

# OFFICE OF THE RETURNING OFFICER

Sh. Om Parkash, Retired HCS Officer

House No. 10, Block-O, South City - 1, Sector - 40, Gurugram, Haryana - 122016

Election Office: Gymkhana Club, Sector - 29, Gurugram - 122016, Haryana

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## MODEL ELECTION GUIDELINES

In accordance

(Haryana Society Registration Act 2012)

(National Sports Development code, Govt. of India)

**Name of the Association: Haryana State Fencing Association**

**Election of Office Bearers and Members of Managing Committee,  
Haryana State Fencing Association 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 Haryana State Fencing Association (HSFA).
- (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 Members of Managing Committee of Haryana State Fencing Association.
  - (c) 'Form' means the forms appended to these Bye-laws;
  - (d) Haryana State Fencing Association means Name of the Association;
  - (e) 'Post' includes the office of President, Secretary General, Treasurer, Vice President, Joint secretary and Executive members of Managing Committee of Haryana state Fencing Association.
  - (f) 'Rule' means the Rules and Regulations of Haryana State Fencing Association.

### 2. **Managing committee:**

(1) **The 5 (Five) Office Bearer (in addition to 2 Executive members)**

- |                      |         |
|----------------------|---------|
| 1. President         | 1 (One) |
| 2. Vice President    | 1 (One) |
| 3. Secretary General | 1 (One) |
| 4. Treasurer         | 1 (One) |
| 5. Joint Secretary   | 1 (One) |
| 6. Executive Member  | 2 (Two) |

(Note: the above number may be changed according to the constitution of the Haryana State Fencing Association)



**3. Manner of Election:**

- (1) Office Bearers and members of Managing Committee of HSFA shall be elected by secret ballot.
- (2) Election shall be held at the Annual General Body Meeting (AGM) in accordance with the procedure prescribed hereinafter, from amongst the representatives of the Permanent Member District/Board/Institutions/Unit.
- (3) The Elections will be held as per the provisions of the Memorandum of Haryana State Fencing Association, Haryana Society Registration Act 2012 and the guidelines of National Sports Development Code 2011.
- (4) Every member of the District Association /Board/Institution/Unit (life member) who is in the good standing in accordance with the Byelaws of Haryana state Fencing Association, enlisted in the Electoral College to participate in the elections.
- (5) Representatives should carry necessary identity card such as Aadhar card indicating the belongingness from the concerned Unit. Based on the same, Entry-card for HSFA-Elections will be issued.
- (6) Duly filled-in Nomination forms in Form No:2 to be delivered to the Returning Officer, as detailed under the following Schedule.
- (7) Each candidate shall be entitled to be nominated by not more than 2 nomination papers.
- (8) No person shall be eligible to nominate more than one candidate for the same post, either as Proposer or Seconder.

**4. Electoral College:**

- (1) Each Permanent Member District/Board/Institution/unit (life member) duly affiliated by Haryana State Fencing Association, as its Permanent Member shall have the following voting rights at the elections of the Office Bearers and Managing Committee Members.
- (2) For the purpose of sub-clause (1), each Permanent Member – District- 2 (Two), Board /Institutions/unit (life member) -1 (One) representatives shall be represented authorized by the President or secretary General/Secretary of the affiliated Permanent Member District/ Board/institution; subject to the terms laid down in HSFA Circular no. HSFA/AGM/2022/GGM-2 dated 25.3.2022 and HSFA/AGM/2022/GGM-2(i) dated 26.3.2022.
- (3) however, in case President/Secretary General/secretary nominates different person(s), the Person(s) authorized by the President shall be deemed to be the duly authorized person (s), irrespective of the date.

**5. Election Schedule & Procedure:**

- 1) The President/Secretary General shall circulate the AGM Circular for meeting to all members and member units affiliated with HSFA through mail and same will be published on HSFA website on **25<sup>th</sup> March 2022 (Day-1)**
- 2) Each Permanent Member District/Board/institution/unit (Life member) shall intimate the name(s) of their representative(s) mentioned in sub-clause (2) latest by 3:00 pm on **27<sup>th</sup> March 2022 (Day - 3)** on the official mail id of HSFA; and such intimation shall be addressed to the President/ Secretary General of HSFA on their letter head duly signed by President/ Secretary of that member unit, (or by the member in case of individual membership) so as to reach on or before the aforesaid date; any change or intimation in the name of any authorized representative after **27<sup>th</sup> March 2022 (Day - 3)** shall be permitted only with the approval of the President of HSFA. **Preliminary-List of Electoral College.**





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- 3) The President/Secretary General of HSFA shall carryout Corrections to the Preliminary-List of Electoral College and prepare the list of authorized representatives of the Member District/Board/Institution/unit (life member) in Form 1, and circulate a copy of the list so prepared by him to all Members District/Board/ institution/unit (life member) at the latest by **28<sup>th</sup> March 2022 (Day - 4)**.
  - 4) The President/ Secretary General shall also furnish a duly authenticated copy of the list mentioned in clause (4) to the Returning Officer as soon as may be after his appointment by the President of HSFA under clause (6) below.
- 6. Returning Officer:**  
As soon as may be before/after the issue of the Notice for Annual General Meeting (AGM), the President of HSFA shall nominate a person as Returning Officer for conduct of Election of Office Bearers and members of Managing Committee of HSFA, in accordance with the provisions of these Bye-laws.
- 1) The Returning Officer as soon as may be after his appointment will issue the Model guidelines and Schedule of the Elections. Same will be circulated to all the Members, Member-District/Board/Institution/unit (life member) and published on the HSFA Website latest by **28<sup>th</sup> March 2022 (Day-4)**.
  - 2) The list of valid Electoral College of HSFA to be circulated, published/displayed on HSFA Web-site by **29<sup>th</sup> March 2022 (Day-5)** and same will be sent to members/units through mail.
- 7. 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 District/Board/Institution/unit (life member) 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 or a person duly authorized by him/her in writing from **2<sup>nd</sup> April 2022 (Day - 9)** between 9:00AM 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 PM on 2<sup>nd</sup> April 2022 (Day - 9)**, 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.



