

**NASSCOM<sup>®</sup>**

**GUIDE TO NASSCOM  
EXECUTIVE COUNCIL  
ELECTIONS 2023-25**

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## ABOUT EXECUTIVE COUNCIL

The Executive Council represents our diverse membership and plays a key role to determine and oversee the strategies and priorities for NASSCOM and the technology industry. The Executive Council is often described as a Coalition of Competitors that are collectively shaping the future directions for the industry.

### EXECUTIVE COUNCIL ROLE

**The Executive Council is the governing body for NASSCOM and plays a key role to ensure**

- NASSCOM and its members build a successful and sustainable tech product and services industry
- Promote the industry globally in key markets and evangelise market creation in emerging segments
- Proactive policy advocacy with government to enable the industry growth and contribution to the country
- Advocacy on ethical conduct of business by the members
- Maintain the high image of NASSCOM and the industry.

## RESPONSIBILITIES OF THE ELECTED MEMBERS

- As the governing body for the association, Executive Council members are expected to contribute in the strategic management of NASSCOM and support proactive governance.
- 5 meetings are held in a year as per a published schedule and members are expected to attend all meetings and a minimum of 3 meetings.
- Members are expected to give time and get involved / lead a key activity for NASSCOM. The member will need to budget his / her time for the association activities.
- Members will also leverage their network to further the industry and NASSCOM agenda for thought leadership, collaboration and funding.
- Members are expected to adhere to the Code of Conduct outlined by NASSCOM

### Key Responsibilities:

**Envision** the Industry Agenda

**Engage** and lead initiatives.

**Empower** and contribute thought leadership.

**Expand** outreach and network.

## NASSCOM EXECUTIVE COUNCIL ELECTIONS 2023-25

The Executive Council Elections are held once every two years and the next Executive Council will take over in April 2023. NASSCOM today represents over 3000+ plus members with over 60% voting members and it's a unique opportunity for members to contest the elections and contribute to the growth of the industry.

The Constitution of the Executive Council is as under. Please note that the election is being held for 20 Elected Seats:

Sl. No.	CATEGORY	NO.	Note
1.	Elected Seats	20	18 – General or Open 2 – SME (member companies headquartered in India with revenues below Rs 250 crore)
2.	Nominated Seats	8	5 – Council Chairs 3 – Emerging sectors
3.	Immediate Past Chairmen	4	
4.	President (ex -officio)	1	
	<b>Total</b>	<b>33</b>	

## ELECTION SCHEDULE

The Election Schedule for the Executive Council (2023-2025) is as follows:

Notice for Election	02 February, 2023
Last date for receipt of Nominations	23 February, 2023 – 1800 hrs.
Last date for withdrawal of Nominations	03 March, 2023 – 1800 hrs.
Commencement of e-Voting	04 March, 2023
Closing of e-Voting	23 March, 2023 – 1800 hrs.
Election Result	24 March, 2023
First Executive Council meeting	April 2023

## ELIGIBILITY CRITERIA

- Only **Regular Members** of NASSCOM are eligible to contest and vote for the Executive Council elections. Associate Members are neither eligible to contest nor vote for the elections.
- SME Seat is applicable to companies that meet the criteria of having headquartered in India and revenue below Rs 250 crores including its subsidiaries or group companies as of March 2022
- The leader being nominated for election should be the company head or in exceptional circumstances, the next in line decision maker.
- The nominated leader should have maintained the highest level of integrity, played a key role in shaping the business and also engaged in the community.
- A member from whom amount is due to the Association on any account whatsoever up to the last date of filing nomination, shall not be eligible to contest in the election. For members to be eligible to vote, the payment if any due will need to be received before the member can cast their vote and before the last date of voting.

### Check List

1. Should be a Regular Member of NASSCOM
2. SME seat is only applicable to companies headquartered in India with a revenue below Rs 250 crore from its subsidiaries or group companies.
3. No outstanding dues to NASSCOM

## APPOINTMENT OF OFFICE BEARERS

- The elected members of the Executive Council elect a Chairperson and Vice Chairperson who preside over the meetings for the association.

