

# MODEL ELECTION GUIDELIENS TO BE FOLLOWED BY ALL NATIONAL SPORTS FEDERATIONS

Name of the Federation \_\_\_\_\_  
Election of Office Bearers and Members of Managing Committee, \_\_\_\_\_  
Election Bye-laws

**1. Short Title & Definitions**

- (1) These Bye-laws shall be called the 'Election Bye-laws' and shall govern the conduct of Election of Office Bearers and Members of Managing Committee of \_\_\_\_\_
- (2) In these Bye-laws, unless the context otherwise requires, -
  - (a) 'clause' and 'sub-clause' mean the clause and sub-clause of these Bye-laws;
  - (b) 'Managing members' means Member of Managing Committee of \_\_\_\_\_
  - (c) 'Form' means the Form appended to these Bye-laws;
  - (d) \_\_\_\_\_ means Name of the Federation ;
  - (e) 'Post' includes the office of President, Secretary General, Treasurer, Vice President, Joint Secretary and Member of Managing Committee of \_\_\_\_\_
  - (f) 'Rule' means the rule of Rules and Regulations of \_\_\_\_\_

**2. Managing Committee:**

(1) The 7 (Seven) Officer Bearers (in addition to 5 executive members) shall be as follows:-

1	<u>President</u>	<u>1 (one)</u>
2	<u>Vice-Presidents</u>	<u>2 (2)</u>
3	<u>General Secretary</u>	<u>1 (one)</u>
4	<u>Treasurer</u>	<u>1 (one)</u>
5	<u>Joint Secretaries</u>	<u>2 (four)</u>

(Note the above number may be changed according to the Constitution of the concerned Federation)

**3. Manner of Election:**

- (1) Office Bearers and members of Managing Committee of \_\_\_\_\_ shall be elected by secret ballot.
- (2) Election shall be held at the Annual General Council Meeting (AGM) in accordance with the procedure prescribed hereinafter, from amongst the



representatives of the Permanent Member States/Union Territories/Boards/Institutions.

#### 4. Electoral College:

(1) Each Permanent Member State/Union Territory duly affiliated by \_\_\_\_\_ (abbreviation of Federation) as its Permanent Member shall have two votes at the elections of the Office Bearers and Managing Committee Members.

(2) For the purposes of sub-clause (1), each Permanent Member State/Union Territory shall be represented by **two members** authorised by the President or Secretary General/Secretary of the affiliated Permanent Member State/Union Territory; however, in case President/Secretary General / Secretary nominates different person(s), the person(s) authorised by the President shall be deemed to be the duly authorised person(s). Irrespective of the date.

**(3) Each Board or Institution duly affiliated by as its Permanent member under shall be represented by only one representative.**

(4) Each Permanent Member State/Union Territory and each Permanent Member Board/Institution shall intimate the name(s) of their representative(s) mentioned in sub-clauses (2) and (3), latest by \_\_\_\_\_ ( Day - 1 - e.g. 13<sup>th</sup> December, 2010); and such intimation shall be addressed to the President / Secretary General of \_\_\_\_\_ on their letter head duly signed by President / Secretary General / Secretary of that member unit, so as to reach him on or before the aforesaid date; any change in the name of any authorized representative after \_\_\_\_\_ ( Day - 1 e.g. 13<sup>th</sup> December, 2010) or any intimation received thereafter shall be permitted only with the approval of the President of \_\_\_\_\_

(5) The President / Secretary General of \_\_\_\_\_ shall prepare the list of the authorised representatives of the Member States/Union Territories /Boards/ Institutions in **Form 1**, and circulate a copy of the list so prepared by him to all Member States/Union Territories/Boards/Institutions, latest by \_\_\_\_\_ (Day - 2 - e.g. 14<sup>th</sup> December, 2010), by display, on the website of \_\_\_\_\_.

(6) The President / Secretary General shall also furnish a duly authenticated copy of the list mentioned in sub-clause (5) to the Returning Officer as soon as may be after his appointment by the President of \_\_\_\_\_ under clause (5) below.

