

**RETURNING OFFICER**  
**BALL BADMINTON FEDERATION OF INDIA**

**RETURNING OFFICER'S ELECTION SCHEDULE AND PROCEDURE FOR BLL BADMINTON  
FEDERATION OF INDIA.**

In pursuance of my appointment as Returning Officer responsibilities that go with such appointment and acceptance thereof and also the election notice dated 24.09.2019, which is served by the General secretary, Ball Badminton Federation of India, I give here in below (1) The particulars of the executive to be elected, (2) The election process and (3) the election schedule, for information and benefit of the members of Ball Badminton Federation of India who are eligible to participate in the election.

**1. PARTICULARS OF THE EXECUTIVE COMMITTEE TO BE ELECTED FOR A TERM OF 4 YEARS  
THAT IS 2019-20 TO 2023-24 FROM THE DATE OF ELECTION.**

Sl. No.	Name of the post	Number of posts
01.	President	01 (One)
02.	Vice President	05 (five)
03.	General Secretary	01 (One)
04.	Joint Secretary	05 (Five)
05.	Treasurer	01 (One)

**VENUE: MP Hall, Bhilai Nivas, Chhattisgarh, Date/Time : 18.10.2019 at 6.00 pm.**

**2. ELECTION PROCESS:**

- The election in the event of contest shall be through secret ballot only.
- Every member association/Unit that is in the good standing in accordance with the clause 15-VII of memorandum of association and bye laws of Ball Badminton Federation of India, shall be represented by two accredited members, each of whom shall have one vote and vocational units are shall be represented by one accredited member.
- Nomination forms and declaration forms will be sent and issued by the Returning Officer to all secretaries and to whom they want to contest in elections.

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### 3. ELECTION SCHEDULE

**VENUE:** MP Hall, Bhilai Nivas, Bhilai, Chhattisgarh, **Date/Time:** 18.10.2019 at 6.00 pm.

Date & time for receipt of Nominations and Last date and time for receipt of nominations	From 04.10.2019 at 11 am to 10.10.2019 up to 7.00 pm
Scrutiny of Nominations	11.10.2019 at 12.00 noon
Display of valid Nominations after scrutiny on the Notice Board of P. Rama Krishna Rao, 85/E, Anupuram, ECIL Post, Hyderabad-62, Email <a href="mailto:potluriramakrishnarao@yahoo.com">potluriramakrishnarao@yahoo.com</a>	11.10.2019
Last date and time for withdrawals	15.10.2019 at 4.00 pm
Final list of nominations on the Notice Board of P.Rama Krishna Rao, 85/E, Anupuram, ECIL Post, Hyderabad-500062, or at his camp office, and in <a href="http://www.ballbadmintonindia.com">www.ballbadmintonindia.com</a>	16.10.2019
Election if necessary	18.10.2019 at 6.00 pm
Counting of voters	Immediately after completion of voting
Declaration of result	After completing the process of counting on 18.10.2019

**NOTE:** Nomination along with Declaration Form, may be sent by registered post/ Courier with acknowledgement due to of P Ram Krishna Rao, 85/E, Anupuram, ECIL Post, Hyderabad-500062, so as to reach not later than 7.00 pm on 10.10.2019. The returning officer shall not be responsible in any way for the postal/courier delay and Nominations received after the schedule date and time will be considered as invalid.

Nomination can also be given in personal to the Returning officer at the below address between 11.00 am to 7.00 pm on all the days from 04.10.2019 to 10.10.2019.

Nomination is to be filed only in the prescribed form.

For nomination form & any other information, please visit and download at [www.ballbadmintonindia.com](http://www.ballbadmintonindia.com)



P. Rama Krishna Rao  
Returning Officer

85/E, Anupuram, ECIL Post, Hyderabad-500062  
Cell-9848041513, Email ID [potluriramakrishnarao@yahoo.com](mailto:potluriramakrishnarao@yahoo.com)

# Name of the Federation

Election of Officer Bearers and Member of Managing Committee \_\_\_\_\_

## FORM 2

### ELECTION OF THE BEARERS AND MEMBER OF MANAGING COMMITTEE

#### NOMINATION PAPER FOR

ELECTION AS \_\_\_\_\_ (NAME OF THE POST)

To

(Name and address of returning officer)

The Returning Officer for above Election

\_\_\_\_\_  
\_\_\_\_\_

We nominate Shri/Smt./Ms. \_\_\_\_\_

(name & ADDRESS), Whose name is entered at Sl. NO. \_\_\_\_\_ in the Electoral College list

For the above mentioned post.

