



A P P E N D I X - B

THE INDIAN SALT MANUFACTURERS' ASSOCIATION, MUMBAI-400021

[Refer to Rule No. 11). b. of the Rules & Regulations]

I) The General Body of the Association at its Annual General Meeting, each year, convened for the purpose shall elect a Managing Committee consisting of 11 members. The date for the elections shall be decided and declared at the General Body Meeting. In circumstance where the Managing Committee is voted out at any General Body Meeting whether Ordinary, Extra Ordinary, Special or Requisitioned, the members present, at such a General Body Meeting, shall appoint an ADHOC COMMITTEE, consisting of 5 members, to arrange for the elections of the Managing Committee and to carry on day to day administration of the Association. In such circumstances, the date for the elections shall not be beyond a period of 45 days from the date the ADHOC COMMITTEE was appointed.

- a). **Co-option** : The Managing Committee elected as per the above provision shall also consist of such more members not exceeding three in number as may be co-opted by the Managing Committee provided however that co-opted members shall not be eligible for election, as an office bearer of the Association and such members shall have no voting right.

No Member shall be taken as a co-opted member on the Managing Committee, if he has contested and was not elected in the election, for the current year.

- b). The immediate past President if not elected to the New Managing Committee, shall be invited as special invitee to attend and take part in the proceedings of the meeting of the Managing Committee. But, he shall have no right to vote in said meetings nor shall be entitled to contest for the post of an office bearer of the Association.
- c). Members of the Managing Committee, who have not remained physically present in at least minimum 50% of the meetings of the Managing Committee, shall not be eligible for contesting election to the Managing Committee for the next two years and they shall also not be eligible for being co-opted on the Managing Committee during that year.

II) **PROCEDURE FOR ELECTIONS :**

The following are the rules & procedures, which shall be observed, to conduct, an election of the Office Bearers and the Managing Committee Members, as provided for, in Rule No. 11) b.) of the Rules & Regulations of the Association:



1. Elections to the Managing Committee shall be by consensus at the AGM / by ballot.
2. Only those members, whose names appear on the Roll of the Association and who's subscription fee for the current year is paid, shall be included in the Electoral Roll, to be compiled and sent by the Association's office, to such members with notice of the election program and only such members whose names so appear under the heading "**Members Eligible To Vote**" in such electoral roll, shall be entitled to contest and vote and to propose or second any candidate at the Managing Committee elections through either of the authorized representatives whose names are incorporated as such in the Electoral Roll.
3. Notice calling for nominations for the ensuing elections to the Managing Committee shall be sent to all such members whose names appear under the heading "**Members Eligible To Vote**" on the electoral roll, together with a copy of the nomination form prescribed and the extracts of the Elections Rules framed for the purpose at least 21 days before the date on which elections are proposed to be held.

Members intending to contest the elections shall send the nomination papers duly filled in and complete in all respects, duly proposed and seconded by the members of the Association whose names appear under the heading "**Members Eligible To Vote**" other than the Office Bearers of the Association on that date along with the prescribed nomination fee, so as to reach the office of the Association 15 days before the date of the elections.

4. The Managing Committee will appoint a Scrutiny Committee consisting of three persons, a Presiding-cum-Returning Officer, Joint Presiding-cum-Returning Officer and an Election Tribunal, consisting of three persons and their names shall be intimated to the members along with the notice calling for the nominations and shall also be displayed on the notice board of the Association. The names to be notified shall be for information only and shall not be open to question.
5. **The scope & functions of the Scrutiny Committee shall in general be as under :**
 - (a) The members will elect one of them to be the Chairman of the Committee.
 - (b) Nomination forms received by the Association shall be scrutinized by the Committee at its meeting held on the day after the last date, fixed for the receipt of nominations. If that day happens to be a holiday, the said meeting will be held on the succeeding working day. Such scrutiny will be based mainly on the following points:
 - i) To verify that the nomination paper is received in time.
 - ii) To verify that full nomination fee has been paid.



- iii) To verify that the candidate, proposer and seconder are the authorized representatives of the members and that their names and names of the members they represent, appear on the Electoral Roll under the heading "Members eligible to vote".
 - iv) To verify that neither office bearer nor any member whose name does not appear in the Electoral roll under "Members eligible to vote" has proposed or seconded the candidate.
 - v) To verify that there is no over writing or irregularities in the nomination form and that the form is complete in all respects.
 - vi) To verify that the nomination form contains the signature of the candidate, proposer and seconder and that these signatures tally with the respective specimen signature, on the records of the Association and the description whereof tallies with the respective names appearing in the electoral roll.
 - vii) The scrutiny committee will record its findings on every nomination form and shall also give its report and shall finalise the list of candidates whose nominations have been found to be valid and also of whose nominations have been rejected.
6. Only the candidates contesting the elections will be entitled and allowed to be present at the meeting of the Scrutiny Committee and to raise objections, if any, on other nomination forms.
7. Contestants present at the time of scrutiny can submit their grievance before the Scrutiny Committee then and there and obtain a decision on the spot. The decision of the scrutiny Committee shall be final and binding.
8. **The scope & functions of the Presiding-cum-Returning Officer / Joint Presiding-cum-returning officer shall in general be as under :**
- a) He will generally supervise all arrangements made by the Association for the elections, count the votes polled and declare the results;
 - b) All the ballot papers issued to voters for exercising their voting right shall be initialed by the Presiding-cum-Returning Officer.