#### 5. Returning Officer:

As soon as may be before/after the issue of the Notice for the Annual General Meeting (AGM), the President of \_\_\_\_\_ shall nominate a person as Returning Officer for conduct of Election of Office Bearers and members of



Managing Committee \_\_\_\_\_, in accordance with the provisions of these By-laws.

**6. Nomination of Candidates:**

(1) The nomination of a candidate for election as Office Bearer or Member of the Managing Committee shall be made in **Form 2**.

(2) The nomination of a candidate for election as Office Bearer or a Member of Managing Committee shall be proposed by one of the representatives of Member States/Union Territories/Boards/Institutions whose name is included in the Electoral College list in **Form 1**, and also subscribed by 1 (one) such representative as seconder.

(3) Each candidate shall be entitled to be nominated by not more than 2 (two) nomination papers.

(4) Each Nomination Paper Shall be Delivered Personally to the Returning Officer in Person by the candidate himself/herself from \_\_\_\_\_ (Day – 3 e.g. **15<sup>th</sup> December, 2010**) to \_\_\_\_\_ (Day-5 e.g. **17<sup>th</sup> December, 2010**) between **11.00 AM** and **1.00 PM**.

(5) No person shall be eligible to nominate more than one candidate for the same post, either as proposer or seconder; and, if he so does, his/her signature on the nomination papers delivered second in point of time to the Returning Officer shall be deemed to be inoperative.

(6) No person shall be permitted to withdraw his/her name as proposer/seconder, once the nomination paper subscribed by him/her has been delivered to Returning Officer.

(7) As soon as may be after **1:00 P.M.** on \_\_\_\_\_ (Day – 7 e.g. **19<sup>th</sup> December, 2010**), the Returning Officer shall prepare a list of all nominations received by him, post wise, in **Form 3**; and publish the same in a conspicuous place in his office.,

**7. Scrutiny of Nominations:**

(1) On \_\_\_\_\_ (Day-8 e.g. **20<sup>th</sup> December, 2010**), at **11:00 A.M.**, The Returning Officer in his Office shall scrutinize each nomination paper, one by one, received by him, and determine its validity or otherwise.

(2) At the scrutiny of nominations, each candidate or one of his/her authorised representative shall have the right to be present and raise any objection in relation to nomination of a candidate for the post for which he/she has filed his/her nomination.



(3) As soon as may be after the scrutiny of all nomination papers has been completed by him, the Returning Officer shall prepare a list of validly nominated candidates in **Form 4**. And the Contesting Candidates can take a copy from the Returning Officer.

#### **8. Withdrawal of candidatures:**

(1) Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature, from \_\_\_\_\_ (Day -8 e.g. 20<sup>th</sup> December, 2010) to upto 1:00 P.M. of \_\_\_\_\_ (Day-10 e.g. 22<sup>nd</sup> December, 2010).

(2) Notice of withdrawal of candidature shall be submitted in **Form 5**, either by the candidate himself/herself or by a person duly authorised by him/her in writing.

(3) Notice of withdrawal of candidature shall be final and shall not be allowed to be cancelled.

(4) The Returning Officer shall accept the notice of withdrawal if he is satisfied as to the genuineness of the notice.

(5) As soon as may be after **11:00 AM** on the \_\_\_\_\_ (Day 11 e.g. 23<sup>rd</sup> December, 2010), the Returning Officer shall prepare the final list of contesting candidates in **Form 6**, display a copy of the said list in conspicuous place in his office and on Federation's Website. And also furnish a copy of the same to each of the candidates/their authorised representatives, if they so demand.

(6) The names of the contesting candidates in **Form 6** shall be arranged, for each post, in alphabetical order according to English alphabets.

#### **9. Uncontested Returns; and Contested Elections**

(1) Where the number of contesting candidates for any post or category of post, in **Form 6** is equal to the number of posts to be filled, all such contesting candidates shall be deemed to be duly elected unopposed to those posts, and it shall not be necessary to take a poll for election to such post.

(2) Where the number of contesting candidates for any post or category of post, in **Form 6** is more than the number of posts to be filled, a poll shall be taken by secret ballot for those posts remaining unfilled.

