



# BIHAR OLYMPIC ASSOCIATION

(Affiliated with Indian Olympic Association)

No. BOA/SDA/2020/22

Dated 20/09/2020

To,

The President/Secretary  
All Affiliated State Associations  
All Affiliated Districts Olympic Associations

**Sub: Quadrennial General Meeting of the Bihar Olympic Association to be held at 11.00 AM on Sunday, 18th October 2020 at Hotel Anamika, Mahatma Gandhi Setu Road, Paswan Chowk, Hajipur – 844101.**

Dear Sir/Madam,

Quadrennial General Meeting of the Bihar Olympic Association will be held at 11.00 AM on Sunday, the 18th October 2020 at Hotel Anamika, Mahatma Gandhi Setu Road, Paswan Chowk, Hajipur – 844101.

#### Agenda

1. Confirmation of the minutes of the previous meeting.
2. Consideration and adoption of Annual Report of the Honorary Secretary.
3. Consideration and passing of Auditor's statement of Accounts for year 2019-20.
4. Appointment of Auditor's for the period 2020-21.
5. Election of office-bearers (refer to schedule in **Annexure – I**).
6. Any other matter with permission of the chair.

The name of the Returning Officer:

**Shri Jai Prakash Singh**, Principal District Judge (Retd.).

The Returning Officer is authorized to nominate one legal expert for his assistance.

The office of the Returning Officer will be located at:

Dr. H.N. Gupta Complex

Ground Floor,

Gandhi Chowk, Hospital Road,

Hajipur – 844101,

Vaishali, Bihar.

Email id: [jsinghro@gmail.com](mailto:jsinghro@gmail.com)

Phone no: +91 9431313135

Warm Regards,

(Md. Mushtaque Ahmad)  
Honorary Secretary



# BIHAR OLYMPIC ASSOCIATION

(Affiliated with Indian Olympic Association)

## ANNEXURE - I

**The schedule for the Election of Members Executive Council and Office Bearers as per Election Byelaws (enclosed) will be as under:**

- I. Names of authorized representative to be sent to Honorary Secretary, Bihar Olympic Association by Wednesday, 30<sup>th</sup> September, 2020.
- II. List of authorized representatives in **Form 1** to be displayed at prominent place in the office of the Returning Officer by Saturday, 03<sup>rd</sup> October, 2020.
- III. Nominations for elections to be submitted to the Returning Officer in **Form 2** (enclosed) from Monday, 05<sup>th</sup> October, 2020 to Tuesday, 06<sup>th</sup> October, 2020 from 11:00 AM to 2:00 PM.
- IV. List of nominations to be displayed in **Form 3** at prominent place in the office of the Returning Officer on Wednesday, 07<sup>th</sup> October, 2020.
- V. Scrutiny of nominations by Returning Officer on Thursday, 08<sup>th</sup> October, 2020 from 11:00 AM to 2:00 PM. Thereafter, list of nominations in **Form 4** to be displayed in his office.
- VI. Withdrawal of nominations in **Form 5** (enclosed) in the office of the Returning Officer on Friday, 09<sup>th</sup> October, 2020 to Saturday, 10<sup>th</sup> October, 2020.
- VII. Final list of contesting candidates to be displayed in **Form 6** at a prominent place in office of the Returning Officer on Monday, 12<sup>th</sup> October, 2020.
- VIII. Election on Sunday, 18<sup>th</sup> October, 2020 at the venue and time as per above in the notice and agenda of Bihar Olympic Association.

IX. **Election will be held for:**

President	—	1 Post
Sr. Vice President	—	1 Post
Vice-President	—	7 Posts
Honorary Secretary	—	1 Post
Treasurer	—	1 Post
Joint Secretaries	—	4 Posts
Members Executive Council	—	13 Posts

**BIHAR OLYMPIC ASSOCIATION**  
**Election of Office Bearers and Members of Executive Council**  
**Election Byelaws**

**1. Short Title & Definitions:**

- (1) These Byelaws shall be called the 'Election Byelaws' and shall govern the conduct of Election of Office Bearers and Members of Executive Council of Bihar Olympic Association.
- (2) In these Byelaws, unless the context otherwise requires, -
- a. 'category of post' means the post reserved
  - b. 'clause' and 'sub-clause' mean the clause and sub-clause of these Byelaws;
  - c. 'executive members' means Member of Executive Council of Bihar Olympic Association
  - d. 'Form' means the Form appended to these Byelaws;
  - e. 'BOA' means Bihar Olympic Association
  - f. 'post' includes the office of President, Sr. Vice-President, Vice-President, Honorary Secretary, Joint Secretary, Treasurer and Member of Executive Council of Bihar Olympic Association.
  - g. 'Rule' means the rule of Rules and Regulations of Bihar Olympic Association.

**(2) Executive Council:**

- (1) The Executive Council Of BOA (hereinafter referred to as BOA), shall consist of 15 Office Bearers and 13 Members Executive Council elected in the Quadrennial General Meeting of BOA.
- (2) The 15 Office Bearers (in addition to 13 Executive Council Members) shall be as follows:
- |                              |    |
|------------------------------|----|
| 1. President                 | 1  |
| 2. Senior Vice-President     | 1  |
| 3. Vice – President          | 7  |
| 4. Honorary Secretary        | 1  |
| 5. Joint Secretaries         | 4  |
| 6. Treasurer                 | 1  |
| 7. Members Executive Council | 13 |

**3. Manner of Election:**

- (1) Office Bearers and members of the Executive Council of BOA shall be elected by secret ballot.
- (2) Election shall be held at the Quadrennial General Meeting (QGM) in accordance with the procedure prescribed hereinafter, from amongst the representatives of the affiliated Member State Sports Association/District Olympic Associations.

