

# **A HAND BOOK FOR ELECTION OFFICERS**

(For Conduct of Election to Co-operatives)

Conceived and Designed by

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Brought out by

**THE PONDICHERRY STATE CO-OPERATIVE UNION**

62, Suffren Street, Puducherry - 605 001.

STEPS TO SUCCESS

**GUIDELINES FOR  
CONDUCT OF  
ELECTION**

# ELECTION TO CO-OPERATIVE SOCIETIES UNDER RULE 32 OF THE PUDUCHERRY CO-OPERATIVE SOCIETIES RULES, 1973

## **A Guide to Election Officers – Step by Step Approach**

- Go through Rule 32 and Section 34 once again.
- Keep your copy of the Act & Rules for ready reference.
- Be positive and confident.
- Familiarize with the timings of stages of election – keep a copy of the election schedule always ready till the election is over.

### **On the nomination day**

- Reach the society at least one hour early of opening time of filing of nomination.
- Get an authenticated copy of the final voters list – constituency wise.
- Set the clock – the timing of this clock is to be maintained throughout and display prominently that this is the official clock.
- Get the minutes book of the society – ensure that it is updated, otherwise allow it to be completed.
- You should have a table with drawers – with lock and keys.
- Have separate file for each constituency – to keep the nomination papers and all related papers of the constituency.
- Ensure that the withdrawal of nomination is up to 5.00 P.M. on the third day. If it is any other time, you can re-fix the time for withdrawal up to 5.00 P.M. and display prominently. By way of a circular you can inform the candidates about change of time – get their signatures in token of their knowledge of the revised time of withdrawal of nomination.

- Prepare copies of acknowledgement for receipt of nominations.
- Announce the start of the nomination time.
- No quorum is required to start receiving of nominations.
- Receive the nomination one after another.
- Don't comment on the correctness of the nomination at the time of receiving nomination and reserve your opinion even when asked.
- On receipt of nomination, enter the serial number – constituency wise, certify the date and time of receipt and give the acknowledgement.
- Receive the nomination only from the candidate or his proposer or his seconder.
- There is no lunch break, unless it is specified in the election notice.
- Don't start scrutinizing the nominations while receiving.
- Don't allow any correction by the candidates after the receipt of nominations.
- Don't make any correction in the nominations or fill up any column left unfilled by the candidates.
- Don't enter into conversation with the candidates, unless absolutely warranted and don't be too friendly with the employees of the society or with its office bearers – *you should not only be impartial but appear to be impartial.*
- When the closing time is nearing, announce the time left for close of nomination.
- Before the close of nomination time, if good number of members turn up for filing nomination, ask them to come in a queue and all those who enter the election officer's room before the close of nomination time may be allowed to file their nominations.
- When the clock strikes the closing time, keep the doors of your room closed and allow only those who are already inside the room to file their nominations.
- Don't receive any nomination beyond the time even if that will be the first nomination in the constituency, except in such case referred above.

- In case of societies where a constituency or constituencies is or are reserved for women, when a woman files her nomination, ensure that it is for the reserved constituency. A woman can file nomination for the general constituency as well.
- If any withdrawal of nomination is made duly signed by the candidate (filed through the candidate, proposer or seconder) receive the withdrawal letter – don't say that it can be filed only on the third day – do not give back the nomination form. Enter in the nomination form "Withdrawn" in red ink.
- When a candidate filing nomination has withdrawn the nomination, he can file a nomination afresh within the time fixed for filing of nomination.
- Complete writing the minutes of the day – receipt of nomination constituency wise –in the order in which it was received.
- If any nomination is withdrawn, it should be specified in the minutes by inserting \* mark.
- Display a notice in the notice board on the receipt of nominations (indicating withdrawal, if any) {Refer Form No.1}.
- After publishing the notice, have a preliminary scrutiny of nomination – check that all the important columns are filled up, the candidates, proposers and seconders have signed and their signatures tally with the records of the society. If any nomination is likely to be rejected, don't let the information out.
- *Remember, the proposer and seconder should belong to the same constituency of the candidate.*
- Get an authenticated copy of list of committee members of the previous two terms to ascertain whether any one who was in the committee for two consecutive terms is not filing nomination again.
- Keep your file, containing nomination papers and minutes book in lock and key and if need be affix a paper seal.

### **On the scrutiny day**

- Reach the venue well before time.
- Take up the scrutiny of nomination constituency wise – allow only the candidate, his proposer and seconder of the constituency – ask them to sign in attendance sheet. Use the services of the senior member of the staff for this work.
- No member of the committee whose name has been proposed for election shall attend or participate in scrutiny in his capacity as a member of the committee.
- Don't wait for the candidates. Even if no one is present or only few are available you can start the scrutiny at the appointed time. Remember, no quorum is necessary for this.
- Announce the rules of the game – the broad aspects for rejection of nomination and stick to the rules. Any objection should be made while the nomination is taken up for scrutiny and inform the members present that when once a nomination is taken up, scrutinized and declared by you as accepted, no objection will be entertained.
- Even if no objection is made by any contesting candidate or his proposer or seconder, if the nomination is found defective or if the candidate suffers from any disqualification, the nomination can be rejected.
- Take up one nomination after another. Announce the name of the candidate, his proposer and seconder. If nomination appears to be in order, call for objection.
- If any objection is received, ensure that the objection is in writing and supported by evidence. The evidence accompanying the objection letter should be signed by authorized signatory.
- When the name of the candidate appears in the final voters list, it will be safe to entertain objections enumerated under Section 34 and not to venture on disqualifications laid down under Section 22 (disqualification on membership).

