

**SPA BHOPAL ALUMNI ASSOCIATION, SCHOOL OF PLANNING AND
ARCHITECTURE, NEELBAD ROAD, BHAURI, BHOPAL**

ELECTION GUIDELINES

- 1. Definition:** In this appendix, unless the context otherwise requires:
 - (a) **“Election”** means election to the committee.
 - (b) **“Returning Officer”** means a member of the society authorized by General Body of the Alumni Association for election purposes.
 - (c) **“Manager”** means a member of the Executive Committee who will make all preparations for elections like logistics. He/She will be authorized by the General Body of the Association.
 - (d) **“Voter”** means an alumni of the School of Planning and Architecture, Bhopal as is prescribed in the constitution of the association.
 - (e) **“Candidate”** means a voter who files his nomination papers to seek election of a member of the association.
- 2. Qualification of candidates:** - No person shall be eligible for election as a member of the committee if he is subject to any disqualification mentioned in the constitution and rules framed there under.
- 3. Voting** - The election shall be held by secret ballot and a voter shall exercise his/her vote only in favour of one candidate.
- 4. Election Programme:**
 - (a) Outgoing Executive Committee shall draw i) a detailed programme of the election; ii) propose name(s) of the Returning Officer for holding election; iii) propose name of the Manager iv) submit a revised list of members/voters v) format for filing nominations; withdrawal of nomination papers; vi) allotment of symbols and list of symbols; vii) procedure of voting; procedure of counting and other relevant matters to facilitate the holding of the elections. General Body shall approve all above election related programs etc.
 - (b) The notice indicating the election programme shall be exhibited by the Manager at the registered office and also at block level notice boards and also at some common places in the area with the complex. This would be in addition to dropping of notice in each letter box/flat.

5. Filing of nomination papers: The nomination papers duly completed shall reach the Returning Officer by such date, time and place as may be specified in the election programme.

6. Security of nomination paper:

- (a) The Returning Officer shall scrutinize the nomination papers at the place, date and time specified in the election program and hear objections, if any, presented by the objector in person to the eligibility of any candidate and dispose of these objections after such enquiry as he may consider necessary. The decision of rejections or acceptance of the nomination papers and brief statement of reasons thereof shall be endorsed on the nomination papers and signed by the Returning Officer. While scrutinizing the nomination papers, the Returning Officer may, a) Permit or not permit any clerical error in the nomination papers in regard to names or numbers to be corrected in order to bring them in conformity with the corresponding entries in the list of voters;
- (b) Where necessary, direct that any printing error in the said entries may be overlooked.
- (c) The person objecting should be a voter.
- (d) The returning officer shall, after scrutiny of nomination papers prepare and announce a list of validated nominated candidates and the same shall be exhibited at the registered office of the association.
- (e) The Returning Officer after preparing the list of validated nominated candidates shall declare such candidate(s) as elected if there is no other candidate(s) in the fray or if there are less than required number of members as given in the election program.

7. Withdrawal of nomination papers: Any candidate may withdraw his nomination by a notice in writing which shall be subscribed by him and delivered to the Returning Officer by the date as specified in the election programme.

8. Appointment of Presiding Officer and his/her duties: General Body may appoint Presiding Officer(s) if need be to assist the Returning Officer to conduct the poll. The Presiding Officer shall perform such duties as may be prescribed by Returning Officer.

9. Procedure of casting of vote:

- (a) If the Returning Officer requires a voter to produce an admission card/I-Card, at the time of casting of his/her vote.

- (b) If there is any difficulty in identifying an individual members or a representative of the association, Returning Officer or Presiding Officer, as the case may be, may call upon more members to assist them.

10. Declaration off election result:

- (a) After the counting of the votes has been completed, candidate(s) who secures majority of votes shall be declared elected by the Returning Officer. If the number of votes polled are equal in favour of two or more candidates, the matter shall be decided by the lots drawn by the Returning Officer.
- (b) When the result of the election has been declared by the Returning Officer, he/she shall prepare a consolidated list of elected candidates, including those declared elected un-opposed and communicate the names of the elected persons under his signature to the General Body. General Body will be presided over by the outgoing President.

11. General:

- (a) General Body may issue such instructions as may be necessary for the purpose of drawing election programme, filing of nomination papers, withdrawal of nomination papers, allotment of symbols, counting of votes and other relevant matters for holding elections.
- (b) Election related disputes and all other disputes will be referred to Grievance Redressal Committee constituted by the General Body for a fixed term of 1 year.