

**GUIDELINES  
FOR  
ELECTIONS  
TO  
COOPERATIVES IN PUNJAB**

**DEPARTMENT OF COOPERATION  
GOVERNMENT OF PUNJAB  
CHANDIGARH  
DECEMBER, 2000**

No. RCS/ERT/ISD/ CL-49/6987-A

Dated : 11.12.2000

From :

The Registrar,  
Cooperative Societies, Punjab, Chandigarh.

To

1. The Joint Registrars,
2. The Deputy Registrars,
3. The Assistant Registrars, Cooperative Societies, in the  
state.

SUBJECT : GUIDELINES FOR ELECTIONS TO THE MANAGING  
COMMITTEES OF COOPERATIVE SOCIETIES IN PUNJAB.

Memo :

As you are well aware that matter relating to elections to  
the Managing Committees was thoroughly discussed in a meeting  
of the officers of this Department on 18.08.2000.

Accordingly, the Guidelines have been prepared on the  
basis of existing Instructions issued by this office from time to time  
and these are also in consonance with the provisions of Punjab  
Cooperative Societies Act, 1961 and Appendix-C to the Punjab  
Cooperative Societies Rules, 1963

You are, therefore, requested to follow these guidelines  
meticulously.

Please acknowledge its receipt.

Sd/-

Encl : Election Guidelines  
for Registrar, Cooperative Soccs.  
Punjab, Chandigarh

Copy of the above is forwarded to the following for information and necessary action :-

1. All Managing Directors of Apex Cooperative Institutions.
2. All Gazetted Officers in H.O.
3. All Superintendents in H.O.

Sd/-

Addl. Registrar (D)  
for Registrar, Cooperative Soccs.  
Punjab, Chandigarh

Attachment to Letter No. RCS/Stores/Election Asstt./311  
dated 17.3.94 of the Registrar,  
Cooperative Societies, Punjab

**GUIDELINES/DIRECTIONS FOR  
ELECTIONS TO THE MANAGING  
COMMITTEES OF COOPERATIVE SOCIETIES  
IN PUNJAB**

**RESPONSIBILITY FOR ELECTION OF A NEW COMMITTEE**

The primary responsibility to initiate elections of a new managing committee in accordance with the provisions of the Punjab Cooperative Societies Act, 1961 and the Rules made thereunder, lies with the managing committee of a cooperative society. Section 26 (C) provides that each managing committee shall 90 days before the expiry of its term, make arrangements for the constitution of a new managing committee.

- 1.1 In case the managing committee of a cooperative society fails to initiate the process of elections, it is incumbent upon the Registrar to make such arrangements as may be necessary, to hold elections in accordance with the provisions of the Act and the Rules made thereunder, after making necessary arrangements for management of day-to-day affairs of the cooperative society through an Administrator as per provisions of Section 26 (1-D).

**TERM OF AN ELECTED COMMITTEE**

- 2.0 The term of office of an elected managing committee is

cooperative society is five years from the date of its election and not from the date it assumes office.

#### **APPOINTMENT OF ELECTION MANAGER**

3.0 The Registrar should appoint any person as an Election Manager for the purpose of election to the managing committee of a cooperative society. In case no such appointment is made, Chief Executive Officer of the cooperative society would act as the Election Manager.

#### **FORMATION OF ZONES**

4.0 It is the responsibility of the managing committee of a cooperative society, except in case of primary cooperative societies, elections for which are held in a special meeting, to divide its area of operation into zones for the purpose of election of the members of the managing committee. The managing committee should propose such zones as it considers appropriate, to the Registrar for his approval. It should keep in view following parameters for formation of zones:

- i) Contiguity and compactness of area;
- ii) Proportionate distribution of members having voting rights; and
- iii) Norms for formation of zones, if any, prescribed as per bye-laws of the cooperative society.

4.1 The Chief Executive Officer of the cooperative society should submit a list of proposed zones to the Registrar at least 60 days before the expiry of the tenure of the managing committee.

In case the managing committee of a cooperative society has not initiated the process of elections and an Administrator has been appointed by the Registrar, it should be incumbent upon the Administrator to submit such a proposal as early as possible but not beyond 60 days from the date he is appointed as such. In the event, an Administrator is unable to finalise the list of zones within 60 days, he should clarify reasons for not doing so in writing to the Registrar.

4.2 On receipt of the list of zones, the Registrar or any other Officer authorised by him should invite objections by giving a notice of 15 clear days with reference to formation of zones of the cooperative society specifying therein:

- a) the last date of filing of objections to the constitution of zones;
- b) the date of hearing of objections by the Registrar or any other Officer authorised by him; and
- c) the date of display of final list of zones after approval of the Registrar.