#### 2. Our particulars are given below :-

	Name of Candidate	Name of Member State/Union Territory/Board/Institution	Sl.no. in the electoral College List	Signature
Proposer				
Secunder				

I, the candidate above named , do hereby give my assent to my nomination for the above post

Name of the Candidate \_\_\_\_\_

Name of Member State/Union Territory/Board/ Institution \_\_\_\_\_

Sl. NO. in the electoral College List \_\_\_\_\_

Signature \_\_\_\_\_

Place :

Date :

**RETURNING OFFICER**  
**BALL BADMINTON FEDERATION OF INDIA**

**DECLARATION FORM**

NAME : \_\_\_\_\_

FATHER NAME : \_\_\_\_\_

DATE OF BIRTH : \_\_\_\_\_ Age \_\_\_\_\_  
(Enclose Aadhar card)

QUALIFICATION : \_\_\_\_\_

OCUPATION : BUSINESS/SERVICE  
(Please give details)

Govt./Central Govt./PSU : (Please Submit NOC from concerned department)

HOLDING ANY POST IN OTHER : YES/NO  
FEDERATION (If yes Please give details)

POSTAL ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

MOBILE NUMBER : \_\_\_\_\_

Email ID : \_\_\_\_\_

The above details are true best of my knowledge, if any discrimination proved my nomination/  
candidature will be dismissed.

Signature  
Name :  
Date

# Name of the Federation

Election of Officer Bearers and Member of Managing Committee \_\_\_\_\_

FORM 5

ELECTION OF OFFICER BEARERS AND OF MANAGING COMMITTEE \_\_\_\_\_

## NOTICE OF WITHDRAWAL OF CANDIDATURE FOR ELECTION AS

\_\_\_\_\_ (NAME OF THE POST)

To

The Returning Officer for above Election

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the validly nominated Candidate, do hereby give my notice of withdrawal of Candidature for  
The above post.

Name of the Candidate \_\_\_\_\_

Name of Member State/Union Territory/Board/ Institution \_\_\_\_\_

SI. NO. in the electoral College List \_\_\_\_\_

Signature \_\_\_\_\_

Place :

Date :



# MODEL ELECTION GUIDELIENS OF BALL BADMINTON FEDERATION OF INDIA

Name of the Federation **BALL BADMINTON FEDERATION OF INDIA**

Election of office Bearers and Members of Managing committee, Ball Badminton Federation of India Election Bye-laws

## 1.Short Title & Definitions

- (1) These bye-laws shall be called the 'Election Bye-laws' and shall govern the conduct of office bearers and members of Managing Committee of Ball Badminton Federation of India (BBFI).
- (2) In these Bye-laws, unless the context otherwise requires, -
  - (a) 'clause' and 'sub-clause' mean the clause and sub-clause of these Bye-laws;
  - (b) Managing members' means Member of managing Committee of Ball Badminton Federation of India.
  - (c) 'Form' means the Form appended to these Bye-laws ;
  - (d) Ball Badminton Federation of India. means Name of the Federation ;
  - (e) 'post includes the office of President, General Secretary, Treasurer, Vice President, Joint Secretary and Member of Managing committee of Ball Badminton Federation of India.
  - (f) 'Rule' means the rule of rules and Regulations of Ball Badminton Federation of India.

## 2. Managing Committee:

### (1) The 13 (Thirteen) office Bearers

Shall be as follows:-

1	<u>President</u>	<u>1 (one)</u>
2	<u>Vice-President</u>	<u>5 (Five)</u>
3	<u>General Secretary</u>	<u>1 (one)</u>
4	<u>Treasurer</u>	<u>1 (one)</u>
5	<u>Joint Secretary</u>	<u>5 (Five)</u>

## 3. Manner of Election:

- (1) office Bearers and Members of Managing Committee of Ball Badminton Federation of India shall be election by secret ballot.
- (2) Election shall be held at the Special General Body Meeting (SGM) in accordance with the procedure prescribed hereinafter, from amongst the Representatives of the Permanent Member States/union Territories/Boards/Institution.

#### **4. Electoral College:**

(1) Each Permanent Member State/Union Territory duly affiliated by Ball Badminton Federation of India (abbreviation of Federation) as its Permanent member shall have two votes at the elections of the office Bearers and Managing Committee Member.

(2) For the purposes of sub-clause (1), each Permanent Member State/Union

Territory shall be represented by two member authorized by the president or Secretary General/Secretary of the affiliated Permanent Member State/Union Territory ; however, in case President/ General Secretary /Secretary nominates different person (s), the Person (s) authorized by the President shall be deemed to be the duly authorized person (s) .Irrespective of the date.

**(3) Each Board or Institution Duly affiliated by as its permanent member under shall be represented by only one representative.**

(4) Each permanent Member State/Union Territory and each Permanent Member Board/Institution shall intimate the name(s) of their representative(s) mentioned in sub-clauses (2) and (3), latest by **01.10.2019** and such intimation shall be addressed to the President / Secretary General of Ball Badminton Federation of India, on their letter head duly signed by President/ General Secretary / Secretary of that member unit, so as to reach him on or before the aforesaid date; ant change in the name of any authorized representative after **01.10.2019** or any intimation received thereafter shall be permitted only with the approval of the President of Ball Badminton Federation of India.

(5) The President/ General Secretary shall prepare the list of the authorized representatives of the member State/Union Territories / Board/Institutions in Form 1, and circulate a copy of the list so prepared by him to all member State/Union Territories/Board/Institutions, latest by **14.10.2019** by display, on the website of BBFI.

(6) The President/ General Secretary Ball Badminton Federation of India shall also furnish a duly authenticated copy of the list mentioned in sub-clause (5) to the Returning Officer as soon as may be after his appointment by the President of Ball Badminton Federation of India under clause (5) below.

#### **5. Returning Officer:**

As soon may be before/after the issue of the notice for the Special General Meeting (SGM), the President of Ball Badminton Federation of India shall nominate a person as Returning Officer for conduct of Officer Bearers and member of Managing Committee BBFI, in accordance with the Provisions of these Bye-laws.

## **6. Nomination of Candidates:**

- (1) The nomination of a candidate for election as office Bearer or Member of Managing Committee shall be made in Form 2.
- (2) The nomination of candidate for election as Office Bearer or a member of Managing committee shall be proposed by one of the representatives of Member State/Union Territories/Boards/Institutions whose name is included in the Electoral College list in Form 1, and also subscribed by 1 (one) such representative as seconder.
- (3) Each candidate shall be entitled to be nominated by not more than 2(two) nomination papers.
- (4) Each Nomination paper after filing shall be Delivered Personally or by registered/ courier to the Returning Officer by the candidate himself/herself from 04.10.2019 to 10.10.2019 between 11.00 AM and 7.00 pm.
- (5) No person shall be eligible to nominate more than one candidate for the same post, either as proposer or seconder, and, if he so Does, his/her signature on the nomination paper Delivered second in point of time to the Returning Officer shall be Deemed to be inoperative.
- (6) No person shall be permitted to withdraw his/her name as proposer/seconder, once the nomination paper subscribed by him/her has been delivered to Returning Officer.
- (7) As soon as may be after 7.00 P.M. on 10.10.2019, the Returning Officer shall prepare a list of all nomination received by him, post wise, in Form 3; and publish the same in a conspicuous place in his Office.

## **7. Scrutiny of Nomination :**

- (1) On 11.10.2019, at 12:00 noon,  
The Returning Officer in his Office shall scrutinize each nomination paper, one by one, received by him, and determine its validity or Otherwise.
- (2) At the scrutiny of nomination, each candidate or one of his her authorised representative shall have the right to be present and raise any objection in relation to nomination of a candidate for the post for which he/she has filed his nomination.
- (3) As soon as may be after the scrutiny of all nomination papers has been completed by him, the Returning Officer shall prepare list of validly nomination candidates in Form 4. And the Contesting Candidates can take a copy from the Returning Officer.

## **8. Withdrawal of candidates:**

- (1) Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature, on or before 4.00 P.M. on 15.10.2019.



(2) Notice of withdrawal of candidature shall be submitted in **Form 5**, either by the candidate himself/herself or by a person duly authorized by him/her in writing.

(3) Notice of withdrawal of candidature shall be final and shall not be allowed to be cancelled.

(4) The Returning Officer shall accept the notice of withdrawal if he is satisfied as to the genuineness of the notice.

(5) As soon as after 4.00 PM on **15.10.2019**, the Returning Officer shall prepare the final list of contesting candidates in **Form 6**, display a copy of the said list in conspicuous place in his office and on Federation's Website. And also furnish a copy of the same to each of the candidates/their authorized representatives, if they so demand.

(6) The names of the contesting candidates in **Form 6** shall be arranged, for each post, in alphabetical order according to English alphabets.

## **9. Uncontested Returns; and Contested Elections**

(1) Where the number of contesting candidates for any post or category of post, in **Form 6** is equal to the number of posts to be filled, all such contesting candidates shall be deemed to be duly elected unopposed to those posts, and it shall not be necessary to take a poll for election to such post.

