RULES FOR ELECTION OF REPRESENTATIVES OF ORDINARY MEMBERS OF THE GENERAL COMMITTEE

1. The election shall take place at a meeting called for the purpose with at least seven days' notice. The notice of the election meeting is to be displayed on the Notice Board of the Staff Room. Copies of the said notice are to be circulated to all the departmental rooms where such rooms exist.

2. Names of the cadidates are to be duly proposed and seconded in the election meeting. Those members whose names appear in the list of members (1980-81) supplied by the Association office are only eligible to participate in the election meeting. A member can propose and second as many names as there are seats. No consent of the candidate is necessary for the purpose.

3. Names of candidates are to be proposed and seconded within half an hour of the time notified for the commencement of the meeting. The total duration of the meeting shall be at least two hours or till the polling is over, whichever is earlier.

4. No quorum is necessary for the election meeting.

5. The convener of the Primary Unit shall act as Presiding Officer as well as Returning Officer. In the absence of convener the President of the Election Meeting shall act as Presiding Officer as well as Returning Officer.

6. In case voting is necessary the Presiding Officer shall arrange for displaying the names of eligible candidates alphabetically with serials 'A' 'B' 'C' etc. prefixed to each name. The Presiding Officer shall also make available to electors the ballot paper for recording their votes in order of preference.

[1]

2

For example, voter may cast his votes thus :

A—B.	Guha—2		A—2
B—D.	Sen —1	or	B—1
C—M.	Bose —4		C—4
D—S.	Lahiri—3		D—3

and so on.

The Presiding Officer shall, after the polling is over, arrange for counting of votes and shall take the help of as many members as may be deemed necessary.

Procedure of counting of votes at an election on the single transferable vote system.

1. Definitions—In this part,—

(1) "continuing candidate" means any candidate not elected and not excluded from the poll at any given time ;

(2) "count" means—

(a) all the operations involved in the counting of the first preferences recorded for candidates ; or

(b) all the operations involved in the transfer of the surplus of an elected candidate ; or

(c) all the operations involved, in the transfer of the total value of votes of an excluded candidate ;

(3) "exhausted paper" means a ballot paper on which no further preference is recorded for a continuing candidate, provided, that a paper shall also be deemed to have become exhausted whenever—

(a) the means of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference ; or

(b) the name of the candidate next in order of preference, whether continuing or not, is marked by a figure not following consecutively after some other figure on the ballot paper or by two or more figures ;

[2]

exhausted paper ?

3

(4) "first preference" means the figure 1 set opposite the name of a candidate; "second preference" means the figure 2 set opposite the name of a candidate; "third preference" means the figure 3 set opposite the name of a candidate and so on;

(5) "original vote", in relation to any candidate, means a vote derived from a ballot paper on which a first preference is recorded, for such candidate;

(6) "surplus" means the number by which the value of the votes, original and transferred, of any candidate exceeds the quota;

(7) "transferred vote", in relation to any candidate, means a vote the value of the part of the value of which is credited to such candidate and which is derived from a ballot paper on which a second or a subsequent preference is recorded for such candidate; and

(8) "unexhausted paper" means a ballot paper on which a further preference is recorded for a continuing candidate.

2. Scrutiny of ballot papers

1. The Presiding Officer shall—

   (a) Open the ballot papers and record their number.

   (b) Scrutinise the ballot paper.

   (c) separate the ballot papers which he deems valid from those which he rejects endorsing on each of the latter the word "Rejected" and the ground of rejection under his signature.

(2) A Ballot paper shall be invalid on which—

   (a) the figure 1 is not marked; or

   (b) the figure 1 is set opposite the name of more than one candidate or is so placed as to render it doubtful to which candidate it intended to apply; or

   (c) the figure 1 and some other figures are set opposite the name of the same candidate; or

[3]

(e) there is any figure marked otherwise than with the article supplied for the purpose :

Provided that this clause shall not apply to a postal ballot paper :

Provided further that where the returning officer is satisfied that any such defect as is mentioned in this clause by any mistake or failure on the part of a presiding officer or polling officer, the ballot paper shall not be rejected, merely on the ground of such defect.

Explanation—The figures referred to in clauses (a), (b) and (c) of this sub-rule may be marked in the international form of Indian numerals, or in the Roman form or in the form used in any Indian language.

3. Arrangement of valid ballot papers in parcels—After rejecting the ballot papers which are invalid, the presiding officer shall—

(a) arrange the remaining ballot papers in parcels according to the first preference recorded for each candidate ;

(b) count and record the number of papers in each parcel and the total number ; and

(c) credit to each candidate the value of the papers in his parcel.

