

Rules for Nomination to Executive Committee 2009-10

1. Only members of ISACA who have opted for affiliation to Bangalore Chapter are eligible to contest/propose in the election. The membership of the **contestants** and their proposers should be valid and current as on **30-Jun-2009**
2. Nomination Form, as per annexure-1, shall be submitted to the Chapter Office in a closed cover along with Proof of validity of membership (*of the contestants*) on or before (*17:00hrs cut-off time*) **12th October 2009**.
3. Nomination form should be submitted to the chapter office in original.
4. Name and Membership Number of the **contestants** and the **proposers** shall be mentioned in the space provided.
5. Proof of validity of membership shall be submitted along with the Nomination Form. (*Acceptable evidences may be copies of Receipt of payment of membership fees, letter received from ISACA, HQ, identity card issued by ISACA, or any other suitable document.*)
6. Attach in brief a profile in about eight to ten lines about your professional and related achievements.
7. Last date of withdrawal of Nomination is **15th October, 2009** (*1700hrs cut-off time*)
8. The Nomination Committee will scrutinize the applications. Incomplete and improper applications will be rejected. Illustrative list of grounds for rejection of application may be: -
 - a. Application not signed by **Contestant**.
 - b. Application not signed by any of the **two proposers**
 - c. Complete details not provided in the application.
 - d. Membership numbers of the **contestants** or **proposers** not filled up.
 - e. Incorrect Membership numbers.
 - f. Proof of membership is not attached.
 - g. Application received after closure period.
9. Publication of final list of Contestants will be done on **17th October, 2009**
10. Decision of the Nomination Committee is final and binding.

11. Executive Committee consisting of maximum of 11 members shall be elected in the AGM
12. Elections will be conducted only, if required, on **25th October, 2009** during AGM & voting is by secret ballot (No Proxy is allowed)
13. Elected Board of Directors shall hold office from the conclusion of AGM till the conclusion of the next AGM.
14. Elected representatives shall elect the President for the year 2009 - 10 and the other office bearers and directors will be identified from among the elected representatives based on following and consensus approach:
15. All elected representative(s) will be required to confirm their acceptance and adherence to the “Code of Ethics for EC members” (annexure 2) and “Conflict of Interest and Disclosure Statement” (annexure 3), in writing, for their election to be valid and complete



Annexure – 1

Nomination Form for 2009-2010 Executive Committee Elections

To

Date:

The Nomination Committee
ISACA Bangalore Chapter
#S 13, 531, 2nd floor. Priya Chambers
Dr.Rajkumar Road, Oppo. St.Theresa Hospital
Near E-Zone
2nd Stage, Rajajinagar
Bangalore 560010

**Affix your latest
Photograph**

Dear Sir,

I wish to contest as a candidate for Executive Committee of the Association for the year 2009 - 10 at the Annual General Meeting to be held on **25th October, 2009**. If I am elected, I shall be glad to serve on the Executive Committee during the year 2009 - 10 and shall abide by the rules & regulations, code of conduct for EC members, by-laws of the chapter, rules of nomination to EC and discharge the responsibilities assigned by ISACA Bangalore chapter from time to time.

Thanking you,

Yours faithfully,

Signature of the candidate

Name:

Address:

ISACA Membership No.:

Email:

#S 13, 531, 2nd floor. Priya Chambers, Dr.Rajkumar Road, Oppo. St.Theresa Hospital, Near E-Zone
2nd Stage, Rajajinagar, Bangalore 560010 Phone: 080 – 2337 7956
Email: chapter@isacabangalore.org; web.comms@isacabangalore.org

Proposers:	
1. Signature Name: Address: Email: ISACA Membership No	
2. Signature: Name: Address: Email: ISACA Membership No.:	

For Chapter Use:

Date and Time of Receipt	Mode of Delivery	Receivers Signature	Remarks

Remarks of the Nomination Committee:

--

Annexure 2

Code of Ethics for Executive Committee Members of ISACA, Bangalore Chapter

The ISACA Bangalore Chapter has set forth the following Code of Ethics to guide the Executive members of the chapter in fulfilling their responsibilities. By filing their nomination to the board of ISACA Bangalore chapter, members are certifying that they will abide by the chapter's Code of Ethics.