### 8. Scrutiny of Nominations:

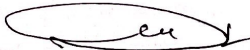
- (1) On **2<sup>nd</sup> April 2022 (Day -9)**, at **3:00 PM**, the returning Officer in his office shall scrutinize each nomination paper, one by one, received by him, and determine its validity or otherwise.
- (2) At the scrutiny of nominations, each candidate or one of his/her authorized representatives 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. Above list shall publish the in conspicuous place in his office and published on the HSFA website as well on **3rd April 2022 (Day -10)**.

### 9. Withdrawal of Candidature:

- (1) Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature latest by **5:00 PM of 5<sup>th</sup> April 2022 (Day-12)**.
- (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 is satisfied as to the genuineness of the notice.
- (5) As soon as may be after **11:00 AM on the 6<sup>th</sup> April 2022 (Day-13)**, the returning Officer shall prepare the final list of contesting candidates in Form 6 and display a copy of the said list in conspicuous place in his office. And also furnish a copy of the same to each of the candidates/their authorized 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.

### 10. 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** appears.




**11. Poll:**

- (1) The Poll for the Posts Remaining Unfilled under clause 9 (2) above shall be taken post-wise, on 9<sup>th</sup> April 2022 (Day 16) and shall commence at **During the Annual General Body Meeting of HSFA Elections, in Gymkhana Club, Sector – 29, Gurugram, Haryana (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 authorized representative of District/Board/Institution/unit (life member), whose name is included in the Electoral College list in Form 1, shall be entitled to-
- Cast one vote for each of the posts remaining unfilled, where only one such seat is to be filled;
  - 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 one seat of President, Vice President, Secretary General, Treasurer and Joint Secretary each voter can cast one vote and likewise for Two seats of Members of Managing committee, he/she can cast Two votes respectively.

- (4) In case any voter casts his/her vote for more than one candidate against proviso is for one post (e.g., President, Vice President, Secretary General, Treasurer and Joint Secretary) and more than two where proviso is for two posts (e.g., Executive Members) or for more than candidates, as the case may be, his/her vote for that poll 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 (×) 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 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 not permit thereafter any person to vote.



**12. Polling will be done in below order:**

- (i) President
- (ii) Vice – Presidents
- (iii) Secretary General/General Secretary
- (iv) Treasurer
- (v) Joint – Secretaries
- (vi) Executive Members

**13. 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 S. No. 10 (2) and He / She shall be entitled to be present at the place of counting 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 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 casts 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 number of votes in the said descending order, post-wise and category wise, where applicable, equal to the no. of seats filled for each post or category of posts, where applicable, shall be deemed to have been duly elected to those posts.

**14. Declaration of Results:**

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





Om Parkash, HCS (Retd.)  
Returning Officer,  
HSFA Election - 2022

# Haryana State Fencing Association

Sl. No. \_\_\_\_\_

## FORM 2

### ELECTION OF OFFICE BEARERS AND MEMBERS OF MANAGING COMMITTEE, HSFA NOMINATION PAPER FOR

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

To,

**Sh. Om Parkash, HCS (Retd.)**  
Returning Officer  
Haryana State Fencing Association  
Gymkhana Club, Sector 29,  
Gurugram (Haryana)  
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	Name of Member District / Unit / Life Member	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 District / Unit / Life Member \_\_\_\_\_

Sl. No. in the Electoral College list \_\_\_\_\_

Signature \_\_\_\_\_

Place:

Date:

# Haryana State Fencing Association

Sl. No. \_\_\_\_\_

## FORM 5

ELECTION OF OFFICE BEARERS AND MEMBERS OF MANAGING COMMITTEE, HSFA

### WITHDRAWAL FORM

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

To

**Sh. Om Parkash, HCS (Retd.)**  
Returning Officer  
Haryana State Fencing Association  
Gymkhana Club, Sector 29,  
Gurugram (Haryana)

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 / Life Member \_\_\_\_\_

Sl. No. in the Electoral College list \_\_\_\_\_

Signature \_\_\_\_\_

Place:

Date:



# Haryana State Fencing Association

ELECTION OF OFFICE BEARERS  
AND MEMBERS OF MANAGING COMMITTEE, HSFA - 2022

## UNDERTAKING

(For all members enlisted in the Electoral College)

Hereby, I undertake that I am abide by the rules and regulations of Sports Development Code – 2011, Govt. of India and Haryana Society Registration Act 2012. I will follow the guidelines laid down in the said Sports Code & Society Registration Act. I will be solely responsible in case any question arises regarding my nomination or taking part in the AGM/Elections-2022 of Haryana State Fencing Association.

Name of the Candidate \_\_\_\_\_

Name of Member District / Unit / Life Member \_\_\_\_\_

Sl. No. in the Electoral College list \_\_\_\_\_

Signature \_\_\_\_\_

Place:

Date:

(Only for Govt. Employees)

I solemnly declare that; I have taken permission from my Department/Govt. of Haryana to properly enter the process of Haryana State Fencing Association AGM/Elections-2022 for the term 2022-2025. I will be solely responsible in case any question arises regarding my nomination or taking part in the AGM/Elections-2022 of Haryana State Fencing Association.

Name of the Candidate \_\_\_\_\_

Name of Member District / Unit / Life Member \_\_\_\_\_

Sl. No. in the Electoral College list \_\_\_\_\_

Signature \_\_\_\_\_

Place:

Date: