



ELECTION MANUAL

STUDENTS' GENERAL ELECTIONS 2024

STUDENT ELECTION COMMISSION

I I T M A D R A S



The Student Election Commission (SEC) in IIT Madras plays a quintessential role in forming the student governance structure by conducting Institute, Department and Hostel level elections which is the primary responsibility of SEC as enshrined in Chapter V, Section III, Clause VI of the Students' Constitution of IIT Madras.

SEC is honoured and privileged to enable students to exercise their fundamental right and responsibility to vote and contest in elections to preserve the democratic and diverse political culture of IIT Madras. SEC is committed to fostering an inclusive and ethical process, ensuring every student has a fair chance to enrich their campus lives in the upcoming academic year 2023-24. Serving as a platform for active engagement, interaction, and introspection, SEC encourages students to participate in the festival of democracy, where ideas and aspirations find representation. Our mission extends beyond elections; we aim to instil values and principles through healthy and equitable competition. By upholding moral obligations, SEC aspires to imbibe the true spirit and essence of democracy, creating a peaceful and inclusive atmosphere for all students. This Election Manual serves as a foundational guidebook on the procedures and norms of conducting elections at IIT Madras.

SEC expresses profound appreciation for the forthcoming contributions of the new commissions in conducting elections with utmost efficiency and diligence. The unwavering support and valuable suggestions from the Chief Election Officer - Dr. Sudakar Chandran, Deputy Election Officer - Dr. M. Jeganmohan, and the Dean of Students are anticipated to be the guiding pillars of SEC for the term 2023-24. Their commitment is expected to set a robust foundation for the continued success of our electoral processes under the leadership of the new officers and experienced Commissioners. We are also thankful to the team of SEC as well as SECC for their sheer dedication and hard work in all our endeavours.

Thankfully,

Thakur Sushant Singh Jaswal (HS20H043)
Chief Election Commissioner 2023-2024

Tejaswini Jagtap (HS21H049)
Election Commissioner 2023-2024

Meenakshi Anoop (HS21H031)
Election Commissioner 2023-24

INDEX

| | |
|---|----|
| I. GENERAL | 4 |
| II. NOTIFICATION..... | 4 |
| III. NOMINATION | 5 |
| Eligibility Criteria | 5 |
| Filing of Nomination on the Election Portal | 6 |
| Verification of Nominations | 6 |
| IV. DOCUMENTS TO BE SUBMITTED | 7 |
| Manifesto | 7 |
| Statement of Purpose | 7 |
| Feasibility Reports | 7 |
| V. CAMPAIGN OUTREACH | 7 |
| Candidate Campaigning | 7 |
| Code of Conduct | 7 |
| Open Debates and Forums | 8 |
| Mail Outreach | 8 |
| Notice Boards | 8 |
| VI. ELECTORATE | 9 |
| The Electorate | 9 |
| The Voters List | 9 |
| VII. POLLING | 9 |
| Polling Dates | 9 |
| General Voting Norms | 9 |
| Polling Venues | 10 |
| Electoral Verification | 10 |
| Voting Instructions | 10 |
| Movement Restrictions on Polling Day | 10 |
| VIII. COUNTING AND RESULTS | 11 |
| Types of Voting | 11 |
| First Past the Post Posts Votes | 11 |
| Instant Runoff Voting Posts | 11 |
| Multiple Winner Posts | 12 |
| Reject | 12 |
| Abstain | 12 |

| | |
|--|----|
| IX. GRIEVANCES | 12 |
| Composition | 12 |
| Schedule of Penalties | 12 |
| Complaints | 12 |
| Response to Complaints https://www.elections.tn.gov.in | 13 |
| X. VACANCY AFTER ELECTIONS | 13 |
| XI. TECHNICAL SUPPORT | 13 |
| XII. MANAGERS..... | 13 |
| ANNEXURE I | 14 |
| Model Code Of Conduct | 14 |
| Social Media Policy | 14 |
| ANNEXURE II | 17 |
| ANNEXURE III | 19 |
| ANNEXURE IV | 21 |

I. GENERAL

Elections to all posts in the Executive Council, Student Legislative Council and Hostel Councils, shall be conducted by the Student Election Commission along with the Election Officers.

