

## NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS

### ELECTION RULES - 2023

#### **RULES FOR ELECTION OF MEMBERS OF THE GOVERNING BODY AND AUTHORISED REPRESENTATIVES FROM THE CLASSES OF MEMBERS**

Election Rules of the Council framed as per provision of the Rules and Regulations of NCCF and being presented in the forthcoming Meeting of the Governing Members to be held on 24/11/2023 for approval and adoption for Election of Members of Governing Body during the upcoming Annual General Meeting.

#### **1. Short title**

These rules shall be called “Election Rules-2023 of the “Network For Certification and Conservation of Forests” hereinafter called “Election Rules-2023” framed as per requirement of the Rules and Regulations as stated in Clause 16.

#### **2. Definitions**

In these rules, unless there be something in the subject or context inconsistent therewith:

“**Annual General Meeting**” means an annual general meeting of the members of the Council duly held in accordance with the Rules & Regulations of the Council or adjourned meeting thereof.

“**Authorized Representative** ” means a person duly appointed by the members of Class of Members as per procedure laid under these rules to vote in the Election of the Governing Body.

“**Class of Members**” means different class of Members of such as Subscriber Member, Institutional Members, Individual Member, Co-Opted Members, Student Member and as prescribed under Rules and Regulations

“**Counting Staff**” means Officials appointed by Returning Officer to assist him and Scrutinizer for counting and managing the election.

“**Election**” means election of members of the Governing Body and Authorised Representative of the Class of Members, as the case may be.

“**Electoral Roll**” means the list of voters whose names have been notified in the Electoral Roll and are eligible to cast their vote.

**“Election Officer”** means an Officer nominated by the Board to initiate and complete the process of conducting the election of the Governing Body and to perform all related work & duties as may be deemed appropriate for conducting the election of the Governing Body as the case may be.

**“General Body Meeting”** or **“Extra Ordinary General Body Meeting”** means a General Body Meeting of the Members of the Council duly called and constituted as per Rules & Regulations of the Council and any adjourned meeting thereof.

**“Governing Body ”** shall mean the Body as constituted under the Rules and which shall be the Body to look after the overall administration and management of the affairs of the Council.

**“Governing Body Member”** shall mean a Member who is Member of the Governing Body.

**“Individual Members”** shall have the meaning as prescribed to it in the Rules of Regulations of the Council

**“Institutional Members”** shall have the meaning as prescribed to it in the Rules of Regulations of the Council

**“Member”** means member of the Council for the time being. Any Person who is the member of the Council and who shall satisfy the requirement of the Bye-Laws, if any, framed by the Council in this behalf.

**“Month”** means a calendar month.

**“NCCF”** means Network For Certification and Conservation of Forests hereinafter referred to as ‘Council ’

**“Office”** means the Registered Office or the Corporate Office for the time being of the Council.

**“Rules and Regulations”** shall mean the Rules of the Council and as amended from time to time in accordance with the procedure laid down therein

**“Council”** means the Council called “Network For Certification and Conservation of Forests” having its registered office at NCCF House, Pocket 6 & 7, Sector-C, Local Shopping Centre, Vasant Kunj, New Delhi-110070, or as notified from time to time.

**“Subscriber Members”** shall have the meaning as prescribed to it in the Rules of Regulations of the Council

**“Student Members”** shall have the meaning as prescribed to it in the Rules of Regulations of the Council

“**Term**” means Annual General Meeting to Annual General Meeting.

“**Voter**” means Member whose name appeared in the final Electoral Roll. Such voter shall be registered as member with the Council on or before **30<sup>th</sup> November 2023** of the year and there are no arrears in payment of its Membership Renewal charges and all other dues within the time as prescribed.

“**Year**” means a financial year from April 1st to March 31st.

### 3. **Applicabilities**

These rules shall apply to the election of the members of Governing Body of the Council

### 4. **Categories / Class of Membership**

(i) For the purpose of constitution of the Governing Body of the Council in pursuance of Clause (3) of Section 9, the Governing Body of the Council shall comprises of the following classes of Members that needs to be elected as listed out in the Rules and Regulations .

(a) Subscriber Member :- From the Subscriber Members there shall have four (4) members elected among themselves for the post of :-

- i. Chairman
- ii. Secretary
- iii. Member
- iv. Member

(b) Individual Member :- From the Ordinary Members there shall have three (3) members elected among themselves for the post of :-

- i. Co-Chairman
- ii. Treasurar /Member
- iii. Member

(c) Institutional Members :- From the Institutional Members there shall have two (2) members elected among themselves for the post of :-

- i. Treasurer/Member
- ii. Member

## 5. Dates of Elections

- (i) The election to the Council shall be held on a date or dates to be determined by the Council

Provided that if elections cannot be conducted, in extraordinary circumstances, within the time period permitted under this sub-rule, the Governing Body, on a specific request of the Election Officer or otherwise, may postpone the date or dates of election, which in any case shall not be after the expiry of the term of the existing Council.

