



The Indian Silk Export Promotion Council

(Ministry of Textiles & Supported by Ministry of Commerce, Govt. of India)

ELECTION RULES GUIDELINES

The Indian Silk Export Promotion Council

Ministry of Textiles, Government of India

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RULES FOR ELECTION OF ELECTED HEADS AND MEMBERS OF THE COMMITTEE OF ADMINISTRATION IN ISEPC

The Council framed and adopted the **Election Rules / Guidelines** in 188th Meeting of the Committee of Administration held on **7th January, 2025 in New Delhi**, for the election of elected heads and members of the Committee of Administration. However, the **interpretation and provisions of the Model Bye-Laws of the Council shall take precedence** over these rules in case of any discrepancy or conflict.

Definitions: Unless otherwise specified by the context, the following terms shall have the meanings assigned to them:

“ISEPC” means The Indian Silk Export Promotion Council hereinafter referred to as “Council”.

“Office” means the Head Office of the Council for the time being.

“Office Bearers” refers to the Chairperson and Vice Chairperson for the purposes of these rules.

“Secretariat” means the officials of the Council headed by the Executive Director Cum Secretary.

“Member” refers to an ordinary member of the Council at the time engaged in the business of export of silk and other allied silk products who shall satisfy the requirement of the Bye- Laws of the Council.

“Chairman” means the Chairman of the Council for the time being.

“Vice-Chairman” means the Vice-Chairman of the Council for the time being.

“Committee” means the Committee of Administration of the Council (also referred as COA) constituted under the Articles of Association of the Council.

“Committee Member” refers to the Members of the Committee of Administration of the Council.

“Executive Director Cum Secretary” means the Executive Director Cum Secretary of the Council.

“Articles of Association” refers to the existing Articles of Association of The Indian Silk Export Promotion Council herein referred to as “Articles”.

“Rules” mean the rules of the Council in force at the time, made under the Articles of Association or under any enactment.

“Annual General Meeting” means an Annual General Meeting (AGM) of the members of the Council duly held in accordance with the Articles of Association or its adjourned meeting.

“General Body Meeting” or **“Extra Ordinary General Body Meeting”** means a General Body Meeting of the Members of the Council duly called and constituted as per Articles of Association of the Council and including any adjourned meeting thereof.

“Election” refers to the election of elected heads (members of the Committee of Administration, Vice-Chairperson / Chairperson).

“Voter” means an organization whose name appears on the final Electoral Roll. Such a voter must be registered as a member of the Council on or before 30th June of the year and must have cleared all Membership Renewal Charges and other dues by the prescribed deadline.

“Electoral Roll” means list of voters whose names have been notified as eligible to cast their votes.

“Authorized Person” refers to a person duly authorized by a member to vote in the Election of the Committee, as per these rules.

“Category” means a group of Members as defined in the Bye-Laws. **“Election Committee”** refers to the Sub-Committee formed by the CoA for conducting elections comprising three ordinary members of the Council (not contesting the election).

“Returning Officer” refers to the officer appointed by the CoA to conduct elections under these rules.

“Scrutinizer” means Chartered Accountant in practice/ Cost Accountant in practice or Company Secretary in practice or an advocate, or any other person who is not in employment of the Council and is a person of repute in the opinion of CoA Members appointed by Committee of Administration to scrutinize the voting and e-voting processes in a fair and transparent manner.

“Observer(s)” means official(s) deputed by the Government from the Department of Commerce, DGFT, or any other Ministry/Department/Organization to oversee the election process.

“Electronic Agency” refers to the team/agency appointed by the Council and approved by the Election Sub-Committee to conduct electronic voting under the Articles of Association and Rules of the Council.

“Email Password” refers to the unique password provided by the appointed agency to each member for voting purposes.

“E-Voting” means the process of conducting elections electronically as per the Articles of Association.

“Government” refers to the Union or State Government, as applicable.