4.3 The notice inviting objections to formation of zones should be exhibited at the registered office of the cooperative society and at some conspicuous places in the area of operation of the cooperative society. This would be in addition to any other mode of notice, which may be specified in the bye-laws or in the resolution of the managing committee or as may be specified by the Registrar by a general or a special order.

4.4 In pursuance of the notice, any voter or shareholder of a cooperative society may submit his objections along with

necessary evidence to the Registrar or any other Officer authorised by him.

4.5 The Registrar should after providing an opportunity of hearing to all those who submit objections decide, finalise and approve the zones with or without modifications. He should pass a speaking order in this behalf.

4.6 The zones so approved by the Registrar should remain valid for the purpose of elections to the managing committee of a cooperative society for at least ten years from the date of formation except in cases where addition or deletion, if any, in the opinion of the Registrar is necessary because of registration of new societies, liquidation of existing societies, enrolment of new members and/or deletion of existing members.

4.7 The zones approved by the Registrar should be final and no appeal under Section 68 of the Punjab Cooperative Societies Act, 1961 lies against such an order of the Registrar. Any dispute with regard to formation of zones can possibly be raised by a shareholder or a member of the cooperative society only through a reference of election dispute under Section 55/56 of the Act, *ibid* and the Rules made thereunder.

#### **PREPARATION OF ZONE-WISE LIST OF VOTERS**

5.0 The Election Manager of a cooperative society should within seven days of the receipt of the list of approved zones from the Registrar, prepare zone-wise list of voters and exhibit the same at the registered office of the cooperative society. Such a list should be exhibited for at least seven days after notifying the election programme.

5.1 In case a member is not entitled to vote merely because he is a defaulter, his name should also be exhibited in the list clearly marking him as such. Such a member should be eligible to vote if he clears his defaults and produces a 'Clearance Certificate' from the concerned cooperative society on or before the close of withdrawal of nominations.

#### **PREPARATION AND FINALISATION OF ELECTION PROGRAMME**

6.0 The Election Manager of a cooperative society should within seven days from the date of issuing of final zone-wise list of voters, draw a detailed election programme providing for the date, time and place for :

- i) Receipt of resolution by a cooperative society from member societies (wherever applicable);
- ii) Filing of nomination papers;
- iii) Filing of objections by nominated candidates or their proposers;
- iv)) Scrutiny of nomination papers;
- v) Exhibition of list of validly nominated candidates;
- vi) Withdrawal of nomination papers;
- vii) Declaration of result of unopposed elections;
- viii) Allotment of election symbols;
- ix) Exhibition of list of contesting candidates;

- x) Poll, if necessary;
- xi) Counting of votes; and
- xii) Declaration of results.

6.1 The election programme so drawn should be submitted to the Registrar for his approval.

6.2 On receipt of detailed election programme, the Registrar should convey his approval within seven days unless he has reasons to withhold his consent and in such a situation, he should pass a speaking order in writing.

6.3 No election programme approved by the Registrar should be altered, modified or deferred except in circumstances as follows:

- i) Death of a candidate;
- ii) Serious law and order problem; and
- iii) Wide-spread natural calamity

Provided that the Returning Officer or the Assistant Returning Officer should within 24 hours submit a detailed report to the Registrar regarding alteration, modification or postponement of elections giving reasons thereof, in writing.

#### **APPOINTMENT OF A RETURNING OFFICER AND AN ASSISTANT RETURNING OFFICER**

7.0 The Registrar should appoint an Officer of the Department of Cooperation as Returning Officer for elections to the managing

committee of a cooperative society. He should also appoint an Assistant Returning Officer to assist the Returning Officer and if a situation so warrants, to act as Returning Officer to ensure smooth and fair conduct of elections. The Assistant Returning Officer would act under the control and superintendence of the Returning Officer and would have all powers of a Returning Officer, if required to function as such.

#### **ELECTION NOTICE**

8.0 In addition to any other mode, which may be prescribed as per bye-laws of a cooperative society or specified by the Registrar through a general or a special order, the Election Manager of a cooperative society should exhibit election notice indicating the election programme for the zones constituted at least 15 days before the date of election at the registered office of the cooperative society and its branch office, if any, and at some other conspicuous places in the area of operation of the cooperative society. In case of apex and central cooperative societies, notice should also be published in at least one each Punjabi and English newspapers, having circulation in the area of operation of the cooperative society.

#### **FILING OF NOMINATION PAPERS**

9.0 Any person who is a voter may file his nomination paper in Form I as a candidate for elections from the zone in which he is listed as a voter, provided that such a person should be President of a primary agricultural cooperative society or a member duly authorised by the cooperative society as per its bye-laws, in case

