

**IADVL ELECTION CIRCULAR 2019**

**INDIAN ASSOCIATION OF DERMATOLOGISTS, VENEREOLOGISTS AND LEPROLOGISTS**

**ELECTION CIRCULAR 2019**

**ELECTION OFFICER**

**Dr Venkataram Mysore**

**LM/KN/3211**

Phone No: 9845363520

E-mail: mnvenkataram@gmail.com

# 3437, I-G Cross, 7th Main Subbanna Garden,  
Vijaynagar, Bangalore Urba-560040, Karnataka

**RETURNING OFFICER**

**Dr Umashankar Nagaraju**

**LM/KN/3455**

Phone No: 9448151468

Email: secretarygeneral@iadvl.org

Address: DERMAVISION, 794, 15<sup>TH</sup> Main, 2<sup>nd</sup> Stage,  
BTM Layout, Bengaluru-560076

**ELECTION OBSERVER**

**Dr. Deepak Parikh**

LM/M/852

Phone No: +91 9820657603

Email: parikhda@gmail.com, 706-B Swapnalok

Dixit Road, Vile Parle East, Mumbai- 400057, India.

**Dear IADVL member,**

**We are happy to inform you that nominations are invited for the election of the National IADVL Executive for the year 2020 as well as bids for the venue of MIDDERMACON 2021 and DERMACON 2022.**

#### **IMPORTANT DATES IN CONNECTION WITH ELECTION AND BIDDING**

Last date for filing nominations along with prescribed fee: **15-06-2019 midnight**

Last date for bidding for DERMACON 2022/MIDDERMACON 2021: **15-06-2019 midnight**

**If there is no applicant for a position on 15<sup>th</sup> June 2019, the announcement will be repeated on 16<sup>th</sup> June 2019 with 1st July 2019 being the last date for application only for those posts for which there were no applications.**

Last date for withdrawal of nominations/bids: **15-07-2019**

Announcement of valid candidates/bids: **16-07-2019**

Submissions of objections (if any): **31-07-2019**

Opening of e-voting: **01-10-2019**

Closure of e-voting: **15-11-2019**

Counting of e-votes: **17-11-2019**

Filing of objections about results, if any, to Election Officer: **-18-11-2019 to 24-11-2019**

Declaration of results on e-groups and website: **25-11-2019**

#### **ELECTION IF NO APPLICATIONS:**

**If there are no applications for any post even after 1<sup>st</sup> July**, the returning officer will announce a fresh election process during the CCM for the vacant posts/venues with the last date for filing being 30<sup>th</sup> November 2019. The Returning officer will declare the final list after verification by 10<sup>th</sup> December 2019. If there is more than one application for any post/venue, then election by voting by secret ballot will be arranged during DERMACON 2020 on the day of the CME from 11 am to 2 pm. All eligible voters can cast their vote after verification of their membership and photo identity proof by the Returning Officer. The counting will begin immediately on conclusion of the voting process at 2 pm and the results will be announced in the closing AGBM. The entire process will be under the supervision of the Election Officer.

#### **CODE OF CONDUCT:**

Individual members cannot use IADVL National or branch organs like e-groups, web forums, official whatsapp groups etc., for canvassing. They should not seek endorsement from State or Zonal branches.

1. Canvassing by any State branch or branches or by any group of IADVL members individually or collectively for any candidate shall not be permitted.
2. The biodata (not exceeding 200 words), photograph and declaration of conflict of interest of all candidates will be sent along with the election materials to all eligible voters. It will also be displayed on the IADVL e-portal, circulated through IADVL e-groups and printed in the IADVL Newsletter to be released in the IADVL CCM-2019 before members cast their vote. Contestants will be provided a complete list of e voters.
3. Candidates for the post of IADVL President Elect (2020) will be invited to attend the IADVL CCM-2019 at their own expense and will be given an opportunity to address the CC members for 5 minutes each.
4. If anything in the biodata submitted by a contestant is proved to be false, that candidate's election will be declared null and void by the Election Officer. In that event, the candidate who had secured the next highest number of votes will be declared elected. In case there is no contest for the post, the election will be conducted in the concluding AGBM of the year 2019.
4. **Violation of Code of Conduct:** Any candidate violating the code of conduct will be subject to punishment as below:
  - a. *The matter will be referred to the Election Officer; this may be done either by the Returning Officer or by a candidate directly.*
  - b. *The Election Officer will take any of the below actions if the complaint is found to be valid, and after giving adequate opportunity to the candidate to explain:*
    - i. *issue a private warning letter if it is a first offence or a minor offence (in the opinion of the Election Officer);*
    - ii. *issue a public warning (announcements in IADVL e-groups and WhatsApp groups for a second offence or a larger offence (in the opinion of the Election Officer)*