“Month” refers to a calendar month.

“Year” refers to the financial year, from April 1st to March 31st.

“Term” means the period from one AGM to the next.

“Official Email Address of the Council” refers to the Council's email addresses, or any other email address communicated by the EDS of the Council if changed;

Applicability: These rules shall apply to the election of the elected heads (Committee of Administration Members, Vice-Chairperson or Chairperson, in case it is applicable to Chairperson) of the Council.

1. Electoral Roll of ISEPC

ISEPC shall prepare an Electoral Roll (Voter List) of its members based on the records available with the Council, specifically for the categories where vacancies exist as per Bye Laws of the Council. To ensure accuracy, the ISEPC Office may undertake an exercise to update its records by requesting members to address any discrepancies. The updating of the Voter List will be an ongoing process until the issuance of the election notice. The valid Electoral Roll will be published on the ISEPC website along with the election notice.

For electronic voting, the registered email ID will be used. In cases where two email IDs are provided, the first one will be considered valid unless the member has informed the Council in writing about any changes or deletions. If a member is inadvertently omitted from the Electoral Roll or notices a discrepancy in their details, they may submit a written representation to the Returning Officer within three days of the election notification. The Returning Officer, upon satisfactory review, is authorized to make the necessary amendments.

2. Categories of Members of the Council (Article 3 of Bye Laws)

The Council shall have the following categories of members, namely: **Associate Members & Ordinary Members.**

Provided that the category of a new member will be registered under any of the categories mentioned above based on the Udyog/Udhyam Registration/Industrial Licence submitted by them. For the purpose of contesting the election of the Committee of Administration for a particular category, the member will have to meet the minimum export threshold of the products. In the case of variation between the category opted and the products exported, the member will have to opt for the category to which the export products predominately belong before the **30th of June each year**. They will then be eligible to contest the election in that category only.

3. Eligibility for Ordinary Membership (Article 3.3 of Bye Laws):

A person shall be eligible for admission to the Council as an Ordinary Member of the Council, on meeting the following requirements, namely:

- (a) The person or the entity represented by the person, must have been an **Associate member** of the Council for at **least two years**; and
- (b) The person or the entity represented by the person must have to its credit during the **two immediately preceding financial years average exports** in respect of the products falling under the purview of the Council of not less than the amount mentioned below:

Micro Enterprises	Rs. 25 Lakhs
Small Enterprises	Rs. 50 Lakhs
Medium Enterprises	Rs. 1 Crore
Others	Above Rs.1 Crore

4. Right to Vote (Article 4 of Bye Laws)

- a) Ordinary members shall have the right to vote.
- b) Associate members having completed three continuous years, and not fulfilling the eligibility criteria for Ordinary Member, however, having average exports of **Rs. 2.5 Lakhs to their credit during the preceding two financial years**, shall also have the right to vote.
- c) For the purpose of contesting the election of the Committee of Administration for a particular

category, the member will have to meet the minimum export threshold of the products falling under that specific category and members of that category will vote for them. In the case of variation between the category opted and the products exported, the member will have to opt for the category to which the export products belong before **the 30th of June each year**. They will then be eligible to contest the election in that category only.

5. Eligibility to Contest in Elections (Article 4.2 of Bye Laws):

- (a) Only an Ordinary Member shall be eligible as a candidate for elections to various positions in the Council.
- (b) The person or the entity represented by the person must have to its credit during the **two financial years** immediately preceding years of the election, the average exports of the products falling under the purview of the Council of not less than the amount mentioned below:

Micro Enterprises	Rs. 50 Lakhs
Small Enterprises	Rs. 1 Crore
Medium Enterprises	Rs. 2.5 Crore
Others	Above Rs. 2.5 Crore