(3) The ballot papers for these posts remaining unfilled shall be in **Form 7** to **Form 13** to be made individually for each post.

(4) The names of contesting candidates on the ballot papers shall appear in the same order as in **Form 6**.

#### **10. Poll:**



(1) The Poll for the Posts Remaining Unfilled under clause 9(2) above shall be taken post-wise, on \_\_\_\_\_ (Day 16 – e.g. 28<sup>th</sup> December, 2010) and shall commence at **During The AGM at the Agenda Item Elections**, in \_\_\_\_\_ (Venue of the elections)

(2) Each contesting candidate can nominate one person, (If he/ she so desires) , Only from amongst the Authorised Representatives list of PCI, to be present at the Poll ( Polling station ).

(3) At the poll, each authorised representative of Member States/Union Territories/Boards/Institutions, whose name is included in the Electoral College list in **Form 1**, shall be entitled to –

- (i) cast one vote for each of the posts remaining unfilled, where only one such seat is to be filled;
- (ii) cast as many votes as are the no. of seats to be filled for any post, where more than one seat is to be filled.

Explanation: It is hereby clarified that for the purpose of filling four seats of Vice-Presidents, each voter can cast upto four votes, and, like-wise, for four seats of Joint Secretaries, and five seats of Members of Managing Committee, he/she can cast four and five votes respectively for the above mentioned four seats of Joint Secretaries and five seats of Members of Managing Committee.

(4) In case any voter casts his/her vote for more than one candidate, or for more than four or five candidates, as the case may be, his/her vote for that post shall be invalid.

(5) Each voter shall be required, before he is supplied with a Ballot paper, to give his/her signature on the authenticated copy of the Electoral College list in **Form 1** used by the Returning Officer for taking the poll.

(6) The voter shall record his/her vote on the ballot paper in secrecy in a voting compartment specially provided for the purpose at the polling station.

(7) The voter shall record his/her vote on the ballot paper by placing a tick mark (✓) against the name of the candidate of his/her choice, and any other mark, like (x) etc. or word, placed on the ballot paper by him/her shall render the ballot paper liable to rejection.

(8) The tick mark (✓) to indicate the vote shall be placed by the voter only by means of article specifically provided for the purpose by the Returning Officer, and a ballot paper marked otherwise by means of any pen, ball point pen, etc. by the voter shall render the ballot paper liable to rejection.

(9) The ballot paper marked by a voter shall be deposited by him/her in a ballot box specially prepared and sealed by the Returning Officer and placed at such a conspicuous place in the polling station that it shall be constantly visible to all present in the polling station.



(10) The Returning Officer shall close the poll at the appointed hour; however, all those voters who are present at the polling station at the appointed closing hour shall be entitled to vote even if the poll proceedings have to be continued for some more time.

(11) After all the voters referred to in sub-clause (9) have voted, the Returning Officer shall close the ballot box and shall not permit thereafter any person to vote.

(12) Polling will be done in below order:

- (1) President
- (2) Secretary General/General Secretary
- (3) Treasurer
- (4) Vice-Presidents
- (5) Joint-Secretaries

#### 11. Counting of Votes:

(1) The Returning Officer shall take up the counting of votes as soon as may be after the polling for any post is complete.

(2) Each contesting candidate can nominate one authorised representative (as clarified in S. No. 10 (2) ) and He/She shall be entitled to be present at the place of counting of votes.

(3) The Returning Officer shall take up the counting of votes, post-wise and category wise, where applicable.

(4) Each ballot paper on which a vote has been recorded in accordance with sub-clauses (3) to (8) of clause (10) shall be treated as one vote for the candidate for whom it has been validly marked; and if any ballot paper has been marked in violation of any of the aforesaid provisions of sub-clauses (3) to (8) of clause (10) shall be rejected by the Returning Officer.

(5) The votes validly cast for each of the contesting candidates shall be counted post-wise, and category-wise where applicable, and recorded in the descending order of the votes so cast for each candidate in **Form 14**.

