

(HOCKEY PUNJAB)

Election of Office Bearers and Members of Executive Board,

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 Executive Board of (HOCKEY PUNJAB).
- (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 PUNJAB).
 - (d) 'Form' means the Form appended to these Bye-laws;
 - (e) 'HP means (HOCKEY PUNJAB);
 - (f) 'Post' includes the office of President, Secretary General, Treasurer, Vice President, Joint Secretary and Member of Executive Board of (HOCKEY PUNJAB).
 - (g) Office Bearer means President, Secretary General and Treasurer.
 - (h) 'Rule' means the rule of Rules and Regulations of (HOCKEY PUNJAB).

2. Executive Board:

(1) As per Rule 3(a.b) of the Rules, the Executive Board of HP (hereinafter referred to as 'HP'), shall consist of 3 (three) Office Bearers and 9(nine) other Members elected at the Annual Congress Meeting of HP; out of these 12 (twelve) members, at least 30% of the members shall be of either gender, i.e., atleast 4 (four) elected members shall be males/females. In case of gender imbalance then the Returning Officer shall ensure that during the election of the five (5) Executive Members the gender balance across the Elected Executive Board and the results for the election of the Executive Members will have to be declared keeping in mind the gender balance of the Executive Board.

(2) The 3 (three) Officer Bearers (and 9 other members) shall be as follows:-

1	President	1 (one)
2	Vice-Presidents	2 (two) – One Male & One Female
3	Secretary General	1 (one)
4	Treasurer	1 (one)
5	Joint Secretaries	2 (two) – One Male & One Female
6	Executive Members	5 (five) – Three Male and Two Female

3. Manner of Election:

- (1) Office Bearers and other members of the Executive Board of HOCKEY PUNJAB shall be elected by secret ballot.
- (2) Election shall be held at the AGM Meeting in accordance with the procedure prescribed hereinafter, from amongst the representatives of the eligible district units.

4. Electoral College:

- (1) Each eligible district unit shall have two votes at the elections of the Office Bearers and Executive Committee Members.
- (2) For the purposes of sub-clause (1), each eligible district unit shall be represented by one male and one female representative duly authorised by the President or Secretary General/Secretary of the district unit; 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 eligible district unit shall intimate the name(s) of their representative(s) mentioned in sub-clause (2), latest by 23 August 2022; and such intimation shall be addressed to the President on their letter head duly signed by President / Secretary General/ Authorized signatory of that member unit, so as to reach him on or before the aforesaid date; any change in the name of any authorised representative after 23 August 2022 or any intimation received there after shall be permitted only with the approval of the President of HOCKEY PUNJAB.
- (4) HOCKEY PUNJAB shall prepare the list of the authorised representatives of the eligible district units in **Form 1**, and circulate a copy of the list so prepared to all eligible district units on 24 August 2022, by display, on the website of HOCKEY PUNJAB.
- (5) HOCKEY PUNJAB shall also furnish a duly authenticated copy of the list mentioned in sub-clause (4) to the Returning Officer as soon as may be after his appointment by the President of HOCKEY PUNJAB under clause (5) below.

5. Returning Officer:

As soon as may be before/after the issue of the Notice for the Congress, the President of HOCKEY PUNJAB shall nominate a person as Returning Officer for conduct of Election of Office Bearers and members of Executive Board no later than 20 August 2022, in accordance with the provisions of these Bye-laws.

6. Nomination of Candidates:

- (1) The nomination of a candidate for election as Office Bearer or others to the Executive Board shall be made in **Form 2**.
- (2) The nomination of a candidate for election as Office Bearer or a Member of Executive Board shall be proposed by one of the representatives of the eligible district units 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 26 August 2022 to 27 August 2022 between 11.00 A.M to 1.00 P.M at his/her office, located at 5-E, SESSION COURT ROAD, C/O AERO EDUCATION CONSULTANTS, JALANDHAR CITY 144001.

(5) No person shall be eligible to nominate more than one candidate for the same post, either as proposer or seconder; 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.

(7) As soon as may be after 27 August 2022, 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 his/her office, located 5-E, SESSION COURT ROAD, C/O AERO EDUCATION CONSULTANTS, JALANDHAR CITY 144001. by 4.00 P.M.

7. Scrutiny of Nominations:

(8) On 28 August 2022, from 11.00 A.M to 1.00 P.M, The Returning Officer in his/her Office located at 5-E, SESSION COURT ROAD, C/O AERO EDUCATION CONSULTANTS, JALANDHAR CITY 144001, shall scrutinize each nomination paper, one by one, received by him/her, and determine its validity or otherwise.

(1) At 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.

(2) 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 withdraw his/her candidature, from 29 August 2022 to 30 August 2022 from 11.00 A.M to 1.00 P.M at the office of the Returning Officer located at 5-E, SESSION COURT ROAD, C/O AERO EDUCATION CONSULTANTS, JALANDHAR CITY 144001.

(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/she is satisfied as to the genuineness of the notice.

(5) As soon as may be on 31 August 2022, 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 PUNJAB Website by 3.00 P.M. 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 as under Clause 10.

(3) The ballot papers for these posts remaining unfilled shall be in **Form 7** to **Form 12** 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 8 September 2022 and shall commence at **DuringThe AGM** being held at Jalandhar, 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 PUNJAB, to be present at the Poll (Polling station).

