



ELECTION RULES AND REGULATIONS AND
CODE OF CONDUCT
FOR ELECTIONS

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CODE OF CONDUCT FOR ELECTIONS

1. Introduction

Code of Conduct for Elections of AAT Sri Lanka is the guideline issued by the council of the Association of Accounting Technicians of Sri Lanka for candidates and other members at an election of Members to the Governing Council. This code mainly covers the general conduct of candidates, awareness and the procedure, and polling day behavior of candidates. The principal objective of this Code of Conduct is to ensure free and fair elections. In addition, it supports building harmony among candidates, avoid disputes and disagreements among them and also ensures professional behavior of candidates during the election period. This code of conduct shall constitute a part of the Election Rules and Regulations. Therefore, candidates contesting AAT Governing Council elections shall follow this Code of Conduct for elections in good faith and help maintain the reputation of the Association.

The guidelines in this Code of Conduct for elections are developed categorised into three stages of the election process, namely, (1) General Conduct, (2) Awareness and Procedure, and (3) Polling day Behaviour.

2. General Conduct

- 2.1 No candidate shall act in any manner that may aggravate any existing differences if any or create mutual hatred or cause tension between other contesting candidates
- 2.2 Candidates shall refrain from criticism of all aspects of other members and their past work at the AAT and /or in their personal lives.
- 2.3 Candidates, consenting to nomination, shall make a commitment to attending meetings that will be summoned by the election committee during the election period to discuss about the conduct of the election and other matters relating to the election.

3. Awareness and Procedure

- 3.1. Candidates shall refrain from any activities that will promote them among members of AAT Sri Lanka for the purpose of the election, unless otherwise authorized by the Election Committee.
- 3.2. Candidates shall not distribute and display anything that will promote him/herself in the election period that will commence from the day of nomination (Such as business cards, emails, e-flyers or any other materials in soft or hard forms)
- 3.3. Candidates shall refrain from having discussions, promoting election and organizing events targeting the election at committee meetings.

- 3.4. All candidates shall avoid scrupulously all activities which are considered unethical practice such as bribing of voters in any manner, intimidation of voters, canvassing, and holding private and public meetings during the period starting from the day of nomination
- 3.5. Candidates shall avoid providing transport and conveyance of voters to and from the polling station.
- 3.6. No candidate shall permit his/her followers to make use of any individual to promote him/herself in any manner
- 3.7. Candidates shall refrain from organizing parties, dinners or similar activities for members of AAT Sri Lanka during the election period that will promote himself/herself for the election
- 3.8. Candidates shall not attend any get-togethers or similar activities that shall be organized by someone/his/her office for the members of AAT Sri Lanka in order to promote the candidature directly or indirectly for the election.
- 3.9. Candidates shall refrain from appearing in any media (electronic printing or otherwise) intended exclusively for AAT members with effect from the date of acceptance of nomination without prior consent of the Election Committee.
- 3.10. Candidates shall refrain from addressing members of AAT Sri Lanka in public forums with effect from the date of acceptance of the nominations without the prior consent of the Election Committee.

4. Polling Day Behaviour

- 4.1 Members of AAT Sri Lanka and candidates should co-operate with the officers on election duty to ensure a peaceful and orderly polling and safeguard complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.
- 4.2 Candidates shall refrain from causing undue influence in any manner that will promote candidates in a personal manner (Such as serving or distributing liquor during polling time, distributing name cards, text messages and planting supporting agents during polling time to promote candidates)
- 4.3 Candidates shall refrain from attempts to collect crowds near the polling booths and counting centers preventing voting members to cast their votes and disturbing counting staff in counting the ballot papers.
- 4.4 Candidates shall not obstruct the election Presiding officers/supervisors in the conduct of the election in a proper manner. If candidates have any specific complaints or problems regarding the conduct of elections, they may bring same to the notice of the Presiding Officers/ Supervisors

5. Implementing Guidelines

- Effective Date : With effect from the 2015 election
- Responsibility for Implementation : Election Committee shall take the responsibility of implementing the guidelines set out in this code.
- Responsibility for Adherence : Members of AAT Sri Lanka including those contesting at elections as candidates shall abide by this Code of Conduct for Elections.

