

Date:

To

The Returning Officer
Quality Circle Forum of India, Secunderabad

Latest
colour
photo of the
candidate

Dear Sir

Sub: Election to the Board of Directors for the period: 2017 - 2020

With reference to your notice dated **5th June 2017** for the Election to the Executive Board of QCFI this is to inform you that I am willing to contest for election from _____ zone and if elected will do my best for furthering the Quality Concepts movement in the country. Enclosed please find the attached information sheet duly filled-in. (My brief bio data is also enclosed herewith)

I was Executive Board member of QCFI for the period _____

Name in full (in block letters): _____

Father's Name _____

Address: _____

Membership No. _____ (photocopy enclosed)

Yours faithfully,

(Signature of the Candidate)

I hereby propose the name of Shri / Ms _____ as candidate for Election to the Executive Board from _____ Zone under clause 3.1.1 / Directors with Specialised knowledge under clause 3.3.4 of Quality Circle Forum of India for the period of 2017-20.

Name (in block letters): _____

Address: _____

Membership No. _____

Yours faithfully,

(Signature of the Proposer)

I hereby second the name of Shri / Ms _____ as candidate for Election to the Executive Board from _____ Zone under clause 3.1.1 / Directors with Specialised knowledge under clause 3.3.4 of Quality Circle Forum of India for the period of 2017-20.

Name (in block letters): _____

Address: _____

Membership No. _____

Yours faithfully,

(Signature of the Secunder)

Note:

- a) Only those members who are **life members of the Forum** will be entitled to contest as candidates for Election. Any life member can propose and second such candidature.
- b) A life member can propose or second one candidate only.
- c) The candidate should fill up the information sheet along with this and send it to QCFI-HQ, so as to reach on or before **27th June 2017**.
- d) Candidate, Proposer and Secunder should belong to the respective zone from which the candidate is contesting. Members address with QCFI will be the deciding factor for determination of their zone.
- e) Guidelines for Election is given in Annexure-I for reference.

PERSONAL INFORMATION SHEET OF THE CANDIDATE CONTESTING FOR ELECTION TO THE
EXECUTIVE BOARD OF QCFI FOR THE PERIOD 2017 - 2020

1. Name: _____ Date of Birth_____

2. (a) Since when you are associated with the QC movement?

(b) Is your organisation a member of the Forum currently? Yes --- No ----- N/A-----

3. Have you attended any of the following conventions ?
 - a) Conventions - CCQC / NCQC / ICQCC
If yes, state in which year(s) and which Convention.

 - b) Training programmes attended on Quality Concepts (Please mention the topics)

4. Briefly state your contribution, if any, to the Quality movement (Attach extra sheet, if needed)

5. Have you assisted any organisation in introducing Quality Circles or any other Allied Quality Concepts? If yes, furnish details. (Attach Extra Sheet if needed)

6. How would you help the forum for its growth, if elected (Attach extra sheet, if needed)

7. Were you an QCFI Executive Board member earlier. If yes, furnish the period and number of terms.

8. Profile in detail along with one address proof and photocopy of PAN Card.

UNDERTAKING BY THE CANDIDATE

I hereby undertake to try and **attend all the Forum's Board Meetings**. In case, I cannot attend, I will send the communication in advance to that effect, and also send my views on important agenda points.

Signature:-----

Name:-----

Date:-----

To
The Executive Director,
QUALITY CIRCLE FORUM OF INDIA
306, III Floor, Navketan Chambers, SD Road,
Secunderabad 500003
Phones : 040-66311168, 66318068, 66316744
Telefax : 0091-040-27805660
E-Mail : qcfihq@eth.net
Website : www.qcfi.in

(To be detached for future use, if desired)

To

The Returning Officer
Quality Circle Forum of India, Secunderabad

Dear Sir,

Sub: Withdrawal of nomination

I deeply regret my inability to contest for election and therefore I am hereby withdrawing my nomination filed on my behalf for election to **the Executive Board of the Quality Circle Forum of India.**

Name (in block letters): _____

Address: _____

Yours faithfully,

(Signature of the Candidate)

