



Election Process & Guidelines

PMI MUMBAI CHAPTER

June 1, 2021

v 1.8

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1. PMIMC Elections

1.1 Purpose

- Outlines the processes and guidelines to execute or implement a complete Election process to onboard elected officers for PMI Mumbai Chapter.
- To ensure that chapter has a clear, fair, inclusive, and transparent election process, enabling members in good standing to nominate candidates, and vote for the Board of Directors positions for smooth operations.
- To ensure that chapter has documented guidelines in place for a semi-autonomous nominations committee, and a documented process for communicating the elections process and timelines. The Board liaison with the election committee will be appointed in a board meeting before the election process.
- To ensure that chapter development team of PMI India guides and oversees end-to-end election process

1.2 Process

- A successful election is one in which participating chapter members believe the process was transparent and fair, those elected are speaking on their behalf, and those elected agree to uphold their fiduciary responsibilities
- Election Nominating Committee Composition: As per the PMIMC Bye-Laws, with the approval of the Board, the Chapter board will appoint members for the Election Nominating Committee to oversee the election process. The committee should consist of an odd number of members; contain at least three members in good standing.
- Issue of Election Notification: The Election Nominating Committee shall issue Election Notification as per the Bye-laws of the Chapter and call for the candidates' nominations for the Chapter's managing committee positions.
- Screening of Candidates for eligibility: The candidate's profiles will be studied/scrutinized by the Election Nominating Committee for meeting the eligibility criteria as specified in the byelaws and Operational Handbook, Chapter's Election Process and Guidelines. Election Nominating Committee will invite each candidate to submit a brief profile for publication in Chapter newsletter or web site or email communication which is part of candidate application form.
- Announcement of the candidates: Once the candidate scrutiny is completed, the Election committee will publish the name of candidates to the members at least 21 days in advance of the voting period. While mass canvassing is not permitted, one-to-one canvassing may be allowed where the candidates speak about their qualifications to contest the elections.
- Defined roles and responsibilities: Each board position should be clearly defined, including expectations of time commitment and participation. This will help potential candidates to fairly evaluate their ability to serve in the position. These guidelines are part of election docket/operational handbook of the chapter. By participating in the election, candidates agree that these are volunteer positions; they have understood the expectations of the role and declare their ability to invest time and efforts if elected.
- Election will be conducted as per the Chapter Bye-laws and PMI Guidelines.

- Paper Ballot will be used / or e-voting shall be carried out for the Board election. The candidates who receive the maximum number of votes will be elected to the Board. (As an example, suppose there are 6 Board vacancies; then the first six candidates with highest number of votes will enter the new Board) The portfolios will be allotted among the Board members once the Board is formed. The decision on the voting medium/method will be taken by the Election Nominating Committee in conjunction with PMI guidelines, and the decision will be final.
- Election Result will be announced as per schedule published
- Non-Eligible Ballots will be discarded, and not considered for counting.
- Eligibility to vote: All the current PMI Mumbai Chapter members as on certain date e.g. announcement of election or 2-3 days before circulation of ballot will be checked for voting eligibility as laid out in the Bylaws.
- No member participating in the voting will be allowed to change/ alter his ballot, once he/ she has confirmed the ballot.

1.3 Process Changes in-line with the Proposed New Bye-Laws

- In line with the proposed new bye-laws, below are the process changes that will come into action & to be followed post approval:
 - The elections will be conducted for an opening to join the Board of Directors (BOD) of PMIMC, and not specific to a portfolio or a position.
 - Number of openings will be equivalent to the number of positions where the current board members are completing their 2 years of term, and their portfolios will be open again for elections.
 - The board members who are mid-way of completing their full-term of 2 years must continue in the same portfolio till the end of the term, i.e., 2 years.
 - Based on the number of votes received, nominees (equivalent to the number of positions or lesser) with highest votes will be the election winners to join the board.
 - Allocation of portfolio will be done through discussion & if needed by election in the first board meeting after election process. Outgoing board members will not be eligible to vote as they would not be part of the new board. Outgoing member is the one who has either lost the elections, or whose tenure is completing in the current financial year, and so not part of the new BOD.
 - *In an event where any of the board member resign or an elected member does not accept the assigned portfolio, the board position is treated as vacant, and will follow the nomination process as per the bye-laws. Tenure of the nominated position will be till the end of financial year. For election process, the nominated position will be considered as vacant for the upcoming election. Nomination process should be completed within 2 months since the position was known as vacant.*
 - OR
 - *However, in an event where any of the current/new board member resigns after the new board is finalized or in the first 6 months of the financial year, the next (in-line with votes received in descending order) nominee who contested for the elections and wasn't confirmed due to the number of positions being lesser than his/her ranking, will be considered for the board.*
 - In a situation where the number of nominees/candidates are lesser than the open positions board has, all the candidates will be declared as elected to join the board. Rest of the open positions must be filled by the new board by nominating/selecting experienced volunteers. This will stand true for board resignations as well.

