

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

**NOTICE FOR ELECTIONS – MANAGING COMMITTEE 2023-2026**

1. Election for the Managing Committee, 2023-2026 has been scheduled to be held on 30 Jul 2023 for the following appointments:-

- |     |                   |   |     |
|-----|-------------------|---|-----|
| (a) | President         | - | One |
| (b) | Vice President    | - | One |
| (c) | General Secretary | - | One |
| (d) | Joint Secretary   | - | One |
| (e) | Treasurer         | - | One |
| (f) | Members           | - | Six |

Aspiring members can apply for one post only.

**Election Schedule.**

2. Schedule for Elections shall be as under :-

Ser	Activity	Date
<b>By the Management</b>		
1.	Announcement of elections, nomination of Returning Officers and display of Members List	12 May 2023
2.	Last date for filing objections to Members List	26 May 2023
3.	Publication of final Members List	03 Jun 2023
4.	Display of list of members not entitled to vote due to non payment of dues	01 Jul 2023
<b>By the Returning Officers</b>		
1.	Issuance of Nomination Forms to commence	25 Jun 2023
2.	Last date for filing nominations	09 Jul 2023**
3.	Last date for objection to nominations	12 Jul 2023**
4.	Last date for withdrawal of nominations	16 Jul 2023**
5.	Publication of final list of candidates	16 Jul 2023
6.	Last date for submission of authorisation by first member authorising joint member to vote.	29 Jul 2023**
7.	Conduct of elections and announcement of results	30 Jul 2023

\*\* Actions on all dates to be completed by 5 PM.

**Duties of the Management**

4. The Management will be responsible for the following aspects pertaining to the elections.

- Issuance of list of members.
- Resolve all issues related to membership.
- Issue the list of members not entitled to vote due to nonpayment of society dues.
- Provide secretarial support to Returning Officers.



- (e) On the day of the voting, to provide administrative support to the election staff.

**Duties of Returning Officers.**

5. Returning Officers will be responsible to oversee the entire electoral process after the issuance of notification for elections, till the announcement of results. Secretarial support will be provided by the General Secretary. The specific duties will be as under: -

- (a) Prepare the Nomination Forms.
- (b) Arrange for issuance of Nomination Forms.
- (c) Scrutinize filled Nomination forms for eligibility of the candidates.
- (d) Examine and rule upon any objections to candidature.
- (e) Publish the final list of candidates.
- (f) Preparation and accounting of Ballot papers.
- (g) Lock and seal the Ballot Box after inspection by candidates.
- (h) Conduct the elections by secret ballot on the designated date.
- (i) Supervise the counting of votes and announcement of results.

**Procedure for Conduct of Election.**

6. Nomination forms will be available for collection by prospective candidates from the Society Office from 25 June 2023. Completed Nomination Forms will be submitted in sealed envelope to the Society Office by 5 PM on 09 Jul 2023 and the deposit will be recorded by the Office Superintendent.

7. Election will be conducted in the Community Centre.

8. Voting will commence at 8.00 AM and will continue till 2.00 PM. However, in case there are voters waiting to vote at 2.00 PM, the Returning Officers may permit voting to continue till such voters have been able to exercise their franchise.

9. Counting of votes will commence at the earliest thereafter.

**Procedure to be followed for voting.**

10 (a) Arriving voters will be checked against the list of entitled members by the Office Superintendent and issued with a serial token for voting.

(b) The voter will thereafter proceed to the Returning Officers Stand. The Returning Officers will:-

(i) Verify the identity of the voter and reconfirm the eligibility of the voter to cast a vote based on the final list of members eligible to vote.

(ii) In case of voting by Joint Member, apart from verifying the identity of the voting joint member, they will also verify that an authorization from the first member has been recorded in the final list of voters.



- (c) The voter will be issued a ballot form which will be filled at one of the available voter tables.
- (d) The voter will thereafter deposit the completed vote in the sealed Ballot Box and leave the venue.
- (e) In case the bona fides of any voter are in doubt, then the ballot will be sealed and counted only if required, after ascertaining correctness.

**Procedure for Counting of Ballot Papers.**

11. (a) Apart from the Returning Officers and Independent Observer, desirous candidates will also be permitted to be present during the counting. .
- (b) The seal on the ballot box will be verified in front of all present and then opened.
- (c) Any ballot where more than the specified number of candidates have been voted for, will be rejected only for the category in which the over voting has taken place. i.e. more than one candidate ticked for the individual appointments or more than six candidates ticked for member category.
- (d) Any ballots which have earlier been sealed due to doubts about the bona fides of the member, will be opened only if their number will make a difference to the outcome of any category.

**Duties of Independent Observer.**


12. The Independent Observer(s) shall remain present during the entire period of voting and counting of results and shall monitor that the election norms have been followed. In case of any observations, the Observer(s) shall endorse the same on the result sheet of the election.

**Voting by Joint Members**

13. 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.

14. The decisions of the Returning Officers on all issues will be final.

Date :- 23 June 2023

  
(Col V K Popli, Retd)  
For Senior Returning Officer