- (c) For the purpose of determining whether an industry is a Micro, Small or Medium Enterprises, the MSME certificate issued by the Ministry of Micro Small and Medium Enterprises shall be conclusive. For startup, the certificate issued by the Department for Promotion of Industry and Internal Trade (DPIIT) shall be conclusive.
- (d) Where a CoA member is contesting for election as Chairperson (if otherwise applicable or not) or Vice Chairperson, the person or the entity represented by the person must have **minimum average exports of Rs. 2.5 crores of the product falling under the purview of the Council**, or such higher limit as may be prescribed by the Council, to its credit during the two financial years immediately preceding the election. All members eligible as per para 4.1 of Bye Laws will vote for election of Chairperson / Vice Chairperson. Minimum Average exports of the product in respect of manufacturer exporter shall be half of the ceiling limits prescribed for contesting the elections for the positions of Chairperson or Vice Chairperson.
- (e) A certificate issued by a Chartered Accountant shall be required for the purposes of export performance.

6. The following documents shall be necessarily required for the purposes of reservation:

S.No	Reserved Category	Supporting Documents required
1.	Women Entrepreneurs	The candidate should be a Women and also Proprietor / Director in a Company / Partner in an LLP / Partner in Partnership Firm.
2.	Young Entrepreneurs	The candidate should be a Proprietor / Director in a Company / Partner in an LLP / Partnership Firm; The candidate applying for the election from the reserved category of Young Entrepreneur should be less than 40 years of age as on 31st March of the year;
		The document for proof of age must be enclosed while submitting the nomination form;
3.	Start-ups	The candidate should be a Proprietor / Director in a Company / Partner in an LLP / Partnership Firm; Certificate of Recognition issued by the Department for Promotion of Industry and Internal Trade (DPIIT);
4.	North Eastern / Hill Regions	The candidate should be a Proprietor / Director in a Company / Partner in an LLP / Partnership Firm; The candidate shall have products manufacturing unit / business unit in any one of the North Eastern / Hill regions i.e. Arunachal Pradesh, Assam, Manipur, Meghalaya, Tripura, Mizoram, Nagaland, Sikkim, J&K, Himachal Pradesh & Uttarakhand; The proof of having products manufacturing unit / business unit in any one of the North Eastern / Hill regions as mentioned above shall be submitted i.e. Factory License / UDYAM Certificate having factory address / copy of the RCMC having factory address of the that region;
5	MSME manufacturers including Merchant Exporter	UDYOG ADHAAR Certificate issued by Ministry of MSME, Government of India for determining whether industry is a Micro, Small or Medium Enterprise;
6	Star Export Houses/ Star Trading Houses	Valid Certificate issued by the Directorate General of Foreign Trade (DGFT);

7. Conduct of Election (Article 9 of Bye Laws):

In order to make the Council participative in nature and for better Governance & Transparency, the Council, as a Registering Authority, shall follow the below mentioned criteria for conducting elections:

- (a) Election of the Committee and also for the post of Vice – Chairperson / Chairperson of the Committee shall be conducted through **e-voting**, as provided for in the relevant Act / Rules and Foreign Trade Policy;
- (b) A **reputed agency** may be appointed by the Council to conduct the election in a free and fair manner. For the purposes of this paragraph 'agency' means the National Securities Depository Limited (NSDL), the Central Depository Services (India) Limited (CDSIL) or any other entity approved by the Ministry of Corporate Affairs;
- (c) **Observer (s)** for the election(s) for the post of Committee of Administration (COA) and for Vice-Chairperson / Chairperson will be deputed by the Government from the Department of Commerce, DGFT or any other Ministry / Department / Organization as may be decided by the Government;
- (d) The CoA shall appoint one or more **Scrutinizer**, who may be Chartered Accountant in practice, Cost Accountant in practice, or Company Secretary in practice or an Advocate, or any other person who is not in employment of the Council and is a person of repute who, in the opinion of the CoA members can scrutinize the voting and remote e-voting process in a fair and transparent manner;
- (e) The provisions under this article shall be subject to the provisions of the relevant Act, Rules, Regulations, Foreign Trade Policy (FTP) and instructions, guidelines, advisories issued by Government of India from time to time;

8. Returning Officer of the Election (Article 24.7 Bye Laws):

The Committee of Administration shall appoint a returning officer for conducting elections.

