

Surajmal Memorial Education Society (Regd.), C-4, Janakpuri, New Delhi – 110 058

Rules for Election of Members to the Executive Committee provided under clause 27 of Rules and Regulations (as amended up to date) of Surajmal Memorial Education Society, New Delhi, adopted by the Executive Committee, vide resolution number 2, in its meeting held on 22.9.2013.

1. The election shall ordinarily be held to elect the Executive Committee members after every three years as provided under the Rules and Regulations of Surajmal Memorial Education Society, New Delhi, in anticipation of vacancies about to occur by efflux of time.
2. The term of all the members elected to fill the vacancies occurring with the efflux of time shall begin from the date on which the result of the election concerning any one of such vacancies is declared.
3. Except as otherwise provided, a person appointed by the Executive Committee, to be known as the Election Officer shall conduct the election.
4. The following procedure shall be adopted for the election :-

A.

- (i) The Executive Committee in office shall meet in advance of the date of expiration of its term and by resolution determine the date, the time and the place for convening a General Body Meeting for holding of election of members of its successor committee. It may send a copy of such resolution to the Registrar of Societies by registered post.
- (ii) The Executive Committee shall cause to prepare an electoral roll consisting the list of members as it stood on the date three months prior to the date of election. This electoral roll will be published at least 30 days before the date of the election.
- (iii) The President of the Society shall have the authority to correct the roll by adding, altering or omitting any name, if any omission or wrong entry is brought to his notice at any time but not later than 21 days before the date of election.
- (iv) Only those members whose names are inscribed on the electoral roll shall be entitled to vote at the election.
- (v) The Secretary shall give to all members a notice by ordinary post, of not less than 21 days before the Annual General Body Meeting in which the election is to be held.
- (vi) The Election Officer shall issue the election schedule and send it by ordinary post to all the eligible members 21 days before the date of election. The schedule shall contain the following information :-
 - a. The number of Executive Committee members to be elected;
 - b. The date, the place and the hour between which the nomination papers shall be filed, such date being not less than fifteen clear days before the date fixed for election;
 - c. The date, time and place for scrutiny of nomination papers;

- d. The date and time of publication of the names of candidates whose nomination papers have been found to be valid;
 - e. The date and time for withdrawal of nominations;
 - f. The date, time and place for publishing the names of contesting candidates and allotment of symbols to the candidates;
 - g. The date, venue and hours between which the polling of votes shall take place;
 - h. The date, time and venue for counting of votes.
- (vii) The notice for the election along with the schedule shall be published in two national daily newspapers – one in English and another in Hindi. A copy of the same shall also be displayed on the notice board of the Society.
 - (viii) Any two members, whose names figure in the electoral roll and are otherwise eligible to vote at the election, may nominate (propose and second), in the prescribed form, as candidate any other eligible member for election to the Executive Committee. The nomination paper duly filled in should be submitted in person by the candidate to the Election Officer / his nominee before the expiry of the date and time fixed for the receipt of nominations.
 - (ix) Nomination paper will be in the prescribed form. It shall contain the names (as given in the electoral roll) of the two electors and of the candidate nominated shall be dated and signed by the said electors. No person shall be nominated as a candidate for election unless he signifies his consent on the nomination paper.
 - (x) As soon as possible after the date and time fixed for receipt of nominations, the Election Officer himself or any person nominated by him shall scrutinize the nominations. The candidate or his representative duly authorized by him in writing in this behalf shall be entitled to be present at such scrutiny. The representative so authorized should be an elector in the election. A nomination paper which does not comply with the requirements shall be rejected.
 - (xi) The Election Officer, after hearing shall decided upon any objection / grievance regarding rejection / acceptance of any nomination paper. His decision shall be final.
 - (xii) The Election Officer shall have the authority to disallow any adjournment of the proceedings except when such proceedings are interrupted or obstructed by riots or affray or by causes beyond control.
 - (xiii) It will be open to a candidate to withdraw from the election at any time following two days after the date of scrutiny of nominations, provided the candidate wishing to withdraw gives his notice in writing in person to the Election Officer / his nominee before the expiry of the date and time fixed for withdrawal.
 - (xiv) After the expiry of the time for withdrawal, the list of validly nominated candidates remaining in the field will be displayed on the notice board.
 - (xv) If after expiry of the time fixed for withdrawal of candidature from election, it is found that :-

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- a. The number of candidates nominated is less than the number to be elected, all the candidates so nominated shall be declared duly elected and fresh nominations invited for election to be held for the resultant vacancies on a date to be decided by the Executive Committee in office and procedure prescribed under these rules followed.
 - b. The number of candidates nominated is equal to the number to be elected, the candidates so nominated shall be declared duly elected.
 - c. The number of candidates nominated exceeds the number to be elected, election will be held in accordance with these rules.
- (xvi) The Election Officer will allot to each of the contesting candidates a symbol to be printed against his / her name on the ballot paper; provided that two or more candidates but not exceeding the number of total number of seats may be allotted a common symbol on making joint request in writing to the Election Officer. Any member who has contested the elections for the last two elections on a particular symbol will have preferential right to get the same very symbol allotted.
- (xvii) Every member who wishes to file the nomination to contest the election for the post of member of the Executive Committee, shall deposit a sum of Rs. 5,000/- as security in the form of Payee's Account Cheque / Bank Draft in favour of Surajmal Memorial Education Society payable at New Delhi at the time of filing the nomination form. If the cheque / draft presented by member at the time of filing of nomination form is dishonored by the bank drawn upon, the candidature of that member shall be cancelled.