1.4 Guidelines

Guidelines for the Candidate & Election Nominating Committee, during the election process:

- The Chairman of the Election Nomination Committee shall preside over the elections and shall not vote except to break a tie in the election.
- In case of Nomination process, no PMI Mumbai Chapter Past Board member may propose, second, or act in support of any candidate.
- Candidates and their supporters may not attempt to influence the voting of any individual
- Candidates shall in no way attempt to undermine the fair and democratic conduct of the election.
- Even after the completion of active board tenure, elected candidates are expected to be available to present themselves to the charity commissioner office, as and when required to comply with the local government's statutory guidelines.
- Carteling will not be allowed. Board members will be elected individually.
- In the event that there is less nomination than the open board positions then nominee shall be deemed elected
- Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion, sexual orientation or mental disability is unlawful and prohibited by PMI policy.
- All complaints received during the entire election's duration must immediately be submitted in writing (or via email) to the Chair of the Election Committee, within 24 hours of the incident. The Nominating Committee will then conduct an emergency meeting to decide on the outcome of the complaint.
- If there is any ethics issue in an open state during the election process, where the nominee/applicant is involved, it is mandatory for the Ethics Committee to declare the outcome & not leave it open. In a situation where the outcome stays undecided or decision is still pending, nominee/candidate has the right to stand/apply for the election.
- Election Committee will directly check online if the membership status is active. If not found online, will inform President & Ethics Committee for support to check validity.
- **Use of PMI Funds and/or Resources.** No funds or resources of the Institute, or its communities or employees, shall be used to support the nomination or election of any candidate or group of candidates
- **Candidate Communication:** Candidates may communicate, one-on-one, regarding their candidature only if the communication focuses on their qualifications. Mass communication is prohibited. The candidates may not make reference to any other candidate or any existing or past Directors.
- **Campaign Materials:** No candidate or PMI member can utilize any campaign materials such as posters, buttons/lapel pins, group activities or sponsorships to promote a candidate.
- **Candidate's Communications with the Institute:** The candidate should discuss the position with former directors or a member of the nominating committee. Specific requirements of the position in terms of time, expense, meeting schedules, and administrative assistance should be explored.
- **PMI Promotion of a Candidate:** PMI and its communities may not participate in any activity or provide opportunities at any PMI sponsored or PMI community functions that promotes or negatively impacts a candidate.

- **One Organization one Post during the tenure:** The Nominee should not be a part of Board of any other non-profit body during his Board tenure with the PMI Mumbai Chapter.

1.5 Frequency, Date & Venue

- **Frequency:** Election needs to be conducted annually. Generally, elections are held in January, with newly elected officers taking their positions starting 1st April every year. It is suggested that the new board must be finalized and announced not later than 31st January.
- **Date:** The election will be held on a date/s as decided by the Nominating Committee.
- **Venue:** If required, a venue shall be identified for the elections and shall be announced to the members. In case of 'Vote Net'/online ballot system, election will be held online for a period announced as per election schedule.

1.6 Nominations Received

The summary of nominations received for the for the Board shall be summarized as follows:

Board vacancies	Nominations Received	Nominations Received From	Remarks

The Nomination Committee shall disclose names of all the applicants on the next day of the Last Submission Date. This will also enable candidates who had applied but don't want to stand for election any more, to withdraw the application.