9. OTHER GUIDELINES:

- (i) **Election Notice:** After the election date, time, and place are fixed by the Committee of Administration (CoA), the Returning Officer will issue an election notice (Form-A) to the eligible members, along with nomination forms (Form-I) for vacant positions. Nomination forms must be submitted by the specified deadline along with requisite documents;
- (iii) **Eligibility for Election:** The eligibility criteria for voting, election and retirement as defined in the Articles of Association of the Council;
- (iv) **Principle of One-Man-One-Post:** No CoA member shall hold more than one elected office. This principle applies to all elected CoA members. However, it does not apply to Sub Committees with ordinary members appointed by the CoA from time to time;
- (v) **Withdrawal of Nominations:** Once nominations are scrutinized, candidates cannot withdraw the nominations. The Returning Officer will publish a list of valid nominations;
- (vi) **Electronic Voting Procedure:** As directed by Ministry of Commerce & Industry and as per the provisions of the Foreign Trade Policy, the Council's election process will be conducted electronically. The Electronic Voting system will be audited by an independent person appointed by the Election Committee. This ensures that the voting process is properly implemented, error-free and secure, with sufficient safeguards (such as

encryption) to prevent manipulation or hacking;

- (vii) In case only one valid nomination is received for any vacancy / post, no election will be held for that vacancy / post and the nominee will be declared elected in the meeting called for the purpose;
- (viii) Each voter member shall follow the specified procedure for Electronic Voting as mentioned in the election notice and communicated by the agency to cast their vote. All voter members are entitled to vote online **during the three-day period** specified (up to 5 p.m. on the last day). Passwords for voting will be sent by the agency appointed by the Council to the registered email addresses of members;
- (ix) Electronic votes cast by the members will be stored on a secure server, accessible only to the Returning Officer & Election Committee. The Committee will ensure the secrecy of the votes received. Only the Returning Officer, Election Committee and the candidates (or their authorized representatives) may participate in and observe the scrutiny and counting process;
- (x) Within two working days of the last voting day, the Returning Officer will verify the total count of votes on the secure server in the presence of Election Committee and candidates or their representatives;
- (xi) The person receiving the highest number of votes from each category members will be declared as elected from the respective category / Vice Chairperson/ Chairperson, as the case may be. In the case of a tie, the result will be determined by drawing lots by the Election Committee.
- (xii) The Returning Officer shall handover the election result to the Chairman stating the names of elected candidates from each category / Vice Chairperson / Chairperson duly signed by Election Committee for declaration. The results of the elections conducted above shall be announced at the Annual General Meeting / Adjourned Annual General Meeting / Extra Ordinary Meeting / Extra General Meeting or any Meeting called for this purpose.
- (xiii) **Election Records:** The voting records will be kept at ISEPC's office for six months and nomination will be kept till the candidate hold the position or may be retained for future references, if required, as decided by the CoA.
- (xiv) Canvassing in any form is strictly prohibited.
- (xv) In the event of the Election Committee having reasons to doubt the veracity of any of the particulars / information contained in any Nomination Form received, the Election Committee may call for particulars / information from the contestants. It will also be at liberty to call for export performance of the member concerned submitted to the Council.

Arbitration / Disputes:

The decision of the Election Committee regarding the scrutiny of nominations and any other matters not explicitly covered herein shall be final and binding on all concerned. In case of doubt, the Election Committee may refer the matter to the Committee of Administration, whose decision shall also be final and binding.

All disputes regarding any matter arising out of the election of the Committee of Administration / Vice Chairperson / Chairperson of the Council shall be subject to the jurisdiction of the Courts at Delhi only.

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