



The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)
12, Sudder Street, Kolkata – 700016.

Ref. No.: Ch-BI/01/04/2013

18th April, 2013

Sub: Clarification/Guidelines with regard to the Chapter Bye-laws, 2013

1) Clarification with regard to the interpretation of word “to any of the offices for more than two consecutive years of office” mentioned in the proviso to Clause 12(1) of the Chapter Bye-laws, 2013

A frequent query has been raised from several Chapters regarding interpretation of the words “to any of the offices for more than two consecutive years of office” contained in the proviso to Clause 12(1) of the Chapter Bye-Laws.

We reproduced proviso to Clause 12(1) of Chapter Bye-laws, 2013 which states:

"Provided further that retiring office-bearers shall be eligible for re-election to any of the offices if they continue to be a member of the Managing Committee subject to the condition that no office bearer shall be elected to any of the offices for more than two consecutive years of office"

Office bearers in the context of the Chapter Bye-Laws refer to the posts of Chairman, Vice Chairman, Secretary and Treasurer. It is specifically provided that a member of the Managing Committee will not be eligible to hold “any” of the specified offices for a period of more than 2 consecutive terms.

It is hereby clarified that “to any of the offices” refer to the specific post individually. In other words, a member holding the post of Chairman or Vice Chairman or Treasurer or Secretary for two consecutive years is not debarred to hold some office other than the one he has been holding for two consecutive years subject to fulfilment of other conditions as laid down in the Chapter Bye-Laws.

By virtue of this provision, no member can continue in the same post for more than two years consecutively.

Chapters may act in accordance with the clarification given above.

2) Clarification with regard to the appointment of the Election Officer.

The Chapter Bye-laws, 2013 have specifically mentioned under sub-clauses (1)(b),(c) & (d) of the Clause 19 the procedure to be adopted for appointment of the Election Officer.

It is hereby clarified that the Chapters should obtain prior approval of the Secretary (Acting) of the Institute for appointment of the Election Officer who should be a person



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of repute intimating his/her full details where the Chapter concerned is not having an Executive Officer by whatever name called or any other full time employee who is at least a Graduate, not being a member of the Managing Committee.

3) Guidelines with regard to the sending of the name of Election Officer along with the copy of the Election schedule and List of Voters eligible to vote in the election.

It is hereby clarified that the Election Officers of all Chapters should forward to the Secretary (Acting), The Institute of Cost Accountants of India, 12, Sudder Street, Kolkata 700016 (e-mail: secy@icmai.in) copies of Election notification/ schedule, list of voters and all other matters connected with the election from time to time .

4) Guidelines/clarification with regard to issuance of notification with regard to the Chapter Election under Chapter Bye-laws, 2013.

It is hereby clarified to all Chapters that no person other than the Election Officer is entitled to issue any notification/intimation with regard to Chapter Election. If any other person issues any notification/intimation, it will tantamount to violation of election code of conduct.

5) Guidelines/clarification with regard to the remuneration and out of pocket expenses of the Election Officer

It is hereby clarified to all Chapters that remuneration including out of pocket expenses of the Election Officer shall be decided by the Managing Committee of the Chapter concerned.

6) Election Code of Conduct.

The Election Code of Conduct for Election to the Managing Committee (Chapter Election) is enclosed.

Kaushik Banerjee
Secretary (Acting)