



# PAKISTAN ORTHOPAEDIC ASSOCIATION (POA)

EXECUTIVE BOARD  
(2021-2022)

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**President Elect**

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**Immediate Past President**

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**Editor in Chief, JPOA**

Dr. Faaiz Ali Shah  
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17<sup>th</sup> October 2022

## Call for Nominations for Executive Board 2022-2023

Dear POA Member,

The Executive Board 2021-2022 is approaching its term. The election for new Executive Board 2022-2023 is scheduled to be held on **Friday, 18<sup>th</sup> November 2022** from 10:00 am to 05:00 pm in accordance with the Association's governing by-law. Nominations for the following positions of Executive Board are now open through online link <https://www.surveymoz.com/s/EBelection2022/> as well as hard copies.

Sr. No.	Post	Details
1	President Elect	(One) from KP
2	Secretary General	(One) from Punjab
3	Treasurer	(One) from KP
4	Vice President	(Four) One from each province i.e. Punjab, Sindh, KP & Baluchistan
5	Joint Secretary	(Four) One from each province i.e. Punjab, Sindh, KP & Baluchistan
6	Executive Members	(Four) One from each province i.e. Punjab, Sindh, KP & Baluchistan
7	Executive Member	One from AJK
8	Editor in Chief, JPOA	One from Punjab
9	Managing Secretary, JPOA	One from KP
10	Associate Editors, JPOA	(Four) One from each province i.e. Punjab, Sindh, KP & Baluchistan

**Note: Election for the post of Treasurer, Editor in chief, JPOA shall be subject to clearance from the honorable court.**

Wish you best of Luck

**Prof. Asadullah Mahar**  
Secretary General  
Pakistan Orthopaedic Association

**Attached:**

1. Nomination Form
2. Election Procedures

**For Correspondence**

POA Office: Shop # 9 Sabba Complex – I, Abdullah Town, Wadhwa, Nasim Nagar Chowk, Qasimabad, Hyderabad  
3rd Floor 106-C Al-Murtaza Commercial Lane-1 Phase 8 DHA, Karachi. Tel: 0332-3779085 & 0213-2294825.  
PMA House, 2<sup>nd</sup> Floor, PMA Trade Centre, 66- Ferozepur Road, Lahore. (In Active)  
Email: pakistanorthopaedicassociation@gmail.com  
Website: www.p-o-a.org

**PAKISTAN ORTHOPAEDIC ASSOCIATION (POA)  
ELECTION FOR EXECUTIVE BOARD 2022-2023  
NOMINATION FORM FOR CANDIDATES**

PHOTO

**CANDIDATE FOR THE POST OF:** \_\_\_\_\_

**NAME OF THE CANDIDATE:** \_\_\_\_\_

Designation: \_\_\_\_\_ Hospital/Clinic: \_\_\_\_\_

Postal Address: \_\_\_\_\_

NIC #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

POA membership number: Annual / Life Member #: \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE:** \_\_\_\_\_ Date: \_\_\_\_\_

**NAME OF THE PROPOSER:** \_\_\_\_\_

Address & Contact #: \_\_\_\_\_

POA membership number of the proposer: \_\_\_\_\_ Status \_\_\_\_\_

**SIGNATURE OF THE PROPOSER:** \_\_\_\_\_ Date: \_\_\_\_\_

**NAME OF THE SECONDER:** \_\_\_\_\_

POA membership number of the seconder: \_\_\_\_\_ Status \_\_\_\_\_

Address & Contact #: \_\_\_\_\_

**SIGNATURE OF THE SECONDER:** \_\_\_\_\_ Date: \_\_\_\_\_

For information and instructions, please see overleaf

*Note: incomplete Form will not be entertained*

## INSTRUCTIONS

1. The candidate, as well as the proposer and the seconder, must be Life members of the Pakistan Orthopaedic Association (POA). In case of any objections, the above would be required to produce a certificate issued by the Treasurer of POA or verification by Treasurer, as to the current status of membership. This determination of eligibility will be considered final.
2. **One member can apply for one post only.**
3. Last date for receiving nomination Paper: **2<sup>nd</sup> November, 2022**
4. Papers received after **2<sup>nd</sup> November 2022** will not be considered.
5. Candidates contesting for the post of President Elect and Secretary General only should record a video presentation of not more than five minutes duration. Candidate should focus on their introduction, academic and professional achievements, and their vision for POA. This video presentation will be circulated among all the POA members as well as uploaded on the POA website. A Nomination form without a video presentation will not be accepted. video received after **2<sup>nd</sup> November 2022** will not be considered.
6. Nomination papers are to be sent either by courier, UMS or registered mail.
7. Nomination papers must be filled in duplicate, one copy to Secretary General and one to Election Commissioner. The Immediate Past President shall be the Election Commissioner.
8. Candidates will be informed, if eligible, **7 days** before Pak Orthocon 2022.
9. Last date for withdrawal of Nominations is **13<sup>th</sup> November, 2022**, no more extension.
10. **Withdrawal of Candidates will not be acceptable on the floor of election.**
11. Provisional list of candidates will be displayed on **10<sup>th</sup> November 2022** and final list on 14<sup>th</sup> November 2022 on POA website.

## Documents required

- a. Please attach a one-page summary of **CV (Curriculum Vitae)** with Nomination.
- b. Please also submit copy of CNIC of Candidate, Proposer & Secunder.

## Address for submitting nomination papers.

### ELECTION COMMISSION

#### 1. Immediate Past President

**Prof. Ghulam Mustafa Kaim Khani**

Address: POA HEAD OFFICE: Room # 301, 3rd Floor 106-C Al-Murtaza Commercial Lane-1  
Phase VIII DHA, Karachi  
Cell: 0332 3779085 & 0320 3778355

#### 2. Secretary General

**Prof. Asadullah Mahar**

Address: Bait ul Shifa Bone Trauma Clinic Dodai Road, Larkana.  
Cell: 0300-3419520

**Ref: POA – Constitution & By-Laws-2013 P-32**

*Note: incomplete Form will not be entertained*

## **ELECTIONS FOR THE POSTS OF OFFICE BEARERS AND EXECUTIVE BOARD OF POA**

1. Elections will be conducted by an election committee chaired by the election commissioner and consisting of members or their replacement, one from each province.
2. The General Secretary of POA shall invite the nominations on completion of tenure or as per election schedule approved by executive board of POA.
3. Elections will be held through a secret ballot i.e. Electronic Voting Method from this year
4. There is no limit to a number of nominations against any position.
5. The individual being nominated must be Good Standing member at the time of nomination. The candidate must be proposed and seconded by a good standing full member of POA.
6. The nomination must be made on the prescribed form of POA.
7. The candidate applying for the post of President Elect shall be only eligible after ten years of good standing member of the association and he/she has served as executive board member/ office bearer of POA in the past, for general secretary seven years good standing member of POA and he/she has served as executive board member/ office bearer of POA in the past, for vice president and treasurer five years of good standing member of POA.
8. The nomination papers must be received by the Election Commissioner and Secretary General 15 days prior to the business meeting.
9. In case of a single nomination for a post, the candidate fulfilling the criteria will be declared elected unopposed on the Election Day and date at the beginning of the election procedure.
10. A list of all candidates will be displayed on registration desk of Orthocon.
11. No nominations will be permitted from the floor during the business meeting.
12. A Secret Ballot will be provided electronically to members for voting on national posts and another for provincial posts.
13. The members can vote for all positions being contested except for the Vice President, Joint Secretary and Executive Member would be voted in by their respective provinces.
14. **Editor in Chief, JPOA:** The applicant who had remained the member of the editorial board of JPOA for at least one year and a minimum of five publications in recent last 3 years in national or international standard journals will be eligible to apply for this post. The election will be held in the first Joint Executive Board Meeting of POA, which will be the electorate for the editor of JPOA.

**Reference: POA – Constitution & By-Laws-2013 P-20 (SOPs)**

# THE PAKISTAN ORTHOPAEDIC ASSOCIATION ELECTION PROCEDURE

1. POA Election will be held on **Friday, 18<sup>th</sup> November 2022**, and timing shall be **10:00 am to 05:00 pm**, at the venue of Orthocon
2. General body meeting to be held on 18<sup>th</sup> November 2022 after Namaz e Maghrib Prayers.
3. The Last date of renewal of membership for good standing shall be on **1<sup>st</sup> November 2022**, before **05:00 pm**
4. POA life members can propose and second any one member for election but cannot propose or second another member for the same post.
5. Physical canvassing would be strictly prohibited on the day of Election.
6. No Proxy vote will be allowed. One vote for one physically present, good standing member.
7. POA Electronic Voting card, NIC, or Driving license is mandatory for identification. Members without Cards shall not be allowed to vote (**NO ELECTRONIC VOTING CARD NO VOTE**).
8. Annual member's verification of good standing shall be certified by POA office at Orthocon venue since the day of the inauguration, and shall also be verified by polling agents during election hours.
9. All Life and annual (Good Standing) members can cast vote after activation by POA office and Election commissioner desk by showing a POA Electronic Voting card along with a photo ID (NIC, or Driving License).
10. Voting to be held in a Room at the Orthocon Venue on the same floor (Board Rooms).
11. There shall be three desks for Members and 25 voting Kiosks inside the election office.
12. The Election Commissioner & other members of the election commission shall conduct the election along with polling agents of the candidates from 10:00 am to 05:00 pm with a break of one hour for Jumma Prayers; they shall be served lunch & refreshment there in the Board Room by Orthocon organizers.
13. Counting of Votes shall start immediately after completion of vote casting in the presence of the election commissioner and polling agents.
14. Declaration of the election results by the Election Commissioner will be the third last item of the General Body meeting.
15. Oath taking ceremony shall be the second last item of the general body meeting.
16. Address by the Incumbent President shall be the last item of the General body meeting.

The Executive board has approved the above procedure for inclusion in SOP's of POA

# Schedule for POA Election 2022

Venue: Shamadan Hall, Hotel Serena, Islamabad

Time: 10:00am – 05:00pm

Sr. No.	Item	Date
1	Announcement of election and Display of voter list	18 <sup>th</sup> October 2022
2	Annual member (renewal)	1 <sup>st</sup> November 2022
3	<b>Last date</b> for submission of nomination papers:	<b>2<sup>nd</sup> November 2022</b>
4	Display of <b>provisional list</b> of election contestants	<b>10<sup>th</sup> November 2022</b>
5	Last date for withdrawal of nomination papers	13 <sup>th</sup> November 2022
6	Display of <b>final list</b> of election contestants & Display of video on POA website	<b>14<sup>th</sup> November 2022</b> (CV and vision statement of the candidates with the membership.)
7	<b>Election Day</b>	<b>Friday, 18<sup>th</sup> November 2022 /</b> 2 <sup>nd</sup> day of OrthoCon 2022-time 1000 am -0500 pm
8	<b>General Body meeting</b>	<b>Friday 18<sup>th</sup> November 2022/ 2<sup>nd</sup></b> day of OrthoCon 2022 <b>after Namaz e Maghrib Prayers</b>

## SOPs Proposed:

1. POA life members can propose and second any one member for election but cannot propose or second another member for the same post.
2. Physical canvassing would be strictly prohibited on the day of Election.
3. Maximum 7 seven minutes shall be given for casting of vote