

**INDIAN ASSOCIATION OF DERMATOLOGISTS,
VENEREOLOGISTS AND LEPROLOGISTS
NATIONAL ELECTION CIRCULAR 2015
Election of IADVL Office bearers for 2016**

Election Officer:

Dr S.D.N.Guptha,
53/1, S B Road, V V Puram,
OPP Arya Samaj,
Bangalore -560004
KARNATAKA, INDIA
PH: 9845824744
Email:sdnguptha@gmail.com

Returning officer:

Dr Rashmi Sarkar
Honorary General Secretary IADVL,
Professor, Dept of Dermatology
&Venerology,
Ward No. 22/23 (Through Gate No. 3),
Maulana Azad Medical College and
LokNayak Hospital, Bahadur Shah Zafar
Marg,
New Delhi-110002,
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Dear IADVL member,

We are happy to inform you that nominations are being called for the election of national IADVL executive for the year 2016, as well as Selection of Venue for DERMACON 2018 and MID-DERMACON 2016.

Part- I

Nominations are invited for the following posts of National Executive of IADVL for the year 2016

- | | | |
|--|---|---------|
| 1. President Elect | : | 1 Post |
| 2. Vice President | : | 2 Post |
| 3. Hon.General Secretary&Hon.Treasurer | : | 1 Post |
| 4. Hon Joint General Secretary | : | 2 Posts |

Nomination filing fee for contesting election: As per the decision of AGBM held at Jaipur DERMACON it was resolved that nomination fee would be applicable for all the candidates choosing to contest for the post of IADVL executive committee. Proposed nomination fee is for all members who wish to contest elections for IADVL is to cover the increasing election expenses. Life members of IADVL proposing to contest should pay a prescribed nomination fee by a DD in favor of " IADVL" payable at New Delhi and send it along with the completed nomination form with enclosures to Hon. Gen. Secretary. A duplicate set of nomination papers should be sent to election officer Dr S.D.N. Gupta simultaneously. **Nomination fee for contesting elections: For President elect post: Rs. 15,000, For Vice president post: Rs. 10,000, Hon. Gen. Secretary and Hon.Treasurer's post: Rs 20,000(Rs 10,000/ each), and for Hon Joint secretary post: Rs. 5,000.** Of the nomination fee, 50% fee will be refunded if nomination is withdrawn before the withdrawal date. After that date, no refund will be allowed in any circumstances.

IMPORTANT DATES IN CONNECTION WITH THE ELECTION

Last date for filing nominations along with fee	:	-15-06-2015
Last date for bidding for DERMACON /MIDDERMACON		-15-6--2015
Last date for withdrawal	:	-15-07-2015
Announcement of Valid candidates		- 16-07-2015
Dates of dispatch of ballots by election officer	:	-01-10-2015 to 31-10-2015
Last date for receiving filled ballots by election officer		- 19-12-2015
Opening of e-voting		-01-10-2015
Closure of e-voting.		-15-12-2015
Counting of Ballots and e-votes	:	_20-12-2014
Filing of objections if any to election officer	-	21-12-2014 to 25-12-2014
Declaration of results on e-groups and website	:	26-12-2014.

I. TENURE OF THE OFFICE OF OFFICE BEARERS:

- (i) The tenure of office of the Office-bearers unless otherwise mentioned, shall continue with the Association year.
- (i) The tenure of office of the Honorary General Secretary and the Honorary Treasurer shall be 2 years, with eligibility to contest for a second term of two years. They cannot file their nomination for any post before the end of their tenure. The tenure of these positions should be complete at the time of application.

II.CONDITIONS OF ELIGIBILITY FOR OFFICE BEARERS:

A. PRESIDENT ELECT:

- (ii) Shall be a member of the Association in good standing for the previous TEN YEARS during which period he/she must have no outstanding indebtedness to the Association.
- (iii) Shall have 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.
- (iv) Shall be exclusively engaged in the practice, teaching and/or Research of these specialties of Dermatology, Venereology and/or Leprology.
- (v) Must have been actively involved in the affairs of the Association in an official capacity either at the Central level as Vice-President, Honorary General Secretary or Honorary Treasurer or at the Branch/Combined Branches level as President. The tenure of these positions should be complete at the time of application.
- (vi) The candidate must declare any conflict of interest.