- Conduct a summary enquiry – give an opportunity to the candidate/proposer/seconded to counter the objection and decide on the objection.
- Give all reasonable facilities to the candidates or the persons duly authorized by the candidates to examine all nomination papers and satisfy themselves that the inclusion of candidate is valid.
- Don't give the nomination form to the candidates when he makes an objection or counters an objection.
- Don't make any addition/correction nor allow the candidate to make any addition/correction.
- On completion of scrutiny of each nomination, write on reverse of each nomination your decision on acceptance or otherwise of the nomination. In case of rejection, reasons are to be stated in essence.
- If a decision is made on a nomination, you cannot review it under any circumstance, so take care. Don't be in a hurry, more so while rejecting a nomination.
- Don't reject a nomination on flimsy grounds, like incorrect spelling in names, incorrect member number, and signature in different language (if the identity can be otherwise established).
- In case a Government servant files nomination without getting permission of the Government, in the absence of any provision in the Act, you cannot prevent him from contesting the election based on the provisions of the Conduct Rules.
- When scrutiny of nomination of one constituency is over, take up the scrutiny of the next.
- When scrutiny of all constituencies is completed, display in the notice board a list of valid nominations (constituency-wise) arranged in English alphabetical order {Refer Form No.2}. Display the names in English and Tamil and leave a foot note to inform any correction in the spelling of the names.
- Complete writing the minutes.

- Even on this day, you can accept withdrawal of the nomination. Remember, you have to indicate this in the minutes.
- Once scrutiny of nominations is over, keep the doors closed till you complete the work and allow only withdrawal of nomination thereafter.
- Don't adjourn scrutiny to enable any person who objects the nomination to produce evidence.
- Remember, proposing and seconding of nomination is a technical formality – a member can propose and second any number of candidates. Don't reject a nomination that it was proposed and seconded by same set of members.
- Also remember, proposer/ seconder can also be a candidate.
- The proposer or/and seconder can be illiterate(s). Don't reject a nomination just because thumb impression was affixed in the nomination against signature of proposer or seconder.
- When an objection is made against any candidate over his ability to read and write, it can be decided only after giving an opportunity to the candidate to counter the objection. When the candidate is not present, give the benefit in favour of the candidate.

#### **On the withdrawal day**

- As usual, be on time.
- When a nomination is withdrawn, enclose the letter of withdrawal (there is no standard form for withdrawal of nomination – it is enough a letter is signed by the candidate addressed to the Election Officer) {Refer Form No.3}. Enclose the letter with the nomination filed by the candidate. Write on the nomination in red ink as “withdrawn”. Make a mark in the list of valid nominations, so that the name does not appear in the final list of candidates.
- A withdrawal once made is final. A withdrawal of nomination cannot be withdrawn.
- Accept withdrawal of nomination up to 5.00 P.M. Before the close of time, announce that withdrawal will be over by 5.00 P.M. Beyond the time, do not entertain any withdrawal of nomination even where such withdrawal will avoid



polling. Keep the doors closed and go ahead in preparing the final list of candidates. Display in the notice board the final list of candidates – arranged in English alphabetical order {Refer Form No.4}.

- *In case there is no contest, what next?* When the number of candidates and the number of vacancies are equal, there is no necessity for polling. This may happen as a whole or in one or more constituency or constituencies.
- In such a case, the final list of candidates are to be declared elected unopposed and the polling scheduled is to be cancelled. {Refer Form No.5}
- When polling is cancelled in one or more constituency or constituencies alone, polling will take place only in respect of the constituency or constituencies where there is contest.
- If polling is cancelled on one or more constituency or constituencies, a notice is to be displayed in the notice board of the society {Refer Form No.6} and can be published in the news paper (if the election schedule is published in the news paper).
- *If the valid nominations are less than the vacancies:* The candidates who have filed the nominations are to be declared elected and the polling scheduled is to be cancelled. Even if the number of candidates is less than the number required to form the quorum, this procedure is to be adopted. Report to the Registrar immediately.

### **Preparing for the poll**

- To take up polling, request the Registrar to provide sufficient number of polling officers (have a manageable strength).
- Remember it is a team performance; know your team-mates.
- Ask the President to provide the following:
  - i. Ballot papers (in different colours for different constituencies);
  - ii. Dummy ballot papers (in white) – to be given to candidates;
  - iii. Ballot box – the number of boxes depends on number of constituencies and number of members in each constituency. Ensure that the box is a secured one with locking facility;

- iv. Arrow cross mark rubber stamps (seal affixed on both ends) – two for each voting compartment;
  - v. Stamp pads;
  - vi. Authenticated copies of final voters list – to be used as electoral roll;
  - vii. Sealing wax, cloth roll, metal seal (if not available, can be made);
  - viii. Counting sheet;
  - ix. Wooden scale;
  - x. Bamboo stick;
  - xi. Marking compartments;
  - xii. Strong cloth bag to put the election materials after counting of votes.
- Though printing of ballot papers is the task of the society, you have to vouch its correctness and hence it is better to do it of your own. Be meticulous in proof reading.
  - In a society where seats are reserved for women in the committee or if a constituency is reserved for woman or weaker section, all the members of the society or constituency, as the case may, will vote. Hence, sufficient number of ballot papers is to be printed.
  - The names should be in English alphabetical order. If the names are same, arrange according to initials. If initials are same, go by member number.
  - If you apprehend any law and order problem, arrange for necessary police protection on the day of the poll.

