

Rules as mentioned in QCFI manual for the election of board of directors

3. MANAGEMENT

The Management of QCFI shall be entrusted to an Executive Board. The strength of the Board shall not exceed twenty-five Directors.

- 3.1.1 **Fifteen Directors:** Three from each specified Zone, irrespective of the number of chapters in the zone, will be elected by the life members and Institutional members of the respective zones.
- 3.1.2 **Six Directors:** They will be elected for their specialized knowledge by a coliseum consisting of Directors and the Chapter(s) Governing Council Members. Each Director and each Chapter will have one vote.
- 3.1.3 **Four co-opted directors:** The Executive Board can also co-opt up to four eminent persons from Society/industry/educational sector etc., for a period of one year as Director, based on the recommendations of the concerned chapter/board of directors. The same person can be co-opted only for maximum of 2 times, each of 1 year. (From January – December). Such co-opted directors may contest the election after resigning before filing the nomination.
- 3.2 The Executive Director shall be the ex-officio member of the Board but will not have any voting right.

QCFI ZONES

- 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, Lucknow Centre, Baddi Centre
South Zone	: Bengaluru Chapter, Mysuru Chapter, Chennai Chapter, Madurai Chapter, Coimbatore Chapter, Hosur chapter
East Zone	: Bokaro Chapter, Durgapur Chapter, Kolkata Chapter, Rourkela Chapter, Koraput Chapter, Guwahati Sub Chapter, Varanasi Chapter, Bhubaneshwar Sub Chapter
West Zone	: Ankleshwar Chapter, Ahmedabad Chapter, Aurangabad Chapter, Mumbai Chapter, Pune Chapter, Vadodara Chapter, Surat Chapter, Thane sub Chapter.
Central Zone	: Bhilai Chapter, Hyderabad Chapter, Nagpur Chapter, Visakhapatnam Chapter and Tirupati Chapter.

3.3.2 Number of Directors from each chapter:

At any given time, Executive Board shall not have more than one person as Director from the same Chapter/Sub-Chapter/Centre. In case of extreme necessity, it can have one more director nominated with concurrence of most the Chapters/Sub-Chapters /Centres in the Zone. This limit is not applicable for special directors and co-opted directors.

3.3.3 Tenure of the Director:

No Director shall hold Office for more than 9 years continuously i.e. first term of 3 years, and

then they can be re-elected for two more terms, each of three years effective from 2015. After completion of 9 years continuously, they can again contest for election after a break of one year.

3.3.4 **DIRECTORS WITH SPECIALIZED KNOWLEDGE:**

Apart from the above 15 Directors elected from the 5 Zones (3 from each Zone) there shall be 6 Directors who shall be elected for their specialized knowledge from the following fields.

- a. Three Directors will be elected with experience and/or expertise in Education, Social and Health Care.
- b. - Three Directors will be elected with experience in Small and Medium enterprises, Service Sectors and Government Administration Departments.

Chapter Governing Council/ Directors will identify the eminent persons in the fields specified above and forward the names to HQs for organizing the elections. Such nominees must be life members of QCFI.

- 3.4 The new Directors elected in the manner hereinafter will assume office from the day of Annual General Meeting, held after the elections.

3.5 **ELECTION OF DIRECTORS**

3.5.1

a) Eligibility Criteria for the election to Board of Directors

- 1) He / she should be a Life Member of QCFI
- 2) Should have made significant contributions to QCFI
- 3) Should be holding the position of Chairperson in respective chapter for a minimum of one year (or) should be the member of QCFI for seven years or more in continuation.
- 4) The Director nominee should have one proposer and 5 seconders.
- 5) One proposer or seconder can propose or second only one candidate. Proposer & seconder should be life members of QCFI.

- 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.

- a) Number of members of the Executive Board to be elected.
- b) Last date for receipt of nominations.
- c) Last date for intimation of valid nominations.
- d) Last date for withdrawal of nominations

- 3.5.3 For election to Board of Directors, a three-member Election Commission, with ED as Returning officer and two observers will be nominated by President.

- 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, eligible 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 QCFI.
- 3.5.6 The nomination of a candidate shall be in the appropriate form duly signed by the candidate and by the proposer and seconders 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/e-mail 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 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 (Directors) and in the absence of an agreement by lots.
- 3.5.16 If any Director appointed by QCFI vacates office before his term of office expires in the normal course, the resulting casual vacancy may be filled up by the Executive Board at a meeting of the

Board. But any person so appointed shall retain his office only so long as the vacating Director would have retained the same if no vacancy has occurred.