



# **Salt Lake City BA Block Residents' Association**

Regd. Office: BA - 122/1, Salt Lake City, Kolkata 700 064. Regn. No. S/27854.  
Website : [www.bablocksaltlake.com](http://www.bablocksaltlake.com)

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## **NOTICE**

**10 June, 2016**

**Respected Members,**

The 37th Annual General Meeting of the Salt Lake City BA Block Residents' Association will be held on 26 June 2016 (Sunday) from 11-00 am at 'UTSARGA', BA 122/1 Salt Lake City, Kolkata 700 064 to consider the following.

### **AGENDA**

1. Confirmation of the Minutes of the last Annual General Meeting held on 28 June 2015.
2. To adopt with or without modification the Annual Report of the Association for the Year 2015-16.
3. To pass the Audited Accounts of the Association for the Year ended 31.3.2016
4. To appoint qualified Auditor and to fix remuneration thereof.
5. To transact such business as fixed by the Executive Committee which are as follows:
  - a) To discuss Membership issues and allied matters
6. To transact such business as may be brought forward by giving 14 days' prior notice from any member who is not a defaulter
7. To consider resolution(s) by the Members of the Association after being properly proposed and seconded by any Member of the Association who is not a defaulter.
8. To conduct General Elections to be held and to elect the Executive Committee and Office-Bearers for the Year 2016-17.

**Thanks and Regards,**

Yours Sincerely,

**(Subhendu Kundu)**

**Secretary**



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### NOTICE

#### **Election of the Executive Committee and Office-Bearers 2016-17 through Secret Ballot**

**10 June 2016**

**Dear Members,**

The following minutes of the Meeting of the Executive Committee held on 9 June 2016 are self-explanatory. This is for your knowledge and reference please.

Regards and Thanks,

**Subhendu Kundu**

**Secretary**

#### **RELEVANT MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 9 JUNE 2016**

- It is hereby unanimously resolved that the Election, of the Office-Bearers and Executive Committee 2016-17 will be conducted through secret ballot, if required at all.
- Hence, it is also unanimously decided to circulate the minutes of this meeting of the Executive Committee amongst the esteemed Members of our Association, and the same shall be treated as the Notice for the ensuing AGM to be held on 26 June 2016, and that of the election of the Office-Bearers and the Executive Committee through secret ballot, if required. It is to be noted that in Executive Committee Meeting held on 3 June 2016, the Executive Committee appointed Mr Alok Kumar Pal, an Advocate of Calcutta High Court, and a resident of BB-113, Salt Lake, Kolkata 700064, and Mr Shyamalendu Majumdar, a renowned academic, an Associate Professor of Sivanath Sastri College, Kolkata and a resident of AD-23, Flat No-6, Salt Lake, Kolkata 700064, Members of a Two-Member Electoral Panel with the objective of conducting the election process properly and transparently.

#### **The Executive Committee 2015-16 unanimously decided on the following:**

- a) That the Election of the Office-Bearers and the Executive Committee for the year 2016-17 shall be held through secret ballot, if required at all, is in compliance of the provision/s of the Memorandum of the Block Association.
- b) That the appointment of the Two-Member Electoral Panel is part of the pre-AGM exercise to maintain propriety and transparency.



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c) That it is mandatory to initiate the process of elections through secret ballot, if required, well in advance.

d) That the appointment of both Mr Alok Kumar Pal and Mr Shyamalendu Majumdar, who are not a resident of our Block, will lend a modicum of neutrality and impartiality in the process of the Elections through secret ballot, if required, to the next Executive Committee 2016-17.

e) That the President is empowered to ask the Secretary to appoint new Member/s of the Two-Member Election Panel in case one of the Members or both of the said Panel is/are absent or resign/s/ opt/s out mid way.

### **The Executive Committee vests the following powers to the Members of the Election Panel:**

Mr Pal and Mr Majumdar, or one of them, shall be responsible for issuing notices on the key dates 1) distribution of nomination forms; 2) Submission of nomination forms; 3) Withdrawal of nomination forms; 3) Scrutiny of nomination forms; 4) Preparation of the final list of the Candidates in the fray in respect of specific posts and 5) and Circulation of such finalized list for the knowledge of the Members of our Block Association, including the display of the same on the Notice Board of our registered office at 'Utsarga', at BA 122/1, Salt Lake, Kolkata 700064.

Mr Pal and Mr Majumdar or one of them shall be solely responsible for and be in charge of conducting the elections through secret ballot, if required, on 26 June 2016. Mr Pal and Mr Majumdar or one of them shall also be responsible for counting the ballots and announcing the results, on the day of the AGM.

### **The Executive Committee also directs the Secretary:**

- a) To assist both Mr Pal and Mr Majumdar in ensuring that the process of election is smooth, transparent and as per the Memorandum of the Association.
- b) The Secretary in consultation with the President can appoint any one from among the Members to perform the roles of the Members of the Election Panel, in case one of the two Members or both is/ are absent/ resign or resigns / or is/are absent or is/are not available for whatever reasons, during the Election process. For such a process, the Secretary is advised to consult the other Member of the Election Panel, if one of them is not available.



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## NOTICE

### Election of the Executive Committee and Office-Bearers 2016-17 Through Secret Ballot

10 June 2016

Dear Members of BA Block Salt Lake City Residents' Association,

We the undersigned have been requested by the Executive Committee 2015-16 of Salt Lake City BA Block Residents' Association to take over as the Members of the Two-Member Election Panel and help in the smooth conduct of the Election of the Office-Bearers and the Executive Committee for the Year 2016-17 through secret ballot, if required at all, during the 37th Annual General Meeting of the Block Association, scheduled to be held on 26 June 2016.

We give our consent to perform the tasks as defined by the Executive Committee 2015-16 of Salt Lake City BA Block Residents' Association and promise to do the job to the best of our ability and sincerity.

Accordingly, we have prepared a schedule of the Election Process as per which the Election of the Office-Bearers and Executive Committee 2016-17 through secret ballot, if required, shall be held on 26 June 2016, during the 37th Annual General Meeting of the Block Association.

The Elections through secret ballot will be held for the positions of **President** (One); **Vice-Presidents** (Two), **Secretary** (One), **Joint Secretary** (One); **Assistant Secretary** (One); **Treasurer** (One) and **Members of the Executive Committee** (Fourteen).

### THE FOLLOWING IS THE SCHEDULE

**13 June 2016 (6 pm):** Publication of VOTERS' LIST and display of the same on the NOTICE BOARD at 'UTSARGA' (BA Block Community Building), BA 122/1, Salt Lake, Kolkata 700 064.

**14-15 June 2016 (from 7 pm to 9 pm):** Issue of nomination papers at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.



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**17-18 June 2016 (from 7 pm to 9 pm):** Submission of Nomination Papers at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.

**19 June 2016:** Scrutiny of Nomination papers.

**20 June 2016 (from 7 pm to 9 pm):** Withdrawal of Nomination Papers at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.

**22 June 2016:** Publication of the FINAL LIST of the Candidates in the fray and Circulation of the same for the knowledge of the Members of Salt Lake City BA Block Residents' Association.

**23 June 2016 (from 7pm to 8 pm) :** All queries regarding the above may please be made at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.

**26 June 2016 (from 2 pm to 5 pm):** Voting for the Executive Committee and Office-Bearers 2016-17 through Secret Ballot, if required at all.

**26 June 2016 (After Voting is completed):** Declaration of results of Election of the Executive Committee and Office-Bearers 2016-17 by the Election Panel.

This is for your information please. We seek support and cooperation from you all.

Enclosed please find a set of procedures and guidelines to be followed for the composition and election of the Office-Bearers and Members of the Executive Committee 2016-17 of Salt Lake City BA Block Residents' Association, by secret ballot, if required.

