

HANDBOOK

ON

**THE PROCEDURES TO CONDUCT ELECTIONS TO THE MANAGEMENT
BOARD OF THE SOCIETY**

**THE BHEEMUNIPATNAM MUTUALLY AIDED CO-OPERATIVE BUILDING SOCIETY LTD.,
2443, BHEEMUNIPATNAM - 531 163.**

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N.B: It shall be in force only after the date of approval to the Amended Bye-Law by the competent authority.

SECTION - I

1. GENERAL

The Elections to the Management Board of the Society shall be held as per the provisions of the Society Bye-Law No. 4.9.

- 1.2. The Management Board of the Society consist of 10 elected Directors from among the members of the General Body of the Society as per the Society Bye-Law 4.2.
- 1.3. Two of the posts of the Directors shall be reserved for the women members of the Society.
- 1.4. There shall be election to the Management Board for two posts of Directors, Annually, since the Management Board is a perpetual continuous Board.
- 1.5. It is mandatory to organize these elections by the Management Board, in time, and failure to organize them, in time, attracts Section 23 (3) of the APMACS Act 1995.
- 1.6. The Election Council of the Society is the designated Authority to conduct the Elections as and when directed by the Management Board of the Society.
- 1.7. The Management Board of the Society shall direct the Election Council to conduct the Elections to the Board, at least, 45 days in advance of the due date of retirement of the Directors, in writing and may suggest a suitable schedule for the Elections.
- 1.8. The rules and regulations governing the General Elections under the Representation of the Peoples Act or Andhra Pradesh Panchayat Act shall not be applicable to the elections to a Cooperative Society as clarified by the concerned authorities.
- 1.9. The guide lines for the Election Procedure to conduct the Elections to the Management Board of the Society shall be primarily in accordance with the Rule 22 of the Andhra Pradesh Co-operative Societies Act, 1964 in case of items not specified in these guidelines.

SECTION - 2
2. ELECTION COUNCIL

- 2.1. Generally, The Election Council of the Society consists of one Chairman and two members nominated by the General Body at its Annual Meeting or by the Management Board as authorized by the General Body. However, there is a provision for a five member Council in case decided by the General Body.
- 2.2. The Chairman of the Council shall be either a member of the Society or an outstanding person from the Public. Invariably there shall be two or three members of the council and they shall be members of the Society depending on the size of the Election Council.
- 2.3. The term of the Chairman or a member of the council shall be for three years. In other words, for conducting three annual elections (excluding the initial elections for the formation of the Management Board) to the Management Board.
- 2.4. The primary objective of the Election Council shall be to hold and conduct the Elections to the post of the Directors of the Management Board of the Society in a transparent and impartial way and fully responsible to the General Body of the Society for its acts.
- 2.5. The Chairman of the Election Council shall preside over the council meetings and final authority to decide the issues related to the Elections to the Management Board of the Society.
- 2.6. The Election Council may conduct the Elections by itself or by appointing an Election Officer with full authority to conduct the Elections under its supervision and guidance.
- 2.7. The Election Council shall requisition the services of the Society staff to a limited extent for specific tasks. For other services, it may draft its own staff on a part time honorary payment basis.
- 2.8. The Society shall bear all the expenses related to the Elections and reimburse them with the approval of the Chairman of the Election Council to the concerned.
- 2.9. The Election Council shall be the competent authority to investigate into the complaints related to the Elections and decide the issues concerned.
- 2.10. The Election Council shall have no authority to defer the Elections or postpone them once the Election Notification is issued and the Election process commences.
- 2.11. The Election Council shall be the authority to represent the Society in the Election disputes, if any, before the competent authority or in a court of law.

SECTION - III

3. THE ELECTION PROCESS

3.1. Appointment of an Election Officer:

- 3.1.1. The Election Council may select a suitable experienced person for conducting Elections to the Management Board, preferably a retired employee of the Co-operative Department, to organize and conduct the Elections under its supervision and directions.
- 3.1.2. The Election Council shall issue a letter of appointment specifying the terms, of payment, quantum and period of appointment and it shall mark a copy of it to the Society.
- 3.1.3. The Election Officer shall study the rules and regulations of the Society for these Elections and may draw on the services of the Society staff at least in the initial stages.

