

GUIDELINES FOR THE FELICITATION COMMITTEE

(As laid down by the IMA State Executive Committee)

THE FELICITATION COMMITTEE shall consist of :

- a)Dr - Chairman
- b)Dr - Secretary
- c) Dr - Member
- d) Dr - Member
- e) Dr - Member
- f) The IMA State President Ex Officio by invitation.
- g) The IMA State Secretary Co-Opted Ex Officio.
- h) The President of the Branch hosting the conference Ex Officio.
- i) The Secretary of the Branch hosting the conference Ex Officio.

Every year:

- 1) The Chairman shall retire
- 2) The Secretary shall take over as Chairman
- 3) A new Secretary shall be chosen by the members of the committee from amongst themselves. Every year, the new secretary should be selected from the longest serving member of the committee. If there were two or more members fitting this description, the committee should select one and the others to follow suit in the subsequent years.
- 4) The new inductee into the felicitation committee should come from the same branch of the 3rd V.P. of that year; and that member should have held the office as State President, Secretary or Treasurer. This procedure shall be repeated yearly thereafter.
- 5) Every year, the state secretary should brief the committee on the procedure for felicitations and see that the format is strictly adhered to.

THE PROCEDURE FOR FELICITATION

- A) The State Secretary shall call for proposals, in the prescribed proforma, 90 days before the conference from all branches.
- B) These proposals shall reach the Secretary, 60 days before the conference in the prescribed format.
- C) The State Secretary shall convey the proposals to the Felicitation Committee Chairman who shall then convene a meeting within 15 days. If the proposals should include the name of any member of the committee, then the committee shall proceed without that member taking part in the deliberations or decision making process.
- D) The committee shall deliberate on the proposals and convey their decision to the State Secretary within 15 days, who shall then place their names before the State Executive for the final ratification.
- E) The State Executive shall formally ratify the proposed names and convey the same to the conference organising committee for further action in liaison with the proposers.