Introduction

As the Bangalore chapter has been growing in numbers and the number of activities is increasing, the chapter has recognized the need to have a Code of Ethics to guide the Executive committee members in performance of their duties. Each of the EC members is expected to strictly adhere to the code of ethics.

Objectives

The objectives of the Code of Ethics are to inform:

- Members of the chapters about the code of ethics, which will be adhered to by their elected representatives.
- EC Members of the member's expectations from their elected representatives

Compliance

The ISACA, Bangalore chapter expects each of the EC members to comply with Code of ethics formulated by the chapter. Failure to comply with these standards may result in an investigation into EC Member's conduct by the Board of Directors of ISACA, Bangalore chapter or appropriate ISACA committee, and ultimately lead to disciplinary action

I hereby declare that I have read and understood the Code of Ethics and I agree to abide by the same.



SIGNATURE

NAME:

Membership Number:

DATE:

Code of Ethics

ISACA, Bangalore chapter sets forth this Code of Ethics to guide the personal conduct of EC members of the chapter as relevant to the activities of the chapter. Every EC Members on being elected to Board of ISACA, Bangalore Chapter shall:

- Ensure implementation compliance with Quality Management Systems and procedures as relevant to their domain of activities.
- Perform duties as EC Member as relevant to their designation with objectivity, due diligence and care, in accordance with standards and best practices as set out in the Chapter Quality manual.
- Serve in the interest of chapter members in a lawful and honest manner, while maintaining high standards of conduct and character, and not engage in acts discreditable to the chapter.
- Maintain the privacy and confidentiality of information obtained in the course of their duties unless disclosure is required by legal authority. Such information shall not be used for personal benefit or released to inappropriate parties.
- Maintain discipline and decorum in their interaction in the meetings of executive committee or any other chapter meeting.
- Focus on their area of activity and agree to provide a plan of action at beginning of their tenure and ensure accomplishment of the goals as set out in the plan of action.
- Inform EC/reporting authority of the results of activities performed; revealing all significant accomplishments and areas for improvement.
- Support the overall growth of chapter members in enhancing the systems and procedures.
- Obtain leave of absence in case of inability to attend the EC meetings. Absence from 3 continuous EC meetings without valid leave of absence would make the EC member ineligible to continue as an EC member.
- Ensure attendance of Minimum 75% of EC meetings of the chapter
- Ensure that their membership of ISACA, international is kept current during their tenure as EC member
- Participate in educational activities of the chapter and attend monthly CPE meetings (minimum 50%) of the chapter
- Ensure that grievances if any, is settled with the concerned EC member, and if the matter is not resolved, escalate it to the president only. Only the president or the Secretary (if they find it appropriate) will bring the matter to the notice of EC.
- Ensure that emails are sent only to the concerned function head or group as relevant and strictly abstain from circulating emails of grievances or criticism to all EC members or members or officers of ISACA, HQ.
- Maintain punctuality in attending meetings of the chapter.
- Ensure that the email ids and mobile numbers of EC members/members are not shared with anyone other than those who are authorized.
- Maintain professional approach and be objective in participation in chapter activities and EC

meetings.

- Ensure that they do not indulge in any personal slander or criticism against any of the other EC members.
- Work for achieving the overall vision, mission and goals of ISACA, in general and the chapter, in particular.

Annexure 3

Conflict of Interest and Disclosure Statement

Philosophy The ISACA, Bangalore chapter enjoys an excellent reputation in the IT community and the business sector. This reputation depends in large measure upon the confidence of the Chapter members; the IT community and the business sector have in its integrity. In order to maintain this confidence, this chapter has adopted this Conflict of Interest / Disclosure Statement. Because the chapter depends upon voluntary service to achieve its goals, this statement must be realistic and workable. It is recognized that, in the information systems control profession, volunteers have other personal, business, and professional interests or commitments, some of which may have the potential to create conflicts with the best interests of this chapter. This chapter does not view the existence of these interests or commitments as necessarily implying bias or an impediment to participation in ISACA chapter activities.

