



MODEL ELECTION RULES
OF THE
_____ COOPERATIVE HOUSING
SOCIETY LIMITED _____

THE MODEL ELECTION RULES OF THE _____
COOPERATIVE HOUSING SOCIETY LIMITED _____

1. SHORT TITLES AND COMMENCEMENTS

- (i) These rules shall be called, Election Rules of the _____ Cooperative Housing Society Limited _____.
- (ii) These Election Rules shall come into force at once.
- (iii) In future, all the elections of Managing Committee of the society shall be held on the basis of these election Rules.

2. DEFINITIONS

In these rules, unless there is anything repugnant in the subject or context the expression:-

- (i) "Appellant Authority" means a competent officer to hear and decide the election appeals.
- (ii) "Assistant Registrar" means an officer appointed to perform duties as Assistant Registrar of Cooperative Societies.
- (iii) "Bye-Laws" mean the Bye-Laws of the Society registered under the provisions of Cooperatives Societies Act, 1925 and Cooperative Societies Rules, 1927.
- (iv) "Candidate" means any member of the society who is not disqualified to contest elections under these Rules.
- (v) "Chairman" means a member of the society elected in General Body Meeting of the Society by majority votes under the Byelaws and Election Rules of the Society.
- (vi) "Convener" means Convener of the Election Sub committee
- (vii) "Coordinator" means an officer of the department appointed to assist and facilitate the Election Sub Committee and the Presiding Officer on the Election Day.
- (viii) "Defaulter Member" means a member of the Society who has been declared as defaulter on account of non-payment of dues of the society in accordance with Cooperative Societies Act, 1925 and Cooperative Societies Rules, 1927.
- (ix) "Department" means the Cooperatives Department, Government of the Punjab.
- (x) "Deputy District Officer Cooperatives/Circle Registrar" means an officer appointed to perform duties as Deputy District Officer Cooperatives/Circle Registrar.
- (xi) "District Officer Cooperatives / Deputy Registrar" means an officer appointed to perform duties as District Officer Cooperatives / Deputy Registrar.
- (xii) "Election Sub-Committee" means a committee constituted in accordance with the Bye-Laws and these Rules to hold election of Managing Committee of the society.



- (xiii) "Election" means an election of the Managing Committee held under the Bye-Laws and the Election Rules of the Society.
- (xiv) "Eligible" means eligible to contest election as office bearer or member of the Managing Committee under the Bye-Laws and Election Rules of the society.
- (xv) "List of Voters" means the list of voters prepared by the Society and approved by the Election Sub-Committee, who are eligible to vote and contest the election as provided in the Election Rules and are not defaulters under Bye-laws of the Society, the Cooperative Societies Act, 1925 and Cooperative Societies Rules 1927.
- (xvi) "Managing Committee" means an elected Managing Committee of the society or Care Taker Committee or Administrator as the case may be.
- (xvii) "Member" means a member as defined under section 3 (c) of the Cooperative Societies Act, 1925.
- (xviii) "Notice Board" means Notice Board of the society placed in the office of the Society at conspicuous place.
- (xix) "Observer" means an officer of the department appointed to monitor the election.
- (xx) "Polling Officer" means a Polling Officer appointed under the Election Rules.
- (xxi) "President" means a member of the society elected by the majority votes of the voters of the society under the Byelaws and Election Rules of the Society.
- (xxii) "Presiding Officer" means a Presiding Officer appointed under the Election Rules to hold polling on the Election Day, assisted by Assistant Presiding Officers, Polling Officers and other Election Staff.
- (xxiii) "Registrar" means a person appointed as Registrar Cooperative Societies Punjab under the Cooperative Societies Act, 1925.
- (xxiv) "Rules" means Election Rules of the Society.
- (xxv) "Vice Chairman" means a member of society elected by the majority votes of the voters of the society under the Bye-laws and Rules of the Society.
- (xxvi) "Vice President" means a member of society elected by the majority votes of the voters of the society under the Byelaws and Rules of the Society.
- (xxvii) "Voter" means a member of the society holding requisite number of shares and plot of the society under the Bye-Laws and who is not a defaulter of the dues of the Society.

NOTE: (Words and expressions used but not defined in these rules but defined in the Bye-Laws of the society, Cooperative Societies Act 1925, Cooperative Societies Rules 1927 and rules framed there under, shall have the same meanings as are respectively assigned to them therein).



3. DISQUALIFICATION OF CANDIDATE

Subject to the provisions of the Cooperative Societies Act, 1925 and the Cooperative Societies Rules, 1927, no person shall be eligible to contest the election of the Managing Committee of the society, if he/she suffers from any of the following disqualifications, i.e:

- a) He/She is not a voter.
- b) He/She is less than twenty one years (21) of the age.
- c) He/She is defaulter in terms of dues payables towards the society.
- d) He/She is not a member of the Society for more than one year from the date of filing of nomination papers.
- e) He/She is a relative of any person who has business dealings with Society directly/indirectly or is in any contract / employment with or under or on behalf of the society.
- f) He/She is disqualified under Rule-53 of the Cooperative Societies Rules 1927.
- g) He/She has been convicted by a Criminal Court on an offence of moral turpitude.
- h) He/She is disqualified as per Bye-Laws of the society.
- i) He/She is bankrupt or under insolvency proceedings.
- j) He/She is of unsound mind.
- k) He/She is Government servant and fails to submit the No Objection Certificate (NOC) of his/her department for contesting the election of the Managing Committee of the society at the time of filing of nomination papers.
- l) He/She is Member/Office Bearer of the Managing Committee which has been superseded under Rule 48 of the Cooperative Societies Rules, 1927 and is not permitted to contest the election by the Registrar Cooperative Societies, Punjab.
- m) He/She has interest in business which creates a conflict of interest with his/her proposed duties.

4. ANNOUNCEMENT OF ELECTION/CONSTITUTION OF ELECTION SUB-COMMITTEE

(i) The Managing Committee/Care Taker Committee/Administrator of the society shall submit the names of two non-contesting members of the society, other than the members of the sitting Managing Committee/ Care Taker Committee with their consent to the Registrar Cooperatives/District Officer Cooperatives / Deputy District Officer Cooperatives, as the case may be, at least 60 days prior to the expiry of term of the managing committee to constitute Election Sub-Committee for holding election of the Managing Committee of the society. However, the Registrar Cooperatives / District Officer



Cooperatives/Deputy District Officer Cooperatives may constitute an Election Sub Committee at his own on arising of controversy on the nomination of member/members of the Election Sub- Committee.

(ii) If the Managing Committee / Care taker Committee/ Administrator fails to send the above said requisition or where the Registrar Cooperatives / District Officer Cooperatives/Deputy District Officer Cooperatives, is of the view that the proposed names are not appropriate, he may constitute an Election Sub Committee at his own.

(iii) The Registrar/District Officer Cooperatives/Deputy District Officer Cooperatives as the case may be, shall constitute an Election Sub-Committee comprising the members whose names are received under Rule 4 (i) and a Convener who shall be an Officer of the Cooperative Societies Department not below the rank of an Assistant Registrar of the same District for holding election of the society.

(iv) In case, any of the members of the Election Sub-Committee does not take part in the process of election/meetings of Election Sub-Committee, then Convener may in writing along with sufficient reasons recommend replacement of such member to the competent authority as the case may be.

(v) The Managing Committee of the society shall assist and facilitate the Election Sub Committee for holding election of the Managing Committee of the Society.

(vi) Election Sub-Committee shall maintain a proceedings register in which particulars of nomination papers and proceedings of the election shall be recorded.

(vii) The Election Sub Committee shall issue a code of conduct for holding free, fair and transparent election as prescribed in Schedule-A.

5. ISSUANCE OF ELECTION SCHEDULE

(i) The Convener in consultation with members of Election Sub-Committee shall issue an election schedule after getting approval from the Registrar Cooperative Societies Punjab / District Officer Cooperatives/Deputy District Officer Cooperatives, as the case may be, to all the members of the society at least fifteen (15) days before the commencement of the election schedule. The election schedule / notice shall be sent to all the members of the society, through UPC (under postal certificate) or courier service at the members' last address recorded in the society. A copy of the election schedule / notice shall be pasted on the notice board of the society office. It shall be published in at least one leading national daily newspaper indicating place, date, timing and number of posts of the Managing Committee relevant to the election as provided in the registered Bye-Laws of the Society. The election schedule shall be finalized as prescribed in Schedule-B.



- (ii) The duration of election schedule shall not be less than 35-days and shall not exceed 50 days.
- (iii) The election schedule shall specify:
- (a) Date / dates for display of interim voters list at office of the society. (Minimum two days).
- (b) Date / dates for inviting objections on the interim list of voters. (Minimum two days).
- (c) Date / dates for decision on the objections and display of final voters list. (Minimum two days).
- (d) Date / dates for issuance of nomination papers. (Minimum two days).
- (e) Date / dates for receiving of nomination papers. (Minimum two days).
- (f) Date / dates for scrutiny of nomination papers and display of the interim list of the eligible candidates. (Minimum three days).
- (g) Date / dates on or before which appeals can be filed and decided by an appellat authority. (Minimum six days).
- (h) Date / dates on or before which candidate may withdraw his candidature. (Minimum one day).
- (i) Date / dates fixed for display of final list of candidates and allotment of election symbols. (Minimum one day).
- (j) A date on which polling shall be held. (After minimum four days of above item No. (i)).
- (k) The Election Sub-Committee shall fix a date for clearance / payment of the defaulted amount on or before display of final voters list or as the Election Sub-Committee deems appropriate but not less than 48 hours before the finalization of voters lists.

6. ISSUANCE OF NOMINATION PAPERS

(i) Only a member of the society whose name appears in the final voters list shall be eligible to get the nomination papers on the scheduled date and time, from the Election Sub-Committee after depositing the prescribed non-refundable fee. The Nomination Papers will be prepared as prescribed in Schedule-C.

(ii) One member may obtain nomination papers for more than one post/seat. However, his nomination papers for more than one post/seat shall not be accepted.

7. ROLE OF THE SOCIETY'S EMPLOYEES DURING ELECTION

(i) All employees of the society shall render such assistance to the Election Sub-Committee as it may require for the purpose of holding free, fair, transparent and



impartial elections. The conduct of the society staff shall be neutral, impartial and fair in the election process.

(ii) Disciplinary action shall be taken against any employee of the society by the Registrar Cooperatives / District Officer Cooperatives/Deputy Registrar or Deputy District Officer Cooperatives/Circle Registrar, who does not act in accordance with clause (i) as the case may be.

8. LIST OF VOTERS

(i) The Election Sub-Committee shall approve the list of eligible voters as per Bye-laws and Election Rules of the society. The list of the voters shall be displayed on the Notice Board of the Society.

(ii) The Election Sub-Committee shall fix a date for inviting objections on the voters list and shall finalize the voters list after disposing of the objections. The voters list shall be prepared as prescribed in Schedule-D.

(iii) The Election Sub-Committee shall provide the list of voters to the voters/contesting candidates on payment of the prescribed fee.

9. RECEIPT OF NOMINATION PAPERS

(i) Only an eligible voter shall propose or second the name of one candidate only.

(ii) Every proposal for a candidate shall be made on the nomination paper supplied by Election Sub-Committee, which shall be signed by the proposer, seconder and accepted by the candidate. The nomination paper shall contain the membership number of the proposer, seconder and the candidate as per the voters list.

(iii) Every nomination paper shall be handed over by the candidate, or his proposer or seconder or authorized person to the Election Sub-Committee. The Election Sub Committee shall issue a receipt specifying the date and time of receipt.

(iv) No proxy nomination shall be allowed.

10. NOMINATION PAPERS FEE

The Election Sub-Committee shall fix the nomination papers fee which shall not be less than Rs. 1000/- for the post of member of the Managing Committee and Rs. 2000/- for the post of Office Bearer of the society.

11. SCRUTINY OF NOMINATION PAPERS

(i) The Candidates, their Proposers or their Seconders may attend the process of scrutiny of nomination papers and the Election Sub-Committee shall give reasonable opportunity for explaining any objection raised by the contesting candidates/voters.

(ii) The Election Sub-Committee shall decide objections in writing along with reasons that may be raised by any voter/member/candidate.



(iii) The Election Sub-Committee shall reject a nomination paper, if it is satisfied that the candidate falls under any of the disqualifications mentioned in the Cooperative Societies Act 1925, Cooperative Societies Rules 1927, Bye-Laws of the Society and the Rules of the Society.

(iv) The Election Sub-Committee shall prepare an interim list of candidates and display it on the notice board of the Society as per the Election Schedule.

12. APPEALS AGAINST ACCEPTANCE/REJECTION OF NOMINATION PAPERS

(i) A candidate aggrieved by a decision, conduct or proceedings of the election Sub-Committee may file an appeal against the same within the prescribed period before the Appellant Authority as mentioned in the election schedule.

(ii) An appeal/application shall be decided by the Appellant Authority within the period prescribed in the election schedule.

13. WITHDRAWAL OF NOMINATION PAPERS

(i) An eligible candidate may withdraw his nomination papers by submitting a written application duly signed by him and submitted to the Election Sub-Committee on or before the withdrawal date given in the Election Schedule.

(ii) An application of withdrawal shall not be recalled, or withdrawn under any circumstances.

14. DISPLAY OF FINAL LIST OF CANDIDATES

The Election Sub-Committee shall prepare the final list of eligible candidates and display it on the notice board of the Society.

15. ALLOCATION OF ELECTION SYMBOLS

The Election Sub-Committee shall allocate election symbols to the contesting candidates on the day fixed for the purpose. The candidates may form a group / panel and seek one symbol for themselves.

16. DEATH OF A CANDIDATE

(i) Death of a candidate shall not affect the holding of election. The polling shall be held amongst other candidates except for the post of the deceased candidate.

(ii) Bye- Election shall be held only for the post of the deceased candidate within 60-days after the day fixed for polling.

17. UN-OPPOSED ELECTION

(i) If the number of final contesting candidates is not more than the number of members to be elected, the Election Sub-Committee shall declare such candidates to be elected as



un-opposed members of the Managing Committee or the office bearers of the Managing Committee, as the case may be.

(ii) In case of un-opposed election, the Convener Election Sub-Committee shall issue the notification of the newly un-opposed Managing Committee after the day of election at the earliest with his signatures under intimation to District Officer Cooperatives / Deputy Registrar or Deputy District Officer Cooperatives / Circle Registrar, as the case may be.

18. PRESIDING OFFICER, ASSISTANT PRESIDING OFFICER AND POLLING OFFICERS FROM THE COOPERATIVES DEPARTMENT

(i) The Registrar Cooperative Societies, Punjab, Lahore / The District Officer Cooperatives / Deputy Registrar or Deputy District Officer Cooperatives / Circle Registrar shall appoint at the polling station a Presiding Officer, Assistant Presiding Officers, Polling Officers and Polling Staff to assist the Presiding Officer on the polling day as the Election Sub-Committee may request. The Presiding Officer, Assistant Presiding Officers, Polling Officers and the Polling Staff shall belong to the Cooperatives Department.

(ii) The presiding Officer shall conduct the polling in accordance with law and the rules. He shall be responsible for holding free, fair, impartial and transparent election.

(iii) The Presiding Officer may entrust any of his functions as he may consider proper to any Assistant Presiding Officer who shall perform duties accordingly.

19. SUPPLY OF NECESSARY MATERIAL FOR ELECTION

The Election Sub-Committee shall provide the lists of voters, ballot papers, stamps, ballot boxes, sealing / de-sealing material, stationary and other required material for the purpose of election to the Presiding Officer. The expenditure thus accrued shall be borne by the respective society.

20. POLLING AGENTS

The contesting candidate/panel may before the commencement of the polling appoint one polling agent for each booth and shall give authority letter thereof in writing to the Presiding Officer along with a specimen signature of the polling agent. Only the members of the society can be appointed as polling agent. The contesting candidate / panel may replace polling agent.

21. POLLING HOURS

The Election Sub-Committee shall fix the polling hours in the election schedule, during which non-stop polling shall be held.

22. STOPPING OF POLLS

(i) If at any time, the poll is interrupted or obstructed by rigging, riot, open violence, by reason of any natural calamity or circumstances beyond the control of Presiding Officer, he



may after recording reasons thereof, stop the polling and seek guidance from the Election Sub-Committee.

- (ii) The Election Sub-Committee shall decide the matter referred to it under Rule 22 (i) and may extend the time for polling or decide the issue as deemed appropriate.

23. ELECTION BY SECRET BALLOT

- (i) The election under these rules shall be held through secret ballot.
(ii) No proxy shall be allowed.

24. BALLOT BOX AND ITS USE

- (i) The ballot box or boxes shall be arranged and supplied to the Presiding Officer by the Election Sub-Committee before one day of the commencement of the polling.
(ii) The Presiding Officer or Assistant Presiding Officers in case of more than one polling booth shall show the empty ballot boxes to the contesting candidates or their agents before sealing the ballot boxes.

25. ADMISSION TO THE POLLING STATION

The Presiding Officer shall regulate the number of voters to be admitted in the polling station at one time and remove all other persons from the polling station except:-

- (i) Any person on duty in connection with the election.
(ii) A companion of disabled voter.

26. CONDITIONS FOR VOTING AND VOTING PROCEDURE

- (i) Where a voter presents himself at the Polling Station to cast vote, the Presiding Officer/Assistant Presiding Officer/Polling Officer shall, after satisfying himself about the identity of the voters through production of original Computerized National Identity Card / Driving License / Passport, shall issue him a ballot paper.
(ii) The ballot paper shall be stamped and signed by the Presiding Officer/Assistant Presiding Officer/Polling Officer. The voter shall sign or mark thumb impression on the Counterfoil of the ballot paper.
(iii) The voter on receiving the ballot paper, shall forthwith enter into the room or compartment meant for stamping. After stamping of ballot paper the voter shall insert the ballot paper into the ballot box.
(iv) Ballot Boxes shall be kept in front of the Presiding Officer/Assistant Presiding Officer /Polling Officers to maintain safety and security of the Ballot Boxes.
(v) Where a voter is blind or incapacitated to cast vote without any assistance, the Presiding Officer shall allow him to avail the assistance/help of one companion.
(vi) A voter who has inadvertently spoilt his ballot paper that cannot be used as a ballot paper, he may upon proving the fact to the satisfaction of the Presiding Officer and returning



the spoiled ballot paper to him can obtain another ballot paper and cast his vote. The Presiding Officer shall forthwith cancel the spoiled ballot paper returned to him and he shall make a note to that effect on the counterfoil with his own signature and sign cancelled spoiled ballot paper and place it in a separate packet labeled as "Spoilt Ballot Papers".

27. VOTING AFTER CLOSE OF POLLING

No person shall be given any ballot paper or shall be permitted to cast vote after the time fixed for the close of the polling except the voters who at that time are present within the premises of Polling Station.

28. PROCEEDING AT THE CLOSE OF POLLING

(i) After the close of polling the Presiding Officer shall proceed with the counting of votes in the presence of the contesting candidates or the authorized polling agents.

(ii) The Presiding Officer shall give the contesting candidates or their polling agents reasonable opportunity for observing the count.

(iii) No person other than the Presiding Officer, Assistant Presiding Officer, Polling Officer, Officials of Cooperatives Department, members of Election Sub-Committee, contesting candidates or their polling agents, may be present at the count.

(iv) The Presiding Officer shall open the ballot box / boxes and count the ballot papers contained in the boxes and thereafter exclude the invalid ballot papers on following reasons:-

a) Which do not bear the signature of the Presiding Officer, or

b) Ballot paper on which anything is marked or written by the voters by which it can be identified, or

c) Ballot paper on which number of mark/stamps are more than the seats

(v) The Presiding Officer shall after the count prepare a Statement of Count and shall announce the result of election.

(vi) In case of equality of the votes between two contesting candidates, the decision shall be made by the Presiding Officer and the Election Sub-Committee through draw in presence of the contesting candidates / authorized polling agents.

(vii) The Presiding Officer shall provide a signed copy of election result to the candidates or their agents.

29. RESULT OF ELECTION

(i) The Presiding Officer after announcing the result of the election shall submit a statement of result of election along with the list of successful candidates to the convener of the Election Sub-Committee forthwith.

(ii) The Convener shall issue the notification of newly elected Managing Committee on the next working day by his signatures on receiving the result of the election by the



Presiding Officer under intimation to the District Officer Cooperatives / Deputy Registrar and the Deputy District Officer Cooperatives / Circle Registrar as the case may be. The Notification shall be issued as prescribed in Schedule-E.

30. FILING OF REVISION PETITION

An aggrieved candidate can file a Revision Petition under section 64-A of the Cooperative Societies Act 1925 before the Registrar Cooperative Societies Punjab and the Secretary Cooperatives, challenging the election process and result of election within sixty (60) days after the issuance of the notification.

31. PAPERS TO BE SEALED IN PACKETS

(i) The Presiding Officer shall enclose and seal the following papers into separate packets in such manner as the Election Sub-Committee may direct:-

- a. The valid ballot papers cast in favour of the candidates.
- b. The invalid ballot papers.
- c. A statement showing result of election.
- d. The un-used ballot papers along with their counterfoils.
- e. The spoiled ballot papers.
- f. The marked copy of list of voters.
- g. Ballot papers account.
- h. Authority letters of candidates for the Polling Agents received by the Presiding Officer or any other miscellaneous papers.

(ii) The presiding Officer shall hand-over all the packets and documents duly sealed in bags provided for the purpose to the Election Sub-Committee.

32. GENERAL

- (i) The resources and staff of the society shall not be misused in the election process by any office bearer or member of Managing Committee of the society.
- (ii) Each voter is entitled to cast only one vote irrespective of shares or ownership of plots.
- (iii) Defaulter members can contest the election of the Managing Committee after making payment of the outstanding dues of the society on or before the receipt of nomination papers.
- (iv) Defaulter members can cast their votes in the election of the Managing Committee after making payment of the outstanding dues of the society on or before the date fixed by the Election Sub-Committee.
- (v) The newly elected Managing Committee shall assume the charge of the office immediately after the issuance of notification by the Convener Election Sub-Committee.



33. APPOINTMENT OF ELECTION OBSERVER

(i) If the Election Sub Committee of the society is of the opinion that the Co-operatives Department should observe the election of the society, it may request the Registrar, the District Officer Cooperatives/Deputy District Officer Cooperatives to nominate observer or observers in the election and the officer to whom such a request is made, may appoint or nominate an officer as observer as he deems appropriate to supervise the election of the society.

(ii) The Registrar Cooperative Societies Punjab, on his own motion can appoint an observer / observers to monitor the election.

34. PROHIBITION ON CANVASSING

(i) Canvassing shall not be permitted within the premises of the polling station.

(ii) No contesting candidate shall establish his polling camp within an area of 50 feet from the polling station.

(iii) Nobody shall be allowed to enter the polling station / premises while in possession of arms/ammunition/knife/Lathi etc.

35. POLICE HELP

The society and the Election Sub-Committee shall arrange and seek police help under intimation to District Officer Cooperatives / Deputy Registrar and Deputy District Officer Cooperatives / Circle Registrar, to maintain law and order situation and to avoid any untoward incident in the election of the Managing Committee of the Society.

36. ELECTION RECEIPTS

All the receipts collected during the Election Process shall be non-refundable and shall be deposited in the society's account forthwith.

37. SAVING

Any matter not covered by these Elections Rules shall be settled under the provisions of Co-operative Societies Act, 1925, Cooperative Societies Rules, 1927, Bye-Laws of the society and in case there still remain some issues unsettled, the Election Sub-Committee shall consider and decide the issues subject to the right of Appeal/Revision before the competent authority.


Registrar
Co-operative Societies,
Punjab, Lahore