



Procedures & Schedules for Election 2025 approved by the Mg. Committee on 3rd July 2025

- ❖ *An active member (organization) can vote in the election through e-voting.*
- ❖ *Only one designated person among the authorized persons in a member organization can vote in the election through e-voting by submitting his/her email id and mobile number in the portal <https://www.keralatravelmart.org/Users> in their respective profile using their credentials.*
- ❖ *A member can appoint only one person as his/her proxy to attend the AGM on his/her behalf.*

21st Aug'25 (Thu)

The Hon. Secretary announces the Election along with the name of the Returning Officer (RO)

22nd Aug'25 (Fri)

The Returning Officer gives the Notice of the Election with the procedures and schedules. Also, to update the name, email id and mobile number of the designated authorized person for E-voting in the portal for the voters list (in the respective profile using their credentials)

30th Aug'25 (Sat)

Annual report to be sent to members along with notice for AGM by email/post/courier.

2nd Sep 25 (Tue)

The Returning Officer will publish the preliminary voters' list consisting of the active members (organization)*, their authorized representatives who are eligible to participate in the election, and designated representatives to cast the e-vote, in the KTM website. The same will also be circulated among the members by e-mail.

It is the responsibility of the member organization to ensure that the name of the authorized person, designated person for e-voting, his/her email id and mobile number in the voters' list is correct. The voting link will be forwarded to this email id and OTP for casting of vote will be sent to the given mobile number only.

****An Active member (organization) is one who has renewed his annual membership for the current year 2025-26 on or before 12th Sep 2025.***

12th Sep'25 (Fri)

Last date for the renewal of membership for the year 2025-26 in order to participate in Election 2025 (ie. to propose/second a candidate/ contest in the election/ to cast vote.).

18th Sep'25 (Thu) – before 5:00 p.m.

Any correction/change/addition/deletion to the voters' list may be submitted to the Returning Officer at the KTM Secretariat by e-mail to thereturningofficer@keralatravelmart.org/ktm@keralatravelmart.org.

It is the responsibility of the member to ensure that the corrections, if any, are received by the Returning Officer on time. No correction/change/addition/deletion will be accepted after 5:00 pm.

20th Sep'25 (Sat)

After incorporating the necessary changes, the Returning Officer will publish the final voters' list on the KTM website. The same will be circulated among the members too, by e-mail. No changes can be made to this list until the election is over.

The Managing Committee comprises of 21 members out of which the following are ex officio:

1. The Secretary- Tourism, Govt. of Kerala
2. The Director – Tourism, Govt. of Kerala
3. The Managing Director – KTDC Ltd
4. Immediate Past President of KTM

which leaves 17 posts to be filled.

23rd Sep'25 (Tue)

The Returning Officer will announce the elections and call for Nominations from the members in the prescribed form for the following posts: (ONE PERSON CAN CONTEST FOR ONE POST ONLY)

President

Vice President

Hon. Secretary

Hon. Jt. Secretary

Hon. Treasurer

Member of the Managing Committee – 12 posts

The Nomination Form will be available on the website www.keralatravelmart.org under AGM 2025

All completed Nomination forms (in original) must reach the Returning Officer at the KTM Secretariat (open on weekdays from 9:30 a.m. to 5:30 p.m. and on Saturday from 9:30 a.m. to 1:00 p.m.). It is the responsibility of the candidate to ensure that his/her completed Nomination form has been received by the Returning Officer in time.

30th Sep'25 (Tue) – before 3:00 p.m.

Last date for receiving the nominations before 3:00 p.m.

30th Sep'25 (Tue) – 4:00 p.m.

The Returning Officer will scrutinize the completed Nomination forms received by him and publish the initial list of candidates on the KTM website. The list will also be circulated among the members by e-mail. The candidates/their authorized representatives may be present at the time of scrutiny, if desired.

3rd Oct '25 (Fri)– before 3:00 p.m.

Candidates may withdraw their nomination, by writing/e-mail to the Returning Officer. The notice of withdrawal of candidature, once given, shall be irrevocable.

3rd Oct '25 (Fri)– 4:00 p.m.

The Returning Officer will publish the final list of candidates and, if there is more than one nomination for each of the concerned office bearer posts, and more than 12 candidates for Managing Committee, he will declare the election for such posts. One E-ballot will be

prepared for the Office bearers' posts and one for the Managing Committee members' posts. They will be serially numbered.

9th Oct '25 (Thu) - 10:00 a.m. E-voting starts

The e-voting will continue for 48 hours (i.e., from 10:00 a.m. on 9th Oct 2025 to 10:00 a.m. on 11th Oct 2025)

11th Oct '25 (Sat) – AGM

Registration for the AGM- 10:00 a.m.

E-voting ends at - 10:00 a.m

AGM starts at - 11:00 a.m.

RO declares the election result at-12:30 p.m.

The new team takes charge at - 1:00 p.m.

Arrangements 11th Oct '25 (Sat) for AGM and Election

Venue- I – AGM will be held.

RO declares the result at 12:30 p.m.

The new team takes charge at - 1:00 p.m.

Venue -II – 9:30 am to 12:30 p.m.

RO with laptop and internet

Technical support team

Counting of votes

Entry into this hall from 10:00 a.m. onwards is restricted to pass holders only.

ONE ENTRY PASS PER CANDIDATE

The Entry pass may be collected by the candidate or his authorized representative from the RO.

Use of mobile phones by the candidates/authorized representatives within venue II is not allowed.

Address for correspondence:

The Returning Officer:

By post/courier/person – c/o Kerala Travel Mart Society, 63/456, Kaloor-Kadavanthra Road, Cochin – 682017

Phone: +91-484-2203156..

By e-mail – thereturningofficer@keralatravelmart.org/ktm@keralatravelmart.org

Program for the Annual General Meeting (AGM) on 11th Oct '25 Saturday at Radisson Blu Kochi

The e-voting will continue for 48 hours (i.e., from 10:00 a.m. on 9th Oct 2025 to 10:00 a.m. on 11th Oct 2025)

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| 10:00 a.m. | - | Registration for AGM |
| 11.00 a.m. | - | XXV AGM begins. |
| 11 a.m. to 12.00 p.m. | - | AGM as per agenda |
| 12.30 p.m. | - | Declaration of the results – Returning Officer |

The new Team takes over.

A brief speech by the new President

Vote of Thanks – by the new Hon. Secretary

Meeting adjourns.