(6) The Returning Officer shall thereafter ascertain the result of counting and, subject to the provisions of Rule 4 (a) (II) of the Rules, the candidates who have secured the maximum no. of votes in the said descending order, post-wise and category wise, where applicable, equal to the no. of seats to be filled for each post or category of posts, where applicable, shall be deemed to have been duly elected to those posts.

#### 12. Declaration of Results:



The names of contesting candidates who shall be deemed to have been elected at the election in accordance with sub-clause (6) of clause (11) shall be declared as having been duly elected to their respective posts, by the Returning Officer at the Annual General Meeting (AGM) in the **Form 15**.

**Name of the Federation**  
*Election of Office Bearers and Members of Managing Committee* \_\_\_\_\_

**FORM 1**

**LIST OF ELECTORAL COLLEGE**

S.No	Name of the Affiliated Member State/Union Territory/	Name of Representatives		Authorised
		Name	Name	

Place :

President/Secretary General

Date :

**Name of the Federation**



# Name of the Federation

Election of Office Bearers and Members of Managing Committee, \_\_\_\_\_

## FORM 2

ELECTION OF OFFICE BEARERS AND MEMBERS OF Managing Committee

### NOMINATION PAPER FOR

ELECTION AS \_\_\_\_\_ (NAME OF THE POST)

To

(Name and address of returning officer)  
The Returning Officer for above Election

\_\_\_\_\_  
\_\_\_\_\_

We nominate Shri/Smt./Ms. \_\_\_\_\_,

(name & address); whose name is entered at Sl. No. \_\_\_\_\_ in the Electoral College list for the above mentioned post.

2. Our particulars are given below:-

	Name of Candidate	Name of Member State/Union Territory/ Board/ Institution	Sl. No. in the electoral College list	Signature
Proposer				
Secunder				

I, the candidate above named, do hereby give my assent to my nomination for the above post.

Name of the Candidate \_\_\_\_\_  
Name of Member State/Union Territory/ Board/ Institution \_\_\_\_\_  
Sl. No. in the electoral College list \_\_\_\_\_  
Signature \_\_\_\_\_

Place :

Date :



# **Name of the Federation**

## **FORM 3**

### **LIST OF NOMINATED CANDIDATES**

Name of the Post	Name, Sl. No in Electoral College list and address of Candidate	Name & Sl. No. in Electoral College list of proposer	Name & Sl. No. in Electoral College list of Seconder

Returning Officer,

Place :

Date :



**Name of the Federation**

Election of Office Bearers and Members of Managing Committee, \_\_\_\_\_

**FORM 4**

**LIST OF VALIDLY NOMINATED CANDIDATES**

Name of the Post	Name of Candidate	Name of Member State/Union Territory/ Board/ Institution	Sl. No in Electoral College list

Returning Officer,

Place :  
Date :



# **Name of the Federation**

Election of Office Bearers and Members of Managing Committee, \_\_\_\_\_

## **FORM 5**

**ELECTION OF OFFICE BEARERS AND MEMBERS OF MANAGING  
COMMITTEE \_\_\_\_\_**

**NOTICE OF WITHDRAWAL OF CANDIDATURE FOR  
ELECTION AS \_\_\_\_\_ (NAME OF THE POST)**

To

The Returning Officer for above Election

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the validly nominated candidate, do hereby give my notice of withdrawal  
of candidature for the above post.

Name of the Candidate \_\_\_\_\_  
Name of Member State/Union Territory/ Board/ Institution \_\_\_\_\_  
Sl. No. in the electoral College list \_\_\_\_\_

Signature \_\_\_\_\_

Place :

Date :



**Name of the Federation**

Election of Office Bearers and Members of Managing Committee, \_\_\_\_\_

**FORM 6**

**LIST OF CONTESTING CANDIDATES**

Name of the Post	Name of Candidate	Name of Member State/Union Territory/ Board/ Institution	Sl. No in Electoral College list

Returning Officer,

Place :

Date :



## **Name of the Federation**

Election of Office Bearers and Members of Managing Committee \_\_\_\_\_

### FORM 7 BALLOT PAPER

Name of Post	Names of candidates	Mark vote here by placing tick (√) mark.
President (1)	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	

- N.B.** (1) Place tick mark (√) against the name of only One candidate for the post of President,
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
- (3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)



