

**NOTICE FOR ANNUAL GENERAL BODY MEETING (AGBM)-2024
AND ONLINE ELECTIONS FOR VARIOUS OFFICES OF AFST(I) FOR 2025**

The Annual General Body Meeting (AGBM)-2024 of the Association will be held on 20th December 2024 at 18.00 Hrs in DY Patil Deemed to be University, Centre of Excellence, Nerul, Navi Mumbai.

Online Election Nominations: Online nominations (from 21-10-2024 at 10.30 am) are invited from AFST(I) members for the following offices of the Association, to be filed and uploaded online on or before 4th Nov 2024, by 05.30 pm. All nominations should be proposed and seconded by a minimum of 10 members and accepted by the nominee (as per clause 3.8.5 of the Constitution).

The online nomination must accompany relevant bio-data not exceeding 400 words (One page of A4 size only in single line spacing) and a Passport (PP) Size Photograph.

1. **PRESIDENT-DESIGNATE:** To assume charge as President in 2026. This Office will be elected by all eligible voters of AFST(I).

During 2024-25 Online Elections, the online nomination for the office of President-Designate will be accepted from members other than those of AFST(I) HQ, Mysore (as per Clause 3.8.1 of the Constitution).

2. **VICE-PRESIDENTS:** From all the online nominations received from the Chapters (not more than one from a specific Chapter), four Vice-Presidents will be elected by all eligible voters of AFST(I). The elected Vice-Presidents (four Nos) assume charge as Vice-Presidents (Chapter) in 2025.

Upload all the required supporting documents. Signed LEC minutes of the Chapter are mandatory for Nomination to Vice-President from the respective Chapter.

3. **VICE-PRESIDENT (HQ):** Will be elected from the online nominations received from the eligible AFST(I) members resident at HQ (as per clause 3.8.3 of the Constitution). All eligible voters of AFST(I) from HQ are only eligible to vote. The elected Vice-President (HQ) assume charge as Vice-President (HQ) in 2025.

4. **HONORARY JOINT SECRETARY:** (Online nomination invited from HQ members only)* will be elected by all eligible voters of AFST(I). The elected Hon. Jt. Secretary to assume charge as Hon. Secretary in 2026.

5. **HONORARY TREASURER:** (Online nomination invited from HQ members only)* will be elected by all eligible voters of AFST(I). The elected Hon. Treasurer to assume charge as Hon. Treasurer in 2025.

The Members who are eligible to vote are: AFST(I) Fellows, Life Members, Full Members, and Corporate members.

HQ: AFST(I) Head Quarters, Mysore.

The Guidelines given should be followed strictly.

*As per the Rule 3.8.4 of the Constitution:

CALENDAR OF EVENTS FOR ONLINE ELECTION 2024

Online Nomination Start on	21 st October, 2024	by 10.30 AM
Last date for receipt of online Nomination	04 th November, 2024	by 05.30 PM
Last date for withdrawal of online Nomination	08 th November, 2024	by 05.30 PM
Online portal will be opened on	11 th November, 2024	at 10.30 AM
Online portal will be closed by	10 th December, 2024	at 05.30 PM
Counting	18 th December, 2024	at 11.30 AM

AGENDA FOR AGBM

1. Welcome address.
2. Minutes of the last AGBM.
3. Secretary's report (annual reports from Headquarters & Chapters).
4. Treasurer's report & audited statement of accounts.
5. Amendments to the Constitution, if any.
6. Appointment of Auditor & fixing the remuneration.
7. Announcement of election results.
8. Induction of President-Designate as President and Joint Secretary as Secretary.
9. Any other matter with the permission of the Chair.

Sd/-

Dr. Naveen Shivanna
Hon. Secretary

Rules from the Constitution:

3.8.1 President and President-Designate: The President shall have a one-year term of Office. The President-Designate shall be chosen at a previous AGBM about one year prior to taking over as President. The President and the President-Designate shall not be from the same Chapter or Headquarters. In pursuance of the above, the CEC shall invite nominations from the members of Headquarters and each LEC shall invite nominations from their respective Chapter members. AFST (I) member, who is not attached to a specific chapter for any reason shall be deemed to be the member of the Chapter nearest to his/her place of address, as registered in the Association and this will be decided by the CEC.

All nominations shall have the consent of the candidate and supported by at least 10 members of good standing. It should include his/her bio-data not exceeding 400 words supplied by the candidate & a Passport size photo.

3.8.2 All the nominations and bio-data thus received will be scrutinized by the returning officer and list of valid nominations sent to every person nominated. The candidates will be requested to indicate in writing whether they wish to be considered, or to withdraw. The returning officer shall then circulate the nominations information to all AFST(I) members eligible to vote for election by online voting system. The President-Designate elected as a result of this will be announced at the next AGBM.

3.8.3 Vice-Presidents: Four Vice-Presidents will be chosen from among all the representatives nominated; one from each Chapter by online voting from all AFST(I) members eligible to vote. One Vice President (HQ) will be elected by online voting from among eligible AFST(I) HQ members resident at Headquarters.

All Online nominations shall have the consent of the candidate and supported by at least 10 members of good standing (Life members).

3.8.4 Honorary Joint Secretary and Honorary Treasurer: The CEC shall take steps to invite online nominations for the offices of Honorary Jt. Secretary and Honorary Treasurer from among the Headquarters members residing in Mysore Metropolitan area. The Honorary Jt. Secretary will take over as Honorary Secretary in the next AGBM.

All online nominations shall have the consent of the candidates and supported by at least 10 members of good standing.

3.8.5 Election Process: At least 60 days before the date fixed for AGBM, the CEC shall take steps to invite nominations for all the posts in online elections portal and also the same in pdf format by e-mail for the members information.

3.8.6 No member shall file Nomination for more than one Office.

Online-Election: Guidelines (Rules & Regulations)

Who can participate in the online election?

- Life Members, Full Members, AFSTI Fellows, Corporate Members,

Who cannot participate in the online election?

- Members who have not registered their mobile phone number and Email ID with AFST(I).
- Members who have registered only their mobile phone number with AFST(I).
- Members who have registered only their email ID with AFST(I).
- Members who have not updated their email ID and mobile phone number with AFST(I).
- Student and Affiliate members are not eligible.

Filing Nomination:

- Login to the online-voting dashboard using regular AFST(I) Members login credentials (Email & password).
- Go to the Apply nomination menu in the sidebar.
- AFST(I) Members, if they do not know the login details, may visit www.afsti.org, or www.afsti.org/evoting/userlogin or click on Member Login, then click on **Reset Password** and generate the new password.
- **Member login & Reset Password will work only using the Email ID and Mobile Phone No. registered with AFST(I).**
- First select the Office that you want to apply for.
- Fill up the form carefully to apply Nomination. Fields that are marked with “ * ” are mandatory
- Upload your recent passport-size photograph (required to put up on the online ballot).
- Upload your Bio-data which should not exceed 400 words (One page of A4 size in single line spacing).
- Note: All the online nominations must accompany relevant bio-data not exceeding 400 words (One page of A4 size in single line spacing).
- Note: Uploading the incorrect Bio-data is liable to the forfeiture of the candidature.
- Upload supporting documents for Nomination to Vice President (VP) from Chapter (**copy of Signed LEC minutes of respective Chapter is mandatory**). The invalid upload/s will lead to the forfeiture of the candidature.
- Send online Endorsement requests to members. Minimum endorsement requests should be equal to or more than ten eligible members.
- A Contestant is not allowed to endorse other candidates contesting for the same Office.
- A member cannot contest for the same Office for which they have endorsed a candidate.
- In the case of the Office of Vice Presidents from Chapters, the system will not allow a member to contest from a Chapter if they have endorsed another candidate from the same Chapter. However, a candidate from one Chapter can endorse a candidate contesting from another Chapter.
- You can view your Endorsement status in the Apply nomination/Status menu after Nomination.

