

RULES FOR ELECTIONS OF AAN EXECUTIVE COUNCIL

1. Election of AAN Executive Council are being held from **January 07-09, 2025** against the following positions, to be elected for a period of two (02) years:

- a. President
- b. Vice President
- c. General Secretary
- d. Finance Secretary
- e. Media Secretary
- f. Secretary AAN Office NUTECH
- g. Women Executive Member Planning
- h. Women Executive Member Management

2. **Eligibility**

- a. Batch 2018 & 2019 Alumni would be eligible for President / Vice President positions whereas for rest of positions all Alumni are eligible to contest.
- b. Candidates must be registered alumni and should have completed their degree program at the University before November 30, 2024.
- c. Candidate must be residing in Pakistan and in case of shifting abroad, the position will be declared vacant by the Alumni Election Committee & elections would be held again.
- d. For position of Secretary AAN Office NUTECH, individual must be the resident of Islamabad/ Rawalpindi/ surrounding Areas/ Islamabad Capital Territory and shall sit for 2-3 hours during office hours at NUTECH, at least for minimum two days in a week and act on behalf of the association & resolve issues faced by the alumni. All candidates contesting for this position will attach a Commitment Letter duly signed by the contestant, who will submit along with his nomination papers.

3. **Election Schedule.** Following is the schedule of AAN Executive Council Elections:

- a. Issuance of Provisional Voters List - Dec 09, 2024
- b. Issuance of Final Voters List - Dec 11, 2024
- c. Posting of Nomination Form - Dec 13, 2024
- d. Call for Nominations - Dec 14-23, 2024 (10 days)
- e. Scrutiny of Nominations - Dec 24-27, 2024 (04 days)
- f. Election Campaign - Dec 28, 2024-Jan 06, 2025 (10 days)
- g. Election Mock Run - Jan 01, 2025
- h. Voting Days - Jan 07-09, 2025 (03 days)
- i. Result Announcement - Jan 10, 2025
- j. Appeal(s) if any & Decision - Jan 13, 2025
- k. Official Notification - Jan 14, 2025
- l. Oath taking Ceremony - Jan 17, 2025

4. **Submission of Nominations:**

- a. **Self-Nomination:** Candidates can nominate themselves for any of the positions. A self-nominee must submit the following documents:
 - (1) **If employed:** An employment certificate from the employer stating their permanent residency in Pakistan.

- (2) **If unemployed:** A certificate from the nominee's father/guardian parents stating their permanent residency in Pakistan.
- (3) If admitted in MS/ PhD program inside Pakistan, then certificate from university is required.
- b. **Peer Nomination:** Nominations can also be made by a fellow alumnus. Only one peer nominee is allowed, who must submit the same documentation (as delineated above) after acquiring it from nominee.
- c. **Endorsement Requirement:** In case of self-nomination, the nomination must be endorsed or seconded by another alumnus. In case of peer nomination, nominee consent must be endorsed on the nomination form.
- d. **Nomination Form Contents:** Following information is included in the Nomination Form:
 - (1) NUTECH Registration Number
 - (2) Full name
 - (3) Graduation year
 - (4) Degree program
 - (5) A statement of intent (maximum 300 words)
 - (6) A recent passport-size photograph
 - (7) Contact information
 - (8) Endorsed / nominated by _____ (complete details)
 - (9) Employment Certificate (if employed)
 - (10) Father/Guardian Residency Certificate (if unemployed)
 - (11) University Certificate (if MS/PhD student)
 - (12) Details of contesting panel (if any)
- e. Candidate must complete the nomination form available on NUTECH website by following these steps:
 - (1) Visit the NUTECH Main Website (www.nutech.edu.pk), Form will be visible on the main/home page.
 - (2) A popup will appear in the website header labeled "AAN Nomination Form."
 - (3) Click on it and submit the nomination for the desired post.

5. **Campaign Process**

- a. **Campaign Guidelines**
 - (1) Each candidate is allowed to use the Alumni Association website and social media platforms for campaigning
 - (2) Campaigning must adhere to respectful communication and professionalism
 - (3) Candidates must not engage in negative campaigning or harassment.
- b. **Campaign Materials**
 - (1) Candidates may share their biography, goals and campaign message through designated sections on the Alumni Association website.
 - (2) All campaign materials must be submitted for approval by the elections committee before publication.
- c. **Q&A Sessions (Optional)**
 - (1) The Alumni Association will host virtual Q&A sessions where candidates can interact with alumni voters.
 - (2) Details about the sessions will be announced via email and social media.

6. **Voting Process**

a. **Voting Platform**

(1) ODOO NIMS-CMS (Student Portal)

b. **Voting Period**

(1) Voting will be open for 03 days

c. **How to Vote:** Following are the steps for casting vote.

(1) Click on list Option

(2) Click on feedback then click on QA Feedback

(3) Click on Alumni Election Tab

(4) Cast vote for Suitable candidate

d. **Privacy**

(1) Every Alumni has its own NUTECH ID and password CNIC (with dashes)

7. **Election Monitoring**

a. **Election Committee**

(1) NUTECH Election Committee will oversee the election process

b. **Monitoring**

(1) The election committee will monitor the nominations, campaigning and voting processes to ensure compliance with the rules

8. **Result and Appeals**

a. **Results Announcement**

(1) Results will be announced via email and posted on the Alumni Association website the next day after voting ends

b. **Appeals Process**

(1) Candidate or voters may submit an appeal regarding any irregularities or violations of the election rules within 03 days of the result announcement

(2) Appeals must be submitted in writing to the Election Committee, who will review and respond within one week.

9. **Prohibitions**

a. Any form of misinformation aimed at damaging the reputation or chances of a competitor is strictly prohibited.

b. Voters must not be influenced by outside parties in ways that compromise their free will or voting integrity. This includes tactics such as using emotional or psychological manipulation to sway votes.

c. Candidates and their supporters must not engage in the dissemination of false, misleading or defamatory information about their opponents or their platforms.

d. No candidate, campaign team or supporter shall offer or promise any monetary or material inducement to influence a voter's decision.

e. All candidates to avoid any kind of forgery or fake documentation during election process. Strict action will be taken against individual found with forged or fake documents.

f. No official university personnel shall be utilized to influence or assist in any campaign activities.

g. Personal attacks, harassment, or any form of discriminatory behavior toward fellow candidates, alumni or voters is strictly prohibited.

h. Candidates must agree to abide by all decisions and guidelines issued by the Election Committee.