



GUIDELINES FOR PTI OVERSEAS CHAPTERS INTRA-PARTY ELECTIONS 2017-2047

Overseas Election Commission

OCTOBER 21, 2017
PAKISTAN TEHREEK E INSAF
Confidential

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1 Acknowledgements

This document resulted after announcement of independent election commission for overseas by Secretary OIC Aizaz Asif on 6th July, 2017

<http://insaf.pk/news/international/item/1793685-announcement-of-members-of-the-election-commission-of-the-international-chapters>

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2 Change Control

Version	Changes	Description
Initial Draft	Guidelines for IPE + Code of conduct + Roles and Responsibilities of cabinet	Conception of initial draft after the conference call & consultation
V1	Membership Payment mechanism, code of conduct etc	Reviewed, Agreed for Publication
V2	Mechanism was defined with consultation of OIC and FB	Meeting was held with OIC and Finance Board to formalize detailed process and was incorporated in this document
V3	Final version after consent of all members	Comprehensive review was done before publication by all members of election commission
Final Draft Approved By		
Election Commission Overseas		

3 Introduction

Pakistan Tehreek e Insaf (PTI) is a party founded upon the golden ideology of self-esteem, humanity and justice. It is this golden paradigm and Chairman’s vision when infused together produces a party of the future in Pakistan and its institution.

Intra party elections within a party is a process that produces the very components of the institution to cater for current and future requirement; it is where the young leadership will be nourished and allowed to participate in a healthy, positive and competitive process which will further enhance the skill, experience and dynamism of the party and its cadre.

Overseas Chapters have played a very important role in shaping up the landscape of the party and its canvas. The message of the Chairman, his struggle and endeavor taken by the party has brought the Pakistani community together in overseas diaspora. This in turn has produced an ownership, widening PTI membership base and its support mechanism.

And this means continued core institutional development and sustainability have become the key elements. Election Commission for Overseas Chapters deployed by Office of International Chapters has gone through its evolutionary stages and now at a stage – strong, and able to deploy the principles of transparency, accountability and fairness in its paradigm and practice.

This document is display of that effort and promise to hold onto that ideology and commitment towards achievement of that paradigm, goal and motivation of “upholding transparency, accountability and fairness” in our words, conduct and action in its letter and spirit. Where an institution works and places these values in its heart as an outwards expression.

With this background, PTI Election Commission presents these Intra Party Elections (IPE) Guidelines for elections in Overseas Chapters.

With publication of this guidance on PTI official website www.insaf.pk and on overseas online membership portal <http://overseas.insaf.pk> this document will become the official document from Election Commission to be adhered to, complied to and for reference. All previous documents, guidelines, notifications and most importantly interpretation and definitions on various concepts of intra party elections – membership, payment methods, validation of membership lists, election schedule, nomination process, complaints, code of conduct stand null and void. Any future changes that are to incorporated will be incorporated and under change control in this document.

4 Paid Membership Process:

Paid membership is one of the primary objective/requirements for its overseas members and shall be done through the structure defined by Office of International Chapters (OIC) in each chapter, in accordance with PTI International By-laws, where elected bodies and membership coordinators (MC) engage with the Pakistani community in the certain region to promote the message of PTI and its vision. Following are important pre-and-post requisites for paid membership:

- Party's membership will be open to all citizen of Pakistan living abroad regardless of the religion, cast, creed, gender and place of residence (except Israel and India).
- One must be 18 years old or above to become a paying member of PTI and shall be a Pakistani national.
- All membership data must be entered using the electronic online form, called "The Membership Overseas Online Portal – <http://overseas.insaf.pk> provided on insaf.pk (**Paper forms are no longer accepted**).
- Membership fee is varied by country as per annum fees (exception could be given by OIC). Membership fees are updated on the online membership portal, managed by PTI International Finance board in accordance with guidelines provided by PTI Central Finance Secretary and all the guidelines published on insaf.pk.

Note: The fee is payable in full and is accepted under the understanding that it is a donation to the party.

