

MODEL ELECTIONS GUIDELINES

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Other Members of Executive Body

Election Bye-laws

1. Short Title & Definitions:

- (1) These Bye-laws shall be called the 'Election Bye-laws' and shall govern the conduct of Election of Office Bearers and Members of the Executive Body.
- (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) 'Executive Members' means Members of Executive Body or Management Committee or by whatever name called;
 - (c) 'Form' means the form appended to these Bye-laws;
 - (d) Means name of the Federation
 - (e) 'Office Bearers' includes the office of President, Secretary General, Treasure,
 - (f) 'Rule' means the rule of Rules and Regulations of these Bye-laws;
 - (g) "Website" means website of the National Sports Federation.

2. Office Bearers and Executive Body Member as follows

- a. One **President**
- b. Four **Vice- Presidents**
- c. One **Secretary General**
- d. Four **Joint Secretaries**
- e. One **Treasurer**
- f. Nine **Executive Member**

3. Manner of Election:

- (1) Office Bearers and Members of Executive Body of Sepaktakraw Federation of India be elected by secret ballot.
- (2) Election shall be held at the Annual General Council Meeting (AGM) in accordance with the procedure prescribed hereinafter, from amongst the representatives of the Affiliated Member State / Union Territories/ Boards / Institutions.
- (3) AGM shall be notified at least 21 days in advance.

4. Electoral College :

- (1) Each Permanent Member State Union Territory duly affiliated by Sepak Takraw Federation of India as its Permanent Member shall have two votes at the election of the office Bearers and Executive Body Members. A State Association can Nominate only two Members will have Voting powers President or Secretary Association should send these two names who will be having voting power in the meeting on their Letter head by DD/MM/YYYY .
- (2) For the purposes of sub-clause (1), each permanent Member State / Union Territory shall be represented by two Members will have voting right, authorized by the President or Secretary General/ Secretary of the affiliated Permanent Member State / Union Territory; however, in case President / Secretary General/ Secretary nominates different person (s), authorized by the **President, STFI** shall be deemed to be the duly authorized person (s) irrespective of the date.
- (3) 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 (_DD/MM/YYYY _); and such intimation shall be addressed to the President / Secretary General of

Federation on their letter head duly signed by President / Secretary General/ Secretary of that member unit, so as to reach him on or before the aforesaid date; any change in the name of any authorized representative after (DD/MM/YYYY_) or any intimation received thereafter shall be permitted only with the approval of the President of Federation.

- (4) The President / Secretary General of Federation shall prepare the list of the authorized representatives of the member State / Union Territories Boards/ Institutions in form 1, and circulate a copy of the list so prepared by him to all Member State s/ Union Territories /Boards/ Institutions, latest by _____ DD/MM/YYYY_, and Display on the Federation website.
- (5) The President / Secretary General shall also furnish a duly authenticated copy of the list mentioned in sub-clause (4) to the Returning Officer as soon as may be after his appointment by the President of Federation under clause (5) below.

5. Returning Officer :

As soon as may be before / AFTER THE ISSUE OF THE Notice for the Annual General Meeting (AGM), the President of Sepaktakraw Federation of India shall nominate a person as Returning Officer preferably a retired judge or advocate of a Court for conduct of Election of Office Bearers and Members of executive Body in accordance with the provisions of these Bye-laws starts onwards from _ DD/MM/YYYY .

6. Eligibility for a Candidate:-

The eligibility of a candidate to contest for election of Sepaktakraw Federation of India (STFI) shall include the followings:-

- (i) Shall be citizen of India.
- (ii) Shall be voter in Electoral College list.
- (iii) Shall not have been declared insolvent.
- (iv) Shall not have been banned by STFI.
- (v) Shall not have been convicted in any criminal case.
- (vi) Shall obtain previous sanction from the Central/State Government if he or she is a government servant and shall be allowed to hold office for a maximum duration of four year or one term whichever is less.

7. Nomination of Candidates:

- (1) The nomination of a candidate for elections office Bearer or Member of the Executive Body shall be made in Form 2.
- (2) The nomination of a candidate for election as Office Bearer or a Member of Executive Body 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 seconded.
- (3) Each candidate shall be entitled to be nominated by not more than 2 (two) nomination papers.
- (4) Each nomination Paper Shall be delivered personally to the Returning Officer in person by the candidate himself / herself or by the speed post or through email on or before DD/MM/YYYY.
- (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 papers 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) The Returning Officer shall prepare a list of all nominations, Received by him post wise in form 3 and publish the same on website and Federation Office by 3 pm. on DD/MM/YYYY.

8. Scrutiny of Nominations :

- (1) On (DD/MM/YYYY), at 11.00 A.M., the Returning Officer in his office shall scrutinize each nomination paper, on by one, received by him, and determine its validity or otherwise.
- (2) At the scrutiny of nominations, each candidate or one of his/her authorized 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/her nomination.

- (3) As soon as may be after the scrutiny of all nomination papers has been completed by him, the

Returning Officer shall prepare a list of validly nominated candidates in Form 4 and the contesting candidates can take a copy from the Returning Officer on DD/MM/YYYY or from Website. .

9. Withdrawal of Candidatures :

- (1) Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature, on DD/MM/YYYY up to 5 : 00 P.M.
- (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 may be after 11:00 A.M. on DD/MM/YYYY, 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.

10. Uncontested Returns; and Contested Elections

- (1) Whereas 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 necessary to be duly elected unopposed to those posts, and it shall not be necessary to take a poll for election to such post.
- (2) Whereas 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 for 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.