#### **On pre poll day**

- Ensure that all the polling materials have reached you.
- Visit the polling booth with your team of polling officers.
- Inspect the booth and remove the banners, if any, displayed by the candidates.
- Passage of voters to be planned to avoid crisscross movement.
- Plan seating arrangements for election officer, polling officers and polling agents.
- Put up voting compartment with sufficient lighting facility and suitable for maintaining secrecy of voting.

- Affix sign boards such as 'Way to Polling Booth', 'Polling Officers', 'Polling Agents', 'Constituency No....' etc., at appropriate places.
- Depending on the strength of the voters have the marking compartments. If the number of voters is many, two or three marking compartments may be arranged in the same room.
- Discuss with your team members about their duties and their role in successful conduct of polling.
- You are fully in-charge of all the election materials. In your absence, entrust the responsibility to a member of your team.
- Polling materials should not be left in the custody of the society's employees.
- Be conversant with the entries in the electoral roll.
- Prepare sufficient paper tokens serially numbered and signed by the election officer to be issued to the voters in the queue at the close of polling hour on the polling day.
- With due notice, conduct a meeting of candidates, to solicit their co-operation for orderly conduct of meeting. Inform the Do's and Don'ts.
- Dummy ballot papers can be given to the candidates.
- In case of power failure, have a contingency plan.
- Inform the candidates that there is no postal vote, challenged vote or tendered vote, as in general election.
- Voting by proxy is not allowed and the voter has to come in person to vote.

### **Poll day - Polling**

- ✓ Get ready yourselves and be available two hours before the start of poll.
- ✓ Ensure that all your polling officers are present and occupy their seats.
- ✓ Don't employ the employees of the society for poll related works.
- ✓ Don't allow display of banners of the candidates in the premises of the polling station.
- ✓ No canvassing can be permitted in the election arena.
- ✓ Affix your full signature and seal of the society on the back of the ballot papers – right top corner and keep ready sufficient number of ballot papers for issue.

- ✓ If the number of votes is more, you can authorize any polling officer or polling officers to sign the ballot paper.
- ✓ Check the appointment letters of polling agents of the candidates {Refer Form No 7}..
- ✓ Polling agents need not be the members of the society or members of the same constituency.
- ✓ Assign them seats in such a way that they could see the voters.
- ✓ Inform the agents that they have to identify the voters and if there is any objection on the identity of any voter, it should be informed at the earliest and before he signs the attendance sheet and receive the ballot paper.
- ✓ Inform them in certain terms that no objection will be entertained after the vote is cast.
- ✓ Supply the sealed and signed ballot papers to the polling officers in small quantities serially for convenient handling.

#### Preparation of ballot box

- ✓ Just five minutes before the start of polling, show the empty ballot box to the candidates/polling agents present.
- ✓ Don't wait for the candidates or their agents. Even if no one is present or only few are present, you can get on with the work.
- ✓ Lock the ballot box in such a manner that after the box has been closed, it is not possible to open it without breaking the seal.
- ✓ Seal the box.
- ✓ The candidates and their agents may also affix their seal.
- ✓ Obtain signatures of the candidates and polling agents present in a declaration form {Refer Form No.8} stating that the empty ballot box was shown to them and sealed in their presence – get it in duplicate. Paste one on the ballot box in such a way that the box cannot be opened without tampering the paper.
- ✓ Repeat the procedure for every constituency and for additional box used.

#### Commencement of poll

- ✓ Commence the poll on time.
- ✓ The first polling officer will have the marked copy of the electoral roll.

- ✓ When a voter comes to him, he will read his name aloud so that polling agents could hear the name.
- ✓ You may employ at the polling station the employees of the society to help in identification of voters.
- ✓ You may also make such other arrangements as deem necessary to ensure identification of voters
- ✓ He shall get his signature in the marked electoral roll.
- ✓ The polling officer will circle the serial number in the marked electoral roll and enter the serial number of the ballot paper.
- ✓ He need not announce the serial number of the ballot paper.
- ✓ Ignore any clerical or printing or typographical error in any entry in the voters list, if you are satisfied that such person is identical with the voter to whom such entry relates.
- ✓ The slips brought by the voters need not be relied on.
- ✓ If the voter's identify is doubted or challenged by any candidate or his agent, don't allow him voting.
- ✓ The polling officer shall send him to the election officer for further enquiry and the polling officer shall not handle such cases, as it will hamper the flow of voting.
- ✓ If any objection is made on the identity of the voter by any candidate/agent, get is in writing, decide the issue after making such summary enquiry as you consider necessary.
- ✓ The second polling officer will be in charge of ballot paper and ballot box. He will fold the ballot paper and give it to the voter together with the marking instrument.
- ✓ After exercising the vote, the marking instrument should be received from the voter.
- ✓ The second polling officer shall ensure that the ballot papers are inserted in the ballot box by the voter.
- ✓ When ballot papers are inserted in the box, shake the ballot box at regular intervals, so that the ballot papers get accommodated in the box. Use the

bamboo stick or wooden scale to facilitate this. Do not use force or use the metal scale. This will pierce through the ballot papers and spoil them.

