

## **Election Procedures for the election of Officers to the IEEE Singapore Section Committee at its Annual General Meeting**

- 1) These election procedures are to be read in conjunction with the latest Rules and Regulations of the Institute of Electrical and Electronics Engineers (USA) - Singapore Section which have been registered with the Registrar of Societies, Singapore.
- 2) In the event of a conflict between these election procedures and the latest Rules and Regulations of the Institute of Electrical and Electronics Engineers (USA) - Singapore Section then the latest Rules and Regulations of the Institute of Electrical and Electronics Engineers (USA) - Singapore Section shall take precedent.
- 3) The incumbent Section Committee will appoint an Election Committee at least 30 days prior to the AGM. It will be the responsibility of the Election Committee to make the necessary arrangements for the Election. The Election Committee will comprise of as little as two and a maximum of three IEEE members. No member of the Election Committee shall be allowed to stand for election for the next Section Committee nor will they be allowed to nominate any candidates by petition.
- 4) The Election Committee will elect one of their number as the Election Returning Officer and it will be the responsibility of the Election Returning Officer to ensure that the election of candidates for the IEEE Section Committee is fair and unbiased.

The Election Returning Officer appointed for the AGM will be unable to stand as a candidate for the IEEE Section Committee that is to be appointed at the AGM.

The Election Returning Officer will be unable to nominate candidates for election to positions on the IEEE Section Committee that is to be appointed at the AGM.

- 5) The Election Returning Officer will appoint up to three persons to act as Election Tellers for the ballot.  
  
The Election Returning Officer will check the ballot boxes and when satisfied will then seal the ballot boxes. The ballot boxes will only be unsealed by the Election Returning Officer prior to the commencement of voting.
- 6) The election of officers for the IEEE Section Committee will consist of individual elections for the posts of Chairman, Deputy Chairman, Honorary Secretary, Honorary Treasurer and for Committee Members. A maximum of four Committee Members can be elected.
- 7) To be eligible for the Chairman position of the IEEE Singapore Section, the nominee must have served in the Office bearer position in the IEEE Singapore Section Executive Committee for at least two years in the last six years. This is to maintain the continuity of leadership in the section.
- 8) All voting members of good standing of the IEEE Singapore Section, with the exception of the Election Returning Officer and the Election Tellers, if they are members of the IEEE, will be allowed to vote at the AGM.
- 9) All ballot papers must be produced under the supervision of the Election Returning Officer. The Election Returning Officer will stamp all ballot papers with a unique stamp.
  - a) There will be separate ballot papers issued for each office where there are more candidates standing than positions available. Ballot papers will not be issued for an office(s) where a candidate(s) runs unopposed. All ballot papers will have the name of the relevant office to be balloted printed at the top, (for example "Deputy Chairman").

- b) There will be no mark on the ballot paper requesting details of the IEEE member's name or his/her IEEE membership number. A serial number will however be printed on the back of each ballot paper.
  - c) The sets of ballot papers will only be issued to members at the time and place of the holding of the AGM.
  - d) The names of the candidates will be alphabetically arranged on the ballot paper by surname.
  - e) A note will be added to each ballot paper stating, "To vote for the candidate of your choice please place an "X" in the box provided".
  - f) A note will be added to each ballot paper(s) for the posts of Chairman, Deputy Chairman, Honorary Secretary, Honorary Treasurer stating "You are allowed only one vote. If you place an "X" in more than one box your vote will be invalidated"
  - g) A note will be added to each ballot paper for the posts of Committee Members stating "You are allowed only four votes. If you place an "X" more than four boxes your vote will be invalidated"
- 10)** All voting members will be issued with a ballot paper or ballot papers. The ballot papers will be issued to the IEEE members by officers appointed by the Election Returning Officer. The Election Returning Officer reserves the right to require IEEE members to show proof of identity prior to the issue of the ballot paper(s). Upon the issue of a set of ballot papers the IEEE member will sign off his/her name on the full list of voting members in good standing in the IEEE Singapore Section to ensure that only one set of ballot papers is issued to each voting member. The number of ballot papers issued to members at the AGM will be recorded by the Election Returning Officer.
- 11)** Members who hold a proxy vote or proxy votes from members who are unable to attend the AGM will in addition receive one set of ballot papers for each proxy vote that they hold. Upon the issue of a set of ballot papers to the IEEE member holding the proxy vote will sign off his/her name against the name of the proxy voter on the full list of members in good standing in the IEEE Singapore Section. Ballot papers cannot be issued to proxy voters after the official commencement time of the AGM.
- The number of ballot papers issued to proxy voters at the time of the AGM will also be separately recorded by the Election Returning Officer.
- Neither the Election Returning Officer nor the Election Tellers, if they are members of the IEEE, will be entitled to hold a proxy vote or proxy votes from members who are unable to attend the AGM.
- 12)** Upon a verbal request, the Election Returning Officer will allow interested candidates to witness the issue of ballot papers to members. Candidates who are present at the time of issue of ballot papers to members should neither attempt to elicit support from members nor harass members nor in any other way interfere with the issue of ballot papers to members.
- If candidates interfere with the issue of the ballot papers then they will be asked to leave the AGM meeting by the Election Returning Officer and not to return until such time as all ballot papers have been issued.
- 13)** A candidate may withdraw from the election at any time by advising the Election Returning Officer either verbally or in writing. Names of the candidates who withdraw between the printing of the ballot papers and the day of the AGM will remain on the ballot but votes for