3.2. Intimation Regarding Elections to the members of the Society:

- 3.2.1. The Election officer immediately on resuming the post shall inform all the members of the Society the tentative schedule for the elections through a circular to each member atleast 30 days before the commencement of the Election Process either by post under certificate of posting or through a courier service with a receipt of dispatch and publish it in the web, in case there is a web site for the Society.
- 3.2.2. There shall be no publication in the News Media or elsewhere except on the Notice Board of the Society regarding the elections since publication in a one or two newspapers does not fully serve the purpose and it is too expensive to publish in the entire News Media. This may be noted by the members and appreciated.
- 3.2.3. Generally, the Elections shall be held in the month of April of an year and the Nominations received in the third week of March of an year.

3.3. Preparation of a voters list:

- 3.3.1. The Election Officer shall seek for the submission of the voters list from the Society and furnish the Form No.1 for providing the voters list, accordingly.
- 3.3.2. The Society shall furnish the voters list as per the format provided by the Election Officer within the stipulated period and in no case not exceeding 7 days from the date of requisition.
- 3.3.3. The Election Officer shall scrutinize the voters list with reference to the records of the Society and finalize it and instruct the Society to carry out the

corrections, if any, and to provide the requisite number of copies required by the Election Officer.

3.3.4. The Society shall provide the required number of copies of the voters list to the Election Officer.

3.3.5. In this context, the Election Officer shall note that all members of the Society on the rolls of Society shall be eligible to vote subject to the conditions as under:

- Only members who completed one year as a member of the Society by the date of elections shall be eligible to vote. In other words, members admitted during the year with less than one year as a member shall not be eligible to vote.

- Members disqualified by the Society, for whatever may be the reason shall not be eligible to vote.

3.3.6. The voters list, thus finalized, shall be placed on the Notice Board of the Society along with the Election Notification.

3.3.7. The list shall be provided to the contesting candidates only at a cost to be decided by the Society. The contesting candidate can purchase more than one copy by indicating the number of copies required by him or her.

3.3.8. In this context, it may be noted that the Society shall publish on the Notice Board or keep a copy of it readily available in the Society office from 8th March of an year for verification and raising objections, if any.

3.3.9. The objections, if any, shall be received by the Society from the members only till 20th of March of an year. It shall be corrected incase of valid objections.

3.3.10. Marginally erroneous voters list shall not be a valid reason to demand deferring the Elections.

3.4. Election Notification:-

3.4.1. The Election Officer shall notify the Election schedule as per Format- 2 at least 10 clear days before the date for filing the Nominations by the concerned.

3.4.2. It shall clearly indicate the dates and time for the different events of the Election and the place.

3.4.3. It shall provide atleast 20 clear days for the members to facilitate the return the Ballot paper to the Society. This period shall include the time for the postal authorities to deliver the Ballot-Paper and re-deliver the postal Ballot Paper to the Society. However, the Society shall not be responsible for delays by the postal authorities or for non-delivery.

3.4.4. The Election Notification shall be published on the Notice Board of the Society only. Further, it may be published on the web site of the Society, in case there is a web site for the Society. There shall be no need or justification to publish it on other public Notice Boards as the Elections are only for the members of the Society.

3.4.5. The Notification shall bear the signature of the Chairman of the Election Council or that of the Election officer.

3.5. **Nomination**:-

3.5.1. Interested Members shall fill in the prescribed Nomination Form (Form - 3) received from the Election Officer and fill in properly, sign it along with a proposer and seconder who shall also be member of the Society. It shall be filed with the Election Officer along with the prescribed Nomination Fee.

3.5.2. In case a member is unable to be physically present, an authorized nominee of the candidate can file it along with the authorization letter duly signed.