1.7 Candidate Profile

Nomination Committee shall publish the candidate's Profile/ on the Chapter's website for the reference of the members. The template of Candidate's Profile is attached in the Nomination form. Refer Appendix for the template

1.8 Milestones of the Election Process

The Nomination Committee shall announce the description of the various election processes along with date of completion. Refer Appendix for Election Milestones template

2. Invitation for Formation of Election Nominating Committee

2.1 Election Nominating Committee Formation

- The PMI Mumbai Chapter Operational Handbook is the authoritative guidebook of how things should be done in the chapter operations.
- As per the Bylaws of PMI Mumbai Chapter, the elections for vacant positions in Chapter Board are to be conducted by an Election Nominating Committee.
- As per the Chapter Bye-Laws, with the approval of Board, the President PMI Mumbai Chapter shall appoint the Election Nominating Committee.
- The President, PMI Mumbai Chapter is hereby inviting volunteers for the Election Nominating Committee to conduct the election of Chapter managing committee's vacant positions for the financial year.
- The Election Nominating Committee shall have to work within the purview of Chapter's Byelaws (clause 8.3, 8.4 & 8.5) and approved Election process. The details of Byelaws and Election process will be circulated, once the Election Nominating Committee is formed.
- Eligibility: The members of the Mumbai Chapter in good standing are eligible to apply.
- As per the Chapter's Bylaw, the members appointed for the Nomination Committee cannot apply for any of the vacant positions in the Chapter Board.

2.2 Roles & Responsibilities of the Election Nominating Committee

- The Election Nominating Committee shall work independently, maintain the integrity and would not divulge any information/details with other candidates and membership before, during and after the election process.
- Applying the suitable changes in the Candidature form, Election Process and Election Notification followed for election.
- Distribution List used by the Nominating Committee to be converted to email address, and only Chair of the Nominating Committee will have access to the same.
- The Chair will be uploading all nominee documents to chapter repository where other members of the NC will be able to access, during the election process.
- Issue of Notification for inviting the candidature.
- Validating and scrutinizing the Candidature forms in coordination with the Ethics and Governance committee.
- The Election Nominating Committee shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election.
- Finalization of candidate's nomination.
- Preparation of candidate's bibliography for the information of chapter's membership.
- Acceptance of nomination and announcing the potential candidates along with their bibliography.
- Conducting the election as per agreed process, and announcing the election Result.
- Handing over election result, report, and all nominations forms to the President, PMI MC.
- Handing over the final set of Election documents to PMI MC Office.

3. Notification of Election of Candidates for Vacant Positions

3.1 Appointment of the Election Nominating Committee

- The President PMI Mumbai Chapter, with the approval of the board) has appointed the following members for the nomination committee to oversee the election process;
 - a) (Chair of the Election Nominating Committee)
 - b) (Member of Election Nominating Committee)
 - c) (Member of Election Nominating Committee)

3.2 General Guidelines

- The Election Nominating Committee using procedures established in the bylaws will receive nominations for managing committee.
- The clear roles and responsibility of each board position has been defined in the chapter's Operational Handbook. Candidate willing to apply for the Board must read the roles and responsibility defined before the nomination is filed to the Nomination Committee.
- No member of the Election Nominating Committee shall put up his or her nomination for election to managing committee.
- The Nominating Committee shall prepare an election ballot for use at the Annual General Body Meeting or online election process
- The Election Nominating Committee shall also be responsible for overseeing the administration of the election process and reporting on the results to the existing Managing Committee for implementation and turnover of responsibilities.
- Eligibility to vote: All the current PMI Mumbai Chapter members will be eligible to vote subject to rules in bylaws.
- Counting the vote: Nominating committee or other impartial group to be selected to count the votes according to community policies and procedures. In case of online voting using the PMI facility, the result declared by the PMI team will be accepted as the final vote count.
- The candidate/s with the simple majority of votes to the Board will be adjudged the winner/s, the where in case of tie the Chairman of the Nomination Committee will cast the tie-breaking vote.
- If sufficient number of nominations are not received for vacant Board positions, then current Managing Committee would nominate the candidate who can take care of the position during the first transition meeting.
- The nomination committee shall be responsible to maintain the confidentiality of nomination received for the respective position.