- (ii) Subject to provision of sub-rule (1), the Election Officer shall notify the date or dates of election so determined under sub-rule (1), the dates fixed for the following stages of election of members to the Council, namely:-

- (a) the last date and time for receipt of nominations
- (b) date or dates and place of scrutiny of nominations
- (c) the last date and time for withdrawal of nominations
- (d) the date or dates of polling;
- (e) the last date and time for receipt by post of ballot papers back from voters;
- (f) the date or dates and time of counting;
- (g) the date and time of declaration of results.

- (iii) If, in the opinion of the Officer, it becomes necessary to change for compelling reasons any date or dates notified under sub-rule (2), he may notify a fresh date or dates, subject to provisions of sub-rule (1),

Provided that such a notification shall be issued at least seven days before the revised date or dates, except for change in dates under sub-clauses (g) and (h) of sub-rule 2.

- (iv) If any of the last date so notified in sub-rule (2) or sub-rule (3), not being the date or dates of polling, is subsequently declared as a holiday the last date so fixed shall be construed as the immediately next working day.

## 6. Members eligible to vote

Subject to other provisions of the rules & Regulations , a member, whose name is borne on the Register on the month of **November 2023** of the financial year in which the election to the Council is to take place, provided their membership dues are paid shall be eligible to vote in the election

Provided that his name has not been removed from the Register on the date of publication of the list of voters:

**7. List of voters**

- (i) The Council shall prepare an Electoral Roll (Voter List) of the members of NCCF as per the record available with Council as on **15<sup>th</sup> December 2023**
- (ii) The Electoral Roll shall be prepared for the appointment of the Member in the Governing Body in which vacancies are available.
- (iii) An exercise may also be undertaken by the Office of Council to update its records by calling members to remove the discrepancies in the Council records, if need arises.
- (iv) The details of voters shall be updated as per schedule of up-dation indicated in the Electoral Roll Notification.
- (v) A final and valid Electoral Roll (Voter list) be placed on website on its due date as decided and approved by the Council . The Council while verifying its records for a final list (Voter List) shall also verify the details of members and email as per records.
- (vi) The Electoral Roll will have the details of members, Postal Address of Members and Email ID.
- (vii) The details once finalized and listed in the Electoral Roll shall be considered as registered details of member and shall be considered as authentic and registered record.
- (viii) Such exercise shall be prior to the Notice of Schedule of Election and the list so compiled after verification by Council shall be considered as final and valid.

Provided further that in case any member is inadvertently or otherwise left out from the Electoral Roll or finds a discrepancy in his/her details in the notified Electoral Roll, a member may represent to the Secretary within the period of 3 (Three) days from the date of such Notice for Election. The Secretary upon satisfaction will be authorized to make such amendments.

**8. Members eligible to stand for election**

- (i) Subject to other provisions of these Rules, a member who is a Member on the 30<sup>th</sup> November 2023 of the financial year in which an election is to take place and whose name continues to be borne on the Register on the last date of scrutiny of nominations and paid their membership fees shall be eligible to stand for election to the Council from the Class / Categories of Members in which he is eligible to vote
- (ii) The Proprietor/Karta or one of its Partners of Partnership Firm as its Authorized Person of the member organization, firm shall be eligible to contest in the Election. However, in case of Joint Stock Company, Corporation, Cooperative Society, which is a member shall be eligible to contest in the Election through their Authorized Representative who shall be the Authorized Person of the Company or Undertaking or Corporation or Cooperative Society provided their nominations for contesting shall be supported with the resolution of the Board of Directors/Governing Body of the Joint Stock Company, Corporation, Cooperative Society.
- (iii) A member from whom any amount is due to the Council on any account what so ever is liable to make the payment on or before 15<sup>th</sup> of December 2023. However, in case of membership fees/renewal of membership, the member is liable to make such payment within the due date prescribed by the Council . The member from whom any amount of membership fee or any other amount is otherwise outstanding after 15<sup>th</sup> of December 2023. shall not be eligible contest or propose the candidature of any other member in election of the Council. The contestant shall also make a declaration to this effect that there is no dues pending against him. In the event of any wrong declaration, the nomination/election of the candidate will be treated as null and void.
- (iv) An individual representing in one or more organization in any capacity such as Proprietor/Partner/Karta or Authorized representative of a Joint Stock Company, Corporation or a Cooperative Society (as the case may be of the constitution of said organization) will not be entitled to contest or to propose, if there is any outstanding amount is due for payment to NCCF by any of his/her organization in which he/she represent in any capacity. Such payment should have been made to NCCF before issue of Notice of Election otherwise their name will be placed in the list of such individual defaulter in all member organization which he/she represent individually. At the same time such organization are also not eligible to nominate any person/Authorized Representative to contest or vote on behalf of the organization. However, the membership renewal fee dues will be applicable only to the same organization. Therefore, such members who have not paid membership fees will be treated defaulters only for the same organization.
- (V) A member can contest for only one vacancy of the member of Governing Body .