- iii. *disqualify the candidate for a third offence or a second larger offence (in the opinion of the Election Officer).*
- c. *This procedure shall be completed within a period of ten days. The decision of the Election Officer is to be considered final and should not be discussed publicly. The disqualified candidate will have the right to appeal against the decision of the Election Officer to an Arbitration Committee, which shall be constituted by the President as per the provisions of the Constitution. The Arbitration Committee shall give its decision within one week and that decision will be final and binding. The candidate or any member on his behalf cannot raise the issue with the members in any of the IADVL e-groups.*

**AS PER the AGBM RESOLUTION PASSED IN JANUARY 2018 IN KOCHI, THERE WILL ONLY BE E-VOTING**

**Part- I**

Nominations are invited for following posts of National IADVL Executive Committee for 2020:

1. President Elect: 1 Post
2. Vice President: 2 Posts
3. Joint Secretary: 2 Posts

Life Members of IADVL intending to contest should complete nomination process online before midnight of 15<sup>th</sup> June 2019. The completed application form can also be sent with declaration, certificate of confirmation by the state society, and the DD or proof of electronic payment, to Dr. Umashankar Nagaraju, the Returning Officer and IADVL Honorary Secretary General, so as to reach him by midnight of 15<sup>th</sup> June 2019; A duplicate set of nomination papers and all enclosures should be sent simultaneously to Dr. Venkataram Mysore, the Election Officer so as to reach him by midnight of 15<sup>th</sup> June 2019. Applications received after midnight of 15<sup>th</sup> June 2019 or incomplete applications will be rejected.

**Election Deposit:** They should pay the nomination fee by a DD in favor of "IADVL" payable at New Delhi or by electronic payment to IADVL, Account number 00000033582784962, State Bank of India (Ansari Nagar branch, New Delhi-110016), IFSC code- SBIN0001536. The application fees for various posts are Rs. 25,000 for the post of President Elect, Rs. 15,000 for each post of Vice President, and Rs. 7,500 for each post of Honorary Joint General Secretary. *If the nomination is withdrawn before 15<sup>th</sup> July 2019, the last date for withdrawal of nominations, 50% of the nomination fee will be refunded. After that date, no refund will be made under any circumstances.*

**I. CONDITIONS OF ELIGIBILITY FOR OFFICE BEARERS:**

*The candidate should be a permanent resident of India continuously for the last 5 years to be eligible to contest elections in IADVL with exception for those institutional employees who go on deputation/fellowship. In such cases , the duration of deputation should not be more than 2 years during the past five years.*

**A. PRESIDENT ELECT:**

1. Should have completed TEN YEARS as a member of the Association in good standing during which period he/she must have no outstanding indebtedness to the Association.
2. Shall have completed a minimum experience of 15 years in the specialty of Dermatology, Venereology, and/or Leprology, after having taken his/her post-graduate qualification in the specialty .
3. Shall be exclusively engaged in the practice, teaching and/or Research of these specialties of Dermatology, Venereology and/or Leprology.
4. Must have been actively involved in the affairs of the Association in an official capacity either at the National level as Vice-President, Honorary General Secretary or Honorary Treasurer or at the state Branch/Combined Branches level as President. The tenure of these positions should have been completed at the time of application.
5. The candidate must declare any conflict of interest as mentioned in the application form.

**B. VICE PRESIDENT:**

1. Should have completed SEVEN YEARS as a member of the Association in good standing during which period he/she must have no outstanding indebtedness to the Association.

