



# Salt Lake City

## BA Block Residents' Association

Regd. Office: BA - 122/1, Salt Lake City, Kolkata 700 064. Regn. No. S/27854 of 1980-81.

Website : [www.bablocksaltlake.com](http://www.bablocksaltlake.com)

### **NOTICE**

08 June 2017

#### **Election of the Executive Committee and Office-Bearers 2017-18 through Secret Ballot**

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

We the undersigned have been requested by the Executive Committee 2016-17 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 2017-18** through secret ballot, if required at all, during the **38th Annual General Meeting of the Block Association, scheduled to be held on 25 June 2017.**

We give our consent to perform the tasks as defined by the Executive Committee 2016-17 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 2017-18 through secret ballot, if required, shall be held on 25<sup>th</sup> June 2017, during the 38<sup>th</sup> 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**

**12 June 2017 (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.

**13-14 June 2017 (from 7 pm to 9 pm):** Issue of nomination papers at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.



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**16-17 June 2017 (from 7 pm to 9 pm):** Submission of Nomination Papers at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.

**18 June 2017:** Scrutiny of Nomination papers.

**19 June 2017 (from 7 pm to 9 pm):** Withdrawal of Nomination Papers at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.

**21 June 2017:** 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.

**22 June 2017 (from 7pm to 8 pm) :** All queries regarding the above may please be made at 'UTSARGA', BA 122/1, Salt Lake, Kolkata 700 064.

**25 June 2017 (from 2 pm to 5 pm):** Voting for the Executive Committee and Office-Bearers 2017-18 through Secret Ballot, if required at all.

**25 June 2017 (After Voting is completed):** Declaration of results of Election of the Executive Committee and Office-Bearers 2017-18 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 2017-18 of Salt Lake City BA Block Residents' Association, by secret ballot, if required.

Regards and thanks,

**(Alok Kumar Pal)**

Member, Two-Member Election Panel

**(Ajoy Kumar Maity)**

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 2017-18 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 Dr. Ajoy Kumar Maity of *95, Bidhan Nagar Road, HUDCO Housing Estate, Block-17, Flat No. 223, Kolkata-700054.*, will conduct the ensuing election of Office-Bearers and Members of the Executive Committee 2017-18 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 2017, of the last Financial Year (2016-17).
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 2017-18 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 2017-18 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 25 June 2017.
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 38<sup>th</sup> AGM of the Block Association scheduled for 25 June 2017, and the results will be announced by the Election Panel Members/ Member at the AGM itself, as per the Agenda No 8 (To conduct General Elections to



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be held and to elect the Executive Committee and Office-Bearers for the Year 2017-18) 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 2017-18.
19. Since the election of Office-Bearers and the Members of the Executive Committee for the year 2017-18 is part of the Agenda 8 at the 38<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 2017-18.
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

**(Ajoy Kumar Maity)**

Member, Two-Member Election Panel