Expenses of the same shall be met through the Office of the Dean of Students from the Gymkhana fees.

For Students' General Elections 2024 (SGE 2024), elections shall not be conducted for the posts of :-

1. Department Post

a. Department Legislator (Academics), Department of Medical Sciences and Technology

2. Hostel Posts

a. Mandakini A Hostel

b. Mandakini B Hostel

c. Swarnamukhi Hostel

II. NOTIFICATION

The Student Election Commission shall prepare the Election Notification which shall be made public by the Office of the Dean of Students.

Election Notification to contain the following details:

1. List of Post(s) open for election and the corresponding Electorate(s)

2. Relevant Dates, including but not limited to

a. Nomination Window

b. Last date for Nomination Withdrawal

c. Date of release of Valid Nominations

d. Window for filing Complaints

e. Last date for Documents' submission (Manifesto/SoP/Feasibility Report)

f. Date of release of Final Nominations

g. Campaigning Window

h. Briefing Hour

i. Soapboxes

j. Polling Day

1. Eligibility Criteria
2. Nomination Process
3. Process for filing Complaints
4. Contact Details of SEC Commissioners & Election Officers

III. NOMINATION

1. Eligibility Criteria

The following qualifications hold for all posts:

- A. In the case of B. Tech., M. Tech., MA, MBA, and MSc students, the nominee's CGPA must equal or exceed 6.5 at the date of filing the nomination;
- B. The nominee must have obtained a pass grade in NCC/NSO/NSS/NCA if not a research scholar;
- C. The nominee must not have a U, W, or I grade at the date of filing the nomination;
- D. The nominee must not have been found guilty of gross misconduct by Hostel Disciplinary Committee, Complaint Committee Against Sexual Harassment, or any similar competent authority;
- E. The nominee must be a member of the electorate of the post they are contesting for, except in the case of the post of Speaker;
- F. No person shall contest for more than one post concurrently;
- G. The nominee must stay as a student for the entire academic year for which they have been elected. The undertaking (attached in the Election Notification) for the same attested by the Supervisor/Faculty advisor/Head of Department in case B.Tech/DD/MA, a supervisor in case of MS/Ph.D., or any equivalent authority in the provided format shall be submitted by the nominee on the nomination portal;
- H. For MS and Ph.D. research scholars, the nominee should have cleared satisfactorily all the required courses for which they have registered, and should have received the scholarship amount uninterruptedly as evidence of having maintained satisfactory progress in research;
- I. For sponsored candidates, permission from the sponsoring agency must be obtained for contesting any post;
- J. In the case of international candidates, students who have come to IIT Madras from foreign universities/colleges for a period of at least 1 academic year, permission from your parent university/college must be obtained for contesting any post.

K. Foreign students are eligible to vote if they are regular students of IIT Madras and are going to pursue their studies at IIT Madras for a period of at least 1 academic year

The above eligibility criteria may be waived by a committee appointed by the Dean (Students) on a case-to-case basis. The same shall be communicated to the Student Election Commission by the Dean (Students) along with reasons behind the same.

2. Filing of Nomination on the Election Portal

Nominations for all posts shall be filed online. Link to the nomination portal shall be made known to the General Student Body (GSB) by SEC through mail or election notification. Any and all efforts of collusion, including but not limited to the purposes of intimidation or circumventing the secrecy of the process while filing nominations are prohibited.

1. Any student/scholar fulfilling the aforementioned respective criteria for a post can login to the election portal and submit the details as required. Each candidate's nomination should be supported by a Proposer and a Secunder, both of whom shall belong to the electorate represented by the post sought by the candidate. No one can propose/second more than one candidate for the same post.
2. Nomination once filed, can be withdrawn any time before the deadline for the same as announced in the Election Notification.

Communication

1. Candidates will receive comprehensive information on voting timelines and other crucial deadlines through an official WhatsApp Group managed by the Student Election Commission. Candidates are required to provide their WhatsApp Contact Number both in the undertaking form attached in the Election Notification as well as in the Nomination Portal to ensure efficient dissemination of information.