- ✓ If a blind/infirm/illiterate voter seeks the assistance in voting, the second polling officer shall ascertain from him the candidate or candidates to whom he desires to vote and mark the ballot paper accordingly.
- ✓ Don't adjourn the poll for lunch. Allow the polling officers to take lunch/break in such a way that polling is not disturbed. Prefer working lunch.
- ✓ If any complaint/representation is given to you by any candidate/agent at the time of polling or counting, receive it and acknowledge its receipt, if demanded. At any cost, don't refuse to receive it or give acknowledgement.

Close of poll

- ✓ If the voters are in the queue at the closing time of the poll, issue token to the voters from the tail end. The poll shall continue till the last person with the token records his vote.
- ✓ Declare the poll as closed. Close the slit of the ballot box and seal the ballot box. The polling agents shall also affix their signatures and seal the ballot box.
- ✓ Bring all the ballot boxes to the counting hall.
- ✓ Get a declaration signed by the candidates/agents that polling was closed and the box was sealed in their presence {Refer Form No.9}.
- ✓ Inform the candidates and their agents the number of votes polled.
- ✓ Inform the time at which counting of votes will be taken up – it shall be after a short break of the close of poll.

The polling may be adjourned on account of:

- a) Natural calamity, like flood or severe storm,
  - b) Rioting and law order problem impeding the poll,
  - c) Any other sufficient cause.
- ✓ Stoppage of poll can be ordered before the commencement of the poll or during the poll, as situations warrant.
  - ✓ This provision should be invoked very sparingly in the extra ordinary circumstances envisaged in the Rules.

- ✓ Inform the candidates and their agents present that the next course of action will be informed later.
- ✓ Secure the polling materials.
- ✓ Record the reasons for adjournment in the minutes book.

### **Counting**

- Take up counting of votes one constituency after another.
- Allow only the candidates and the agents of the particular constituency {Refer Form No.7}.
- Show them that the ballot box was in tact and open the box in their presence.
- If more than one box was used, open one after the other.
- Get a declaration signed by the candidates and their agents that the ballot box was opened in their presence for counting {Refer Form No.10}.
- Depending on the number of the candidates, have counting supervisors who will be assigned with counting sheets.
- Take the ballot papers from the ballot box, unfold the ballot papers.
- Bundle them in 50 and the balance in one lot.
- Ensure that the total tallies with the number of votes polled. If not, don't panic. Count again. If the difference still persists, go ahead with the counting and do not pick up any issue with the candidates and their agents on this.
- Count the ballot papers like currency notes.
- Take a ballot paper, ensure its validity and show it to the candidates and their agents.
- Read aloud the number(s) or name(s) to whom to vote was cast so that the counting supervisor and the candidates/agents can make entries.
- If there is any controversy, keep that ballot paper aside and deal with it at the end.
- Don't allow the candidates and their agents to handle ballot papers or take it outside the counting hall.

- Invalid votes
  - a) No mark,
  - b) Marking by different instrument,
  - c) Marking in blank area,
  - d) Marks against more candidates than required,
  - e) Voter can be identified,
  - f) Totally mutilated,
  - g) Ballot paper not genuine,
  - h) Without the seal and signature of the election officer or person authorized.
  - i) If the ballot paper is mutilated in such a way the intention of the voters could not be identified.
- If there is any inadvertent omission of seal or signature, the ballot paper can be taken as valid provided the genuineness of the ballot paper is not in doubt.
- Accidental mutilation of the ballot paper can be taken as valid, provided you could identify to whom the voter has voted.
- Valid votes
  - a) More than one mark for the same candidate,
  - b) In addition to clear mark, marking on the back or shaded area,
  - c) Impression due to wrong folding in the column of another candidate,
  - d) Smudge against another candidate,
  - e) Mark partially for the candidate and rest in blank area.
- The counting shall be done by the election officer or under his supervision. There is no simultaneous counting.
- Only the election officer shall declare a vote invalid. Before the vote is declared invalid, listen to the views of the contesting candidates and make a decision.
- End of counting
- Circle the last number in the counting sheet against each candidate.
- Fill up the votes secured by each candidate and invalid votes in the dummy ballot paper.
- Declare the votes secured by each candidate.



