

DELHI & DISTRICT CRICKET ASSOCIATION (DDCA)

OFFICE OF ELECTORAL OFFICER

Arun Jaitley Stadium, Feroze Shah Kotla Ground, Delhi-2

Election of the President, Treasurer and Four (4) Directors Of (DDCA)

And in the matter of recommendation dated 14th May 2020 of Hon'ble Ombudsman, Shri Justice

(Retd) Deepak Verma in relation to Shri Rajan Machanda seeking termination of his

Directorship, Joint Secretaryship and primary membership of DDCA

2020

Election Procedure

1. Short title & Definitions

1) This Procedure shall be called the 'Election Procedure' 2020 and shall govern the conduct of election of the President, Treasurer and four Directors of DELHI & DISTRICT CRICKET ASSOCIATION and also in the matter of recommendation dated 14th May 2020 of Hon'ble Ombudsman, Shri Justice (Retd) Deepak Verma in relation to Shri Rajan Machanda seeking termination of his Directorship, Joint Secretaryship and primary membership of DDCA.

2) In this Procedure, unless the context otherwise requires,

a) 'clause¹ and sub-clause' mean the clause and sub-clause of the rule of this Procedure;

b) 'DDCA' means DELHI & DISTRICT CRICKET ASSOCIATION;

c) 'election' means the election to fill the posts of the President, Treasurer and four Directors;

(d) "elector means the member of DDCA, whose name has been included and as published in the Electoral Roll by the Electoral Officer on 27th September, 2020;

(e) electoral roll' means the list of members of DDCA published as final electoral roll by the Electoral Officer on 27th September 2020.

(f)'Form' means the Form appended to this Procedure;

(g)'post includes the post of the President, Treasurer and four Directors of DDCA;

(h) 'procedure' means the present Procedure;

(i)'rule' means the Rules and Regulations of this Procedure of DDCA.

2. Manner of Election

(1) The election of the President, Treasurer and four Directors of DDCA shall be held by secret ballot in the manner prescribed in this procedure;

3. Nomination of Candidates:

1) The nomination of a candidate for the election as the President, Treasurer and four Directors of DDCA shall be made in Form 1.

2) Along with the nomination paper in Form 1, each candidate shall have to furnish an undertaking in Form 2 with regard to his qualifications and disqualifications, if any, for contesting the Election.

3) The nomination of the candidate for the election as the President, Treasurer and four Directors of DDCA shall be proposed by one of the electors whose name is included in the Electoral Roll, and also subscribed by 1 (one) such other elector as seconder.

4) Each candidate shall be entitled to be nominated by not more than 2 (two) nomination papers for the same post.

5) Each Nomination Paper shall be delivered to the Electoral Officer, either personally by the candidate himself/herself in person or through his proposer or seconder who has been specifically authorized by the candidate to do so on his/her behalf in Part II of Form 1, from 5th October, 2020 (Monday) to 7th October, 2020 (Wednesday) between 2 PM and 5 PM on any of these three days in the office of Electoral Officer *in the Conference Hall, Wellington Pavilion, DDCA, Arun Jaitley Stadium, Ferozshah Kotla Grounds, Delhi.*

6) No elector shall be eligible to nominate more than one candidate for the same post, either as proposer or a seconder; and, if he/she so does, his/her signature on the nomination papers delivered second in point of time to the EO shall be deemed to be inoperative.

7) No elector shall be permitted to withdraw his/her name as proposer/seconder once the nomination paper subscribed by him/her has been delivered to the EO.

8) As soon as may be after 6 PM on 7th October, 2020 (Wednesday), the EO shall publish a list of the Nominations so received by him, post wise, in Form 3, at a conspicuous place in his office and also display it on the DDCA website.

4. Scrutiny of Nominations:

1) On 8th October, 2020 (Thursday) at 11 AM, the EO, 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 the nominations, each candidate or one elector as his/her authorized representative shall have a right to be present and raise any objection in relation to 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 the nomination papers has been completed by him, the Electoral Officer shall prepare a list of Validly Nominated Candidates in **Form 4**, and the candidates can take a copy of the list from the EO, if so desired. The list shall be published by the EO on the same day at a conspicuous place in his office and also displayed on the DDCA website.

5. Withdrawal of Candidatures:

1) Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature on 10th October, 2020 (Saturday) between 2 PM and 5 PM.

2) Notice of withdrawal of the candidature shall be submitted in **Form 5**, either by the candidate himself/herself, or by an elector duly authorized by him/her in writing, and should be submitted in the office of the EO.