3. Verification of Nominations

1. Verification of eligibility and declarations submitted during nomination shall be carried out by the SEC.
2. In case of doubt, the candidate shall submit to the SEC the relevant documents proving their eligibility when called for. Failing to do so would result in disqualification.

IV. DOCUMENTS TO BE SUBMITTED

Candidates shall submit the following documents. Manifesto and Feasibility reports are mandatory for all candidates for valid candidature; and submission of Statement of Purpose (SoP) is mandatory for all the candidates contesting for the post of legislator.

1. Manifesto

Manifesto should contain the candidate's vision, plans, initiatives they propose to undertake if elected to the post, and any other bona fides to proffer their credibility or qualification for the post. The manifesto shall not exceed one page of A4 dimensions and shall have a minimum font size of 9.

2. Statement of Purpose (SoP)

Candidates for the post of legislators shall submit a Statement of Purpose in addition to their Manifesto. It shall, but is not only limited to contain the following.

1. The Standing Committees (minimum three) that they wish to be a part of;
2. The policies/problems that they shall raise as members of the Standing Committee(s);
3. The general policies/initiatives that they shall raise in the Student Legislative Council.

3. Feasibility Reports

A report containing the feasibility checks done for initiatives/plans listed in the Manifesto and SoP. Financial, temporal feasibilities, timelines, budgets, and checks with administrative authorities on approvals/sanctions may be listed out.

V. CAMPAIGN OUTREACH

1. Candidate Campaigning

All campaigning is restricted to the campaigning period as declared in the Election Notification.

2. Code of Conduct

The Code of Conduct for Campaigning shall be published after due modification. Refer to **ANNEXURE I** for the same.

3.Open Debates and Forums

The Student Election Commission shall organise open debates between the candidates standing for Executive Council Posts and other discussion or outreach forums between candidates and the electorate. For Hostel and Department Posts, the existing council/representatives shall organise debates among candidates with guidance from the SEC and in the presence of the Election Managers. Refer to ANNEXURE II and III for guidelines on forums. The sole right to regulate and formulate the rules and guidelines regarding these open debate forums lies with the Student Election Commission.

Kindly note participating in Soap Box is mandatory for all the candidates who are contesting for the Executive Council posts. The final discretion lies with the SEC in examining the reason(s) behind not participating in such soapboxes. Failing to participate in Executive Council soapboxes shall result in disqualification of the candidate.

4. Mail Outreach

Mail outreach is allowed for Executive Council posts, restricted to two emails in the entire campaigning season. The mail can be sent latest by 10:00 PM, 7th March 2024 to Student Election Commission. SEC shall be intimated of the same in advance by emailing sec@smail.iitm.ac.in for moderation. The moderation of these mails shall be done by the Student Election Commission only.

The 2023-24 Executive Council members who are the incumbent moderators of the students' mails are instructed to not approve any sort of election related mail to the public forum during the time of SGE 2024. All SGE 2024 related mails to be directly sent to SEC for perusal.

5. Notice Boards

SEC can publish digital posters of candidates for the Executive Council on its official social media pages. No physical/printed posters are allowed for campaigning by the candidates. Use of physical/printed posters or any sort of printed communication for campaigning will lead to cancellation of candidature.

6. Briefing Session

SEC shall conduct a briefing session regarding the campaigning guidelines for SGE 2024. In addition to it, a session on mental wellbeing shall also be conducted by SEC in collaboration with the Wellness Centre, IIT Madras. Attendance at this session is deemed obligatory for all candidates whose names feature in the final nomination list released by the SEC. Failure to participate in the session on the specified date and time, as delineated in the Election Notification, shall result in automatic disqualification.

VI . ELECTORATE

1. The Electorate

The electorate for each post is as specified in the Student's Constitution.

2. The Voters List

The Student Election Commission shall obtain, and verify the validity of all voter lists at least 4 days before the date of the election. This preliminary voter list must be made accessible online in an appropriate form and publicised to the General Student Body, and requests for changes must be entertained till 48 hours before the election. Each hostel needs to maintain a voter list of its residents only.