these candidates will be declared void.

- 14)** All candidates for the Section Committee will be allowed to present a speech to the AGM giving details of the platform on which they stand.
- a)** The Election Returning Officer will give a synopsis of the position to be voted on and introduce each candidate
  - b)** Speeches will be given in the order as follows: Chairman, Deputy Chairman, Honorary Secretary, Honorary Treasurer and Committee Members. In the event that the candidate is unable to attend the AGM, then his/her appointed nominee shall deliver the candidate's speech.
  - c)** All speeches should be less than three minutes, except for the position of Section Chairman. In this case, the speech may be up to five minutes.
  - d)** When a candidate is running unopposed, he/she must still deliver a speech of competency.
  - e)** During these speeches members present at the AGM are expected to allow all candidates to speak without interruption. In the event that a candidate's speech is interrupted then the Election Returning Officer, at his/her discretion, can allow the length of the candidate's speech to be extended.
  - f)** At the end of the speeches a short time will be given to address questions to the candidates. The Election Returning Officer, at his/her discretion, will decide on the length of questioning of candidates.
- 15)** Ballot boxes will be unsealed at the end of the last candidate's speech. Voting by ballot can take place immediately after the ballot boxes are unsealed and will close within 5 minutes after the end of questions addressed to candidates. The Election Returning Officer, at his/her discretion, can extend this time the ballot boxes remain open if there is a queue of members who wish to cast their votes.
- A ballot paper that has been spoiled in any way between the time that it was issued and the end of voting period for the office for which that ballot paper is to be used can be replaced by returning it to the Election Returning Officer. The spoiled ballot paper will be cancelled by the Election Returning Officer and a fresh ballot paper issued.
- 16)** Ballot papers will be collected by the Election Tellers at the end of each vote. Counting of the votes, by the Election Tellers, will take place at the end of the last ballot of an Officer of the IEEE Section.
- a)** The Election Returning Officer and the Election Tellers shall open the ballot boxes and count the ballots.
  - b)** In instances where a member has only voted for three, two or one candidate for the position of Committee Member then these votes will be deemed to be valid.
  - c)** The Election Returning Officer shall rule on the validity of questionable ballots and mark invalid ballots with the reason for invalidation.
- 17)** Upon a verbal request, the Election Returning Officer will allow interested candidates to witness the counting of ballot papers. Candidates who are present at the time of the

counting of ballot papers should neither attempt to harass the Election Teller nor in any other way interfere with the counting of the ballot papers.

If candidates interfere with the counting of the ballot papers then they will be asked to leave the AGM meeting by the Election Returning Officer and not to return until such time as the counting of all ballot papers has been completed.

- 18)** In the event that the difference in the number of votes cast between the first and second positions in the ballot for the office of either Chairman or Deputy Chairman or Honorary Secretary or Honorary Treasurer is less than or equal to 5, then the unsuccessful candidate can request a recount.

Similarly if the difference in the number of votes cast between the fourth and fifth positions in the ballot for the offices of Committee Member is less than or equal to 5, then the unsuccessful candidate can request a recount.

The Election Returning Officer will oversee the recount and will retain discretionary powers to allow further recounts until he/she is assured of the outcome of the election.

- 19)** Declaration of the votes cast and the newly elected officers.

**a)** The Election Returning Officer shall agree upon the total vote for each candidate and upon the order of finish and formally advise the meeting.

**b)** In the event of a deadlock arising because of equality of votes as between any candidates, the Election Returning Officer shall determine which candidate is elected, by lot.

- 20)** Notification of Results.

**a)** The Election Returning Officer will formally advise the new IEEE Section Chairman, in writing within 7 days of the AGM, a) the results of the election, b) the total number of ballot papers issued including the number of proxy voters, c) the total number of votes for a particular position and d) the total number of invalid votes recorded.

**b)** The new IEEE Section Chairman will notify the IEEE Operations Center of election results within 20 days of the AGM.

- 21)** The Election Returning Officer will retain the completed ballot papers for up to 30 days following the date of the AGM, whereupon he/she will ensure that they are destroyed