(3) At the poll, each authorised representative of the district units, 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-Presidents, each voter can cast upto two votes, and, like-wise, for two seats of Joint Secretaries, and five seats of Members of Executive Board, he/she can cast two and five votes respectively for the above mentioned two seats of Joint Secretaries and five 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 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.

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 Aadhar Card or Drivers License or Passport or PAN Card or Voters 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 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
- (3) Treasurer
- (4) Vice-Presidents (1 from Each Gender)
- (5) Joint-Secretaries (1 from Each Gender)

(6) 5 Executive Members (Three Male & Two Female)

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 Clause 10 sub Clause (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 13**.

(6) The Returning Officer shall thereafter ascertain the result of counting and 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 14**.

CONGRESS NOTICE (21 DAYS) TO ELECTION SCHEDULE

1. Day - 1 AGM and Election Notice.
2. Day - 5 For members to send names of Authorized Representatives, one male & one female.
3. Day - 6 List of Authorized Representative on HP web site and the contestants can only be from amongst the Authorized Representatives.
4. Day 7 to 8 Nominations for Elections.
5. Day - 9
 displayed List of Nominations on the Website of HP and at the HOCKEY PUNJAB office
6. Day - 10 Scrutiny of Nominations.
7. 11 to 12 Day Withdrawal of Nominations.
8. 13- Day Final List of Nominations on the Website of HP and displayed at the HOCKEY PUNJAB office
9. 21 - Day Election [If Required].

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

FORM 2

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE BOARD
2022.

NOMINATION PAPER FOR ELECTION AS

_____ (NAME OF THE POST)

To

The Returning Officer for above Election
HOCKEY PUNJAB

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 Candidate	of	Name District Unit	of	Sl. No. in the electoral College list	Signature
Proposer						
Seconder						

3.

Name of the Candidate _____

Name of Member State/Union Territory _____

Sl. No. in the electoral College list _____

Signature _____

Place :

Date :

HOCKEY PUNJAB

FORM 3

LIST OF NOMINATED CANDIDATES–2022

Sr. No	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

Place :
Date :

Returning Officer,

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

FORM 4

LIST OF VALIDLY NOMINATED CANDIDATES

Sr. No	Name of the Post	Name of Candidate	Name of Member Unit	Sl. No in Electoral College list

Returning Officer,

Place :
Date :

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

FORM 5

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE BOARD
2022.

NOTICE OF WITHDRAWAL OF CANDIDATURE FOR ELECTION AS

_____ (NAME OF THE POST)

To

The Returning Officer for above Election
HOCKEY PUNJAB

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 District Unit _____

Sl. No. in the electoral College list _____

Signature _____

Place :

Date :

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

FORM 6

LIST OF CONTESTING CANDIDATES

Sr. No	Name of the Post	Name of Candidate	Name of District Unit	Sl. No in Electoral College list

Returning Officer,

Place :
Date :

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

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)

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

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)

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

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)

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

FORM 10

BALLOT PAPER

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

N.B. (1) For the purpose of filling two seats of Vice-Presidents, each voter can cast upto two votes by placing tick marks(√) for the above mentioned two seats of Vice President, out of which 1 vote in favour of Male and 1 Vote in favour of Female.

(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)

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

FORM 11

BALLOT PAPER

Name of Post	Names of candidates	Mark vote here by placing tick (√) mark.
Joint Secretaries (2)	1	
(One Male One Female)	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 two votes by placing tick marks(√)for the above mentioned two seats of Joint Secretaries, out of which 1 vote in favour of Male and 1 vote in favour of Female.

(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)

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

FORM 12

BALLOT PAPER

Name of Post	Names of candidates		Mark vote here by placing tick (√) mark.
Executive Board Members (5)	1		
Three Male and Two Female	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		

- N.B.**
- (1) For the purpose of filling five seats of member Executive Board each voter can cast up to five votes by placing tick marks (√) for the above mentioned five 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 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)

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

FORM 13

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
Vice-Presidents (2) (One Male One Female)				Male
			1	
			2	
			3	Etc,
				Female
			1	
			2	
			3	Etc.
				TOTAL
Secretary General (1)			1	
			2	
			3	Etc,
				TOTAL
Joint Secretaries (2) (One Male One Female)				Male
			1	
			2	
			3	Etc,
				TOTAL
				Female
			1	
			2	
			3	Etc,
				TOTAL
Treasurer (1)			1	
			2	Etc.
				TOTAL
Executive Members (5) (Three Male –Two Female)			1	
			2	
			3	
			4	Etc
				Female
			1	
			2	
		3	Etc	
			TOTAL	

Place :

Date :

Returning Officer

State Government Observer

Observer

HOCKEY PUNJAB

Election of Office Bearers and Members of Executive Board, 2022

FORM 14

DECLARATION OF RESULTS

I, the Returning Officer for the above elections, hereby declare the Rules and Regulations of HOCKEY PUNJAB, 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)	
Vice-Presidents (2) (One Male One Female)	
Secretary General (1)	
Joint Secretaries (2) (One Male One Female)	
Treasurer (1)	
Executive Members (5) (Three Male and Two Female)	

Place :

Date :

Returning Officer

State Government Observer

Observer