

**SANDEEP VIHAR (AWHO) SOCIETY, GHS-79, SECTOR-20, PANCHKULA**

**MINUTES OF THE MEETING OF THE ELECTION COMMITTEE WITH CANDIDATES HELD ON 22 JUL 2023 TO DISCUSS THE PROCEDURE FOR CONDUCT OF ELECTIONS AND CONSIDER POINTS FROM CANDIDATES**

1. A meeting of the Election Committee was held on 22 Jul 2023 at 09.30 AM to discuss the procedure for conduct of elections with candidates and consider points, if any from the candidates.
2. The following were present:-

Election Committee

- (a) Brig S N Setia, Retd
- (b) Col V K Popli, Retd
- (c) Col R C Jaswal, Retd
- (d) Col Arun Dhawan, Retd
- (e) Col Pradeep Sangwan, Retd

Candidates Present

- (a) Brig Parvinder Singh, VSM\*\* (Retd)
- (b) Lt Col Arvind Bali, Retd
- (c) Col Parveen Ahluwalia, Retd
- (d) Col Rajiv Khanna, Retd
- (e) Col Rahul Gahlot, Retd
- (f) Er A S Negi
- (g) Maj Mandeep Singh, Retd
- (h) Capt G C Bhatt, Retd

\*\* Lt Col Shayam Singh Chauhan had telephonically expressed his inability to attend due to other urgent commitments.

Management (In attendance) - Brig D K Mohan, Retd (General Secretary).

**Proceedings**

3. At the outset, the Chair welcomed the participants. Thereafter, the following procedure for conduct of elections was explained along with the layout of the voting booth (attached at Annexure 1).
4. It was clarified that candidates would be allowed to be present in the enclosure earmarked for them during the voting and counting process. However, proxies would not be permitted.

Actions Prior to Elections

5. (a) Required number of ballot sheets will be prepared and stamped and signed by two members of the Election Team.



- (b) Thereafter these will be sealed and kept under lock and key of the ROs.

#### Actions Prior to Commencement of Voting

6. At 7.45 AM desirous candidates will assemble in the Community Hall where the following will be done: -

- (a) The ballot sheets will be unsealed and counted in the presence of the candidates.  
 (b) The candidates will check the ballot box and thereafter it will be sealed.

#### During Voting

7. (a) Voters will report to the Registration Centre established at the Main Office by one of the ROs assisted by Head Clerk.  
 (b) The identity of the voter will be checked with the master voter list and verified through the Society Identity Card, Adhaar Card, Veteran Card, Driving License, Passport, PAN Card or any other acceptable proof of identity issued by the government.  
 (c) A photocopy of the identity document will be made and self-attested by the voter and authenticated by the Returning Officer.  
 (d) The voter shall then move to the Community Hall and report to the Returning Officer for the particular block.  
 (e) The Returning Officer will verify the credentials of the voter, obtain signature on the nominal roll and issue a ballot paper.  
 (f) The voter will proceed to one of the of the tables and stamp his choices.  
 (g) The voter shall then proceed to the Returning Officer monitoring the ballot box and after handing over the identity document, will drop the ballot in the ballot box.  
 (h) The voter shall then exit through the Exit Gate.

#### Procedure for Counting

8. (a) The candidates present will be asked to inspect the seal of the ballot box.  
 (b) The ballot box will be opened and the ballot papers dumped into a heap.  
 (c) The ballot papers will be counted and made into bundles of 25 each.  
 (d) The unused ballot papers will be counted.  
 (e) The accounting of ballot papers will be announced, viz. total ballot papers prepared, ballot papers found in ballot box and unused ballot papers.  
 (f) The votes will be counted twice and further rechecked, if required.

7

### Announcement of Results

9. (a) In case of a tie between any two candidates, name of the winner shall be decided by draw of lots in the presence of candidates / members in full public view (para 8 of Appendix A to Bye Laws refers).

(b) All documents will thereafter be sealed under signature of RO.

### Specimen Ballot Paper

10. The proposed ballot paper was shown to all candidates and approved.

### Voting by Joint Members

11. In case the first member desires to authorise the joint member to exercise the vote, then an application to this effect will be submitted by the first member to the Society Office before 5 PM on 29 Jul 2023. The same shall be verified for correctness by the Returning Officers and endorsement made in the final list of members entitled to vote. Authorisations which may be produced at the time of voting will not be accepted since verification of the same would not be possible.

### **Points from Candidates**

12. Col Parveen Ahluwalia suggested that the Registration Document with identity of the voter should be authenticated in a manner that it should not be possible to duplicate. The Senior Returning Officer assured that this would be done.