- Payments for memberships can be made using a credit card; debit card; PayPal; Western Union or bank transfers. **Cash payments are strictly prohibited and are no longer accepted.** In case of making a payment using electronic transfer, bank deposit or Western Union, it will be members' responsibility to use the membership number - emailed to finance board after online registration – as reference when submitting funds.
- Family membership is available for those families who have more than one member interested to sign-up and would like to register together as members. Family membership is only available to immediate family members who are over the age of 18 and residing at same address. Paid members those who sign-up using family membership option, can either vote together or opt-in to receive separate text messages. For example, if there are three paid members on one family membership they can either receive one text message to the mobile number provided to cast all three votes together or opt-in to receive separate

messages for voting purposes. To opt-in to receive separate messages, each family member must email at membership@finance.insaf.pk or oic.ec@insaf.pk and provide a valid mobile number, proof of family relationship (FRC or any other document) along with their membership number at least **96 hours before Election Day**.

- Every member must ensure that they provide a valid mobile number registered under member's name at the time of registration to become paid member as voting will take place via text messages.
- Any membership issues must be addressed to PTI Finance Board at membership@finance.insaf.pk Any membership issues during the Election process must be addressed to Election Commission overseas via email oic.ec@insaf.pk
- Election Commission shall not share contact details with anyone. For Voter list sharing, see Election process section, clause VIII.
- For Renewals, same process needs to be followed. Renewal can be made on same membership number (preferred to maintain history and length of membership) or can be renewed as fresh membership with a different membership registration but this registration may not allow you to take part in IPE (each contestant remained a paid member for atleast one year).
- **For multiple memberships payment;** New Feature of “ How to become a MC” and “ Membership Payment Method” has been added on “ The Online Membership Portal – <http://overseas.insaf.pk> “. This has been added in to cope with the requirement in chapters where people do not have the credit card/debit card. The stringent mechanism has been developed where membership coordinator will ensure all the appropriate checks on membership made by him/her, to ensure legal status of residence, criminal record and other documents are checked by him. The Online Membership Portal will allow him/her to submit the payment through appropriate means defined to PTI Finance Board. This requirement is a mandatory feature from now onwards and shall be adhered to as a policy by all membership coordinators. **Using this feature a MC can pay membership fee for maximum 20 members.** With this MC takes full responsibility of the authentication of membership data, adherence from rules and policies to legality and accuracy of information, failing to do so may face strict disciplinary action against MC.

5 Voters Eligibility:

To vote in PTI overseas intra-party elections;

- A person must get registered and pay membership fee prior to membership cut-off date and have his/her membership valid before the publication of membership lists by election commission.
- Must be compliant with the documentation requirement pertaining to; legal VISA status allowing legal residency of that country, having valid Pakistani nationality (Passport, NICOP, etc.)
- There is no restriction on the religious beliefs or any other criteria.
- Members must understand the objective and constitution of party.
- Those who sign the membership form shall be deemed to have relinquished membership of any other political party.

In addition PTI members, the backbone of the party to be aware and have full knowledge of the following:

- PTI members must observe and carry out all activities through their representatives of the region i.e. Elected Bodies & Membership coordinators in their region
- Even if in a country where elected bodies and membership coordinator(s) currently do not exist, they must observe party constitution and to express themselves in a manner which makes them ambassadors of Pakistan and the party.
- All PTI members must obey the land of the law whether in Europe, Americas, Middle East, Far East etc. In summary there activities should not conflict with the land of the law of the given country of their abode. For instance, in a country where political expression and activity is allowed within the rules and regulations defined by the country, they must do that and where it is strictly prohibited for instance in Middle East, they must observe and adopt it in strict manner. It is an important aspect where the conduct of PTI members carries a huge impact. All effort is to be ensured in promoting that and its adoption.
- PTI members are encouraged to become part and play an active role in chapters based on their expertise, knowledge and wisdom.

6 Communication

EC official communication takes place through PTI official website (www.insaf.pk) which includes:

- All-important press releases related to elections
- Guidelines for elected bodies and notifications within the elections duration.
- All-important notifications linked with the election schedule.
- Announcement of appointments of CRC where needed.
- Announcement of Intra party elections results.
- ois.ec@insaf.pk shall be used to address any query/request/questions within the election duration
- Emails should be addressed only to EC as it will bring more impact. Members shall refrain themselves by adding leadership or any other irrelevant person within the email chain/query/suggestion.
- Where there is a particular complaint, EC can highlight the appropriate method in writing to the region or an individual

Other mode of communication could be:

- Conference Calls
- Other social media apps i.e. whatsapp, viber etc can be used where needed.
- Email communication should be appropriately sent through the proper channel in the region where there is an elected body or where the regions are new through the membership coordinator.

