

## **ELECTION PROCEDURE**

Where a poll is taken, votes shall be given by secret ballot and no votes received by proxy. Every Member of a Society shall have one vote in the affairs of the Society (Section -20).

# **APPOINTMENT OF PRESIDING OFFICERS AND POLLING PERSONNEL**

- The Presiding Officers and other Polling Personnel shall be appointed as per provision u/s 28AA (7) of OCS (Amendment) Act 2012 read with Rule 3(2) of OCS (Election to the Committees) Rules 1992 amended from time to time.
- The Election Officer shall ensure that all the polling materials are made available to the Presiding Officer for smooth conduct of election.

# **SUPPLY OF ELECTION MATERIALS: [Rule 16]**

- The Chief Executive of the Society shall supply the required number of ballot boxes, ballot papers, copies of the final electoral rolls and all other materials required for conducting the election, to the Election Officer or such other person as the Election Officer may direct.
- On the date of dispatch the polling materials will be handed over to the polling parties of their respective Polling Stations or to the Election Officer or such other person as the Election Officer may direct.

# **BALLOT BOXES: [Rule 17]**

- Every ballot box shall be of such design as may be approved by the State Co-operative Election Commission
- Ballot boxes in required numbers may be procured by the Election Officer from DRCS / ARCS office or as directed by the State Cooperative Election Commission in this regard for supply to the Presiding Officers by the Chief Executive of the Society.
- Before supply, the boxes should be checked properly & ensured that the same working properly or not.

# **FORMS & MATERIALS: [Rule 16 & 18]**

- The Election Officer is required to use several Forms as prescribed in the Rules.
- The Election Officer shall direct the Chief Executive to arrange printing of Forms and purchase of polling materials as per provision under section 28 A (8) and deliver the same to the Election Officer sufficiently ahead and such other forms required to be supplied to the candidates on application and payment of fees.



# FORMS

1. Form I: - Form of Nomination Paper (to be supplied to the candidate on application & payment of fees fixed by the State Cooperative Election Commission.)
2. Form I A: - Form for Notice of nominations (to be used by the candidates and the Election Officer)
3. Form II: - Form for publication of the list of valid nominations (to be used by Election Officer)
4. Form II A: - Form for publication of final list of contesting candidates (to be used by Election Officer)
5. Form III: - Appointment of the Election Agent (to be used by candidates.)
6. Form IV: - Appointment of Polling Agent/ Counting Agent (to be used by candidates)
7. Form V: - Form for Declaration of the result of uncontested Election (to be used by Election Officer)
8. Form VI:-Ballot Paper to the office of President & Vice- President (to be supplied to Presiding Officer which is to be printed only after notice of list of contesting candidates published and where poll is taken up).
9. Form VI A: - Ballot papers to Members of Committee (to be supplied to Presiding Officer which is to be printed only after notice of list of contesting candidates is published and where poll is taken up)
- 10 Form VII: - Form for the list of Challenged Votes (to be supplied to the Presiding Officer for use on the day of poll)
11. Form VIII: - Form of Deceleration by companion of Blind / Infirm voters. (to be used at polling station by Presiding Officer) 391
12. Form IX: - Form for list of Blind /Infirm voters (to be used at polling station by Presiding Officer)
13. Form X: - Form for list of tendered votes (to be used at polling station by Presiding Officer)
14. Form XI: - Form for Ballot Paper Account (to be used at polling station by Presiding Officer)
15. Form XII: - Form for Result Sheet (to be used at polling station by Election Officer.)
16. Form XIII:- Form for Return of Election (to be used by Election Officer )
17. Copy of Electoral Roll.

# ENVELOPES

1. For marked copy of Electoral Roll.
2. For Ballot Paper Account.
3. For unused Ballot Papers.
4. For tendered Ballot Paper with list of Tendered Ballot Papers.
5. For appointment of Polling/Counting Agent
6. For Challenged Voters.
7. For blind companion voters.
8. For cancelled Ballot Papers.
9. For any other papers as directed by State Cooperative Election Commissioner.

# LABELS

1. Entrance.
2. Exit.
3. Waiting space (Male).
4. Waiting space (Female).
5. Ballot Box.
6. Poll Compartment.
7. Presiding Officer.
8. Polling Officer.
9. Polling Area.
10. Prohibited Area
11. Polling / Election Agent.
12. List of contesting candidates.