Membership No: _____

(Last date for withdrawal of nominations to reach QCFI Headquarters **3rd July, 2017**)

To

The Executive Director,
QUALITY CIRCLE FORUM OF INDIA
306, III Floor, Navketan Chambers, SD Road,
Secunderabad 500003
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E-Mail : qcfihq@eth.net
Website : www.qcfi.in

ANNEXURE – I

3.3.1 For propagation of Quality Concepts, the country is divided into Five zones with present chapters/sub-chapters/centres therein. However, chapters/sub-chapters/centres formed in future, the executive board shall decide its jurisdiction and zone to which they belong to.

North Zone	:	Delhi Chapter, Haridwar Chapter, Kanpur Chapter, Rajsamand Chapter, Gwalior Chapter, Jaipur Sub Chapter
South Zone	:	Bengaluru Chapter, Mysuru Chapter, Chennai Chapter, Madurai Chapter, Coimbatore Chapter, Hosur sub chapter
East Zone	:	Bokaro Chapter, Durgapur Chapter, Kolkata Chapter, Rourkela Chapter, Koraput Chapter, Guwahati Centre and Varanasi Centre
West Zone	:	Ankleshwar Chapter, Aurangabad Chapter, Mumbai Chapter, Pune Chapter, Vadodara Chapter, Surat Sub Chapter, Thane Sub Chapter, Ahmedabad Sub Chapter.
Central Zone	:	Bhilai Chapter, Hyderabad Chapter, Nagpur Chapter, Visakhapatnam Chapter and Tirupati Chapter.

3.5 ELECTION OF DIRECTORS

- 3.5.1 a) For election to the Board of Directors from a zone, electorate Shall be the following members of the Forum:
- Individual Life Members
 - Institutional Members (Annual or Permanent Members as nominated by the respective organisations)
- b) Election to the Board for 6 Special Directors shall have coliseum consisting of all the Directors and all the Chapters/Sub-Chapter/Centres each having one vote. In case of a tie, President will have an additional vote.
- 3.5.2 The Executive Board shall decide upon the date of issue of notification calling for nominations and shall cause to be notified the following to all the members of the Forum at least 60 days before the date of Annual General Meeting.
- Number of members of the Executive Board to be elected.
 - Last date for receipt of nominations.
 - Last date for intimation of valid nominations.
 - Last date for withdrawal of nominations
- 3.5.3 The Executive Director shall be the Returning Officer for the conduct of elections. The President may authorise any member of the Executive Board to assist the Returning Officer.
- 3.5.4 Subject to the provisions of these Rules, a life/institutional (annual or permanent) member whose name is borne in the register of members as on the date of issue of notification shall be eligible to vote in the election, provided that his name has not been removed from the register after the said date and before the date fixed for counting of votes and further that he/she shall not be in arrears for a period exceeding three months in respect of his/her subscription or has ceased to be member as per clause 2.4
- 3.5.5 Subject to the provisions of these rules, a member whose name appears in the register as on the last date fixed for receipt of nominations shall be eligible to stand as a candidate for election to the Office of Directors of QCFL.