**“Explanation** - Any individual person representing one or more member organization shall be entitled to contest election for only one vacancy of Member of Committee”.

## 9. Number of members to be elected

- (i) All the elected members of the Governing Body shall be retiring members in accordance with rules and regulations of the Society of the Council. The retiring members of the Governing Body are eligible for re-election. There shall be Three (3) Government Nominees in the Board of Governing Body and One Co-Opted Member and they shall be non-retiring members. The Government may change their nominees from time to time.
- (ii) The vacancy/vacancies shall be filled at the following Annual General Meeting failing which the meeting shall stand adjourned to the same day in the next week at the same time and place or such other day and time as the Governing Body may decide.
- (iii) A retiring member of the Governing Body shall be eligible for re-election.
- (iv) The members of the Governing Body shall be deemed to continue in the office until their successors are elected and takeover.
- (v) The tenure of members of the Governing Body shall be as per the Rules & Regulations of the Council .

#### **10. Nominations**

- (i) At least 7 (Seven) Days before the date of election, the Council shall publish a notice stating the number of members to be elected from class / categories of Members and calling for nominations of candidates for election by the date and time notified
- (ii) The maximum number of nominations that can be submitted by a candidate shall be One (1) only
- (iii) The nomination of a candidate shall be:
  - (a) in the approved form duly signed by the candidate and by one proposer of whom shall be persons entitled to vote in the election; and
  - (b) delivered to the Election Officer by name not later than 6 P.M. on the notified date:  
  
Provided that an acknowledgement of delivery shall be issued by the Election Officer or by a person authorized by him on receipt of nomination form mentioning the time and date of receipt of nomination form.
- (iv) The nomination shall be valid only if it is accompanied by a statement signed and verified by the candidate containing requisite information

#### **10. Appointment of Election Officer**

- (i) The Council at any time before the Election may take a decision to appoint an Election Officer.
- (ii) The Election Officer can be any person having knowledge of holding/conducting the elections and is familiar with the relevant rules/laws and who the Governing Body deem fit and appropriate. The person so opting should also declare of his not being affiliated or associated with any other member so contesting.
- (iii) The Election Officer shall appoint any person to assist in initiating and concluding the process of conducting elections till the declaring of the results in a fair and transparent manner.
- (iv) The Election Officer shall perform all its duty so that the entire process is held in a smooth and transparent manner.
- (v) A notification containing the name of the person/s appointed as the Election Officer shall be issued before the last date for the receipt of nomination for the election for which it is appointed.
- (vi) The term of the Election Officer shall end with the conclusion of the polling for which it is appointed.
- (vii) The Election Officer shall have the power to regulate its procedure in such manner as it considers just and expedient.
- (viii) In case a vacancy arises in the Election Officer for any reason reason, the vacancy shall be filled up by the Secretary.

#### **11. Scrutiny of Nominations**

- (i) The Election Officer in consultation with the Secretary on a date and time fixed and notified in advance shall scrutinize all nomination papers received and prepare lists of valid nominations and notify on the notice board of the Council 's Office. In case the work is not completed on the same day, it would be continued on the following day till the work is over.
- (ii) The Election Officer shall scrutinize the nomination papers of all the candidates and shall endorse on each nomination paper its decision, whether it accepts or rejects the nomination.
- (iii) The Election Officer shall record a brief statement of its reasons, if it rejects a nomination.
- (iv) (a) The Election Officer shall reject a nomination, if it is satisfied that:
  - (i) the candidate was ineligible to stand for election under the present rule ; or



- (ii) the proposer was not qualified to subscribe to the nomination of the candidate in the approved Form; or
- (iii) the signature of the candidate or of the proposer is not genuine; or
- (iv) there has been a failure to comply with the provisions of the present rules
- (v) If two candidates has been proposed by one Member
- (b) The Election Officer shall not reject a nomination paper on the ground of a technical defect which is not of a substantial character.
- (c) The rejection of the nomination of a candidate by reason of any irregularity in respect of that nomination shall not be a bar to the acceptance of another nomination submitted under rule 9 and is also valid in respect of the same candidate.
- (d) If a proposer incurs a disability by reason of the operation of the provisions of the Rules or Regulations made hereunder subsequent to the date of signing the nomination, it shall not invalidate the nomination.
- (v) In a case where the nomination or, if more nominations than one were filed, all the nominations of a candidate has or have been refused or rejected, the Election Officer shall give notice of the decision together with a brief statement of the reason(s) therefor to the candidate concerned by registered/speed post and/or Email.
- (vi) All nominations received within prescribed date and time shall be entered into a register maintained for the purpose in the Office of the Council .

**12. Preparation of lists of valid nominations**

- (i) On completion of the scrutiny of the nominations, the Election Officer or its appointed person shall forthwith prepare a list of valid nominations and cause a copy of the list to be sent by email / registered/speed post to each candidate who had filed his nomination:
- (ii) The list shall contain full names in alphabetical order and the addresses, as published in the list of voters, of the validly nominated candidates

**13. Withdrawal of Candidate**

- (i) A candidate may withdraw his candidature by giving a notice in his own hand and duly signed by him and have it delivered to the Election Officer anytime before 6.00 P.M. of the last date
- (ii) No candidate who has given a notice of withdrawal of his candidature under sub-rule (1) shall be allowed to cancel or withdraw that notice.

- (iii) Within Three days of the last date notified hereunder , the list of such candidates who have withdrawn their candidature shall be intimated by the Election Officer to the other candidates standing for election.

**14. Election Code of Conduct**

- (i) If need arises, as the case may be, with a view to maintain a healthy and peaceful atmosphere during the election process for ensuring a free and fair election, the Election Officer, shall issue a Election Code of Conduct for candidates, as approved by the Council and which shall be published on the web-site of the Council.
- (ii) The Election Code of Conduct shall contain instructions and norms to be followed by candidates and their authorized representatives appointed under these Rules during the entire election process including at the polling booth and counting centre.
- (iii) The Election Code of Conduct shall come into force from the date notified by the Election Officer
- (iv) The Election Code is deemed to be a guideline of the Council and it is obligatory for each candidate to comply with the Election Code of Conduct.

**15. Death of a candidates**

- (i) If a candidate dies before the date of election but after the date fixed for the withdrawal of candidature and his nomination is or has been accepted as valid, the election shall be postponed.
- (ii) If a candidate dies after declaration of results in which he has been declared elected, then the resultant vacancy would be deemed to be a casual vacancy and filled in accordance with the Rules and Regulations of the Council

**16. Mode of election**

- (i) In the event of elections taking place, the Election Officer shall direct his team about the date & time to issue Ballot Paper to all such members who are eligible to vote for Election to the vacancies to be filled up and provide the same as per procedure of Election, through voting in person and/or BY Email, as the case may be.
- (ii) The Secretary (or his nominee) of the Council shall coordinate all activities with the Election Officer and the Election Team.
- (iii) In these Rules, wherever any function is assigned to the Secretary, he may delegate the same or any of them to any other officer of the Council
- (iv) In the event of voting in person, Election Officer shall issue the Ballot Paper to concern members. Such voter shall be provided the Ballot at the counter after

verifying their particulars that they are the Authorized person of the member organization. The Election Officer may also demand for additional details such as Photo ID, PAN Card, or any other such particular, which satisfies him to allow the Authorized Person to cast the vote in person.