# Name of the Federation

Election of Office Bearers and Members of Managing Committee, \_\_\_\_\_

## FORM 8 BALLOT PAPER

Name of Post	Names of candidates	Mark vote here by placing tick (✓) mark.
Secretary General ( 1 )	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	

- N.B.(1)** Place tick mark(✓) against the name of only One candidate for the post of Secretary General.
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
- (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)



## **Name of the Federation**

Election of Office Bearers and Members of Managing Committee \_\_\_\_\_

### FORM 9

### BALLOT PAPER

Name of Post	Names of candidates	Mark vote here by placing tick ( ✓ ) mark.
Treasurer (1)	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	

- N.B.** (1) Place tick mark(✓) against the name of only One candidate for the post of Treasurer.
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
- (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)



## Name of the Federation

Election of Office Bearers and Members of Managing Committee \_\_\_\_\_

FORM 11

### BALLOT PAPER

Name of Post	Names of candidates	Mark vote here by placing tick (√) mark.
<b><u>Vice-Presidents (2)</u></b>	<b>1</b>	
	<b>2</b>	
	<b>3</b>	
	<b>4</b>	
	<b>5</b>	
	<b>6</b>	
	<b>7</b>	
	<b>8</b>	
	<b>9</b>	
	<b>10</b>	
	<b>11</b>	
	<b>12</b>	
	<b>13</b>	
	<b>14</b>	

- N.B.** (1) For the purpose of filling two seats of Vice-Presidents, each voter can cast upto four votes by placing tick marks(√) for the above mentioned four seats of Vice President, out of which 2 votes in favour of Males and 2 Votes in favour of Females.
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
- (3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.



(Returning Officer)

**Name of the Federation**

Election of Office Bearers and Members of Managing Committee \_\_\_\_\_

FORM 12

**BALLOT PAPER**

Name of Post	Names of candidates	Mark vote here by placing tick (✓) mark.
<u>Joint Secretaries (2)</u>	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	

- N.B. (1) For the purpose of filling two seats of Joint - Secretary, each voter can cast upto four votes by placing tick marks(✓) for the above mentioned four seats of Joint Secretaries, out of which 2 votes in favour of Males and 2 votes in favour of Females.
- (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
- (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.



(Returning Officer)

### Name of the Federation

Election of Office Bearers and Members of Managing Committee \_\_\_\_\_

#### FORM 14

#### RESULT OF COUNTING OF VOTES

Name of Post	Total Votes Polled	Total Rejected Votes	Names of candidates	Valid Votes Polled
President (1)			1	
			2	
			3 Etc,	
			TOTAL	
<u>Vice-Presidents (2)</u>			Males	
			1	
			2	
			3 Etc,	
			Female	
			1	
			2	
			3 Etc.	
			TOTAL	
General Secretary ( 1)			1	
			2	
			3 Etc,	
			TOTAL	
<u>Joint Secretaries (2)</u>			Male	
			1	
			2	
			3 Etc,	
			TOTAL	
			Female	
			1	
			2	
			3 Etc,	
			TOTAL	
Treasurer (1)			1	
			2 Etc.	
			TOTAL	

Place :

Date :

(Returning Officer)

Observer \_\_\_\_\_

GOI MYAS Observer

IOA Observer



## **Name of the Federation**

Election of Office Bearers and Members of Executive Board, 2010

### FORM 15

### DECLARATION OF RESULTS

I, the Returning Officer for the above elections, hereby declare, subject to the provisions of Rule(4)(a)(II) of the Rules and Regulations of Paralympic Committee of India, the following candidates as duly elected to the post(s) mentioned against their names :-

Name of Post	Name(s) of Elected candidate(s)
President (1)	
Sr. Vice President (1)	
<u>Vice-Presidents (4)</u> <u>(Two Males Two Females)</u>	
General Secretary (1)	
<u>Joint Secretaries (4)</u> <u>(Two Males Two Females)</u>	
Treasurer (1)	
Excutive Members (5)	

Place :

Date :

(Returning Officer)

Observer \_\_\_\_\_

GOI MYAS Observer

IOA Observer