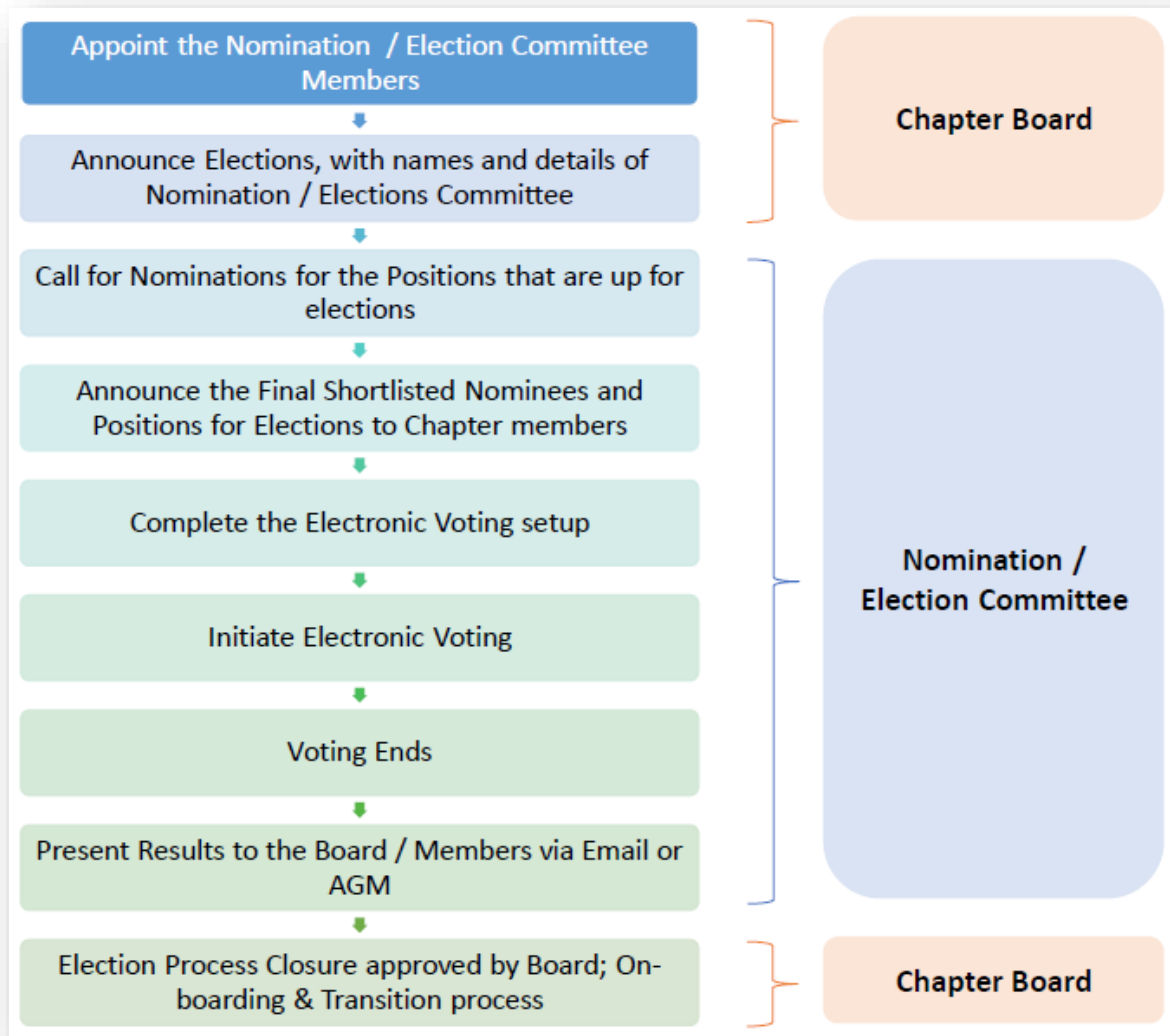
3.3 Conduct in Election

- The Chairman of the Nominating Committee shall preside over the elections and shall not vote except to break a tie in the election of any Officer

- The Nominee should not be a part of Board of any other non-profit body during his Board tenure with the PMI Mumbai Chapter
- No PMI Mumbai Chapter Past Board member may propose, second, or act in support of any candidate.
- Candidates and their supporters may not attempt to influence the voting of any individual
- Candidates shall in no way attempt to undermine the fair and democratic running of the election.
- Group election will not be allowed. Board members will be elected individually
- In the event that there is only one nomination to the Board, that nominee shall be deemed elected
- Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion, sexual orientation or mental disability is unlawful and prohibited by PMI policy.
- Any complaints from PMI MC members during the entire election's duration must immediately be submitted in writing (or via email) to the Nominating Officer responsible for overseeing the Elections, within 24 hours of the incident. The Election Nominating Committee will then conduct an emergency meeting to decide on the outcome of the complaint.
- Ethics Committee:
 - If any of the chapter members are disqualified by the Ethics Committee, the Ethics Committee will also decide the tenure of disqualification.
 - Ethics Committee will share a list of members under scrutiny/against whom there are active cases. Hiding the information about pending case(s) by a candidate is a ground for disqualification.