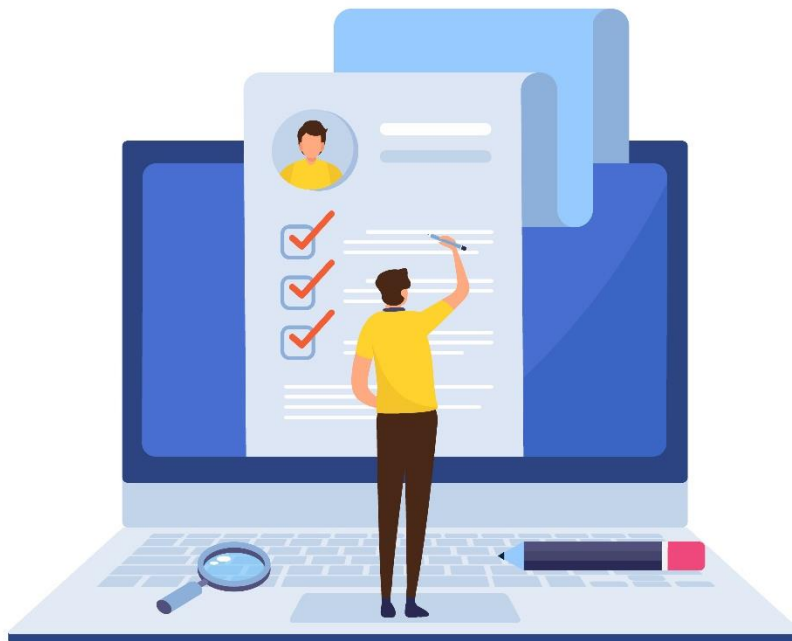
- The tenure of the Chairperson, and Vice Chairperson shall be for a period of one year, or as decided by the Executive Council. After completion of the term, the Executive Council shall again elect the office bearers. The office bearers of the first year term can be re-elected.

## VACANCY IN ELECTED SEATS

- In the event that a member of the Council, who is an individual person, resigns from or otherwise removed as a representative of the Member company, such member shall cease to be a member of the Executive Council with immediate effect. The member company may submit an alternate name to the Executive Council for consideration. This will need to be approved by the Office Bearers of NASSCOM.
- As per the rules of the Association, the office of a member of the Executive Council shall be vacated if he/she absents himself/herself for three consecutive meetings without leave of absence being condoned by the Executive Council.
- Any vacancy of a member from the 'Elected Seats' category of the Council will be filled by the Executive Council by nomination as and when necessary. The tenure of these members will coincide with the tenure of the elected members of the Council.

## GOVERNANCE

- The elections are held under the supervision of an independent auditor and ensuring highest level of governance within NASSCOM.



## NOMINATION PROCESS

This is the most important step to get started. Identify the decision maker in your company who is willing to commit time and provide strategic insights for the industry. Each eligible member can only submit one nomination for the Executive Council. The process of nomination is very easy:

- Members interested to send in their nomination may [Click Here](#) and press the 'Click to Nominate' button to submit their nominations. Member will then be required to enter their membership id (<<membership id>>) and the email id to receive the OTP that will lead an applicant company to the Nomination Page.
- Choose the category wherein your company would like to contest 'General or Open seats' or for the SME seats. Please note that SME Seat is applicable to companies having headquartered in India and a revenue below Rs 250 crores including its subsidiaries or group companies as of March 2022.
- The nomination can be done in only one of the two categories so please make the right choice.
- Previous elections have witnessed almost 70+ nominations for the 18 seats and 20+ nominations for the SME post hence it is important that the voting members know more about the contestants. Please add well written brief bios and company profile that talk of some unique achievements.
  - Brief bio (Maximum 150 words)
  - Upload a Picture (Maximum size 5 mb - format JPEG, JPG, PNG)
  - Company Profile (Maximum 150 words)
  - Statement of intent (max. 150 words): This should provide an outline of some key ideas that the member would like to take forward if elected to the Executive Council.
- Any request for editing / changing the company contestant or any of the submitted details will need to be sent to Kailash Nautiyal at [e-election@nasscom.in](mailto:e-election@nasscom.in). You may view the saved nomination details in the 'Nomination Summary'. The last date of nomination submission is 23 February 2023 and after the closure of nominations, no changes will be entertained

### **Getting Started to File the Nomination**

1. Edit the bio to cover key achievements in an easy-to-read format. Stick to the 150 word limit
2. Tell us about some unique things your company is doing in 150 words
3. Upload a Pic
  - dimensions: 250px\*250px
  - jpeg, jpg or png format
  - Upto 5mb allowed
4. If you are active on social media don't forget to add your social media profile - twitter / linkedin

## **WITHDRAWAL PROCESS**

Once the Nomination period is over (i.e 23 February 2023), the list of all valid nominations will be made available online for all the contestants and they will be given 7 days' time in case they wish to withdraw their nomination. Please [Click Here](#) to withdraw your application - enter your membership id and OTP that you would receive on your registered email id and the mobile no. After withdrawal, the member company cannot make any request for an alternative candidate or restoring the previously nominated candidate.

## **VOTING PROCESS**

Whether your company chooses to contest elections or not, it is important for all eligible members to cast their vote. This ensures that the elected members are chosen by a large segment of membership. The voting process will be spread over 3 weeks to give adequate time to members to cast their vote and know more about the contestants. The process of voting requires the following steps:

- To cast the vote, each member company head (as per NASSCOM's database) will need to [Click Here](#) and 'click on vote button'.