VII. POLLING

1. Polling Dates

Polling dates shall be as announced in the Election Notification.

General Voting Norms

1. Secrecy of votes: Secrecy of votes shall be strictly maintained for all elections.
2. First Past-the-post, Instant runoff voting shall be followed in instances as specified in this document. Voters will have the option to Reject all the candidates or Abstain from voting for each post.

3. For Posts with a single winner:
 - a. In case of upto two candidates: First-past-the-post voting will be followed.
 - b. In case of more than two candidates: Instant runoff system with full ranking where voters shall rank all candidates in their order of preference.
4. For Posts with more than one winner: An appropriate system will be designed. In absence of that system IRV will be used.
5. Voters may reject all candidates for a post by selecting the 'REJECT' option.

3. Polling Venues

Polling Venues shall be set up in all the functional hostels along with common polling booths, details of the same would be made known to the voters in advance. Officers in Polling Booths shall be deputed through the authorities concerned in collaboration with SEC.

4. Electoral Verification

The booth officers shall obtain the Institute Identity Card from each voter and verify the identity of the voter with the list made available for the booth.

1. In absence of the same, a letter signed by the Warden/HoD may be used.
2. Any photo authenticated digital identity proof issued by the Institute or CCW which if acceptable to SEC shall be considered credible identity proof for casting vote.

Voting Instructions

Voting instructions will be made available to students in an appropriate format 48 hours before the elections. These shall be displayed in the polling booths as well.

Special Provisions

Recognising the diverse academic pursuits that may necessitate the absence of students from the campus, alternative voting methods will be facilitated on Polling Day. The Student Election Commission will hold the exclusive authority to assess and decide the eligibility of students who are unable to be physically present on campus on polling day due to academic engagements such as conferences, semester exchanges, or internships outside the Institute.

5. Movement Restrictions on Polling Day

1. All students/scholars shall carry their physical ID cards on the day of the election.
2. Entry of non-residents to hostels excluding the SEC team members shall be reasonably restricted from 11th March 2024, 10:00 PM onwards till 12th March 2024, 10:00 PM.
3. Any form of canvassing on election day is prohibited.
4. No incentives will be promised/provided to voters to vote for a candidate, including facilitating vehicular travel to and from the polling station.

VIII. COUNTING AND RESULTS

The Results of the election shall be compiled and sent to DoSt and the Election Officers. Results shall be deemed official if it is published by the Office of the Dean Students, duly signed, to the General Student Body and shall be kept confidential until such publication.

Types of Voting

The votes shall be accounted for in the following manners of categorization.

A. First Past the Post Posts Votes against each candidate shall be counted. Given the candidates are not rejected, the candidate with the highest count of votes against their name is declared the winner.

B. Instant Runoff Voting Posts

Given the candidates are not rejected,

1. The first preference of a voter will be counted as the vote total for the respective candidate in the first round.
2. If any candidate has more than 50% of these first preference non-abstain votes polled, the candidate is declared the winner.
3. If no candidate has more than 50% of the votes polled at this stage, the counting process enters the next round.
4. The candidate with the least first preference votes is eliminated and their votes are distributed among the rest of the candidates as per the next higher level of preference (second preference) of each voter.
5. Now if any candidate has more than 50% of the votes, he is declared the winner. In absence of a candidate reaching 50%, the next round of counting will begin.
6. The process is followed until a candidate gets more than 50% votes or the lone remaining candidate is declared the winner.

C. Multiple Winner Posts

IRV will be used until an appropriate system is designed. The commission is expected to work in association with SLC to devise a new and fair system.

D. Reject

All candidates shall be considered rejected and the post shall have no winner if the following conditions are satisfied

1. More than 50% of the electorate has cast non-abstain votes for the post.
2. Of the total non-abstain votes polled, more than 50% have rejected all candidates.

E. Abstain

Abstain votes shall be counted in determining the total polling for a post. They shall be ignored during the calculation of rejection for a post.