2. Shall have completed a minimum experience of 10 years in the specialty of Dermatology, Venereology and/or Leprology after having taken his/her post-graduate qualifications in the specialty.
3. Shall be exclusively engaged in the practice, teaching and/or research of the specialties of Dermatology, Venereology and/or Leprology.
4. Must have been actively involved in the affairs of the Association in an official capacity either at the National level as Honorary Secretary General or Honorary Treasurer or Joint Secretary or at the state Branch / Combined Branches level as President or Vice President or Secretary. The tenure of these positions should have been completed at the time of application.
5. The candidate must declare any conflict of interest as mentioned in the application form.

#### **C. JOINT SECRETARY:**

1. Should have completed FIVE YEARS as a member of the Association in good standing during which period he/she must have no outstanding indebtedness to the Association.
2. Shall have completed a minimum experience of 5 years in the specialty of Dermatology, Venereology and/or Leprology after having taken his/her post-graduate qualifications in the specialty.
3. Shall be exclusively engaged in the practice, teaching and/or research of the specialties of Dermatology, Venereology and/or Leprology.
4. Must have been actively involved in the affairs of the Association in an official capacity either at the National level or at the Branch / Combined Branch level or a Central Council Member from a Branch for a minimum period of TWO YEARS either continuous or with breaks. The tenure of these positions should be complete at the time of application.
5. The candidate must declare any conflict of interest as mentioned in the application form.

#### **II. PROCEDURE FOR ELECTIONS OF OFFICE BEARERS:**

1. The Electoral Roll will consist of all direct life members of the Association and members through a state branch or combined state branch who have registered for e voting on or before 31<sup>st</sup> July 2019. and who have no outstanding indebtedness to the Association.
2. The candidates proposed for various posts shall conform to the requirements laid down under Rule 26 and should also pay the nomination fees mentioned above.
3. They shall be duly proposed and seconded by members in good standing who have no outstanding dues to the Association. The application should bear the candidates' willingness and signature.
4. **AS PER the AGBM RESOLUTION PASSED IN JANUARY 2018 IN KOCHI, THERE WILL ONLY BE E-VOTING**

#### **III. WITHDRAWAL OF NOMINATIONS:**

The last date for withdrawal of nominations will be 15<sup>th</sup> July 2019. This shall be indicated in the information sent by the Honorary Secretary General to the nominated member. Non-receipt of a letter of withdrawal from the candidate by the Honorary Secretary General shall be considered as acceptance of the nomination by the member.

#### **IV. VALID NOMINATIONS:**

1. The Honorary Secretary General shall send a list of nominated members to the Election Officer by 16th July 2019. The Honorary Secretary General shall also inform the same to all the valid candidates by that date.
2. In case more than one candidate is found nominated for the post of President Elect, and more than two candidates each for the post of Vice Presidents and Honorary Joint Secretary General, a secret e-voting process must be undertaken to elect the office bearers concerned.
3. Any candidate who has any objections about any other candidate or about the process of election in any way should intimate the same to the Election Officer by **31st July 2019**, so that the same can be taken up in the Central Council Meeting (CCM) of 2019. No objections either about candidature or election process or any other issue shall be entertained after this date.

#### **V. BALLOT AND E-VOTING:**

1. No ballot will be dispatched as IADVL will be having only e-voting.
2. The members shall cast their votes through the web portal integrated to the IADVL website. The member has to sign up and then log in to their profile in the website. Brief biodata of contestants will be displayed on e-portal before a member finally casts his vote electronically.

#### **VI. DECLARATION OF ELECTION RESULTS:**

The official declaration of the election results will be after 7 days of counting the E- votes by the Election Officer on e-groups and same will be available on website as well. The number of votes polled by various contestants shall be announced and

subsequently published in IADVL News. It should also be conveyed to the contestants, various state branch secretaries and Editor of IJDVL and IDOJ.

**VII. ELECTION DISPUTES AND ARBITRATION:**

All disputes arising with regard to the election of office bearers or any dispute among the member of the Association shall be referred to the Arbitration Committee to be nominated by the Central Council and further approved by the General Body. Five Immediate Past Presidents will constitute the Arbitration Committee. Its verdict shall be final and binding on all parties.

**FORM OF NOMINATION AND CONSENT FOR THE POST OF \_\_\_\_\_ OF IADVL NATIONAL EXECUTIVE COMMITTEE FOR 2020**

Please fill the form in duplicate (two sets) and send one copy to the Election Officer, Dr. Venkataram Mysore, and another copy along with DD or online payment towards nomination fee to the Returning Officer & IADVL Honorary Secretary General, Dr. Umashankar Nagaraju at the addresses given below so as to reach on or before 15th June, 2019.