6. Final Authority

The decision of the Governing Council of AAT Sri Lanka, shall be final with regard to any issue or interpretation arising in applying the foregoing rules and regulations or any other matters arising therefrom whatsoever.

ELECTION RULES AND REGULATIONS

1. Introduction

This document contains the Rules and Regulations framed for members of AAT Sri Lanka pertaining to the election of members to the Governing Council of AAT Sri Lanka approved by the Governing Council. The purpose of these rules and regulations is recognition and safeguarding of the democratic practices in the aforesaid election process of AAT Sri Lanka. Every member of AAT Sri Lanka is bound by these rules and regulations.

2. Statutory Provisions

As per Article 61 of the Articles of Association of the Association of Accounting Technicians of Sri Lanka, “every two years an election will be conducted in order to elect five members to the Governing Council”. The Rules and Regulations contained in this document shall apply for the conduct of such election and shall not supersede the provisions of the Constitution, namely the Articles of Association of AAT Sri Lanka.

3. Responsibility of the Governing Council

The Governing Council shall be responsible for conducting a fair election to appoint five (5) members to the Governing Council in a democratic manner, and such election shall be conducted in compliance with the Constitution of AAT Sri Lanka, namely the Articles of Association of AAT Sri Lanka.

The governing council shall:

- 3.1 Declare and call an election on a date which is not less than sixty (60) days prior to the end of the term of the current Governing Council
- 3.2 Issue notice of such election to members of AAT Sri Lanka
- 3.3 Appoint members to an Election Committee as set out under Section 4.1 below to administer matters relating to such election
- 3.4 Issue a notice declaring the methodology for the election campaign that shall be carried out by candidates.

4 Election Committee

The Election Committee shall be responsible for administering and resolving problems and issues, if any, relating to election matters, and to provide recommendations to the Governing Council for the conduct of a free and fair election. The election committee shall be responsible to the Governing Council.

4.1 Composition of the Election Committee

The Election Committee shall comprise of five (5) members, namely two (2) Governing Council members nominated by CA Sri Lanka, selected by the Governing Council, the two (2) Governing Council members nominated by the Ministry of Education, and Ministry of Finance, respectively and the Immediate Past President. The CEO of AAT Sri Lanka shall be the Secretary to the Election committee.

4.2 Appointment of Chairman/ Chairperson of the Election Committee

The Chairman/Chairperson of the Election Committee shall be elected by consensus from among the members of the Election Committee at the first meeting of such committee.

4.3 Duties and Responsibilities of the Election Committee

The duty and responsibility of the Election Committee shall be conducting of a free and fair election in a democratic manner. For this purpose, the Election Committee shall:

- a) Appoint staff from among AAT Staff to assist the conduct of the election.
- b) Organize all necessary prerequisites for the conduct of a fair and impartial election.
- c) Determine eligibility criteria of candidates who wish to submit nominations to contest at the election.
- d) Set up a framework for the election campaign with standards to establish equality among candidates in the election campaign.
- e) Manage issues and resolve problems with regard to the election and its candidates in a fair manner.
- f) Convene meetings of candidates of the election. First meeting of the candidates shall be convened within the first week from the date of closing nominations, but before publishing and circulating the names of candidates to the voters, namely members of AAT Sri Lanka.