3.5.3. The Election Officer shall acknowledge its receipt and the amount paid.

3.5.4. The candidate filing the Nomination shall establish his or her identity before the Election Officer by furnishing the photo identity card provided by the Society.

3.5.5. The Nomination shall be on the prescribed form (form - 3) provided by the Society.

3.5.6. The Nomination shall bear the signature of the Applicant, proposer and the seconder who shall be eligible members of the Society. The signature of the Applicant shall be there whether filed in person or through an authorized person.

3.5.7. A member can file two or more nominations forms, if so desired and pay Nomination fees along with each nomination form.

3.5.8. Every eligible member can propose or second only one member.

3.5.9. The Election Officer shall publish the list of nominations received as per Format No. 4 on the Notice Board of the Society immediately at the end of the schedule time for the receipt of the nominations.

3.5.10. The Nomination Form shall be filed along with the eligibility check list. Thus nominate without the check list shall be rejected.

3.6. Scrutiny:-

3.6.1. The Election Officer shall scrutinize the nominations received and publish the list of the accepted Nominations as per Format - 5 and rejected Nominations as per Format - 6 on the date and time indicated in the Election Notification.

3.6.2. The Election Officer shall scrutinize the Nomination as per the procedure for scrutiny which include the eligibility of the Applicant to contest the election and the correctness of the particulars furnished.

3.6.3. There shall be no separate intimation to the rejected applicants.

3.6.4. The Election Officer shall strictly adhere to the stipulations for disqualification of a member to contest under Sections 21 and 22 of APCS Act 1964 and the Bye-Laws of the Society.

3.6.5. The Election Officer shall not reject Nomination Form on flimsy grounds and shall fully narrate the grounds for rejection.

3.6.6. The Applicant and the proposer or seconder shall be present at the time of scrutiny of the concerned Nomination Form and fully respond to the queries of the Election officer.

3.6.7. Absence of the Applicant at the time of scrutiny of the nomination form shall not be a ground for deferring the scrutiny.

3.7. Withdrawals:-

3.7.1. The intending Applicant shall submit the request for the withdrawal in the prescribed form by himself or herself (Form No - 7) before the scheduled time and date for withdrawals to the Election Officer.

3.7.2. The Election Officer shall scrutinize the withdrawal form and accept them if it is in order and otherwise reject it.

3.7.3. A withdrawal Application once received shall be final and irrevocable.

3.8. Declaration of eligible contesting candidates:

3.8.1. The Election Officer shall publish the list of eligible Applicants to contest the Elections as per Format-8 on the Notice Board of the Society on the scheduled date and time.

3. 9. Allotment of symbols:

3.9.1. The Election Officer shall allot the symbol to each contesting candidate from among the symbols approved (Form No - 9) for the purpose and the list shall be published on the Notice Board on the scheduled date and time.

3.10. Printing of Ballot Papers:

- 3.10.1. The Election Officer shall arrange to print the names of the contesting both in English & Telugu Ballot Papers as per Form No - 10 from a reputed printer with proper precautions for their accuracy and security.
- 3.10.2. The printed Ballot Paper shall bear a serial No and the signature the Election Officer along with the stamp of the Society.
- 3.10.3. The Election Officer shall arrange for their safe upkeep and accounting.

3.11. Dispatch of the Ballot Papers:

- 3.11.1. The Election Officer shall arrange for the dispatch of the Ballot Paper to the eligible voters either under certificate of posting or through a courier service with a receipt of dispatch on their printing as per the schedule in the Election Notification.
- 3.11.2. The Ballot Paper shall be accompanied with a stamped self addressed envelope to facilitate its return by the voter to the Society.
- 3.11.3. The blank Ballot Paper shall contain the instructions (both in English & Telugu) on the reverse side of the ballot paper to the voter for filling it and returning it.
- 3.11.4. The return of the Ballot Paper shall be only through the closed Society reply paid envelop either by post or through courier or by hand delivery.
- 3.11.5. There shall be issue of a duplicate Ballot Paper by the Election Officer only in case of receipt of undelivered Ballot Paper envelope and proper requisition from the voter with his or her correct address.