**PROPOSED BY:**

I, Dr. \_\_\_\_\_ (LM number \_\_\_\_\_), a member of \_\_\_\_\_ branch/direct member with the following address \_\_\_\_\_ mobile number: \_\_\_\_\_ e-mail id: \_\_\_\_\_ do hereby propose Dr. \_\_\_\_\_ (LM number \_\_\_\_\_) address \_\_\_\_\_ mobile number: \_\_\_\_\_ e-mail id: \_\_\_\_\_

**SECONDED BY:**

I, Dr. \_\_\_\_\_ (LM number \_\_\_\_\_) address \_\_\_\_\_ mobile number: \_\_\_\_\_ e-mail id: \_\_\_\_\_

He/she is a member in good standing as per the Rules and by-laws of IADVL for the post of \_\_\_\_\_ of the Indian Association of Dermatologists, Venereologists and Leprologists for the Year 2020.

**DECLARATION**

We, the proposer and seconder of the above nomination, are members in good standing as per the Constitution of IADVL (Procedure of Election of the Office bearers).

**Signature of the proposer**

**Signature of the seconder**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place: \_\_\_\_\_

Place: \_\_\_\_\_

(6)

**DECLARATION BY CANDIDATE OF FULFILMENT OF THE ELIGIBILITY CONDITIONS FOR THE POST OF \_\_\_\_\_**

I \_\_\_\_\_ (LM number \_\_\_\_\_ date of joining IADVL, date of passing dvd/md/dnb-----) proposed for the post of \_\_\_\_\_

do solemnly declare that I fulfill the conditions of eligibility for the post for which I am nominated under the Rules and Bye laws of the Constitution of IADVL and that I have read the IADVL Constitution and will abide by the same in letter and spirit. I confirm that I have been a residing in India for the last---- years continuously.

**I hereby wish to declare the following conflicts of interests such as associations with industry/other societies/conferences: NIL report is needed specifically for each clause**

a) I am an owner/ employee/consultant/advisor (specify any other capacity) in the following pharma/aesthetic company or instrument supplier/dealer or cosmetic company or chain of clinics:

Name of company Position term and duration

b) I am an office bearer in the below mentioned capacities in the following medical associations/societies  
(mention when the term of office will be over)

Name of Society/association Position term and duration

c) I am in the following position in organizing committees of the following congresses: mention dates of conferences

Name of conference Position Dates of conference

Name and Address:

Mobile number:

Email id:

Enclosures to be attached:

1. Brief CV (200 words) Yes

2. Photograph Yes

3. Letter of endorsement from your state secretary confirming your position held at the state level in EC/CC (on State Secretary's letterhead)

4. Proof of date of passing post graduation (Passing certificate of DVD/MD/DNB)

5. In case of applicants whose residence in India is less than 5 years immediately prior to date of application: submit proof deputation from head of department/head of the institution specifying date of deputation and return

*I hereby confirm that the above statements are true and all disclosures have been made fully. I am aware that if any of the statements are false, either by omission or commission, my application is liable to be rejected.*

4. Demand Draft for Nomination fee: Amount: \_\_\_\_\_ DD Number: \_\_\_\_\_

(DD in favor of "IADVL" Payable at New Delhi) DD Date: \_\_\_\_\_

OR

Details of electronic payment .....

(Name, Account Number, Bank Name, Amount, Date of payment)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place: \_\_\_\_\_

5. I have read and understood all relevant clauses of constitution with respect to the election process and am aware of the model code of conduct.

**Signature of the Nominee**

*Kindly post one completed copy with enclosures to the Election Officer and another copy with enclosures along with DD towards nomination fee to the Returning Officer. Electronic version may reach the undersigned latest by midnight 15<sup>th</sup> June 2019 in email to below email addresses marked IMPORTANT: IADVL ELECTION APPLICATION.*

**Election Officer**

**Dr Venkataram Mysore**

LM/KN/3211

Phone No: 9845363520

E-mail: mnvenkataram@gmail.com

# 3437, I-G Cross, 7th Main Subbanna Garden,

Vijaynagar, Bengaluru Urban-560040, Karnataka

**Returning Officer**

**Dr. Umashankar Nagaraju**

LM/KN/3455

Phone number: 9448151468

Email: secretarygeneral@iadvl.org

Address: DERMAVISION.794, 15<sup>TH</sup> Main, 2<sup>nd</sup> Stage, BTM Layout, Bengaluru-560076

PART-II

**BIDS INVITED FROM IADVL STATE BRANCHES TO HOST MIDDERMACON 2021**

Bids are invited from IADVL State Branches to host the 9th MIDDERMACON in 2021. Preference in the bids would be given to smaller cities of India. However, if no suitable bid is received from such smaller cities, it can be allotted to any city.

**When held:** Ideally in August 2021

**How to bid for MIDDERMACON 2021:** Application of bids to hold the 9<sup>th</sup> MIDDERMACON 2021 should reach the IADVL Honorary Secretary General by 15th June 2019. The eligible bids would be included in the e-voting form for nationwide voting for deciding the venue. The bid should mention the venue, names of Organizing Secretary, Organizing Chairperson and Scientific Chairperson. Each bid should be endorsed by the Executive Committee of the respective IADVL State Branch.

**Guidelines of conduct of MIDDERMACON 2021:**

1. Duration: Two consecutive days (a Saturday and Sunday).
2. Saturday: First day CME on topics of Clinical Dermatology. SIG groups will be involved. A parallel workshop can be organized.
3. Sunday: Second day of conference. The local scientific team will be the main planner of the scientific program. The IADVL Academy of Dermatology and Special Interest Groups (SIGs) would coordinate and help the local scientific team in its implementation.

**On winning the bid, the organizers of MIDDERMACON 2021 should sign a memorandum of understanding with the national IADVL to accept rules in financial matters and conduct of MIDDERMACON 2021.**

The winner of the bid would be announced/decided during the opening year AGBM at DERMACON 2020.

**PROFORMA OF DETAILS TO BE FURNISHED WITH THE MIDDERMACON 2021 BID**

Name of Proposed City:

Name of Bidding IADVL State Branch:

Details (Name, IADVL membership number, mobile number & e-mail id) of the following:

Chairperson, Organizing Committee:

Secretary, Organizing Committee:

Treasurer, Organizing Committee:

Chairperson, Scientific Committee:

Endorsement by IADVL State Branch for hosting the MIDDERMACON

**The endorsement below has to be made by the respective State Secretary on their letterhead:**

The IADVL \_\_\_\_\_ State Branch has passed a resolution by a majority vote at its GBM held on \_\_\_\_\_ at \_\_\_\_\_ that it wants to host MIDDERMACON 2021 at \_\_\_\_\_. The Organizing Chairperson, the Organizing Secretary and the Treasurer, Organizing Committee will be \_\_\_\_\_ (name, city and membership number) respectively and the Chairperson of the local Scientific Committee will be \_\_\_\_\_ (name and membership number) .

**Signature of secretary general of state or combined branch... date--**

**UNDERTAKING by office bearers**

We, office bearers of Organizing Committee of MIDDERMACON 2021 have read the IADVL Constitution and will abide by its Rules and Regulations. We shall also sign MOU with IADVL if this conference is allotted to IADVL \_\_\_\_\_ State Branch. It will be signed by Organizing Chairperson and Organizing Secretary.

**Signature of the Organizing Secretary**

**PART-III**  
**BIDS INVITED FROM IADVL STATE BRANCHES TO HOST DERMACON 2022**

When held: Ideally in January 2022

Bids are invited from State Branches of IADVL to host DERMACON 2022 in one of their cities. The application for bids to hold DERMACON 2022 should reach IADVL Honorary Secretary General by 15th June 2019. The bid should be forwarded by the State Secretary as per the present guidelines to the Honorary Secretary General, IADVL.

The bid should be accompanied by all the relevant details as per the bidding proforma. The bidder must also attach the minutes of the General Body meeting of the State which has passed the proposal for hosting DERMACON. The resolution must mention the names of the Chairperson, Secretary and Treasurer of the Organizing Committee and the Scientific Chairperson and must be accompanied by a signed MOU by Organizing team and the State Branch President and Secretary.