7 Election Process:

I. Qualification and demarcation:

- Election Commission in consultation with Office of International Chapters have defined the minimum threshold for the established and new chapters
- Established Chapters- 200 members – Established Chapters are defined by Election Commission as chapters where intra party elections have taken place under Office of International Chapters known before as “Office of International Affairs”, and members registration and payment took place on “ The Overseas Online Membership Portal” – <http://overseas.insaf.pk>
- New Chapters – 150 members – New chapter is been defined as “a chapter where an intra-party elections have not taken place under Office of International Chapters known also “Office of International Affairs” in past. It can also consider those chapters where they had elections in past but as chapter became silent for at least two year, they may get the chance to restore as new chapter.
- NOTE: These definitions here in these guidelines, membership limits will supersede all definitions, interpretations and documents that have existed before or been used before in notifications by OIC, Election Commission etc. All previous documents, notifications, press releases stand null and void from the date this guidelines become available on PTI official website www.insaf.pk – This document and its subsequent releases will be considered as only “the official document” for reference, adherence and compliance.

II. Elections Announcement:

- Elections are officially announced in the country right after the membership cut-off date. Election Commission announces this in consultation with OIC, PTI Finance Board and other considerations that may have come from the ground.
- Announcement with full details on steps and dates to be announced by the Election Commission and made to; Existing Office bearers, Membership Coordinators, published on insaf.pk
- Within election period all officials with all offices except (MC) shall dissolve.
- All office bearer names, titles should be removed from insaf.pk website to allow an even playing field to everyone.
- Use of any titles after election announcement will lead to a disciplinary action by OIC
- For any further clarification please contact Election commission on oic.ec@insaf.pk

III. Elected positions

- All elected bodies in overseas chapters shall consist of following 4 positions;

- President,
 - Vice President,
 - General Secretary
 - Information Secretary.
- Chapters which do not qualify for elections shall only have MC as main office bearer in that country.
 - OIC after consensus with already appointed MC's may extend regional bodies of MC within these chapters.
 - Please refer to "Roles and Responsibilities (R&R)" document for further clarification on their duties for above mentioned positions.

IV. Format of elections

- Elections will be contested in **panel format**. Each panel must have a candidate for four positions including President, Vice President, General Secretary and Information Secretary.
- For regional body; candidates for the Panel must be from the same geographical region for regional body election. For national body, contestant can be from any part of the country.
- Panel names must not contain the words such as "PTI, Insaf", in case of conflict in panel names Election Commission decision will be final in regard of approval and rejection of any panel's name.
- National Body Elections, wherever applicable will be done on the below format;
 - There will be Country's "National Body" Elections for Four Positions.
 - President
 - Vice president
 - General secretary
 - Information secretary
 - Voting for "National body" by the elected "regional bodies" shall be through secret ballot on paper ballot which will be provided at the polling station. If this takes place, Election Commission will appropriate procedure around it.
 - The electoral pool for the National Body will be formed from all regions where regional bodies have been formed through intra party elections
 - The tenure of the national body will be of 2 years as described in general guidelines for regional elections with similar terms and conditions.
 - The elections will be on panel basis but a full regional panel cannot be nominated as a Panel for National Body Elections. Any regional panel can give maximum two nominations for National body provided that the President and General Secretary are not from the same Regional Panel.
 - Nominations can be submitted directly to election commission, on oic.ec@insaf.pk along with a proof of photo I.D of member for each position.
 - Accepted forms for Photo I.D are; Residency Permit, driving license, Passport, CNIC/NICOP.

- On the polling day, a photo I.D. is must to cast vote. Only original Photo I.D will be accepted.
- Each regional panel is required to nominate one agent (poling agent) from their panel.
- Each vote shall be considered as one vote.
- In case of absence, the member’s vote shall be considered as absent.
- In case two panels get equal votes, each panel will govern for one year each or another wave of re-election of national body will take place.

V. Candidate's eligibility to contest in intra-party elections

Any individual of **Pakistani origin legally** residing in overseas PTI chapter and a **paid member**.

- For regions where elected bodies have been in existence, the **candidate must be a paid member for at least a year**. Election Commission would like to emphasize and clarify “in existence” what do we mean by it. In Chapters where elected bodies have been in existence ever since these chapters became eligible and had subsequent intra party elections -for example UK. Also it applies to those chapters where elections did take place but for one reason or another elected bodies were not formed again. For a candidate belonging from a chapter where once an election took place under Office of International Chapters, but then there was a gap, Election Commission will allow a candidate to contest again as long as he/she was a paid member and existed on the system developed and designed by PTI Finance Board known as “*The Online Overseas Membership Portal*”. In those chapters where a candidate existed as a paid member but due to reasons – lack of activity or absence of elected body and membership coordinators, they did not renew their membership status will have to pay to cover the gap in their membership due. However, in these chapters contestants becoming a member as a new member for the first time and who never existed on the membership system before **shall not be** allowed to contest as a candidate in the panel. For Chapters qualifying as “New” for the first time in terms of their eligibility, the one year paid membership criteria is not going to be applicable upon them.
- All Panel contestants should have sound character and without criminal record. Criminal record in this case would include all convictions awarded including imprisonment which would automatically lead to disqualification from contesting for office position. For convictions without imprisonment or only probationary/community work, an individual can contest only after their time is served and have received clearance certificate from relevant authority. If candidates fail to disclose in “Self Declaration Form” at nomination stage and Election Commission discovers in terms of a complaint or concern by a member or from an opposing panel, the person upon investigation will be disqualified from the panel and also strong disciplinary action will be taken against him/her.
- Candidates are only eligible to contest intra-party elections from their region of residence.
- The elected PANEL of the chapter is expected to be fully aware and prove capability to deliver the responsibilities expected from the position and laid out in the section R&R.
- Residential proof of address against the candidate name, utility bills, bank account statement of the region, where candidate intends to contest or hold official designation, will

suffice for the qualification of a candidate. However, if further proof is needed to validate especially if there is not enough clarity or in a situation where a complaint has been launched by opposing panel or a member in their respective region, then further proofs may be required by the election commission. Process of which is advised below;

- Finance Board will verify all voters, documentation and proof of address.
- Finance Board will share with EC the list of voters marked in “RED” where any documentation of payment proof is insufficient
- EC, if possible can provide the needed clarification to FB upon satisfaction.
- Wherever, further evidence or proof of address / nationality / legality of stay is needed, Finance board will send emails to such members copying EC.
- EC will verify the additional supporting documents and suggest for clearance or go back to the member with further request or to understand circumstances.
- In case of ambiguity, EC to decide and suggest to FB for clearance or non-clearance.

VI. Nomination process & fees

- The election commission will make following forms available to download from www.insaf.pk for all contestants which need to be furnished with the panel nomination.
 - Nomination Form
 - Self-declaration form
- All candidates/nominees need to have their paid-membership to contest in elections.
- All candidates/panel must submit completed forms along with their profiles, elections manifesto no later than the nomination cut-off date (see key dates for more information).
- There will be a nomination fee of USD150 or equivalent for position of President and USD100 or equivalent each for positions of Vice President, General Secretary and Information Secretary. All candidates must ensure that a valid proof of fee submission is provided. The payment mechanism is going to be provided on the membership portal <http://overseas.insaf.pk>
- No nomination papers will be accepted from the panel after “nomination cut-off date” of published election schedule.

VII. Manifestos & Campaign

7.1 Manifestos

- Contesting panels can request election commission to send their profiles/manifesto to all paying members via email for purpose of their election campaign but not later than 96 hours of election time.
- Manifestos should broadly be in sync with the overall party manifesto
- No negative propaganda against other panels and should in the true and positive spirit.

- EC's responsibility to review the manifesto and have it published on insaf.pk on chapter page and also request PTI Finance Board to have it sent (by email) to all paid membership within that chapter where elections are taking place.