13. Candidates were asked for any others suggestions regarding the election procedure, but there were none.

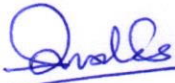
### **Request by Election Committee**

14. Conduct of elections for a society having 556 members is a massive exercise. However, the resources available are not commensurate with the task at hand. There is only one clerk who is already hard pressed in dealing with his normal work load and has now to shoulder this additional requirement.

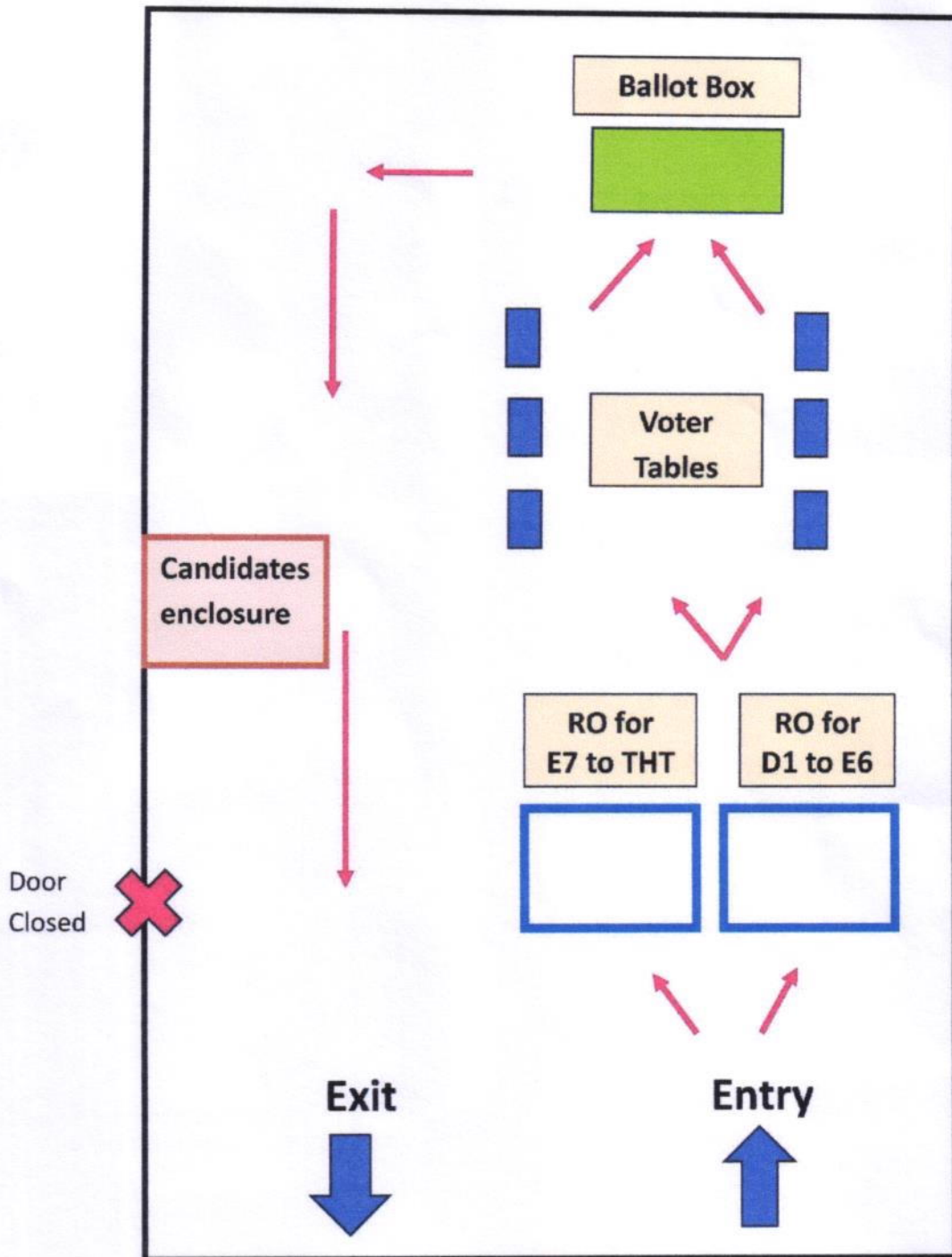
15. In the end, the Chair exhorted all the august participants to do all acts in conducting the elections in a smooth manner and in a healthy spirit so that it speaks well of us as a society.



Date:- 22 Jul 2023

  
(Brig S N Setia, Retd)  
Senior Returning Officer

# LAYOUT FOR VOTING



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