4. Ascertainment of quota—At any election where more than one seat is to be filled, every valid ballot paper shall be deemed to be of the value of 100, and the quota sufficient to secure the return of a candidate at the election shall be determined as follows :—

(a) add the values credited to all the candidates under clause (c) of rule 3 ;

(c) add 1 to the quotient ignoring the remainder, if any and the resulting number is the quota.

5. **General Instruction**—In carrying out the provisions of rules (6 to 9) the presiding officer shall disregard all fractions and ignore all preferences recorded for candidates already elected or excluded from the poll.

6. **Candidates with quota elected**—If at the end of any count or at the end of transfer of any parcel or sub-parcel of an excluded candidate the value of ballot papers credited to a candidate is equal to, or greater than the quota, that candidate shall be declared elected.

7. **Transfer of surplus**—(1) If at the end of any count the value of the ballot papers credited to a candidate is greater than the quota, the surplus shall be transferred in accordance with the provisions of this rule, to the continuing candidates indicated on the ballot papers of the candidate as being next in order of the elector's preference.

(2) If more than one candidate have a surplus the largest surplus shall be dealt with first and the others in order of magnitude :

Provided that every surplus arising on the first count shall be dealt with before those arising on the second count and so on.

(3) Where there are more than one to distribute and two or more surpluses are equal, regard shall be had to the original votes of each candidate and the candidate for whom most original votes are recorded shall have his surplus first distributed ; and if the values of their original votes are equal, the returning officer shall decide by lot which candidate shall have his surplus first distributed.

(4) (a) If the surplus of any candidate to be transferred arises from original votes only, the returning officer shall examine all the papers in the parcel belonging to that candidate, divide the unexhausted papers into sub-parcels according to the preferences recorded thereon and make a separate sub-parcel of the exhausted papers.

(b) He shall ascertain the value of the papers in each sub-parcel and of all the unexhausted papers.

(c) If the value of the unexhausted paper is equal to or less than the surplus, he shall transfer all the unexhausted papers at the value at which they were received by the candidate whose surplus is being transferred.

(d) If the value of the unexhausted paper is greater than the surplus, he shall transfer the sub-parcels of unexhausted papers and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by the total number of unexhausted papers.

(5) If the surplus of any candidate to be transferred arises from transferred as well as original votes, the presiding officer shall re-examine all the papers in the sub-parcel last transferred to the candidate, divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon, and then deal with the sub-parcels in same manner as is provided in the case of sub-parcels referred to in sub-rule (4).

(6) The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate.

(7) All papers in the parcel or sub-parcel of an elected candidate not transferred under this rule shall be set apart as finally dealt with.

8. Exclusion of candidate lowest on the poll—(1) If after all surpluses have been transferred as hereinbefore

provided, the number of the candidates elected is less than the required number, the presiding officer shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preferences recorded thereon; and any exhausted papers shall be set apart as finally dealt with.

(2) The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of each paper being one hundred.

(3) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which, and at the value at which, he obtained them.

(4) Each of such transfers shall be deemed to be a separate count.

(5) If, as a result of the papers, the value of votes obtained by a candidate is equal to or greater than the quota, the count then proceeding shall be completed but no further papers shall be transferred to him.

(6) The process directed by this rule shall be repeated on the successive exclusions one after another of the candidates lowest on the poll until such vacancy is filled either by the election of a candidate with the quota or as hereinafter provided.

(7) If at any time it becomes necessary to exclude a candidate and two or more candidates have the same value of votes and are the lowest on the poll, regard shall be had to the original votes of each candidate and the candidate for whom fewest original votes are recorded shall be excluded; and if the values of their original votes are equal the candidate with the smallest value at the earliest count at which these candidates had unequal values shall be excluded.

9. Filling the vacancies—(*1*) When at the end of any count the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.

(2) When at the end of any count only one vacancy remains unfilled and the value of the papers of some one candidate exceeds the total value of the papers of all the other continuing candidates together with any surplus not transferred, that candidate shall be declared elected.

(3) When at the end of any count only one vacancy remains unfilled and there are only two continuing candidates and each of them has the same value of votes and no votes and no surplus remains capable of transfer, the presiding officer shall decide by lot which of them shall be excluded, and after excluding him in the manner aforesaid, declare the other candidate to be elected.

ANNEXURE
ILLUSTRATION

Illustration of the procedure as to the counting of votes at an election on the single transferable vote system when more than one seat is to be filled.