7.2 Campaign

- Panels are free to campaign for their agenda's and manifestos within the positive spirit and in alignment with Chairman's vision, PTI ideology and its constitution.
- Election promotional activities shall be sent to EC for publication on insaf.pk. These promotional activities may include AIMs and Objectives of specific panels which might be sent to voters via email. But both these activities would be done via Election commission and nobody is allowed to do it by their own
- Support from PTI leaders / PTI Leadership should not be sought or used for marketing and campaigning for overseas elections campaigns in social media, Whatsapp groups, emails, text messages etc. There should be no posters, video messages and text messages where it's alluded to that any particular panel have the support of PTI leadership. This creates ambiguity, confusion and a direct violation of the code of conduct of intra party elections.
- OIC will ensure and communicate the same to PTI leadership to not get involved in such support via physical presence, attending campaigns, via social media support or any other form which can imbalance the level playing field

VIII. Election Day

- Voter List for any particular chapter where elections are held will be published on insaf.pk website official; the format of the list will be - Names and membership number only. No contact details are allowed to be shared in order to ensure all compliance mechanisms related to data protection, confidentiality and security is preserved in accordance with all the rules and regulations of the land of the law and PTI's financial policy.
- Individuals can check their membership status, renewals by going onto <https://overseas.insaf.pk> and voting validity via checking their status on <http://ptielections.co.uk/>
- Voting Day/s and timings will be announced in the Election announcement by EC, which will be decided based on the size, scope and reach possibility to allow as much convenience to voters as possible
- Elections for regional panels will be held electronically over SMS voting. Elections for National body should be done in person in the presence of EC wherever possible. EC will share the dates, timings, process and logistics along with the regional elections results announcement.
- EC will announce Election results within 10 hours of election time termination and publish results.
- In case of any disorder/malfunction in the text message system EC after consultation with FB can extend or delay the election process.

IX. Procedure of SMS voting

- On polling day, paid members will be asked to send SMS from their registered mobile phone numbers to a phone number (announce later) containing the details of contesting panels. Each panel will be allocated a 2-digit code and members will have to send an SMS using the code allocated to their choice of panel. Example of SMS is given below:
- For panel ‘ABC’ led by Mr John Smith send 58 to given number Or For panel ‘XYZ’ led by Mrs Fiona Gould send 62 to given number
- A confirmation text will be sent once vote is successfully received by the system. If you do not receive a text message confirmation within 30 minutes of voting please contact Election commission or PTI International Finance board membership@finance.insaf.pk or oic.ec@insaf.pk.
- The system will notify us about all those mobile numbers, who have not sent the SMS. EC may send a reminder text to those who had not cast their votes but this shall not be considered as mandatory practice for EC.
- EC may allocate a Helpline for members to call in case of large amount of queries/issues.
- Members, who are travelling abroad and wish to receive voting SMS on an alternative number, need to notify Election Commission at least 96 hours before polling day about the changes. Election Commission will be unable to make changes to the database thereafter.
- Any members those who sign-up through family membership and would like to vote individually/separately, must provide separate mobile number for each member at registration stage or by emailing at least 96h hours before polling day to PTI International Finance Board on this email: membership@finance.insaf.pk If individual numbers are not provided then system will allocate the same vote choice to all members as selected by the lead family member. For example, if family lead votes for a panel and, there are no mobile phone numbers held for the rest of the family members then the same panel choice will be applied to rest of family membership.
- If member sends SMS with something that does not match with any available/valid 2-digit code of panels, they will be contacted by election commission and asked to clarify.
- If members vote twice for different panels, their vote shall be considered void.
- Election Commission will not accept any requests to change vote. An exception could be given, provided the member send his vote unintentionally to other panel, EC may give him/her chance to vote considering all the proofs.
- Election Commission will coordinate with PTI International Finance Board for technical support.
- Voting list and polling via SMS.
- Members, who are in abroad, must contact PTI International Finance Board for their vote casting and follow the procedure.
- In case, if there is only one panel, “YES” and “NO” SMS policy will be used

X. Election Results

- EC and OIC will announce the official election results and publish the same on insaf.pk within 10 hours of elections conclusion.
- In case of single nomination, EC can declare the results and cancel the election for that region / country.