- You can view your other Endorsement request in Endorsement Requests from other members Tab.
- You can withdraw your nominations by clicking on “**Withdraw Nomination**” button on or before the last date for withdrawal in Apply nomination/Status menu
- You can check the Nomination status in the Apply nomination/Status menu
- Make use of the Endorsement status in Apply nomination/Status menu and Endorsement Requests from other members menu for the following purposes:
 1. For members to know about the requests made to them for endorsement
 2. For a candidate to check the status of the endorsements

How to Vote:

- Login to Online-Voting dashboard using regular AFST(I) Member login credentials (Email & Password).
- You can only vote during the voting period (Please refer to Election Notice).
- To Cast Vote, click on the **Vote Here** menu in the sidebar.
- You can read the Bio-data of all the **contestants** contesting for various offices.
- Once you read about contestants, you can proceed to vote by clicking **Proceed to vote button** at the bottom of the page.
- Now you will be redirected to an OTP confirmation page.
- Click the OTP button, and you will get the OTP on your **Registered mobile number only**. The OTP will be valid for only 8 minutes. OTP should not be shared with any other user. **OTP will be sent to email ID ONLY in case the member is out of country and is inaccessible to the Registered Mobile number SMS, provided, he/she sends a request one day early to the Election Officer on afstielection@gmail.com requesting the OTP to be sent on Registered email id.**
- **Remember, you will have to complete the OTP verification and voting process within 8 minutes after your OTP generation, and the session will expire after 8 minutes. After the expiry of the session, you will have to re-generate the OTP for voting.**
- **Total Three attempts for generating OTP are provided per day, incase on that day 3 OTP are attempted and voting process not completed or the process of voting will be blocked after three attempts, again fresh OTP could be generated after 24 hours within the dates of the voting period. This option is not applicable on the last day of the voting.**
- After confirming the OTP, you will be redirected to an e-voting section.
- OTP login is to authenticate the user and to avoid malpractice.
- Now you can vote for the contestants of different Offices.
- **Refer to the note on every office tab to check how many votes are to be cast for each Office.**
- Click on Submit Vote, and it will take you to the confirmation page.
- You can change the submitted votes on the confirmation page if you want to change the options.
- If you are fine with the selected votes, you can confirm your vote.
- An E-voting Success message appears on the redirected page, and you have completed the voting process.

Do's & Dont's for during AFST(I) Online Election

Following are the do's and dont's to be strictly adhered to during the election process for a fair election.

- Candidates are requested not to make any kind of remarks or posters etc, or pass resolutions that affect the reputation of the Association or about other contestants during their campaign while seeking votes. Contesting candidates are requested to restrict to the biodata provided by them during filing of Nomination.
 - Chapters/ Office bearers of AFST(I) are requested not to pass any resolution and circulate the same in support of any candidates after endorsing the Nomination or filing of the Nomination or after the announcement of the final list of contestants for the various offices of the AFST(I).
 - A contestant is requested to attend the counting of votes personally or appoint his/her representatives by informing the AFST(I) in writing.
 - Members may report immediately to Returning Officer if contestants or members have been found involved in misconduct, which has come to their knowledge like the improper publication of election pamphlets or posters etc.
 - Do report the instances of violation of the above-said Model Code of Conduct that has come to your notice for necessary remedial action.
 - It is prohibited for any contestants to procure votes in an election by threat, intimidation, coercion, mistreatment, or abuse; or by the payment, delivery, or promise of money or other articles of value.
-
- **Canvassing by the Candidate: Once the final list of Nominations is announced by the Returning Officer, the candidate should follow the following guidelines:**
 - To be restricted to the stipulated period
 - Should not be disturbing in any way for the members whom you approach.
 - The contact email list of eligible voters should be strictly restricted to election purposes only. In case if it is used for any other purpose, if found in the future, AFST(I) HQ will take strict legal action.

Member Login for ONLINE-VOTING WEBSITE LINK:

<https://www.afsti.org/evoting/userlogin> or <https://www.afsti.org/login>

NOTE:

- 1) Member login will work only on the Email ID and Mobile Phone No. registered with the AFST(I) office.
- 2) AFST(I) Members if they do not know the login details, may visit **www.afsti.org**, click on **Member Login** then click on **Reset Password** and generate the new password. And also visit **E-Voting web portal www.afsti.org/evoting/userlogin** and click on **Reset Password** and generate the new password.

Member login & Reset Password will work only using the Email ID and Mobile Phone No. registered with AFST(I).

For any genuine & relevant queries regarding Online Voting, please contact
afstielection@gmail.com

BOOK POST



If undelivered, please return to:

ASSOCIATION OF FOOD SCIENTISTS &
TECHNOLOGISTS (INDIA)

CSIR-CFTRI campus

Mysuru-570 020

Phone: +91 0821 2515557, 2518670

Email: afstimys@afsti.org || afstielection@gmail.com : Web: www.afsti.org