



HOCKEY CHANDIGARH



Election of office Bearers and Members of Executive Board, Election Bye-laws to Rule 4.C Updated As on 29-11-2020

1. Short Title & Definitions

- (1) These Bye-laws shall be called the 'Election Byelaws' and shall govern the conduct of Election of Office Bearers and Members of Executive Board of Hockey Chandigarh.
- (2) In these Bye-laws, unless the context otherwise requires,
 - (a) 'Category of post' means the post reserved for males or females.
 - (b) 'Clause and sub clause' mean the clause and sub clause of these Bye-laws.
 - (c) 'Executive Members' means Member of Executive Board of Hockey Chandigarh,
 - (d) 'Form' means the form appended to these Bye-laws.
 - (e) 'HC' means Hockey Chandigarh.
 - (f) 'Post' includes the office of President, Secretary General, Treasurer, Sr. Vice President, Vice President, Joint Secretary and Member of Executive Board of Hockey Chandigarh.
 - (g) Office Bearers President, Secretary General and Treasurer.
 - (h) 'Rule' means the rule of Rules and Regulations of Hockey Chandigarh.
- (3) In case of any clarification required or discrepancy being observed in the Bye-laws then the Returning Officer in Consultation with Hockey Chandigarh President / Secretary General can discuss to resolve the issue and the decision of the Returning officer shall be final and binding on all who decide to contest in the Elections and vote in the Election.

2. Executive Board:

- (1) As per rule 4.A.1 of the Rules, the Executive Board of HC (hereinafter referred to as 'HC'), shall consist of 3 (three) office bearers and 8 (Eight) other Members (elected) at the Annual General Meeting of HC, out of these 11 (Eleven) members, at least 30% of the members shall be of their either gender, i.e atleast

4 (four) members shall be males /females. In case of gender imbalance then the Returning Officer shall ensure that during the Election of 3 (Three) Executive Member the gender balance across the Elected Executive Board and the results for the Election of the Executive Board members will have to be declared keeping in mind the gender balance of the Executive Board.

(2) The 3 (three) Office Bearers and 8 other members shall be as follows:

- | | | |
|-----------------------|---|-----------------------------|
| 1. President | : | 1 (one) |
| 2. Sr. Vice President | : | 1 (one) |
| 3. Vice President | : | 2 (Two) One Male One female |
| 4. Secretary General | : | 1 (one) |
| 5. Treasurer | : | 1 (one) |
| 6. Joint Secretaries | : | 2 (Two) One Male One female |
| 7. Executive Members | : | 3 (Three) |

3. Manner of Election:

1. Office Bearers and other members of the Executive Board of HC 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 unit members and other members.

4. Electoral College:

- (1) Each Unit from amongst the State / Union Territory duly affiliated with HC as its permanent Members as per rule 6.F shall have two votes at the elections of the office bearers and Executive Committee Members.
- (2) Each Unit Members from amongst the Union Territory shall be represented by one male and one female representative duly authorized by the President or Secretary General / Secretary of the affiliated unit member; however, in case President / Secretary General nominates different person(s) authorized by the President shall be deemed to be the fully authorized person(s) irrespective of the date.
- (3) Each permanent Member from amongst the Union Territory shall intimate the name(s) of their representative(s) mentioned in sub clause (2) and (3) latest

by XX XX 20XX and each intimation shall be addressed to the President / Secretary General of HC on their letter head duly signed by President / Secretary General / Authorised signatory of that member unit, so as to reach him / her on or before the aforesaid date, any change in the name of any Authorised representative after XX XX 20XX or any intimation received thereafter shall be permitted only with the approval of the President of HC.

(4) The President / Secretary General of HC shall prepare the list of the authorized representatives of the permanent members States / Union Territory in Form 1, and circulate a copy of the list so prepared by him / her to all permanent Member Union Territory on XX XX 20XX by display on the website of HC.

(5) 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 HC under clause (5) below.

5. Returning Officer:

As soon as may be before / after the issue of notice for the Annual General Council Meeting the president of Hockey Chandigarh shall nominate a person as Returning Officer for conduct of Election of Office Bearers and the Members Executive Boards by XX XX 20XX, in accordance with the provisions of these Bye-laws.

6. Nomination of Candidates

- (1) The nomination of a candidate for election as Office Bearers or others to the Executive Board shall be made in form 2. And for the post of the Office Bearers only those candidates can contest as clarified in Rules 4.D.1, 4.D.2, 4.D.3 and 4.E.
- (2) The nomination of a candidate for election as Office Bearer a Member of Executive Board shall be proposed by one of the representatives of Member union territory 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 XX XX 20XX to XX XX 20XX

between 11:00 AM to 01:00 PM at his / her office, located at Shop 348, Sector 44D, Chandigarh. 160047.

- (5) No person shall be eligible to nominate more than one candidate for the same post, either as proposer or second, and if he / she 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 shall be deemed to be inoperative.
- (7) As soon as may be after XX XX 20XX the Returning Officer shall prepare a list of all nominations received by him / her post wise, in Form 3, and publish the same in a conspicuous place in her / her office, located at Shop 348, Sector 44D, Chandigarh. 160047.

7. Scrutiny of Nominations:

- (1) On XX XX 20XX from 11:00 AM to 01:00 PM The Returning Officer in his / her Office located at Shop 348, Sector 44D, Chandigarh. 160047. Shall scrutinize each nomination paper, one by one, received by him / her and determine its validity or otherwise.
- (2) In the case of any nomination filled by a Government Servant. The Returning Officer will only accept the nomination if the nomination includes an NOC from his / her department of the candidate and assurance that the candidate is in compliance with all Central Government Orders (issued from time to time) while contesting for the elections, if the NOC is not submitted along with the nomination form, form 2, then the nomination form will stand rejected.
- (3) As the scrutiny of nominations, each candidate or one of his /her authorized 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.
- (4) As soon as may be after the scrutiny of all nomination papers has been completed by him /her, 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 withdrawal his / her candidatures from XX XX 20XX to XX XX 20XX

from 11:00 AM to 01:00 PM At the office of Returning officer located at Shop no 348, Sector 44 D, Chandigarh 160047.

- (2) Notice of withdrawal of candidature shall be submitted in form 5, either by the candidate himself / herself or by a person duly authorized 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 /she is satisfied as to the genuineness of the notice.
- (5) AS soon as may be XX XX 20XX, 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 Hockey Chandigarh website by 01:00 pm. And also furnish a copy of the same each of the candidates and their authorized representatives, if they so demand.
- (6) The name of the contesting candidates in form 6 shall be arrange for each post in alphabetical order according to English alphabet.

9. Uncontested Returns and Contested Elections:

- (1) Where the number of contesting candidate for any post or categories of Post in form 6 is equal to the number of post to be filled, all such contesting candidates shall be deemed to be duly Elected unopposed to those post, and it shall not be necessary to take a poll for election to such post.
- (2) Where the numbers of contesting candidates for any post or category of post in form 6 is more than the number of post to be filed, a poll can be taken by secret ballot for those post remaining unfilled as under clause 9.
- (3) The ballot papers for these 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 XX XX 20XX and shall commence at during the Annual General Council Meeting being held at Hockey Chandigarh office located at Shop 348, Sector 44 D, Chandigarh. 160047, at the Agenda item "Elections".
- (2) Each contesting candidate can nominate one person, (if he / she so desires), Only from amongst the Authorised Representatives list of Hockey Chandigarh, to be present at the poll (Polling Station).

- (3) At the poll, each authorized representative of Member state / Union Territory 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 two seats of vice President, each voter can cast upto two votes, and like wise, for two seats of Joint Secretaries, and three seats of members of Executive Board, he / she can cast two and three votes respectively for the above mentioned two seats of Joint Secretaries and three seats of Members of Executive Board.

- (4) In case any voter casts his / her vote for more than one candidate, or for more than two or three candidates, as the case may be, his / her vote for the 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.

No proxy voting will be permitted and only those individuals included on the Electoral College form 1 will be permitted to vote in the Elections and each individual will be required to carry a photo ID card as proof of their identity with any one of the following Adhar Card or Driving License or Passport or Pan Card or Voter Card.

- (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 specially 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 hi /her in ballot box specially prepared and sealed by the Returning Officer and place 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 voter 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 same 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
 - (3) Treasurer
 - (4) Sr. Vice President
 - (5) Vice President (1 from each Gender)
 - (6) Joint Secretaries (1 from each Gender)
 - (7) 3 Executive Members

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 authorized representative (as clarified in Clause 10 sub Clause (2) and he / she 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 categories wise, where applicable.
- (4) Each ballot paper on which a vote has been recorded in accordance with sub-clause (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 marked in violation of any of the aforesaid provisions of sub-clause (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 categories 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 provision of Rules 4.D.1, 4.D.2, 4.D.3 and 4.E of the Rules, the candidates who have secured the maximum no. of votes in the said descending order, post-wise and categories wise, where applicable, equal

to the no. of seats to be filled for each post or categories of posts, where applicable, shall be deemed to have been duly elected to those posts.

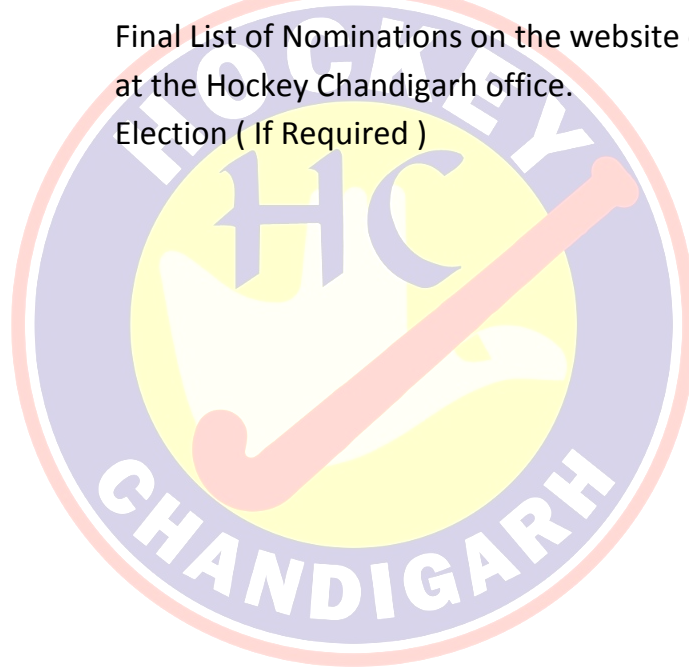
12. Declaration of Results:

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 Council Meeting (AGM) in the form 15.



AGM Notice (21 days) to Election Schedule

1. Annual General Council Meeting and Election Notice
2. For members to send names of Authorized Representatives, one male & one female
3. List of Authorized Representative on HC website and the contestants can only be from amongst the Authorized Representatives.
4. Nominations for Elections.
5. List of Nominations on the website of HC and displayed at the Hockey Chandigarh office.
6. Scrutiny of Nominations.
7. Withdrawal of Nominations.
8. Final List of Nominations on the website of HC and displayed at the Hockey Chandigarh office.
9. Election (If Required)





HOCKEY CHANDIGARH

Election of Office Bearers and Members of Executive Board, 20__

FORM 2

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE BOARD 20__

NOMINATION PAPER FOR ELECTION AS



(NAME OF THE POST) _____

To

The Returning officer for above Election
Hockey Chandigarh
Shop No 348
Sector 44-D,
Chandigarh

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 Unit / Union Territory	Sl. No in the Electoral College list	Signature
Proposer				
Secunder				

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

Name of the Candidate _____

Name of Member Unit / Union Territory _____

Sl. No in the Electoral College list _____

I, the above named candidate, confirm that if I am a Government servant and I am enclosing the necessary NOC from the appropriate Authority _____

Place:

Signature _____

Date :



HOCKEY CHANDIGARH

Election of Office Bearers and Members of Executive Board, 20__



FORM 5

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE BOARD 20__

NOTICE OF WITHDRAWAL OF CANDIDATURE FOR ELECTION AS

(NAME OF THE POST) _____

To

The Returning officer for above Election
Hockey Chandigarh
Shop No 348
Sector 44-D,
Chandigarh

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 Unit / Union Territory _____

Sl. No in the Electoral College list _____

Place:

Signature _____

Date :



HOCKEY CHANDIGARH

Election of Office Bearers and Members of Executive Board, 20__



FORM 7 BALLOT PAPER

Name of the Post	Names of Candidates		Mark Vote here placing tick (√) mark.
President (1)	1		
	2		
	3		
	4		
	5		

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.

FORM 8 BALLOT PAPER

Name of the Post	Names of Candidates		Mark Vote here placing tick (√) mark.
Secretary General (1)	1		
	2		
	3		
	4		
	5		

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.



HOCKEY CHANDIGARH

Election of Office Bearers and Members of Executive Board, 20__



FORM 9 BALLOT PAPER

Name of the Post	Names of Candidates		Mark Vote here placing tick (√) mark.
Treasurer (1)	1		
	2		
	3		
	4		
	5		

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.



HOCKEY CHANDIGARH

Election of Office Bearers and Members of Executive Board, 20__



FORM 10 BALLOT PAPER

Name of the Post	Names of Candidates		Mark Vote here placing tick (√) mark.
Sr. Vice President (1)	1		
	2		
	3		
	4		
	5		

N.B

- (1) Place tick mark (√) against the name of only One candidate for the post of Sr. Vice 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 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.



HOCKEY CHANDIGARH



Election of Office Bearers and Members of Executive Board, 20__

FORM 11 BALLOT PAPER

Name of the Post	Names of Candidates		Mark Vote here placing tick (√) mark.
Vice Presidents (2)	1		
(One Male One Female)	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

N.B

(1) For the purpose of filling Two seats of Vice Presidents, each voter can cast upto Two votes by placing tick mark (√) for the mentioned Two seats of Vice Presidents, out of which 1 vote in favour of Male and 1 vote in favour of Female.

(1) 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.

(2) Place tick mark (√) on the ballot paper 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.



HOCKEY CHANDIGARH



Election of Office Bearers and Members of Executive Board, 20__

FORM 12 BALLOT PAPER

Name of the Post	Names of Candidates		Mark Vote here placing tick (√) mark.
Joint Secretary (2)	1		
(One Male One Female)	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

N.B

- (2) For the purpose of filling Two seats of Joint Secretary, each voter can cast upto Two votes by placing tick mark (√) for the mentioned Two seats of Joint Secretary, out of which 1 vote in favour of Male and 1 vote in favour of Female.
- (3) 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.
- (4) Place tick mark (√) on the ballot paper 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.



HOCKEY CHANDIGARH



Election of Office Bearers and Members of Executive Board, 20__

FORM 13

BALLOT PAPER

Name of the Post	Names of Candidates		Mark Vote here placing tick (√) mark.
Executive Members (3)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

N.B

- (1) For the purpose of filling Three seats of Member Executive Board, each voter can cast upto Three votes by placing tick mark (√) for the mentioned Three seats of members of Executive Board.
- (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 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.



HOCKEY CHANDIGARH



Election of Office Bearers and Members of Executive Board, 20 __
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	
Sr. Vice President(1)			1	
			2	
			3 Etc.	
			Total	
Vice President (2) (One Male One female)			Male	
			1	
			2	
			3	
			4	
			5 Etc. Total	
General Secretary (1)			1	
			2	
			3 Etc.	
			Total	
Joint Secretary (2) (One Male One female)			Male	
			1	
			2	
			3	
			4 Etc. Total	
Treasurer (1)			1	
			2	
			3 Etc.	
			Total	
Executive Members (3)			1	
			2	
			3	
			4 Etc.	
			Total	

Place:

Date:

Returning Officer

Observer
Chd. Sports Council

Observer
Hockey India

Observer
COA Observer



HOCKEY CHANDIGARH



Election of Office Bearers and Members of Executive Board, 20 __
FORM 15

DECLARATION OF RESULTS

I, the Returning Officer for the above elections, hereby declare, subject to the provision of Rules and Regulations of Hockey Chandigarh, 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)	
Vice President (2) (One Male One female)	
General Secretary (1)	
Joint Secretary (2) (One Male One female)	
Treasurer (1)	
Executive Members (3)	

Place:

Date:

Returning Officer

Observer
Chd. Sports Council

Observer
Hockey India

Observer
COA Observer