The Organizing Secretary of the Bid Committee should also send a write up of maximum of 500 words about the proposed venue along with 4 images. The write up and images will be posted on the IADVL website and also in IADVL News. Video or slide show presentation may also be attached along with the bidding proforma. The Organizing Secretary may host a web page about the venue and send the URL of the same for displaying on the IADVL website.

NB: The withdrawal of the bid can be allowed within 15 days of applying for the bid by a resolution passed by State GBM. However, if there is no time to get a resolution passed by State GBM, the EC of the State Branch of IADVL may permit the withdrawal and subsequently get the decision ratified during the next State AGBM.

**PROFORMA FOR APPLICATION FOR DERMACON 2022**

Name of Proposed City:

Name of Bidding IADVL State Branch:

Details (Name, IADVL membership number, mobile number & e-mail id) of the following:

Chairperson, Organizing Committee:

Secretary, Organizing Committee:

Treasurer, Organizing Committee:

Chairperson, Scientific Committee:

**1. GENERAL**

- a. Map of city/town proposed for holding DERMACON
- b. Exact location/address of proposed DERMACON venue
- c. Is the conference venue a permanent structure or a temporary built one?
- d. Distance from the city center
- e. Connectivity of the city or town by (a) train (b) air (c) roads (Please give the details in a separate sheet)
- f. Transport facilities within the city/town
- g. Was the IADVL National Conference held earlier in the same city/town? If yes, when?
- h. Were other conferences held earlier? If yes, please give their attendance figures
- i. Please give the figurative diagram of the conference venue according to scale

**2. FACILITIES FOR SCIENTIFIC PROGRAMS**

- a. Hall for the inaugural function/plenary session - Capacity (to seat at least 2000-2500 people); size of the podium; air conditioning; acoustics; audiovisual facilities; lobby space outside the hall
- b. Halls (2-3) for the concurrent sessions - Capacity (to seat at least 600-700 people); air conditioning; acoustics; audiovisual facilities; distance from the main hall
- c. Space for poster presentations
- d. Toilet/sanitation facilities for all conference spaces
- e. Four smaller halls or spaces for registration area, conference secretariat, communication room and preview room adjacent to the main hall



**3. FACILITIES FOR TRADE EXHIBITION**

- a. Adequate space for 60-70 stalls (3m x 3m) and 3-4 bigger stalls (10m x 10m)
- b. Adequate space to move around within the area
- c. Adequate toilet/sanitation facilities (no. of toilets)

**4. FACILITIES FOR THE DELEGATES AND ACCOMPANYING PERSONS**

- a. Size and facilities for food space and resting area
- b. "May I help you" counter and travel desk
- c. Arrangement for safekeeping of delegates' and accompanying persons' belongings
- d. Transport arrangements from conference venue to hotels and banquet venue
- e. Accommodation: Please send the brochures of the tourist department or of the previous conferences held.

**Hotels**

Grade	No. of rooms	Tariff	Inclusive/Exclusive of breakfast
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**5. MISCELLANEOUS**

Management of the conference entrusted to an event management company: Yes/No

Food and drinking water arrangements contracted to whom? Private contractor/hotel

Safety precautions: Emergency exits; firefighting facilities; sanctions by local authorities; adequate manpower; event management staff; residents/medical staff/students (please tick)

**6. The endorsement below has to be made by respective state secretary on their branch letterhead:**

The IADVL \_\_\_\_\_ State Branch has passed a resolution by a majority vote at its GBM held on \_\_\_\_\_ at \_\_\_\_\_ that it wants to host DERMACON 2022 at \_\_\_\_\_. The Organizing Chairperson, the Organizing Secretary and the Treasurer, Organizing Committee will be \_\_\_\_\_ (name, city and membership number) respectively and the Chairperson of the local Scientific Committee will be \_\_\_\_\_ (name and membership number)

**UNDERTAKING**

*We, office bearers of Organizing Committee of DERMACON 2022, have read the IADVL Constitution, all clauses with respect to DERMACON, and will abide by its Rules and Regulations. We shall also sign a MoU with IADVL if this conference is allotted to IADVL \_\_\_\_\_ State Branch. It will be signed by the Organizing Chairperson and Organizing Secretary/Treasurer.*

**Signature of the Organizing Secretary**