

# THE FEDERATION OF TELANGANA CHAMBERS OF COMMERCE AND INDUSTRY

\*\*\*\*\*

## GOOD GOVERNANCE GUIDELINES & CODE OF CONDUCT

(Elections and Managing Committee)

### Purpose

The purpose of this document is to uphold the highest standards of ethics, transparency, accountability, good governance, and institutional integrity within the Federation of Telangana Chambers of Commerce and Industry (FTCCI).

### A. GENERAL PRINCIPLES

- Elections shall be conducted in a free, fair, and impartial manner, ensuring equal opportunity for all eligible candidates.
- Members shall vote without coercion, inducement, or undue influence from any candidate, member, or office bearer.
- All election-related communications and campaigning shall respect the dignity and decorum of the Federation.
- Members of the Managing Committee shall act with integrity, honesty, and responsibility, upholding FTCCI's mission and values.
- They shall maintain positive relationships with fellow members, Office Bearers, and staff, fostering an environment of mutual respect and cooperation.
- Decisions shall be guided solely by the best interest of FTCCI. Conflicts of interest must be disclosed immediately and handled transparently.

### B. PRE-ELECTION GUIDELINES

- The Secretary shall notify all members about the election schedule, nomination process, eligibility criteria, and this Code on or before the 15th of June every year, along with the AGM Notice/Election Notice.
- All nominations must be submitted within the prescribed timeline.
- The Federation may circulate an official profile of all candidates equally, in the prescribed format, without endorsement, to all eligible voters and also display the same on the FTCCI Notice Board.

### C. CAMPAIGN RESTRICTIONS

- Campaigning shall be limited to permissible modes (emails, printed materials, phone calls, WhatsApp) as defined by the Election Committee.
- Federation resources, premises, or social media shall not be used for campaign purposes unless made equally available to all candidates.
- Personal canvassing, including banners, handouts, pamphlets, or other promotional materials, inside the polling area on election day is strictly prohibited.

## **D. CONDUCT DURING ELECTIONS**

- No member—including Office Bearers, Past Presidents, or Staff—shall directly or indirectly solicit votes for any candidate inside the voting area. Only designated people authorized by the Election Committee shall be permitted to assist in the election process.
- No gifts, favours, inducements, or promises shall be offered to influence voting.
- Only authorized election officials and voters casting their ballots shall be permitted in the voting area.
- Campaigning, canvassing, or conversations relating to elections inside the polling premises (polling area) are strictly prohibited.

## **E. CONDUCT OF MANAGING COMMITTEE MEMBERS**

### **❖ Preamble**

FTCCI, the apex body representing trade, commerce, and industry in Telangana, has been serving the business community for over a century and is committed to promoting ethical business practices and transparent governance. Members of the Managing Committee are expected to uphold these values, serving with integrity, professionalism, and dedication to the Federation's growth and reputation.

### **❖ Confidentiality:**

Discussions and documents of the Managing Committee are confidential and shall not be disclosed without authorization from the President.

### **❖ Behavioural Standards:**

Members shall not engage in any form of abuse—verbal, physical, sexual, or psychological—toward other members, staff, or the public.

### **❖ Representation:**

When representing FTCCI at external events, members (excluding Chairpersons, Co-Chairpersons, and Advisors) shall seek prior consent of the President before making speeches or public statements.

### **❖ Recognition & Awards:**

Members shall inform the Secretary within 7 days if they receive any honour or award related to their FTCCI position. Cash rewards, if received due to FTCCI status, are encouraged to be donated to the FTCCI or another charitable cause through FTCCI.

### **❖ Term, Attendance & Participation:**

- The Managing Committee Member shall hold office for a term of two (2) years, if elected and one (1) year for co-opted members
- The President's tenure shall be one (1) year, commencing on 15th July each year.
- The Committee shall meet monthly (12 meetings per year).
- Members must attend at least 50% of meetings annually.

- Members with attendance of less than one-third (1/3rd) of total Managing Committee meetings without valid reason may be referred to the Ethics/Grievance Committee for review and possible suspension of privileges.

❖ **Dress Code:**

Members shall adhere to a formal dress code at all FTCCI meetings and official functions, which includes trousers, collared shirts, and formal shoes (or equivalent formal attire for women members).

❖ **Contribution to Growth:**

Members are encouraged to contribute by bringing new members, identifying sponsors, and promoting FTCCI's initiatives.

❖ **Mentorship & Induction:**

A Mentorship Team comprising a Senior Past President and one Office Bearer shall guide new members, promote governance practices, and recognize high-performing members.

**F. Election Committee**

An Election Committee consisting of neutral senior members not contesting shall oversee the election process. The President shall serve as Presiding Officer; in his absence, the Senior Vice-President or Vice-President shall preside.

**G. WITHDRAWAL OF PRIVILEGES**

Where a member fails to discharge their responsibilities or acts contrary to these Guidelines, the Managing Committee may, upon the recommendation of the Ethics/Grievance Committee — which shall be constituted based on the recommendations of the Steering Committee — impose one or more of the following actions:

- Written warning
- Suspension of privileges
- Removal from committees
- Recommendation for further action under the Bye-Laws

**H. EFFECTIVE DATE**

This document shall come into force with effect from November 21, 2025 and shall form part of the Federation's official regulations

By Order of the Managing Committee  
For The Federation of Telangana Chambers of  
Commerce and Industry

**Sd/-**  
**M. Veena**  
**Secretary**