IX . GRIEVANCES

A. Composition

Grievance committee shall comprise of the following members:

1. Chief Election Officer
2. Deputy Election officer
3. SEC Commissioners

B. Schedule of Penalties

- a. Warning
- b. Discretionary punishment decided by SEC
- c. Letter of Apology to the electorate
- d. Suspension of Campaign for a specific period of time
- e. Disqualification of the Candidate.

C. Complaints

All complaints regarding elections must be filed on the new Election Portal 2023 which would be used by the contestants to file their nominations or they can directly mail their complaints to SEC's official mail ID. Hence, GSB can look over the final nominations after which they can launch a complaint on the same portal against any candidate(s).

D. Response to Complaints

The Grievance Committee may decide to impose the following, based on the severity of the complaint received:

1. A written reprimand to the candidate.
2. A discretionary punishment involving reduction of SEC-designated campaigning items
3. A public letter of apology to the electorate from the candidate acknowledging the violation.
4. Suspension of the candidate's campaign for an appropriate period of time.
5. Cancellation of the candidate's nomination.

X . VACANCY AFTER ELECTIONS

1. If certain posts remain vacant after the election, the Warden/HoD/Dean(Students) shall be notified of it and they may nominate candidates for the same.
2. The applicants should necessarily meet all eligibility criteria that are ordinarily required to contest for the same post.
3. Candidates thus nominated shall hold the post till the next elections.
4. In the case of posts in the Executive Council, the procedure laid out in ANNEXURE IV shall be followed.

XI. TECHNICAL SUPPORT

Technical partners shall be beneficially engaged for the smooth conduct of elections. SEC can designate a Website liaison team from its coordinators but under the strict supervision of the SEC election commissioners.

XII. MANAGERS

The Student Election Commission may select students as election managers to assist it in conducting the elections. These coordinators shall not be members of the commission but shall work directly under the supervision of the commission. Applications shall be called for from the General Student Body. Absent applications, the SEC can nominate members. SEC can designate, not more than 5 students, as Senior/Super election managers to establish a hierarchy when a lot of coordinators lack experience.

ANNEXURE I

A. Model Code Of Conduct

General Guidelines

1. All students and candidates shall conduct themselves in accordance with the Students' Constitution of IIT Madras.
2. No Student Organisation and their office bearers can endorse a candidate in any official capacity.
3. Elected representatives cannot endorse a candidate in their official capacity. They cannot accompany a candidate for canvassing votes.
4. Negative campaigning is strictly prohibited. A candidate/campaign must not attempt to tarnish the image of the opposing/any other candidate with libellous or slanderous accusations.
5. Anyone other than members of the election commission, or its agents, seen possessing a list of current students at the institute with the intention of manipulating or organised harvesting of votes or aiding a similar effort shall be reported to the competent Disciplinary Committee in addition to SEC's disciplinary action.

Campaigning Guidelines

1. The campaigning period starts on February 24th, 2024 at 10:00 AM and ends on March 10, 2024 at 10:00 PM.

Campaigning timings are as follows -

- a. Weekdays: 5:00 PM to 10:00 PM
- b. Weekends and institute holidays: 10:00 AM to 10:00 PM

2. All sorts of campaigning is strictly limited to the campaigning period, and within the campus. Any candidate who begins campaigning prior to the start of the campaigning period and after the campaigning period will be deemed in violation of the Election Code.

Any promotion utilizing physical and/or electronic media is prohibited until the start of the campaigning period or after the campaigning period.

3. Campaigning is allowed in public spaces of the hostel zone.

4. Door-to-door campaigning is allowed, at timings set by the SEC, except if the room occupant has specifically put up a notice of Do Not Disturb on the door of their room or verbally asked you to not do so.
5. Campaigning in departments is allowed only after 5:00 PM unless explicitly disallowed by the HoD.
6. Defacing of Institute property and use of PA systems for campaigning is strictly prohibited.
7. No gifts, in cash or kind, to the electorate are allowed. No funds from any source can be used for campaigning.
8. Submission of documents such as manifesto and feasibility report (SoP also in the case of aspiring legislators) is compulsory for all the candidates on or before 17th February 2024, 10:00 PM.

