



**NOTIFICATION OF ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE & CHAPTER COMMITTEES (LAHORE, ISLAMABAD, FAISALABAD) FOR JUNE 2021-JUNE 2023, UNDER ELECTION BYE-LAW OF SOCIETY REGISTRATION ACT, XXI OF 1860**

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Dear Members

PNDS 18th Annual General Body Meeting (AGBM) & Election for the term 2021-2023 is announced to be held in the month of September 2021. Due to the current Covid situation, EC has decided to hold this meeting and elections hybrid/online. Exact date of AGBM & Elections and mode of meeting will be confirmed after two weeks' time.

1. PNDS current regular members who have paid their dues for the current year/Regular Life Members are eligible to nominate, contest and cast a vote.
2. PNDS regular active members are requested to submit nomination forms (filled, signed & scanned separately) on the email id given and a brief introductory profile INTRODUCTORY PROFILE FORM FOR PNDS ELECTION NOMINEES - Google Forms for forthcoming elections latest by 10<sup>th</sup> August 2021
3. The introductory profile submitted by nominees would be circulated among PNDS members.
4. Elections are conducted for the selections of EC members as well as for Lahore , Islamabad & Faisalabad Chapter committees.

Nominations for the Executive Committee Elections should be submitted to Dr.Ghazala Rafique(nominated Election Chair 2021) on her Email id: [ghrafiq@gmail.com](mailto:ghrafiq@gmail.com)

Nominations for the following Chapter Committees should be submitted on the email ids of respective Chapter Heads/Election Chairs

Prof. Ghazala Zaman (Lahore Chapter)

Email id: [ghazala.zaman@gmail.com](mailto:ghazala.zaman@gmail.com)

Dr. Rezzan Khan (Islamabad Chapter)

Email Id: [rezzan.khan@shifa.com.pk](mailto:rezzan.khan@shifa.com.pk)

Dr. Mian Kamran Shareef (Faisalabad Chapter)

Email id: [mks@uaf.edu.pk](mailto:mks@uaf.edu.pk)

All nominations submitted to the respective elections chair can be cc. at [info@pnds.org](mailto:info@pnds.org)

Minutes of 17th Annual General Body Meeting & Election notification with the roles, responsibilities & code of ethics of the Executive Committee/Chapters are attached with this email for thorough review. Those who wish to contest for the upcoming elections should consider applying if they are able to fulfill these responsibilities.

Nomination submission deadline: 12<sup>th</sup> August 2021

Thank you,  
Mozamila Mughal  
General Secretary PNDS(2019-2021)

### **ELECTIONS BY LAWS:**

1. Once every two years, the President shall convene a meeting of the General Body for election of the members of the Executive Committee and its office bearers.
2. The election shall be by vote of members present.
3. Every member shall have a right to one vote, but the defaulter member who has not paid the membership fee shall not be eligible to cast a vote unless arrears are cleared prior to voting.
4. Members seeking election will have to file nomination papers at least two weeks prior to the date fixed for election and scrutiny of all the nomination papers proposed and seconded by two members shall be held at least one week before the date of election. Those candidates whose nomination papers are considered to be in order by the nomination committee shall be eligible to contest for the Executive Committee.
5. Executive Committee will nominate 3 members for nominating committee for the next election of the Executive Committee. The nomination committee should consist of one member from the Executive Committee and 2 from the general body.

### **RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS**

1. PNDS Executive Committee Members are expected to attend the monthly meetings. Members who are absent for 3 consecutive meetings will be expected to resign from the Executive Committee.
2. General Secretary would be responsible to provide Agenda and Minutes for each meeting for every EC member to expedite the proceedings of the meeting.
3. PNDS Executive Committee Members will be required to maintain a file of the minutes and bring the file to each meeting so that when there is a point raised about past events the minutes are handy.
4. PNDS Executive Committee Members on various designations like President, Vice President, General Secretary, and Joint Secretary etc are expected to fulfill responsibilities as assigned in the by-laws to their respective title.
5. PNDS Executive Committee Members shall assume general managerial responsibilities over the respective subcommittees they chair. They would be expected to plan and execute yearlong activities and, outcomes and goals of the subcommittees and provide feedback to the EC in the monthly meeting. Meetings of subcommittee are held on individual basis according to the convenience of its members and its chairperson.
6. Executive Committee Members are expected to attend / participate/ organize various events or activities undertaken by the Pakistan Nutrition and Dietetic Society.
7. PNDS Executive Committee Members are expected to update the EC ASAP if they are not in a position to attend the monthly EC meetings or fulfill any responsibility. They are also expected to assist the EC in making alternative arrangement for accomplishment of relevant tasks.

### **CODE OF ETHICS FOR THE EXECUTIVE COMMITTEE & CHAPTERS**

**Accountability of the EC:** After 6 months of appointment on any position of the EC, every member shall have to submit a performance report. If performance is not found satisfactory in accordance with the SOPs, further 6 months period will be allotted for improvement. If the performance is still not improved then the replacement of the concerned position may be advised.

**Conflict of Interest:** Conflict of interest declaration at the time of applying for elections of PNDS EC/Chapters committee shall be submitted to the EC then the EC will decide whether he/she is eligible.

**Disciplinary Action:** If any member of the EC disrupts the smooth working of PNDS or uses abusive language for other EC members or threatens the EC in any form. He or she would be initially warned by the General Secretary of PNDs and if the members do not refrain from misconduct then the membership will be terminated.