8 Code of Conduct for Elections

- All members, contestants and panels, individually and collectively must strictly abide by the code of conduct in its true spirit. All concerned are asked to read it thoroughly and strictly abide by it.
- Any individual or collective act against the code of conduct below will result in immediate disqualification from the election process and party membership (if needed). The Election Commission will implement this code of conduct strictly to its letter and spirit.
- After membership cut-off no gatherings or meetings should take place for membership drive, any public contact should be initiated during allocated campaign time.
- Anyone found using forged titles, providing any such messages of misinformation to people will be treated as violation of the code of conduct and could lead to disqualification.
- There should be no self-announced bodies or committees, it should be clear that all communication will be from OIC and Election Commission via www.insaf.pk.
- Until elections results are not published no unauthorized press releases or any member/coordinator will allow media interaction related to election results. This rule will be strictly enforced and any potential candidate found to be violating would be risking their nomination.
- Candidates will maintain the highest moral principles in keeping with democratic ethics during the campaign, the elections, and afterwards
- All election candidates and members should not indulge in any corrupt practices, vote buying, threats of violence will not be tolerated. No financial inducement and/or other favor and support of any kind should be offered to members to secure support. Please note “**Corrupt Practices**” will be referred to as all forms of practices whereby there is an element of direct (yourself) and indirect (on your behalf or collectively in the name of THE PANEL) involvement. Getting people to make paid members either bypassing the online membership portal, or falsifying documents and details, or withholding members’ data- their addresses, contact details, keeping in possession of Mobile SIMS that are available from network operators and vendors very cheaply and entering it on members behalf on the system shall be strictly dealt by the Election Commission. Election Commission will not entertain, tolerate or will have any hesitation to remove and disqualify the candidate or in situation where whole panel is been involved upon investigation from the intra party elections, their membership revoked and ban them from holding any PTI position in future.
- None of PTI leadership should be invited during the election period; if any group invites any central, regional or provincial leadership, the organizers will be responsible, which could lead to disqualification of the panel by EC. All such complaints should be addressed to EC on oic.ec@insaf.pk
- There shall be no personal campaigns/slander/posters/audio messages/videos from leadership aimed at individuals/contestants/panels on social media – Facebook, twitter,

whatsapp forums, emails, etc. Anyone found to be in breach of this will be strictly dealt with.

a) Media:

- Election promotional activities shall be sent to EC for publication on insaf.pk. These promotional activities may include AIMs and Objectives of specific panels which might be sent to voters via email. But both these activities would be done via Election commission and nobody is allowed to do it by their own

NOTE: All social media pages must not be used for any campaign, it is requested to OIC to kindly take access of these social media pages from all coordinators.

- Members shall only correspond with the media when they are asked to represent their view on a particular matter, about a particular chapter.
- All members especially contestants must not take such actions which would bring disrepute to the party i.e. personal attacks; maligning tactics and abuse in election campaign time either online on social media or offline in campaign in any form of communication verbal or written
- Within elections, all operational nature interview where a regional or national chapter is involved, EC must be informed by the Ex-elected leadership or MC.
- Members shall not engage in any activity or pass on any information which is of confidential nature to any representative of the electronic and print media.

b) Electronic Media:

- EC has the right to publish any news related to elections, press releases, notifications, appointments on main Insaf.pk and also on PTI official page on FB and twitter if needed.
- The information that needs propagation on Insaf website and PTI social media official pages gets fed through depending upon the news and its nature.
- Any internal communication – emails, WhatsApp group's chats, meeting minutes should never be put out on social media without due diligence and appropriate scrutiny of content and its expression.

9 Role & responsibilities

I. Election Commission – Roles & Responsibilities

- EC is responsible to lead and govern the end-2-end process of intra party elections in all overseas bodies. They are accountable to lead the process with highest integrity, transparency and in an unbiased manner.
- Election Commission including members of EC shall ensure free and fair intra-party elections are held and equal level playing field is provided to all eligible contestants.
- Ensure paid-membership process defined by Office of International Chapters (OIC) is adhered to during membership campaign.
- Verify voting list by scrutinizing through sample testing or any other means deemed necessary.
- Publish verified membership lists as per defined guidelines.
- Scrutinize contestants' nomination papers and ensure they fulfil eligibility criteria.
- Handle any complaints during membership, nominations process, campaign time, post-election and to make equitable decisions
- Oversee the SMS voting process on elections day and, do spot checks if necessary on actual votes.
- Announce results
- Make sure all data handled by them during elections is treated with strict confidentiality and not shared with any irrelevant person or body within or outside the party.
- Provide “Elected Bodies Roles and Responsibilities” to contesting candidates well before the election results
- All notifications must go through OIC for publication on Insaf.pk during the election process and all its stages by the Election Commission. That means any clarity, visibility or issues must go to the Election Commission. No such communication should take place directly to OIC and Finance Board. It will be the responsibility of EC to request assistance from OIC or PTI International Finance Board.
- In case of disagreement within EC, majority vote will be considered as final decision