- 3.5.6 The nomination of a candidate shall be in the appropriate form duly signed by the candidate and by the proposer and seconder both of whom shall be persons entitled to vote in the election and shall be delivered in person or forwarded by registered post to the Executive Director by name so as to reach him not later than the last date fixed for receipt of nominations. The board approved that any nomination form received without the “Aide – Memoires” would be treated as invalid.
- 3.5.7 The nominations shall be accompanied by a statement signed and verified by the candidate, containing the requisite information.
- 3.5.8 A candidate may withdraw his candidature by notice in writing and delivered to the Returning Officer on or before the last date fixed for such withdrawals.
- 3.5.9 The Returning Officer shall send a final list of nominations by post to the candidates standing for election.
- 3.5.10 A voter as per Clause 3.5.1(a) shall have only one vote for each vacant seat in the zone on Executive Board. Ballot papers shall be sent by post to the eligible members to vote at their registered address. In case of e-voting, ballot paper will be sent by e-mail. Procedure for e-voting is given in Annexure-A
- 3.1.11 Irrespective of the number of Employees in the Establishment/Organisation, each Institutional member will have only one vote in the election of Executive Board Members.
- 3.5.12 The Election results shall be announced and ratified by a resolution at the Executive Board Meeting and subsequently adopted at the AGM.
- 3.5.13 Where after counting of votes, if, a tie is found to exist between two or more candidates, lots shall be drawn and picked by the President.
- 3.5.12.1 The candidate whose name is drawn from the lot shall be deemed to be the successful candidate and shall be so declared by the Returning Officer in the subsequent Board Meeting.
- 3.5.13 The decision of the President relating to the conduct of the elections shall be final.
- 3.5.14 A member whether a candidate or otherwise shall be liable to disciplinary action by the Executive Board, if he is found to have taken part directly or indirectly either by himself or through any other person in the following activities: -
- a) Bribery to induce a member to stand or not to stand for election.
 - b) Inducing a candidate to withdraw his candidature.
 - c) Inducing a voter to vote or not to vote for a candidate.
 - d) Exercising undue influence on any other person in respect of that person exercising his electoral right.
 - e) Such other matters as may be considered unethical or distasteful by the Executive Board on a reference to it by the Executive Director.
- 3.5.15 At each Annual General Meeting of the Forum one-third of the elected Directors shall retire from office. The Directors to retire shall be those who have been longest in office since their last appointment but as between persons who become Directors on the same date as of those due to retire shall be decided by the Executive Board and in the absence of an agreement by lots.

ANNEXURE – A

Proposal of a new online voting system.

Elections are the essential part of every democratic society and organization. Hence it is very important to hold up as many elections as possible. Unfortunately, elections come with big administrative efforts and costs.

With Improvement in technology and secure online systems and popularity of Internet taking things online has increased the demand for Online Elections. Improved verification, privacy, anonymity, and security protocols that work, along with voter education and the growing percentage of voters who have grown up with digital technology. Online voting's potential benefits in terms of reach, access, and participation have the power to revolutionize the democratic process around the world and also for QCFI.

We are proposing a new easy to use, practical, secure and transparent online voting system.

Requirements

In order to be accepted by the voters or the law, an online voting system must be as secure as a conventional “physical” election.

Hence online elections have at least to meet the following requirements:

1. Only eligible voters are allowed to vote
2. Every voter shall only cast one vote
3. It must be impossible to alter anybody's vote
4. The voting procedure must be anonymous
5. The complete voting procedure must be transparent

Advantages:

Fast and easy way of conducting Election

Voters can view background of each Candidate

SSL Certificate for more secure encryptions

Admin can verify the documents and details of Candidate

System Generated Unique ID and Password gives more Secure Logins

Result will be out after 2 Hrs of Election

Some of the processes include following levels

1. Registration and Verification of Voters.
2. Creating Elections with Candidate profiles and Sending emails to all eligible voters.
3. Voting Process.
4. Collecting Data securely and announcing Results.

1. Registration & Verification:

Voters for QCFI Online Voting System are registered users of QCFI, Hence it becomes foolproof and much easy to authenticate the user base for online voting system. Still a thorough email verification process can be run to validate the email addresses and also authenticate that they are official and are in working condition as we normally do this on regular basis.

We are now planning to conduct this exercise before elections. QCFI Headquarters will send a notice to all the Chapters and Sub-Chapters to validate some of the not validated email addresses to contact the members personally or through phone to validate the email and mobile number information.

