

### **EEMA ELECTION PROCESS MANUAL**

JUNE 2024

EVENT & ENTERTAINMENT MANAGEMENT ASSOCIATION B-330, GROUND FLOOR, GREATER KAILASH – II, NEW DELHI - 110048



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## 1) APPOINTMENTS AND DEFINITIONS:

- a) EEMA stands for Event & Entertainment Management Association.
- b) Justice R.K. Agrawal, Supreme Court of India (retd.) has been appointed - The Chief Election Officer of EEMA to advise, oversee and complete the elections for all EEMA eligible posts. He will be assisted by two (02) Electoral Steward – Harjinder Singh Jindi and Sandeep Kapoor along with four (04) - Election Observers - Mandeep Singh, Pramod Lunawat, Vivek Singh & Harish Babu as per the decision taken by the EEMA NEC.
- c) Secretariat equals office and staff employed by EEMA for day to day running of the association.
- d) Platinum members of good standing Harjinder Singh Jindi and Sandeep Kapoor have been selected as the Electoral Stewards. They shall run the EEMA secretariat for the forthcoming elections and act as the professional administrative leaders during the period of election process (start to end).
- e) Election Process means the process that was referred to by the Chief Election Officer and includes his suggestions and approval on this final process.

#### 2) APPOINTMENT OF ELECTION COMMISSIONER

- a) The President and the NEC members recommend the name for the appointment of election commissioner.
- b) The selection has been done based on a unanimous choice by NEC members.
- c) The Election commissioner can be removed with a two third majority by the NEC.
- d) NEC provides the approved list of voters.

# 3) APPOINTMENT, SCOPE, EMPOWERMENT, DO'S AND DON'TS OF OBSERVERS.

- a) The current NEC in office appoints the Election Observer Committee.
- b) Depending on the situation, NEC would decide the number of observers that would constitute as an Election Observer Committee for the election in the given year to be appointed to a minimum of four (04) members.
- c) All documentation related to the elections will be drafted, signed by all the members of the Observer Committee and the afore said Electoral Steward with individual noting, objections/ remarks if any.



- d) The Observer committee will oversee the efficient and effective management of the electoral process at each level for a free and fair elections.
- e) Observer Committee would be responsible for the online digital voting mechanism and security check, testing and sampling of the digital process along with the Secretariat.
- f) Observing the process of scrutiny and withdrawal and report back to the commission promptly in case of any irregularity.
- g) It should be kept in mind that the objective of the deputation of the observers and Electoral Steward is not to find faults but to facilitate administration in ensuring a smooth, free and fair poll.
- h) Examination of the video clipping of the nomination process (if any) as well as making proper investigation on the complaints (if any) received in connection with the process of nomination.
- i) The General Secretary would be providing the final list of Voters on behalf of the NEC and either Observers or the Electoral Steward would not be authorized to make any amendments to the list.
- j) Although no deletions can be made from the roll; all absentees, dead and duplicate voters should be continued to be tracked and a separate list of such voters should be prepared.
- k) Monitor conduct of mock polls and receipt of mock poll certificate in prescribed format signed by the Observers & Electoral Steward.
- A meeting will be organised in the presence of the Electoral Steward &
   Observers with all the contesting candidates along with Secretariat on the
   next day of withdrawal and brief them about election process.

### 4) POSITIONS OPEN FOR ELECTIONS

- a) Fresh elections are being held as per the rules and regulations of the current EEMA constitution.
- b) This Election Process is for directly electing members to the NEC & various other posts of (EEMA)
- 5) The Election's will be conducted by the appointed team and an outsourced agency. Ernst & Young (EY) has been appointed by the NEC for the same.
- 6) The process will be deemed to be a Fresh Election based on the existing EEMA constitution and rules laid out thereof:



#### **National Executive Committee**

The Elections will be held for the following positions:

- 1. President
- 2. Executive Vice President
- 3. General Secretary
- 4. Secretary
- 5. Treasurer
- 6. Zonal Vice President-North
- 7. Zonal Vice President-East
- 8. Zonal Vice President-West
- 9. Zonal Vice President-South
- 10.Jt. Secretary-North
- 11. Jt. Secretary-East
- 12.Jt. Secretary-West
- 13.Jt. Secretary-South

### **Zonal Committees**

All members stated below will be voted for by Platinum, Gold & Associate members in their region. The Vice President and Joint Secretaries of the zones will be part of the NEC & the others will be represented in the regional councils.