B.

- (i) If at any time before the commencement of poll, the President of the Society is satisfied that any elector whose name is inscribed on the electoral roll has ceased to be an elector, the President shall have the authority to strike off the name of that elector from the electoral roll.
- (ii) If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature, dies or ceases to be an elector before the commencement of the poll or during the poll, the election process will be continued. However, at the time of counting of votes the candidature of such a person shall not be taken into account if after verification by the President of the Society the facts regarding the candidate are found correct.

C.

- (i) When election becomes necessary, the Election Officer will be responsible for conducting the poll. The Executive Committee will provide him all assistance in procuring ballot papers, ballot boxes, all necessary stationery items, required number of copies of the electoral roll and other articles, and also place at his

- disposal the needed premises and security for the smooth and fair conduct of the election.
- (ii) The poll will be held at one or more polling centers as may be decided by the Election Officer.
 - (iii) The Election Officer may appoint Polling Officer and such other staff as he deems proper for each polling centre.
 - (iv) The hours fixed for the poll shall be notified in advance.
 - (v) The polling shall be by secret ballot.
 - (vi) Canvassing for votes in any manner by any person in the premises of the venue of election shall be prohibited.
 - (vii) Before the polling commences, the Election Officer or his nominee will show to the persons present at the polling centre that the ballot box is empty and shall lock and seal it for use.
 - (viii) Every elector who desires to exercise his right to vote shall be supplied a ballot paper containing the names of the contestant candidates and the respective symbol against each. The ballot papers shall bear the seal of the Society and initials of the Election Officer, with column against each name and symbol for scribing a mark [✓] in pen against a candidate's name.
 - (ix) No ballot paper shall be issued to a member unless the Election Officer / Polling Officer is satisfied about his identity. On receipt of such ballot paper, the member shall proceed to the polling compartment set out for the purpose and indicate the person or persons in whose favour he exercises his vote by scribing the mark [✓] in pen against the name of such candidate or candidates as the case may be and shall put the ballot paper in the ballot box kept for the purpose. In case of any elector having any physical disability, the Election Officer / Polling Officer shall provide all assistance to enable him to cast his vote properly.
 - (x) Each elector is entitled to cast his vote in favour of maximum number of candidates not exceeding the total number of seats for which election is being held. If an elector votes for more than that number the ballot paper will be invalid.
 - (xi) No elector shall be admitted to the venue of election after the expiry of the hours fixed for the poll, but an elector who has entered the venue before the time of closing of polling shall be issued the ballot paper and allowed to cast his vote.
 - (xii) At the end of the poll the Election Officer shall announce the number of votes polled.
 - (xiii) If at any stage of the polling, the proceedings are interrupted or obstructed by riot, affray or by conditions under which election is not possible for any sufficient cause, the Election officer shall have the power to stop the polling after recording his reasons in the Minutes Book of the Society.



D.

- (i) Counting of votes will commence immediately after the poll or as per schedule. If it is not possible, the ballot boxes shall be sealed by the Election Officer and kept in safe custody in the Society premises under his charge.
- (ii) Thereafter the Election Officer shall announce to the candidates or other agents the date, time and the place for counting of votes.
- (iii) The Election Officer shall get the votes counted. Each candidate or his agent with written authorization shall be entitled to be present at the time of counting.
- (iv) The absence of any candidate shall not vitiate the counting or announcement of results. The result of the election shall be reported in the General Body Meeting. The result shall also be recorded in the Minutes Book of the Society and attested by the Election Officer and notified on the notice board of the Society.
- (v) A ballot paper shall be rejected if it bears any mark by which the identity of the voter is revealed; or if it does not bear the seal of the Society and initials of the Election Officer; or if the mark [✓] is put against the number of candidates exceeding the total number of seats for which the election is being held.
- (vi) If the mark [✓] is put in such a manner that it is not possible to ascertain as to for which candidate the vote is cast, such a vote will be invalid. However, other votes cast in the same ballot paper will not be affected.
- (vii) If after the declaration of the result, the votes polled in favour of the member are less than $1/6^{\text{th}}$ of the valid votes polled, the security deposit shall be forfeited. In other cases, the same shall be refunded to the contestant candidates.
- (viii) In case any objection is raised by any candidate or his agent, the Election Officer shall be competent to decide upon the issue and his decision shall be final and binding.

