4. Nominations

- Electoral members can submit nominations or be nominated by the Nominating Committee.

5. Electoral Rolls

- Membership Committee or in its absence the Nominating Committee shall be responsible for the preparation, and certification of the electoral rolls for the elections.

6. Nominating Committee Work

- NC along with Board of management shall fix the date of elections.
- 10 weeks before NC starts the work.
- NC shall direct the membership committee to prepare and furnish the electoral membership list.



Bye Law 3: Election procedure

7. Membership Committee work

- MC shall not exclude any electoral member of the Local Association .
- MC shall consider all relevant factors as stipulated by the Constitution.
- MC shall prepare and deliver the electoral rolls to the NC within 7 days from the date the request was received

8. Election Process

- Chairperson of NC shall call for the meeting
- After scrutiny and verification, the chairperson on behalf of the nominating committee shall clarify the electoral rolls



Bye Law 3: Election procedure

8. Election Process ..Continued

- This certified electoral list shall be displayed on the Notice Board
- Member have grievance related to the electoral list may approach the NC chairperson.

9. Schedule of work for the NC

10. Letter calling for the Nomination to Membership

11. Meeting and consultative process of the nominating committee

12. Short listing of Nomination

13. Ballot Papers

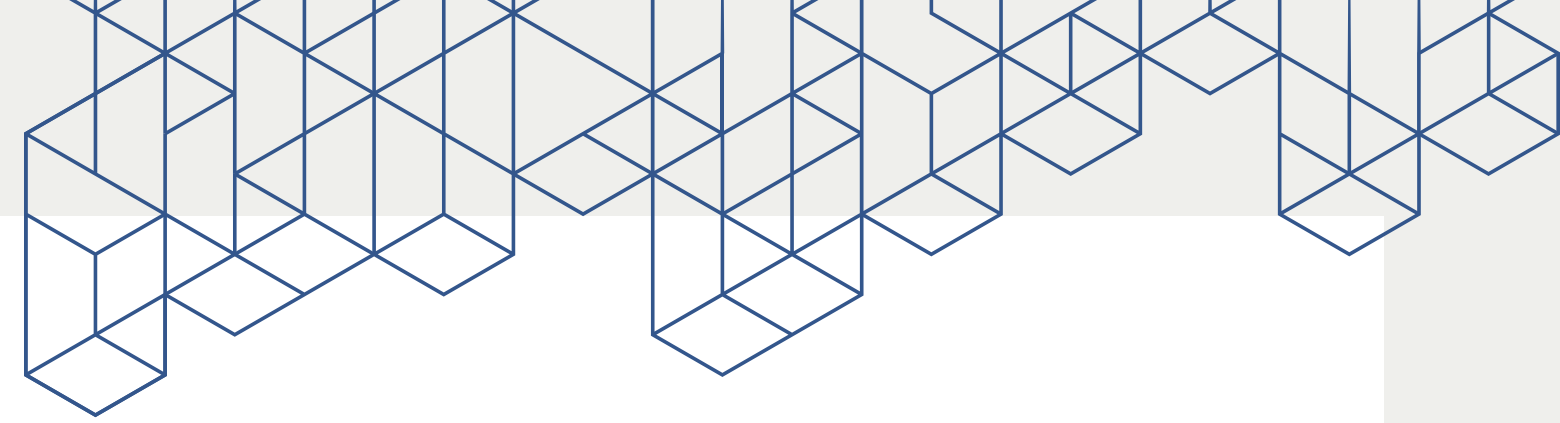
14. Preparation of the day of elections.

WHY ELECTIONS?

- **Requirement under the Registrar Societies Act**
- **Enable change in leadership**
- **To bring in new perspectives for decision making**
- **Involvement of new members in the developing policies**

WHEN SHOULD ELECTIONS TAKE PLACE?

- **Elections may be conducted a week or two prior to the AGM or may be held on the same day of the AGM**
- **The Membership at its Annual General Body meeting will elect every year, the Officers, Board of Management and the Nominating Committee.**
- **Annual General Body Meeting of the Association shall be held on or before the 30th of September each year.**




WHO IS RESPONSIBLE FOR CONDUCTING ELECTIONS ?

- **The Nominating Committee in consultation with Board of Management fixes the date for conducting the elections. (Byelaw III-6)**
- **The responsibility is entirely and solely with the Nominating Committee to conduct the entire process of election including all procedures and processes in accordance with the Constitution and Bye-laws of the YWCA of _____**



WHAT ARE THE POSITIONS FOR WHICH ELECTIONS ARE HELD?

- **Officers –President/ Vice-President/s, /Treasurer, Assistant Treasurer and Recording Secretary**
 - **Board Members**
 - **Nominating Committee Chairperson and Members**
 - **The Board of Management shall not be less than five(5) and not more than fifteen(15) Elected members .**
 - *The General Secretary is not an elected member on the Board but is an Executive Officer of the YWCA and an ex-officio on the Board responsible to provide professional expertise and leadership.*
- 

How does the Nominating Committee nominate candidates ?

- The Nominating Committee invites nominations from the membership for the post of Officers, Board and Nominating Committee members



Can Elections be postponed?



1

Can only be postponed only in case of emergencies/ unavoidable circumstances

2

Would require approval of the National Board prior to 30th of September

3

Passed by the General Body through a resolution for extension/or for the Board to continue

Membership Committee :

Role in Election - (Byelaw III-7)



1

Shall prepare the list of eligible members who are eligible to vote/stand for election under the Constitution

2

Deliver the electoral rolls to the Nominating Committee within seven days(7) from the date the request by NC

3

Consider all factors as per the Constitution to include names, age of members in the electoral rolls. (refer to the sample in the pdf)

4

It cannot exclude any electoral member from the electoral rolls except on grounds as per the Constitution.

Sample Electoral List

1. Name
2. Date of Renewal
3. Form and Receipt
4. Membership #
5. Date of Birth
6. Age as of 30th June
7. Educational Qualifications
8. Address
9. Mobile number
10. Email id #
11. Occupation

12. Year of Original membership
13. Year of Break in Membership
14. Related to Employee or Service Provider
15. Related to Member
16. Renewed or New Member
17. Experience in YWCA
18. Eligible to nominate
19. Eligible to vote
20. Eligible to stand as Officer/Board/Nominating Committee (Separate columns mentioning also if term over/Break given)
21. Any pending Inquiry
22. Remarks

Who can Contest for Elections?

Only the electoral members of the Local association not in default can submit nominations or be nominated by the Nominating Committee.

For Board of Management and Nominating Committee



Who have been members for one year



Their presence and involvement in the activities should be the deciding factor







There is no age limit for Board and Nominating Committee member



However the Board needs to have a spread of age across- 30% YW upto 30 years, 45% between 31-55 years and 25% above 56 years

Who can Contest for Elections?

OFFICERS

-  Members below the age of 65 years
-  Have served on the Board of Management at any time
-  Only those who have been on the Board as Board members can stand for the post of Office Bearer.
-  A member who has been on the National Board but not on the Local Board can also be considered for the post of Office Bearer.

CRITERIA THAT THE NOMINATING COMMITTEE NEEDS TO FOLLOW

- Should be a member for one year
- Must have renewed membership on before 30th June of the current financial year
- Must be actively involved in the work of the YWCA
- Must possess educational and professional experience for the post
- Have not brought any disrepute to the movement by any action or deed
- No two family members to be nominated at the same time



What if there are no
Young Women?

Thirty percent (30%) of the members of the Board shall be in age group of 18 to 30 years. If the above percentage is not elected/ co-opted, their positions shall remain vacant.

What are the other Reservations

1 AGE GROUP : 31-55

Forty five percent (45%) nominees shall be in age group of 31-55

2 AGE GROUP : 56 & Above

25% to be in age group of 56 and above

3 AGE GROUP : 65 & Above

No Officer or the Chairperson Nominating Committee to be above 65 years

Term of the Board members



- 1** Elected for one term of two years
- 2** Eligible to be elected to the Board of Management as Board member for a maximum of two terms of two years each
- 3** Not eligible for any elected position in the association after two consecutive terms of elected tenure(Total 4 years).
- 4** Eligible for re-election after a break of one term (ie, two years).

Term of the Office Bearers



1

Elected every year to the respective office up to a maximum of three years

2

Eligible for re-election after the lapse of two years.

3

The persons elected to the Board of Mgmt shall not be entitled to any remuneration except reimbursement of out of pocket expenses.

4

General Secretaries/Honorary Secretaries shall not be an elected member but shall serve only as staff

Mandatory requirements

- To be eligible to stand/vote at elections, electoral members must have renewed their membership on or before 30th June of the current financial year.
- Elections are to held by Secret ballot. If held by selection or show of hands would be declared invalid and unconstitutional

