

PROCEDURE FOR ELECTION

Relevant Articles of the Association of the chamber are reproduced below.

- (1) The Executive Committee shall approve the election schedule and Secretary General shall issue election schedule within two days of its approval from Executive Committee. The Executive Committee shall appoint an Election Commission other than those contesting election.
 - (a) The Commission will comprises three members;
 - (b) The members so appointed will submit their consent in writing to the Secretary General;
 - (c) The members of the commission so appointed , should not have held any elected office of the Chamber for the preceding two years;
 - (d) The members of the commission shall be independent, impartial and non-partisan;
- (2)
 - (a) Appointment of polling staff;
 - (b) Ensuring the display of tentative voter's list by the Secretary General for the purpose of inviting objection;
 - (c) Examination of and decision on the objection received on the voter's list;
 - (d) Counting of votes and announcement of the results
- (3)

No member shall eligible to contest election unless she forwards to the Secretary General along with her nomination papers, Letter of Authority from her firm, company , or organization authorizing her to be the candidate for the election.

The Secretary General will circulate the Election Program, to all the members on the roll of the Chamber who are eligible to vote. A member shall be eligible to vote in the election of the Chamber after completion of the two years of the membership provided further that such a member fulfill the condition stipulated for the renewal of membership.

All members of the Chamber eligible to vote will notify the Secretary General, by the date specified for the purpose in the Election Program, about any change in the names of the representatives, if any, authorized under Article 26, to participate in the Chamber proceeding.

No change in names shall be accepted thereafter.

PROVIDED THAT

(1) The ballot papers shall have duly numbered counterfoils and the voters shall sign or affix thumb impression thereon in the presence of polling agents of the candidates and the officer before the issuance of ballot papers to voter.

(2) It shall be the duty of the polling officer to see the original identity card issued by the chamber or national identity card and passport or any other mode of identification of the voter and write the number of that document thereof on the counterfoil.

(3) After comparing the signatures and photograph with the specimen signature cards the polling officer shall handover the ballot paper to be voter

(c) Passport size photographs of the representatives attested in an easily visible manner, by the authorized person of the member firm shall be pasted on an identity Card in the form r=prescribed and stamped with the seal of the member firm/organization in such a way that a portion of the seal covers a portion of the photograph. These Identity Cards duly completed shall be returned to the Secretary General so as to reach her by the date specified for the purpose in Election Program. Any representative, whose Identity Cards are already available with the Chamber shall not be required to submit fresh Identity Cards.

(d) The polling shall take place at the registered office of the Chamber within the hours and on the dates specified for the purpose in the election program.

Provided that where it is not possible to establish the polling booths in the office premises for want of space, the poling shall beheld in a public place such as a community hall or hotel

(e) Any member causing disturbance or creating disorder during the election proceedings shall be disqualified from participation in the election by the commission.

(f) at the time fixed for the polling, each representative whose Identity Card has been duly received by the Secretary General will one another, be supplied with a Ballot Paper containing he name of all the candidates whose nomination has been declared valid after she has signed against her name in a list in token of having received the Ballot Paper.

PROVIDED THAT

The Secretary General shall sign the ballot paper or an officer of the Chamber duly authorized by the commission in this behalf and shall also be signed by the polling officer at the time when it is issued.

(i) Not more than one Ballot Paper, shall be supplied to each voter

(j) The voter, with her Ballot Paper, shall them proceed to a table provided for the purpose in a secluded place and mark Ballot Paper in ink against names of the candidate in whose favors she casts her vote.

(k) She then fold the Ballot Paper and put it in the Ballot Box kept for the purpose duly sealed under the direct supervision of the presiding officer. Separate boxes shall be kept for each class of members.

PROVIDED THAT

The voter shall not be allowed to leave the booth after the ballot Paper has been handed over to her until and unless she has inserted her Ballot Paper in the box placed before the presiding officer/ polling officer and polling agents of the candidates.

PROVIDED THAT

Adequate arrangements shall be maintained to maintain the secrecy of the polls.

Before being sealed, empty, the Ballot Boxes shall be shown to the candidate or their agents and sealed in their presence if they want to be present on the occasion. Of the candidates or their agents so wish not more than four of them will be allowed to put their seals on the Ballot Boxes.

Soon after the expiry of the closing time for polling, the Ballot Boxes shall be unsealed and opened by the Secretary General and the presiding Officer in the presence of the candidates or their agents, not more than one on the occasion and the counting of the votes shall start. The Chamber will make seating arrangements for the candidates or their agents for this occasion.

PROVIDED THAT

An officer designated by the commission in respect of ballot papers including used unused tendered challenged or stray ballot papers shall maintain proper account.

The challenged votes shall be kept in a separate sealed envelope duly signed and sealed by the polling officer

The commission or an officer designated by the commission shall decide about the challenged votes after verification of necessary information from the member firm, company, or concern before the official announcement of the results. Do ballot paper shall be invalid for failure to have cast all votes on all seats contested for in the said election.

The commission may declare provisional results immediately after the counting of votes is complete.

After completion of compilation and counting of results, the record pertaining to the election shall be sealed and signed by the commission or officer designated by the

commission and the Secretary General and shall be handed over to Secretary General for safe custody.

On the days fixed for the purpose in the election program under the chairmanship of the presiding officer the members elected under the provisions hereinbefore provided as well as

Those continuing on the Executive Committee under clauses (v) and (VI) of article 22 shall elect from amongst themselves a president and one vice president.

All members of the Executive Committee as well as those contesting the election for such membership are expected to make themselves available at the registered office of the chamber on the date and time fixed for the polling and counting of the votes so that those of them who are successful and continuing members can take part in the election of the president and the Vice presidents. But the absence of any such person shall not make the proceedings of the election of the president/ vice presidents in fructuous.

In the event of the equality of votes between two or more candidates a lot shall be drawn by the election commission in the presence of the candidates or their authorized representatives/ polling agents of such candidates and a record of the result thereof shall be made.

The ballot papers shall be serially numbered by the Secretary General and handed over to the Executive Committee one month after the election.

1- The result of the election duly signed by the Election commission shall be handed over by her to the new Executive Committee as well as to the Secretary General

2- The record of election shall be open for inspection upon an application made in this behalf by the candidates within seven days of the date of polling and with the approval of Director General of Trade Organization.

If for any reason any candidate does not receive any of the communications of the Secretary General in connection with her election, the election proceedings shall not be invalidated on that score.

1- The sign X shall be marked distinctly in ink against the names(s) of the candidate (s) in whose favors a representative wishes to cast her vote (s). If the marking of any vote is done in pencil, or is otherwise indistinct, or has been erased or remarked, such vote shall be declared INVALID. The decision of presiding officer in this regard shall be final.

2- The ballot paper shall not be signed or stamped, sealed or marked in any manner, which might disclose the identity of the voter. Any ballot paper bearing such signature, stamp, seal or mark shall be declared invalid.

3- If a voter cast more votes than the number she is entitled to cast, all the votes shall be treated as invalid.

4- No member shall be eligible to cast her vote at the election unless she has paid her annual subscription and resend and development fee for the current year as well as other dues.