**17. Eligibility to Vote**

- (i) Subject to other provisions of these Rules, a member who is a Member of the Council and whose name continues to be borne on the Register
- (ii) Eligible Member of the Council shall have right to cast number of vote(s) as per available vacancy(s) at the time of Election.
- (iii) A member from whom any amount is due to the Council on any account what so ever is liable to make the payment before the last date of removal of discrepancies in the Electoral Roll. However, in case of membership fees/renewal of membership, the member is liable to make such payment by the **15<sup>th</sup> December 2023**. The member from whom any amount of membership fee or any other amount is otherwise outstanding shall not be eligible to cast its vote in election of the Council. The Member shall also make a declaration to this effect that there is no dues pending against him. In the event of any wrong declaration, the nomination/election of the candidate will be treated as null and void.
- (iv) An individual representing in one or more organization in any capacity such as Proprietor/Partner/Karta or Authorized representative of a Joint Stock Company, Corporation or a Cooperative Society (as the case may be of the constitution of said organization) will not be entitled to cast its vote, if there is any outstanding amount is due for payment to Council by any of his/her organization in which he/she represent in any capacity. Such payment should have been made to Council before issue of Notice of Election otherwise their name will be placed in the list of such individual defaulter in all member organization which he/she represent individually. At the same time such organization are also not eligible to nominate any person/Authorized Representative to vote on behalf of the organization. However, the membership renewal fee dues will be applicable only to the same organization. Therefore, such members who have not paid membership fees will be treated defaulters only for the same organization.
- (v) The Organization Member shall be permitted to cast its vote as under :-
  - (a) Authorized Person of a Member organization shall be entitled to vote on behalf of the Member as per procedure laid down in these Rules.
  - (b) Authorized Person of the organization can be Proprietor/ partner / Director/ President/Chairman/ and/or any person authorized by the Member Organization through the resolution/power of attorney represent it as Authorized Person.

- (c) For the propose of voting in person, the signature of the Authorized Person shall be registered with the Council on Form 'A' and shall reach the same to the Office of the Council either through E-Mail /Registered/Speed Post or in person within reasonable time from the date of issue of Notice of Schedule of the Election. In exceptional circumstances the courier can be used and the reason be recorded for the same.

**18. Polling Officer**

- (i) The Election Officer, if need arises may appoint a Polling Officer for a polling booth and may also appoint such other persons as he may deem necessary to assist himself and the polling officer:

Provided that no member of the Council shall be appointed as Polling Officer.

- (ii) The Polling Officer shall, in addition to performing the duties imposed upon him by these Rules, be in general in charge of all arrangements at the polling booth and may issue orders as to the manner in which persons shall be admitted to the polling booth and generally for the preservation of peace and order at or in the vicinity of the polling booth.
- (iii) Where the Polling Officer appointed by the Election Officer is unable to conduct the polling on one or more of the day or days fixed for the polling, he may intimate the same to the Election Officer or any other officer nominated by the Election Officer for the purpose, who shall appoint another person as polling officer in his place.

**19. Appointment of Scrutinisers**

- (i) The Election Officer may appoint a Scrutinizer who, in the opinion of the Election Officer Body can scrutinize the process in a fair and transparent manner.

**20. Voting**

- (i) The Voting shall be by secret Ballot and/or show of hands and also By Electronic Media such as E-Mail
- (ii) Eligible member of the Council shall have right to cast votes as per available vacancies in Governing Body at the time of election as per the Rules & Regulations of the Council for the members

**(21) Voting in Person**

- (a) To enable a member to cast his vote in person through his Authorized Person (including Authorized Representative as Authorized Person) a polling booth shall be set up where arrangements for a secret marking of ballot papers shall be made. Ballot boxes duly sealed and with a small slit for inserting the ballot paper shall be kept in the polling booth. The boxes will be kept in such a way that the candidates are able to see it. The ballot papers on Form-V duly signed issued for the purpose of

casting vote in Person after due verification, the Polling Officer shall verify the antecedents of the voter. On satisfaction, the Polling Officer shall provide the Ballot Paper and allow the voter to cast the vote. Arrangements for marking of the ballot paper shall be so made that nobody is able to view the marking by any voter who shall mark the ballot paper on the covered table, fold the ballot papers and insert the same in the ballot boxes aforesaid mentioned. Only the candidates or one of their representatives declared in advance shall be allowed to enter the polling booth.

- (b) Impersonation or any other offence shall attract the related provisions of the Laws in India on the subject.
- (c) There will be no canvassing of any form whatsoever
- (d) One ballot box at a time shall be provided at the polling booth. At the entrance of the booth, a voter shall deliver his authorization letter (Form 'A') brought with him (a copy of which should have been forwarded to the Secretary upto 5.00 p.m. a day prior to the actual date of poll in advance to the polling officer). The Polling Officer will counter check the records available with him that no ballot is cast by the person (Member Organization) through electronic means. Thereafter, the member will authorize to make his attendance marked, go inside the secret marking table, cross mark against the name of the candidate of his choice in ink/ball pen provided by the Polling Officer at the entrance, fold the ballot paper after marking, come out and insert the same one by one in the ballot box. In case one box is full during the poll, it shall be replaced by another and so on.
- (e) The polling hours shall be at any time during the day
- (f) When the poll will be nearing closure, all remaining voters present at the booth shall report to the Polling Officer within 15 minutes of the close of the poll and they will be provided with chits signed by the Polling Officer, allowed to stand in queue for their turn to cast votes. All such voters shall be allowed to exercise the voting rights even beyond the hour fixed for close of the poll.
- (g) The candidate or his representative (names and details declared in advance) shall be allowed to watch the proceedings during the poll and counting, but only one of them can remain present during the poll or the counting at a time.
- (h) After the voting is over, the ballot boxes shall be sealed immediately in presence of the candidates or their authorized agents and taken to the premises of counting if the premises are different from the place of poll.
- (i) The Polling Officer shall work under control and supervision of Election Officer.

## **22. COUNTING, TABULATION OF VOTE AND DECLARATION OF RESULT**

- (i) The counting of voting in person shall start in presence, and under supervision and control of the Election Officer who will be assisted by the other staff as may be appointed with prior consultation provided by the Secretary
- (ii) The counting of physical ballot shall be made for voting in person by the counting staff.
- (v) The Counting staff shall bring to the Polling Officer the doubtful or likely to be rejected ballot papers and obtain his order on each of them.
- (vi) The counting shall be continued till it is completed.
- (vii) The counting of all the ballot boxes shall be done separately.
- (viii) Tabulation of the votes shall be done under control of the Election Officer who shall be provided necessary staff.
- (ix) In case any objection to the counting of votes, the Election Officer shall decide about acceptance / rejection of the objection.
- (x) Before announcing the result on the basis of counting, the results of candidates elected unopposed shall also be announced.
- (xi) After the result of all the offices have been tabulated and checked and signed by the Scrutinizer/Polling Officer, he shall announce the total number of votes polled by each candidate for each office.
- (xii) In case there is no objection to the counting, the result based on the principle of person getting the largest number of votes shall be declared as elected by the Returning Officer (Form-VI).
- (xiii) If at any stage, during the process of election or after the declaration of result, the candidature of any contestant is found to be null and void under these Rules, then the next candidate on the principle stated in above shall be declared elected.
- (xiv) After results have been announced, the members of each category and office shall be given certificates of being elected by the Election Officer on Form-VII.
- (xv) In case of any result is withheld for a particular seat the result will be withheld only for the particular post. The results shall be announced, declared and member(s) elected the Board shall be inducted.

**23. THE VOTES TREATED TO BE INVALID** The following categories of votes shall be treated as invalid :-

- (i) If number of vote casted are more than the numbers of seats available.
- (ii) If secrecy has not been maintained i.e., the voter has made any such mark on the ballot paper so that he/she could be identified.
- (iii) If there are names of more candidates marked than required to be marked on the ballot paper.
- (iv) If there is no marking in the ballot paper at all.
- (v) If the marking is such that it cannot be decided as to in whose favour the marking has been done.
- (vi) If there is marking in the blank area.
- (vii) If the marking is outside the marking area.
- (viii) If the ballot paper is torn or mutilated.
- (ix) If the voter has not cleared all his outstanding dues within the specified time.

#### **24. COUNTING OF VOTES**

- (i) In the case of mark in common areas of two candidates, the intention of the voter will be judged by the Returning Officer and the vote shall be counted in favour of one candidate accordingly.
- (ii) In case of a tie, lots shall be drawn and the candidate winning the lot shall be declared elected.
- (iii) The Poling Officer shall be the final authority to declare a vote valid or invalid i.e. to accept or reject vote. His decision shall be final and not questionable.
- (iv) The votes shall be tabulated against the names of each candidate getting highest number of votes shall be declared elected.
- (v) All election records shall be sealed immediately after the results have been announced and signed by the Election Officer

#### **25 GENERAL**

- (i) The record of the elections shall be kept in the Office of the NCCF duly sealed for six months after the election and then destroyed.
- (ii) The dates of all postings on web, sending and receiving nomination papers, withdrawal and all notices and papers etc. shall be taken to be authentic and final as

per records of the Office of the Network for Certification and Conservation of Forests and by the address relevant to such paper or documents. In case of any doubt or dispute, the decision of the Secretary, Network for Certification and Conservation of Forests shall be final in this regard.

- (iii) In case of any dispute about the interpretation of any of Rules of Election, the decision of the Election Officer shall be final and binding.
- (iv) In case of variations, if any, in the number of days in the schedule of election, the days and time given in the notice of schedule of the election will be final. In the event of any need arises, the Election Officer is authorized to issue necessary corrigendum about such date(s)/day(s) / time. In such case, no fresh notice is required to be issued and the notice(s) be placed on Website / Notice Board of NCCF.
- (v) All legal matters shall be subject to jurisdiction of Delhi Courts only.

