

**ELECTION RULES 2003**  
*(AS AMENDED UPTO 25<sup>TH</sup> OCTOBER 2018)*

**Rules for Election of the President, Vice President, Members of the Board of Trustees and Members of the Executive Committee:**

**1. GENERAL**

These Rules shall be called as the **India Islamic Cultural Centre Election Rules, 2003** hereinafter called the Election Rules.

**2. IN THESE RULES:**

- a) IICC shall mean **India Islamic Cultural Centre**
- b) Returning Officer and Assistant Returning Officer shall mean the person or persons so nominated by the Board of Trustees for conducting elections for the post of President, Vice-President, Members of the Board of Trustees and Executive Committee of IICC.
- c) Election staff shall mean the persons whose services shall be placed by the President at the disposal of the Returning Officer for the conduct of election proceedings.

**3. NOMINATION OF RETURNING OFFICER:**

The Board of Trustees shall decide and announce the date for holding the elections and shall nominate a Returning Officer and an Assistant Returning Officer to conduct the elections.

**4. PROGRAMME OF ELECTIONS:**

The Returning Officer shall draw a Programme of Election.

The Programme of Election shall include:

- i) Date for the issue and dispatch or dissemination through registered E:mail or other electronic or print mode to the eligible members of Election Notification and Commencement of Nomination.
- ii) Last Date for Filing of Nominations.
- iii) Date for Scrutiny of Nominations.
- iv) Last Date for Withdrawal of Candidature.
- v) Date for Finalization and Publication of the List of Candidates.
- vi) Date for Delivery / Dispatch of Ballot Papers to the Members of the General Body (who are eligible voters) by the Returning Officer.
- vii) Date of Personal Voting, which will be the same as the last Date for the

Receipt of Sealed Postal Ballots by the Returning Officer.

viii) Date of Counting and Communication of the Results.

In framing the programme of election, there shall be adequate time interval between date of commencement and final date of nomination and similarly between dispatch and receipt of ballot papers to / from outstation voters.

**5. ELIGIBILITY:**

Any member of the India Islamic Cultural Centre, who has a right to vote shall be eligible to contest elections to the post of the President or the Vice-President or a Member of the Board of Trustees, or of the Executive Committee. Any member of the General Body with voting right is eligible to propose and second the name of candidate to be elected as the President, the Vice-President or a Member of the Board of Trustees or of the Executive Committee. The President shall prepare the electoral roll as on the date of announcement of the election.

**PROCEDURE OF ELECTIONS**

**6. ELECTION NOTIFICATION AND NOMINATION:**

a) The Returning Officer shall, on the date fixed for this purpose, issue and dispatch under \*Speed post or Registered post, **\*\* or though courier or in other electronic mode** an Election Notification to all the eligible voters inviting nominations for the various posts as mentioned in Rule 5 above.

**Note:** \* \*As Amendment and approved on -25<sup>th</sup> October 2018

b) The Nomination Paper shall have the following form:

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**NOMINATION FORM**

I, \_\_\_\_\_, Member the General Body of the IICC (No.....) propose the name of Mr./Ms./Dr. \_\_\_\_\_, for the post of (a) President, (b) Vice-President, (c) Member of the Board of Trustees, (d) Member of the Executive Committee (please strike off what does not apply).

Signature \_\_\_\_\_ Place:

Full name of the Proposer

Date:

I, \_\_\_\_\_, Member of the General Body of the IICC (No.....) second the above proposal.

Signature \_\_\_\_\_

Full name of the Seconder

I, \_\_\_\_\_(IICC No.-----) give my consent to be so proposed. My date of birth is \_\_\_\_\_.

Signature\_\_\_\_\_

Full name of the Nominee (Candidate)  
(IN BLOCK LETTERS)

Details of Bank Draft/Pay Order enclosed:-

DD/PAY ORDER NO.	DATE	AMOUNT	ISSUING BANK & BRANCH

-----For official use -----

Received on ..... Time .....