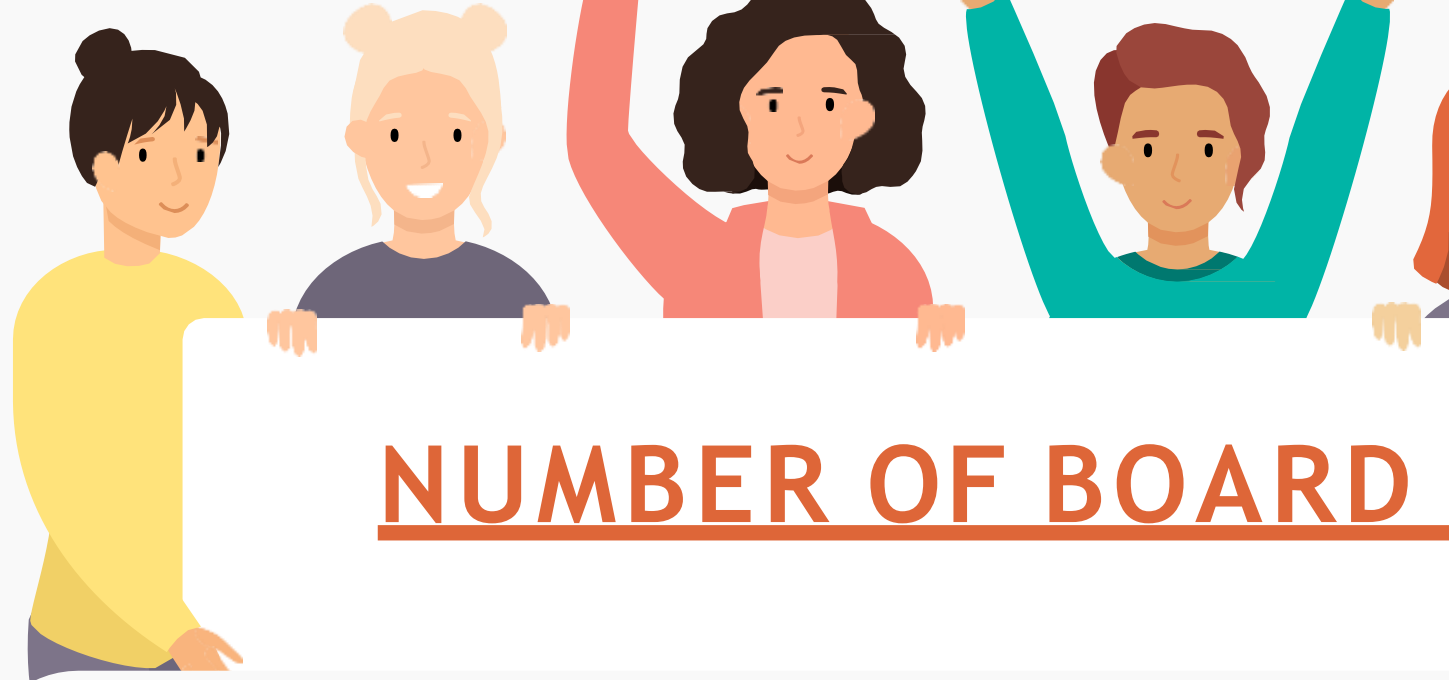


Elections with Annual Meeting



- Audit of an association must be completed by 30th September each year and passed at the Annual General Meeting.
- Election can be held before the AGM and results announced after AGM has passed the Annual Report and Annual audited Accounts. The new Board then takes up office.

- This enables the old Board to hand over charge fully to the newly elected Board of Management with clear records.
- For transparency the Board may invite a National Nominating Committee member(s) as observer(s)



NUMBER OF BOARD MEMBERS

The Board shall not be less than 5 and more than 15 members

The number of Board members in dependant on the number of members in a Local Association

50
Members
and More

Board of
Management
would be
between 5-7
members.

More than
80-100
members

Board of
Management
would be
between 9-11
members.

More than
150
members

Board of
Management
would would
comprise of 15
members.

Cooption of Members



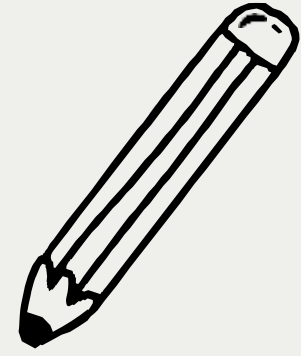
The Board can coopt 2 or maximum 3 members on the Board



Members Co-opted on Board can be appointed as Chairpersons of the Committees



An associate member can be co-opted annually upto a maximum of two successive years. Eligible for co-option after a break of one year



Filing of Vacancies



1

Vacancy in the Board shall be filled in consultation with the Nominating Committee

2

Term of office of the newly appointed member filling the vacancy shall be until the next elections.

3

Vacancy in the Nominating Committee is filled up by Nominating Committee itself by nominating any other electoral member.

4

Member filling such a vacancy shall be deemed to have served one year if she has served for more than six months

5

A member who has lost Election cannot be asked to fill vacancy

03

SAMPLE ELECTION SCHEDULE
FOR ELECTIONS IN SEPTEMBER

31st March	Expiry of all membership
1st April	Renewal of Membership for the year
30th June	Renewal ends for the year
1st - 6th July	Membership Committee finalises the Membership List .Is signed by Chairperson displayed on the Notice Board for corrections giving a deadline
7th July	Membership list handed to Chairperson Nominating Committee
8th -14th July	Nominating Committee makes an eligibility list
15th July	Call for nominations by the Nominating Committee
31st July	Last Date for receiving Nominations

1st -10th Aug	Opening of Nominations/ categorisation
11th Aug	Call for signed Consent Forms and Bio Data
21st Aug	Last date for receiving Bio Data and consent
22nd Aug	Preparation of Who's Who of all candidates
28th Aug (or ten days before Elections are due)	Who's Who sent to the members and put on display
Between 7th -30th September	Elections can take place
Declaration of Result	Result and Installation Ceremony to be held at the AGM