Process	Registration	Voter Verification
Description	<p>All the QCFI lifetime members and Organizational members are eligible to vote in this election.</p> <p>note*: cutoff date for new registrations for vote eligibility need to be decided</p>	<p>As online elections need the email addresses of electorate a thorough check of all the emails of registrants need to be undertaken using online and offline methods.</p> <p>scrutiny check will be undertaken on the emails of all the registered QCFI lifetime members and Organizational members to establish the authenticity of emails and this ensures that on election day, each voter is who they say they are (identity and authentication) and are eligible to vote (authorization).</p>
	<p>Registering online is simpler for most people and especially:</p> <p>Makes it easier for people to register online as QCFI has already implemented online membership with secure payment gateway in association with Axis bank and running it successfully.</p> <p>Provides a more cost-efficient, transparent, and auditable process;</p>	<p>While voting online, the verification will be built into the software. With secure SSL Connection, however, e-voting can:</p> <p>Positively identify each person more accurately than even a government ID card and remain up to date;</p> <p>Ensure only one vote is recorded for each person; and</p> <p>Instantly identify and authorize voters in real time.</p>

2. **Creating Elections:**

Administrator will be called as Election Officer can add zones and chapters as we intend to create elections zone wise and each zone will have the respective chapters and subchapters allotted to as per the jurisdiction.

Admin dashboard will have all the functional rights to create contesting candidate profiles under each zone and set the election date and time limit settings. As per the initial discussion QCFI is planning to allow the voting to be open for 3-5 days as most of the user base are working class employees and few might be travelling; hence the idea of a multi day election and this again needs to be discussed in the QCFI board and arrived at consensus.

Time Management:

Schedule when to open or close the poll, and choose when to show result.

Voter Eligibility Conditions.

Administrator can easily limit eligibility (voting access) by the users' roles, or you can define Rules to deny voting access. Additionally, more complex conditions can be defined in code, with the help of the Election Condition module.

3. **Voting Process:**

All the verified and eligible voters will be notified about the election in advance with instructions on how to actively participate in the online voting system. Each user will receive the email containing the e-voting platform URL along with membership number and a computer generated password.

Voting Process Features:

The process is designed and developed keeping in mind the sections of IT Act. It has 4 tier security as mentioned below:

- The whole process is conducted on 256bit encryption which makes the data transfer to and from the server safe.
- Link goes to the registered email ID in the electoral roll.
- The user will click on the link provided in his email box, clicking the same he would be taken to the online election system.
- The link to the vote/ ballot will be sacrosanct for QCFI; it is SQL encrypted code for the Unique Reference No. | Election Reference Code.
- User needs to accept terms & conditions and we will also show them the instructions, privacy policy.
- After the e-vote is casted the user will get a confirmation mail.
- Email is generated of the ballot paper is signed with unique code Signature, which cannot be copied / recreated, will be sent to the user.

- Email with the information of the casted ballot goes to the registered secured email id of the designated election officer with tamper proof password system with two-in login authentication.

- All the pages expire when you move ahead, similar to online banking site which makes the system safer to use.

█ Once the vote is casted, the casted ballot which will have the Unique Code Signature embedded will be sent again as confirmation to the Voter and acknowledgement without the Ballot Casted will come to the admin ID of ORGANIZATION/ CLIENT for records.

█ The system will be locked before the process starts and opened for counting by the designated official of ORGANIZATION/ CLIENT/ ELECTION OFFICER. The log reports will be saved from the server and handed over to you; this is to ensure no unauthorized access has been made to the server.

Data Collection and Privacy Best Practices

It's a good idea to disclose your privacy practices to your respondents. You can disclose your privacy practices on the introduction page of your survey. If you're conducting a survey for an organization with its own privacy policy, you can link directly to your organization's policy.

Process	E-Voting Admin	User Voting
	<p>E-voting improves convenience by allowing voters to cast ballots online, sometimes from their own computer.</p> <ul style="list-style-type: none"> • Admin will send a mailer to all the QCFI lifetime members and organizations. • Make it easier for people with disabilities or travelling members; • Provide a more cost-efficient, transparent, and auditable process with fewer chances for fraud; and • Possibly lead to higher voting turnout, especially among youth. 	<p>Online voting systems leverage the best advantages of computer technology to:</p> <ul style="list-style-type: none"> • System generated ID and Password for Voters. • Password and IP address participant restrictions network connectivity to aggregate vote data from any distance; • Close survey after certain date has been reached • Email copy is generated of the ballot paper is signed with Unique, which cannot be copied/ recreated.