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**REGISTERED/SPEED POST**

**FORM – I**

Ref.No. ELECTION / NCCF/ 2024

**NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

“NCCF House”, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj, New Delhi-110070

ELECTION OF THE NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS

**Notice of Schedule for election of the Office of Members of the Governing Body**

It is hereby notified for information of the concerned members of the **Network For Certification and Conservation of Forests** of the election to the above Office.

S. No	Activities	Date
1.	Date of Election	: 26 <sup>th</sup> April 2024
2.	Date of issue of Nomination papers from NCCF's Office/Display on website.	: 05 <sup>th</sup> April 2024
3.	Last date of receipt of nomination papers in NCCF's office.	: 15 <sup>th</sup> April 2024
4.	a. Date & time of Scrutiny b. Place of Scrutiny c. Date of display of names of valid nominations after the Scrutiny on Notice Board of NCCF	: 17 <sup>th</sup> April 2024 : NCCF House 18 <sup>th</sup> April 2024 :
5.	Last date of receipt of Authorization Form A to cast vote by Voting in person	: 24 <sup>th</sup> April 2024
6.	Last date fixed for the withdrawal of Nominations	: 25 <sup>th</sup> April 2024
7.	Date of issue of lists of valid contesting candidates on Notice Board of NCCF/website and to contesting Members	:
8.	Date and Time of polling (actual poll) at the polling booth	: 26 <sup>th</sup> April 2024 at 1:00 pm
9.	Date of counting of votes after the polling.	: 26 <sup>th</sup> April 2024
10.	Declaration of result and award of certificates	: 26 <sup>th</sup> April 2024
		:

**Sd/**

(Election Officer)

Election –GB

**Network For Certification and Conservation of Forests**

FORM – II

Ref.No.

**NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj, New Delhi-110070

**ELECTION OF THE NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

Network For Certification and Conservation of Forests  
NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj, New Delhi-110070

Dear Sir,

We/I Mr./Mrs./Ms. \_\_\_\_\_ the Authorised Person of M/s \_\_\_\_\_ do, hereby propose the name of Mr./Mrs./Ms. \_\_\_\_\_. The Authorized Person of M/s \_\_\_\_\_ who are the Members of the Network For Certification and Conservation of Forests (hereinafter referred to as Council ) for the Office of Members of the Committee of Administration of the Council .

We also hereby, solemnly declare that we are the duly Authorised Person of the Members mentioned above from whom no money is due to the Council on any account nor we have been disqualified from the Membership. We further declare that our authorization still subsists.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature: Proposer \_\_\_\_\_  
(Seal of the Co./Firm/Orgn.)  
Name and Address

**ACCEPTANCE FORM TO BE FILLED BY THE CONTESTANT CANDIDATE**

I hereby agree to be a candidate for the Office of the Member of Governing Body of the Council .

I hereby solemnly declare that I am the member/authorized representative of the member below mentioned Company / Firm / organization from whom no money is due to the Council on any account nor the below mentioned member has been disqualified from the membership of the Council . I further declare that my authorization still subsists. I declare that I have read the Rules & Regulations of the Council and its Election Rules, and they do not disqualify me from contesting this Election.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_  
(Seal of the Co./Firm/Organization)  
Name and Address

**FORM – III**

Ref.No.

**NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj, New Delhi-110070

**ELECTION OF THE NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

**WITHDRAWAL FORM FOR THE CANDIDATURE TO THE POST OF  
THE MEMBERS OF THE GOVERNING BODY OF  
THE NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

To,  
Network For Certification and Conservation of Forests  
NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj,  
New Delhi-110070

Dear Sir,

With reference to my candidature for the Office of the member, Governing Body of the Network For Certification and Conservation of Forests, I am to say that I hereby withdraw my candidature from the elections to this Office.

I hereby declare and affirm that my above withdrawal is final and irrevocable and I fully own responsibility for the same, and the same has been made voluntarily, without any coercion or undue pressure.

Signature of the Candidate: \_\_\_\_\_  
Name and Address of Co./Firm/ Organization representing

\_\_\_\_\_  
(SEAL)

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Remarks of the Election Officer, Network For Certification and Conservation of Forests:

Dated \_\_\_\_\_

**(Election Officer)**  
**Election - GB**  
Network For Certification and Conservation of Forests  
(Signature & Seal of Election Officer)

**FORM – IV**

Ref.No.

**NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj, New Delhi-110070

ELECTION TO THE OFFICES OF THE MEMBERS OF  
THE GOVERNING BODY OF  
THE NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS \_\_\_\_\_ (YEAR)

**LIST OF VALID NOMINATIONS FOR ELECTION TO MEMBERS OF GOVERNING BODY**

OFFICE OF THE MEMBERS OF GOVERNING BODY

S.NO.	NAME	REPRESENTING CO./ FIRM/ ORGANISATION	STATION
1.			
2.			
3.			
4.			
etc.			