Duty to Disclose It is the policy of this chapter that decisions of board members, committee members, staff, and all other persons acting as representatives of this chapter should be based solely on the best interests of the chapter, its membership, the IT community, and the business sector. They should never be influenced by desire for personal profit or by other extraneous considerations. Scenarios creating the appearance of a conflict of interest by a chapter representative should be avoided. Accordingly, this chapter has adopted the following statement.

Financial Interests An individual covered by this statement shall make disclosure if that individual or an immediate family member has a material financial interest in any commercial entity which provides products or services related to subject matter that is likely to be considered or is under discussion by a chapter body (e.g., board, committee, sub-committee, task force, etc.) on which the individual serves, or is a direct competitor of such a commercial entity.

Other Organizations An individual covered by this statement shall make disclosure if, within the previous twelve months, that individual has served as a board or committee member, or has been employed by, consulted for, or done research for (a) other professional organizations or (b) any commercial entity which provides products or services related to subject matter that is likely to be considered or is under discussion by a body of the chapter on which the individual serves, or (c) a commercial or other entity with interests potentially conflicting or competing with those of the chapter.

Proprietary Information Among the chapter's assets are contracts, documents, educational materials, membership lists, and other confidential information developed by the ISACA or the chapter, or lawfully acquired from others. These assets are the property of the chapter. An individual covered by this statement shall not use or disclose them to third parties subject to chapter policies and procedures, nor shall they utilize this information for any personal gain.



Gifts An individual covered by this statement shall make disclosure if, within the previous twelve months, that individual or an immediate family member has received support, fees, honoraria, travel expenses, gifts, gratuities, entertainment, or free products or services of a substantial financial value from any commercial entity which provides products or services related to subject matter that is likely to be considered or is under discussion by a chapter body on which the individual serves, or from a direct competitor of such a commercial entity.

I hereby attest that I have no conflict(s) of interest regarding the above, except as noted below:

For purposes of this statement, an individual’s immediate family shall include the individual’s spouse, children, parents, and siblings. A material financial interest shall be defined as ownership or beneficial ownership of more than Rs. 10,000 worth of stock or 1% of the stock in a commercial entity. The term “substantial” financial value shall be defined as Rs. 10,000 or more in aggregate from any one entity during the previous 12-month period.

Each chapter board member, committee member, or staff member shall file an annual disclosure statement with the chapter. The disclosure statement must be filed at the time of nomination for election or appointment to a chapter position. Furthermore, chapter board, committee, and staff members shall disclose all potentially conflicting interests, which they identify during their service in a chapter position. An individual who has a possible conflict of interest with respect to a matter under consideration by a chapter body on which the individual services shall disclose the possible conflict of interest to the body prior to or during the discussion relating to such matter and, in any event, prior to any action by the body on such matter. The individual shall make this disclosure at the earliest possible time in order to avoid misunderstanding or misrepresentation of the individual’s motives or interests relating to participation in a matter before the body. Individuals holding chapter positions are the chapter’s most visible representatives with members and outside organizations. For this reason, board members are often asked to address member groups and others, regarding chapter or professional issues. To avoid possible confusion or misunderstanding, individuals representing the chapter who address groups should clearly indicate whether they are speaking as a member of the board, or as a private individual. Board members comments on professional issues, rather than chapter issues, should indicate to the audience that their comments are based on their perspective as an IS control professional (e.g. “in my capacity as xxx, for the xyz corporation...”).

Declaration I have read this conflict of interest and disclosure statement and support its intent. I recognize that I must disclose any personal interests or commitments I have regarding subjects that are likely to be discussed by the chapter body on which I serve during the next twelve months. To the best of my knowledge, **I do / I do not have** interests or commitments that should be disclosed relative to my service on/as a member of the executive committee of ISACA, Bangalore chapter. I have read this statement and I have identified and described any potentially conflicting interests or commitments. If my interests or commitments change during the year or if the subject matter of my group changes and results in my being asked to consider a matter about which I have personal interest or commitment, I agree to file an amended disclosure statement at that time. In addition, I recognize that it is my obligation to disclose any personal interests or commitments to the other members of the chapter body on which I serve at such time as that body discusses subjects related to those personal interests or commitments. I understand that failure to comply with this disclosure statement may be considered cause for removal from office, appointment, or participation in any chapter activity or program.

SIGNATURE

NAME:

Membership Number:

Date: