

The
Malayalee Club

Chennai Since 1897...
No. 28, Club Road, Srinivasa Nagar, Chetpet
Chennai- 600 031.
Phone: 2836 0884,



Election 2022-23

**Standard Operating Procedure (SOP) for Conduct of Elections
to the Executive Committee**

General Instructions

This Standard Operating Procedure (SOP) lays down the procedure to be adopted for the conduct of Elections to the Executive Committee of Malayalee Club in accordance with the provisions as laid down in the Bye-Laws of the club.

- a) **The Club Management** shall make necessary arrangements to "Video - graph the complete Election process".
- b) **The Club Management** shall, sufficiently well in advance appoint an Election Officer (hereinafter called The EO), a person of Good Standing who has been a member of the Club for at least S(Five) years during which period he had NOT (NOT) been a wilful defaulter and who is preferably acceptable to majority of the Candidates.
- c) **The Club Management** shall also appoint an Assistant EO (Who may or may NOT be a Voter) and 2 (Two) Non-Voting personnel to assist the EO.
- d) **The Club Management** shall provide all necessary arrangements for the smooth conduct of the Elections viz, Manpower for manning the Verification Centres & Polling Centres; Materials such as Ballot Boxes, Ballot Papers, Verification Slips serially numbered, Electoral Rolls, Electoral Register, Counting Sheets, Result Declaration Sheet and 15 (Fifteen) Election Result Certificates, Election Material Handing Over Format; Seating Arrangements and Writing Materials etc.
- e) **The Club Management shall make available adequate numbers of stamp pads (blue) and "X" mark seals.**

Conduct of Election

One day before the poll, the EO shall enforce the following:-

1. **The Club Management** shall on demand provide access to the electoral rolls to Candidates of all panels as well as individual Candidates
2. Electoral roll shall be in alphabetical order as per the first name of individual Voters.

3. The EO shall be supplied with verification slips in the following format by **The Club Management:-**

Serial No.....
Club Membership number.....
Name:.....
Booth number.....

4. EO shall inspect the polling booth with reference to the availability of space, furniture, electricity etc. for voters and election personnel to exercise their functions efficiently.
5. The Empty Ballot boxes, one by one, shall be opened and shown to the Voters & Video-graphed and thereafter locked by the EO in the presence of Voters, and keys shall be retained by the EO.

During the day of the poll, the following instructions shall be enforced by the EO:-

1. The panels and candidates shall co-operate with the Election Officials on duty to ensure peaceful and orderly polling and complete freedom to the voters shall be ensured to exercise their franchise without being subjected to obstruction.
2. The panels and candidates shall refrain from serving or distributing liquor on polling day.
3. The EO shall not allow unnecessary crowding near the polling booth so as to avoid confrontation and tension among workers and sympathizers of the panels and the candidates.
4. The EO shall ensure that no eatables & beverages (except light refreshments to the Polling Staff) are served in general or crowd allowed at the Polling Area.
5. Ballot papers are counted and the number of ballot papers available are NOT (NOT) less or more than the number of eligible voters as per the electoral roll.

6. Only those members whose names find a place in the electoral roll, are eligible to vote.
7. Club Management shall provide 4(Four) verification tables with 4(Four) non-voting personnel to verify the voters' eligibility
8. There shall be four booths and four ballot boxes numbered from 1 to 4.
 9. Voters from 1 to 250 shall drop their ballot papers in box number 1. Similarly, 251 to 500, 501 to 750 and 751 to 1000 in ballot boxes 2,3 and 4 respectively.
 10. Booths are secured so as to enable voters to secretly exercise their franchise.
11. The EO shall take the assistance of two non-voters to assist him/her in performing his/her duties.
12. The EO can permit one election agent from each panel to witness the voting process. They can be voters
13. **The Club Management** shall prepare and provide to the EO 10 (Ten) copies of the electoral roll: the voters name appearing in alphabetical order by their first name.
14. **The Club Management** shall ensure a **Electoral Register** with the particulars of voters duly entered in alphabetical order of their first name. For eg. Rajagopalan Nair, shall be entered under the alphabet R or PV Nair will be entered under the alphabet P
15. Every voter's name shall be verified with the electoral roll. The voter shall produce for verification his/her membership card issued by the club.
16. **There shall be No proxy voting**
17. After an elector has been identified, the entry relating to the elector in the marked copy of the electoral roll shall be underlined.
18. The serial number (and not the name) of the elector as given in the marked copy of the electoral roll is noted in the Electoral Register.
19. The signature of the elector should be obtained on the Electoral Register before he is allowed to record his vote.
20. If an elector refuses to put his signature on the Electoral Register, he shall not be permitted to vote and an entry 'Refused to vote' shall be made against the voters name both in the Electoral Roll as also the Electoral Register
21. However, if a voter, after due verification process, decides not to cast his vote, a remark to this effect - 'Refused to vote' shall be made against the voters name both in the Electoral Roll as also the Electoral Register