3.4 Process of Filing Nomination

- The interested candidate will have to download the nomination form from the PMI Mumbai Chapter website <http://pmimumbaichapter.org> (The nomination form is available in Appendix)
- Members interested in nominating themselves to the Board should fill up the form downloaded from the PMI Mumbai Chapter website.
- Eligibility for Nominations: Should be a PMI Mumbai Chapter member in good standing and should meet the criteria stipulated in the bylaws.
- (i) the nomination form dully filled-up should be sent to the chairman of nomination committee on email address election@pmimumbaichapter.org and in MS WORD format only, and (ii) receipt of same shall be confirmed back over email within 2 business days.
- In addition to the Nomination Form, nominee should also submit – Conflict of Interest form, Confidentiality and Record's Compliance Agreement, and Candidate Declaration.
- The timelines for filing the Nomination will be min. of 15 days from the date of e mail soliciting the Nominations. This shall be considered by the Nomination Committee & Board of Directors of PMIMC while finalizing the Election schedule.
- The time period of 21 days for Nomination filing may be shortened by the the Board of Directors of PMIMC on request of the Nomination Committee



3.5 Criteria for Selection of Nomination

The Election Nominating Committee shall set criteria for selection of nominees, which shall include the following:

- The Nominee should spend minimum 20 volunteer hours in the role assumed per month.
- Must attend 75% to 80% of Board/Chapter Committee/Strategic Meetings organized during the Chapter's financial year
- The Nominee should have spent preferable 20 volunteer hours/month in the immediate past year
- Significant contribution to the Chapter in the area of Process improvements, team work and other operational areas (This is gauged from the Nominee's application form)

- The Nominee should not be a part of Board of any other non-profit body during his Board tenure with the PMI Mumbai Chapter and vice-a-versa
- Minimum 2 years length of membership with PMI and PMI Mumbai Chapter.
- Professional Experience – Minimum 10 years
- Personal attributes (to be qualitatively gauged from the application form)
- Past and Current Professional position held
- As per PMI Guidelines and practices followed by other chapters, the candidate should not have assumed the roles of office bearer in other nonprofit organization/association
- PMI Leadership Experience (any leadership position including AVP)
- Membership and Activities performed/associated
- Honors and Awards received
- Speaking experience
- Articles Published and Interviews
- Your Goal towards the Mumbai Chapter
- Details of existing Office Bearer/Volunteer
- Major Achievements /Constraints during the tenure
- Best Ethical practice followed

3.6 Eligibility Criteria for Nominee

- Eligibility Criteria for all board positions will be as detailed in the PMIMC Operations Handbook. Additionally, below are the points that the nominee needs to comply with:
- The applicant must not be PMI certified ATP owner or trainer at the time of contesting elections or during their tenure.
- Active Board Member or a board member presently holding an active portfolio position is eligible to apply only if he/she will be completing the expected full term of two years in the current financial year.
- For board members who are in the mid of their active tenure of two years, will not be eligible to apply for another board position.
- In line with the proposed bye-laws, nominees applying for key board positions of President, Vice President, Secretary, and VP Finance needs to complete minimum one full term of 2 years as a PMIMC Board Member.