3.12. Upkeep of Ballot Papers:

- 3.12.1. The Election Officer shall make necessary arrangements for the upkeep of the printed and returned ballot papers.
- 3.12.2. To keep the Ballot Papers received from the voters, the Election Officer shall earmark a properly sealed box and locked in the presence of the candidates or their agents. The box shall be exhibited to ensure its emptiness before the candidates or their Agents and their signatures obtained on the seal to the Box.

3.13. Counting of Ballot Papers:

- 3.13.1. The counting of the Ballot Papers shall be at the notified venue under the supervision of the Election Council in the presence of the contesting

candidates or their authorized representative on the scheduled date and time.

3.13.2. It shall be as per the procedure laid down for it at Section-4 of the Hand Book.

3.14. Declaration of Results:

3.14.1. The Election Council shall declare the results on completion of the counting of the votes and notify the results as per Format - 13 by pasting it on the Society Notice Board of the Society.

3.14.2. Further, the Election Officer shall submit a report of the proceedings of the Elections to the Election Council to be forwarded to the Society.

3.14.3. It shall furnish it to the Society with a copy to the District Co-operative Officer.

3.15. Canvassing:-

3.15.1. The contesting candidates shall be free to canvass their candidature by advocating their suitability for the post and benefit to the Society.

3.15.2. Canvassing or seeking the vote in any manner that shall be considered as illegal or unethical shall not be permissible and those found indulging in such means, the Election Council is empowered to declare such a candidate as unsuitable and debar him or her from contesting the election or if found so after the election, to declare the election as invalid and the post shall be treated as vacant for cooption.

3.15.3. The canvassing shall be in a decent manner and with decorum befitting the Society.

3.15.4. The candidates shall refrain from disturbing the privacy of the members of the Society and dislocating their normal routine of living.

3.15.5. The Society shall assist the candidate in dispatching the appeals to the voters by post or courier on payment of the costs involved. The payment shall be made in advance as a deposit.

3.15.6. The personal details of the members except the voters list shall not be provided to the contesting candidates even for a payment.

3.15.7. The Election Council shall be fully empowered to investigate complaints related to the behavior or acts of misconduct of the contesting candidates, received in writing, from the members only and take necessary action.

SECTION - IV

COUNTING

- 4.1. The Election Officer shall ensure and make ready the following material for the counting of the Ballot Papers.
 1. Pen Knife or a razor blade.
 2. Pencils.
 3. Counting charts.
 4. A strong sharp needle.
 5. A dampened sponge or water in small cup.
 6. Twine.
 7. Adequate paper weights.
 8. Sufficient number of Trays.
- 4.2. The Election Officer shall make necessary drafting and engage the personnel required for counting and ensure the notified venue for counting ready.
- 4.3. The Election Officer shall issue the necessary passes to the candidates and their Agents to be present at the counting venue.
- 4.4. For this, the Election Officer shall provide the application form (F - 11) for nominating the Agent to be present at the counting.
- 4.5. When all the arrangements made to commence the counting (and every one present, it is not mandatory) the Election Officer shall check and verify the seal of the Ballot Boxes and obtain the concurrence of the concerned before breaking the seal of the Ballot Box and removing the lock.
- 4.6. The ballot boxes may be opened at a time in case there are more than one box.
- 4.7. Required Number of tables shall be arranged for the purpose of counting with (3) three employees deployed for that purpose. Of the three (3) employees two persons/counting assistants shall attend to the counting and the third person will be counting supervisor for that table.
- 4.8. After opening the ballot box the ballot papers shall be arranged in bundles of 25.
- 4.9. After the ballot paper account is agreed, the counting shall commence table-wise.
- 4.10. At each table, the score of each candidate shall be marked on the counting sheet provided and appropriate marking shall be made on the counting sheet.

