

**Minutes of Meeting held between Mr. Ashok Ghosh, Election Officer and Members of
Urbana Welfare Association on 22nd. February, 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 with a note that discussions and finalisation of Election SOP is one point Agenda of this meeting.

UWA members expressed their views on various aspects related to this first election.

Major points discussed are:

1. **Mode of casting Vote**: after in-depth discussion following procedure is agreed upon:

(a) Members residing in Kolkata and suburb area will cast their votes physically using ballot paper. For physical voting voter to carry one of photo ID card.

(b) Members not residing in Kolkata and suburb area shall be e-mailing their voting paper by e-mail to the EO upon protecting by password. Scanned copy of ballot papers duly signed by the member in blue pen clearly readable shall be submitted via Members registered e-mail ID. E-voter shall attached allotment letter along with Ballot paper to be sent by mail, while e-voting.

2. **Ballot Papers**: For physical casting of votes two types of Ballot paper shall be used with two different colours.

For physical voting voter to carry one of photo ID card

(a) Voting for 9 office bearers-

President - 1

Vice President - 2

Secretary – 1

Joint Secretary - 2

Treasurer - 1

Joint Treasurer – 2

(b) Voting for Governing Body Members- 12 Nos.

(C) Also there shall be two different ballot boxes for two different types of Ballot papers.

(D) Two separate Presiding Officers, for each Ballot Box be designated.

3. **Membership List**: A dedicated team is formed who shall be responsible to review and release existing Membership list on 25th. February 2018. Also the team shall put up final list of Members



who will be qualified to vote which shall be released on 7 March 2018 to E.O. on his prior approval alone can the list be treated as final for future action.

In Annexure-1 attached is a Performa, over which information is to be collected for finalizing voter list.

Name appearing in above list shall be sufficient condition for eligibility to vote either ballot or e-voting.

List to be displayed on notice Board of all seven towers, members whatsapp groups, UWA website etc. on 25th. February, 2018.

Written discrepancy/correction time from 25/02/2018 to 03/03/2018.

The team members are: (1) JyotiAgarwal (2) UdayMukhopadhyay (3) GopaBhabani.

The team will closely work with communication team.

(4) Digital Communication Team:

A three members team is formed who will be responsible to post in real-time basis allWhatsapp groups, members Google e-mail groups and UWA website Notifications, Voters list and other election related intimations. The team shall seek prior approval of material from E.O. before posting.

The team members are: ArpitSuchak, DebjaniBurmanMaji and Rahul Jha.

(5) Documentation: A three Members team is formed to execute the following task -

Designing and printing of Ballot papers, preparation of various notifications including candidates profile and canvassing rules. The team shall seek prior approval of all above from E.O. before and after printing and also before uploading.

The team members are: JyotiAgarwal, SushilKhaitan and Aditya Bhatia

(6) Other resolutions:


A. Nomination withdrawal and re-nomination submit simultaneously is allowed.

B. Cut-off date for e-voting is 17th March 2018, as per time zone.

C. E-voting counting to be opened by EO in presence of all members prior to counting of physical ballot papers.

D. Initial discussion about invalid vote: If voting for a particular candidate is invalid even then entire ballot paper shall not be rejected. Valid votes for other candidates shall be counted from that ballot paper.

E. Voting Formats of South City complex duly placed by EO was reviewed and after necessary modifications finalised and approved.


Ashutosh Ghosh

F. One Flat one vote policy shall be adopted. For authorizing eligible voter, authorization form is attached in Annexure – II to be submitted before or on 12th March, 2018 by 8PM latest via e-mail to uwaelection2018@gmail.com or to UWA office representative :**Gopa Bhabani, Phone No 9477061179, Tower 1 Flat No 3602**

G. Nomination form in Annexure- III. Corrected version to be circulated on time.

H. Declaration form – Annexure- IV to be duly corrected and circulated on time after deleting circle (1) point.

All members shall extend their full support and cooperation to each team members to expedite the completion of tasks in compliance with the timeframe.

Meeting was adjourned at 10 PM.

A handwritten signature in black ink, consisting of a stylized name above a horizontal line, followed by a second, more legible signature below it.

Annexture - 1

List of Members as on 25th. February, 2018

SI No	Tower No	Flat No	Name	Email ID	Mobile No	Current Residing Location
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ANNEXTURE – II
Voter Form

LETTER OF AUTHORISATION

Date:

To,
The Election Officer,
Urbana Welfare Association,
Kolkata: 700107.

Dear Sir,

This is to authorize Mr./Mrs. _____, who is a Joint Owner of Flat no. _____ in Tower _____ will be our sole representative to cast a vote for the Election of Governing Body of UWA for the tenure 2018-19.

We would like to state also that I/We do not have any objection for the above.

Yours Faithfully,

Signature:

Signature:

Name:

Name:

Joint Owner 1:

Joint Owner 2:

Please Note:

1. All the joint owners are required to sign this letter of authorization.
2. Please attach a self-attested copy of identity proof of the persons authorising.
3. Kindly submit this form before or on 12th March 2018 via
 - a. Email to uwaelection2018@gmail.com
 - b. UWA Office Representative
 - i. Name: GopaBhabani
 - ii. Phone No: 9477061179
 - iii. Tower: 1 Flat Number: 3602

ANNEXTURE – III

Nomination form – Election to the Governing Body of Urbana Welfare Association 2018-19

Candidate Name:

Nomination for the Post of:

Tower Number:

Flat Number:

Date of Birth:

Contact Number:

E-Mail ID:

Paste self-attested
photograph here

Background of Candidate:

(Kindly provide your age, academic qualification, professional experience in brief. Do share your participation in Socio-cultural activities as well. [Restrict to 800 characters])

Candidature Proposed By:

Name:

Tower:

Flat Number:

Contact Number:

E-Mail ID:

Signature:

Candidature Seconded By:

Name:

Tower:

Flat Number:

Contact Number:

E-Mail ID:

Signature:

ANNEXTURE – IV

Declaration by the Candidate.

I _____, owner of Flat _____ Tower _____, give my full consent to put forward my candidature for the Elections of Urbana Welfare Association's Governing Body 2018-19.

On being elected, I agree to abide by the rules governing the Association and promise to put in my best effort for the benefit of the entire community.

I also certify that I have never been convicted in a criminal case.

Date:

Place:

Signature of the Candidate

Please Note:

1. Entire nomination form should be filled up clearly in all respects. No Over-writing is allowed.
2. Person proposing and person seconding the candidature should be an eligible voter.

Please Enclose:

1. In case of joint ownership, a letter from the other owners authorising the candidate to be their sole representative for the purpose of the Election. (Preferably in the prescribed format).
2. Two passport sized photographs. One of them to be self-attested and pasted on the nomination form.
3. In case of Corporate Body – Copy of Memorandum and Articles of Association and certified copy of Board Resolution authorising the director to be a candidate in the election.