SOCIAL MEDIA POLICY

All the candidates are allowed to campaign using their personal social media account handles without any form of negative campaigning. Any form of campaigning through social media pages at the cost of defaming another candidate(s) will be subjected to severe actions from the SEC. However, sending electioneering messages as direct messages (DMs) to students on WhatsApp (WA) is strictly prohibited. The candidates are discouraged from DM(ing) the students personally if the students at the receiving end don't wish to entertain their electioneering messages. Any attempt of transgressing the instructions of the student (at the receiving end of WA message) by the candidate shall lead to sanctions being imposed over the candidate. Candidates can send electioneering messages on WhatsApp groups until or unless the Admin of the group doesn't prohibit them from sending such messages in the group.

Section 1: POSTERS

1. All non-executive council candidates can make ONE poster detailing their candidacy and all executive council candidates can make TWO posters detailing their candidacy.
2. Only those posters which are shared with SEC are official and can be shared on digital platforms through general accounts as well and SEC will not publish these, except for the Executive Council Posts.
3. Upload your poster directly as an attachment in the election portal or mail it to SEC directly for SEC's approval.
4. Candidates should not lie or misrepresent their ideas. The poster should be reflective of the manifesto they have submitted during the regular process.

5. The Poster will be subject to fact-checking by a committee sanctioned by SEC and a violation of the above-stated principles will be considered a campaign violation subject to penalties.

6. No physical/printed posters shall be used. Usage of such physical/printed posters will be deemed as the violation of Model Code of Conduct and the candidate is subject to direct disqualification.

Section 2: SHARING VIDEOS (Only Executive Council Posts)

1. The candidates shouldn't post or share videos or any other posts that can be considered derogatory or slanderous/libellous toward other/any candidates.
2. The candidates should not propagate or be involved in the making or a part of a video/photograph that would be published in a social media post unless authorised by the SEC.
3. Only Executive Council candidates are allowed to make a video manifesto as allowed by SEC.

Instagram (Only for Executive Council candidates)

1. Executive Council candidates will be allowed to have their own unique social media handles/accounts, which are to be used for campaign purposes.
2. These handles should have to be approved by the SEC beforehand and use the username as prescribed by the SEC [eg. ras_(first name of the candidate)].
3. Candidates cannot use their personal Instagram handles for the campaign. This is not applicable to the non-executive council members.
4. The social media handle should be made public and accessible to every student at any moment.
5. Candidates can use these pages as a means to communicate with the GSB periodically.
6. All guidelines pertaining to campaigning would be applicable to these pages. The candidates will be liable for their speech on these channels.
7. To avoid undue advantage to any candidate, these handles would have to be started on or after the campaigning period begins.
8. Any information disseminated through these handles should be stored.

ANNEXURE II

OPEN FORUMS, SOAPBOXES, etc.

SEC already organises a SOAPBOX event for Institute level posts and has always instructed the current legislators to hold SOAPBOXES for all the posts that are up for election that belong to their electorate. The following clause in the election manual grants SEC this power.

“The Student Election Commission shall organise open debates between the candidates standing for Executive Council Posts and other discussion or outreach forums between candidates and the electorate.”

It has come to our notice that certain individuals want to hold forums of their own, where they invite candidates to participate. After holding this session, it is generally expected that they would want to post these sessions on Social Media platforms also. These videos with Candidates, however biased or unbiased, constitute electioneering and need SEC's approval.

We understand that the public interest in holding such forums trumps our general intent to enforce guidelines. We believe this also encourages vigilance and engagement. So we divide the forums into two categories.

A. TYPE-A:

- a. Soapbox by SEC.
- a. Closed Door Questionnaire by a Panel, including the Media Body. The video will be recorded and published online.

SEC mandates these two forums for all the Executive council candidates. These events serve as good outreach and will go on as scheduled even if candidates miss them.

Kindly note participating in Soapbox is mandatory for all the candidates who are contesting for the posts of Executive Council 2024-25.

B. TYPE-B:

Any external forum managed by individual students comes under this category.