# ELECTION MATERIALS

1. Cross mark rubber stamp:- (prepared by society or procured from District Election Office).
2. Indelible Ink:- (procured from District Election Office ).
3. Sealing wax: – to be purchased by the Society.
4. Screen for voting compartment:-to be purchased by the Society.
5. Gum paste:- to be purchased by the Society
6. Lantern with Kerosine Oil: - to be arranged by the Society
7. Metal roll for detaching Ballot paper: – Arranged by Society.
8. Sutuli.
9. Cotton – String.
10. Self ink- pad.
11. Pencil.
12. Ball pen.
- 13.White Paper.
14. Pin
15. Pusher.
16. Match box
17. Carbon paper.
18. Piece of cloth.
19. Tin.
20. Candle.
21. Rubber band.
22. Blade.
23. Needle.
24. Trunk with key.
- 25.Metal seal: - to be prepared or procured from District Election Office.
26. Seal :-(a) Presiding Officer (b) Polling Officer.-to be arranged by Society.
27. Distinguishing Mark: - to be prepared or procured from District Election Office

# **POLICE ARRANGEMENT**

- The Election Officer being in over all charge of election & responsible for smooth conduct of election, is required to keep a close watch of polling station and report to appropriate authority for attaching police personnel to the polling party to maintain law & order from beginning to end of election process wherever necessary.

# MODEL CODE OF CONDUCT

- The Election Officer shall forthwith report to the SCEC in case of any violation as detailed in schedule –III of OCS Act 1962 of model code of conduct by the candidates.

# FORM OF BALLOT PAPERS

- (1) Every ballot paper shall be in Form VI or VIA as the case may be.
- (2) The names of the candidates shall be arranged on the ballot paper in alphabetical order.
- (3) If two or more candidates bear the same name , they shall be distinguished from each other by the addition of their occupation or residences or in some other manner.

# APPOINTMENT OF ELECTION AGENT [RULE-12]

- If a contesting candidate desires to appoint any person to be his election agent, the candidate shall give notice of such appointment in Form- III delivering a copy to the Election Officer and a duplicate copy to the agent so appointed. [Rule 12 (1)]
- No person, whose name does not appear in the final electoral roll of the constituency from which the candidate is contesting, shall be appointed as an election agent by the candidate. [Rule 12 (3)]
- Appointment of the election agent may be revoked by the candidate at any time by a declaration in writing signed by him and lodged with the Election Officer .Such revocation shall take effect from the date on which it is so lodged.

# APPOINTMENT OF POLLING AGENT AND COUNTING AGENTS

- At an election at which a poll is to be taken, any contesting candidate may appoint one POLLING agent and one relief agent to act as Polling Agents of such candidate for each Polling Station . Such appointment shall be made by a letter in Form IV signed by the candidate. [Rule-13(1)]
- Similarly he may appoint not more than four agents to act as Counting Agents in Form –IV. [Rule 13]