B. VICE PRESIDENT

- (i) Shall be a member of the Association in good standing for the previous SEVEN YEARS during which period he/she must have had no outstanding indebtedness to the Association.
- (ii) Shall have 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.
- (iii) Shall be exclusively engaged in the practice, teaching and/or research of the specialties of Dermatology, Venereology and/or Leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the Central level as Honorary General Secretary, or Honorary Treasurer or Joint Secretary or at the Branch / Combined Branches level as President or Secretary . . The tenure of these positions should be complete at the time of application.

- (v) The candidate must declare any conflict of interest.

C. Honorary General Secretary and Honorary Treasurer:

- (i) Shall be member of the Association in good standing for the previous five years during which he/she must have no outstanding indebtedness to the Association.
- (ii) 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.
- (iii) Shall be exclusively engaged in the practice, teaching and/or research of the specialties of Dermatology, Venereology and/or Leprology.
- (iv) For Secretary: Must have been actively involved in the affairs of the Association in an official capacity either at the Central level as joint secretary or at the Branch / Combined Branch level as state secretary.
- (v) For treasurer; Must have been actively involved in the affairs of the Association in an official capacity either at the Central level as joint secretary or at the Branch / Combined Branch level as president/secretary/treasurer/joint secretary.
- (vi) The Honorary General Secretary and the Honorary Treasurer must be proposed from the same state and same area in this particular context. The tenure of these positions should be complete at the time of application.
- (vii) The candidates must declare any conflict of interest.

D. HON. JOINT GENERAL SECRETARY:

- (i) Shall be member of the Association in good standing for the previous five years during which he/she must have no outstanding indebtedness to the Association.
- (ii) Shall have a minimum experience of five years in the specialty of Dermatology, Venereology and / or Leprology, after having taken his / her post-graduate qualification in the specialty.
- (iii) Shall be exclusively engaged in the practice, teaching and/or research of these specialties of Dermatology, Venereology and / or Leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the Central 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.
- (v) The candidate must declare any conflict of interest.

III. Procedure for elections of office bearers:

- i. The Electoral Roll will consist of all direct life members of the Association and members through a state branch or combined state branch and on whose behalf CFC has been received at the office of the Honorary General Secretary by 31st March of the Association year, and who have no outstanding indebtedness to the Association.
- ii. The candidates proposed for various posts shall confirm to the requirements laid down under Rule 26 and should also pay the nomination fees mentioned above.

- iii. 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.

IV. WITHDRAWAL OF NOMINATIONS:

- iv. The last date for withdrawal of nominations will be 15th July 2015. This shall be indicated in the information sent by the Honorary General Secretary to the nominated member. Non-receipt of a letter of withdrawal from the candidate by the Honorary General Secretary shall be considered as acceptance of the nomination by the member.

V. VALID NOMINATIONS:

- v. The Honorary General Secretary shall send a list of nominated members to the Election Officer by 15th July 2015. The Honorary General Secretary shall also inform all the valid candidates by that date.
- vi. In case more than one candidate is found nominated for the President Elect's post; more than one candidate for the Honorary General Secretary and the Honorary Treasurer, and more than two candidates each for the post of Vice-Presidents and Joint General Secretaries, a secret ballot must be undertaken to elect the office bearers concerned.

VI. BALLOT AND E-VOTING:

- vii. The members opting for e-voting would not receive the printed ballots and shall cast their votes through web. Brief biographical data of contestants will be displayed on e - portal before a member finally casts his vote electronically
- viii. For the members who intend to cast their votes through conventional printed ballot, the election officer shall send to every eligible number on the electoral roll a printed ballot paper containing the name of the valid candidates and having the seal of the IADVL, between the 1st and 31st October of the year. Ballot paper would be sent by Registered post.
- ix. No duplicate ballot paper will be issued under any circumstances.