- Students who want to hold these forums need to apply for permission from the SEC. SEC will not publicise this event. It only grants permission.

- SEC will give only discretionary approval, upon considering the objectives of this Forum and will not mandate these forums to candidates.
- The organisers can hold the forum, in whatever form, for a particular post, if and only if, all the candidates who have filed for the post give consent to holding this forum. If a candidate feels that he/she may not receive fair treatment in the forum, they can choose not to attend. The Forum must not be held for that post in such a scenario.
- Holding a forum with only one, or a few of the candidates without consent of one, or a few others standing for the particular post will not reach an approval as it would just be free publicity for the individual participating. The organisers shall present SEC with a consent form from the candidates in the affirmative.
- In posts where only one candidate is contesting, SEC should be informed prior, the questionnaire as there is no legitimate scrutiny party in this scenario, and SEC would in all cases avoid giving permission to a flattery video with unserious questioning.

ANNEXURE III

SOAPBOX GUIDELINES

- SEC is the final authority on all issues related to organising and conducting the Soapbox through the powers granted by the Election Manual.
- SEC will be moderating the discussion between the candidate(s) and the questioners, as well as the audience.
- SEC will hold the right to expel students or anyone else, who it deems is causing a disturbance in the peaceful functioning of the process.

Rules & Instructions

1. Candidates should be present at the venue at least 15 minutes prior to the beginning of their scheduled SOAPBOX.
2. Invitations will be extended by the Student Election Commission to individuals eligible to participate in the Institute Soapboxes, outlining the pertinent details.
3. The order of the candidates will be decided by drawing lots during the pre-soapbox time available when the candidates arrive early and report to Election Commissioners in-person. Failing to reach early or not reporting to the Election Commissioners would result in forfeiting their drawing power and the candidate present will get to choose the order.
4. The Soap Box begins with opening presentations where candidates will be given 4-5 minutes to detail their manifesto, their vision and present their case to the voters. In the case of an Executive Council post, candidates will be given 7-8 minutes to detail their manifesto, their vision and present their case to the voters. The SEC will not hesitate to cut you off if you cross the limit.
5. Candidates are requested to mail the PPTs/PDFs to sec@smail.iitm.ac.in in advance and also carry a pen drive with the data you need or any other information you want to show during the soapbox, just in case.
6. Following the opening presentations, the floor will be opened for cross-questioning. Not applicable for posts with one nominee. Each candidate gets to ask 2 questions with 1 follow-ups per question to his/her opponent. The recipient will have 2 minutes for answering a direct question and 45 seconds for a follow-up.

7. In the case of Executive Council posts, the floor will be opened for cross-questioning. Not applicable for posts with one nominee. Each candidate gets to ask 3 questions with 2 follow-ups per question to his/her opponent. The recipient will have 2 minutes for answering a direct question and 45 seconds for a follow-up.
8. In a Soap Box with more than 2 candidates, it is up to the candidate to choose to divide the 2 or 3 questions he/she has between the opponents.
9. After cross-questioning, the rest of the time will be split into rounds mostly alternated between past Executive Council members, other stakeholders and audience questioning. In the case of hostel or department posts past hostel secretaries or department legislators of the respective hostel and department along with the audience shall ask questions to the candidates. The candidates shall not refer to their opponents during the rest of the session unless prompted or allowed by SEC proactively.
10. The individuals formally proposing and seconding a candidate will be granted a designated timeframe during the soapbox session to present inquiries.
A designated 15-minute interval during the soapbox proceedings will be dedicated to the Student Ethics and Constitution Commission (SECC) for the purpose of posing questions to the candidates, specifically focusing on their understanding of the student constitution.
11. Students who are not part of the electorate shall not be entertained during the soapbox.
12. The audience is not guaranteed a follow-up but will be granted on a case-by-case basis keeping time constraints in mind.
13. SEC moderator can choose to ask a follow-up to any of the questions if he/she feels the answer to a question wasn't answered to a satisfactory need.
14. In between rounds, SEC can choose to ask questions it received from stakeholders who couldn't be physically present or any other questions that it deems appropriate on topics that might not have been touched during the Soap Box.
15. SEC has the constitutional mandate to uphold the integrity of the Students' Constitution of IIT Madras by ensuring that all the GSB members respect and abide by it without any fail. Any individual or organisation not abiding by the same as identified by SECC shall not be allowed to participate in the Institute soapboxes in any manner.
16. SEC has the right to ask participants of the soapbox to maintain equity in the questions being asked or the areas being covered to a candidate or multiple candidates.