22. Each panel is permitted to detail one Election Agent per verification table if they so desire.
23. Uninterrupted voting shall be ensured.
24. Secrecy of voting shall be enforced.
25. At the end of Poll Timing, if there are still voters standing in the queue, then serially numbered tokens shall be issued to them, the highest token number being the first. For example, if there are 19 (Nineteen) voters remaining to vote at the end of Poll timing, then they shall be in a single queue and token number 19 (Nineteen) shall be issued to the FIRST person in the queue and token number 1 (One) shall be issued to the last voter in the queue.
26. For example, if Poll hours is from 1.00 pm to 4.30 p.m., tokens will be issued to all the voters who are in the queue at 4.30 p.m.
27. For the above reason, polling may continue after 4.30 p.m. However only token issued electors only should be allowed to cast their vote.
28. Thereafter only will polling come to end.

On completion of Polling and before Commencement of counting, the Electoral Register shall be tallied with the Electoral Rolls and each page shall be signed by the EO. No access to the Counting area shall be allowed during this process to anyone other than the electoral staff.

During counting, the following instructions shall be enforced by the EO:

1. Before beginning the process of counting, the following personnel alone shall be present at the counting area, which will be the stage of the auditorium:- (a) EO, (b) Assistant EO, (c) Poll Agents (d) Two Non- Voter Assistants of E O provided by the Management of the Club.
2. The ballot box shall be opened only by the EO in the presence of the above personnel at serial no.1 above.
3. **In case a Voter has cast more than 15 (Fifteen) votes in his/her ballot paper, the same shall be considered to be invalid.**
4. Each ballot paper shall be shown **(and not allowed to be touched)** to the authorized agents of the respective panels, so that they also can record the votes against candidates in forms of their choice
5. At the end of counting of votes, the EO shall sign in the Electoral Register and announce the number of votes secured by each candidate.
6. In the case of a tie, decision shall be taken by a draw of lots..

Format of Election Counting Sheet

S.No	Name of Candidate (As per ballot paper)	Electoral Roll No	Number of votes secured
1.	Padmanaban	P 001/ 2001	00
33.			

Polling Agent 1

Polling Agent 2

Polling Agent 3

Signature of Assistant Electoral Officer:

Signature of EO:

Format of Election Counting Sheet			
S.No	Name of Candidate (As per ballot paper)	Electoral Roll No	Number of votes secured
1	M. Padmanaban	P 001/ 2001	
2	A. M. Gopalan	G009/ 1995	
3	Santhosh Babu		

Management shall keep 15 certificates ready to be issued to the 15 winners duly signed by the Election of Officer, as per format below:



Election [B]result Certificate

I, **Mr. K.V.Mamukoya**, hereby declare and certify that Electoral Roll Number
..... Name.....has been
elected to the EXECUTIVE COMMITTEE of the MALAYALEE CLUB, in the Election
by the General Body held on

Sd...//.....

Mr. K.V.Mamukoya

Date: 27 November 2022

Place: The Malayalee Club, No. 28, Club Road, Srinivasa Nagar, Chetpet, Chennai- 600 031.

All ballot papers, electoral rolls, electoral register, counting sheet and result sheet shall be handed over by the EO to the newly elected committee after obtaining the signatures at least 5 (Five) newly elected members present, as per the format below:-

Format for handing over of election material

To whomsoever it may concern

I, Mr. K.V.Mamukoya, hereby certifies that I have handed over the following election materials to the Newly Elected Executive Committee Members:-

1. Electoral roll
2. Electoral register
3. Verification slips
4. Ballot papers numbering papers
5. Counting Sheet
6. Result Sheet
7. Result Declaration Sheet

Signature of EO

We certify that all the above documents have been received by us:-

Electoral Roll Number	Name	Signature with date

Signature of EO