Assume that there are seven members to be elected, sixteen candidates, and one hundred and forty electors.

The valid ballot papers are arranged in separate parcels according to the first preference recorded for each candidate, and the papers in each parcel counted :—

Let it be assumed that result is as follows :—

A	...	...	...	...	12
B	...	...	...	...	8
C	...	...	...	...	6
D	...	...	...	...	9
E	...	...	...	...	10
F	...	...	...	...	7
G	...	...	...	...	4
H	...	...	...	...	19
I	...	...	...	...	13
J	...	...	...	...	5
K	...	...	...	...	14
L	...	...	...	...	8
M	...	...	...	...	10
N	...	...	...	...	6
O	...	...	...	...	4
P	...	...	...	...	5
		Total			**140**

Each valid ballot paper is deemed to be of the value of one hundred and the values of the votes obtained by the

$$\text{Quote} = \frac{14000}{8} + 1 = 1750 + 1 = \boxed{1751}$$

$$19 \rightarrow 1900 \ (1751 + 149)$$

[9]

respective candidates are as shown in the first column of the result sheet.

The values of all the papers are added together and the total 14,000 is divied by eight (*i. e.* the number which exceeds by one the number of vacancies to be filled) and 1,751 (*i. e.* the quotient 1,750 increased by one) is the number sufficient to secure the return of a member and is called the quota.

The operation may be shown thus :—

$$\text{Quota} = \frac{14,000}{8} + 1 = 1,750 + 1 = 1,751.$$

The candidate. H, the value of whose votes exceeds the quota, is declared elected.

As the value of the papers in H's parcel exceeds the quota, his surplus must be transferred. His surplus is 149, *i.e.* 1,900 less 1,751. $(1900 - 1751 = 149)$

The surplus arises from original votes, and therefore, the whole of H's papers are divided into sub-parcels according to the next preferences recorded thereon, a separate parcel of the exhausted papers being also made. Let it be assumed that the result is as follows :—

		Papers
B is marked as next available preference on	...	7
D is marked as next available preference on	...	4
E is marked as next available preference on	...	4
F is marked as next available preference on	...	3
Total of unexhausted papers		18
No. of exhausted papers.		1
Total of papers		19

The values of the papers in the sub-parcels are as follows :—

B	...	...	...	700
D	...	...	...	400
E	...	...	...	400
F	...	...	...	300
Total value of unexhausted papers	...		...	1,800
Value of exhausted papers			...	100
TOTAL VALUE				1,900

The value of the unexhausted papers is 1,800 and is greater than the surplus. The surplus, is, therefore, transferred as follows :—

All the unexhausted papers are transferred, but at a reduced value, which is ascertained by dividing the surplus by the number of unexhausted papers.

The reduced value of all the papers, when added together, with the addition of any value lost as the result of the neglect of fractions, equals the surplus. In this case the new value of each paper transferred is

$$\frac{149 \ (\text{the surplus})}{18 \ (\text{the number of unexhausted papers})} = 8.2 \approx 8$$

the residue of the value of each paper (100—8=92), being required by H for the purpose of constituting his quota i. e, one exhausted paper value (100) plus the value (1,656) of 18 unexhausted papers.

These values of the sub-parcels transferred are :—

B = 56 (*i.e.*, seven papers at the value of 8),

D = 32 (*i.e.*, four papers at the value of 8) ;

E = 32 (*i.e.*, four papers at the value of 8) ;

F = 24 (*i.e.*, three papers at the value of 8) ;

These operations can be shown on a transfer sheet as follows :—

Transfer sheet

Value of surplus (H's) to be transferred	149
Number of papers in H's parcel	19
Value of each paper in parcel	100
Number of unexhausted papers	18
Value of unexhausted papers	1,800

New value of each paper transferred—

$$\frac{Surplus}{Number\ of\ unexhausted\ papers} = \frac{149}{18} = 8$$

Names of Candidates marked as the next available preference			Number of papers to be transferred	Value of sub-parcels to be transferred
B	...	...	7	56
D	...	...	4	32
E	...	...	4	32
F	...	...	3	24
		TOTAL	18	144
Number of exhausted papers			1	...
Loss of value owing to neglect of fractions			..	5
		TOTAL	19	149

The values of the sub-parcels are added to the values of the votes already credited to the candidates B, D, E, and F. This operation is shown on the result sheet.

There being no further surplus the candidate lowest on the poll has now to be excluded. G and O both have 400.

The Returning Officer casts lots and G is chosen to be excluded.