NC SHALL MEET WITH THE BOM AND FIX A DATE FOR ELECTION

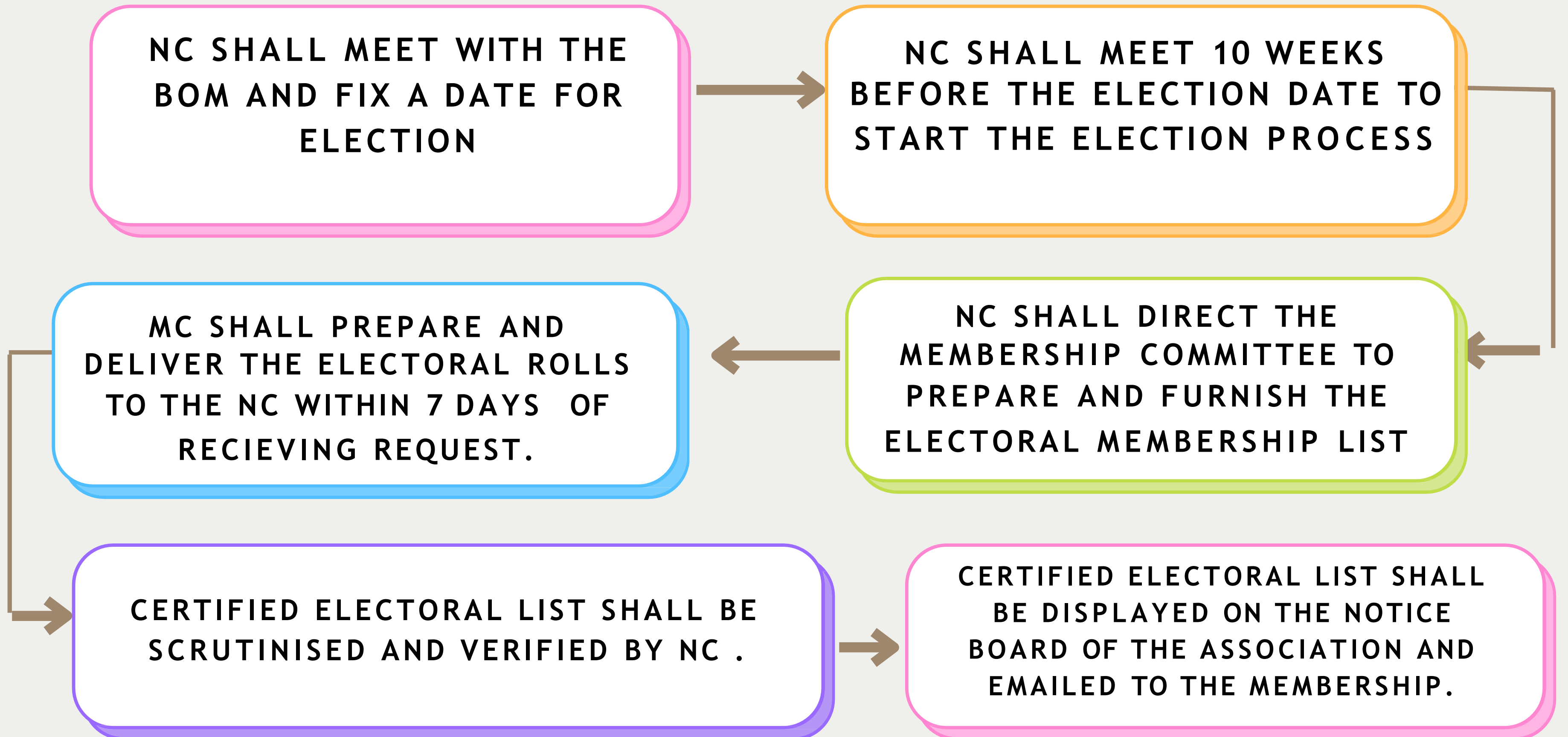
NC SHALL MEET 10 WEEKS BEFORE THE ELECTION DATE TO START THE ELECTION PROCESS

MC SHALL PREPARE AND DELIVER THE ELECTORAL ROLLS TO THE NC WITHIN 7 DAYS OF RECIEVING REQUEST.

NC SHALL DIRECT THE MEMBERSHIP COMMITTEE TO PREPARE AND FURNISH THE ELECTORAL MEMBERSHIP LIST

CERTIFIED ELECTORAL LIST SHALL BE SCRUTINISED AND VERIFIED BY NC .

CERTIFIED ELECTORAL LIST SHALL BE DISPLAYED ON THE NOTICE BOARD OF THE ASSOCIATION AND EMAILED TO THE MEMBERSHIP.