3) Notice of withdrawal of the candidature shall be final and shall not be allowed to be cancelled.

4) The EO shall accept the notice of withdrawal of candidature if he is satisfied as to the genuineness of the notice,

5) As soon as may be after **6 PM** on the 10th October, 2020 (Saturday), the EO shall prepare the final list of the **contesting candidates in Form 6**, display a copy of the said list by **7 PM** on the same day at a conspicuous place in his office. The same will also be displayed on DDCA website. He shall also furnish a copy of the same to each of the contesting candidates/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

6. Uncontested Returns; and Contested Elections:

(1) Where the number of contesting candidates for any post, in **Form 6**, is less than or equal to the number of the post(s) to be filled, all such contesting candidates shall be deemed to be duly elected unopposed to the those posts, and it shall not be necessary to take a poll for the election to such post.

(2) Where the number of contesting candidates for any post, in **Form 6**, is more than the number of the 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 9 to be** printed individually for each post.

4) The names of the contesting candidates on the ballot papers shall also appear in the same order

as in **Form 6**.

7. Poll and Voting Procedure:

1) The Poll for the posts remaining unfilled under clause 6(2) above shall be taken on **four (4) days**, namely 17th, 18th, 19th and 20th October (**Saturday, Sunday, Monday & Tuesday respectively**).

2) The Poll on each of the above dates shall be taken between 11 AM and 3 PM in polling stations set up for the purpose **on the Ground Floor of B-Block, adjacent to the New Club House, in the Arun Jaitley Stadium, Feroz Shah Kotla Grounds**.

3) Further, on each of the above mentioned four days of Poll, four separate Polling Stations shall be provided at the abovementioned premises of Arun Jaitley Stadium, so as to avoid any over-crowding and maintain social distancing as per the norms laid down by the Government in the wake of the present Covid-19 pandemic.

4) For the purpose of taking poll at each of the four different Polling Stations on each day of Poll, electors shall be divided in four groups on each of those days. Only the electors assigned to a particular Polling Station on a particular day shall be entitled to vote at the Polling Stations so assigned to them. However, if any elector is not able to turn up on the appointed day for any unavoidable reason, he/she may come on any of the subsequent polling days specified above during the specified polling hours at the polling station assigned to him/her.

5) Each contesting candidate can nominate two persons, if he/she so desires, from amongst the electors whose names are included in the electoral roll, to be present on his/her behalf at each of the polling stations on each day of poll; however only one such person shall be allowed to be present at the polling station at any given point of time.

6) Each elector shall cast his/her vote **in person** on the day of Poll and at the polling station assigned to him/her.

7) No vote of any elector shall be received by Proxy Voting.

8) An elector shall cast only one vote for the post of the President, one vote for the post of Treasurer, and four votes for the post of four Directors, if Poll is taken for any of the above posts remaining unfilled.

Explanation; It is hereby clarified that for the purpose of the filling four (4) posts of Directors, each voter can cast upto four votes. In case, any voter casts his/her vote for more than four candidates for the post of Director, all his votes for that concerned post(s) shall be invalid.

9) The identity of each elector shall be verified by the Presiding Officer of the Polling Station concerned before he is allowed to vote. For this purpose, the elector shall be required to produce his/her DDCA membership card **or** any other document which bears his/her photograph, like,

Adhaar Card, Voter Identity Card, Pan Card, etc.

10) Before an elector is supplied with a ballot paper, he/she shall be required to give his/her signature on the authenticated copy of the Electoral Roll used by the Electoral Officer for taking the poll.

11) 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.

12) The voter shall record his/her vote on the ballot paper by placing only 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 be rejected.

13) The tick mark (✓) to indicate the vote shall be placed by the voter only by means of the article specifically provided for the purpose by the EO and a ballot paper marked otherwise by means of any other pen, ball point pen, etc. by the voter shall render the ballot paper liable to rejection.

14) The ballot paper marked by the voter shall be deposited by him/her in a ballot box specially prepared and sealed by the Presiding Officers and placed at a conspicuous place in the polling station which shall be constantly visible to all present in the polling station,

15) If any voter violates the above voting procedure, his/her ballot paper shall be liable to rejection.

16) The Presiding Officer shall close the poll at the appointed hour; however all the electors 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.

17) After all the voters referred to in sub-clause (16) have voted, the Presiding Officer shall close the ballot box and shall not permit thereafter any person to vote.

