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?

i. Members who have not registered their mobile phone number and Email ID with AFST(I).
ii. Members who have registered only their mobile phone number with AFST(I).
iii. Members who have registered only their email ID with AFST(I).
iv. Members who have not updated their email ID and mobile phone number with AFST(I).
v. Student and Affiliate members are not eligible.
vi. **Before nomination filing,** make sure that the profile details of contestants in AFSTI office online Membership database should be matched. If not, the office is not responsible for this. You must send the details to be updated in database by email to office and get confirmed from office.

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.
- Send online Endorsement requests to members. Minimum endorsement requests should be equal to or more than 3 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. T**he 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/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/login** 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 to Election Returning Officer(ERO), please contact by Email only: **afstielection@gmail.com**