1	NORTH ZONE (Voted by NORTH Zone Platinum + Gold + (Silver now part of gold) and Associate Membership	VICE PRESIDENT NORTH	ZONAL JOINT SECRETARY	COMMITTEE MEMBER – 1	COMMITTEE MEMBER – 2
2	EAST ZONE (Voted by East Zone Platinum + Gold + (Silver now part of gold) and Associate Membership	EAST	ZONAL JOINT SECRETARY	COMMITTEE MEMBER – 1	COMMITTEE MEMBER – 2



3	WEST ZONE (Voted by West Zone Platinum + Gold + (Silver now part of gold) and Associate Membership	PRESIDENT WEST	ZONAL JOINT SECRETARY	COMMITTEE MEMBER – 1	
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4 SOUTH ZONE
(Voted by South
Zone Platinum +
Gold + (Silver now part of gold) and
Associate
Membership

VICE
PRESIDENT
SOUTH

ZONAL JOINT
SECRETARY
MEMBER – 1
MEMBER – 2

COMMITTEE
MEMBER – 2

Event & Entertainment	OFFICE POST	WHO CAN CONTEST?	Wi	HO CAN VOTE ?
NATIONAL POSITIONS	PRESIDENT  EXECUTIVE VICE PRESIDENT  GENERAL SECRETARY  SECRETARY  TREASURER			LATINUM MEMBERS WITH ALL DUES CLEARED. THIS INCLUDES ANNUAL FEE AYABLE FOR FINANCIAL YEAR 2024-25.
REGIONAL POSITIONS WITH VICE PRESIDENTS & JT SECRETARIES INCLUDED IN THE NEC (NATIONAL EXECUTIVE COUNCIL)	VICE PRESIDENT NORTH JT SECRETARY NORTH COMMITTEE MEMBER 1 COMMITTEE MEMBER 2  VICE PRESIDENT EAST JT SECRETARY EAST COMMITTEE MEMBER 1 COMMITTEE MEMBER 2  VICE PRESIDENT WEST JT SECRETARY WEST COMMITTEE MEMBER 1 COMMITTEE MEMBER 2  VICE PRESIDENT SOUTH JT SECRETARY SOUTH COMMITTEE MEMBER 1 COMMITTEE MEMBER 1 COMMITTEE MEMBER 2	PLATINUM MEMBERS WITH ALL DUES CLEARED. THIS INCLUDES ANNUAL FEE PAYABLE FOR FINANCIAL YEAR 2024-25.		LATINUM, GOLD & ASSOCIATE MEMBERS WITH ALL DUES CLEARED. THIS INCLUDES ANNUAL FEE PAYABLE FOR FINANCIAL YEAR 2024-25. (SILVER CATEGORY STAND MERGED WITH GOLD)



## **Schedule for Elections 2024**

	Day - Date		Schedu	led Time	
Sr.	Process	from	from to		to / at
1	Announcement of Elections	Thursday, 20 June 2024	-	9:00 PM	-
2	Eligible Member list to be released	Friday, 28 June 2024	-	6:00 PM	-
3	Opening of Nominations	Monday, 1 July 2024	-	11:00 AM	-
4	Closing Date for Nominations	Monday, 8 July 2024	-	-	11:00 PM
5	Due Diligence	Tuesday, 9 July 2024	Friday, 12 July 2024	6:00 PM	6:00 PM
6	Final List of Eligible Nominations to be Released	Monday, 15 July 2024	-	6:00 PM	-
7	Scheduled Time for Withdrawal from Nominations	Tuesday, 16 July 2024	Wednesday, 17 July 2024	10:00 AM	6:00 PM
8	List of Final Contestants Released	Thursday, 18 July 2024	-	12:00 PM	-
9	Campaigning Schedule	Friday, 19 July 2024	Sunday, 28 July 2024	8:00 AM	8:00 PM
10	Election Polling	Friday , 2nd August 2024	-	10:00 AM	8:00 PM
11	Election Results Declared	Saturday, 3 <sup>rd</sup> August 2024	-	5:00 PM	-



## Filing of Nominations and Eligibility

- 1. All forms must be addressed to Chief Election officer and be emailed to the EEMA Office via email on: elections24@eemaindia.com
- 2. Forms received on email post the designated time and date will\_not be considered.
- 3. All emails will be read by the secretariat under the observation of an Election Steward & Election Observer via online facilities as required.
- 4. The process will be recorded on zoom. The live video recordings will be held by the Secretariat for future reference and safe keeping and would be shared with the Chief Election Commissioner if required.
- Members who have zero outstanding as per the books of accounts as of the last date of filing of nominations will be considered eligible for elections. (INCLUDES FEES PAID FOR THE YEAR 2024-25)
- 6. No Dues Requirement for Listed Candidates & Members is to be secured as an NOC from the Secretariat which would be issued to members post the receipt of dues in bank. Candidates whose names are included in the pre-approved list provided by the Accounts department shall also be required to submit proof of no-dues. These candidates may have already been verified, and their inclusion on the list indicates they have fulfilled the no-dues requirement.
- 7. One Proposer and One Seconder per Candidate
  - a) Each candidate shall have one proposer and one seconder.
  - b) Candidates shall not have multiple proposers or multiple seconders.
- 8. Voting Tiers for Zonal Positions
- a) Voting for zonal positions shall be restricted to the Platinum, Gold (Silver toier is merged with Gold, and Silver tiers only.
- b) The previously agreed upon Platinum and Gold tiers shall remain, but the addition of the Associate/Star tier will be excluded from voting on zonal positions.
- Each nomination will have 1 form per candidate with 1 Proposer and 1 seconder. (proposer and seconder to be A PLATINUM MEMBER WITH NO DUES)
  - a) An individual proposing or seconding a candidate for a specific position can only propose or second one candidate for that position. However, the same individual can propose or second multiple candidates, as long as they are for different positions.



- b) For example, if Candidate A is proposing or seconding a candidate for the position of President, they can only propose or second one candidate for that position. But they can also propose or second a different candidate for the position of Executive Vice President.
- c) The proposer and seconder are to be considered as joint "proposers" for the candidate they are supporting. This means that the seconder is also considered a proposer, and the proposer is also considered a seconder, with equal standing as the "proposers" for that candidate.
- d) This rule ensures that each candidate has a clear set of proposers and seconders, and prevents individuals from attempting to influence the election by proposing or seconding multiple candidates for the same position.
- 10. The form may be available for download from the EEMA web site, or any other suggested digital process announced by the Secretariat.
- 11. Proposers and seconders of nominees and their respective companies should not have any outstanding dues as per the books of accounts at the time of nominations filing. (proposer and seconder to be A PLATINUM MEMBER WITH NO DUES INCLUDES FEES PAID FOR THE YEAR 2024-25)
- 12. NOC would be required to be submitted by both proposer and seconder along with the nomination document.
- 13. A proprietor, partner, director, founder, chairman, promoter of the company (but not an employee of the company who draws a regular salary from the company) can be nominated / appointed as the authorized representative by the member company.
- 14. Current President cannot propose or second any nomination.
- 15. Candidates may stand for only one national or regional post. (IF NOMINATIONS ARE SUBMITTED FOR 2 POSTS, EITHER THE CANDIDATE WITHDRAWS FROM ANY SINGLE POST OR ELECTORAL STEWARD OR ELECTION OBSERVERS WILL HAVE THE RIGHT TO DISQUALIFY THE CONTESTING CANDIDATES' CANDIDATURE FOR ALL THE POSTS OR RETAIN THE POST FOR WHICH THE CANDIDATE FILED THE NOMINATION FFIRST OR RECORDED AS RECEIVED FIRST.
- 16. Due Diligence will be carried out and validated by the Secretariat and the ELECTORAL STEWARD / Election Observers.



#### List of documents for Nomination submission

The below are list of mandatory documents to be submitted for nominations digitally. At the time of the Due Diligence, if any document is not found to be attached is deemed to be rejected. The Election observer committee reserves the right to seek clarification from the nominee in case the submitted documents is not clearly readable or in case of any statutory document needs to be verified.

- a) Nomination form (As per Annexure 1) duly completed
- b) Photograph and 100 words biodata/introduction and key manifesto.
- c) NOC for no-dues clearance from Secretariat.
- d) NOC for no-dues clearance for Proposer & Seconders.
- e) Authorization letter / self-authorization letter to nominate for elections on behalf of MEMBER COMPANY
- f) Signed copy of acceptance on Model code of conduct.
- g) All documents to be prepared in the above sequence order in one single pdf duly digitally signed by the nominee in all pages.
- h) The document to be emailed to elections24@eemaindia.com
- i) The document to be submitted before the specified time mentioned as per the schedule of election 2024
- i) No late submission would be entertained.

## Due Diligence process and criteria for contesting candidates

Due Diligence & Criteria

- 1) All required documents to be submitted at the time nomination submission.
  - a) No Dues clearance certificate from the Secretariat.
  - b) No dues certificate of both proposer and seconder from the secretariat.
  - c) Board Resolution / Letter of authority for representation.
  - d) Photograph and a written profile of the contesting candidate. (Annexure 2)
  - e) Signed copy of the acceptance of the dos and don'ts for contesting candidates. (as per Annexure 3)
  - f) Signed copy of the KRA. (Annexure 4)
- 2) After the announcement of the candidature of a candidate, any formal objection to such candidature may be submitted in writing to the Election Committee only within 7 days from that date of announcement.
  - a) The written objection shall only be based on any serious issue involving the candidate's association with EEMA such as his/her eligibility to contest and shall not include any remarks unrelated to EEMA.
  - b) The Election Committee shall scrutinize the objection and allow the candidate an opportunity to respond in writing within 3 days from the date of receipt of the objection. Thereafter the Election Committee shall adjudicate upon the objection and either permit the candidate to



contest in the election or disqualify him/her from contesting.



## Voters - Eligibility and process of voting

Eligibility criteria for voting:

- 1. Open for only Platinum members for the position of:
  - (i) President
  - (ii) Executive Vice President
  - (iii) General Secretary.
  - (iv) Secretary
  - (v) Treasurer.
- 2. Open for Platinum + Gold + Associate members for the position of:
  - (i) Zonal Vice President-North
  - (ii) Zonal Vice President–East
  - (iii) Zonal Vice President-West
  - (iv) Zonal Vice President-South
  - (v) Jt. Secretary-North
  - (vi) Jt. Secretary-East
  - (vii) Jt. Secretary-West
  - (viii) Jt. Secretary-South
- 3. Only eligible members and/or companies are allowed to exercise voting
- Only member companies will all dues cleared as per the books of accounts are eligible and would be in the final list of voters. (INCLUDING ANNUAL FEE PAID FOR THE YEAR 2024-25)
- 5. The principal elected member of the organization is only authorized to represent the company and exercise vote.
- 6. No proxy voting is allowed.

### Process of voting:

- 1. The voting process is completely online.
- 2. All eligible voters would be contacted through email
- 3. The voting process is a 2-way encrypted process
- 4. Voters are provided with a user ID and password for logging into the voting site.
- 5. Voters would be able to view all contestant profiles at the time of voting to pick their right choice.
- 6. Post exercise voting, the voters would get a confirmation mail.

The Chief Election Officer, the Election Steward and the Election Observers along with the secretariat will oversee the voting process



## Complaints reporting & feedback

- All issues, matters, feedback, submissions and all communications about the elections should be emailed to the secretariat in the name of the Chief Election Commissioner and the ELECTORAL STEWARD, Election Observers. All such mails to be sent to elections24@eemaindia.com
- 2. Any other clause, sentence or word mentioned in other clauses of Rules and regulations are superseded by this laid out process.
- 3. In case of any dispute during the election process, the decision or judgement made by the Chief Election Officer will be final and binding.



## **Annexure 1 – NOMINATION FORM**

Election to the National Executive Committee of EEMA or
To the Zonal Committee of Zone
(strike out whichever is not applicable)

We hereby nominate as candidate for election to the National Executive Committee of EEMA / Zonal Committee of Zone

Candidat	idate's name Father's/mother's/husband			nd's	
name postal address					
name is	entered at S.No:	in preliminary nomination	n list released	on /.	/
primary m indicated l	re that I/we are members ember of the member or below and we append ou n: including the proposer	ganization under the me ir signatures below in tol	mbership num ken of subscril	nber as bing to th	nis
Sr.No	Name of the Proposer / Seconder	Member company name	Signature	Date	
present e Committe POSTS I DEADLIN		taneously, for other post ees / OR SHALL WITHD	s in National E RAW FROM T POSTS BEFOR	xecutive HE OTH RE THE	IER
Date			Signature o	t Candid	ate



## Annexure 2 – Photograph and a written profile

(to be sent in company letter head duly signed by the nominee)

Affix your passport size photo here digitally

Basic profile (100 words)
· · · · · · · · · · · · · · · · · · ·
Vov manifosto (100 Warda)
Key manifesto (100 Words)



## Annexure 3 - Model Code of Conduct

Please note that EEMA is an industry body of like-minded entrepreneurs who have voluntarily chosen to associate for the betterment of the industry. The model code derives from this. It is assumed that anyone who stands for an election to bear office of this association will be bound by a personal code of morals and behaviour that is far superior to anything that can be inscribed here. Therefore, these are merely guidelines to behaviour. We are sure that each candidate will have standards that inspire.