NOTE: The Joint Presiding-cum-Returning Officer will work along with Presiding-cum-Returning Officer and in case of absence of the P.R.O. the Joint P. R. O. will function as Presiding-cum-Returning Officer.



9. **The scope & functions of the Election Tribunal shall, in general be as under :-**

A member, challenging the validity of the election of any candidate, shall send objections in writing to the Association, within 7 days after the declaration of the results of election by the Presiding-cum-Returning Officer together with fee of Rs.100/- or such amount which may from time to time be prescribed by the Managing Committee for the purpose. The Managing Committee shall appoint a Tribunal comprising of three persons, who shall then elect one of them as the Chairman amongst themselves. The Association shall forward such objections to the Tribunal and that Tribunal shall be authorized to call for any evidence it deems necessary and relevant to decide the issues raised. The Tribunal shall frame its own rules of business and shall adopt such procedure as it deems fit and expedient. The decisions of the Tribunal shall be communicated to the member challenging the election and also to the Association and any such decisions shall be final.

10. The list of members contesting the elections whose nomination papers have been determined to be valid by the scrutiny committee shall be displayed on the notice board of the Association and shall be sent to the candidates concerned within 24 hours from the time fixed for the scrutiny.

11. The Hon. Secretary will forward two nomination papers along with the Notice of the Annual General Meeting, one for the Election of the Office bearers and one for the Committee Members.

12. The Authorised representatives of the members can contest for any of the above seats i.e. for the seat of an office bearer as well as Committee Member, provided that only one of the authorized representative of a member, firm, company or individual can file is nomination.

13. The nomination papers that are sent to members or a typed replica thereof must be fully and clearly completed. Incomplete or illegible entries are like to be rejected.

14. Each Nomination must be proposed by a member signing through their authorized representative and seconded by another member likewise signing through their authorized representative/s. The proposed candidate must sign the nomination paper signifying his consent to the proposal.

15. Completed Nomination papers, in a sealed envelope must be returned to the Hon. Secretary of the ISMA by Registered post or by Courier before the close of the 15th day of the issue, of the Circular Notice.

16. The Hon. Secretary will open the sealed Nomination paper in the presence of either the Vice-President or the President who will divert the same nomination papers to



the Scrutiny Committee appointed by the Managing Committee, who will determine the validity thereof. The list of valid Nomination will be circulated to the members so as to reach them at least 3 days prior to the date of the Meeting.

17. **Withdrawals:** A candidate wishing to withdraw from the election can do so by informing the Association in writing before the commencement of the AGM.
18. There shall ordinarily be 11 members to be elected on the Managing Committee. If the nomination filed and found valid are of an equal number i.e. 11, all such candidates shall be declared elected unopposed. If the number of such candidates is in excess of 11, election shall be held in the General Body Meeting convened for the purpose and those 11 candidates who have secured highest votes shall be declared elected. If however, the number of contestants is less than 11 but not less than 8 after declaring them elected unopposed, the remaining seats shall be filled in by nominations by those members declared elected unopposed. The members so nominated shall be considered at par with those elected in all respects. In case the number of contestants being less than 6 the election will be required to be held again.
19. **Election time:** The time for election shall be fixed by the Managing Committee.
20. Since election of the Office bearers and Members of the Committee are to take place at the AGM by ballot, voting papers will be issued to the Members by the said meeting when the concerned item of Agenda is reached during the proceeding of the meeting.
21. Separate voting papers will be issued for election of the office bearers and for the Committee Members.
22. **Canvassing:** Canvassing of any nature shall not be permitted on the day of election within the premises of the Association and within any enclosure where voting is to be made. Non compliance with this rule shall disqualify the candidate who carried out or for whom any member carried on canvassing. The Presiding cum-Returning officer's decision on this point shall be final and binding on all.
23. Voting will be by marking 'X' (cross) against the name of the Candidate in whose favour the voter desires to cast his vote. So also the ballot which has over writing or 'X' mark not properly placed shall be liable to be rejected at the discretion of the Presiding-Cum-Returning officer.
24. Only one 'X' (cross) is to be marked against the name of any Candidate.
25. Maximum number of votes each member is entitled to cast are :
 - a) For Office bearer - 6
 - b) For Committee Members - 5Any marking in excess of the above on the voting paper will render it invalid.



26. Counting of Votes :

As soon as practical after the voting is over, the Presiding-cum-Returning Officer shall commence counting of votes and as soon as the counting is over, shall declare the results immediately.

27. The President shall entertain any complaint regarding the voting or the ballot papers, if submitted in writing, within 24 hours of the close of the General Meeting and if he finds the complaint genuine, he will order out re-counting of the votes and declare the findings by a Circular to all Members, if necessary.

28. The President shall order the ballot-papers used in voting to be maintained in sealed condition for a period of six months after the date of the meeting.