- g) Monitor any violation of code of conduct for elections and take necessary action with the concurrence of the Governing Council to deal with any election violation by the candidate(s) and to disqualify any candidate (s) who violates the code of conduct for elections. Disqualifying of a candidate shall be done after a fair inquiry into alleged violations.
- h) Advise the Governing Council on decision making in relation to election related matters, when necessary.
- i) Appoint Presiding officers / Supervisors to oversee and supervise the election on the polling day.
- j) Announce and issue certified election results to candidates on the election day after completion of counting of votes.
- k) Submission of final report to the Governing Council on election results and the conduct of the election and suggestions/proposals for further improvement of the election process of AAT Sri Lanka.
- l) Ensure that the Governing Council issues a notice declaring the methodology of conducting promotion campaigns by candidates.
- m) Provide strategies, guidelines and time schedule to the management of AAT Sri Lanka to carry out awareness programs to promote candidates from among members of AAT Sri Lanka.
- n) Meet at any time at AAT Sri Lanka premises or at other suitable venue. Meetings of members of the election committee shall be physical meetings or otherwise by e-mail or over the telephone. However, when meetings are not in the form of physical meetings, all members shall sign for agreeing with the decisions taken.
- o) On receipt of the nominations, the Election Committee shall scrutinize and review the nomination papers submitted by the nominees and inform those nominees who have not qualified to contest with reasons.
- p) Provide Election Rules and Regulations, and Code of Conduct for Elections to the candidates contesting the election.
- q) Immediately after counting of votes and finalizing of results, the chairman/ chairperson of the election committee shall invite the incumbent President of AAT Sri Lanka OR in his absence, Secretary to the Election Committee OR other suitable person, to announce officially the final election results.
- r) Develop an equitable basis to select a member of the Council in the event of equal votes being cast for candidates for the fifth position.

5. Adherence to the Election Rules and Regulations and Code of Conduct for Elections

Candidates at the election shall adhere to the Rules and Regulations and the Code of Conduct for Elections that have been issued by the Governing Council. The violation of Election Rules & Regulations shall disqualify a candidate from contesting the election and as a result to hold the position as a council member.

6. The Notice of Election by the Governing Council

- 6.1 The notice of election shall be issued by the Governing Council with substances mentioned in Section 6.3 below.
- 6.2 The Governing council shall have the power to change any information/criteria depending on the prevailing circumstances should it become necessary to do so in the interests of the Association. This notice shall be issued at least forty five (45) days before the date of the election.
- 6.3 The notice accompanying the nomination paper shall include opening and closing dates of nominations, closing time of the nomination, the venue at which nomination papers can be collected, address or a person's name or designation for handing over the nomination papers, relevant conditions to accept the nomination, the date of the election and any other relevant information.

7. The Nomination and Other Provisions

Any active member of AAT Sri Lanka has the right to submit nomination for election to the Governing Council. The interpretation of the term "active member" and the term "non-active member" in this context is a member whose membership subscription fees are not in arrears, and a member whose membership subscriptions fees are in arrears respectively.

Applicable conditions relating to nomination shall include:

- 7.1. A member of AAT Sri Lanka shall satisfy the eligibility criteria issued by the Election Committee from time to time
- 7.2. No member is entitled to propose or second the nomination of more than one candidate.
- 7.3. Member shall be entitled to hand over the nomination only if such members nomination is proposed and seconded by active members.
- 7.4. The nomination paper shall be submitted to the Chief Executive Officer of AAT Sri Lanka within the stipulated time and shall obtain a receipt in acknowledgement

- 7.5. The nominee shall complete the nomination paper in full with required information after reading and understanding the guidelines, election rules and regulation, and code of conduct of the election. Incompleteness of information could be a reason to reject the nomination.
- 7.6. Nomination period shall be at least fourteen days (14) from the date of declaration calling for the election
- 7.7. A member of the AAT Sri Lanka has the right to elect five (5) members to the council
- 7.8. Five (5) contesting candidates who receive the highest number of votes shall be declared elected to the governing council, subject to Section 4.3 (r).

8. Implementing Guidelines

- Effective Date : With effect from 15th October 2015
- Responsibility for Implementation : Election Committee shall be responsible for implementing the Rules and Regulations.
- Responsibility for Adherence : Members of AAT Sri Lanka who become candidates at the election shall be responsible for adhering to these Rules and Regulations.

9. Final Authority

The decision of the Governing Council of AAT Sri Lanka, shall be final with regard to any issue or interpretation arising in applying the foregoing rules and regulations or any other matters arising therefrom whatsoever.