- No contestant shall indulge in any activity which may aggravate/create mutual hatred or cause tension between different castes and communities, religious or linguistic groups.
- 2. Criticism of other Nominated contestants, when made, shall be confined to their Policies and Programs, past record and work and this should be substantiated with facts. Otherwise, it may be construed as and remarked upon by the observers as a personal insult.
- 3. Criticism or even illumination of any or all aspects of the private life of any contestant will not be allowed.
- 4. All candidates and/or their followers shall avoid scrupulously all activities which are "corrupt practices" and offences such as bribing of voters.
- Contestants should co-operate with the Chief Election Commissioner and the ELECTORAL STEWARD, Election Observer Committee to ensure peaceful and orderly polling and create an atmosphere of complete freedom to the voters to exercise their voting process.
- 6. In the event of breach of the code of conduct the CEC and ELECTORAL STEWARD, Election Observers may institute appropriate warnings and steps in writing to ensure a fair election process, including if required countermanding the election for a particular post.
- 7. No member who is liable to be disqualified as a member of EEMA for any of the reasons prescribed in the Constitution shall be eligible to contest the election.

This is a voluntary association. The management and the observers have no mandatory or punishment powers. The management and the observers however reserve the right to name and censure those that flagrantly violate the guidelines mentioned in this Election process manual – and reserve the right to do so in the same communication for that the violation happens in.

All decisions taken by the Chief Election Commissioner would be final and binding on all the members of EEMA.

As approved and agreed by the National Executive committee in the meeting held on 23rd May 2024



## Annexure 4 - Suggested KRA's of the eligible posts

KRA's of the posts offered for election:

#### **PRESIDENT**

- 1. Provide leadership, take forward the vision for the industry.
- 2. Create and approve the strategic plan for the association, its leadership team and Secretariat
- 3. Work in consultation with the General Manager / Director Operations etc in streamlining systems and growing the influence of EEMA
- 4. Ensure the Secretariat and National Executive Committee fulfils its role in respect of governance of the association.
- 5. Media Spokesperson of the Association
- 6. Present the annual report summary of activities to present to AGM
- 7. Ensuring the association is run according to its rules
- 8. Building relationships and representing the association with external organizations, associations, bodies, governments etc.
- 9. Taking forward relationships with other industry bodies.
- 10. Appoint the Ombudsman and Ombudsman Committee.
- 11. Ensuring that all complaints are addressed by the Secretariat.
- 12. Refer matters to the Ombudsman as may be deemed necessary.
- 13. Consults with NAC from time to time for key policy issues
- 14. Advocacy of EEMA and its initiatives.
- 15. Approve budgets and expenses from time to time
- 16. Oversee dispute resolution when needed.

### **Executive Vice President**

- 1. Represent the President as required and represent EEMA at all such events and industry occasions as directed by the President.
- 2. Represent EEMA as media spokesperson of the Association as may be required in consultation with the President or if the President is not available.
- 3. Monitoring the progress of all activities and projects as agreed to with the Regional Vice President of the regions.
- 4. Drive the requirements of the specific industry verticals, activation, MICE, social events, exhibitions, technology, etc.
- 5. Drive initiatives with VPs on Safety, Skills development, Education, Women empowerment, Youth empowerment, globalization, etc.
- 6. Co-signing cheques on behalf of the Association as and when required

#### **General Secretary**

1. Determine the agenda for the meetings, record decisions taken and followed through, and all business is covered



- 2. Set the agenda for meetings monthly with President and EVP
- 3. Oversee Internal communication to members through newsletters, etc.



