



# **COOPERATIVE ELECTION AUTHORITY**

## **Manual of Instructions on use of Ballot Paper**

- **Preparation of Ballot Paper**
- **Casting of vote by eligible members**
- **Use of stamp for voting**
- **Sample of valid/invalid votes**

## Cooperative Election Authority

### **Instructions on Ballot Paper to be used in conduct of elections of the Multi-State Cooperative Societies**

#### • PREPARATION OF BALLOT PAPER

i) A ballot paper shall contain the names of contesting candidates arranged in alphabetical order either printed, typewritten or cyclostyled, according to convenience. The ballot paper shall bear the seal of the Society and also the initials of the Returning Officer or Assistant Returning Officer on the reverse of the ballot paper.

ii) A Ballot Paper shall contain a column, for the voter to inscribe mark 'X' against the name or names of the persons to whom he intends to cast his vote. **[Rule19M (5)]**

iii) Every eligible voter, who is desirous of casting vote, shall be issued a ballot paper to him after obtaining signature or thumb impression of the member or delegate on counterfoil perforated with the ballot paper and the counterfoil shall bear the serial number and other details of the ballot paper. **[Rule19M (7)]**

iv) Separate Ballot Paper shall be prepared for (a) for Women Constituency (ii) for SC/ST Constituency and (c) and for remaining Constituencies as per Bye-laws.

v) Generally, there shall be different colour of paper used for each type of Constituency. For example, for Women Constituency, ballot paper can be of pink colour, for SC/ST Constituency, the ballot paper can be of sky-blue colour, for General Constituency, the ballot paper can be of white colour and if there is any other Constituency, the colour of the ballot paper could be of different colour as decided by Returning Officer.

vi) A Register shall be maintained for total number of Ballots got printed (which should be generally done from the Government Printing Press), number of Ballot Papers used, number of unused Ballot Papers. This Register should also be handed over to Chief Executive of the Society at the conclusion of the poll/after result.

- **CASTING OF VOTE**

i) On receipt of such ballot paper, the member shall proceed to the polling compartment set apart for the purpose and indicate the person or persons in whose favour he exercises his vote by inscribing a mark 'X' against the name of the candidate or candidates, as the case may be, and put the ballot paper in the ballot box kept for the purpose with utmost secrecy. [Rule19M (7)]

ii) Stamp(s) of mark (X) shall be got prepared and kept in each Polling compartment.

iii) That if owing to blindness or other physical infirmity or illiteracy a member is unable to inscribe the mark on the ballot paper, the polling officer, and where no such polling officer is appointed, the Returning Officer shall ascertain from him the candidate or candidates, in whose favour he desired to vote, inscribe the mark 'X' on his behalf and put the ballot paper in the ballot box. [Rule19M (7)]

- **Illustration of valid/invalid Ballot Papers**

i) **Illustration-A** – in case of three contesting candidates, there are two positions/posts. Only one (X) has been marked. – **Valid Vote**

ii) **Illustration-B** – in case of three contesting candidates, there are two positions/posts, marking in two designated places, i.e. (X) on the ballot paper. – **Valid Votes**

iii) **Illustration-C** – Marking in case of three candidates and there are two positions. One marking is correct and other is incorrect – **Invalid Ballot Paper/all votes**

iv) **Illustration-D** – Use of signature, thumb impression or voting by any other method other than the stamp provided for Marking "X" is **invalid**

v) **Illustration-E** – Marking in two rows or columns will make the vote **invalid**

vi) **Illustration-F** – Marking of "X" for more than the post/position will make a vote **invalid**.

- **Rejection of Ballot Paper**

i) A Ballot Paper shall be rejected by the Returning Officer, if –

(a) It bears any mark of writing by which the member who voted can be identified; or

(b) It does not bear the seal of the society or the initial of

- the Returning Officer or Assistant Returning Officer;  
or
- (c) The mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been casted; or
  - (d) Is so damaged or mutilated that its identity as a genuine ballot paper cannot be established.