- In case the 'Head of Company' for some reason is not able to cast the vote. He/ she may send a request at [e-election@nasscom.in](mailto:e-election@nasscom.in) to change the company head details. On receipt of the mail NASSCOM would share the necessary links and the details to the new contact to be able to cast the vote on behalf of the company.
- Before you start voting, spare an hour and go through the list of nominations and read the contestant's bio. It is important to make an informed opinion on your voting candidates and not just based on company names that you may know of. Please note that you need to choose 2 contestants from the SME Category and 18 from the general category.
- Once you have shortlisted the candidates you would like to vote for, click the vote tab and cast your vote for your selected candidates. Please note that no changes would be possible once the vote is submitted.
- Please do use your vote fully and choose 20 candidates – 18 in the general category and 2 in the SME category. Your vote will not get submitted unless you chose a minimum of 10 in the general category (this is the base requirement, but please vote for 18 candidates) and 2 in the SME category. Contestants are keen to contribute to NASSCOM and the industry and it is imperative that voting members cast their vote fully.
- As per the Rules of the Association, the voting rights of members shall be calculated on the basis of the annual membership subscription of members as per table below. Please note that the weightage of the vote will be based on the slab on which your company has paid membership subscription for 2022-23. This means that for example if your company is in the revenue slab of Rs 5-20 crore, each of the 20 contestants you have voted for will be given a weighted vote of 2.

<i>Annual Turnover</i>	<i>Voting Weightage</i>
<i>Revenues between 2 – 5 Crore</i>	1
<i>Revenues between 5 – 20 Crores</i>	2
<i>Revenues between 20 – 50 Crores</i>	3
<i>Revenues between 50 – 200 Crores</i>	4
<i>Revenues between 200 – 500 Crores</i>	5
<i>Revenues more than 500 Crores</i>	6

- The NASSCOM Secretariat will send periodic communication to eligible members requesting them to cast their vote and will showcase the contestants and their vision for NASSCOM through its website.
- To ensure elections are conducted in a harmonious member and are fair for all contestants, it is requested that contestants do not engage in any campaigning.



## ELECTION RESULTS

- The election will be held under the supervision of an independent audit firm who will have secured access to the e-election portal. The NASSCOM Secretariat managing the election will only have access to list of candidates that have not voted so that regular reminders can be sent to them.
- After the close of voting on 23 March 2023, the appointed auditor will do a due diligence of all the processes followed and collate the final results. The first 18 contestants that get the maximum votes will be elected in the General and Open category and the top 2 contestants with maximum votes will be elected in the SME category.
- This list will be shared with the NASSCOM President who will publish the elected member list on the website and inform all the contestants.

## CODE OF CONDUCT

Members submitting their nominations for the elections will need to comply with the code of conduct and ethics stated below.

### Code of Conduct & Ethics

- **Relations with Industry Members:** Dealings with members must be conducted in a positive and professional manner and in utmost courtesy and fairness; non-discriminatory, property rights, confidential data of fellow members must be respected; and no engagement in disparaging or predatory tactics should be entertained.
- **Engagement with Government and Policymakers:** NASSCOM represents the issues of the industry as a whole and not individual companies. Thrust will be to drive advocacy through facts and data and not anecdotal incidents. Engagements with government will be driven through the Secretariat and all representations from NASSCOM must be carefully vetted for accuracy, consistency and in line with the policy design principles. NASSCOM does not allow facilitation payments and does not tolerate any form of bribery or corruption.
- **Representing NASSCOM at forums / platforms:** Leaders representing NASSCOM in councils / forums / platforms should ensure that they maintain industry messaging and do not use such platforms for individual company issues. Council leaders and NASSCOM team will collaboratively develop the vision and key objectives of their thematic / region that is aligned with the overall objectives and goals for NASSCOM. Difference of perspectives must be discussed and aligned.
- **Conflicts of Interest:** Principles of fairness will be followed, and no activities will be undertaken to promote personal interests or gain personal benefits while conducting NASSCOM activities. Leaders and employees must ensure that their personal interests and that of their close relatives / friends do not conflict, or appear to conflict, with the interests of NASSCOM. Any potential conflict of interest including personal relations that may have an adverse impact or create conflicting circumstances must be shared with President, NASSCOM before any action is undertaken.

Leaders would be required to maintain strict confidentiality on issues discussed at NASSCOM. If there is a need to share any of the NASSCOM inputs with other associations for alignment, they should inform NASSCOM secretariat proactively.

In case any EC member is considering taking on a leadership position (Chair / President etc) at another industry body, they are required to inform NASSCOM Chair and President of the same. NASSCOM Senior Leadership Team (office bearers) reserve the right to determine potential risks of conflict of interest if any. In case of a perceived risk, the member could be requested to step down from EC, if they want to take on the leadership position at another industry body.

- **Consistent Communication is key** – All communication – email, social media, print, TV must be in sync with the overall messaging for the industry and NASSCOM. Only authorized spokespersons should speak on behalf of NASSCOM while commenting on an industry issue / policy.
- **Compliance with the law** – NASSCOM will comply with applicable law in all jurisdictions in which it operates and expects its stakeholders and employees to do so as well.



## CONTACT US

For more information, please get in touch with  
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