- 4.11. The Election Officer or the Presiding officer shall examine the doubtful ballot paper to examine its validity and decide the candidate to whom it was voted.
- 4.12. A ballot paper shall be rejected if
- i) It bears the mark or writing by which the member who voted can be identified or
 - ii) It does not bear the seal of the Society or signature of the Election officer or
 - iii) in case it is not received in the stamped self-addressed envelope of the Society or
 - iv) Is so damaged or mutilated that its identity as genuine ballot paper cannot be determined.
- 4.13. The Election Officer or the Presiding Officer shall endorse on the reverse of the ballot paper the reasons for rejection and affix his signature.
- 4.14. If after the counting of the votes is completed, an equality of votes is found to exist between any candidates and the addition of one vote will entail any of those candidates to be declared elected, the election officer shall forthwith proceed with the drawl of lots and the candidate on whose name the lot falls, will be deemed to have received an additional vote and the election officer shall declare he or her as elected. The list of successful candidates in the election shall be listed out in Form -13 and a copy of this form shall be given to each elected person.
- 4.15. The Election Officer shall immediately thereafter, record the proceedings of the election in the diary/comprehensive report and this diary shall be a part of the minutes book of the Society, which shall form part of the records of the Society and these shall be sent to the Society by the Election Officer. A copy of this diary together with a copy of the Form -13 of the result of polling shall also be submitted by the Election Officer to the Election Council.
- 4.16. The Election Officer shall, immediately after the election over remit the nomination fees, challenge fee, sale proceeds of voters list into the account of the Society.

SECTION - V

5. INDUCTION

5.1. The elected Director shall assume the post from the date indicated in the notice of the results and shall attend the meeting of the next Board of Directors meeting, accordingly.

SECTION - VI

6. ELECTION OF OFFICE BEARERS

- 6.1. There may be election of office Bearers in a particular year as the case may be.
- 6.2. In case election of an office bearer arises in a year, it shall be held in the meeting of the Board of Directors succeeding the declaration of the Election results.
- 6.3. It shall be conducted by the President, of the Board by inviting the nominations, orally and election, if any, by show of hands.
- 6.4. However, there shall be a deviation to this methodology, incase of first election to the Board of Directors or incase of reconstitution of the entire Board for whatsoever may be the reasons.
- 6.5. In such an eventuality, the Election Council shall conduct the Election of the first set of office bearers by conducting elections for the post of the President through secret ballot and other office bearers thereafter and decide their tenure time by drawing lots for the remaining 9 directors only as the term of the President shall be five years.

SECTION - VII

7. DISPUTES

- 7.1. The disputes regarding the election shall be settled in accordance with Section 37 of the Act by the competent authority to deal with such disputes.
- 7.2. The disputes in this regard shall be time bound and the maximum permissible time limit shall be one month from the date of declaration of the Election results by the Election council.

SECTION - VIII

8. LIST OF FORMATS

- F-1 : Format for Voters list
- F-2 : Election Notification Format.
- F-3 : Nomination Form with eligibility check list.
- F-4 : List of Nominations Received.
- F-5 : List of eligible Nominations.
- F-6 : List of Nominations Rejected.
- F-7 : Withdrawal Form.
- F-8 : List of contesting candidates with symbols.
- F-9 : List of Approved Symbols.
- F-10 : Ballot Paper specification.
- F-11 : Nomination Form for an Agent of the contesting candidate.
- F-12 : Ballot Paper Account statement.
- F-13 : Votes counting sheet specimen copy.
- F-14 : Election results Declaration Notification.

FORM - 1
VOTERS LIST

SL No.	GL No	Name of the Voter	Father or Husband Name of the voter	Sex	Age	Place
1	2	3	4	5	6	7

FORM - 2

ELECTION NOTIFICATION FORMAT

File No. _____

Date:- _____

From
(Name) _____
(Designation): Election Officer
of The Bheemunipatnam Mutually Aided
Co-operative Building Society Ltd., 2443
Bheemunipatnam - 531 163.

To
President
The Bheemunipatnam Mutually Aided
Co-operative Building Society Ltd, 2443

Sub: - Election to the Management Board of the Bheemunipatnam Mutually Aided Cooperative Building Society, Bhemunipatnam.