3.7 Process of Withdrawal of Nomination

- Any candidate can withdraw the Nomination by communicating in writing to the Nomination Committee.
- The timelines for filing the Nomination will be min. of 7 days from the last date for candidate scrutiny by the Election Nomination Committee. This shall be considered by the Nomination Committee & Board of Directors of PMIMC while finalizing the Election schedule.
- The time period of 7 days for Nomination filing may be shortened at the by the of the Board of Directors of PMIMC on request of the Nomination Committee

3.8 Date, Venue, Schedule

- As planned by the committee with the approval of the Board

4. Candidate Nomination Forms

4.1 Nomination Form - Attributes

Attributes	Type	Guidelines	Proposed Action/Remark
PMI Membership ID	Mandatory	<ul style="list-style-type: none"> Should be valid PMI Membership ID 	<ul style="list-style-type: none"> Rejection of the form - In case of invalid
Member Name	Mandatory	<ul style="list-style-type: none"> Should be valid name as per the PMI record 	<ul style="list-style-type: none"> Send request for correction
Member Since (DD-MM-YYYY)	Critical & Mandatory	<ul style="list-style-type: none"> Should have continual membership throughout the Election process to justify the candidature 	<ul style="list-style-type: none"> Rejection of the form - In case of not being PMI MC member
Mailing Address (To be used for correspondence)	Mandatory	<ul style="list-style-type: none"> Address should match with PMI record 	<ul style="list-style-type: none"> Send request for correction
City	Mandatory	<ul style="list-style-type: none"> PMI Mumbai Chapter Jurisdiction Area 	<ul style="list-style-type: none"> Send request for correction
Contact Number	Mandatory	<ul style="list-style-type: none"> Should valid local contact no. of Mumbai 	<ul style="list-style-type: none"> Send request for correction
Mobile Number	Mandatory	<ul style="list-style-type: none"> Should be valid mobile no 	<ul style="list-style-type: none"> Send request for correction
Preferred Email Id	Mandatory	<ul style="list-style-type: none"> Should Valid email address 	<ul style="list-style-type: none"> Send request for correction
Member of Mumbai Chapter	Mandatory	<ul style="list-style-type: none"> Should be Valid answer in form of "Yes" or "No" 	<ul style="list-style-type: none"> Rejection of the form - In case of not being PMI MC member
Association with Other professional Organization/Association	Mandatory	<ul style="list-style-type: none"> The details of association and key role assumed should be specified 	<ul style="list-style-type: none"> PMI Does not support multiple roles within the PMI Components and role in any other non-profit organization/association to avoid the conflict of interest.

			<ul style="list-style-type: none"> In this case the nomination form should be rejected
Professional Experience (in years)	Optional	<ul style="list-style-type: none"> Mention of professional experience is desired to understand the dept. of candidate 	<ul style="list-style-type: none"> The nominee must have minimum 10 years of professional experience. Failing which the candidature should be rejected
Industry Vertical	Optional	<ul style="list-style-type: none"> Recommended to have 	<ul style="list-style-type: none"> Send request for correction
Details of PMI MC BOD Positions	Mandatory	<ul style="list-style-type: none"> Mention of last two positions in PMI MC Board is must. As per PMI MC Current Bylaw, the member can have continuance of two consecutive terms 	<ul style="list-style-type: none"> In case of two consecutive terms in the same position, the nomination form should be rejected
Details of Volunteer ship within the PMI or PMIMC		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

4.2 PMI Guidelines/Bylaws based Validation/Monitoring

Election Activity	Not allowed /Prohibited (As per PMI)	What is allowed (As per PMI)	Proposed Action/Remark
Use of PMI Funds and/or Resources	<ul style="list-style-type: none"> No funds or resources of the Institute, its communities, employee allowed to support candidate 	<ul style="list-style-type: none"> Information posted on the official PMI Election Web site Published through other PMI media in direct support of the election process 	<ul style="list-style-type: none"> Any such incident/violation should be escalated to President/Ethics and Governance committee On proving the serious offence, candidature may stand cancelled
Candidate Communication	<ul style="list-style-type: none"> Mass communication Reference of another candidate 	<ul style="list-style-type: none"> One-on-one communication only on his/her qualification 	<ul style="list-style-type: none"> Any such incident/violation should be escalated to Board/Ethics & Governance committee