(2) Where the number of contesting candidates for any post or category of post, in **Form 6** is more than the number of posts to be filled, a poll shall be taken by secret ballot those posts remaining unfilled.

(3) The ballot papers for these posts remaining unfilled shall be in **Form 7** to **Form 13** to be made individually for each post.

(4) The names of contesting candidates on the ballot papers shall appear in the same order as in **Form 6**.

## **10. Poll:**

(1) The poll for the posts Remaining Unfilled under clause 9(2) above shall be taken post-wise, on **18.10.2019** at 6.00 pm and shall commence at During The **SGM at the Agenda item Elections**, in **BHILAI, CHHATTISGARH**.

(2) Each contesting candidate can nominate one person, (If he/ she so desires,) Only from amongst the Authorized Representatives list of PCI, to be present at the poll (polling station).

(3) At the poll, each authorized representative of Member State/Union Territories/Board/Institutions, whose name is included in the Electoral College list in **Form 1**, shall be entitled to –

(i) Cast one vote for each of the posts remaining unfilled, where only one such seat is to be filled;

- (ii) Cast as many votes as are the no . of seats to be filled for any posts , where more than one seat is to be filled.

**Explanation :** It is hereby clarified that for the purpose of filling five seats of Vice-Presidents, each voter can cast up to five votes, and , like – wise , for five seats of Joint Secretaries , he/she can, Cast five votes respectively for the above mentioned five seats of Joint Secretaries.

- (4) In case any voter casts his/her vote for more than one candidate, or for more than five candidates, as the case may be, his/her vote for that post shall be invalid.
- (5) Each voter shall be required, before he is supplied with a Ballot paper, to give his/her signature on the authenticated copy of the Electoral College list 1 used by the Returning Officer for taking the poll.
- (6) The voter shall record his/her vote on the ballot paper in secrecy in a voting compartment specially provided for the Purpose at the polling station.
- (7) The voter shall record his/her vote on the ballot paper by placing a tick mark (Right) against the name of the candidate of his/her choice, and any other mark, like (x) etc. or word, placed on the ballot paper by him/her shall render the ballot paper liable to rejection.
- (8) The tick mark (Right) to indicate the vote shall be placed by the voter only by means of article specifically provided for the purpose by the Returning Officer, and a ballot paper marked otherwise by mean of any pen , ball point pen , etc. by the voter shall render the ballot paper liable rejection.
- (9) The ballot paper marked by a voter shall be deposited by him/her in a ballot box specially prepared and sealed by the Returning Officer and placed at such a conspicuous place in the polling station that it shall be constantly visible to all present in the polling station.
- (10) The Returning Officer shall close the poll at the appointed hour; however all those votes who are present at the polling station at the appointed closing hour shall be entitled to vote even if the poll proceedings have to be continued for some more time.
- (11) After all the votes referred to in sub-clause (9) have votes, the Returning Officer shall close the ballot box and shall not permit thereafter any person to vote.

(12) Polling will be done below order:

1. President
2. General Secretary
3. Treasurer
4. Vice-Presidents
5. Joint-Secretaries

## **11. Counting of Votes:**

- (1) The Returning Officer shall take up the counting of votes as soon as may be after the Polling for any post is complete.

(2) Each contesting candidate can nominate one authorized representative (as clarified in S. No. 10 (2) and His/she shall be present at the place of counting of votes.

(3) The Returning Officer shall take up the counting of votes, post-wise and category wise, where applicable.

(4) Each ballot paper on which a vote has been recorded in accordance with sub-clause (3) to (8) of clause (10) shall be treated as one vote for the candidate for whom it has been validly marked; and if any ballot paper has been marked in violation of any of the aforesaid provisions of sub – clauses (3) to (8) of clause (10) shall be rejected by the Returning Officer.

(5) The votes validly cast for each of the contesting candidates shall be counted post-wise, And category-wise where applicable, and recorded in the descending order of the votes so cast for each candidate in Form 14.

(6) The Returning Officer shall there after ascertain of counting and, subject to the provisions of Rule 4 (a) (II) of the Rules, the candidates who have secured the maximum no. of votes in the said descending order, post-wise and category wise, where applicable, equal to the no. of seats to be filled for each post or category of posts , where applicable , shall be deemed to have been duly elected to those posts.

## **12. Declaration of Results:**

The names of contesting candidates who shall be deemed to have been elected at the election in accordance with sub-clause (6) of clause (11) shall be declared as having been duly elected to their respective posts, by the Returning Officer at the Special General Meeting (SGM) in the Form 15.



**P. Rama Krishna Rao**  
**Returning Officer**

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