

Minutes of Meeting held between Mr. Ashok Ghosh, Election Officer and members of Urbana Welfare Association on 16 Feb 2018 at 8 PM UWA Office

Chairman: Mr Ashok Ghosh, Election Officer

UWA Members Present: as per attached sheet

Mr Ashok Ghosh opened the meeting confirming acceptance of the responsibilities of "Election Officer" for conducting election of members for new governing body of UWA.

UWA members expressed diverse views and all agreed that this being first election, there will be numerous challenges and the election process be kept simple and practical in view of limited time and resource while ensuring free and fair election.

UWA members updated EO that only Flat Owners at Urbana can be UWA members and current membership strength is about 380 of which many leave out of City. It was agreed upon that endeavor be made to enroll as many more owners as UWA members as possible.


It was decided that UWA members who are not residing at Kolkata should be e-mailing their Voting Paper by e-mail to the EO upon protecting by password. They shall send 2 emails. In first e-mail, copy of their Allotment Letter alongwith copy of any Utility Bill as proof of current residence should be sent. In the second e-mail, password protected voting paper will be e-mailed.

Who are resident of Kolkata should cast their vote through Ballot paper personally.

It has been agreed that UWA shall adhere to the following calendar:

UWA Activities Calendar	
Publishing existing 'Members List' at all Towers, WhatsApp Group, website inviting members to validate and correction in list, if any	25 Feb 2018
Cutoff date to join as new member to qualify for casting vote	5 March 2018
Final List of Members who will qualify to Vote with complete details (Tower No, Flat No, Name or Voter, e-mail id, mobile numbers, address as per Allotment Letter)	7 March 2018

Election Calendar	
Notification date	20 Feb 2018
Nomination paper issuance	7 March 2018, 1 to 5 PM
Receipt of Nomination paper	9 March 2018, 1 to 5 PM
Scrutiny of Nomination Paper	12 March 2018
Withdrawal of candidature	15 March 2018, 3 to 5 PM
Voting Paper publication for outside voters	15 March 2018, 6 PM
Receipt of voting paper & credentials by e-mail from outside voters	17 March 2018, 1 PM
Physical Voting by Ballot paper	18 March 2018, 10 AM to 2 PM
Counting of Ballots	18 March 2018, 3 PM to 5 PM
Printing of Voting Papers casting votes received by e-mail	18 March 2018, 5 PM to 6 PM
Counting of e-mail voting and tabulation of results	18 March 2018, 6 PM to 7 PM
Announcing Results, Issuance Certificate	18 March 2018, 6 PM to 7.30 PM


ASHOK GHOSH