Regards and thanks,

**(Alok Kumar Pal)**

Member, Two-Member Election Panel

**(Shyamalendu Majumdar)**

Member, Two-Member Election Panel



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## **PROCEDURES AND GUIDELINES TO BE FOLLOWED FOR THE ELECTION OF OFFICE-BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE 2016-17 BY SECRET BALLOT, IF REQUIRED**

1. In order to ensure greater transparency, a Two-Member Election Panel comprising Mr. Alok Kumar Pal, of BB-113, Salt Lake, Kolkata 700064, and Mr Shyamalendu Majumdar, AD-23, Flat No.-6, Salt Lake, Kolkata 700064, will conduct the ensuing election of Office-Bearers and Members of the Executive Committee 2016-17 by secret ballot, if required.
2. All Members of the Salt Lake City BA Block Association (except defaulters) are eligible to cast their votes.
3. A Member will be termed "Defaulter" if his/her annual Membership fee is not cleared within 31 March 2016, of the last Financial Year (2015-16).
4. One Member can contest for one post only.
5. The list of eligible voters will be displayed on the Notice Board at "Utsarga", BA 122/1, Salt Lake, Kolkata 700064.
6. None of the Members of Two-Member Election Panel shall be an Executive Committee Member of the Block Association. Nor will they contest in the ensuing election of Office-Bearers and Members of the Executive Committee 2016-17 by secret ballot, if required.
7. The Two-Member Election Panel can select/ appoint Polling Officers/ Assistants, if required, to assist them in the smooth conduct of election of Office-Bearers and Members of the Executive Committee 2016-17 by secret ballot, if required.
8. The Election Panel will notify the election process along with the Election Schedule.
9. Election notification will be done at least 14 days before the date of election to be held during the Annual General Meeting of the Block Association scheduled for 26 June 2016.
10. All eligible candidates must fill his/ her nominations in prescribed forms to be distributed by the Election panel as per schedule notified by them.
11. All willing candidates shall have to collect his/ her nomination forms from the Election Panel Members/ Member personally by putting his/ her signature in a register as per schedule decided by them, at "Utsarga" at BA 122/1, Salt Lake, Kolkata 700064. The Election Panel Member/ Members has/have the discretionary power to issue nomination form to an authorized representative (who is also a Member, and not a defaulter, of the Block Association) of a Member willing to contest.
12. Each nomination must be proposed by one Member, who is not a defaulter, and seconded by another Member, who is not a defaulter.
13. Election through secret ballot, if required, to be held on the day of the 37<sup>th</sup> AGM of the Block Association scheduled for 26 June 2016, and the results will be announced by the Election Panel Members/ Member at the AGM itself, as per the Agenda No 8 (To



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conduct General Elections to be held and to elect the Executive Committee and Office-Bearers for the Year 2016-17) is scheduled to come up for discussion.

14. Nomination forms duly filled up must be submitted in person by the candidate concerned to the Election Panel as per schedule to be notified by the Election Panel, at "Utsarga", our Community Hall, at BA 122/1, Salt Lake, Kolkata 700064.
15. Candidates who wish to withdraw their candidature have the right to withdraw their nomination forms as per schedule to be notified by the Election Panel, at "Utsarga", at BA 122/1, Salt Lake, Kolkata 700064.
16. After scrutiny of all nomination forms, the final list of eligible candidates will be displayed by the Election Panel on the Notice Board at "Utsarga", at BA 122/1, Salt Lake, Kolkata 700064,
17. All the 21 Office-Bearers and the Members of the Executive Committee are to be elected through secret ballot, if required.
18. If the total number of contesting candidates is more than 21, then the top 21 vote-getters will be elected to the Executive Committee for the year 2016-17.
19. Since the election of Office-Bearers and the Members of the Executive Committee for the year 2016-17 is part of the Agenda 8 at the 37<sup>th</sup> Annual General Meeting (as per the Memorandum of the Association), such an exercise will take place on the day of the ensuing AGM itself.
20. As per the Memorandum of the Association, one Assistant Secretary and two Executive Committee Members will be co-opted at the first Executive Committee Meeting of the newly-constituted Executive Committee for the year 2016-17.
21. The cost of printing, stationeries, refreshment, if any, conveyance, if any, honorarium for the Members of the Two-Member Election Panel, if any, or anything that is related to the election process, will be borne by the Block Association.
22. The office of the Election Panel will be at "Utsarga", at BA 122/1, Salt Lake, Kolkata 700064.

This is for your information please. We seek support and cooperation from you all

**(Alok Kumar Pal)**

Member, Two-Member Election Panel

**(Shyamalendu Majumdar)**

Member, Two-Member Election Panel