IEEE Pune Section Election 2025

Call for Nominations

The Election Committee of IEEE Pune Section invites nominations for the following voluntary officer positions of section for the year 2025 and 2026 (Two years tenure).

a. Chair
b. Vice Chair
c. Secretary
d. Treasurer

1. The IEEE Pune Section members of grade Fellow, Sr. Member, Member, Graduate Student Member will be voting members for the election 2025.
2. Any voting member can nominate him/her self or any other voting member for the officer post stated above.
3. The duties and responsibilities of section officers are specified in MGA manual, Society Registration Rules and Regulations and also in Pune Section Operating manual available on Pune Section Website (www.ieeepunesection.org).

   a) The section chair shall be the chief executive officer of section and shall do overall supervision of section activities. He/she will chair all meetings of section, ExCom, and Section General Body.

   The candidate contesting for the post should be conversant with functioning of IEEE Pune Section, Provisions of MGA Manual, Society Registration Act and Public Trust Act.
   He/she should have worked as an officer of section or as Chair of Chapter /Affinity group.

   b) Section Vice chair shall assist the chair in coordination of all section activities. At the request of chair or in his/her absence he/she shall chair the section committee or ExCom meetings. The candidate should be conversant with functioning of IEEE Pune Sections, Provisions of MGA, Society and Trust Act.

   c) The Secretary shall be in-charge of section administration. He/she shall prepare agenda, fix venue, time and date of ExCom and General Body Meetings in consultation with chair and shall keep the record of minute of such meetings. His/her duties shall include correspondence, mail notices, submission of meetings and officer reports to MGA department, registrar coop society and charity commissioner and such other duties assigned to him/her by the chair.

   d) The duties of section Treasurer include development of section budget, monitoring the expenditure on activities, accounting of section funds and

expenditure, keeping financial records and submitting the audited financial reports to IEEE Staff Director Financial Services, Registrar Coop societies, Charity Commissioner and file Income Tax returns.

4. From this year, the entire Election process is automated and will be operated through V-tool . Filing nomination, petition, voting and counting are all through V-tool.

The e-notice sent to you will help you in filing nomination using V-tool. The tool will prompt you to file nomination and enter biodata. Last date of filing nomination is 30th Oct 2024.

5. The slate prepared by the election committee and approved by ExCom will be circulated to all voting members, Single candidate slate if any will be sent to R 10 Director for approval.

6. An individual voting member whose name is not included in the slate for a post can contest election as petition candidate. He/she can file nomination as petition candidate , using V-tool . The V-tool will prompt for filing petition as petition candidate and collecting conscents from supporters.

7. The final slate prepared by election committee and approved by ExCom will be circulated to all voting members along with information of e-voting.

8. The teller will count the votes after closure of e-voting and announce the result of election to candidates and voting members.

With warm Regards,
IEEE Election committee