

## IESA EXECUTIVE COUNCIL (EC) CODE OF CONDUCT

1. The EC shall consist of 11 members who shall be brought into office in the following manner:

Category	Number
Elected Members	9
Chairman (Vice Chairman of previous Executive Council)	1
President	1
Total	11

IESA members have voting privileges and each nominee must belong to a member company in order to be eligible to be part of the EC. Election information is sent to the primary contact as nominated by the member company. Voting is done via an electronic ballot casting system.

2. The election dates are as follows:

Proposed dates	Agenda
March 01, 2013	Mail sent out to members announcing the ISEA EC elections
March 06	Closure of window by 2300 hrs IST for opt out process
March 08	Announcement of elections
<b>March 18</b>	Deadline to revert with cast votes is <b>1800 hrs IST</b>
March 20	Counting and compilation of votes
March 22/25**	Election Commissioner to speak with elected members on the EC position
March 26*	Election Commissioner to revert to IESA President with list of three members to the EC 2013-14
March 27	President to send update to current EC
March 28	New EC meets in Bangalore to elect the Vice Chairman & Treasurer and for incoming Chairman's presentation.
March 29*	President to send update to members - announcement on website the following day.
April 18	Annual Dinner @ Bangalore - to felicitate out going EC and welcome incoming EC.
*	Process through email
**	Process through telephone



## **Requirements of an IESA EC member**

IESA is governed by its EC, which shall meet at least 4-6 times a year with a gap of not more than 3 months between meetings to conduct the business of IESA.

The EC sets the organization's general direction, decides matters of overall policy and takes responsibility for activities undertaken in IESA's name. The EC must be committed to IESA's goals and principles and are expected to contribute to the well being of the organization.

### **IESA's EC members are required to:**

- Hold a decision making senior position at a member company. Past EC members have included CEOs and VPs.
- An EC member is expected to devote 1-2 days per month towards various IESA related activities as outlined below.
- An EC member is expected to carry out the full term allotted for the EC, which is typically two years, Members are eligible to be re-elected only after a year's gap at the end of the term.
- Each EC member is expected to do the following in their individual capacity:
  1. Attend the annual strategy off-site meeting that is usually held in end of April, after the new EC assumes office.
  2. Attend the pre-scheduled EC meetings, which are held at the IESA office or pre designated venue, through the year either in person or by phone.
  3. Attend the Annual Vision Summit, Technovation Awards, and other annual members meet and/or other significant IESA events.
  4. Participate and/or lead a committee and/or subcommittee/CIGs.
  5. Represent IESA through speaking engagements or as part of a delegation at industry events or government interactions as requested by IESA Secretariat.
  6. Lead or participate in in-coming or out-going delegations with peer industry bodies in other countries.
  7. Support solicitation of new members and retention of existing members through individual activities or those requested by Secretariat.
  8. Responsiveness to IESA Secretariat for guidance or support on matters relating to IESA priorities as determined by the EC and in support of the mission on IESA.
  9. Cover their individual travel related expenses as part of attending the aforementioned meetings or events.
  10. Having accepted a responsibility of a committee or an initiative will ensure success of such initiatives by putting in best efforts and not letting other non-IESA commitments come in the way of progress.

11. Conduct the responsibility in an ethical manner compliant with the laws of the country and not impacting the image of IESA.
12. If any EC member fails to attend three consecutive ordinary meetings of the EC, or is unable to fulfill other obligations as a member of the EC, his seat on the EC shall thereupon be deemed to have become vacant except in the case in which previous intimation of unavoidable absence has been received in writing by the EC and such absence is condoned.
13. In addition to the above, an EC member on behalf of their company is expected to support IESA as follows:
  - Designate one individual from their company to participate in at least one of IESA's committees as may be decided by the EC.
  - Attendance and/or company attendance at IESA activities/events. EC members are encouraged to attend as many events as possible within the year.
  - Volunteer to host an IESA EC or I2 Meeting.
  - Support IESA activities through sponsorship to the extent possible.

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