- After a pause of few seconds, declare the result of the election – the name(s) of the candidate(s) in his/their order of ranking as declared elected.
- If the difference between the winner and the loser is thin, you can recheck to satisfy yourself that the counting is right.
- Get the signatures of the candidates/agents against the number of votes secured as entered in the dummy ballot paper. If he/they refuse to sign, don't insist.
- Put all the election materials, like used and unused ballot papers, counting sheets, marked electoral roll, declaration etc. in a strong cloth bag and seal it before the candidates/agents. Affix your seal and the candidates/agents can also affix their signature and seal if they wish. {Refer Form No.11 }
- Don't put them in the ballot box and seal it.
- Keep the details on number of votes polled, results of election – votes secured by each candidate, number of invalid votes etc. to write the minutes.
- Call the candidates/agents of the next constituency for counting of votes of that constituency.
- Display on the notice board the result of the election and list of those elected {Refer Form No.12}.

#### Equality of votes

- In case of equality of votes, the choice shall be by casting lots – Refer proviso (a) to Section 25(1)(b).
- Even if the candidates do not agree you have to employ this method.
- The names of the candidates who have secured equal number of votes will be written on identical size of papers, rolled in the presence of the candidates/agents and you may pick up the lot.
- If three candidates have secured the same number of votes and if two are to be elected, you have to pick two.
- No other method shall be employed, like spin of coin.
- The candidate(s) in whose favour the lot(s) is/are taken is/are the winner(s).

### Recounting of votes

- Recounting of votes is not contemplated in the Rules. However, if recount is sought in writing giving valid reasons, you may agree to the request.
- Recounting can be demanded only before the declaration of the result.
- If recount is demanded after the declaration of the result, you may politely refuse.
- Recounting is only in respect of the particular candidates and you need not seek the views of the winner. But you cannot allow other candidates to leave the counting hall.
- Recount is to be taken up under your close supervision by different counting supervisors.
- Inform the candidates that further recount will not be entertained and the result of the recount will be final and binding.

### Preservation of election materials

- Hand over all the election materials in a sealed container to the President or any authorized officer for safe custody and get an acknowledgement {Refer Form No.13}.
- Get a declaration signed by him that they shall be kept for a period of three months and shall be destroyed thereafter if no election dispute is filed in the meantime.
- Write the minutes of the day, care to be taken to report all the important activities.
- Present a report of the election to the Registrar.

### **Good Bye**

- Work with care and caution
- Without fear or favour
- Seek guidance, if necessary
- Be attentive
- Be relaxed
- Enjoy the work
- MAY GOD BE WITH YOU.

**MODEL  
FORMS  
(1 TO 13)**

FORM NO.1  
Receipt of nominations

The following nominations are received from the candidates on \_\_\_\_\_  
(date) between \_\_\_\_ A.M. and \_\_\_\_ P.M.

No./ Name of the constituency:

| Sl. No. | Member No. | Name of the candidate |
|---------|------------|-----------------------|
|         |            |                       |
|         |            |                       |
|         |            |                       |
|         |            |                       |
|         |            |                       |
|         |            |                       |

Note: The following candidate(s) has/have withdrawn their nomination(s):

| Sl. No. | Member No. | Name of the candidate |
|---------|------------|-----------------------|
|         |            |                       |
|         |            |                       |
|         |            |                       |

Date:

**ELECTION OFFICER**

Seal of the society:

FORM NO.2

List of valid nominations

The following nominations are found valid after scrutiny of nominations.

No./ Name of the constituency:

| Sl. No. | Member No. | Name of the candidate* @ |
|---------|------------|--------------------------|
|         |            |                          |
|         |            |                          |
|         |            |                          |
|         |            |                          |
|         |            |                          |
|         |            |                          |

\* To be arranged in English alphabetical order

@ Display the names in English and Tamil

Note: The following candidate(s) has/have withdrawn their nomination(s):

| Sl. No. | Member No. | Name of the candidate |
|---------|------------|-----------------------|
|         |            |                       |
|         |            |                       |
|         |            |                       |

Kind attention of the candidates:

If the candidates wish to inform any corrections in their names, they may do so by giving a letter to that effect in writing immediately, in any case before 10 A.M. of the next day, i.e. date of withdrawal.

Date:

**ELECTION OFFICER**

Seal of the society:

FORM NO.3  
NOTICE OF WITHDRAWAL OF CANDIDATE

To  
The Election Officer  
----- Society

Sir,

I, \_\_\_\_\_ M. No.\_\_\_\_\_, a candidate of \_\_\_\_\_ constituency to the committee of management of \_\_\_\_\_ society do hereby give notice that I withdraw my candidature.

Yours faithfully,

Date:

**SIGNATURE OF THE CANDIDATE**

**Endorsement by the Election Officer**

This notice was delivered to me at my office at \_\_\_\_\_ hours on \_\_\_\_\_ (date) by the candidate/proposer/seconded.

Date:

**ELECTION OFFICER**

Seal of the society:

FORM NO.4  
Final List of candidates

The following is the final list of candidates after withdrawal of nominations

No./ Name of the constituency:

| SI. No. | Member No. | Name of the candidate* |
|---------|------------|------------------------|
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |

\* To be arranged in English alphabetical order

As the number of candidates is more than the number of members to the committee, polling will be held to all the constituencies on -----.

Date:

**ELECTION OFFICER**

Seal of the society:

FORM NO.5

declaration of result In case of no contest

The following is the final list of candidates after withdrawal of nominations

No./ Name of the constituency:

| Sl. No. | Member No. | Name of the candidate* |
|---------|------------|------------------------|
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |

\* To be arranged in English alphabetical order

***As the number of candidates to be elected is equal to the number of vacancies, the following are declared elected to the committee unopposed for the period from \_\_\_\_\_ to \_\_\_\_\_.***

No./ Name of the constituency:

| Sl. No. | Member No. | Name of the candidate* |
|---------|------------|------------------------|
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |

\* To be arranged in English alphabetical order

The polling scheduled on \_\_\_\_\_ is cancelled.

Date:

**ELECTION OFFICER**

Seal of the society:



FORM NO.6

In case of no contest In one or more constituency or constituencies

The following is the final list of candidates after withdrawal of nominations

No./ Name of the constituency:

| Sl. No. | Member No. | Name of the candidate* |
|---------|------------|------------------------|
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |

\* To be arranged in English alphabetical order

***As the number of candidate(s) to be elected is equal to the number of vacancy(ies), the following is/are declared elected to the committee unopposed for the period from \_\_\_\_\_ to \_\_\_\_\_ in respect of -----Constituency(ies).***

No./ Name of the constituency:

| Sl. No. | Member No. | Name of the candidate |
|---------|------------|-----------------------|
|         |            |                       |
|         |            |                       |
|         |            |                       |
|         |            |                       |
|         |            |                       |
|         |            |                       |

The polling scheduled on \_\_\_\_\_ in respect of \_\_\_\_\_ constituency (ies) is cancelled.

Polling shall be held on \_\_\_\_\_ in respect of constituency (ies)\_\_\_\_\_.

Date:

**ELECTION OFFICER**

Seal of the society:

FORM NO.7

Appointment of polling/counting Agent

To

The Election Officer

\_\_\_\_\_ Society

Sir,

I \_\_\_\_\_, a candidate for election from \_\_\_\_\_ constituency do hereby appoint \_\_\_\_\_ to represent me as Polling / Counting Agent.

Date:

**SIGNATURE OF THE CANDIDATE**

I accept the above appointment.

Date:

**SIGNATURE OF THE POLLING/  
COUNTING AGENT**

FORM NO.8 @

Declaration at the commencement of polling

Date:

No./Name of the constituency: \_\_\_\_\_

At ----- A.M. before the commencement of the poll, the empty ballot box was shown to us and sealed in our presence and we affixed our seal.

**Signature of the Candidates/Agents:**

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

@ - To be obtained with a carbon copy. The carbon copy is to be pasted on the ballot box, covering the lid of the box. Retain the original and keep it with election materials.

FORM NO.9 #

Declaration at the end of polling

Date:

No./Name of the constituency: \_\_\_\_\_

At ----- P.M. at the end of the poll, the ballot box was sealed in our presence and we affixed our seal.

**Signature of the Candidates/Agents:**

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

*# - To be obtained with a carbon copy. The carbon copy is to be pasted on the lid of the box, covering the slit. Retain the original and keep it with election materials.*

FORM NO.10

Declaration at the commencement of counting

Date:

No./Name of the constituency: \_\_\_\_\_

At ----- P.M. before the commencement of counting of votes, the sealed ballot box was opened in our presence.

**Signature of the Candidates/Agents:**

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

FORM NO.11

Declaration of result

Date:

No./Name of the constituency: \_\_\_\_\_

The following candidates have secured the votes noted against each in the election to the committee of management.

| SI. No. | Member No. | Name of the candidate | No. of votes |
|---------|------------|-----------------------|--------------|
|         |            |                       |              |
|         |            |                       |              |
|         |            |                       |              |
|         |            |                       |              |
|         |            |                       |              |

Total votes polled:

Number of valid votes:

Number of invalid votes:

I do hereby declare that the following candidate/candidates has/have been duly elected as member/members of the committee of management of the \_\_\_\_\_ society for the period from \_\_\_\_\_ to \_\_\_\_\_.

| SI. No. | Member No. | Name of the candidate |
|---------|------------|-----------------------|
|         |            |                       |
|         |            |                       |
|         |            |                       |

**ELECTION OFFICER**

Seal of the society:

FORM NO.12

Declaration at the end of counting

Date:

No./Name of the constituency: \_\_\_\_\_

At the end of counting, the election materials were sealed in our presence.  
We have affixed our seal.

**Signature of the Candidates/Agents:**

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

FORM NO.13

Handing over of election materials

**Acknowledgement**

I, \_\_\_\_\_ President/Administrator of \_\_\_\_\_  
Society have received all the election materials in a sealed container from  
Thiru/ Tmt/ Selvi \_\_\_\_\_, Election Officer at \_\_\_\_\_  
P.M. on \_\_\_\_\_ (date) for preservation. I understand that the said  
materials shall be kept for a period of three months and shall be destroyed  
thereafter if no election dispute is filed in the meantime.

Seal:

**SIGNATURE OF THE PRESIDENT/  
ADMINISTRATOR**



**ILLUSTRATIVE  
CASES OF  
VALID AND  
INVALID  
BALLOT PAPERS**

VALID CASES  
VALID CASE – i  
(Valid Vote for candidate 1)

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Original mark (anticlockwise manner) in column of candidate 1 and impression (clockwise manner) due to wrong folding of candidate 3.