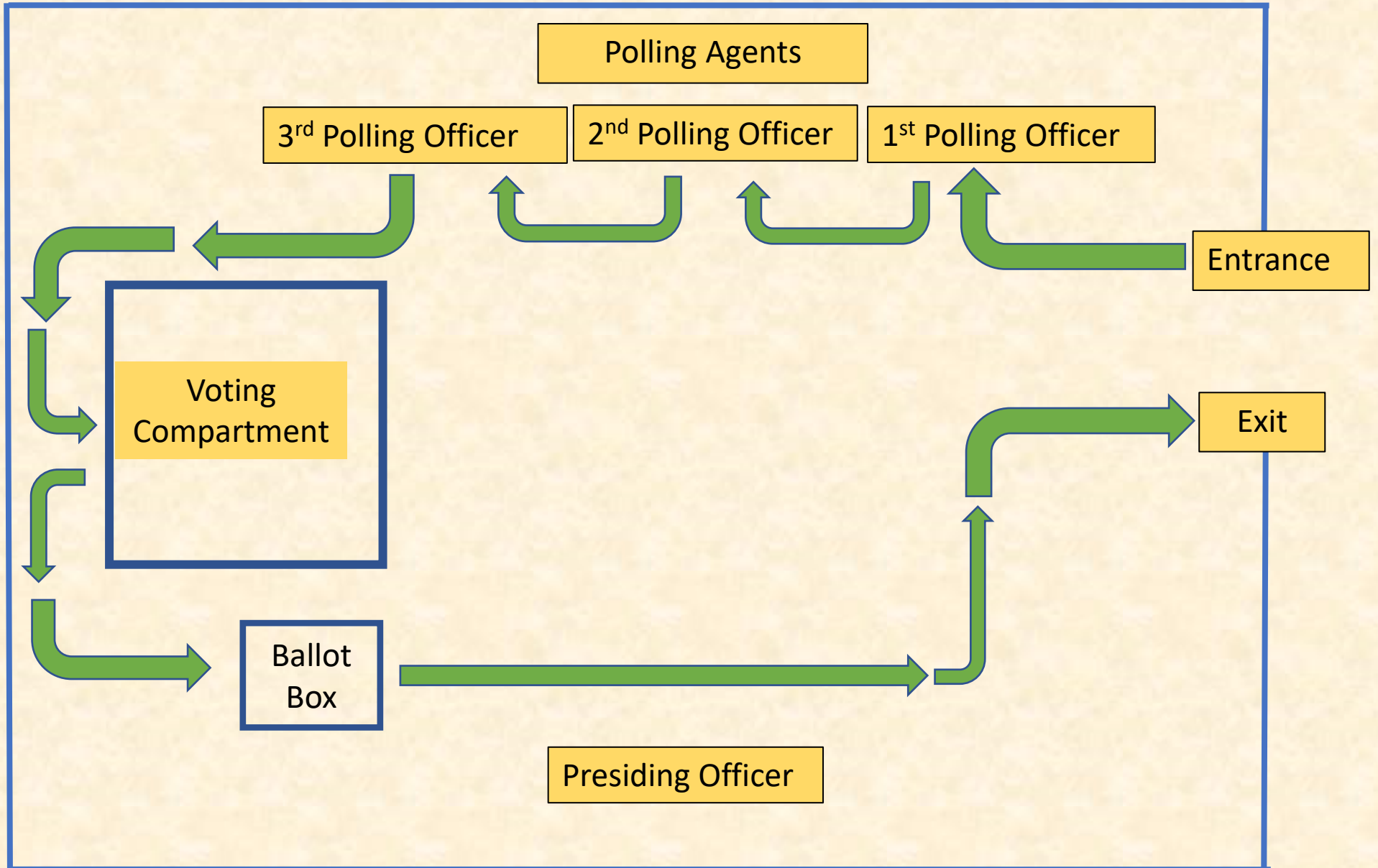
# POLLING STATION

- Premises of the Society may be used for Polling Station.
- In case of unavailability of office premises for polling Station, the Election Officer will send requisition well in advance to the concerned authorities for use of the premises of the School/ College/ Gram Panchayat or any other Public Institution located nearby for use of Polling Station.
- No private premises shall be used for location of polling station.

# ARRANGEMENT AT POLLING STATIONS [Rule-19]

- (1) Outside each polling station, these shall be displayed prominently –
  - (a) a notice, specifying the polling area, the list of voters entitled to vote at the polling station and where the polling station has more than one polling booth, at each of such booth, the description of the voters allotted to such booth, and
  - (b) a copy of the list of contesting candidates alongwith the symbols allotted to each of them.
- (2) At each polling station, there shall be set up a voting compartment in which voters can record their votes screened from observation.
- (3) The Election Officer shall provide at each polling station sufficient number of ballot boxes, ballot papers, copies of the list of voters in respect of the polling area or areas, instruments for stamping the distinguishing mark on ballot papers and articles necessary for voters to mark the ballot papers.

# POLLING BOOTH-LAY OUT



# **PREPARATION OF BALLOT BOXES FOR THE POLL**

- (1) Where a paper seal is used for securing a ballot box, the Presiding Officer shall affix his own signature on the paper seal and obtain thereon the signature of such of the Polling Agents as are present and desirous of affixing the same.
- (2) The Presiding Officer shall thereafter fix the paper seal so signed in the space meant there for in the ballot box and then secure and seal the box in such manner that the slit for insertion of ballot papers therein to remain open.
- (3) The seals used for securing a ballot box shall be affixed in such manner that after the box has been closed, it is not possible to open it without breaking the seals.
- (4) Where it is not necessary to use paper seals for securing the ballot box, the Presiding Officer shall secure and seal the ballot box in such manner that the slit for the insertion of ballot papers remains open and shall allow the Polling Agents present to affix, if they so desire, their seals.