Ref: - File No. _____ dated _____ of
the Chairman Election Council of The Bheemunipatnam Mutually
Aided Cooperative Building Society.

The Chairman of the Election Council of Bheemunipatnam Mutually Aided Cooperative Building Society has appointed me as the Election Officer to conduct election to the Management Board of the Bheemunipatnam Mutually Aided Cooperative Building Society in Bheemunipatnam Mandalam of Visakhapatnam District

The following is the election programme of the said Society.

1. Name of the society, its registered No.
and its registered office, or the class
of Society and the specified area.
2. Mode of Election.
3. Total No. of seats to be filled up by
election and those reserved to be
filled up by SC, ST, BC, women and others
[x x x]
4. The place or places, time and the date of poll.
5. Date, Place and time between which nomination
Papers shall be filed and the fees to be paid therefor.
6. The date, time and place at which nomination
Papers will be taken up for scrutiny.
7. The date, time and place at which the final list
Of nominations shall be published.

8. The date, time and place for withdrawal of Nomination (upto/before 5.00 PM of the following Day on which the valid nominations are published)
9. The date, time and place at which the final list of valid nomination after withdrawal shall be published.
10. The date, time and place at which the allotment of Symbols to the contesting candidates are made.
11. Duration for dispatch of Ballot papers to the eligible voters.
12. The date, time and place at which the candidates will be declared as elected in case the list of valid Nominations do not exceed the total number of seats for which elections are held.
13. Last date and Time for receipt of Ballot Papers from the voters.
14. Date and place for declaration of results of poll in case of contest.

N.B:- All the members of the Society may verify from the list of members eligible to vote displayed on the Notice Board.

Seal of the Society

Signature
(Election Officer)

FORM -3

Nomination form for election as a **Director of the** Management Board of the Society.

1. Name of the Society :
2. Admission number and name of the candidate :
3. Father's or Husband's Name :
4. Address :
5. Admission number and name of the proposer:
6. Signature or Thumb impression of the proposer:
7. Admission number and name of the seconder:
8. Signature or Thumb impression of the seconder:

Candidate's Declaration

I declare that I am willing to stand for election (as Director of the Management Board) and that to the best of my knowledge and belief I have not incurred any disqualification for membership of Management Board.

I hereby declare that I belong to _____ (sub-caste) which has been declared to be a _____ (category) date _____.

(Certificate from [competent Authority] _____ is enclosed)

Place:

Date:

Time:

Signature of the candidate

ELIGIBILITY CHECK LIST

1. ARE YOU A MEMBER OR DIRECTOR OF ANY OTHER SIMILAR CO-OPERATIVE SOCIETY.

 YES NO

2. PRESENTLY, IS THERE ANY CRIMINAL OR CIVIL CASE AGAINST YOU.

 YES NO

3. WERE YOU EVER PUNISHED OR IMPRISONED BY ANY LAW ENFORCEMENT AUTHORITY.

 YES NO

4. ARE YOU A LEGAL PRACTITIONER UNDERTAKING A CASE AGAINST THE SOCIETY OR. ON BEHALF OF A MEMBER OF THE SOCIETY

 YES NO

5. ARE YOU A DISQUALIFIED MEMBER OF THE SOCIETY.

 YES NO

6. DO YOU HAVE MORE THAN TWO CHILDREN.

 YES NO

IF YES, LIST OUT THEIR DATE OF BIRTH BELOW IN A SERIAL ORDER.

- 1.
- 2.
- 3.
- 4.
- 5.

7. ARE YOU SOUND IN MIND.

 YES NO

8. ARE YOU INSOLVENT.

 YES NO

9. WERE YOU EVER DEBARRED FROM MEMBERSHIP OR EXPELLED FROM MEMBERSHIP AT ANY TIME BY ANY SOCIETY.

 YES NO

This is to certify the information provided by me is absolutely correct.