II. Elected Bodies – Roles and Responsibilities

a) President

- Creating the Vision and Objectives for the chapter to achieve. Track progress and align actions accordingly.
- Managing all team to achieve objectives laid by central office.
- Creating working-teams for achieving those objectives
- Team management and conflict management
- Providing visibility of the objectives, acknowledgement for ownership and motivation of team.
- Coordinating with local chapters on important issues and OIA, Central Office, Finance Board.
- Raising issues from other structures within or outside the country with OIA and safeguarding party's image with the help of media, writer group and spokesperson of party.
- He/She shall abide by using this platform for his personnel or financial interests.
- **Accountability:** Maintain team harmony, ensure all regional teams, sub teams are equally managed, ensure events funding events are overseen by audit team, check compliance on team audit, ensure party discipline, regional team issues resolved while ensure fairness, impartiality, and justice.

b) Vice President

- Execution of all plans outlined for the year. Ensuring adherence to all Roles and responsibilities outlined for each team member.
- Introducing PTI's vision to international lobbies, communities, or anyone concerned about Pakistan
- Ensure all official office bearers are paid members all the time
- Assisting President on important issues and managing team in absence of President.
- Assisting other office bearers as and when required to cope up with workload.
- Should be helping the President in running the day to day activities, so the president will have more time to focus on objectives and strategy to achieve them.
- Implementing decisions, communicating party vision on all levels, public relations
- He/She shall abide by using this platform for his personnel or financial interests.

c) General Secretary

- Responsible for coordination of team for events, membership campaigns, meetings, protest
- Working closely with Finance team to meet financial aspects for above mentioned projects
- Developing strategies to increase paid/unpaid membership
- Holding events geographically so that all part of chapter are covered and members get a chance to interact with leadership and play their role
- Appointing extended team members after consultation with other elected body members

- Liaising between the elected body and the rest of the team.
- Coordinating between different teams within the team
- Coordinating skills exchange between teams, regions and countries.
- Coordinating with other groups within the region
- Organizing intra and inter region meetings, events etc
- Operational support for other teams and office bearers
- Helping create, evolve and flourish lobbies (business, political, consensus, public opinion building)
- He/She shall abide by using this platform for his personnel or financial interests.

d) Information Secretary

- Maintaining database for all members, dealing with queries and directing them for further engagement to relevant teams & leadership, presenting party policy and defending this is public, media, social websites.
- Preparing and sending newsletters on regular basis. Preparing press releases for official websites, local newspaper.
- Liaising with local Pakistani media, regarding regional and national activities, not just big guys events
- Coordinating with central media office, getting the first hand news and providing up to date information
- Working with mainstream media highlighting the need of supporting PTI with the kind of spin which makes it interesting for readers
- Introducing PTI's vision to international lobbies, communities, or anyone concerned about Pakistan
- Ensuring regional teams PTI media/ social media is in compliance within party framework of discipline and accuracy and truthfulness of information. Resolve such conflicts as necessary.
- Devise a strategy to counter anti PTI media
- Develop material for social media, Insaf TV/Radio and other official platforms developed by Insaf web team, PTI Social Media team or any particular campaign
- He/She shall abide by using this platform for his personnel or financial interests.

10 Contact Details:

- PTI members or potential candidates can contact Chief Election Commissioner or members of election commission regarding any elections related queries on ouc.ec@insaf.pk
- Please note no other form of communication will be accepted or responded to, therefore, please use ONLY (Email) these contact details for any queries you may have.