# PREPARATION OF BALLOT BOXES FOR THE POLL

- (5) Every ballot box used at a polling station shall bear a label both inside and outside marked with –
  - (a) The serial number , if any, and the name of the constituency;
  - (b) The serial number and name of the polling station;
  - (c) The serial number of the ballot box (to be filled in at the end of the poll on the label outside the ballot box only ); and
  - (d) The date of poll, under the signature and seal of the Presiding Officer.
- (6) Immediately before the commencement of the poll, the Presiding Officer shall demonstrate to the Polling Agent and other persons present that the ballot box is empty and bears the labels referred to in Sub-rule(5).
- (7) The ballot box shall then be closed, sealed and secured and placed in full view of the Presiding Officer and the Polling Agents.



# IDENTIFICATION OF VOTERS

- (1) The Presiding Officer may employ at the polling station such person as he thinks fit to help in identification of the voters or to assist him otherwise , in conducting the poll.
- (2) As each voter enters polling station, the Presiding Officer or the Polling Officer authorised by him in this behalf, shall check the voters name and other particulars with the relevant entry in the copy of the final electoral roll with him, and then call out the serial number, name and other particulars of the voter, and if satisfied that the voter fulfils the description read out and there is no challenge to his identity, shall, issue ballot paper of the Constituency to which he/she belongs:.
- (3) In deciding the right of a person to obtain a ballot paper, the Presiding Officer or the Polling Officer , as the case may be , shall over look merely clerical or printing errors in any entry in the final electoral roll if he is satisfied that such person is identical to the voter to whom such entry relates.



# ADMISSION TO POLLING STATION

- The Presiding Officer shall regulate the number of voters to be admitted at any one time inside the polling station and shall exclude them from all persons other than-
  - (a) Polling Officers
  - (b) Public servants on duty in connection with the election;
  - (c) Persons authorized by the Election Officer;
  - (d) Candidates, their Election Agents, and subject to the provisions of Rule 12 one Polling Agent, of each candidate;
  - (e) a child in arms carried by a voter;
  - (f) a person accompanying a blind or infirm voter who cannot move without help;
  - (g) such other persons as the Election Officer or the Presiding Officer may employ for the purpose of identifying the voters.

## **DURATION OF POLL**

- The Polling hours will be as fixed by State Cooperative Election Commissioner.  
(7 AM to 4 PM)

# TENDERED VOTES

- (1) if a person representing himself to be a particular voter applies for a ballot paper after another person has already voted as such voter, he shall, on satisfactorily answering such questions relating to his identity as the Presiding Officer may ask, be entitled, subject to Sub- rules (2), (3) and (4) to mark a ballot paper (hereinafter referred to as a 'tendered ballot paper') in the same manner as any other voter.
- (2) Every such person shall, before being supplied with a tendered ballot paper, sign his name against the entry relating to him in a list in Form X.
- (3) A tendered ballot paper shall be the same as the other ballot papers used at the polling station, except that it shall be- (a) Serially the last in the bundle of ballot papers issued for use at the polling- station; and (b) endorsed on the back with the words "tendered ballot paper" by the Presiding Officer in his own hand and signed by him.
- (4) The voter after marking a tendered ballot paper in the polling compartment and folding it shall instead of putting it into the ballot box, give it to the Presiding Officer, who shall place it in a cover specially kept for the purpose

# CHALLENGING OF IDENTITY

- (1) Any Polling Agent may challenge the identity of a person claiming to be any particular voter, by first depositing a sum of rupees five in cash with the Presiding Officer for each such challenge.
- (2) On such deposit being made, the Presiding Officer shall.
  - a) Warn the person challenged of the penalty for personation;
  - b) Read the relevant entry in the final electoral roll in full and ask him whether he is the person referred to in that entry.
  - c) Enter his name and address in the list of challenged voters in Form VII ; and
  - d) Required him to affix his signature in said roll .
- (3) The Presiding Officer shall thereafter, hold a summary inquiry into the challenge and may for that purpose) Require the challenger to adduce evidence in proof of the challenge and the person challenge to adduce evidence in proof of his identity. b) Put to the person challenged any question necessary for the purpose of establishing his identity, and require him to answer them on oath; and c) Administer oath to the person challenged and any other person offering to give evidence.