11. Poll

- (1) The poll for the posts Remaining Unfilled under clause 9(2) above shall be taken post-wise, on DD/MM/YYYY and shall commence immediately after completion of Agenda Item No.8 at the venue of Meeting (Conference Hall, Delhi.) Election timing will be up to 4 p.m. on DD/MM/YYYY.
- (2) Each contesting candidate can nominate one person, (if he /she so desires), only from amongst the authorized Representative list of Submitted.
- (3) At the poll, each authorized representative of Member State /Union Territories / Boards 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 number of seats to be filled for any post, where more than one seat is to be filled.

Explanation : It is hereby clarified that for the purpose of filling four seats of Vice Presidents, each voter can cast upto four votes, and like-wise, for four seats of joint Secretaries, and nine seats of Members of Executive Body, he/she can cast four and nine votes respectively for the above mentioned four seats of Joint Secretaries and nine seats of Members of Executive Body.

- (4) In case any voter casts his/her vote for more than one candidate, or for more than four or 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 in Form 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 (✓) 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 (✓) 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 means of any pen, ball point pen, etc. by the voter shall render the ballot paper liable to 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 I the polling station.

(B) Timing of Election

(10) The Returning Officer shall close the poll at __ a.m./ p.m. DD/MM/YYYY; however, all those voters 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 voters referred to in Sub-clause (9) have voted, the Returning Officer shall close the ballot box and shall not permit thereafter any person to vote.

(12) Polling will be done in below order:

(1) President

(2) Deputy Presidents

(3) Vice-Presidents

(4) Secretary General

(5) Treasurer

(6) Joint-Secretaries

(7) Executive Committee Members

(13) Video-recording of the election process shall be made.

12. 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 Sr. No. 10 (2) and he/ she shall be entitled to 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 12.

(6) The Returning Officer shall thereafter ascertain the result 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.

13. 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 Annual General Meeting (AGM) in the Form 13.

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body, FOR TERM, (2020-24)

FORM 2

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE BODY

NOMINATION PAPER FOR
ELECTION AS _____ (NAME OF THE POST)

To

RETURNING OFFICER

STFI ELECTON _____

STFI Office, _____

Email:- _____

We nominate Shri/Smt. _____

_____ (Name & Address),

whose name is entered at Sr. No. _____ in the Electoral College list for the above mentioned post.

2. Our particulars are given below :-

	Name of Candidate	Name of member State / Unit	Sr.No in Electoral College List	Signature
Proposer				
Seconder				

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: _____

Sr. No. in the Electoral College list: _____

Signature _____

Place :

Date :

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Managing Committee

FORM 5

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE BODY 2020-24.

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 _____

Sr. No . in the Electoral College list _____

Place :

Date :

Signature _____

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 7 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (√) mark.
President (1) One Post	1		
	2		
	3		
	4		
	5		

N.B. (1) Place tick mark (√) against the name of only Four candidate for the post of Vice President.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 8 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (√) mark.
Secretary General (1) One Post	1		
	2		
	3		
	4		

N.B. (1) Place tick mark (√) against the name of only One candidate for the post of Secretary General.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 9 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (√) mark.
Treasurer (1) One Post	1		
	2		
	3		
	4		

N.B. (1) Place tick mark (√) against the name of only One candidate for the post of Treasurer.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 10 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (√) mark.
Deputy President (2) two Post	1		
	2		
	3		
	4		
	5		
	6		

N.B. (1) Place tick mark (√) against the name of only Two candidate for the post of Deputy President.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 11 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (√) mark.
Vice President (4) Four Post	1		
	2		
	3		
	4		
	5		
	6		

N.B. (1) Place tick mark (√) against the name of only Four candidate for the post of Vice President.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24

FORM 12 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (√) mark.
Joint Secretary (4) Four Post	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		

N.B. (1) Place tick mark (√) against the name of only Four candidate for the post of Joint Secretary.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA

Election of Office Bearers and Members of Executive Body 2020-24_

FORM 13 BALLOT PAPER

Name of Post	Names of Candidates		Mark vote here by Placing tick (√) mark.
Executive Member 9 Post	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		

N.B. (1) Place tick mark (√) against the name of only Nine candidate for the post of Executive Member.

(2) Do not place any other mark like (X), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.

(3) Place tick mark (√) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

(Returning Officer)

SEPAK TAKRAW FEDERATION OF INDIA
 Election of Office Bearers and Members of Managing Committee
FORM 14

RESULT OF COUNTING OF VOTES

Name of the Post	Total Votes Polled	Total Rejected Votes	Name of Candidate		Valid Votes Polled
			1		
PRESIDENT (1)			1		
			2		
			3		
			Total		
DEPUTY PRESIDENT (2)			1		
			2		
			3		
			4		
		Total			
SECRETARY GENERAL (1)			1		
			2		
			3		
			Total		
TREASURER (1)			1		
			2		
			3		
			Total		
VICE PRESIDENT (4)			1		
			2		
			3		
			4		
			5		
			6		
			7		
			8		
		Total			
JOINT SECRETARY (4)			1		
			2		
			3		
			4		
			5		
			6		
			7		
			8		
		Total			
EXECUTIVE MEMBER (9)			1		
			2		
			3		
			4		
			5		
			6		
			7		
			8		
			9		
			10		
			11		
			12		
			13		
			14		
			15		
		Total			

Place :
 Date :

Returning Officer

