



## Forum of Women in Public Sector (Under the aegis of SCOPE)

**PRESIDENT (Western Region)**  
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SCI/WIPS/16/Election/005

8<sup>th</sup> March, 2016

### NOTICE FOR ELECTION OF WIPS OFFICE BEARER WESTERN REGION – 2016

Notice is hereby given for election / nomination process during the next meeting of Regional Executive Body (REB) scheduled on **29<sup>th</sup> March, 2016** at Mumbai for the New team for the REB, WR for the next term of office starting from 1<sup>st</sup> April, 2016 to 31<sup>st</sup> March, 2018.

The venue for the meeting & election will be held at ONGC Transit Accommodation, Gurunarayana Road, Near Panbai International High School, Prabhat Colony, Santacruz(East), Mumbai from **2.30 pm to 5.30 pm**. Since, elections are to be held for the post of RFC & EC, all the Regional Function Committee members, present Executive members, coordinators / unit representatives / Life members from Western Region are requested to ensure their presence on 29<sup>th</sup> March, 2016. Prior to the election, Coordinators / Unit representatives are requested to forward the Life Members list to President, WIPS WR by email on or before 15<sup>th</sup> March, 2016 for consolidation.

Nomination Forms (**Form 2 - Region**) is being sent to RFC, EC members, Coordinators/Unit representatives along with a copy of this letter.

#### **Regional Election Guidelines :**

##### **Rule 8 Regional Executive Body :**

Each Region shall have a maximum of 20 office bearers with the following composition; President, Vice President, Secretary, Treasurer, (the four to be known as Regional Functional Committee), other ordinary Executive Members (EC) which would include Jt. Secretary, Jt. Treasurer, etc.

##### **Eligibility :**

- 1) Maximum tenure of an RFC post at a stretch is 2 terms however they can seek election again for any other elevated post.
- 2) At least 2 RFC members, including Treasurer should be from one location, for operational effectiveness. (this need not be a restrictive condition though preferable)
- 3) All 4 RFC members should be from 4 different organizations.
- 4) To be an ordinary EC member one should be a) Life member or a coordinator of Corporate life member and b) should have been an active worker of the Forum for a minimum of two years.
- 5) To hold office of Vice President, Secretary and Treasurer one should have worked as an EC member for two years and should have attended at least 2/3 of the meetings of the Coordinators / EC meeting as the case may be in the preceding term of 2 years.
- 6) The members who are eligible to vote for Regional Function Committee include any Individual Life Members and organizational coordinators / unit representative of a corporate Member from respective Region as per past practice.



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### Regional Election Procedure :

APEX letter of intimation of National Meet and election notification with nomination forms had been circulated to Regional President / Secretary which had also been subsequently forwarded to REB / coordinators of Corporate Life members. Now the election notice for Regional Election is being circulated by the sitting President / Secretary to all REB / Coordinators and they in turn will intimate this election notice to individual life members.

- i) The proposer and seconder shall be from two distinct organisations. As far as possible the EC members shall be drawn from different PSUs to give appropriate representations.
- ii) Each Region's President / Secretary shall inform the AFC fifteen days before the date of their election meeting by fax, email, mobile message or a letter by post.
- iii) AFC members may be invited as an observer (s) at such election or may be represented by an observer nominated by AFC from the concerned region so that information exchange is ensured.
- iv) The list of full team shall be ready within 48 hours of the election meeting of the region and sent to President / General Secretary of the APEX Forum by the President / Secretary of each region.

### General Conditions :

- The Regional President / Secretary and EC members are required to ensure that this election notice shall reach all the coordinators and life members on time along with the nomination forms. The election notice will also be posted on our web site [www.wipsapex.co.in](http://www.wipsapex.co.in).
- Members who contest should be present during the election process. However, only on exceptional grounds leave of absence to the eligible contesting member will be approved by majority of CGB / REB members present, which meets prior to the elections.
- Members, who are eligible to vote also should be physically present at the venue on the Election Day shall hand over the written nomination of eligible candidates in the prescribed form (**Form 2**), to the Election Officer during election process after due consideration for an effective & cohesive team. Hence, all are requested to ensure their presence on the election on the **Election Day** i.e. 29<sup>th</sup> March, 2016.
- Regional President / Secretary is requested to hand over the list of current RFC, EC members along with their organizations name, official designation & location of posting, address for communication and Contact details with their mobile numbers to the election officer & election observer nominated by APEX.
- Regional President (Elect) has to complete the process of ratification / revalidate their post of President (Elect) during forthcoming REB meeting, prior to the election to the post of Vice President, Secretary, Treasurer and EC members of the respective region latest by 31<sup>st</sup> March, 2016. If the elections for these posts are not completed before 31<sup>st</sup> March, 2016, the newly elected APEX Functional Committee shall be responsible for the entire Regional Election process including for the post of Regional president.
- The person proposing the nomination should be from a different Organization from the person seconding the name. Nominations Form should be complete in all respects, failing which it will be rejected. Voting will be by **secret ballot only**. **Nomination after 2.30 pm on 29<sup>th</sup> March, 2016 shall not be accepted.**
- Present Regional team or any other eligible member who do not want to be elected / reelected will clearly **indicate their views** at the venue & the voting members may suitably modify their nomination in fresh form.
- Verbal content of the office bearer who are to be nominated may be taken by the concerned written consent of the elected office bearer will be taken on confirmation of successful election.



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- Only Individual Life Members who are in service will be eligible vote.
- The condition of fulfilling 2 years balance service as on 1<sup>st</sup> April 2016 for contestants to the posts to be strictly adhered to and self-certification in this regard will be given to the Election officer before election.

The growth of this Forum will depend on selection for the right Team Leaders, both at Apex and Regional level. We need willing, effective and honest leaders, who can give quality time and guidance to take this Forum forward. We are really very fortunate to have such a well - recognized and acceptable platform in PSUs to create value for our women as well as for our respective Organizations we serve. Hope this point is kept in our mind, while making the right choice.

Any assistance if required you may please contact undersigned at any time.

Wishing you all the very best.

*mshelley*  
**PRESIDENT  
WIPS, WR**

**Encl : Nomination form**

To : The list CEOs of Corporate Life Members in the Region

All RFC, Regional Executive Members, Coordinators / Unit representatives (Coordinators / Unit representatives are requested to send copy of this communication to your organization life members)

Copy to : President, WIPS, APEX; General Secretary, WIPS, APEX



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**Form -2**  
**Rules of WIPs**  
Annexure- 1  
Rule 5 (C)

**REGIONAL EXECUTIVE BODY**  
**NOMINATION FORM FOR ELECTION OF**  
**VICE PRESIDENT, SECRETARY, TREASURER AND OTHER EC MEMBERS**

For the years 2016 - 2018 (The person proposing the nomination should be from a different organization from the person seconding the name)

Vice President	: Ms	Designation	Organization
Secretary	: Ms		
Treasurer	: Ms		
EC member	: Ms		

**Proposed by**

Name :	Designation	Organization	Signature
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**Seconded by**

Name :	Designation	Organization	Signature
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