RO/ARO's signature

Orders / observations of the Returning Officer: Accepted / Rejected

Date:

RO's signature

- (c) Blank Nomination Paper(s) shall be supplied by the Returning Officer to any member on request.
- (d) **Any eligible voter may make any number of proposals, subject to the limit of one each in the case of the President or the Vice-President, Seven in the case of Members of the Board of Trustees and four in the case of Members of the Executive Committee.**
- (e) Nomination papers will be filed before the Returning Officer/Assistant Returning Officer through personal delivery by the candidate or his / her proposer or seconder or through an authorized representative of any one of them. The Returning Officer or his nominee will issue a receipt against receiving each nomination paper.

**7. DEPOSIT:**

- \*a) No candidate shall be eligible to contest the election unless he / she pays by **Bank draft or Pay order** favouring India Islamic Cultural Centre, along with the Nomination paper, the sum mentioned as below against the post for which he / she is seeking election:

President	Rs. 30,000/-
Vice-President	Rs. 25,000/-
Member, Board of Trustees	Rs. 20,000/-
Member Executive Committee	Rs. 20,000/-

**Note:** \* As Amendment and approved on 25<sup>th</sup> October 2018

- \*b) The money for the nomination deposited as security amount is **not absolutely refundable.\*\*However, in the event, nomination paper is rejected and/or withdrawal of nomination paper by the candidate within the stipulated time**

as specified in the Election Notification, the nomination fee in the form of security deposit shall be refunded.

**Note:** \* As Amendment and approved on 4<sup>th</sup> November 2013\*\*and further amended and approved on 25<sup>th</sup> October 2018

**8. SCRUTINY:**

The Returning Officer shall scrutinize the nominations received in the light of the electoral roll, the age limits prescribed in the Rules and Regulations and the details required and decide if any nomination paper is liable to be rejected. All candidates or their authorized representative (one each) may be present at the time of scrutiny.

**9. WITHDRAWAL:**

Any nominee whose nomination paper has been held valid may withdraw his / her candidature within the time limit prescribed for this purpose by the Returning Officer.

**WITHDRAWAL FORM**

I, \_\_\_\_\_, (IICC No.-----) hereby withdraw my candidature for the post of \_\_\_\_\_.

Signature \_\_\_\_\_

Full name of the Candidate  
(IN BLOCK LETTERS)

Place:

Date:

-----For official use -----

Received on ..... Time .....

Orders / observations of the Returning Officer:

Date:

RO's signature

**10. FINALIZATION OF THE LIST OF THE CANDIDATES:**

The Returning Officer shall prepare the Final List of Candidates separately for each of the four categories mentioned above.

- 11.** a). The Returning Officer shall have the ballot papers prepared and printed, giving the serial number and names of the candidates in alphabetical order of their surnames with a column for recording the vote in the same line as the name.
- b). The ballot paper shall also include instructions to the voter to (i) tick (✓) against the name(s) of the candidates of his / her choice as well as (ii)

Caution him against ticking (✓) more than the number of persons to be elected in each category or making any other mark or writing anything on the ballot paper.

- c). There may be a common ballot paper for all the four categories but with clear demarcations or separate ballot papers for each of them, depending on the number of the candidates.
- d). The ballot papers shall be numbered, signed and stamped by the Returning Officer.

**12.\*** The officer designated by Returning officer shall get the ballot papers sent by registered or speed post **\*or through courier** along with two covers to members residing outside the **National Capital Territory of Delhi**. One cover will be blank and the other will be duly stamped and addressed to the Returning Officer with the postal address of the IICC.

**Note: \* As amended and approved on 25<sup>th</sup> October 2018.**

**13.** Notices, intimations or ballot papers as the case may be shall be posted / couriered to the last registered address of the voter and in the case of ballot paper it shall be so posted in time as to allow the prescribed clear days to elapse in the ordinary course of post.

#### **14. VOTING:**

- a) Voters whose residential address falls in the National Capital Territory of Delhi, as per IICC record, will be eligible to vote only in person on the date fixed for this purpose.
- b) Voting will only be by post by the voters whose residential address falls outside the National Capital Territory of Delhi as per IICC record.
- c) In the case of postal ballot, the ballot paper shall be placed by the voter inside the inner cover and sealed. The sealed inner cover shall then be placed inside the addressed cover. The covered ballot paper shall be posted by the outstation voter under *\*Registered Post or Speed Post* **\*or through courier**. The Returning Officer shall not entertain a ballot paper received through any other mode. The Returning Officer shall mark the date of receipt on the cover and drop the sealed envelope in the sealed ballot box. Only those postal ballots will be counted which reach the Returning Officer on or before the date of voting by the voters residing in National Capital Territory of Delhi, Candidates or their representatives (one each) may be present at the time of sealing the ballot box and initial the outer seal.

**Note: \* As Amendment and approved on 25<sup>th</sup> October 2018**

- d) In case of personal voting the ballot paper shall be dropped personally by the voter in the sealed box kept in the office of the IICC for the purpose, on the date of fixed for such voting.
- e) If so demanded by the Returning Officer, a voter casting vote personally shall have to produce before him documentary proof of identity.

- f) A record shall be maintained by the Returning Officer of the postal ballot papers issued and received right up to the last date for receipt of ballot papers/voting. Similar record for issue of personal ballot papers shall also be maintained.

**15. COUNTING:**

- a) The ballot box shall be opened by the Returning Officer in the presence of the President or any office bearer authorized by the President and the candidates or their authorized representatives (one each).
- b) The two envelopes containing the postal ballot shall be opened and ballot papers shall be separated.
- c) All the ballot papers cast shall be examined, accepted or rejected by the Returning Officer and then the valid ballot papers shall be counted by the Returning Officer with the assistance of the Assistant Returning Officer and Election Staff. The decision of the Returning Officer on the validity or otherwise of the vote cast shall be final.
- d) In case of more than one candidates receiving equal number of votes, the remaining elected office-bearers and members of the Board of Trustees shall exercise the final choice from among those two or more candidates who receive equal number of valid votes.

**16. COMMUNICATION OF THE RESULTS:** The results of the counting, category-wise and candidate-wise, shall be communicated by the Returning Officer to the President immediately after the counting is completed. The Returning Officer shall prepare the Certificates (s) of Election for all successful candidates and deliver them to the President.

**17. PUBLICATION OF THE RESULTS:**

- a) The Returning officer shall place on the notice Board and the official website of IICC the Results of Election.
- b) The Secretary shall call a special meeting of the General Body, as soon as possible thereafter but not later than one week after the publication of the results, for the formal announcement of the results.

**18. NO ELECTION SHALL BE DEEMED TO BE INVALID BY REASON OF:**

- a) The Election Notification issued by the Returning Officer not being received by any eligible voter in time or not at all; or
- b) Any voter not having had the prescribed clear days available to him provided the procedure laid down in Rules 6(a) and 12 above have been followed.

**\*19. ARRANGEMENT AT THE COUNTING HALL FOR COUNTING OF VOTES:**

*Barricades shall be provided for counting table/each counting table (if, there are more than one counting table), so that the ballot papers are not handled by the counting agents/candidates present in the counting hall to witness the counting process. However, counting agents/candidates shall be provided all reasonable facilities to see the whole counting process at the counting table. The Returning Officer will ensure that barricades are transparent or that the space in between or above the bamboos or other material used for the purpose of erecting barricades is adequate to permit full view of the counting process. The exact manner in which barricades may be erected will be left to the discretion of the Returning Officer, who has to adopt such approach as he may deem fit for attaining the objective of ensuring that the ballot papers are not handled by unauthorized persons or tampered with in any manner in the process of counting of votes.*

**Note:** \* As added and approved on 4<sup>th</sup> November 2013

**\*20. SECURITY FOR THE COUNTING PERSONNEL:**

Full security shall be provided for the Counting Personnel including the Returning Officer and Assistant Returning Officer at all times on the poll day and counting day, specially, after the counting is over. Conveyance shall also be provided to the counting personnel who need it after the counting is over.

**Note:** \* As added and approved on 4<sup>th</sup> November 2013.