

Rules framed by the Election Committee for the conduct of election of Office-bearers and other members of the Council for 2022-2024

[As per amended Regulations 36, 37 and 50 (c) (i) of the Asiatic Society, Kolkata]

1. Notice of Election

'Notice of Election' shall be displayed on the Office Notice Board at 3rd Floor of the Asiatic Society, 1 Park Street, Kolkata -700016. It shall also be displayed at the Notice Board of the Saltlake Campus of the Society. It shall be published in the Monthly Bulletin of the Society and also on Society's official website. It shall be also displayed at the Notice Board of the National Library.

2. Use and distribution of Electoral Roll.

- i. All eligible Members whose names have been included in the Final List of Voters published on 04.03.2022 are eligible to cast their votes in the election, **subject to provision of Regulations 66 of the Asiatic Society, Kolkata.**

Regulation 66:- A person appointed to any office in the Society to which a salary or emolument is attached shall not be entitled to serve as a Member of the Council or to vote at any Meeting of the Society or of any Committee constituted by the Council - but such person, if a Member of the Society, shall not, by virtue only of such appointments, be deprived of any of the other privileges of membership, provided that conveyance allowance, editing fees and publication royalties shall not be considered as emoluments under this Rule.

- ii. Electoral Roll to be used in the entire election process will be the finally published list of eligible voters of the year of polling (e.g. for 2022 election, the Electoral rolls to be used on the Polling day is the final of eligible voters list published on 04.03.2022).
- iii. Only validly nominated candidates are eligible to get set of Electoral Roll on payment of **Rs.500/-** per set.

3. Nomination [under Regulation 37(d) (amended)]

- i. Members eligible to participate in the election, i.e. members included in the final list of voters as per provision of the Regulation 37(c)(i)(amended), may be nominated as a candidate.
- ii. Nomination papers shall be supplied, on demand and on production of Membership card or Membership subscription receipt to the intending candidates or his/her representative from the Administrative Office of the Asiatic Society at 1, Park Street, Kolkata -16.

Election Rules for the conduct of election of Office-bearers and other members of the Council for 2022-2024



A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

- iii. A member can offer himself/herself as a candidate for the election to only one of the available positions in the Council.
- iv. But if a member actually files nomination for more than one available position in the Council, the nomination paper filed first in point of time may be considered, if otherwise acceptable, and the nomination papers filed subsequently should be rejected.
- v. Each nomination paper must bear the signature of the person nominated.
- vi. All information must conform to the details as contained in the final list of voters.
- vii. Each nomination paper must bear the signature of the proposer and the seconder.
- viii. Only those members eligible to participate in the election can propose and second.
- ix. No member shall propose and second more than the number of available positions in the Council (i.e. twenty).
- x. On or before the date appointed as the last date for making nomination, each candidate shall either, in person or by his proposer deliver a nomination paper duly completed and signed by the candidate, his proposer and seconder to the authorized person of the Election Committee [EC] between 12:00 hrs. and 15:00 hrs. at the place specified in the order made in prescribed form (Regulation 37 (c) (ii) (amended) i.e. Notice of Election. A Nomination paper cannot be presented before or after the appointed time.
- xi. A printed form of receipt for nomination paper and a notice to the candidate of the date and time for scrutiny to be given at the time of receiving nomination.
- xii. Not more than one nomination shall be presented by or on behalf of any candidate or accepted by the authorized person.
- xiii. Each nomination paper must be serially numbered as it is presented to the authorized person receiving it, who must also note on the body of the nomination paper the exact date and time at which it was received by him.
- xiv. As each nomination is filed, the authorized person who is receiving it is required to examine the nomination paper then and there from the technical standpoint. He shall satisfy himself that all the fields have been filled; bear signatures in the proper places, names and membership numbers of the candidate and his proposer and seconder are the same as those entered in the final list of voters.
- xv. The authorized person shall be permitted to correct any clerical or technical error in the nomination paper in regard to said names or numbers in order to bring them into conformity with the corresponding entries in the list of voters.
- xvi. After 3:00 p.m. on each day between the date of order of Notice of Election and last date for making nominations, both days inclusive, the authorized person of the Election Committee is to publish a notice of nominations presented before him on that day in a prescribed form.



A handwritten signature in black ink, consisting of a large loop followed by a few strokes.

4. Appointment of Election Agent

- i. If a candidate desires to appoint an election agent, such appointment shall be made in prescribed form, either at the time of delivering the nomination paper or at any time before the election. Same person can be appointed as election agent by more than one candidate. An election agent should be an eligible voter as per finally published list of voters.
- ii. The appointment of election agent may be revoked by the candidate at any time by a declaration in writing in prescribed form signed by him and lodged with the authorized person of the EC. Such revocation shall take effect from the date on which it is lodged. In the event of such revocation or in the event of election agent dying before, or during the period of the election, the candidate may appoint a new election agent.

5. Scrutiny of Nominations

- i. On the date and hour fixed for scrutiny of the nominations, the candidates or their election agents and one proposer of each candidate may remain present at the scrutiny. No other person should be permitted to. The authorized person of the Election Committee shall give to the persons present, all reasonable facilities for examining the nomination papers of all the candidates which have been delivered within time.
- ii. The authorized person of the Election Committee shall then examine all the nomination papers and shall decide all objections which may be made in respect of nominations and may either on such objection or on his own motion, after such summary enquiry, if any, as he thinks necessary, reject any nomination paper on any of the following grounds:
 - (a) that the candidate or the proposer or the seconder is not an eligible voter;
 - (b) that the nomination paper has not been delivered either by the candidate or by his/her proposer ;
 - (c) that the nomination paper has not been delivered to the authorized person of the Election Committee during the time and at the place specified in the order of Notice of Election.
 - (d) that the nomination paper has not been duly completed and signed by the candidate or by the proposer or by the seconder;
 - (e) that the proposer or the seconder has subscribed as proposer or seconder in excess of the number of available positions in the Council as prescribed by the Election Committee;
 - (f) that the signature of the candidate or of the proposer or of the seconder is not genuine.



A handwritten signature in dark ink, consisting of a large, stylized 'S' or 'B' shape with a horizontal line at the bottom.

- iii. The authorized person of the Election Committee shall endorse on each nomination paper his decision accepting or rejecting it and should invariably record the reason while rejecting a nomination.
- iv. Immediately after all the nomination papers have been scrutinized and decisions accepting or rejecting them have been recorded, a list of validly nominated candidates in prescribed form is to be prepared and displayed in the office notice board.

6. Withdrawal of Nomination

- i. Any candidate may withdraw his/her candidature by a notice in writing in the prescribed form which shall be subscribed by him and delivered before 15.00 hrs. of the day fixed for it in the 'Notice of Election' to the authorized person of the election Committee by himself/herself or through his/her election agent who has been authorised on his/her behalf in writing by such candidate.
- ii. Notice of Withdrawal of Nomination can be given only after the scrutiny of nomination is over. The notice may be accepted on the date of scrutiny after the scrutiny is over. No notice of withdrawal should, however, be accepted after 15.00 hrs. of the day fixed for it in the 'Notice of Election'.
- iii. The authorized person of the election Committee shall note thereon the date and time of which it was delivered and shall on being satisfied as to the genuineness of Notice of Withdrawal and the identity of the person delivering it, accept it and cause a notice in prescribed form to be affixed in the office notice board.
- iv. No person who has given a notice of withdrawal of his/her candidature shall be allowed to withdraw his/her notice.

7. Preparation and publication of the list of contesting candidates

- i. Such list in prescribed form and in prescribed language, i.e. English, following alphabetical order shall be made by the authorized person of the Election Committee after considering and disposing off the cases of withdrawal of candidatures. The candidate or his/her election agent should furnish in writing to the authorized person form and spelling of the name of the contesting candidate in the language of publication, i.e. English.
- ii. The said list shall contain the names in alphabetical order, the address of the contesting candidates as given in the nomination papers, membership number of the candidates as given in the voters list for each of the available positions (seats).
- iii. The list will be displayed in the office Notice Board and a copy shall also be given to the contesting candidate or to his/her election agent.



A handwritten signature in black ink, consisting of a stylized 'S' shape with a horizontal line at the bottom.

8. Contested and Uncontested Elections

- i. If at any available positions
 - (a) the number of contesting candidates is more than the number of seats to be filled, a poll shall be taken,
 - (b) the number of such candidates is equal to the number of seats to be filled, the authorized person of the Election Committee shall forthwith declare in prescribed form all such candidates to be duly elected to fill those seats,
 - (c) the number of such candidates is less than the number of seats to be filled, the authorized person of the Election Committee shall forthwith declare in prescribed form all such candidates to be elected.
- ii. Certificate of election shall be granted in prescribed form to each of the elected candidates.

9. Printing & Distribution of Ballot Papers

- i. The ballot papers necessary for the purpose of election to the office-bearers and other members of the Council will have to be printed under the sole discretion and authority of the Election Committee. Printed ballot papers will be kept under the custody of the Election Committee.
- ii. Ballot papers will be printed in form approved by the Election Committee. The Election Committee will determine the number of ballot papers to be printed and how the account will be kept.
- iii. Authorized person of the Election Committee will check all the printed ballot papers for defects in serial numbering (100 onwards), print and design. Defective ballot papers will not be issued. Numbering will be made on the left hand top corner of the foil and counterfoil of the ballot paper. If design permits, ballot papers will be stitched bunched in 50s bearing consecutive serial numbers.
- iv. All defective ballot papers will be separated, noted in a Register and communicated to contesting candidates. All such ballot papers will be put in a secured envelop along with counterfoils and certificate of the authorized person of Election Committee who checked the ballot papers.
- v. Ballot papers will be issued to the voters inside the polling booth by a polling officer on the polling day during the polling hour only after receiving the signature of the voter on the counterfoil of a ballot paper. The foil of the ballot paper will have on its back distinguishing mark of the Election Committee.
- vi. Marking on the Ballot Paper will be done by voters with ballpoint pen to be provided by the Polling Official inside the booth.



A handwritten signature in blue ink, consisting of a stylized 'S' shape with a loop at the bottom.

10. Countermanding of poll

If a candidate whose nomination has been found valid on scrutiny and who has not withdrawn his candidature dies before finalization of the list of candidates or if a contesting candidate dies and a report of his death is received before the commencement of the poll, the authorized person of the Election Committee, upon being satisfied of the fact of death of the candidate, countermand the poll of that particular position and report the fact to the Election Committee and to the General Secretary of the Society. All proceedings with reference to the election shall be commenced a new in all respects as it is a new election.

11. Sealing of ballot boxes after the poll

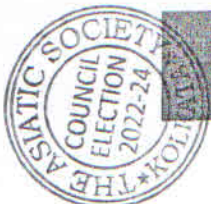
Immediately after the close of the poll, the slit of the ballot box shall be so closed that no further ballot paper can be inserted there in any manner. All the polled ballot boxes will then be wrapped in new cloth/Hessian and seamed. The Presiding Officer will affix his seal on the seams. The polled ballot boxes will be kept in one place with proper security under the custody and direction of the Election Committee till counting begins.

12. Sealing of Election Paper

- i. After the close of poll all election papers shall be sealed with the seal of Presiding Officer. The candidate or their agent present at the polling booth shall also be allowed to affix their seals on such packets if they so desire.
- ii. All used forms & papers should be sealed kept in the custody of the authorized person of the Election Committee.

13. Counting of votes

- i. The counting of votes for each position of the Council of the Asiatic Society shall be taken up soon after the poll is over at a place and time given in the Notice of Election in the presence of the Election Committee /authorized person of the Election Committee.
- ii. Counting of votes should be done under adequate lighting arrangement in presence of candidate or his/her counting agent.
- iii. Each candidate is allowed to appoint as many counting agents as there are counting tables. Counting agents should be eligible voters of the Society.
- iv. All counting staff and counting Agents must wear their IDs inside the counting Hall.
- v. The counting Hall will be under the charge of the Election Committee till counting is over and the authorized person of the Election Committee will direct counting arrangements and his/her decision will be final in respect of any doubt whatsoever.



- vi. The following persons will be allowed inside the counting Hall when counting of votes is in progress:
- (a) Members of the Election Committee and authorized person/s of the Election Committee
 - (b) Counting Officers and Counting Assistants.
 - (c) Candidates or their election agents.
 - (d) Counting Agents.
 - (e) Other persons in the interest of the counting process with due approval of the Election Committee or its authorized person.
- vii. Counting of the votes is a continuous process and will continue uninterrupted till counting for all the positions is over.
- viii. Each counting table should be provided with a knife, pencils, two sheets of paper, a strong sharp needle, wet sponge, twine or rubber bands, paper weights, inking pad and seals.
- ix. Ballot boxes should be checked for unbroken seal before opening (to begin counting of votes).
- x. Total number of ballot papers found inside the ballot box should be checked with Ballot Paper Account.
- xi. All ballot papers found inside a ballot box will be counted candidate wise and the rejected ballot papers will be bundled separately. All counted ballot papers of a ballot box should be folded printed-side-out and bundled together before sealing.
- xii. Forms of counting adopted by the Election Committee will be used during counting of votes to keep account.
- xiii. The candidate/s who secures/secure the maximum vote/s will be declared elected for the position of the contested seat/s.

14. Checklist

Dates are to be scheduled for following tasks:

- (a) Appointment of Presiding and Polling Officers.
- (b) Procurement of ballot boxes, ballot papers with counterfoils, forms and stationeries;
- (c) Holding training classes and polling rehearsals;
- (d) Venue preparation for polling and counting of votes.



15. Instructions to Voters

(To be printed on the Ballot Papers)

- (1) Use √ mark to cast your vote in the box provided against name/s of Candidate/s.
- (2) Number of box ticked must not exceed the number of available seat for the position.
- (3) Please use the pen provided inside the voting chamber for marking on the ballot paper.
- (4) Please put only √ mark and no other mark to cast your vote. Please ensure that the ballot paper, after casting your vote, is put in the right ballot box provided for the position.
- (5) There will be ballot papers for positions to be contested and each voter may cast their votes for all the positions following instructions given above;
- (6) Failure to comply with above *instructions* will lead to rejection of ballot paper/s at the time of counting;

All members are requested to carry official receipt of Membership subscription up to 31st December 2021 or Membership Card which is available along with Photo ID card issued by the State/Central Government on the day of the election as proof of identity.

Prepared and circulated by the

Election Committee of the Asiatic Society, Kolkata




Chairman, Election Committee
The Asiatic Society, Kolkata