Name :
GL No :
Signature :

Acknowledgement

I acknowledge receipt of nomination form presented by me for contesting as Director of the Bheemunipatnam Mutually Aided Co-operative Building Society on _____ with (_____) enclosure at _____ time along with nomination fee of Rs. _____ (Rupees _____)

Signature of the Election officer
Seal

FORM - 4

LIST OF NOMINATIONS RECEIVED

Name of the Society: The Bheemunipatnam Mutually Aided
Co-operative Building Society Ltd., 2443
Bheemunipatnam - 531 163.

Date: - _____

SL No.	Admission No.	Name of the candidate	Father's/Husband's name	Address	Name of the Proposer	Name of the Seconder
1	2	3	4	5	6	7

Election officer

FORM - 5

LIST OF VALID NOMINATIONS AFTER SCRUTINY

Name of the Society: The Bheemunipatnam Mutually Aided **Date:** - _____
Co-operative Building Society Ltd., 2443
Bheemunipatnam - 531 163.

SL No.	Admission No	Name of the Candidate	Father's Name	Address
1	2	3	4	5

Note: - In Telugu alphabetical order [as indicated in the nomination form]

FORM - 6

LIST OF INVALID NOMINATIONS FOR THE POST OF DIRECTOR

Name of the Society: The Bheemunipatnam Mutually Date: - _____
Cooperative Building Society Ltd., 2443
Bheemunipatnam - 531 163.

SL No.	Name of the candidate	Father's name	Village/Place	Reasons
1	2	3	4	5

Election officer

FORM - 7

NOTICE OF WITHDRAWAL

To
The Election Officer
The Bheemunipatnam Mutually Aided
Cooperative Building Society Ltd., 2443
Bheemunipatnam - 531 163.

Sub: - Elections-Withdrawal of nomination-Reg.

I am to state that I have filed nomination for the post of Director to the Management Board of the Bheemunipatnam Mutually Aided Co-operative Building Society, Bheemunipatnam for the elections scheduled to be held on _____.

Now, I wish to withdraw my nomination from the contest and request to accept my withdrawal and delete my name from the list of contestants.

Yours faithfully,

Witness:

1. Proposer :
- or
2. Secunder :

Name:

Admission No.

Signature.

FORM - 8

FINAL LIST OF VALID NOMINATIONS AFTER WITHDRAWAL OF NOMINATIONS

Name of the Society: The Bheemunipatnam Mutually **Date:** - _____
Cooperative Building Society Ltd., 2443
Bheemunipatnam - 531 163.

SL No.	Admission No	Name of the candidate	Symbol Allotted
1	2	3	4

Election Officer

FORM - 9

LIST OF APPROVAL SYMBOLS

FORM - 10

PROFORMA BALLOT PAPER

For the post of the Director of the Management Board of The Bheemunipatnam
Mutually Aided Co-operative Building Society.

SL No.	Name	(Symbol)
--------	------	----------

01

02

03

04

05

06

07

08

09

10

N.B. Instructions for voting, overleaf.

INSTRUCTIONS TO THE VOTER:

1. Your vote may be cast by marking (✓) against the symbols of your choose candidates. The maximum number of such markings shall be only two.
2. Leave the Ballot Paper Blank, except for this mark.
3. There shall not be corrections or erasers on the Ballot Paper which makes it an invalid Ballot Paper.
4. Don't write your name or GL No. on the Ballot Paper.
5. Return it through the self addressed stamped envelope from the Society only.
6. Fold the Ballot Paper only once to insert it into the envelope.
7. Don't use any other envelope.
8. Post it or sent through DTDC courier only.
9. In case, you are abroad, use another envelope of yours with necessary stamps to send the Society envelope properly closed with the marked Ballot Paper.

FORM - 11

APPOINTMENT OF AN AGENT

To

The Election Officer
The Bheemunipatnam Mutually Aided
Co-operative Building Society Ltd., 2443
Bheemunipatnam - 531 163

Sir,

Sub:-Elections-Request for appointment of Agent-Reg.

I am to inform that, I am the contesting candidate for the post of Director of the elections scheduled to be held on _____ to the Management Board of The Bheemunipatnam Mutually Aided Co-operative Building Society.