11 Complaint Procedure

- If any member/contestant wishes to register a complaint against any candidate, it must be done in writing via email to any of the election commission at oiic.ec@insaf.pk
- All complaints must come with credible proof, as no allegations will be considered without proof. Anyone making baseless allegations will be potentially risking disciplinary action.
- The EC will handle all complaints, and as per the party rules and Chief Election Commissioner's decision will be final.
- All valid complaints will be acknowledged and given a response within 48 hours.
- No complain will be entertained if addressed to unauthorized personnel. Autonomy and respect of each institution is a must.
- These complaints should not assume the nature of personal attacks and sent as a massive emails chains.
- The complaint should carry the date, and all in a word document.
- Handling complaints must always be taken through its due diligence and the decisions regarding the complaint should be documented

12 Conflict Resolutions Committee (CRC)

- In case of any post-election complaints or dispute and escalation between; EC, FB, Panels, Chapters or Elected bodies etc, OIC needs to be informed and addressed in writing about the conflict.
- Those issues should be addressed to OIC, where OIC can refer the issue to EC or CRC as required based on the nature of issue. These issues will be dealt on a case-by-case basis and any guidance or action steps will be advised by EC/OIC/CRC accordingly
- OIC may decide to resolve the conflicts themselves or they may refer the case to “Conflict Resolution Committee – CRC” which will form a committee of key stakeholders accordingly to the policy laid out.
- Contact details: oiic.ec@insaf.pk
- Please note no other form of communication will be accepted or responded to, therefore, please use ONLY (EMAIL) or in case the above contact details for any post-election complaints you may have (in written).

13 Elections Schedule and key dates

Step	Task	Deadline
1	Official Announcement & Dissolve all bodies	
2	Membership Cut Off Date	
3	Verified members' list publication	
4	Membership related complaints	
5	Nomination & self-declaration forms made Available	
6	Deadline for nominations	
7	Announcement of contesting panels	
8	Deadline for complaints or queries	
9	Announcement of voting codes for panels	
10	Campaign end deadline	
11	Election Day	
12	Results	

14 Tenure of elected Cabinet

Tenure for elected cabinet shall be two years

15 Important contact information and links

- Election Commission: Email: oic.ec@insaf.pk
- International Finance Board: Email: Membership@finance.insaf.pk
- Notifications and updates <http://insaf.pk/chapters/international/>, <http://overseas.insaf.pk>
- Voters lists download <http://insaf.pk/chapters/international/>

16 Appendices

16.1 PTI Overseas Online Membership Portal

I AM WITH KHAN

انصاف، انسانیت، خودداری
Justice, Humanity, Self Esteem

پاکستان تحریک انصاف
Pakistan Tehreek-e-Insaf

Please Click on your country

Click here to make donations for NA120

Far East

Australia Hong Kong Japan Malaysia New Zealand Singapore South Korea

Europe

Austria Belgium Denmark Finland France Germany Greece Ireland Italy Netherlands Norway Russia

Spain Sweden Switzerland Turkey UK

Middle East

Bahrain Kuwait Oman Qatar Saudi Arabia UAE

North America

Canada USA

Africa

Rest of Africa South Africa

16.2 PTI Overseas Election Day Website

www.ptielections.co.uk

The screenshot shows the website's home page with a green header. On the left, it says "I AM WITH KHAN" next to a photo of Imran Khan. In the center, there is a circular logo for "Pakistan Tehreek-e-Insaf" with the text "انصاف، انسانیت، خودداری" and "Justice, Humanity, Self Esteem". To the right of the logo are portraits of two men. Below the header, the text "Home Page" is visible. A large green button with a bar chart icon and the text "VIEW RESULTS" is prominent. Below this are five buttons: "View Your Vote" (with a ballot icon), "HELP" (with a person icon), "VERIFY NUMBER" (with a mobile phone icon), "VOTE CONFLICT" (with a crossed-out arrows icon), and "VOTING CODES" (with a location pin icon). At the bottom left, the text "How to Vote" is visible above a video player showing a hand holding a smartphone with a play button overlay.

A row of five dark grey buttons with white icons and text: "View Your Vote" (ballot icon), "HELP" (person icon), "VERIFY NUMBER" (mobile phone icon), "VOTE CONFLICT" (crossed-out arrows icon), and "VOTING CODES" (location pin icon).

How to Vote

A video player showing a hand holding a smartphone with a play button overlay. Below the video, it says "Posted by PTI UK [Official]" and "1,174 Views". A Facebook icon is visible in the bottom right corner of the video player.

A large dark grey button with the text "Manifestos" in white.

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