PROCESS

GRIEVANCES REDRESSAL SHOULD BE IN 7 DAYS. FINAL ELECTORAL LIST AND SCHEDULE OF ELECTION PROCESS IS DISPLAYED

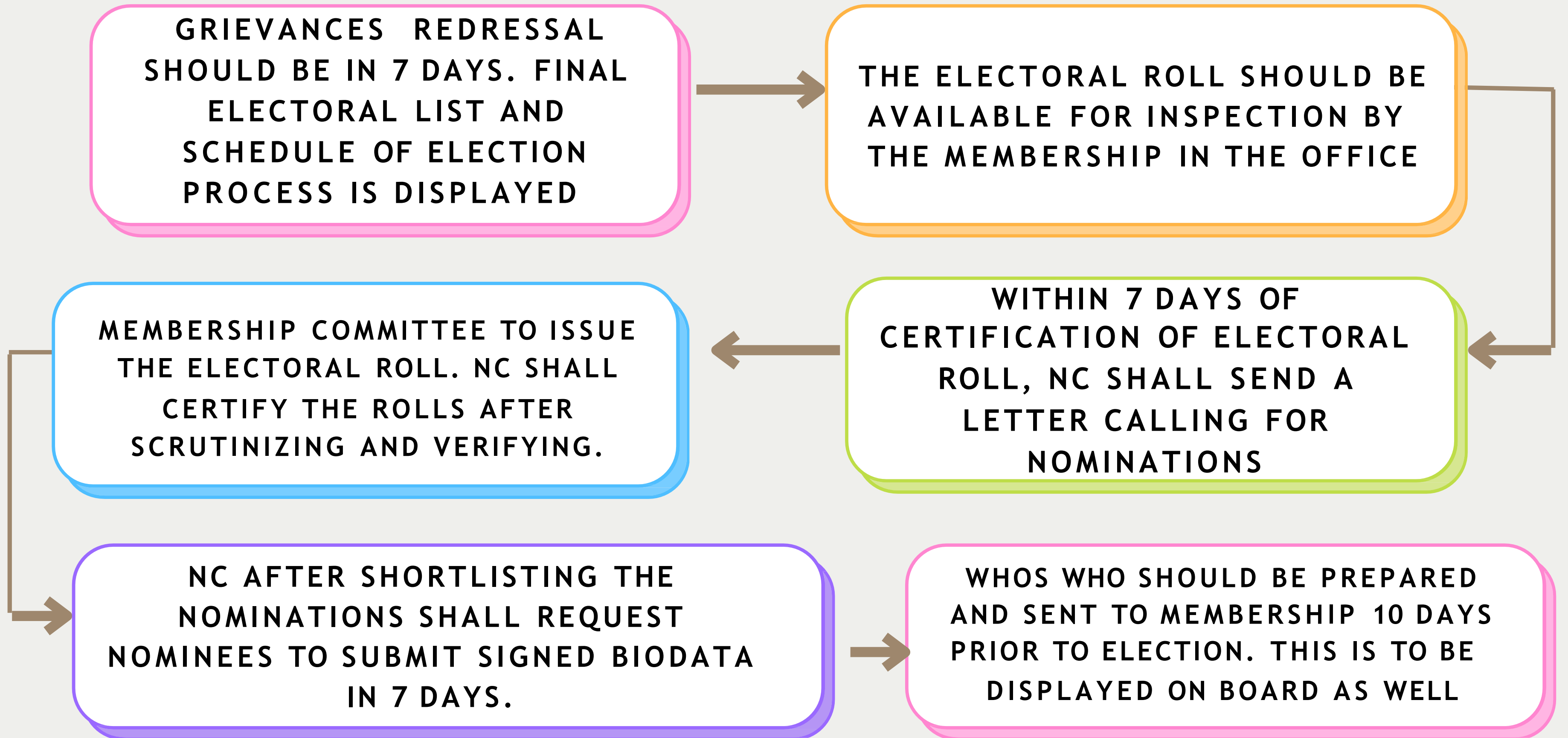
THE ELECTORAL ROLL SHOULD BE AVAILABLE FOR INSPECTION BY THE MEMBERSHIP IN THE OFFICE

MEMBERSHIP COMMITTEE TO ISSUE THE ELECTORAL ROLL. NC SHALL CERTIFY THE ROLLS AFTER SCRUTINIZING AND VERIFYING.

WITHIN 7 DAYS OF CERTIFICATION OF ELECTORAL ROLL, NC SHALL SEND A LETTER CALLING FOR NOMINATIONS

NC AFTER SHORTLISTING THE NOMINATIONS SHALL REQUEST NOMINEES TO SUBMIT SIGNED BIODATA IN 7 DAYS.

WHOS WHO SHOULD BE PREPARED AND SENT TO MEMBERSHIP 10 DAYS PRIOR TO ELECTION. THIS IS TO BE DISPLAYED ON BOARD AS WELL



The background features several decorative elements in a dark blue color: a hollow circle in the top-left, a solid circle in the top-right, a large arc in the top-right corner, a solid circle in the middle-right, a solid circle in the middle-left, a large arc in the bottom-left corner, a solid circle in the bottom-left, and a hollow circle in the bottom-right.

CALL FOR NOMINATIONS

CONTENTS OF THE COVER LETTER

- **The call for nominations is sent out to the Membership to inform them date of election**
- **A member elected to the Board of Management for a term of two years at a time.**
- **Mandatory to provide choice of candidates**
- **Position of Officers and numbers:**
- **Board Members-Number of vacancies**
- **Members who are continuing and can stand for another term:**

CONTENTS OF THE COVER LETTER- CONTINUED...

- **Members who can only be nominated to stand for one year only as Board members**
 - **Age Criteria for nominations-30% - YW ,45% between 31-55 years; 25% from the age group above 56 years.**
- Age bar of 65 years for position of Officers and Nominating Committee chairperson-(Cutoff 30th June).**



CONTENTS OF THE COVER LETTER- CONTINUED...

- **Last date for Queries/Objections on Eligibility List**
- **Consent of nominated person required**
- **Last date of receiving the Nominations and the consent forms in a sealed envelope addressed to the Chairperson Nominating Committee marked confidential and the office address where the nominations are to be posted or dropped in the drop box personally**
- **Late receipt will declare the nomination void**
- **Date and time of the Elections which may be followed by an AGM where results will be declared**



ATTACHMENTS WITH COVER LETTER

1. Electoral List certified by the
Chairperson Nominating Committee
2. Nomination Form
3. Consent Form
4. Schedule of Election



sample nomination
form

NOMINATION FORM
ELECTIONS – 2024-2025

YWCA OF _____

OFFICERS:

Please nominate for the posts of Officers as given below:

Consent

President

1. _____

Yes No

Vice President

1. _____

Yes No

Treasurer

1. _____

Yes No

Asst. Treasurer

1. _____

Recording Secretary

1. _____

Yes No

Members for Board of Management

Please Nominate 11 Board Members for the posts.

1.	_____	Yes	No
2.	_____	Yes	No
3.	_____	Yes	No
4.	_____	Yes	No
5.	_____	Yes	No
6.	_____	Yes	No
7.	_____	Yes	No
8.	_____	Yes	No
9.	_____	Yes	No
10.	_____	Yes	No
11.	_____	Yes	No

1. Nominating Committee Chairperson: (Non-Board Member)

Kindly nominate the Chairperson for this committee from the Electoral List (Board Members cannot be nominated for the Chairperson’s post)

Consent

Chairperson: 1)

Yes / No

2. Nominating Committee Members

Please nominate one member from the list of Nominated Board Members.
From the List of Nominated From the List of Electoral Member

Consent

1) (One member from Board)

Yes / No

2).....

Yes / No

3)

Yes / No

4)..... : To be elected for two years (for continuity)

Yes / No

The image features a central white rectangular area with a dark blue border, set against a light brown wood-grain background. To the left, a red folder with a white scalloped edge is partially visible. In the top right corner, there are three paper clips: one blue, one orange, and one pink. In the bottom left corner, two blue pencils with yellow erasers are shown. In the bottom right corner, a blue and red pen is positioned diagonally. The text "Sample consent form" is centered within the white area in a large, bold, black sans-serif font.

Sample consent form

----- 2024
CONSENT FORM FOR ELECTION : 2024-2025

Dear Ms. _____,

We are pleased to inform you that you have been nominated for the post of:

President and Member of the Board of Management

In the spirit of democracy, it is expected that elections whether won or lost, the result will be graciously accepted. The YWCA believes in a rotation of leadership and while one may be elected for two terms, the process then enables new leadership after second term.

Note: CANVASSING STRICTLY NOT ALLOWED

Undertaking

I hereby undertake full responsibility for the post I have given my consent for and further give an assurance of my time, talent and effort. Should I be unable to perform my duty or fail to give adequate time, I shall tender my resignation to enable the task to be carried out without hindrance. I shall abide by the rules that govern the organization and will uphold the work and reputation by my contribution and conduct.

NAME IN BLOCK LETTERS

Signature

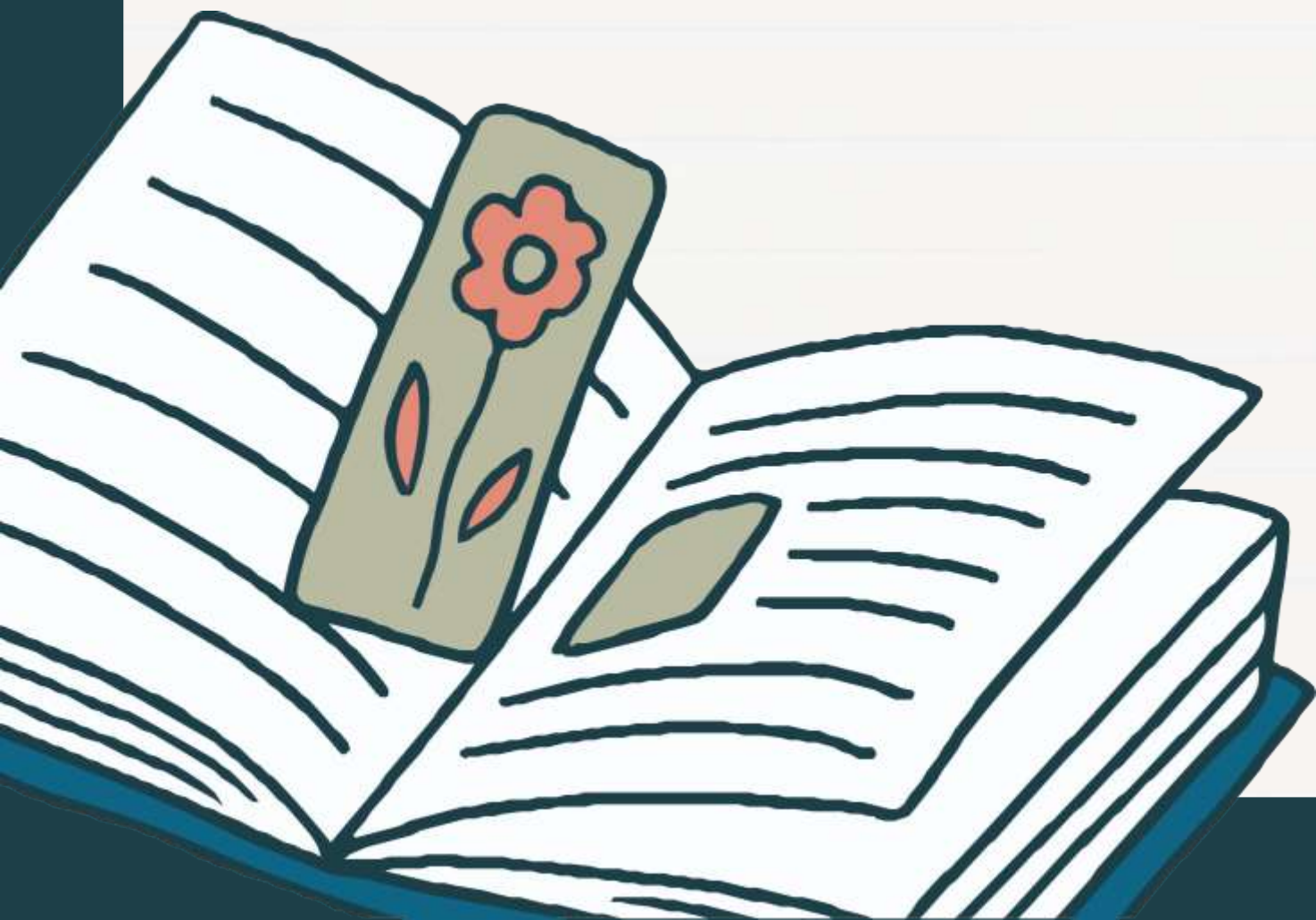
Kindly Enclose:

2 passport size photographs.

Bio-data & relevant details in the enclosed form to be duly filled in own handwriting.

Photocopy of the proof of the Date of Birth (Aadhar Card/school leaving certificate)

Shortlisting of Nominees



q

The Nominating Committee shall include in its list all valid nominations, which fulfil the criteria only:-

- Member not in default or in arrears of dues
- Is of sound mind
- Free of any criminal record
- Has appended her signature to the consent form / given written acceptance/consent along with the nomination.
- Nomination received within last date for receipt of nominations.

The Nominating Committee shall also have authority to include/exclude a nomination on sufficient reasons recorded in writing



SAMPLE BIODATA

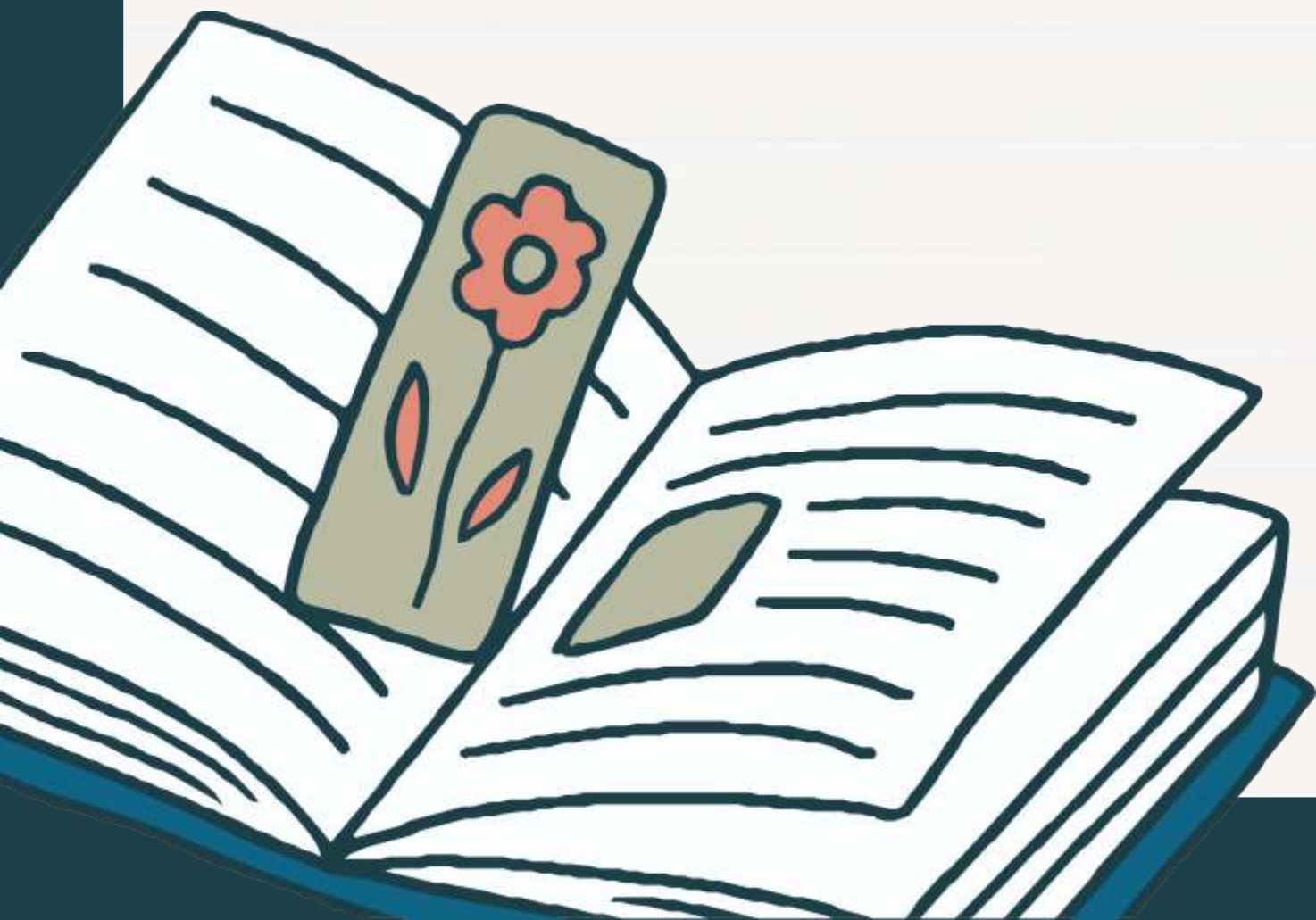
for whos who

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF _____

BIO - DATA FOR ELECTION : 2024-2025

1	Name	
2	Date of Birth	
3	Address	
4	Educational Qualificaitons	
5	Email ID	
6	Phone	
7	Occupation	
8	Experience in YWCA of _____	
9	Experience in other Organizations	
10	Your involvement in activities other than in the YWCA	
11	Skills or areas of interest	
12(a)	What is your Vision for the YWCA Movement ?	
12(b)	How will you contribute to the growth of the YWCA of	

Sample Voting Rules and Ballot Paper



YWCA OF ELECTION 2024

Please follow the instructions carefully before casting your vote.

- **Kindly put a tick mark (X) against the names of the candidates you wish to vote for.**
- **Kindly put a (-) mark against the name you are not voting for in order to ensure that no box is left blank.**
- **For the un-contested candidate mark your vote in the box against her name, as it is necessary to obtain 50% +1 vote by that candidate to get elected to that particular post.**
- **Please do not leave any box blank. This will INVALIDATE your ballot paper.**

YWCA OF ELECTION 2024

Please follow the instructions carefully before casting your vote.

- **Please do not overwrite or put any other mark as it will INVALIDATE your vote.**
- **Please do not put your signature or write your name on the ballot paper. This will INVALIDATE your ballot paper.**
- **Kindly note the number to be voted for in each category, before casting your vote.**
