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Ref: RO-1/KFA/ELECTION -2023/KANNUR

Dated: 28-01-2023

ELECTION GUIDE LINES

Name of the Federation: **The Kerala Fencing Association**

Election by-Law for Election to the vacant post of Executive Board of the Kerala Fencing Association.

1. Short Titles and Definitions:

- (1) These By-Laws shall be called the "Election By-Laws" and shall governed the conduct of Election to the vacant post of 01 (one) President and 02 (two) post of Vice President, 01(one) post of Secretary, 02(two) post of Joint Secretaries, 01(one) post of Treasurer, 03(three) post of Executive/EB Members and 01 (one) post of Representative to Kerala State Sports Council.
- (2) In these By-Laws, unless the context is provided, -
 - (a) 'Clause' and 'sub clause' mean the clause and sub clause of these By-Laws.
 - (b) Managing Members means Member of the Executive committee of the Kerala Fencing Association.
 - (c) 'Form' means the Forms appended to these By-Laws.
 - (d) KFA means the Kerala Fencing Association.
 - (e) 'Rule' means the rule of the rules and regulations of the Kerala Fencing Association.

2. Managing Committee

1. President – One (1)
2. Vice President – Two (2)
3. Secretary – One (1)
4. Joint Secretaries - Two (2)
5. Treasurer - One (1)
6. Executive Board/EB Members – Three (3)
7. (EB Member and) Representative to Kerala State Sports Council – One (1) respectively shall be filled up as follows as per the KFA constitution for the remaining period of KFA managing committee 2023-2027.

3. Manner of election

- (1) The members of the managing committee shall be elected by way of secret ballot.
- (2) Election shall be held at the Special General body meeting (SGM) in accordance with the procedure provided, herein after and inconformity with the constitution of FAI from amongst the member units (District Fencing Associations) of the state can participate in the election.
- (3) Member units of the state shall have cleared all dues and submit required documents to the Returning Officer before election notification since an Ad-Hoc Committee of the Federation is now governing the association.

4. Electoral College

- (1) The District Fencing Association duly affiliated by the Kerala Fencing Association shall have three (3) votes at the election to the Executive Board consist of total 11 people i.e.
 1. President – One (1)
 2. Vice President – Two (2)
 3. Secretary – One (1)
 4. Joint Secretaries - Two (2)
 5. Treasurer - One (1)
 6. Executive Board/EB Members – Three (3)
 7. (EB Member and) Representative to Kerala State Sports Council – One (1)

8. The District Fencing Association concerned shall intimate the name(S) of their three (3) representatives latest by 14-02-2023 (day-1) and such intimation shall be address to the Returning Officer on their letter head duly sealed and signed by President and Secretary of that District Fencing Association concerned, so as to reach him on or before the aforesaid date, any change in the name of their representative after 14-02-2023 or any intimation received thereafter shall not be permitted.

5. Nomination of the candidates

- (1) The nomination of a candidate for election to the vacant post of the Managing committee as referred to in **Clause 4** of the guide line shall be made in **Form 2**.
- (2) The nomination of a candidate for election to the vacant post of managing committee shall be proposed by one of the representatives of the concerned District Fencing Association, whose name is included in the electoral college list in **Form 1**, and also subscribed by 01(one) such representative as seconder.
- (3) Each candidate shall be entitled to be nominated by no more than 02 (two) nomination papers.
- (4) Each nomination paper shall be delivered personally to the returning officer and in his absence to the assistant returning officer in person by the candidate in person from 17-02-2023 to 19-02-2023 between 11 and 1 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, in point of time to the returning officer shall be deemed to be in-operative/invalid.
- (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/assistant returning officer.
- (7) After 1 PM on 19-02-2023 the returning officer shall prepare a list of all nominations received by him in **Form 2** and publish the same in a conspicuous space in his office.

6. Scrutiny of nominations

- (1) On 22-02-2023 at 11 AM the returning officer in his office shall scrutinize each nomination paper received by him and determine its validity or otherwise.
- (2) At the time of scrutiny of nomination each candidate or one of his/her authorized representatives shall have the right to be present and raise any objections in relation to nomination of a candidate for the post for which he/she as filed his/her nominations.

- (3) After the scrutiny of all nomination papers has been completed the returning officer shall prepare a list of validly nominated candidates in **Form 4**. The contesting candidate can take a copy of it from the returning officer.

7. Withdrawal of candidate

- (1) Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature from up to **1 PM 26-02-2023**.
- (2) Notice of withdrawal of candidature shall be submitted in **Form 5** either by the candidate himself/herself or by 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 its genuineness.
- (5) After **11 AM on 28-02-2023** the returning officer shall prepare the final list of contesting candidates in **Form 6**, and display a copy of the same in a conspicuous place in his office and on the Federations website <https://www.fencingindia.org>, 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 English alphabetical order.

8. Uncontested returns and contested elections

- (1) If the contesting candidates for any post of 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 posts.
- (2) Where the number of contesting candidates for any post or category of posts, in **Form 6** is more than the number of posts to be filled, a poll shall be taken by secret ballot for those post remaining unfilled.
- (3) The ballot papers for these posts remaining unfilled shall be in **Form 7** to **Form 8** to be made individually for each post.
- (4) The names of contesting candidates on the ballot papers shall be in the same order as in **Form 6**.

9. Poll

- (1) The poll for the post remaining unfilled under clause 8 (2) shall be taken post wise on 5th March 2023 at **Kannur Indoor Stadium, Mundayad (Venue of the election)**.
- (2) Each contesting candidate can nominate one person only from the authorised representatives list, to be present at the poll.
- (3) At the poll, each authorised representatives of the concerned District Fencing Association whose name is included in the **Electoral College** list in the **Form 1** shall be entitled to
 1. Cast one vote for each of the post remaining un filled, where only one such seats are to be filled.
 2. 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.
- (4) In case any voter casts his/her vote for more than one candidate, or for more than 4 or 5 candidates as the case may be his/her vote for that post shall be invalid.
- (5) No proxy voting will be permitted. Those individuals included in the electoral college in **Form 1** alone will be permitted to vote in the Election. Each individual will be required to carry a Photo ID card as proof of their identity with any one of the following i.e., Aadhaar card, Driving Licence, Passport, Pan card or Voters Card.
- (6) 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 poll.
- (7) 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.
- (8) The voter shall record his/her vote on the ballot paper by placing a ☒ 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.
- (9) The ☒ mark to indicate the vote shall be placed by the voter by means of article specifically provided 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.
- (10) The ballot paper marked by a voter shall be deposited by him/her in a ballot box specially provided, and sealed by the Returning Officer in the polling station in such manner, that it shall be visible to all present in the polling station.

(11) The returning officer shall close the poll at the appointed hour, all those voters who are present at the polling station at the appointed closing hour shall be entitled to vote even if the poll proceeding have to be continued some more time.

(12) After all the voters have voted, the returning officer shall close the ballot box and shall not permit any person to vote thereafter.

Polling will be done in the below order: -

1. President – One (1)
2. Vice President – Two (2)
3. Secretary – One (1)
4. Joint Secretaries - Two (2)
5. Treasurer - One (1)
6. Executive Board/EB Members – Three (3)
7. (EB Member and) Representative to Kerala State Sports Council – One (1)

10. Counting of votes

- (1) The returning officer shall take up the counting of votes after the polling for any post is completed.
- (2) Each contesting candidate can nominate one authorized representative 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 as applicable.
- (4) Each ballot paper on which a vote has been recorded in accordance with sub clauses (3) to (8) of clause (9) shall be treated as one vote for the candidate for whom it has been validly marked, and if any ballot paper marked in violation to any of the afford said provisions of sub **clause (3) to (8) of clause (9)** it shall be rejected by the Returning Officer.
- (5) The votes validly cast for each of the contesting candidate shall be counted post wise and category wise and recorded in the descending order of the votes so cast for each candidate in **Form 14**.
- (6) The Returning Officer shall there after ascertain the result of counting.
- (7) The candidate who has secured the maximum number of votes in the descending order, post wise and category wise, equal to the number of seats to be filled each post or category of post shall be deemed to have been duly elected to those posts.

11. Declaration of results

The name of contesting candidates who shall be deemed to have been elected at the election shall be declared as having been duly elected to the respective post by the returning officer at the **Special General Meeting in Form 15 KFA Election 2023.**

C.K. Somarajan

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Returning Officer of KFA election 2023

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