INDIAN (MALANKARA) ORTHODOX SYRIAN CHURCH

DIOCESE OF UK-EUROPE AND AFRICA

NOTIFICATION

FOR THE ELECTION OF NOMINEES AS THE SABHA MANAGING COMMITTEE MEMBERS FROM DIOCESE OF UK-EUROPE AND AFRICA

THIS NOTIFICATION IS FOR THE ATTENTION OF ALL THE ELIGIBLE MEMBERS ATTENDING THE DIOCESAN MEETING SCHEDULED TO BE HELD ON 14 JULY 2022

1 VOTING RIGHT

An Association member is eligible to exercise his vote only in one capacity. For example, If an existing Sabha Managing committee member is elected as a Parish representative or a Priest serving more than one Parish as the Vicar, they can cast only one vote against their role mentioned in the final eligibility list published from Catholicate office.

Nominated Sabha Managing Committee members can register to attend the meeting however have no right to vote.

2 ADMISSION TO THE MEETING

The Diocesan Meeting will be held on Online internet platform and the eligible members should enter the meeting through the website https://moscuk.evote.co.in

This is the same website link to be used for entering the online voting on 14 July.

3 REGISTRATION

The registration for the meeting and online Voting will start by 5:00 PM (UK Time) on 13 July and end by 7AM (UK Time) on 14 July. Admission to the meeting and e-voting will be restricted to those who have completed the registration. The registration is mandatory and will be treated as in virtue of the attendance register as we conventionally used for entering the meeting room

Procedures for Registration

The registered mobile number of the association member which is given in the eligibility list or subsequently updated with the diocese office will be treated as the proof of identity. All the attendees shall make sure that a PC/Laptop/ Ipad/Iphone/Android Phone in good working order is available to use for the registration and e voting. Also make sure that a good internet connection with reasonable network availability is in place during the time of registration and voting.

The steps for registration are as below

3.1   Enter the website https://moscuk.evote.co.in
3.2   Click **Registration**.
3.3   Type in your mobile number (Select correct country code and enter last 10 digits without 0 in the beginning)
3.4   Click submit.
3.5   Immediately Check your email for an **OTP**
If it is not seen in your Inbox, check the **Spam** folder of your email. OTP is valid for 5 minutes so you can wait for a short while.

3.6   Enter the OTP number in the correct box shown on the registration screen of your Computer/ Phone / Tablet

3.7   Also Enter the **Captcha** number shown on the screen in the below box

3.8   Click **Submit**

3.9   Now you can see all your details including Name, Unique ID number, Parish, Diocese, etc on the screen.

3.10   Confirm the details by **ticking the box** and click **Submit**

Now you will receive another email stating that your registration is completed. Please note that only once you receive the confirmation by email you could confirm that the registration is completed.

Once the registration is completed you may log off/ shut down your computer as you wish.

4   Procedures for the Meeting

The Diocesan Meeting will start at 10:00AM (UK Time) on 14 July 2022.through internet platform

Registered attendees can enter the meeting on 14 July from 9:30 AM onwards through website https://moscuk.evote.co.in This is the same website link used for the registration.

The steps for entering and meeting is as below

4.1   Enter the website https://moscuk.evote.co.in

4.2   Click **Log in**.

4.3   Type in your mobile number (Select correct country code and enter last 10 digits without 0 in the beginning)

4.4   Click **submit.**

4.5   Immediately Check your email for an **OTP**
If it is not seen in your Inbox, check the **Spam** folder of your email. OTP is valid for 5 minutes so you can wait for a short while.

4.6   Enter the OTP number in the correct box shown on the screen of your Computer/ Phone / Tablet

4.7   Also Enter the Captcha number shown on the screen in the below box

4.8   Now you can see a new screen on your screen for Join Meeting / Start Voting

4.9   Click **Join meeting**

Now you will receive Zoom Meeting Link, Meeting ID, Passcode on the screen. You may join the meeting either by clicking the link or using the Zoom meeting id and password or on a separate Zoom window. Continue participate in the meeting until the Diocesan Metropolitan declares the voting.

5   Procedures for E- Voting and Declaration of Results

The chair of the meeting, our Diocesan Metropolitan will declare the election process to start approximately by 10:30 AM. Soon after the declaration is done, the e-voting website will be open for the voting. Please enter the evoting site and cast your vote by following the below steps

5.1   Enter the website https://moscuk.evote.co.in

5.2   Click **Log in**.

5.3   Type in your mobile number (Select correct country code and enter last 10 digits without 0 in the beginning)

5.4   Click **submit.**

5.5   Immediately Check your email for an **OTP**.

If it is not seen in your Inbox, check the **Spam** folder of your email. OTP is valid for 5 minutes so you can wait for a short while.

5.6   Enter the OTP number in the correct box shown on the screen of your Computer/ Phone / Tablet

5.7   Also Enter the Captcha number shown on the screen in the below box

5.8   Now you can see a new screen on your screen for Join meeting/ Start Voting

5.9   Click **Start Voting**

Now you will see the electronic ballot paper on the screen with all the names of the Contestants in Alphabetic order.

5.10   Start voting by selecting the candidates

Once you vote for a candidate, the colour of the box will change. You are allowed to vote for 1 priest and 2 laymen. If you vote for more than the allowed numbers, the screen will show an error warning to alert that you have selected more than required number of persons which is not allowed.

Once the required number of persons are selected the page will appear with all the names of your selection.

5.11   If you are sure about your selection, click **Confirm** which will end the voting process

5.12   If you want to change the selection, click on **Reselect** and you will get the ballot paper again and do the process as above 5.10 and 5.11

Once your voting is completed you will receive a confirmation by email.

You should go to meeting website and continue attending the meeting and wait for the declaration of the results.

The counting of the voting will be managed exclusively by the Returning officer on a separate window. Candidates can request to witness the online counting by informing in advance so that necessary access would be given. The Chief Returning Officer will hand over the tabulated results to the Diocesan Metropolitan and His Grace will announce the results. The process will be highly confidential and no one could make out or see the individual's voting pattern. The Returning officer can see only the total votes for each candidate. Please note that we are using a proven, transparent and authentic software and availing the service from the same software company who were responsible for the recent Metropolitan's election and who are assigned to conduct the online voting for the Malankara Syrian Christian Association on 04 August 2022.

For Technical assistance contact **+44 7981 745596, +44 7863 562907, +44 7404 614333, +91 9845 131646.   Email: office@indianorthodoxuk.org**

With the Permission of Diocesan Metropolitan

Fr. Happy Jacob

Diocesan Secretary