- 4. Ensure all legal documents for EEMA are filed with the required agency on time.
- 5. Oversee national events and initiatives such as EEMAGINE Conclave, EEMAX Global Awards, EEMA Spotlight Awards, etc.
- 6. Oversee all correspondence (to be executed by the secretariat)
  - a. Prepare Agenda
  - b. Distribute minutes to all the committee members
  - c. Ensure that national executive members are present to make the meeting quorum
  - d. Maintaining register of the members
- 7. Co-signing cheques on behalf of the association
- 8. Oversee day to day operations of the Secretariat

#### **Treasurer**

- 1. Create the annual budget
- 2. Oversee the accurate maintaining and filing of all financial records
- 3. Monitoring the income and expenditure of the association
- 4. Approve budgets for projects including the pre-project P&L and the post-completion P&L
- 5. Initiate payments and co-sign cheques as required
- 6. Liaise with the banks, auditors, taxation authorities.
- 7. Oversee the preparation of the annual accounts and liaise with the independent auditor of accounts.
- 8. Oversee internal audits as may be required.
- 9. Ensure the committee has agreed appropriate procedures for the handling of financial matters
- 10. Prepare and present financial statements to the Annual General Meeting
- 11. Presentation and circulation of detailed P&L account and balance sheet to National Executive Committee on a quarterly basis
- 12. Oversee members payments as may be required
- 13. Work with the Regional VPs and ensure all member dues are collected on time.
- 14. Explore income opportunities for EEMA.

## Secretary

- 1. To record minutes of all NEC/ NAC meetings.
- 2. Circulate these on time and create the agenda for monthly meetings, convene such meetings, keep a true and accurate record of the proceedings of the same.
- 3. To centrally co-ordinate knowledge and training workshops to be held in each region in consultation with the Joint Secretaries or State Heads.
- 4. Oversee the drive for membership in association with Regional VPs and



State Heads.

5. Create schemes from time to time to benefit members, encourage



- engagement and build membership.
- 6. Work with secretariat to ensure smooth functioning of all officers of EEMA
- 7. Ensure transparent and efficient process in the run up of the EEMA Spotlight and EEMAX Global Awards
- 8. Oversee the Annual General Meeting.
- 9. Responsible for day-to-day management and administration of the Association.
- 10. Submit audited statements of accounts of the preceding year not later than three months after the close of the Financial Year.
- 11. Report to the NEC on all capital and recurring expenditure.
- 12. With the approval of the NEC delegate any of his powers and functions and duties to any member/ staff of the Association which are not inconsistent with the provisions of these rules.
- 13. Do all such things as may be required for day-to-day management and administration of the Association.
- 14. Sign all deeds and documents for and on behalf of the Association.
- 15. Sign all documents and proceedings requiring authentication by the Association.



## Zonal VP (s)

- Promoting EEMA in their Region and act as regional point of contact for EEMA
- 2. Representing regional interest within EEMA National Executive Committee
- 3. Provide monthly regional status to the NEC and quarterly reports to the Regional EEMA membership.
- 4. Present an Annual regional status to Annual General meeting
- 5. Ensure that each zone has a workshop at least once a month along with the secretary of the national executive
- 6. Build membership and add value for members in their region.
- 7. Liaise with local government and local industry organizations
- 8. Address any dispute that local members may have.
- 9. Screening of all new applications of membership form that regions and giving report to the National Executive Committee
- 10. Promotes EEMAX Global and EEMA Spotlight awards and ensures maximum participation for these.
- 11. Works with the President, EVP and General Secretary to drive awareness of EEMA in the regions.
- 12. Works with the Treasurer and the Secretariat for timely collection of dues from members and sponsors, partners, etc.



### Annexure 5 - Notice of withdrawal of Candidature

(To be duly filled in by the nominated candidate on the official letter head of the representing member organization)

Election to the*	
The Chief Election Commissioner	
I,, a nominated candidate for the post of * the above election do hereby give notice that I withdraw my candidature.	at
Place Date	
Signature of Nominee (Digitally signed)	
This notice was delivered to me by email at (hour) on (date) by (name),	
Date	
Chief Election Commissioner (Digitally Signed)	

- (1) President
- (2) Executive Vice President
- (3) General Secretary
- (4) Secretary
- (5) Treasurer
- (6) Zonal Vice President-North
- (7) Zonal Vice President–East
- (8) Zonal Vice President-West
- (9) Zonal Vice President-South
- (10) Zonal Joint Secretary North
- (11)Zonal Joint Secretary East
- (12) Zonal Joint Secretary West
- (13) Zonal Joint Secretary South
- (14) Committee Member I North
- (15) Committee Member I East
- (16) Committee Member I West
- (17) Committee Member I South
- (18) Committee Member II North
- (19) Committee Member II East
- (20) Committee Member II West
- (21) Committee Member II South

<sup>\*</sup>Here insert one of the following alternatives as may be appropriate

E-330, GROUND FLOOR, GREATER KAILASH – II, NEW DELHI - 110048