VALID CASE – ii  
(Valid Vote for candidate 1)

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Mark in column of candidate 1 and a smudge elsewhere.

VALID CASE – iii  
(Valid Vote for candidate 1)

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Clear marks for candidate 1 and major portion of one mark in shaded area.

VALID CASE – iv  
(Valid Vote for candidate 1)

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Mark partially in column of candidate 1 and rest in shaded area.

VALID CASE – v  
(Valid Vote for candidate 1)

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

More than one mark in column of candidate 1.

VALID CASE – vi  
(Valid Vote for candidate 1)

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Distinct mark for candidate 1

VALID CASE – Vii  
(valid vote for candidate 1)

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Indistinct mark in column of candidate 1 only and hence intention clear (mark may be impression of edge of rubber stamp).



VALID CASE – viii  
(valid vote for candidate 1)

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Indistinct mark in column of candidate 1 only and hence intention clear (mark partly in column of candidate 1 and the rest outside).

INVALID CASES

INVALID CASE – i

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| 3.      | 0703   | SUGANTHI. J           |         |

No mark.

INVALID CASE -ii

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Mark not made with instrument supplied.

INVALID CASE – III

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Mark not made with instrument supplied.

INVALID CASE – iV

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Mark in blank area (Mark on back also will come under this category)

INVALID CASE – v

SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Multiple voting.

INVALID CASE – Vi

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Voter identifiable (signature or name).

INVALID CASE – VII

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Voter identifiable (Member number of the voter).



INVALID CASE – VIII

\_\_\_\_\_ SOCIETY

**BALLOT PAPER**

Date of Election :

No.....

Name/Number of the constituency : \_\_\_\_\_

| Sl. No. | M. No. | Name of the candidate | To Mark |
|---------|--------|-----------------------|---------|
| 1.      | 0019   | JAYAKUMAR.S           |         |
| =====   |        |                       |         |
| 2.      | 1911   | MUTHUVARADHAN. J      |         |
| =====   |        |                       |         |
| 3.      | 0703   | SUGANTHI. J           |         |

Marks are so made as to render it doubtful as to which candidate the vote has been given.

**SPEICIMEN  
MINUTES**

PROCEEDINGS OF THE ELECTION OFFICER  
ON RECEIPT OF NOMINATION

Present:-----  
Election Officer

Day, Date & Time:

Receipt of nomination:

No. & Name of the constituency:

The following nominations were received from the candidates between  
\_\_\_\_\_ A.M. and \_\_\_\_\_ P.M.

| Sl. No. | Member No. | Name of the candidate* |
|---------|------------|------------------------|
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |

\* To be entered in the order of receipt.

Withdrawal of nomination:

During the time fixed for receipt of nominations, the following candidates have withdrawn their nominations:

Name of the constituency:

| Sl. No. | Member No. | Name of the candidate |
|---------|------------|-----------------------|
|         |            |                       |
|         |            |                       |
|         |            |                       |

Display of notice on receipt of nominations:

A list containing the receipt of nominations and withdrawal of nominations was displayed in the notice board of the society. The candidates were informed to intimate the correction, if any, in their names, on or before \_\_\_\_\_ (date & time).

**ELECTION OFFICER**  
PROCEEDINGS OF THE ELECTION OFFICER  
ON SCRUTINY OF NOMINATION

Present:-----  
Election Officer

Day & Date

Scrutiny of nominations:

No. & Name of the constituency:

Scrutiny of nomination was taken up at \_\_\_\_\_ A.M. The following candidates/proposers/seconders were present:

- 1.
- 2.
- 3.

Scrutiny of nomination was taken one after another. The names of the candidate, his/her proposer and seconder were read out. Reasonable facilities to examine the nominations were given to the candidates/proposers/seconders present.

\*No objection was received on their candidatures. After due scrutiny, the nominations were found valid.

\*Objection was received in writing on the candidature of \_\_\_\_\_ from \_\_\_\_\_ (name of the objector and his member number). @ The objection was considered and the views of the candidate were heard. # The objection was allowed/rejected.

\* - Write whichever is applicable

@ - Briefly state the nature of his objection.

# - Record the reasons for your decision.

The candidatures of the following were rejected.

| Sl. No. | Member No. | Name of the candidate |
|---------|------------|-----------------------|
|         |            |                       |
|         |            |                       |

...Contd..

PROCEEDINGS OF THE ELECTION OFFICER  
ON SCRUTINY OF NOMINATION (contd.)

The following is the list of valid nominations:

| Sl. No. | Member No. | Name of the candidate \$ |
|---------|------------|--------------------------|
|         |            |                          |
|         |            |                          |

\$ - Arrange in English alphabetical order.

Withdrawal of nomination:

During the day of scrutiny of nominations, the following candidates have withdrawn their nominations:

No. & Name of the constituency:

| Sl. No. | Member No. | Name of the candidate |
|---------|------------|-----------------------|
|         |            |                       |
|         |            |                       |
|         |            |                       |

Display of notice on valid nominations:

A list containing valid nominations arranged in English alphabetical order and withdrawal of nominations was displayed in the notice board of the society.