**ii) Rejected ballot papers**

- a) RO/ARO will endorse every ballot paper which has been rejected by marking it as “Rejected”
- b) The grounds for such rejection should be mentioned on the ballot paper and duly initiated by RO/ARO.
- c) The grounds of rejection to be mentioned on the ballot paper are summarized as under:
  - “No marking”
  - “Marked for more candidate than number of candidates”
  - “Voter identifiable”
  - “Marked with unofficial article or thumb impression or signed”
  - Any other ground – reason should be mentioned.

**Custody of ballot paper after elections are over**

- i) After declaration of the result of election, the Returning Officer shall hand over the ballot papers and records relating to the election of the members of the board and the office bearers to the Chief Executive of the multi-State co-operative society in a sealed cover. **[Rule19Q]**

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**Illustration-A**

**Ballot Paper**

	Name of the Candidate	Place for Mark(X)
1	AAA BBB CCC	<b>X</b>
2	DDD EEE FFF	
3	HHH III JJJ	

Note: In case of three candidates contesting, and there are two positions/posts. Only there is one Marking.

This is VALID MARKING

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**Illustration-B**

**Ballot Paper**

Sr.No.	Name of the Candidate	Place for Mark(X)
1	AAA BBB CCC	X
2	DDD EEE FFF	X
3	HHH III JJJ	

Note: In case three candidates are contesting, and there are two positions/posts. Vote any two (2) Candidates.

This is VALID MARKING

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### Illustration-C

**Name of the Multi-State Cooperative Societies, whose election is conducted**

### Ballot Paper

Sr.No.	Name of the Candidate	Place for Mark(X)
1 <b>X</b>	AAA BBB CCC <b>X</b>	<b>X</b>
2	DDD EEE FFF	<b>X</b>
3	HHH III JJJ	

Note1: In case three candidates are contesting, and there are two positions/posts. Vote any two (2) Candidates.

Note 2: Marking has to be done only in the third column, i.e., under "Place for Mark(X)". All other markings are invalid.

Note3: In the above example, marking "X" in all the column is wrong and renders the vote as invalid.

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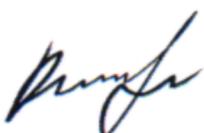
### Illustration-D

**Name of the Multi-State Cooperative Societies, whose election is conducted**

#### Ballot Paper

	Sr. No.	Name of the Candidate	Place for Mark(X)
①	1	AAA BBB CCC	
	2	DDD EEE FFF	

	Sr. No.	Name of the Candidate	Place for Mark(X)
②	1	AAA BBB CCC	
	2	DDD EEE FFF	

	Sr. No.	Name of the Candidate	Place for Mark(X)
③	1	AAA BBB CCC	
	2	DDD EEE FFF	

Note1: There are two contesting candidates and one position/post.

Note2: The Mark is to be made only by the Stamp provided and any other mark is not valid.

Note3: In the above example, Ballot ② is valid. The other Ballot ① & ③ are invalid.

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### Illustration-E

**Name of the Multi-State Cooperative Societies, whose election is conducted**

### Ballot Paper

Sr.No.	Name of the Candidate	Place for Mark(X)
1	AAA BBB CCC	X
2	DDD EEE FFF	
3	HHH III JJJ	

Note1: In case three candidates are contesting, and there are two positions/posts.

“Marking” in two columns is **invalid** as it is not clear in whose favour vote has been cast.

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### Illustration-F

**Name of the Multi-State Cooperative Societies, whose election is conducted**

### Ballot Paper

Sr.No.	Name of the Candidate	Place for Mark(X)
1	AAA BBB CCC	X
2	DDD EEE FFF	X
3	HHH III JJJ	X

Note: There are three contesting candidates and two positions/posts.

“Marking” for all three candidates will make the vote **invalid** as it is not clear as to for which two candidates vote has been cast.

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