	<ul style="list-style-type: none"> Reference of existing or past directors 		<ul style="list-style-type: none"> On proving the serious offence, candidature may stand cancelled
Campaign Materials	<ul style="list-style-type: none"> No candidate or PMI member can utilize any campaign materials such as posters, buttons/lapel pins, group activities or sponsorships to promote a candidate 		<ul style="list-style-type: none"> Any such incident/violation should be escalated to President/Ethics and Governance committee On proving the serious offence, candidature may stand cancelled
Candidate's Communications with the Institute		<ul style="list-style-type: none"> Discussion with former directors or members of nominating committee Specific requirements of the position in terms of time, expense, meeting schedules, and administrative assistance should be explored 	
PMI Promotion of Candidates	<ul style="list-style-type: none"> Participation in PMI sponsored or PMI community functions that promotes or negatively impacts a candidate 		<ul style="list-style-type: none"> Any such incident/violation should be escalated to President/Ethics and Governance committee On proving the serious offence, candidature may stand cancelled
Multiple Role within PMI or any other Non-Profit Organization	<ul style="list-style-type: none"> The Nominee should not be a part of Board of any other non-profit body during his Board tenure with the PMI Mumbai Chapter 		<ul style="list-style-type: none"> This is an issue of COI Candidature may stand cancelled

5. Election Ballot & Announcement of Results

E-ballot would be used for electronic voting during Elections.

Sample Announcement:

Dear President/Members,

Subject: Election 20XX - Announcement of Result

1. The Nomination Committee using the procedures established in the chapter’s Bylaws has invited the nomination for Candidates of Chapter managing committee listed below for the financial year 20XX-20YY;
 1. Candidate 1
 2. Candidate 2
 3. Candidate X

2. The nominations received have been scrutinized as per the criteria mentioned in the Election notification and the final list of accepted nominations has been prepared. The brief summary of nominations received/accepted has been presented below for your kind ready reference;

Positions	Nominations Received	Nominations From	Received	Status of Nomination
Candidate 1				
Candidate 2				
Candidate X				

3. On behalf of Election Nominating Committee, PMI MC Election 20XX, it is my privilege pleasure write to you/announcing following results;

Sr. No	Position	Name of the Nominee	No. of Votes	Result
1	Candidate 1			
2	Candidate 2			
3	Candidate X			

4. As per the Chapter's By-Law the Terms of the elected candidate shall be for two years i.e. for the financial year 20XX-20YY.
5. On behalf of the nomination committee, we express our sincere thanks and gratitude for providing us the opportunity to serve the Chapter under this capacity. Also, we express our sincere thanks to our entire Chapter's beloved membership for extending their support and following-up process laid down.
6. We express our best wishes to the elected candidates for their success.

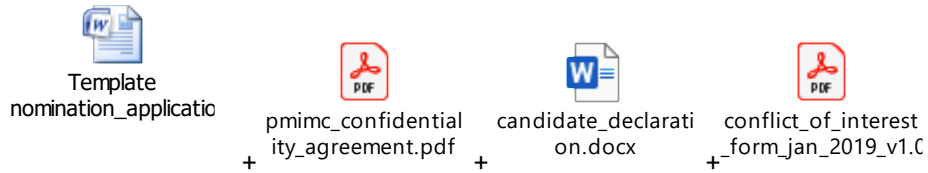
Name

Chairman, Nomination Committee

Date

6. Templates/Forms

6.1 Nomination Application Form (which also includes Confidentiality Agreement, Candidate Declaration, and Conflict of Interest Declaration)



6.2 Election Milestones



6.3 Election Notification



6.4 Election Eligibility Criteria



Appendix: Document Revision History

Document Name	: PMIMC Elections Process & Guidelines Document
Document Version	: 1.8 DRAFT
Document Description	: Document details the roles and responsibilities of the Election Nominating Committee, and processes and guidelines to conduct Elections
Document ID	: PMIMC/CG/002/1.8 DRAFT
Document Created On	: 1 st June, 2021
Document Updated On	:

Version No.	Revision Date	Author	Change Description
1.8 DRAFT	01.06.2021	Aparna Khatiwala, Naushad Rajani, Mitra Wani	DRAFT created by the 2021-22 Gouvernance & Policies team
1.7	29.10.2020	Bharat Bhagat	Reference to YYYY is removed to make generic guidelines
1.6		Aparna Khatiwada, Jatin Kaji	Inserted new guidelines as per PMI Election Guidelines
1.5	30.09.2012	Sh. R V Joshi/Dr. Sanjay Buch/Rakesh Gupta/Ajit Shah	Inclusion of Best practices, PMI code of ethics for multiple roles, enhancement of nomination scrutiny criteria
1.4	2012	Dr. Sanjay Buch/Ajit Shah	Spelling and Grammar Correction
1.0 to 1.3	2011	Dr. Sanjay Buch/Ajit Shah	Review and Corrections