- **The Nominating Committee Member voted from the Board, should also be voted to the Board of Management**

IMPORTANT INFORMATION

Please note that some members standing for election for Office Bearers, are continuing members on the Board of Management. Continuing Members on the Board are:

- *****

Sample Ballot Paper

OFFICE BEARERS

PRESIDENT
(Choose - 1)

1. Ms.

2. Ms.

VICE PRESIDENT/S
(Choose – 1/2)

1. Ms.

2. Ms.

TREASURER

Ms.

1. Ms.

RECORDING SECRETARY
(Choose - 1)

1. Ms.

(Youth)

2. Ms.

Sample Board of Management

(Choose – 11 AGE GROUPS TO
BE SPECIFIED)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

NOMINATING COMMITTEE

NC MEMBER FROM THE BOARD OF MANAGEMENT

(Choose – 1)

1. Ms.

2. Ms.

NC CHAIRPERSON FROM GENERAL MEMBERSHIP

(Choose – 1)

1. Ms.

2. Ms.

NC MEMBERS FROM GENERAL MEMBERSHIP

(Choose – 4)

1. Ms.

2. Ms.

3. Ms.

4. Dr.

5. Ms.

6. Ms.

7. Ms.

8. Ms.

Election Day



- **The tellers : Not less than 5 and not more 10 shall be associate members and chosen before the date of election or from the floor. They shall help in counting of votes.**

Democracy isn't perfect. Voter apathy, where

- **Candidates shall be given a system to introduce and informally misinform, also known as fake news, or spreading rumors and lies during the election.**

Gerrymandering is when voting districts are

- **The Chairperson may if required ask the National to appoint one/two Observers at the time of elections / counting votes.**

- **After counting the ballots, the Chairperson prepares the list of elected candidates which is signed by her, tellers and Observers, if any**

Democracy isn't perfect. Voter apathy, where

- **After conclusion and declaration of result and putting on notice**

people don't vote, weakens the system.

board, the Chairperson shall ensure that all the ballots cast including

Misinformation, also known as fake news, can

the invalid' ballots, are kept in a sealed cover and preserved for one

spread confusion and influence your vote.

year from the date of election.

Gerrymandering is when voting districts are

- **The election results along with the documents prescribed under**

drawn

Article IV, 6(iv) are to be submitted to the National Office by 30th

September and to registrar within 14 days after the date of AGM.

**TIME TO
VOTE**



