

ASSAM HOCKEY

Election of Office Bearers and Members of Executive Board, Election Bye-laws Updated As At 10/03/2025

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 Executive Board of Assam Hockey.

(2) In these Bye-laws, unless the context otherwise requires: -

(a) 'category of post' means the post reserved for males or females

(b) 'clause' and 'sub-clause' mean the clause and sub-clause of these Bye-laws

(c) 'executive members' means Member of Executive Board of Assam Hockey.

(d) 'Form' means the form appended to these Bye-laws

(e) 'AH' means Assam Hockey

(f) 'Post includes the office of President, Honorary Secretary, Treasurer, Sr. Vice- President, Joint Secretary, Assistant Secretary and Members of Executive Board of Assam Hockey.

(g) 'Office Bearer' means President, Honorary Secretary and Treasurer.

(3) In case of any clarifications required or discrepancy being observed in the Bye-laws then the Returning Officer in consultation with Assam Hockey IT Head can discuss to resolve the issue and the decision of the Returning Officer shall be the final and binding on all who decide to contest in the election and who can vote in the election.

2. Executive Board:

(1) The Executive Board of AH (hereinafter referred to as 'AH'), shall consist of 3 (three) Office Bearers and 19 (nineteen) other Members elected at the Annual Congress Meeting of AH; out of these 22 (twenty-

two) members, at least 40% of the members shall be either gender, i.e., at least 8 (eight) members shall be males/females. In case of gender imbalance then the Returning Officer shall ensure that during the election of the 3 (three) Executive Members the gender balance across the Elected Executive Board and the results for the election of the Executive Members will have to be declared keeping in mind the gender balance of the Executive Board.

(2) The 3 (three) Office Bearers (and 19 others members) shall be as follow:-

(a) President	1 (one)
(b) Sr. Vice-President	1 (one)
(c) Vice-President	4 (four)- 2 males & 2 females
(d) Honorary Secretary	1 (one)
(e) Treasurer	1 (one)
(f) Joint Secretary	4 (four)- 2 males & 2 females
(g) Assistant Secretary	4 (four)- 2 males & 2 females
(h) Executive Member	6 (six)

3. Manner of Election:

(1) Office Bearers and other members of the Executive Board of AH shall be elected by secret ballot.

(2) Election shall be held at the Congress Meeting (AGM) in accordance with the procedure prescribed hereinafter, from amongst the representatives of the Life Members and Permanent Member from amongst the District Units.

4. Electoral College:

(1) Each Permanent Member from amongst the District Units duly affiliated by AH as its Permanent Member shall have two votes at the elections of the Office Bearers and Executive Committee Members.

(2) For the purposes of sub-clause (1), each Permanent Member District Units shall be represented by one male and one female representative duly authorised by the President or Honorary Secretary of the affiliated Permanent Member District Units; however, in case President/ Honorary

Secretary nominates different person(s), the person(s) authorized by the President shall be deemed to be the duly authorised person(s). Irrespective of the date.

(3) Each District Units duly affiliated by AH as its Permanent Member shall be represented by only one representative, who may be either male or female.

(4) The names of the maximum 3 (Three) life members will automatically come on the list of authorized representatives in case they are not coming from permanent member District Units. The life members can represent and vote only from one place i.e., either as life member or from permanent members i.e., District Units to which they belong.

(5) Each Permanent Member from amongst the District Units shall intimate the name(s) of their representative(s) mentioned in sub-clauses (2) and (3), latest by **04 April 2025**; and such intimation shall be addressed to the President / Honorary Secretary of AH on their letter head duly signed by President / Honorary Secretary Authorized signatory of that member unit, so as to reach him on or before the aforesaid date; any change in the name of any authorised representative after **04 April 2025** or any intimation received thereafter shall be permitted only with the approval of the President of AH.

(6) The President / Honorary Secretary of AH shall prepare the list of the authorised representatives of the permanent Member District Units in Form 1, and circulate a copy of the list so prepared by him/her to all permanent Member District Units on **05 April 2025**, by display, on the website of AH.

(7) The President / Honorary Secretary 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 AH under clause (5) below.

(8) Any permanent member unit which has not conducted their Election before/prior to the **2025 Assam Hockey (AH) Election Congress** will not be eligible to vote or contest in the AH Election.

5. Returning Officer:

As soon as may be before/after the issue of the Notice for the Congress, the President of AH shall nominate a person as Returning Officer for conduct of Election of Office Bearers and members of Executive Board by **05 April 2025**, 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 others to the Executive Board shall be made in Form 2. And for the post of the office bearers only those candidates can contest.

(2) The nomination of a candidate for election as Office Bearer or a Member of Executive Board shall be proposed by one of the representatives of Member District Units 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 Shall be Delivered Personally to the Returning Officer in Person by the candidate himself/herself from **06 April 2025 to 07 April 2025** between 11.00 A.M to 1.00 P.M at his/her office, located at Sports Club Pavilion of Nagaon Sports Association, Nagaon, 782001.

