



ELECTION RULES FOR OVERSEAS CHAPTER MANAGING COMMITTEE **2010 (updated April 2025)**

1. Date of Election and Mode of Balloting

- (1) The President shall decide date of election of a chapter:
 - (a) within three months after receiving consents from members as required in the “ICAP Guidelines for Overseas Chapters”; or
 - (b) four months prior to the end of term of a chapter.
- (2) Mode of election shall be through e-ballot/e-voting.
- (3) The President shall nominate three OCC members to form Election Oversight Committee (EOC) to perform the duties specified in these rules.

2. Election Schedule

The Secretary OCC, with the prior consent of the Chairman OCC, shall, within 15 days of notification of the date of election, issue the schedule of election which shall specify:

- (a) a day by which nominations is to be made;
- (b) a day by which candidature can be withdrawn by the candidate;
- (c) a day on which or period during which members may cast their votes;
- (d) a day and time of counting of votes;
- (e) a day of declaration of results

3. Members entitled to contest election and vote

A member who has any type of address (professional, residential or permanent) registered in the country/region *as per ICAP's records*, two months before the date of election, where election of the chapter has been scheduled will be entitled to contest the election and vote.

Provided his name has not been removed from the register of members or who has not changed his residence to any other country on or before the date of election.

4. List of voters

At least forty-five days before the election, the list of voters shall be notified to all members eligible to vote for the chapter by uploading the same on the website of the Institute.

5. Nomination

- (1) A candidate shall submit the nomination on the form prescribed under these rules. The form should reach OCC Secretary, sent from registered email address of the proposer and candidate, twenty-five days before the election date.
 - (2) In case if the nominations received by the deadline mentioned in clause '(1)' above are up-to two or 40% of the total seats, whichever is higher; the Secretary OCC, with consent of the Chairman OCC, may extend the date of election and the other relevant election dates accordingly. *
 - (3) In case if the nominations received by the deadline mentioned in clause '(1)' above are at least three or 60% of the total seats, whichever is higher; the candidates who have shared their valid nominations shall stand elected unopposed to the Managing Committee. The remaining seats in the Managing Committee shall be co-opted by the elected members of the Managing Committee. *
- (2) There will be no fee for election.

6. List of valid nominees

The OCC Secretary shall scrutinize the nominations and shall communicate the valid list to all voters 20 days prior to the date election by uploading the same on website of the Institute.

7. Number of votes

A voter shall have as many number of votes as mentioned by the OCC Secretary on the ballot.

8. Polling

- (1) OCC Secretary shall inform the eligible voters of the Chapter about the procedure involved in e-balloting/e-voting including registration as e-voter, login identification and password.
- (2) The information under Rule (1) shall be sent to all eligible voters of the Chapter 15 days prior to the date of election.

* *The Council, upon recommendation of the Overseas Coordination Committee, in its 330th meeting held on June 26-27, 2020 decided to extend the last date of election in case of receiving two or less nominations by the deadline. The Council, upon recommendation of the Overseas Coordination Committee, in its same meeting also decided to allow the unopposed election of nominees to the Managing Committee if three or more valid nominations are received by the deadline and also allow these elected members to co-opt members for the remaining seats.*

9. Counting of vote

(1) The OCC Secretary, in the presence of at least two members of EOC, shall:

- (a) open the e-ballots/e-vote;
- (b) prepare a complete statement of votes.

(2) EOC shall endorse the process of counting and recording of votes.

10. Results

(1) Such number of candidates as there are mentioned on the ballot receiving the highest number of votes shall be declared elected.

(2) The names of elected candidates shall be notified by the OCC Secretary within seven days of election.

11. Canvassing

Canvassing shall not be permissible except in the following limited manner, namely:

- (a) By personal visits to the members;
- (b) By telephonic contacts with the members; and
- (c) In any other manner approved by the Council.

12. Removal of difficulty

In case of any difficulty including nominations less than the number fixed by the Council for the Chapter's Management Committee, election dispute and accidental omission, the OCC Secretary, with the prior consent of the Chairman OCC, shall have powers to do anything not inconsistent with these rules.

ELECTION – 2025

MANAGING COMMITTEE OF THE OVERSEAS CHAPTER OF ICAP MEMBERS

Please select the country/region you are nominating for:

ASEAN	KSA
Australia-New Zealand	Qatar
Bahrain	UAE
US-Canada	UK-Ireland

Proposer's Details	
I (Name)	
Resident of constituency (if applicable)	
Membership No.	
Propose the name of Mr./Mrs./Ms.	
Resident of city/constituency	
Membership No.	
I hereby declare that I propose the above-mentioned candidate for election to the Managing Committee or as a Contact Person, as the case may be, of the chapter marked in this form. I further declare that I am a valid voter of constituency _____.	

Date

Candidate's Details			
I (Name)			
Membership No.			
Resident of constituency/city			
Brief intro about yourself (including past contributions) and future plans for the chapter (not more than 100 words) may be attached as annexure			
Membership held in the Managing Committee, if any, from July 2019 to June 30, 2025	MC Name	Period From (Date)	Period To (Date)
I accept the above nomination and I hereby: <ol style="list-style-type: none">1. declare that the information provided in this form is true and correct to the best of my knowledge and belief.2. undertake that I will refrain from canvassing in any form or shape discreditable to the profession.3. declare that I am a valid voter of constituency_____.4. confirm that I have read the Framework for Overseas Chapters of ICAP Members 2025 and the attached Constitution document to which I agree to comply.			

Date