VII. CODE OF CONDUCT:

- x. Individual members cannot use IADVL central or branch organs like e-groups, web forums, etc., for canvassing. They should not seek endorsement by state or zonal branches.
- xi. Canvassing by any state branch or branches or by any group of IADVL members individually or collectively for any candidate shall not be permitted. .
- xii. Each one's bio-data, not exceeding 200 words, along with his/her photograph, will be sent along with posted election materials and displayed on e-portal before member casts his vote. Complete list of e voters and postal ballot voters will be provided to the contestants. Undelivered ballots will not be sent again.
- xiii. If any data in the bio data of a contestant printed is proved to be false, that candidate's election will be declared null and void. 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 carried in the concluding AGBM of the year.
- ix. Any candidate breaking the code of conduct will be subject to punishment as below:
 - i) The matter will be referred to as election officer ; this may be done either by the returning officer or by a candidate directly
 - ii) The election officer may take any of below actions if the complaint is found to be valid, and after giving adequate opportunity to the candidate to explain :

- a) Issue private warning letter if it is a first offence and in the opinion of election officer a minor offence
- b) Issue a public warning(announcements in e groups) for a second offence or if it is a larger offence
- c) Disqualify the candidate for a third offence or a second larger offence

This procedure shall be completed within a period of ten days

xiv.

VIII. LAST DATE FOR RECEIPT OF BALLOT PAPER BY ELECTION OFFICER:

- xv. The ballot paper must be returned to reach the Election Officer in the stamped special cover on or before 19th December 2015. After that date it will be not be valid. No hand deliveries of ballots.
- xvi. Last date for casting E vote by those who register and opt for it is 16th December 2015.
- xvii. On 20th December 2015, the ballot papers will be scrutinized and counted. The election officer may take the help of a member of IADVL co-opted to assist him for every 200 ballots, up to 8 such members, who must not have proposed or seconded any of the contestants.

IX. DECLARATION OF ELECTION RESULTS:

- xviii. The official declaration of the election results will be after 4 days of counting the ballots 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.

X. ELECTION OF UNFILLED POSTS:

- xix. Posts for which no nomination has been received or remain unfilled for any reason shall be filled by election on the floor of the first AGBM held at DERMACON.

XI. ELECTION DISPUTES AND ARBITRATION:

- xx. 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.

New Delhi
DATE :02-04-2015

**FORM OF NOMINATION AND CONSENT FOR THE POST OF
_____ (OFFICE-BEARERS) OF IADVL FOR 2016**

(Please fill the form in duplicate (two sets) by print or writing in block letters and send one completed copy to Election Officer **Dr. S.D.N.Guptha,Bengaluru** and another copy along with DD towards nomination fee to Honorary General Secretary, Dr Rashmi Sarkar,New Delhi at the addresses given below so as to reach on or before 15th June 2015)

PROPOSED BY:

I Dr. _____ (LM. No. _____)

a member of _____ branch / direct member with the following address _____

Phone no : _____ E-Mail: _____

do hereby propose Dr. _____ (LM. No. _____) address _____

Phone no : _____ E-Mail: _____

SECONDED BY:

I Dr. _____ (LM. No. _____)

address _____

Phone no : _____ E-Mail: _____

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 2016.

He/she is not a owner/employee/advisor/(specify any other capacity) in the following pharma/aesthetic companies/ pharma co./instrument supplier/dealer/ or cosmetic co. or chain of clinics.

DECLARATION

We, the proposer and seconder of the above nomination are members in good standing as per Rule 27 of the Constitution of IADVL (Procedure of Election of the Office bearers).

Signature of the proposer

Date: ____/____/____

Signature of the seconder

Date: ____/____/____

Place: _____

Place: _____

DECLARATION BY CANDIDATE OF FULFILMENT OF THE ELIGIBILITY CONDITION FOR THE _____ POST:

I _____ (LM/ OM No _____) proposed for the post of _____ do solemnly declare that I fulfill the conditions of eligibility duly required as per our constitution for the post enclosing here with for which I am nominated under the Rules and Bye laws of the Constitution of IADVL.

I have read the IADVL Constitution and will abide by Rules and Regulations.

I----- here by wish to declare the following associations with industry/other societies:

I am /am not a owner/employee/advisor/(specify any other capacity) in the following pharma/aesthetic companies/ pharma co./instrument supplier/dealer/ or cosmetic co. or chain of clinics

I am an office bearer in the below mentioned capacities in the following medical associations/societies:-----

I hereby confirm that the above statements are true and full disclosures are made .