(5) No person shall be eligible to nominate more than one candidate for the same post, either as proposer or seconder; and, if he/she 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) As soon as may be after **08 April 2025**, the Returning Officer shall prepare a list of all nominations received by him/her post wise, in Form 3; and publish the same in a conspicuous place in his/her office, located at Sports Club Pavilion of Nagaon Sports Association, Nagaon, 782001 by 4.00 P.M.

7. Scrutiny of Nominations:

- (1) On **09 April 2025**, from 11.00 A.M to 1.00 P.M, The Returning Officer in his/her Office located at Sports Club Pavilion of Nagaon Sports Association, Nagaon, 782001, shall scrutinize each nomination paper, one by one, received by him/her, and determine its validity or otherwise.
- (2) At the scrutiny of nominations, 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/her nomination.
- (3) As soon as may be after the scrutiny of all nomination papers has been completed by him/her, 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.

8. Withdrawal of candidatures:

- (1) Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature, from **10 April 2025 to 11 April 2025** from 11.00 A.M to 1.00 P.M at Sports Club Pavilion of Nagaon Sports Association, Nagaon, 782001.
- (2) Notice of withdrawal of candidature shall be submitted in Form 5, either by the candidate himself/herself or by a person duly authorised 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/she is satisfied as to the genuineness of the notice.
- (5) As soon as may be on **12 April 2025**, 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 Assam Hockey Website by 3.00 P.M. And also furnish a copy of the same to each of the candidates/their authorised 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 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.

10. Poll:

- (1) The Poll for the Posts Remaining Unfilled under clause 9(2) above shall be taken post- wise, on **20 April 2025** and shall commence at During The Congress being held at Assam Hockey office, located at Sports Club Pavilion of Nagaon Sports Association, Nagaon, 782001, at the Agenda Item "Elections"
- (2) Each contesting candidate can nominate one person, (If he/ she so desires), Only from amongst the authorized Representatives list of Assam Hockey, to be present at the Poll (Polling station).
- (3) At the poll, each authorized representative of Member District Units whose name is included in the Electoral College list in Form 1, shall be entitled to –
 - (a) cast one vote for each of the posts remaining unfilled, where only one such seat is to be filled;
 - (b) cast as many votes as are the no. 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 up to four votes, and, like-wise, for four seats of Joint Secretaries, and six seats of Members of Executive Board, he/she can cast two and three votes respectively

for the above mentioned four seats of Joint Secretaries and six seats of Members of Executive Board.

(4) In case any voter casts his/her vote for more than one candidate, or for more than two or three 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 (v) 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 (v) 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 in the polling station.

(10) The Returning Officer shall close the poll at the appointed hour; 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:

(a) President

(b) Honorary Secretary

- (c) Treasurer
- (d) Sr. Vice President
- (e) Vice-Presidents (2 from Each Gender)
- (f) Joint-Secretaries (2 from Each Gender)
- (g) Assistant Secretaries (2 from Each Gender)
- (h) 6 Executive Members

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 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-clauses (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 thereafter ascertain the result of counting and 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 Annual General Meeting (AGM) in the Form 15.

Election Schedule

Day 1	Congress (AGM) and Election Notice
Day 5	For members to send names of Authorized Representatives, one male & one female.
Day 6	List of Authorized Representative on HI web site and the contestants can only be from amongst the Authorized Representatives.
Day 7 to 8	Nominations for Elections.
Day 9	List of Nominations on the Website of HI and displayed at the Hockey India office
Day 10	Scrutiny of Nominations.
Day 11 to 12	Withdrawal of Nominations.
Day 13	Final List of Nominations on the Website of HI and displayed at the Hockey India office
Day 21	Elections, if Required

ASSAM HOCKEY

Election of Office Bearers and Members of Executive Committee, 2025.

FORM 2

ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE COMMITTEE
2025.

NOMINATION PAPER FOR ELECTION AS

_____(NAME OF THE POST)

To

The Returning Officer for above Election
Sports Club Pavilion
Nowgong Sports Association
Nagaon, Assam
782001

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 District Unit	Sl.No. in the electoral College list	Signature
Proposer				
Secunder				

3.

Name of the Candidate _____

Name of Member District / Unit _____

Sl.No. in the electoral College list _____

Place :

Signature _____

Date :

ASSAM HOCKEY

Election of Office Bearers and Members of Executive Committee, 2025.

FORM 5

**ELECTION OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE COMMITTEE
2025.**

NOTICE OF WITHDRAWAL OF CANDIDATURE FOR ELECTION AS

_____ (NAME OF THE POST)

To

The Returning Officer for above Election
Sports Club Pavilion
Nowgong Sports Association
Nagaon, Assam
782001

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 District/Unit _____

Sl.No. in the electoral College list _____

Place :

Date :

Signature _____