Being original votes, G's papers are transferred at the value of 100 each. A who was marked as next preference on two papers receives 200, while D and E were each next preference on one paper and receiving 100 each. O was

Value of votes 14,000

RESULT SHEET

$$\text{Quota} = \frac{14,000}{8} + 1 = 1,751$$

Name of the Candidates				Value of votes at first count	Distribution of H's surplus	Result	Distribution of votes of G and O	Result	Distribution of votes of J and P	Result	Distribution of K's Surplus
	1			2	3	4	5	6	7	8	9
A	...	...	...	1,200	...	1,200	+200	1,400	+100	1,500	...
B	...	...	...	800	+56	856	+100	956	+100	1,056	+16
C	...	...	...	600	...	600	...	600	...	600	...
D	...	...	...	900	+32	932	+100	1,032	+100	1,132	...
E	...	...	...	1,000	+32	1,032	+100	1,132	+100	1,232	...
F	...	...	...	700	+24	724	...	724	...	724	+16
G	...	...	...	400	...	400	-400	...	...	...	...
H	...	...	...	1,900	-149	1,751	...	1,751	...	1,751	...
I	...	...	...	1,300	...	1,300	+200	1,500	+200	1,700	+16
J	...	...	...	500	...	500	...	500	-500	...	...
K	...	...	...	1,400	...	1,400	+100	1,500	+300	1,800	-49
L	...	...	...	800	...	800	...	800	+100	900	...
M	...	...	...	1,000	...	1,000	...	1,000	...	1,000	...
N	...	...	...	600	...	600	...	600	...	600	...
O	...	...	...	400	...	400	-400	...	...	...	...
P	...	...	...	500	...	500	...	500	-500	...	...
Loss of value by neglect of fractions				...	+5	5	...	5	...	5	+1
Total	...		...	14,000	+5	14,000	...	14,000	...	14,000	...

Value of votes 14,000

RESULT SHEET—concld.

$$\text{Quota} = \frac{14,000}{8} + 1 = 1,751$$

Result	Distribution	Result	Distribution of surplus of I and A	Result	Distribution of F's votes	Result	Distribution of M's votes	Result	Result of Election	
10	11	12	13	14	15	16	17	18	19	
1,500	+300	1,800	-49	1,751	...	1,751	...	1,751	Elected	A
1,072	+200	1,272	+32	1,304	+300	1,604	+300	1,904	Elected	B
600	-600	...	...	...	...	...	...	...	Not Elected	C
1,132	+200	1,332	+65	1,397	+300	1,697	+300	1,997	Elected	D
1,232	+200	1,432	+16	1,448	+200	1,648	+200	1,848	Elected	E
740	+100	840	...	840	-840	...	...	...	Not Elected	F
...	...	...	...	...	...	...	...	...	Not Elected	G
1,751	...	1,751	...	1,751	...	1,751	...	1,751	Elected	H
1,716	+100	1,816	-65	1,751	...	1,751	...	1,751	Elected	I
...	...	...	...	...	...	...	...	...	Not Elected	J
1,751	...	1,751	...	1,751	...	1,751	...	1,751	Elected	K
900	+100	1,000	...	1,000	+24	1,024	+200	1,224	Not Elected	L
1,000	...	1,000	...	1,000	+16	1,016	1,000	+16	Not Elected	M
600	-600	...	...	...	...	...	...	...	Not Elected	N
...	...	...	...	...	...	...	...	...	Not Elected	O
...	...	...	...	...	...	...	...	...	Not Electen	P
6	...	6	+1	7	...	7	...	7		
0	...	14,000	...	14,000	...	14,000	...	14,000		

Pl. see page 13a for a better idea.

being lowest is next excluded and his 400 is similarly transferred to I, B and K, I receiving 200 and B and K 100 each.

This leaves J and P lowest with 500 each and J is chosen by lot for exclusion first. His papers are transferred at the value 100 each to A, B, D and I, the three first named receiving 100 each, and I who had the next preference on two papers receiving 200. P is then excluded and his papers are transferred to E, L and K, the two first named receiving 100 each, and K, who had the next preference on three papers, receiving 300.

K now exceeds the quota and is declared elected.

Prior to further exclusion, K's surplus of 49 has to be distributed.

The sub parcel last transferred to K consisted of 3 votes transferred at the value of 100 each. This sub-parcel is examined; there are no exhausted papers and B, F and I are each next preference on one paper and one paper is transferred to each of them at a reduced value determined by dividing the surplus (49) by the number of unexhausted papers (3). B, F and I accordingly receive 16 each.