Name and Address:

Phone no: (Residence):

Mobile no:

Email id: (compulsory):

Enclosures to be Attached:

1. Brief CV (200 words)

Yes

2. Photograph

Yes

3. **DD for Nomination fee: amount:** _____ **DD Number:** _____ **Date:** _____
(DD in favor of "IADVL" Payable at Delhi)

Date: ____/____/____

Place: _____

Signature of the Nominee

Kindly post one copy with enclosures to:

Election officer IADVL

Dr. S.D.N.Guptha,

*Kindly post one copy along with enclosures
and DD for nomination fee to:*

Retu

Dr R

Returning officer IADVL
Dr Rashmi Sarkar
Honorary General Secretary IADVL,
Professor, Dept of Dermatology
& Venerology,
Ward No. 22/23 (Through Gate No. 3),
Maulana Azad Medical College and
LokNayak Hospital, Bahadur Shah Zafar
Marg,
New Delhi-110002,
Mobile: 09818244340
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Election officer, IADVL
53/1, S B Road, V V Puram,
OPP Arya Samaj,
Bangalore -560004
KARNATAKA, INDIA
PH: 9845824744
Email:sdnguptha@gmail.com

Part - II

IADVL invites bids for selecting venue for DERMACON 2018, MID-DERMACON 2016

**Bid are invited to host MID_DERMACON 2016 and DERMACON in 2018 from IADVL state
Branches**

When to Hold: Ideally in January 2018

National IADVL invites Bids from State Branches of IADVL to host DERMACON 2018 in one of their cities. The application for Bids to hold DERMACON 2018 should reach IADVL secretary by 15th June 2015. The bid should be forwarded by the state secretary as per the present guidelines to the honorary secretary, IADVL. The invitation should be accompanied by all the relevant details as per present bidding Performa. However the bidder must also attach the minutes of the state general body / EC of State which has passed the proposal for hosting of national conference. The Organizing Secretary from the conference venue should also send a 500 words write up about the proposed venue along with 4 images. The write up will be posted in IADVL official web site and also in IADVL news letter along with the images. Video or slide show presentation may also be attached along with bidding Performa. The Organising Secretary may host a web page about the venue and send the URL of the same for displaying at the IADVL website.

The resolution must mention names of Chairman, secretary and treasurer of organizing committee and must be accompanied by properly signed MoU (copy attached) by organizing team and state branch president and secretary.

NB: The withdrawal 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 then the EC of the state branch of IADVL may permit the withdrawal but subsequently get the decision ratified during next state AGBM.

Details to be furnished with the bid:

Name of Proposed City :

Name of Bidding State :

Name of Organising Chairman/Secretary/Treasurer :

Name of Chairman Scientific Committee :

ANNEXURE VIII: PROFORMA FOR APPLICATION FOR DERMACON

(Note: Please fill the proforma in the space provided on the right side)

1. GENERAL
 - a) City/town proposed for holding DERMACON (please give the map).

- b) Exact location address of DERMACON.
- c) Is the conference venue is a permanent structure or a temporary built one, like a pandal?
- 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 THE SCIENTIFIC PROGRAMS

- (a) Hall for the inaugural function/plenary session
 - (i) Capacity to seat at least 2000-2500 people
 - (ii) Size of the podium
 - (iii) Airconditioned or non-airconditioned
 - (iv) Acoustics
 - (v) Audiovisual facilities
- (b) Halls, 2-3, for the concurrent sessions
 - (i) Capacity to seat at least 600-700 people
 - (ii) Airconditioned or non-airconditioned
 - (iii) Acoustics
 - (iv) Audiovisual facilities
 - (v) Distance from the main hall
- (c) Lobby space outside the main hall
- (d) Space for poster presentations Adequate space
- (e) Toilet for all conference spaces
- (f) Four smaller halls or spaces
 - (i) Registration area
 - (ii) Conference secretariat
 - (iii) Communication room
 - (iv) Preview room adjacent to the main hall

3. SPACE FOR TRADE EXHIBITION

- (a) Adequate for 60-70 stalls (3m × 3m)
- (b) Three to four bigger stalls (10m × 10m)
- (c) Space to move around within the area
- (d) Adequate toilet/sanitation facilities (no. of toilets)