4. Results:

QCFI will appoint an election officer and also an ombudsman if required to conduct the elections in free and fair manner. The results are encrypted and kept anonymous. The voter is issued a receipt and is now blocked from voting for this election again. Once voting has ended the results are immediately tabulated and securely stored in the encrypted Database.

Along with database a unique coded Email copy is generated of the casted ballots are being mailed to a new email ID for future verification and cross checking for any future eventualities and to bring more transparency to the e-voting system like Indian election commission which is now issuing the user with a printed receipt.

All the results will be stored in the database and the results can only be opened by the election officer in front of ombudsman.

If someone wanted to cross check with the physical reports of the each casted ballot the email account is opened specially for the elections with a joint account two tier login password authentication created by two people.

Security Issues:

Are the e-voting responses anonymous and secure?

It's up to each survey creator to decide to collect responses anonymously or to capture respondents' personal information. URLs beginning with https:// are sent via SSL encryption. Read our Privacy Policy and Security Statement for more details.

Are the backups in place for the e-votes for verification?

When ever a user votes, a email copy of the casted ballot is created with unique code simultaneously with a timestamp and sent a secured email whose password is only known to the election officer and the ombudsman with 2tier password authentication.

Adding a Consent Statement or Privacy Policy?

You can ask respondents to agree to your consent statement or your privacy policy or practices before taking your survey. Use Skip Logic to disqualify respondents who don't consent to your terms.

Glossary:

IP Tracking ---

Collectors by default store the IP addresses of respondents in survey results, which you may find useful for tracking respondents.

You can prevent IP addresses from being recorded in survey results by making survey results anonymous in your collector settings.

IP addresses can be traced to a computer but not a person. People who share a computer share an IP address. Additionally, some IP addresses are tied to proxy servers, which means multiple computers can share the same IP address.

For example, an organization may have a single phone number that is used to receive incoming phone calls. When a call comes in, it's routed to the appropriate person or extension. The same thing can happen with computer networks. An organization may have a single computer that is used to route Internet connections for all of the computers in that organization's computer network.

If you see multiple responses for your survey with the same IP address, it may be that a single person is responding to your survey multiple times, or it may be that multiple people in an organization are accessing your survey from within that organization's computer network.

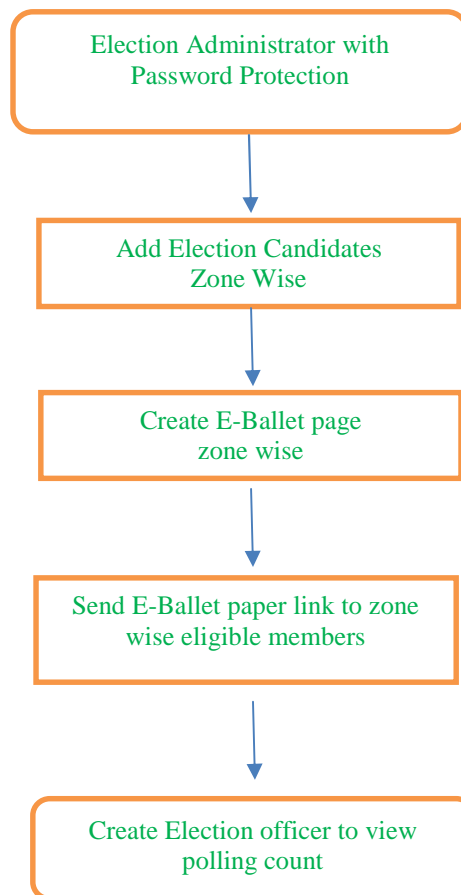
SSL--

SSL (Secure Sockets Layer) is a protocol developed for transmitting private documents or information via the Internet.

