

**BANGLADESH SOCIETY FOR TOTAL QUALITY MANAGEMENT**  
**BY-LAWS TO CONDUCT ELECTION OF THE EXECUTIVE COMMITTEE**

- 1. Title** : By-Laws to conduct election of the Executive Committee of BSTQM
- 2. Objectives** : These By-Laws has been promulgated with the aim to achieve the following.
- a. To establish an ethical process in changing leadership of BSTQM.
  - b. To professionalise the society.
  - c. To create equal opportunity for all.
  - d. To avoid unholy or immoral activities.
- 3. Scope** : Whole of BSTQM
- 4. Procedures** : Election in BSTQM shall be conducted strictly adhering to the following process.

**1. General**

- a. The spirit of election will be fair, ethical and based on equal opportunity for all.
- b. It will be a non-campaign-based election.
- c. Election Commission shall bear the responsibility of introducing candidates to the voters.
  - i. To ensure this each nomination must accompany a brief credential of the candidate's maximum within 60 words for the posts of President, Vice Presidents, Secretary General & Treasurer and 40 words each for all other posts in a prescribed format.
  - ii. Election Commission shall publish those in a newsletter and send it to voters through emails and BSTQM website at least 10 days ahead of pools date.
- d. Executive Committee of BSTQM will form an Appeal Body consisting of three Advisers.
- e. A candidate aggrieved by the decision of the Election Commission may submit appeal to the Chairman, Election Commission within stipulated time with evidence where relevant.

**2. Election Schedule**

- a. Election Commission will announce election schedule having at least the following provisions.
  - i. Last Date for Publication of Draft Voter List by the Secretariat.
  - ii. Last Date for Submission of Appeal against the Provisional Voter List
  - iii. Last Date for Hearing Appeal and Publication of Final Voter List
  - iv. Last Date & Time for Selling Nomination Forms.
  - v. Last Date and Time for Submission of Nomination Forms.
  - vi. Last Date for Scrutiny and Publication of Provisional List of Candidates.

- vii. Last Date and time of Submission of Appeal against the Provisional List of Candidates to the Chairman of the Election Commission.
  - viii. Last Date of Hearing Appeal & Publication of Final List of Candidates.
  - ix. Any voter aggrieved with the publication of final voter list under clause viii mentioned above may appeal to the Appellate Body. Such application must be submitted to the Chairman of the Election Commission within 24 hours of the publication of voter list with evidence. Appellate Body will dispose such case within 48 hours of submission.
  - x. Date & Time of Pooling
  - xi. Date & Time of Publication/ Announcement of provisional Result.
  - xii. If there is any evidence of wrong counting or adopting unfair means by a candidate or any other violation or misconduct which has impacted on the result in such case an aggrieved candidate may appeal to the Chairman of the Election Commission within 24 hours of publication of provisional result. Election Commission will hear such application within 24 hours of submission of appeal and dispose the matter.
  - xiii. If the candidate is not satisfied with the decision of the Election Commission may appeal to the Appellate Body within 24 hours of the decision of the Election Commission. Such application must be submitted to the Chairman of the Election Commission.
- b. Election Commission if it feels necessary will be able to prepare and implement by-laws consistent to the Memorandum of Association and election by-laws.

### **3. Voter list**

- a. All Corporate Member (Fellows & Members) shall have the right to vote.
- b. All voters must have all subscription and dues clear up to the year of election else he/she will not be included in the voter list.

### **4. Nominations**

- a. Candidates must submit completed nomination forms at designated place specified by The Election Commission. Forms submitted after the expiry of time will not be received and be rejected. Election Commission may also arrange submission online.
- b. All nomination forms must include a brief credential of the candidates as prescribed in clause 4-1-c-i and a passport size photograph of the candidate.

#### **c. Nominations Becoming Void:**

A nomination will become void at least for the following reason.

- i. Incomplete nomination form.
- ii. Not having required information signature of Candidate or Proposer or Seconder.
- iii. Name and voter number of the candidate or proposer or seconder being dissimilar to that of the voter list or not included in the voter list.

- iv. Not submitting credentials and photograph along with the nomination form.
- v. Credentials having wrong or false information.
- vi. Credentials exceeding the permissible number of words.
- vii. Total number of proposer or seconding by a person exceeding the permissible number of votes for a particular post.
- viii. Not fulfilling the requirements of qualification for the post.

## **5. Qualification to Become a candidate**

### **a. President, Vice President**

Must be a Corporate Member for at least 15 years. Must have been a member in the Executive Committee for at least 10 years.