**ELECTION OFFICER**

PROCEEDINGS OF THE ELECTION OFFICER  
ON WITHDRAWAL OF NOMINATION

Present:-----  
Election Officer

Day, Date & Time:

Withdrawal of nominations

Up to 5.00 P.M. on \_\_\_\_\_ the following candidates withdrew their nominations personally /through proposer/seconded.

No. &Name of the constituency:

| Sl. No. | Member No. | Name of the candidate |
|---------|------------|-----------------------|
|         |            |                       |
|         |            |                       |
|         |            |                       |
|         |            |                       |

*(a) In case of contest in all the constituencies:*

The following is the final list of candidates after withdrawal of nominations

| Sl. No. | Member No. | Name of the candidate* |
|---------|------------|------------------------|
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |

\* To be arranged in English alphabetical order

As the number of candidates is more than the number of members to the committee, polling will be held in all constituencies on -----.

...Contd..

**PROCEEDINGS OF THE ELECTION OFFICER  
ON WITHDRAWAL OF NOMINATION (Contd.)**

Display of notice:

The final list of candidates, after withdrawal of nominations was displayed in the notice board of the society.

*(b) In case of no contest for the entire committee*

As the number of candidate(s) to be elected is equal to the number of vacancies, the following is/are declared elected to the committee unopposed for the period from \_\_\_\_\_ to \_\_\_\_\_.

No./ Name of the constituency:

| Sl. No. | Member No. | Name of the candidate* |
|---------|------------|------------------------|
|         |            |                        |
|         |            |                        |
|         |            |                        |

\* To be arranged in English alphabetical order

Display of notice:

The list of candidates who are declared elected for the period from \_\_\_\_\_ to \_\_\_\_\_ was displayed in the notice board of the society. The polling scheduled on \_\_\_\_\_ is cancelled.

*(c) In case of no contest in one or more constituency or constituencies*

The following is the final list of candidates after withdrawal of nominations

No./ Name of the constituency:

| Sl. No. | Member No. | Name of the candidate* |
|---------|------------|------------------------|
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |

\* To be arranged in English alphabetical order.

..contd.

**PROCEEDINGS OF THE ELECTION OFFICER  
ON WITHDRAWAL OF NOMINATION (Contd.)**

As the number of candidates to be elected is equal to the number of vacancies, the following are declared elected to the committee unopposed for the period from \_\_\_\_\_ to \_\_\_\_\_ in respect of -----constituency(ies).

No./ Name of the constituency:

| Sl. No. | Member No. | Name of the candidate* |
|---------|------------|------------------------|
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |
|         |            |                        |

\* To be arranged in English alphabetical order.

The polling scheduled on \_\_\_\_\_ in respect of \_\_\_\_\_ constituency(ies) is cancelled.

Polling shall be held on \_\_\_\_\_ in respect of constituency (ies)\_\_\_\_\_.

Display of notice:

The list of candidate(s) from \_\_\_\_\_constituency(ies) who is/are declared elected for the period from \_\_\_\_\_ to \_\_\_\_\_ was displayed in the notice board of the society. The polling is scheduled only for \_\_\_\_\_ constituency (ies)..

**ELECTION OFFICER**

**Note:** Record the minutes of (a) or (b) or (c), as applicable



PROCEEDINGS OF THE ELECTION OFFICER  
ON POLLING DAY

Present:-----  
Election Officer

Day, Date & Time:

Commencement and conclusion of polling:

Before the commencement of polling, the empty ballot box was shown to the candidates/agents present and the box was sealed in their presence. Polling commenced at \_\_\_\_\_ A.M. Polling was held peacefully and concluded at \_\_\_\_\_ P.M.

At the conclusion of the polling, the ballot box was sealed in the presence of the candidates/agents.

Counting of votes

No. & Name of the constituency:

Counting of votes was taken up at \_\_\_\_\_ P.M. constituency wise. The sealed ballot box was shown to the candidates/agents and opened in their presence. The number of votes secured by each candidate is as follows:

| Sl. No. | Member No. | Name of the candidate | No. of votes |
|---------|------------|-----------------------|--------------|
|         |            |                       |              |
|         |            |                       |              |
|         |            |                       |              |
|         |            |                       |              |
|         |            |                       |              |

Total number of votes polled:

Number of valid votes:

Number of invalid votes:

..contd..

**PROCEEDINGS OF THE ELECTION OFFICER  
ON POLLING DAY (Contd.)**

Declaration of result

The following candidate/candidates has/have been duly elected as member/members of the committee of management of the society for the period from \_\_\_\_\_ to \_\_\_\_\_.

| <b>Sl. No.</b> | <b>Member No.</b> | <b>Name of the candidate</b> |
|----------------|-------------------|------------------------------|
|                |                   |                              |
|                |                   |                              |
|                |                   |                              |

Display of notice

The list of candidates who are declared elected for the period from \_\_\_\_\_ to \_\_\_\_\_ was displayed in the notice board of the society.

Handing over of records

The election materials are sealed in a container and handed over to the \_\_\_\_\_ of the society and an acknowledgement was obtained.

**ELECTION OFFICER**