



# URBANA WELFARE ASSOCIATION

225 CENTER POINT, 21 HEMANT BASU SARANI, KOLKATA - 700001

Email : [info@urbanawa.com](mailto:info@urbanawa.com) & [ufocm@googlegroups.com](mailto:ufocm@googlegroups.com)

Website : [www.urbanawa.com](http://www.urbanawa.com)

Facebook Link : <https://www.facebook.com/groups/Urbanawelfare/>

ELEC./ UWA/ 2019 /IV

Date: 23.03.19

## Minutes of Meeting held by Mr. Ajeet Saxena, Returning Officer to finalise logistics and modalities for conduct of UWA elections.

Following attended:

Chairman: Ajeet Saxena, Returning Officer

Mr. Bharat Agarwal, Mr. Krishna Deo Tewary, Members , Election Committee nominated for the purpose of UWA elections.

URBANA residents - nominated by the outgoing UWA committee, for the purpose of elections:

1. Mr. Pradeep Bhatia,
2. Mr. Santosh Kumar Ray,
3. Mr. Uday Shankar Mukhopadhaya
4. Ms. Gopa Bhabani
5. Ms. Sanju Thakar
6. Mr. Prasad Banerjee
7. Mr. Pradip Sinha

At the outset, Mr. Ajeet Saxena, Returning Officer, said that discussions and finalisation of modalities for the conduct of UWA elections, is one point Agenda of this meeting.

Following points were discussed and decision taken as detailed below:

1. **Status of the current UWA Committee:** With the announcement of Election Schedule for the UWA Elections for 2019-2020, the existing UWA Committee , will function only as a **Care Taker Body** - till such time the new Committee is formed and assumes charge on completion of the Election process.
2. **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, voters must carry one of the government approved photo ID cards – like PAN, AADHAR, Voter ID.

(b) Members not residing in Kolkata and suburb area, shall cast their vote by e-mail and send it to the RO - duly protected by password. Scanned copy of ballot papers - duly signed by the member in blue pen, clearly readable, shall be submitted via Member's registered e-mail ID. E-voter shall attach allotment letter along with Ballot paper - to be sent by mail.



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3. **Ballot Papers:** For physical casting of votes, two types of Ballot papers shall be used - with two different colours.

(A) Ballot Paper for following 9 office bearers - (Red Colour)

President - 1

Vice President - 2

Secretary - 1

Joint Secretary - 2

Treasurer - 1

Joint Treasurer - 2

(B) Ballot Paper for 12 Governing Body Members (Green Colour)

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

(D) There shall be two separate Presiding Officers - one each for each Ballot Box.

#### 4. **MEMBERSHIP LIST**

1. For any queries, updates, with regard to membership list, followings members may be contacted.

(1) Uday Mukhopadhyay

(2) Gopa Bhabani.

Following two teams are also formed for the purpose mentioned herein:-

(4) **Digital Communication Team:**

A three member team is formed who will be responsible to post - in real-time basis, on all Whatsapp groups, members' Google e-mail groups, and on UWA website, all Notifications, Voters list and other election related intimations. **The team shall obtain prior approval of material from Returning Officer, before posting.**

The Digital Communication team members are: (1) Gopa Bhabani (2) Pradip Sinha (3) Pradeep Bhatia.

(5) **Documentation Team:** A three Member 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 obtain prior approval of all the content from the Returning Officer, before and after printing and also before uploading.**



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The Documentation Team members are:

1. Gopa Bhabani, 2. Uday Shankar Mukhopadhaya and 3. Sanju Thakar

(6) Other resolutions:

A. Withdrawal of Nomination from one post and fresh nomination for another position is allowed simultaneously.

B. E-voting ballots shall be opened by the Returning Officer, in the presence of all candidates prior to counting of physical ballot papers.

C. If voting for a particular candidate is found in- valid, even then the entire ballot paper shall not be rejected. Valid votes for other candidates shall be counted from that ballot paper.

D. Till such time, the election process is completed, Election office will function from B1-Club house. Any queries with regard to Elections may be addressed to Sri K.D Tewary, Mobile Number: 9903390305.

F. 'One Flat - One vote' policy shall be adopted. For authorizing eligible voter, authorization form - attached in Annexure – II, to be submitted before or on 16th April by 8PM latest, via e-mail to [uwaelection2019@gmail.com](mailto:uwaelection2019@gmail.com) or to Election office at B1-Club house. For filing nominations, the nomination form can be downloaded from the UWA website. Nomination Forms will also be available from the Election Office.

G. Nomination form format is attached as Annexure- III

H. Declaration form is attached as Annexure - IV.

All members shall extend cooperation to each other, to ensure smooth and time bound completion of tasks - in compliance with the timeframe.



(Ajeet Saxena)

Returning Officer