**(Election Officer )  
Election - GB**

Network For Certification and Conservation of Forests  
(Signature & Seal of **Election Officer** )

**To be retained with Election Officer**

**FORM – V**

Si. No. \_\_\_\_\_

Detail of Organization issued the ballot paper  
M/s \_\_\_\_\_

Singed by voter \_\_\_\_\_

Signed by Poling Officer \_\_\_\_\_

.....cut from here.....

**FORM – V**

**For use of Voting in Person at AGM**

Si. No. \_\_\_\_\_

Ref.No.VP/

**Seal & Signature of the Poling Officer**

**NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj, New Delhi-110070

ELECTION TO THE OFFICES OF THE MEMBERS OF THE GOVERNING BODY OF  
THE NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS \_\_\_\_ (YEAR)

**VOTING IN PERSON**

NAME OF THE CANDIDATE	CO./FIRM/ORGANISATION REPRESENTING	“X” mark to be made if chosen to be voted for
1.		
2.		
3.		
4.		
etc.		

**NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj, New Delhi-110070

**FORM – VI**

**DECLARATION OF RESULT**

The names of elected candidates as a member of Governing Body are given below:

SL. NO.	NAME OF THE CANDIDATE	SEAT FOR WHICH ELECTION IS HELD
1.		
2.		
3.		
4.		
5.		
or so on		

**(Election Officer)**

Election - GB

Network For Certification and Conservation of Forests  
(Signature & Seal of Election Officer )

**NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS**

NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj, New Delhi-110070

**FORM – VII**

CERTIFICATE

It is certified that Shri \_\_\_\_\_ of M/s  
\_\_\_\_\_ is hereby  
declared elected as Member of Board of Governing Body of the Council in its election held  
on \_\_\_\_\_ for the year \_\_\_\_\_

**(Election Officer)**

Election - GB

NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS

(Signature & Seal of Election Officer )

On the letterhead of Member (Proprietorship/partnership/joint stock company/ cooperative societies/HUF)

**FORM A**  
Authorization Form for voting in person

To,  
The Secretary,  
Network For Certification and Conservation of Forests  
NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj,  
New Delhi-110070

Dear Sir,

We hereby authorize \*Shri \_\_\_\_\_ of M/s \_\_\_\_\_ as the Authorized Person of M/s \_\_\_\_\_ (name of member organization) who is a member of NCCF as a person authorized to vote by voting in person. The signature of \*Shri \_\_\_\_\_ mentioned above are appended and attested below:-

\*Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Date : \_\_\_\_\_

\*The above signature is attested.

\*\*Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Company Name & Address \_\_\_\_\_  
\_\_\_\_\_  
Seal of Company \_\_\_\_\_  
Date \_\_\_\_\_

**\* Sign (in case of partnership firm/HUF/cooperative societies/joint stock company to be signed by person other than the person so authorized.**

(In case of cooperative societies/association of person/joint stock company, the same shall be accompanied by resolution of the Managing Committee/Board of the Cooperative Societies/ Association /Joint Stock Company authorizing such a person to act as a authorized person under the Election Rules).

\*\* The above AUTHORISED PERSON BE AUTHORISED AS PER 4(b)(ii) OF THE election Rules and signatures are attested as per Clause 4(b)(iii) of Election Rules.

\*\*Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Seal of Company \_\_\_\_\_  
Date \_\_\_\_\_

(Signature to be attested by Banker, a schedule Bank only/  
Chartered Accountant with Seal & Mem. No. )



**FORM – B**

To,

The Secretary,  
Network For Certification and Conservation of Forests  
NCCF House, Pocket 6 & 7, Sector-C,  
LSC, Vasant Kunj,  
New Delhi-110070

Sir,

I \_\_\_\_\_, member Governing Body, offer my nomination for the office of \_\_\_\_\_ / \_\_\_\_\_ of Governing Body for the term \_\_\_\_\_.

I fulfill the eligibility criteria set out in the Election Rules, particularly Clause \_\_\_\_\_ thereof and Rules & Regulations Clause \_\_\_\_\_.

I solemnly state that the information furnished by me is true and correct and if the same is ever found to be incorrect, my nomination / election may be treated as null and void. I further declare that I have read the Rules & Regulations of the Council and its Election Rules, and they do not disqualify me from contesting this election.

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Seal of the Organization Represented)