8. Counting of Votes:

1) The EO shall take up the counting of votes at 10AM, on 21st October 2020 (Wednesday) **or** as soon as may be thereafter.

2) Each contesting candidate can nominate one authorized representative, from amongst the electors whose names are included in the electoral rolls, who shall also be entitled to be present at the date of counting of votes.

3) The EO shall take up the counting of votes, post wise.

4) Each Ballot paper on which a vote has been recorded in accordance with sub-clauses (7) to (16) of rule (7) 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 the aforesaid provisions shall be rejected by the

Electoral Officer.

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 of the candidates, in **Form 10**.

6) The EO shall thereafter ascertain the result of the counting as recorded in **Form 10** 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 shall be deemed to have been duly elected to those posts.

9. Declaration of the Results:

The names of the contesting candidates who shall be deemed to have been elected in accordance with Rule (8) shall be declared as having been duly elected to their respective posts, by the EO at the Special AGM / Meeting of the General Council, in Form 11.

10. Procedure in the matter of recommendation dated 14th May 2020 of Hon'ble Ombudsman, Shri Justice (Retd) Deepak Verma in relation to Shri Rajan Machanda seeking termination of his Directorship, Joint Secretaryship and primary membership of DDCA

- (1) The ballot paper for this purpose will be as per Form 12.
- (2) Voters may mark preference either in support of the recommendation for termination of Directorship, membership, etc. of Mr Machanda by placing tick mark (✓) against the option ' YES' in the ballot paper, or opposing the said recommendation by placing tick mark (✓) against the option 'NO' on the ballot paper.
- (3) The tick mark (✓) to indicate the option as per sub-para (2) shall be placed by the voter only by means of the article specifically provided for the purpose by the EO and a ballot paper marked otherwise by means of any other pen, ball point pen, etc. by the voter shall render the ballot paper liable to rejection and will not be counted either in favour or against the recommendation.
- (4) At the counting of votes, EO shall count the votes and record the result in Form 13. The EO shall ascertain the result as recorded in Form 13. If the number of votes against the option YES is more, then the recommendation shall be treated as approved and if the number of votes against the option NO is more, then the recommendation shall be treated as rejected .

11. Electoral Officer to decide disputes -In case of any dispute or objection as to candidacy, disqualification, eligibility to vote or admission or rejection of vote, the Electoral Officer shall decide the same and such decision shall be final and conclusive.

12. Model Code of Conduct for candidates and members

- (1) No candidate or member shall use any unfair means, including bribery, or appeal to use religious symbols, nor distribute gifts of any kind, such as distribution of liquor to induce members for support.
- (2) Candidates shall not provide vehicles to bring members to the voting venue on the day(s) of polling.
- (3) Proxy voting is not allowed as per Lodha Committee recommendations accepted by the Hon'ble Supreme Court.
- (4) Pamphlets, posters, etc., if circulated, should not appeal to religious, caste, or communal sentiments to entice for votes. Provisions of the law relating to prevention of defacement, in force, shall be adhered to for display of posters, etc.
- (5) No pamphlets/posters/banners are allowed to be used/displayed in or around the venue of polling.
- (6) Candidates and members shall maintain peace and calm in the polling venue during the polling period. and help in maintaining law and order.
- (7) Campaign office/platform shall not be opened in or around the venue of polling.
- (8) All candidates and members are expected to co-operate with the Electoral Officer for smooth conduct of elections during the entire process.

DELHI & DISTRICT CRICKET ASSOCIATION (DDCA)

OFFICE OF ELECTORAL OFFICER

Arun Jaitley Stadium, Feroze Shah Kotla Ground Delhi-2

Election of the President, Treasurer and Four (4) Directors Of (DDCA)

2020

FORM 1

PART I

NOMINATION PAPER FOR

ELECTION AS -----(*give the name of the post*)

To

Electoral Officer for the above-Election

We nominate Mr./Ms/Mrs.

(Name of candidate) _____

(Address of candidate) _____

whose DDCA membership No is -----and whose name is entered at S. No..... in the Electoral Roll, for the above-mentioned post.

Our Particulars are given below:

	Name (Full)	S.No, in Electoral Roll	DDCA membership No	Signature
Proposer				
Secunder				

Details to be given by candidate

I, the candidate above named, do hereby give my assent to my nomination for the above post.

Name of the Candidate: _____

S. No. in the Electoral Roll _____

Signature of candidate.....