# CHALLENGING OF IDENTITY (contd..)

- (4) If, after the inquiry, the Presiding Officer considers that the challenge has not been established, he shall allow the person challenged to vote and if he considers that the challenge has been established, he shall debar the person challenged from voting.
- (5) If the Presiding Officer is of the opinion that the challenge is frivolous or has not been made in good faith, he shall direct that the deposit made under Sub-rule(1) be forfeited to the society concerned, and in other case, he shall return it to the challenger at the conclusion of the inquiry



# **SAFEGUARDS AGAINST PERSONATION**

## **[Rule-24]**

- (1) With a view to preventing personation of voters every voter about whose identity the Presiding Officer or the Polling Officer, as the case may be, is satisfied, shall allow his left forefinger to be inspected by the Presiding Officer or the Polling Officer and an indelible ink mark to be put on it.
- (2) If any voter refuses to allot his left forefinger to be inspected or marked in accordance with Sub-rule (1) or has already such a mark on his left forefinger or does any act with a view to removing the ink mark, he shall not be supplied with any ballot paper or allowed to vote.



# **SAFEGUARDS AGAINST PERSONATION [Rule-24]**

(3) Any reference in this rule to the left forefinger of a voter shall,

- in the case where the voter has left forefinger missing, be constructed as a reference to any other finger , of his left hand and ;
- in the case where all the fingers of his left hand are missing, be construed as a reference to the forefinger or any other finger of his right hand, and ;
- in the case where all his fingers of both the hands are missing be constructed as reference to such extremity of his left or right arm as he possesses.

# ISSUE OF BALLOT PAPERS

- (1) No ballot paper shall be issued to any voter before the hour fixed for the commencement of the poll.
- (2) No ballot paper shall be issued to any voter after the hour fixed for the closing of the poll except to those voters who are present at the polling station at the time of the closing of the poll. Such voters shall be allowed to record their votes even after the poll closes.
- (3) Every ballot paper shall before issue to a voter be-
  - (a) Stamped on its back with such distinguishing mark as the State Co-operative Election Commission may direct, as well as the seal of the Society; and
  - (b) Signed in full on its back by the Presiding Officer.

# ISSUE OF BALLOT PAPERS

- (4) At the time of issuing a ballot paper to a voter, the Polling Officer shall record the serial number thereof against the entry relating to the voter in the copy of final electoral roll set apart for the purpose.
- (5) Same as provided in Sub-rule (4) no person in the polling station shall note down the serial numbers of ballot paper issued to particular voters.

# **RECORDING OF VOTE OF BLIND OR INFIRM VOTER**

(1) Presiding Officer shall permit the blind voter to take with him a companion of not less than eighteen years of age to the voting compartment.

Provided that, no person shall be permitted to act as the companion of more than one voter at any polling station on the same day: Provided further that, before any person is permitted to act as the companion of a voter on any day under this rule he shall be required to declare in Form VIII that he will keep secret the vote recorded by him on behalf of the voter and that he has not already acted as the companion of any other voter at any polling station on that day.

(2) The Presiding Officer shall keep a record in Form IX of all cases under this rule.

# SEALING OF BALLOT BOXES AFTER POLL

- (1) As soon as practicable after the closing of the poll, the Presiding Officer shall, in the presence of any candidates or their election agents or polling agents present, if any at the time, close the slit of the ballot box and where the ballot box does not contain any mechanical device for closing the slit, he shall seal up the slit and also allow any polling agent to affix his seal thereon.
- (2) The ballot box shall thereafter be sealed and secured.
- (3) Where it becomes necessary to use a second ballot box by reason of the first box getting full, the first box shall be closed, sealed and secured as provided in Sub- rules (1) and (2) before another ballot box is put into use.



# **ACCOUNT OF BALLOT PAPERS**

- (1) The Presiding Officer shall at the close of the poll, prepare a ballot paper account in Form XI and enclose it in a separate cover with the word “Ballot Paper Account” superscribed thereon.
- (2) The Presiding Officer shall permit a polling agent, who so desires, to take a true copy of the entries made in the ballot paper account and shall attest it as “true copy”.

# SEALING OF OTHER PACKETS

- (1) The Presiding Officer shall then make into separate packets-
  - (a) the marked copy of the electoral roll;
  - (b) the unused ballot papers;
  - (c) the cancelled ballot papers;
  - (d) the cover containing the tendered ballot papers and the list of the tendered ballot paper;
  - (e) the list of challenged voters; and
  - (f) any other papers directed by the State Co- operative Election Commission to be kept in a sealed packet.
- (2) Each such packet shall be sealed with the seals of the Presiding Officer and those of the candidates and their election and polling agents present who may desire to affix their seals thereon.

