



## **Handbook of Returning Officer**

### **Preparation of Member List**

**November 2025**

**COOPERATIVE ELECTION AUTHORITY**

**9<sup>TH</sup> FLOOR, TOWER-E, WORLD TRADE CENTRE  
NAUROJI NAGAR, NEW DELHI – 110029.**

**Cooperative Election Authority****Handbook of Returning Officer****Preparation of Member List**

- (1) Member list is the most basic and fundamental document along with the register of members. In case of any doubt or objection at the time of filing nomination, scrutiny, etc. Returning Officer (RO) shall always refer these basic documents to satisfy himself before taking a final decision.
- (2) It is the duty of the Board of Directors/Administrator to bring updated and authenticated list of Members and register of Members to RO. [Rule 19H(8)] RO shall insist to get duly authenticated list to ensure fair election.
- (3) Before handing over the list of Members to Returning Officer, Board of Director may ensure the following:
  - a) Member's whose business is in conflict or competitive with the business of the Society – such names to be deleted.
  - b) Members who failed to use minimum level of products or services for two consecutive years such name should be deleted. Minimum level of products or services are to be specified in the bye-laws of the societies. [Section 29]
  - c) If a Member has not attended three consecutive general meetings of the society and his absence has not been condoned by the Members in the General Meeting, such names may be deleted. (Section 29)
  - d) Name of Member who is defaulter to society should be deleted. (Section 29)
  - e) Any account closed with the society will result into deletion of his name from the list.
  - f) Names of deceased Member should be removed from the list.
  - g) If application for membership has been filed with the society, such names should be added into the list as per the provisions under Section 25(4) within four months of the date of receipt of the application.

- h) Decision of the society on the membership application should be communicated to the applicant within 15 days from the date of the decision by Board.
  - i) There should not be any variation in the name of the Member on account of spelling errors etc. in the Member's register & Voter list.
- (4) Nominated or associate Member of the Society has no right to vote or elect a director of the Board.
  - (5) No individual can be a member of a National Cooperative or a Federal Cooperative.
  - (6) Society may prepare Members list as on 31<sup>st</sup> March of the preceding year of the election. However, names can be added or deleted one month prior to the date of election. (Rule 19I)
  - (7) Updated list of the Member should be handed over to the Returning officer at least 30 days prior to the date fixed for the General Meeting for the purpose of conducting the election. [Rule 19H(8)]