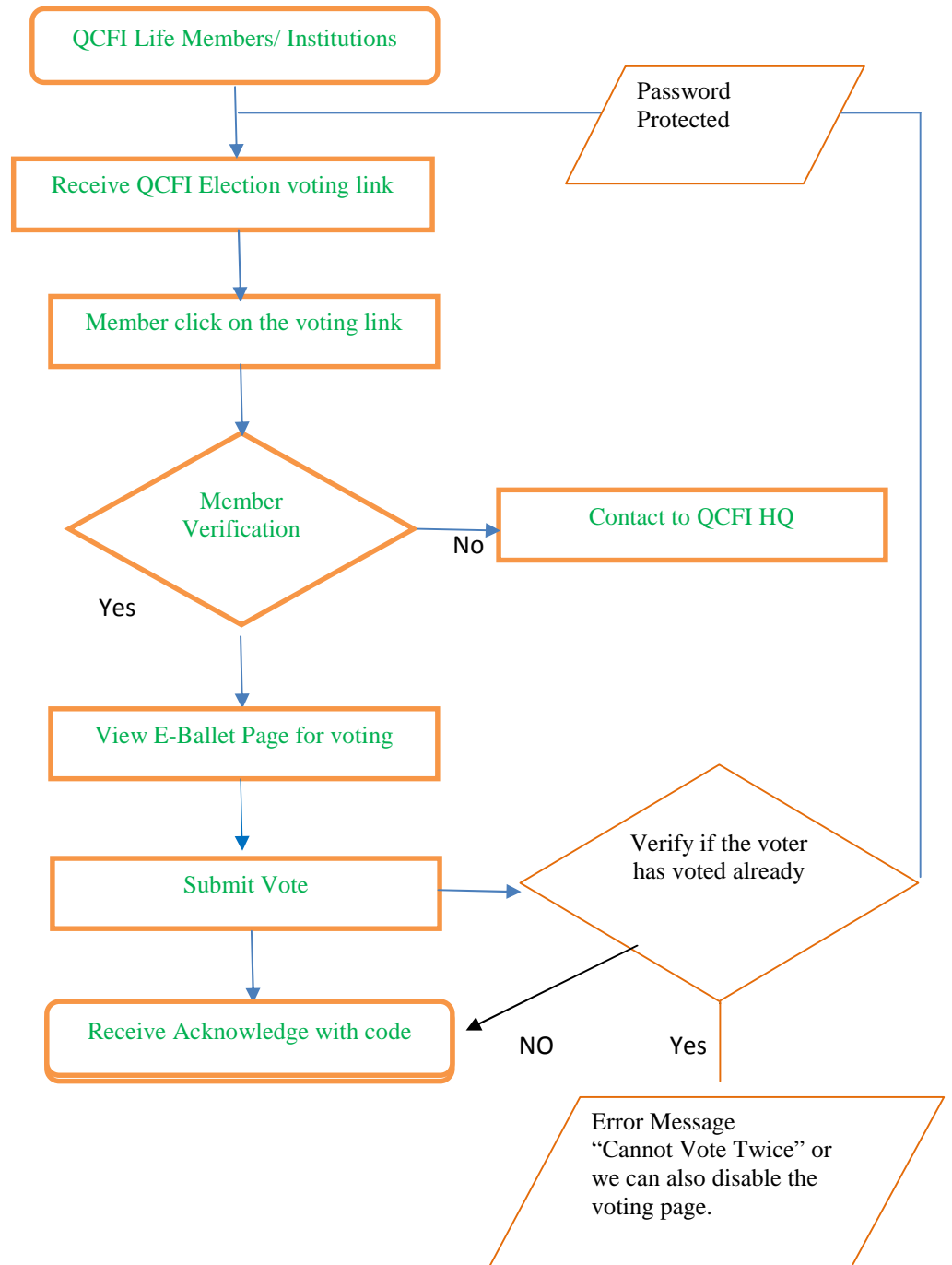
SSL creates a secure connection between a client and a server, encrypting sensitive information being transmitted through the web page.

Many websites, like banking or e-commerce sites, use SSL to obtain confidential user information. You can tell if a web page has SSL if the URL begins with https:// rather than http://. Your browser may also display an open or closed lock icon in the address bar.

QCFI HQ Online Election Flowchart – Creating Elections



Member E-Voting Process



Election officer Process