I request to appoint Shri. _____ (Son or Daughter or wife of _____) as my polling agent at the counting centre.

The signature of the said polling agent is attested here under:

Yours

faithfully,

Name:

Signatures of the Agent

//Attested//

Signature of the candidate

Signature :

Name :

Admn. No. :

Candidate for the post of
Director of the Management
Board.

FORM - 12
BALLOT PAPER ACCOUNT

Name of the Society: The Bheemunipatnam Mutually
Cooperative Building Society Ltd., 2443
Bheemunipatnam - 531 163.

Date: - _____

For the post of: Director

Ballot Papers									
SL	Received			Used					
No	From	To	Total	Issued to Voters			Tendered		
				From	To	Total	From	To	Total
1	2	3	4	5	6	7	8	9	10

Spoiled

Balance 4+ (7+10+13)

From	To	Total	From	To	Total
11	12	13	14	15	16

FORM - 13

A SPECIMEN COUNTING SHEET

Polling station No:

The Bheemunipatnam Mutually Aided Co-operative Building Society Ltd., 2443

Bheemunipatnam.

SHEET No

SL No.	Ballot No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Invalid
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23																					
24																					
25																					
	TOTAL																				

Signature of the counting Agents

Signature of the counting staff

FORM - 14

LIST OF SUCCESSFUL CANDIDATES

Name of the Society: The Bheemunipatnam Mutually Aided
Co-operative Building Society Ltd., 2443
Bheemunipatnam - 531 163.

Date: - _____

For the post of: Director

SL No.	Admn No	Name of the candidate	No. of valid votes secured
1	2	3	4

Total No. of Valid Votes

Total No of rejected votes

I do hereby declare that the following candidate/candidates/have been duly elected as Director to the Management Board of The Bheemunipatnam Mutually Aided Co-operative Building Society, Bheemunipatnam.

SL No.	Name of the candidate	No of votes secured
1	2	3

Signature of the Election Officer

SECTION - IX

9. BYE-LAW No. 4.9

4.9. Election to the Board:

- 4.9.1. The selection of the Board of Directors shall be through secret ballot by way of Postal Ballot to be conducted by an 'Election Council' (EC) formed by the General Body.
- 4.9.2. The Election Council shall have a Chairman and two or four members as decided by the General Body.
- 4.9.3. The Chairman to the Election Council shall be a member of the Society or an outsider with good standing.
- 4.9.4. The Election Council may consist at least two in case of three member council or three in case of a five member council from among the members of the Society.
- 4.9.5. The tenure of the Election Council shall be three years.
- 4.9.6. The Election Council thus formed shall organize and conduct the Elections to the posts of Directors of the Management Board through secret ballot in a prescribed manner.
- 4.9.7. The Election Council shall follow the procedure and guidelines for election to the Cooperative Societies, if any and amendments as approved by the General Body.
- 4.9.8. It shall conduct the elections to the first Board of Directors and install in within 75 days from the date of the conversion of the Society to the 1995 Act. Thereafter, the Management Board (Management Board) shall provide the administrative and logistic support to the Election Council to conduct the elections from year to year.
- 4.9.9. The Election Council shall ensure that the elections held in a transparent and impartial manner as per the Election Schedule.
- 4.9.10. Broadly, the election process shall consist of
 - invitation of applications from members of the Society desiring to contest
 - scrutiny and selection of contestants by the council.
 - notification of the contestants and issue of secured ballot papers
 - receipt and counting of the ballot papers

- declaration of the results

- installation of the first set of elected Board of Directors

4.9.11. The Election Council shall deploy the staff required by engaging them, on payment.

4.9.12. A period of 15 clear days shall be allowed for the nominated Candidates to campaign.

4.9.13. The expenses on the elections including TA / DA payable to the members of Election Council and remuneration to the staff deployed shall be borne by the Society.

4.9.15. The settlement of disputes, if any, in this respect shall be as per the provisions of the Act in this regard.