4. FACILITIES FOR THE DELEGATES AND ACCOMPANYING PERSONS

- (a) Food spaces
- (b) To serve at least 750 persons at a time
- (c) Resting area, size and facilities
- (d) “May I help you” counter
- (e) Travel agent’s stall
- (f) Arrangement for safekeeping of delegates’ and accompanying persons’ belongings
- (g) Transport arrangements from conference venue to hotels and banquet venue
- (h) Accommodation: Please send the brochures of the tourist department or of the previous conference held

Hotels

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

- a) Management of the conference entrusted to an event management company: Yes/No
- b) Food arrangements contracted to whom? Private contractor/hotel
- c) Drinking water (should be supplied in individual cups/small sealed bottles)
- d) Safety precautions

- (i) Emergency exits
- (ii) Adequate and proper firefighting facilities
- (iii) Sanctions, if required, by local authorities should be obtained
- (e) Adequate manpower
 - (i) Event management staff
 - (ii) Residents/medical staff/students (please tick)

6. The IADVL (..... state branch) has passed a resolution by a majority

vote at its GBM held on..... that it wants to host DERMACON.... . The Organizing Secretary will be (name, city and membership number) and the Chairperson of the local Scientific Committee will be ... (name and membership number).

UNDERTAKING: We, office bearers of Organising Committee of DERMACON 2018 have read the IADVL Constitution and will abide by its Rules and Regulations. We will also sign MoU with IADVL if this conference is allotted to _____ Branch of IADVL _____ State Branch. It will be signed by Organising Chairperson/, Organising, Secretary/Treasurer. If you want copy of MoU, please contact Secretary IADVL or download from website.

Part - III
IADVL invites bids for hosting 4th MID-DERMACON 2016

Bids are invited to host 4th MID-DERMACON in 2016 from smaller cities of IADVL state Branches. The 4th MID-DERMACON 2016 may be to be organized along with the midyear Central Council (CC) meeting of IADVL.

Preference in the Bids would be given to smaller cities of India to host 4th MID-DERMACON 2016. However if no suitable bid is received it can be allotted to any city.

When to Hold: Ideally in August 2016

How to bid for MID-DERMACON: Application of Bids to hold 4th MID-DERMACON 2016 should reach IADVL secretary by 31st July 2015. The eligible bids would be included in the election ballot paper for nationwide voting for deciding the venue.

The bid should mention the venue, names of organizing secretary, chairman and scientific chairman. Each bid should be endorsed by executive of the IADVL state branch. Preference will be given to any zone other than West zone this time as MID-DERMACON 2014 was held at Aurangabad, Maharashtra of west zone. In case no bid is received till 31st July 2015, the venue would be decided in the AGB meeting at Coimbatore in January 2016.

Guidelines of conduct of MID-DERMACON: Duration: Two days, on a Saturday and Sunday. Saturday first day CME – topics of Clinical Dermatology/ involve SIG group/parallel workshop can be organised. Sunday – Second day of conference. For scientific programme, local scientific team will be the

main planner. IADVL Academy of Dermatology and Special Interest Groups(SIG) would coordinate and help the local scientific team in its implementation.

Business meetings of various committees of IADVL and a part of Central council (CC) meeting would run parallel to the conference on first day. The remaining part of CC meeting would be conducted on second day. The arrangements will have to be made by local org committee of MID-DERMACON. The secretary IADVL will actively coordinate in hosting the CC meet with the local organizers.

On winning the bid the organizers of the Mid-DERMACON should sign a memorandum of understanding with the national IADVL to accept rules in financial matters and conduct of MID-DERMACON.

Winner of the bid would be announced / decided during the opening year AGBM at DERMACON 2016.

Performa

Details to be furnished with the bid:

Name of Proposed City :

Name of Bidding State :

Name of Organising Secretary :

Name of Chairman Scientific Committee :

Endorsement by state IADVL for hosting the MID-DERMACON

UNDERTAKING: We, office bearers of Organising Committee of MID DERMACON 2016 have read the IADVL Constitution and will abide by its Rules and Regulations. We will also sign MoU with IADVL if this conference is allotted to Branch of IADVL _____ State Branch. It will be signed by Organising Chairperson, Organising Secretary/Treasurer.

(All applicants should refer to SOP on DERMACON available on our website and in IADVL Constitution book.)