### **b. Secretary General, Treasurer**

Must be a Corporate Member for at least 10 years. Must have been member in the Executive Committee for at least 6 years.

### **c. Jt. Secretary General, Jt. Treasurer**

Must be a Corporate Member for at least 5 years. Must have been member in the Executive Committee for at least 2 years.

### **d. Members**

Must have been a Corporate Member for at least one year.

## **6. Publicity and Discipline**

- a. Election Commission shall edit credentials of all candidates submitted along with the nomination paper.
- b. Election Commission can shorten, eliminate or add certain words the way it deems fit.
- c. Edited credentials along with photograph of the candidate will be sent to the each and every voter by suitable means (email or website or publishing a hard copy etc.) at least 10 days before polling date.
- d. Election Commission if it desires may organize candidature introducing sessions within its control in a manner it deems appropriate.
- e. A voter may ask for relevant additional information about a candidate from the Election Commission. Election Commission will collect that information and provide to the voter.
- f. In the manner mentioned above only Election Commission will campaign to the voters about the candidacy of a candidate.

## **7. Candidature Becoming Void:**

- i. Publicity or Campaign or providing any information directly or indirectly through any means by a candidate, Election Commission shall declare his/her candidature void. In such case his/her name will be deleted from ballot paper and information will be sent to all voters about the candidature becoming void.
- ii. If a member of BSTQM campaigns or publicize directly or indirectly in favour of a candidate(s), Election Commission if it feels appropriate may exclude such member from the voter list if the incumbent is a voter, may

suspend his/ her membership and send it to Executive Committee for hearing and further disciplinary action.

- iii. If candidates make a panel, all candidates in the panel will become void.
- iv. If a candidate adopts any unethical or immoral act in the process of election his/her candidacy will become void.

#### **8. Amendments**

These by-Laws may be amended by the Executive Committee of BSTQM.

# BANGLADESH SOCIETY FOR TOTAL QUALITY MANAGEMENT

## Nomination Form

### Term:

#### DECLARATION

I do hereby declare that I am aware of Election By-Laws of BSTQM and commit to abide by those rules.

#### **Nomination Becoming Void:**

A nomination will become void at least for the following reason.

- i. Incomplete nomination form.
- ii. Not having required information signature of Candidate or Proposer or Seconder.
- iii. Name and voter number of the candidate or proposer or seconder being dissimilar to that of the voter list or not included in the voter list.
- iv. Not submitting credentials along with the nomination form.
- v. Credentials having wrong or false information.
- vi. Credentials exceeding the permissible number of words.
- vii. Total number of proposer or seconding candidates more than permissible number of votes for a particular post.
- viii. Not fulfilling the requirements of qualification for the post.

#### **Candidature Becoming Void:**

A candidature to any post will become void for the following reasons.

- a. Publicity or Campaign or providing any information directly or indirectly through any means by a candidate, Election Commission shall declare his/her candidature void. In such case his/her name will be deleted from ballot paper and information will be sent to all voters about the candidature becoming void.
- b. If a member of BSTQM campaigns or publicize directly or indirectly in favour of a candidate(s), Election Commission if it desires may exclude such member from the voter list if the incumbent is a voter, may suspend his/ her membership and send it to EC for hearing and further disciplinary action.
- c. If candidates make a panel, all candidates in the panel will become void.
- d. If a candidate adopts any unethical or immoral act in the process of election his/her candidacy will become void.

**Signature of the Candidate**

#### 1. **Candidature: Name of the Post:**

**Name of Candidate:**

I do hereby agree to be candidate for the above-mentioned post.

**Voter Number:**

**Signature of the Candidate**

#### 2. **Proposer**

**Name of the Proposer:**

I do hereby propose the above-mentioned person as a candidate for the post applied for.

**Voter Number:**

**Signature of Proposer**

#### 3. **Seconder**

**Name of Seconder:**

I do hereby second the proposal.

**Voter Number:**

**Signature of Seconder**

**BANGLADESH SOCIETY FOR TOTAL QUALITY MANAGEMENT**  
**Credentials of Candidates**

**1. Name of the Candidate:**

**2. Post Applied For:**

**3. Voter Number:**

4. (Write your credentials below in block letter. This format may also be printed/ typed).

**5. Total Number of Words (excluding name, post and voter number in rows 1,2 & 3):**

I do hereby declare that above-mentioned information is true.

-----

**Signature of the Candidate**

NB: Name, post, voter number will not be counted. Hyphen, semi colon, comma, full stops will not be counted as word. Hyphenated words will be counted as two words.