GUIDELINES FOR THE CONDUCT OF THE 2020 COUNCIL ELECTION
(Issued on August 17 2020)

Overview

This document is to provide guidelines for the conduct of the election of members to Council for the 2020-2022 tenure. It seeks to provide guidance on acceptable practices, complaints, appeals and sanctions.

The intent of the guidelines is to encourage fair and open election by members of the Institute and to provide a level playing field for a healthy competition by:

- Communicating approved rules and regulations of the election;
- Maintaining dignified and courteous conduct appropriate to the image of a premier Professional Accountancy Organization (PAO).

In general, candidates are expected to maintain the “spirit of professional competition” which is an atmosphere of friendly competition with others and respect for the election process.

Section 1: General Guidelines

1. Candidates are expected to provide their profile (not exceeding 500 words) as part of the nomination process. It is expected that this will be seen and used as an opportunity to project one’s personality, achievements and experience that will be brought to bear on the work of Council.

2. Public Soliciting of votes is unacceptable. Public soliciting means seeking to obtain votes by persuasion, entreaty, request or plea from the general membership or group of members of the Institute. Public soliciting includes mounting of billboards, use of radio and television commercials, use of print media and distribution of flyers and posting of unsolicited messages on electronic and social media platforms for the purpose of campaigning.

3. As part of the election process and for the purpose of informing the entire ICAG membership, the Election Committee would provide to all members by emails and on the Institute’s website. These profiles provided by the contestants are expected to provide sufficient publicity for the individuals.

4. Negative campaigning is not acceptable. Negative campaigning include all activities that would tarnish the image of other candidates.

5. Candidates as well as Members’ engagement in election activities should not violate any of the Institute’s policy or interfere with:
a. The Election Committee’s job to run the election and preserve its integrity.

b. Other candidates’ election activities.

6. All members must be in good standing in order to be eligible to run for Council election and to vote.

7. Each Candidate may put forward a member in good standing as a representative for observing the election process.

8. It is the responsibility of all Members to know these rules and to ensure that they abide by them.

9. Members of the Elections Committee, Council Members, Management and Staff of the Institute shall not endorse, promote, support and or oppose any candidate.

10. Candidates should report in writing to the Chairman of the Election Committee immediately any deviations from these guidelines that come to their notice.

Section 2: Complaints

Procedure for Complaints

1. Complaints shall be directed to the Chair of the Election Committee. The Chair of the Election Committee shall send an acknowledgement within two days after the receipt of complaint.

2. The Election Committee shall conduct an investigation to determine the merit of the complaint. Where there is a determined merit in the complaint, the Election Committee shall impose any necessary sanctions within fourteen (14) days from the day of its decision.

3. Complainants shall abide by the rulings of the Election Committee with regards to Council election procedures.

4. The accused or complainant may appeal the Election Committee’s decision if there are grounds on matters of facts that were not taken into account in the decision making process within seven (7) days after receipt of the Committee’s decision.

5. Two (2) past Presidents of Council plus the chair or member of the Election Committee will hear any appeal.

Section 3: Sanctioning

In general, the Elections Committee should evaluate violations based on three main concerns:

i. Does the violation violate the “spirit of professional competition?”

ii. “Does the violation give the candidate who committed it or on whose behalf it was committed an unfair advantage in the process?” and

iii. “Does the violation disadvantage the candidate against whom it was committed?”

Sanctions shall be imposed in such a way that “the punishment fits the violation”. The purpose of imposing sanctions is to eliminate any unfair advantage.