The process of exclusion proceeded with.

C and N have 600 each and C is chosen by lot for exclusion first. He has 6 original votes, B, D and E are each next preference on two papers and each receives 200. N is then excluded, A is next preference on 3 of his papers and receives 300; F, I and L are each next preference on one paper and receive 100 each.

This brings A and I above the quota and they are declared elected. Their surplus have now to be distributed and I's surplus which is the larger, 65, is dealt with first.

The last sub-parcel transferred to I consisted of one paper transferred at the value of 100, D:

A's surplus of 49 is then dealt with. The last sub-parcel transferred to him consisted of 3 papers transferred at the value of 100 each. B was next preference on two of these papers and E on one and, the papers are transferred accordingly. The value to be trnsferred is 16 per paper, i.e. the surplus (49) divided by the number of the unexhausted (3). B accordingly receives 32 and E 16.

No other candidate having reached the quota, the process of exclusions is proceeded with, and F who is now lowest with 840, is excluded.

His seven original votes are transferred first. B, D and E are next preference on three, two and two papers respectively and receive respectively 300, 200 and 200.

The transferred votes are next transferred in the order of their transfers to F. The 3 votes received at the value of eight each at the distribution of H's surplus are transferred at the same value to L who was next preference on all 3 papers.

The vote valued at sixteen received by F at the distribution of K's surplus, goes at the same value to M, who was next preference on that paper. The vote transferred at the value of 100 on the exclusion of N is then transferred at the same value to D, who thus received a total of 300.

No continuing candidate having reached the surplus, N, who in now lowest with 1016 is excluded.

His ten original votes are transferred first. B and D are first preference on three papers each and E and L on two each. B and D accordingly receive 300 each and E and L 200 each. This brings B, D and E above the quota and they are declared elected. The requisite number of candidates having now been elected, the election is at an end and it is unnecessary to transfer M's transferred votes.

Full details are shown in the result sheet.

[*14]

Voters 140 Value of votes 14000 Seats 7 Quota 1751

Sl No	Name of candidates	Value of votes at first count	Distribution of H's surplus	Result	Distribution of votes of G and O	Result	Distribution of votes of J and P	Result	Distribution of K's surplus	Result	Distribution of votes of C and N	Result	Distribution of surplus of I and A	Result	Distribution of F's surplus	Result	Distribution of votes of L	Result	Final result
1	A	1200	0	1200	200	1400	100	1500	0	1500	300	1800	-49	1751	0	1751	0	1751	ELECTED
2	B	800	56	856	100	956	100	1056	16	1072	200	1272	32	1304	300	1604	300	1904	ELECTED
3	C	600	0	600	0	600	0	600	0	600	-600	0	0	0	0	0	0	0	NE
4	D	900	32	932	100	1032	100	1132	0	1132	200	1332	65	1397	300	1697	300	1997	ELECTED
5	E	1000	32	1032	100	1132	100	1232	0	1232	200	1432	16	1448	200	1648	200	1848	ELECTED
6	F	700	24	724	0	724	0	724	16	740	100	840	0	840	-840	0	0	0	NE
7	G	400	0	400	-400	0	0	0	0	0	0	0	0	0	0	0	0	0	NE
8	H	1900	-149	1751	0	1751	0	1751	0	1751	0	1751	0	1751	0	1751	0	1751	ELECTED
9	I	1300	0	1300	200	1500	200	1700	16	1716	100	1816	-65	1751	0	1751	0	1751	ELECTED
10	J	500	0	500	0	500	-500	0	0	0	0	0	0	0	0	0	0	0	NE
11	K	1400	0	1400	100	1500	300	1800	-49	1751	0	1751	0	1751	0	1751	0	1751	ELECTED
12	L	800	0	800	0	800	100	900	0	900	100	1000	0	1000	0	1000	-1000	0	NE
13	M	1000	0	1000	0	1000	0	1000	0	1000	0	1000	0	1000	24	1024	200	1224	NE
14	N	600	0	600	0	600	0	600	0	600	-600	0	0	0	16	16	0	16	NE
15	O	400	0	400	-400	0	0	0	0	0	0	0	0	0	0	0	0	0	NE
16	P	500	0	500	0	500	-500	0	0	0	0	0	0	0	0	0	0	0	NE
	Loss of value due to neglect of fraction	0	5	5	0	5	0	5	1	6	0	6	1	7	0	7	0	7	
	TOTAL	14000	0	14000	0	14000	0	14000	0	14000	0	14000	0	14000	0	14000	0	14000	