

KERALA OLYMPIC ASSOCIATION

Election of Office Bearers and Members of Executive Council Election Bye-laws.

1. Short Title & Definitions.

1.1 These Bye-laws shall be called the 'Election Bye-laws' and shall govern the conduct of Election of Office Bearers and Members of Executive Council of Kerala Olympic Association.

1.2 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 Council of Kerala Olympic Association.
- d. 'Form' means the Form appended to these Bye-laws.
- e. 'KOA' means Kerala Olympic Association.
- f. 'Post' includes the office of President, Secretary General, Treasurer, Sr. Vice President, Vice President, Joint Secretary and member of Executive Council of Kerala Olympic Association.
- g. 'Rule' means the rule of Rules and Regulations of Kerala Olympic Association.

2. Executive Council :

2.1 The Elections of Kerala Olympic Association (hereinafter referred to as 'KOA'), shall consist of 3 (three) Office Bearers namely 1 (One) President, 1 (One) Secretary General and 1 (One) Treasurer along with 1 (One) Sr. Vice President, 8 (Eight) Vice President, 6 (Six) Joint Secretaries, 9 (Nine) Executive Members.

3. Manner of Election:

3.1 Office Bearers and Members of the Executive Council of KOA shall be elected by secret ballot.

3.2 Election shall be held at the Special General Council meeting (SGM) in accordance with the procedure prescribed hereinafter, from amongst the representatives of the,

- a. State Sports Associations – Affiliated to National Sports Federation.
- b. District Olympic Associations.

4. Electoral College:

4.1 Each Permanent Member SSA/DOA affiliated with KOA as its Permanent Member shall have votes as below for the elections of the Office Bearers and rest of the Executive Committee.

1	State Association of Sports & Games included in Olympic Programme & affiliated with KOA	3 (Three) representatives each with a value of 1 vote each, Total value of votes 3
1	State Sports Associations not included in Olympic Programme but recognised by KOA.	2 (Two) representatives each with a value of 1 vote each, Total value of votes 2.
2	District Olympic Associations	2 (Two) representatives each with a value of 1 vote each total value of votes 2

4.2 The voting units will forward to the KOA the names of the representatives for the meeting 20 days prior to holding of elections at the Special General Council Meeting of the KOA and the names of the representatives should duly signed by both President and Secretary of the concerned unit.

4.3 The President/Secretary General shall furnish a duly authenticated copy of the list of Electoral College to the Election Commissioner and who in turn will forward the copy to the Returning Officer as soon as he has been appointed and the same has to paste in a place where the public can see it.

5 Election Commissioner.

An independent Election Commissioner will be nominated by the Executive Council in order to conduct and supervise the election process. The Election Commissioner and the Returning Officer duly appointed must not be a candidate and should be independent, neutral and must have no interest in the election process.

6. Nomination of Candidates.

6.1 The nomination of a candidate for election as Office Bearer or others to the Executive Council shall be made in **Form 2** and those candidates can contest as clarified in Rule 4.2 and whose name is there in Electoral College.

6.2 Nomination will be submitted duly signed by any authorised representative of the KOA, who is in the electoral roll, duly proposed and seconded by authorised representative who is also should in the electoral roll, not later than 15 days before the Election Special General Council.

6.3 Each Nomination Paper shall be delivered personally to the Returning Officer in person by the candidate himself/herself or by any authorised representative of the candidate.

6.4 No person shall be permitted to withdraw his/her name as proposer/second, once the nomination paper subscribed by him/her has been submitted to Returning Officer.

6.5 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 or in a place authorised by the Returning Officer and in the website of KOA.

6.6 No person shall be eligible to nominate more than one candidate for the same post, either as proposer or second 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 invalid.

7. Scrutiny of Nominations.

7.1 The Returning Officer shall scrutinize each nomination paper, one by one, and determine its validity or otherwise.

7.2 At the scrutiny of the 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.

7.3 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**, publish the same in a conspicuous place or in a place authorised by the Returning Officer and the contesting candidates can take a copy from the Returning Officer.

8. Withdrawal of Candidature.

8.1 Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature in two days time.

8.2 Notice of withdrawal of candidature shall be submitted in **Form 5**, either by the candidate himself/herself or by the authorised representative of the candidate.

8.3 Notice of withdrawal of candidature shall be final and shall not be allowed to be cancelled.

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

8.5 As soon as may be after withdrawal 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 Kerala Olympic Association website. Also

furnish a copy of the same to each of the candidates/their authorised representatives, if they so demand.

8.6 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

9.1 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.

9.2 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.

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

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

10. Poll:

10.1 The poll for the posts remaining unfilled under clause 9.2 above shall be taken post-wise, and shall commence during the Special General Meeting as per the Agenda item Elections.

10.2 Each contesting candidate can nominate one person, (if he/she so desires), only from amongst the authorised representatives list of Kerala Olympic Association (Electoral Roll), to be present at the Poll (Polling Station).

10.3 At the poll, each authorised representative of Member Districts, State Sports Associations whose name is included in the Electoral College list in **Form 1**, shall be entitled to –

a. cast one vote for each of the posts remaining unfilled, where only one such seat is to be filled;

b. cast as many votes as are the number 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 eight seats of Vice-Presidents, each voter can cast up to eight votes, and, like-wise, for six seats of Joint Secretaries, and Nine seats of Members of Executive Council.

10.4 In case any voter casts his/her vote for more than one candidate, or for more than eight, six or nine candidates, as the case may be, then his/her vote for that post shall be invalid.

10.5 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.

10.6 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.

10.7 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.

10.8 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.

10.9 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.

10.10 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.

10.11 Polling will be done in below order

- (1) President
- (2) Secretary General
- (3) Treasurer
- (4) Sr. Vice President
- (5) Vice-Presidents
- (6) Joint-Secretaries
- (7) Executive Members

11. Counting of Votes:

11.1 The Returning Officer shall take up the counting of votes as soon as may be after the polling is complete.

11.2 Each contesting candidate can nominate one authorised representative (as clarified in 10.2) and he/she shall be entitled to be present at the place of counting of votes.

11.3 The Returning Officer shall take up the counting of votes, post-wise.

11.4 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 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.

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

11.6 The Returning Officer shall thereafter ascertain the result of counting and, the candidates who have secured the maximum number of votes in the said descending order, post-wise equal to the number of seats to be filled for each post 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 Special general Council Meeting in the **Form 15**.

Election Schedule

Preparation and display of Electoral College	18 days before – till 2.00 pm	1 st
		2 nd
		3 rd
Last date and time for submission of nominations	15 days before – till 2.00 pm	4 th
Publication of the list of all nominations received	14 days before – by 2.00 pm	5 th
		6 th
		7 th
		8 th
Scrutiny of all nominations received	10 days before – from 11 am to 3 pm.	9 th
Publication of list of contestants after scrutiny	9 days before – by 2.00 pm	10 th
		11 th
Withdrawal of Nomination	7 days before – from 11 am to 4 pm	12 th
Preparation of final list of contesting candidates	6 days before – by 3.00 pm	13 th
		14 th
		15 th
		16 th
		17 th
Polling	Last day – up to 4 pm	18 th
Declaration of Results	Last day – after the polls	18 th