DDCA Membership No: _____

Place: _____ Signature of the candidate

Date

Authority Letter

PART II

I the candidate, above named, hereby authorize my proposer/seconded
Mr. / Ms./ Mrs. _____ to deliver my nomination paper to the Electoral
Officer on my behalf.

Place: _____ Signature of candidate

Date: _____ Name of the Candidate

* Strike off, if not applicable

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Election Procedure

FORM 2

I (**Name of the Candidate**)the candidate for the post of do hereby solemnly declare and state that on the date of filing of the nomination -

- 1) I have not completed 70 years of age;
- 2) I am qualified and not disqualified under the relevant provisions of Memorandum of Association of the Delhi and District cricket Association currently in force, including the provisions therein with regard to tenure of office for the various posts.
- 3) I attach herewith copy of my DDCA membership card.

Name of the Candidate:..

Signature of the Candidate;..

Place:

Serial No. in Electoral Roll :

DDCA Membership No.

Date

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FORM 5

NOTICE OF WITHDRAWAL OF CANDIDATURE FOR ELECTION

AS(*Name of post*)

To

Electoral Officer for the above Election

I, the validly nominated candidate, do hereby give my notice of withdrawal of candidature for the above post.

Name of the Candidate _____

DDCA Membership No _____

S. No. in the Electoral Roll _____

Signature of candidate.....

Place:

Date

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Election of the President, Treasurer and Four (4) Directors Of (DDCA)

FORM 6

LIST OF CONTESTING CANDIDATES

S.NO	Name of the Post	Name of the Candidate	S.No, in Electoral Roll

Electoral Officer

Place:

Date:

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FORM 7

BALLOT PAPER

Name of the Post	Names of the Candidates	Mark vote here by placing tick (√) mark
PRESIDENT (1)		

NB.

- 1 Please 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 vote to be invalid.
- 3 Please tick mark on the ballot paper only with the article specially provided by the EO for this purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection

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FORM 8

BALLOT PAPER

Name of the Post	Names of the Candidates	Mark vote here by placing tick (√) mark
TREASURER (1)		

NB

- 1) Please 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 vote to be invalid
- 3) Please tick mark (√) on the ballot paper only with the article specially provided by the EO for this purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection

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Election of the President, Treasurer and Four (4) Directors Of (DDCA)

FORM 10

Result of Counting of Votes

Name of the Post	Total Votes Polled	Rejected Votes	Names of the candidates	Valid Votes Polled
President (1)				
Treasurer (1)				
Directors (4)				

Place:

Date:

Electoral Officer

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FORM 11
DECLARATION OF RESULTS

I, the Electoral Officer for the above election, hereby declare that the following candidates are duly elected to the post(s) mentioned against their names:-

Names of the Post(s)	Names of Elected Candidates
President (1)	
Treasurer (1)	
Directors (4)	

Place:

Date:

Electoral Officer

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Election of the President, Treasurer and Four (4) Directors Of (DDCA)

FORM 12

BALLOT PAPER

In the matter of recommendation dated 14th May 2020 of Hon'ble Ombudsman, Shri Justice (Retd) Deepak Verma in relation to Shri Rajan Machanda seeking termination of his Directorship, Joint Secretaryship and primary membership of DDCA

Put tick mark (✓) against the appropriate option.

Do you support the Recommendation of the Hon'ble Ombudsman?

YES

NO

- 1) For supporting the recommendation, place tick mark (✓) against the option YES.
- 2) For opposing the recommendation, place tick mark (✓) against the option NO. Any option placed against option NO will mean that the elector has not agreed with the recommendation.
- 3) DO NOT place any other mark like (x). or word etc. against the options as that shall render your ballot paper liable to rejection.
- 4) Place tick mark (✓) on **the** ballot paper with the article specially provided by the EO for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render **your** ballot paper liable to rejection.

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FORM 13

RESULT OF COUNTING

In the matter of recommendation dated 14th May 2020 of Hon'ble Ombudsman, Shri Justice (Retd) Deepak Verma in relation to Shri Rajan Machanda seeking termination of his Directorship, Joint Secretaryship and primary membership of DDCA

Total Votes cast	
No. of rejected votes	
No. of votes for YES option	
No. of votes for NO option	

I declare that the recommendation of Hon'ble Ombudsman has been accepted/rejected.

Electoral Officer

Place:

Date:

Note: -Nomination forms may be collected from Shri Pradeep Banerjee at DDCA Administrative office between 11:00 AM to 05:00 PM from 3rd October 2020