



**INDIAN ASSOCIATION OF DERMATOLOGISTS, VENEREOLOGISTS AND LEPROLOGISTS
ELECTION CIRCULAR 2020**

ELECTION OFFICER

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RETURNING OFFICER

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ELECTION OBSERVER

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Dear IADVL member,

We are happy to inform you that nominations are invited for the election of the National IADVL Executive for the year 2021 as well as bids for the venue of MIDDERMICON 2022 and DERMICON INTERNATIONAL 2023.

IMPORTANT DATES IN CONNECTION WITH ELECTION AND BIDDING

- Last date for filing nominations along with prescribed fee: 15-06-2020 midnight (11.59 pm)
- Last date for bidding for DERMICON INTERNATIONAL 2023/MIDDERMICON 2022: 15-06-2020 midnight (11.59 pm)
- Last date for withdrawal of nominations/bids: 15-07-2020
- Announcement of valid candidates/bids: 16-07-2020
- Last date of submissions of objections (if any): 31-07-2020
- Opening of e-voting: 01-10-2020, 9 am
- Closure of e-voting : 15-11-2020 , 5 pm

- Counting of e-votes: 22-11-2020
- Filing of objections about results, if any, to Election Officer: 23-11-2020 to 28-11-2020
- Declaration of results on e-groups and website: 29-11-2020

ELECTION IF NO APPLICATIONS: If there is no applicant for a position on 15th June 2020, the announcement will be repeated on 16th June 2020 with 1st July 2020 being the last date for application only for those posts for which there were no applications.

If there are no applications for any post even after 1st 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 30th November 2020. The Returning officer will declare the final list after verification by 10th December 2020. If there is more than one application for any post/venue, then election by voting by secret ballot will be arranged during DERMACON 2021 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 whats app groups etc., for canvassing. They should not seek endorsement from State or Zonal branches.

- Canvassing by any State branch or branches or by any official group of IADVL members individually or collectively for any candidate shall not be permitted. However, in case of bidding cities, the concerned state can use its official group for motivating its members about the city as the bid for the city is an official bid approved by AGBM. Official group is a group which is constituted for purpose of IADVL administration, either by secretary/treasurer /SIG/academy /any other committee /taskforce at state or central level.
- 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 / Whats app groups and printed in the IADVL Newsletter to be released in the IADVL CCM-2020 before members cast their vote. Contestants will be provided a complete list of e voters. Biodata should be placed in all official groups by the secretary generals of state and centre, multiple times; every month on a fixed day starting from August to November
- Candidates for the post of IADVL President Elect (2021) will be invited to attend the IADVL CCM-2020 at their own expense and will be given an opportunity to address the CC members for 5 minutes each.
- The bidding team for DERMACON/ MIDDERMACON will have to attend the CCM at their own cost and make presentation of 5 minutes each.
- 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.

f. **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. Violation of code of conduct by general members: If a general member who is not candidate, violates code of conduct, then the election officer can take the following actions against such members depending on the seriousness of the offence. A. Warning privately. B warning publicly. C. Removing his name from all official groups. D. Recommending any of the following actions to be taken by the AGBM: Barring him from casting his vote/holding any position in any committee/ Barring him from contesting elections for any period Suspending from membership.

d. 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 2021:

1. President Elect: 1 Post
2. Vice President: 2 Posts
3. Hon Secretary General Elect : 1 Post
4. Hon Treasurer Elect : 1 post
5. Joint Secretary: 2 Posts

Life Members of IADVL intending to contest should complete nomination process online before midnight of 15th June 2020. 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. FEROUZ K, the

Returning Officer and IADVL Honorary Secretary General, so as to reach him by midnight of 15th June 2020. A duplicate set of nomination papers and all enclosures should be sent simultaneously to Dr. SURESH TALWAR, the Election Officer so as to reach him by midnight of 15th June 2020. Applications received after midnight of 15th June 2020 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, Rs. 25000 (Rs 12500 each) for Hon Secretary General Elect and Hon Treasurer Elect and Rs. 7,500 for each post of Honorary Joint General Secretary. If the nomination is withdrawn before 15th July 2020, 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.

1.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.

The secretary of state branch should certify in a specific letter about each candidate's Membership duration, place of residence and practice, specific previous positions and dates these positions. Position should mean Elected position- president, secretary, treasurer, vice president, joint secretary, and executive committee member. Membership of committees, positions in conferences, advisor positions are not eligible. Some states are using the term managing committee member (which may be appointed member)- this is not acceptable. All state branches should use the same terminologies as in the constitution.

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. HONORARY SECRETARY GENERAL ELECT & HONORARY TREASURER ELECT:

1. Shall be member of the Association in good standing for the previous FIVE YEARS.
2. Shall have a minimum experience of 10 years in the specialty of Dermatology, Venereology and/or Leprology after having taken his/her postgraduate qualification 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. Candidate for Honorary Secretary General Elect should have been a Joint Secretary or Treasurer or Secretary or Vice President or President at the State level or a Joint Secretary or Treasurer at the National level.
5. Candidate for Honorary Treasurer Elect should have been a Joint Secretary or Treasurer or Secretary or Vice President or President at the State level or a Joint Secretary at the National level.
6. The Honorary Secretary General Elect and the Honorary Treasurer Elect must be proposed from the same zone in this particular context.
7. The candidates must declare any conflict of interest as mentioned in the application form

D. 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 complicated 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.

Disclosures of conflict by candidates:

- a) It is expected that office bearers in key positions devote their full attention on administration of IADVL EC/organizing DERMACON or MIDDERMACON. Full commitment for one year is expected.
- b) Each type of conflict- other association/organization, conference, pharma- need to be declared explicitly in a separate form. The form also should state that they will resign from those positions (see below) on election
- c) In case of cities, the conflicts need to be declared by the Organizing Chairperson, Secretary, Treasurer and scientific Chairperson. These are to be uploaded on website and should be visible on clicking by voters.
- d) Since secretary and treasurer hold two year terms, they should declare their conflicts annually to the EC and to AGBM.
- e) If in any situation that an office bearer wishes to organize an event during his/her term, appropriate approval must be taken from EC and the same needs to be communicated to CCM

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 one week prior to the voting day 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 15th July 2020. 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 2020. 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 2020, so that the same can be taken up in the Central Council Meeting (CCM) of 2020. 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.

Complaints:

All complaints should be made by email, in the prescribed format (uploaded in the website). These need to be sent both to returning officer and election officer. On receipt the Returning officer will acknowledge within 12 hours. A decision will be taken with in 48 hours and communicated. If the decision is not possible in that time, then the same will be communicated to the complainant , mentioning more time is needed.

Disrespect towards election officer and returning officer: The election officer can take the following actions against a candidate or member. A. Warning privately. B warning publicly. C. Removing him from all official groups. D. Recommending any of the following actions to be taken by the AGBM: Barring him from casting his vote/holding any position in any committee/ Barring him from contesting elections for any period Suspending from membership

NOMINATION FORM ATTACHED

DERMACON / MIDDERMACON

- (a) Any state branch wanting to hold DERMACON / MIDDERMACON must call its GBM, and, by a majority vote, pass a resolution to that effect and decide the names of the Organizing Chair person, organizing Secretary, Treasurer and Scientific Chairperson of the Local Scientific Committee. The Organizing Secretary must be from the city where the DERMACON / MIDDERMACON is to be held.
- (b) The state branch shall send the bid proposal to host DERMACON / MIDDERMACON to the Honorary Secretary General of IADVL two and a half years before the proposed conference only after the above procedure.
- (c) The official bid for holding DERMACON / MID DERMACON shall be given to the Honorary Secretary General on the letterhead of the state branch, with the signatures of the President and Secretary of the branch, and the prescribed proforma (containing the details regarding the facilities available in the city and the suitability of the city for hosting DERMACON) duly filled in .
- (d) Application of bids to hold the DERMACON and MIDERMACON should reach the IADVL Honorary Secretary General by 15th June 2020. If there is only one application for DERMACON and or MIDERMACON, then the President, President-Elect, Past President and Hon. Secretary General shall visit the venue and report to CCM which meets in August. If the venue is not found suitable for DERMACON / MID DERMACON then the CCM can discuss other options.
- (e) After a careful scrutiny of proposals for venue, all eligible venues shall be included in the ballot paper and the venue shall be selected by election process.
- (f) All those involved in the conference arrangement, i.e. office bearers, shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) in their presentations on the conference.

PART-II BIDS INVITED FROM IADVL STATE BRANCHES TO HOST MIDDERMACON 2022.

Bids are invited from IADVL State Branches to host the 10th MIDDERMACON in 2022. 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 2022

How to bid for MIDDERMACON 2022: Application of bids to hold the 10th MIDDERMACON 2022 should reach the IADVL Honorary Secretary General by 15th June 2020. 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 President and Secretary of the respective IADVL State Branch.

Information about bidding cities:

A. Venue: full details about space, number of halls with seating capacity, space for exhibition, lunch, proposed venues for dinners should be disclosed with photos. Videos of venue and websites of venue are to be supplied mandatorily. Previous conferences organized at the venue with details should be mentioned . All these information along with Full bidding document and the Budget including the proposed registration fee to be uploaded on to the voting site. (**Proforma attached**)

B. The team Details are vital and should be given in detail. As applicable to executive committee, members of same family (first degree) can not occupy five key positions in organizing committee ; organising chairperson, organizing secretary , chairman scientific , secretary scientific and treasurer

Organizing team consisting of organising chairperson , organizing secretary , chairman scientific , and treasurer should provide their membership Details, place of Residence and practice, experience as dermatologist and IADVL member, Previous organizing experience in conferences and administration in IADVL . Their conflicts should be declared as mentioned.

Guidelines of conduct of MIDDERMACON 2022:

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 2022 should sign a memorandum of understanding (MOU) with the national IADVL to accept rules in financial matters and conduct of MIDDERMACON 2022.

The winner of the bid would be announced/decided during the opening year AGBM at DERMACON 2021.

PART-III BIDS INVITED FROM IADVL STATE BRANCHES TO HOST DERMACON INTERNATIONAL 2023

1. The venue which is proposed for DERMACON INTERNATIONAL should have proper building and not need too many tents. It should befit an international congress. Smaller cities with smaller venues, without international airport, limited number of hotels are not suitable
2. The city should have access for international air travel and it should have adequate number of five star hotels to cater for international delegates
3. It should have delegate fee in Dollars for international delegates
4. Scientific program should have a hall for international sessions, time for international quiz, international free paper session.
5. International scholarships also need to be awarded to encourage delegates
6. It needs separate social media marketing

7. An international coordinator needs to be appointed by the local organizing team who will work closely with international liaison cell to ensure success. This will be named in the submission of the bid along with organizing chairperson, organizing secretary and scientific chairperson and later approved in the general body

8. Venue inspection team will inspect in the light of above requirements.

When held: Ideally in January 2023

As per AGBM decision, DERMACON INTERNATIONAL to be held once in every four years. Bids are invited from State Branches of IADVL to host DERMACON INTERNATIONAL 2023 in one of their cities. The application for bids to hold DERMACON INTERNATIONAL 2023 should reach IADVL Honorary Secretary General by 15th June 2020. 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 INTERNATIONAL 2023. 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 and a video. 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.

Information about bidding cities:

A. Venue: full details about space, no of halls with seating capacity space for exhibition, lunch, proposed venues for dinners should be disclosed with photos. Videos of venue and websites of venue are to be supplied mandatorily. Previous conferences organized at the venue with details should be mentioned. All these information along with Full bidding document and the Budget including the proposed registration fee to be uploaded on to the voting site.

B) The team Details are vital and should given in detail. As applicable to executive committee, members of same family (first degree) cannot occupy four key positions in organizing committee ; org chair, secretary general, treasurer and scientific chair.

Organizing team consisting of org chair, secretary general, treasurer, and scientific chair should provide their membership Details, place of Residence and practice, experience as dermatologist and iadvl member, Previous organizing experience in conferences and administration in IADVL. Their conflicts should be declared as above.

(PROFORMA ATTACHED)

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.