ANNEXURE IV

Vacancy of an Executive Council position

The vacancy shall be filled by an appointment


1. The appointment shall be made at least a week prior to the expiration of the tenure of the current officeholder
2. The appointee shall be a member of the GSB for the entire academic year, not just the interim period.
3. He/She shall satisfy the eligibility criteria set forth by the SEC.
4. The appointee shall be chosen by the corresponding Faculty Advisor and Dean of Students.
5. The current secretary shall inform the SECC and notify the SLC once the selection has been made.
6. SLC shall ratify the appointee within 2 weeks of the receipt notification. Lack of motion from SLC during this period would result in automatic ratification.
7. The appointee shall not stand for the subsequent election.
8. The appointee shall not be referred to as acting or interim but an entity as a whole to emphasise the authority granted to him/her.
9. The current secretary may request for a limit on the powers granted to the appointee to make structural changes in the verticals under the executive with a reasonable explanation and shall be granted upon the approval from the Faculty Advisor.
10. In case of a vacancy in a special election, the appointment procedure shall initiate and the appointee will continue until the next general election and shall gain full executive power.
11. SEC shall conduct Special Elections in case a position remains unfilled or if an elected representative resigns with more than three months to go before the scheduled General Elections as stated in Chapter VIII, Section I (II) of the Students' Constitution of IIT Madras.


Vacancy of a department or a hostel position:

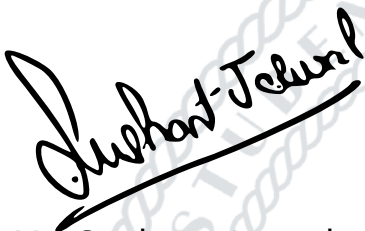
SEC shall call for applications for all the vacant positions with a designated application format. SEC shall gather all these applications and forward it to the respective Warden/HOD to make a choice from the list of applications received. The decision is entirely of the Warden/HOD.

In case of a lack of response or choice to not select anyone from the pool of applicants by the corresponding Warden/HOD after more than 3 intimations and passage of a designated time (whichever comes later), the Dean of Students shall be presented a list of all vacancies




Dr. Sudakar Chandran
Chief Election Officer


Dr. M. Jeganmohan
Deputy Election Officer



Mr. Sushant Jaswal
Chief Election Commissioner



Ms. Tejaswini Jagtap
Election Commissioner



Ms. Meenakshi Anoop
Election Commissioner

Scan the QR Code below and become part of SEC WA Channel



DESIGNED BY
TRIVIKRAM
SEC DESIGN TEAM

Addendums

- The Social Media Guidelines of IIT Madras were made part of the MCC for SGE 2024 on 24th February 2024 and hence shall be applicable to the SLC Speaker Election 2024 as well.
- It is important to note that any violation of the [Institute's Social Media Guidelines](#), published by the DoST Office, during the SLC Speaker Election 2024 will be considered a violation of the MCC. Such violations will be subject to disciplinary actions as outlined by the competent disciplinary authorities.

- **Norms for Election of the Speaker of the Student Legislative Council**

- A. SLC Speaker Elections shall be held within 2 weeks of the results of the Students' General Elections 2024, if there is a quorum of legislators that are elected in the preceding general election.
- B. The date of the same shall be released in a different election notification. Nominations for the post of SLC Speaker will be received for the same time period to other posts.
- C. Campaign for the post of SLC Speaker shall begin after the results of the SGE 2024 are declared, as would be mentioned in the Election Notification for SLC Speaker elections.
- D. Voting shall be held on the blockchain-based voting portal.

Rest all the rules and regulations mentioned above shall be applicable in the SLC Speaker Elections 2024 as well.