# **TRANSMISSION OF BALLOT BOXES, PACKETS etc. TO THE ELECTION OFFICER**

- (1) The Presiding Officer shall then deliver or cause to be delivered the following to the Election Officer at such place as the Election officer may direct-
  - (a) the ballot boxes;
  - (b) the ballot paper account;
  - (c) The sealed packets, referred to in Rule 34; and
  - (d) all other papers used in the poll.
- (2) The Election Officer shall make adequate arrangements for the safe transport of all ballot boxes, packets and other papers and for their safe custody until the commencement of the counting of votes.

# COUNTING OF VOTES

- At every Election where a poll is taken, votes shall be counted by or under the supervision and direction of the Election Officer and each contesting candidate, his election agent and his counting agents shall have right to remain present during counting. [Rule-38]. No person other than the following shall be admitted to the place fixed for counting. [Rule-39]
  - (a) Person appointed by the Election Officer to assist him.
  - (b) Person authorized by the State Cooperative Election Commissioner.
  - (c) Public servant on duty in connection with the election.
  - (d) Candidates and their election agents and counting agents.

# COUNTING OF VOTES (Contd.)

- Before any ballot box is opened at a counting table, the counting agents present shall be allowed to inspect the seal for satisfying themselves that it is intact. [Rule-40]
- If the election officer is satisfied that any ballot box has in fact been tampered with he shall not count the ballot papers contained in that box and shall follow the procedure laid down in rule – 36 of the OCS (Election to the committees) Rule - 1992 in respect of that polling station.



# SCRUTINY AND REJECTION OF BALLOT PAPERS

- [Rule 41] The ballot papers shall be taken out from the ballot box and arranged in convenient bundle of fixed numbers and scrutinised bundle wise.

# **THE ELECTION OFFICER SHALL REJECT A BALLOT PAPER IF : [Rule 41]**

- a. It bears any mark or writing by which the voter can be indentified; or
- b. No vote is recorded there on; or
- c. Votes are given in favour of more than one candidate (where only one candidate is to be elected); or
- d. The voter has recorded more marks than he is required to make where more than one candidate is to be elected; or
- e. The mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate vote has been given; or
- f. It is a spurious ballot paper; or
- g. It is so damaged or mutilated that its identity as a genuine ballot paper cannot be established; or
- h. It bears a serial number or design different from the ballot paper used at the polling station; or

# **THE ELECTION OFFICER SHALL REJECT A BALLOT PAPER IF : [Rule 41]**

- h. It bears a serial number or design different from the ballot paper used at the polling station; or
- i. It does not bear the mark and the signature which it should have borne under the provisions of sub- rule3 of Rule-25 of OCS (Election to the Committee) Rules, 1992.

However, the ballot paper shall not be rejected on the ground that the mark indicating the vote is not distinct or made more than once to a particular candidate or due to any mistake or failure on the part of presiding Officer or Poling Officer for any defect mentioned in (h) and (i).

Before rejection of any ballot paper the Election Officer shall allow each candidate and his election agent and counting agent present a reasonable opportunity to inspect the ballot paper. The Election Officer shall record on every ballot paper which he rejects the letter 'R' and the grounds of rejection in abbreviated form in his own hand. All ballot papers rejected shall be bundled together.

# **PROCEDURE FOR COUNTING OF VOTES-[Rule-42]**

- (a) Every ballot paper which is not rejected under Rule – 41 shall be counted as a valid vote for the candidate for whom it has been recorded in the ballot paper.
- (b) No cover containing tendered ballot paper shall be opened and no such ballot paper shall be counted.
- (c) After counting of all the ballot papers, contained in all the ballot boxes used at all polling station has been completed, the Election Officer shall make the entries in a result sheet in form- XII and announce the same.

# **PROCEDURE FOR COUNTING OF VOTES-[Rule-42]**

- (d) When an equality of votes is found, the lots to be drawn in such manner as the Election Officer may decide in presence of the candidates who may desire to be present and announcement may be made according to the result of the lots.
- (e) The valid ballot papers shall thereafter be bundled together and kept along with the bundle of rejected ballot papers in separate packets which shall be sealed and packets should bear the particulars about the name of the constituency, particulars of Polling Station where the ballot papers have been used and the date of counting.



# DECLARATION OF RESULT: [Rule 46]

- The Election Officer shall declare the candidate to whom the highest number of valid votes has been given, as having been elected and certify the return of election in form – XIII.
- The Election Officer shall thereafter forthwith send copies of the return of election in form XIII under his signature and seal to the Chief Executive of the Society, State Cooperative Election Commission, Odisha, RCS (O), & DRCS & ARCS concerned in whose jurisdiction the head office of the Society is located.

**THANK YOU**