**4. Electoral College:**

1. Each Member State Association duly affiliated by BOA as its Member as per Rule 26 of the Rules shall have two votes at the elections of the Office Bearers and Executive Committee Members. Each District Olympic Association will have one vote in QGM. State Association will have two representatives with one vote for each representative while District Olympic Association will have one representative with one vote.
2. For the purposes of sub-clause (1), each Member State Association shall be represented by two representatives and each District Olympic Associations will be represented by one representative, who is duly authorized by the President/Secretary of the affiliated Member State Association/District Olympic Association. However, in case President or Secretary nominates different persons (s), the person(s) authorized by the President shall be deemed to be the duly authorized person(s).
3. Each Member Unit/Association shall intimate the name of their representative(s), mentioned in sub-clause 4 (2), 18 days prior to holding of the Quadrennial General Meeting of the BOA. Such intimation shall be addressed to the President/Honorary Secretary of BOA, by the concerned President or Honorary Secretary duly signed on their letter head, so as to reach him on or before the aforesaid date. A Member Unit may change their representatives not later than two days before the date of QGM and such change will be duly notified by the Returning Officer. The change will be authorized only by the President/Honorary Secretary of BOA.
4. The Honorary Secretary shall prepare the list of the authorized representatives of the Member Units/Associations in **Form 1**. The list so prepared by him of all Member Units/Associations to be displayed, 15 days prior to QGM, on the notice board or in any manner as decided by the Returning Officer.
5. The President/Honorary Secretary shall also furnish a duly authenticated copy of the list of Electoral College mentioned in sub-clause 4 (4) to the Returning Officer as he may deem fit, so appointed to conduct the elections of BOA.

**5. Returning Officer:**

The Executive Council/Annual General Meeting of BOA shall nominate a person as Returning Officer for conduct of Election of Office Bearers and members of Executive Council, in accordance with the provisions of the Byelaws. The Returning Officer duly appointed must not be a candidate and should be independent, neutral and must have no interest in the election process.

## **6. Nomination of Candidates:**

1. The Nomination of a candidate for election as Office Bearers or Members of the Executive Council shall be made in **Form 2** and those candidates can contest as clarified in Rule 4 (3) and whose name is there in Electoral College.
2. Candidates shall be proposed and seconded in writing, provided that no member shall propose and also second the same candidate, not later than 12 days before the QGM.
3. Each nomination paper shall be delivered to the Returning Officer in-person by the candidate himself/herself or by any authorized representative of the candidate.
4. No person shall be permitted to withdraw his/her name as proposer/seconded, once the nomination paper subscribed by him/her has been submitted to Returning Officer.
5. The Returning Officer shall prepare a list of all nominations received by him, post wise, in **Form 3** and publish the same in a conspicuous place in his office, no later than 11 days before the QGM.
6. No person shall be eligible to nominate more than one candidate for the same post, either as proposer or seconded; and, if he so does, his/her signature on the nomination papers delivered second in point of time to the Returning Officer shall be deemed to be inoperative.

## **7. Scrutiny of Nominations:**

1. The Returning Officer shall scrutinize each nomination paper, one by one, received by him, and determine its validity or otherwise no later than 10 days prior to QGM.
2. At the scrutiny of nominations, each candidate or one of his/her authorized representative shall have the right to be present and raise any objection in relation to nomination of a candidate for the post for which he/she has filed his/her nomination.
3. As soon as may be after the scrutiny of all nomination papers has been completed by him, the Returning Officer shall prepare a list of validly nominated candidates in **Form 4** no later than 10 days prior to QGM.

## **8. Withdrawal of Candidatures:**

1. Each candidate whose nomination has been found valid on scrutiny shall be entitled to withdraw his/her candidature, no later than 8 days prior to QGM.
2. Notice of withdrawal of candidature shall be submitted in **Form 5**, either by the candidate himself/herself or by the authorized representative of the candidate.

3. Notice of withdrawal of candidature shall be final and shall not be allowed to be cancelled.
4. Notice of withdrawal of candidate shall be final and shall not be allowed to be cancelled.
5. As soon as may be after withdrawals, the Returning Officer shall prepare the final list of contesting candidates in **Form 6**, display a copy of the said list in conspicuous place in his office and on Bihar Olympic Association website no less than 6 days prior to QGM, and also furnish a copy of the same to each of the candidates/their authorized representatives, if they so demand.
6. The names of the contesting candidates in **Form 6** shall be arranged, for each post, in alphabetical order according to English alphabets.

#### **9. Uncontested Returns; and Contested Elections**

1. Where the number of contesting candidates for any post or category of post, in **Form 6** is equal to the number of posts to be filled, all such contesting candidates shall be deemed to be duly elected unopposed to those posts, and it shall not be necessary to take a poll for election to such post.
2. Where the number of contesting candidates for any post or category of post, in **Form 6** is more than the number of posts to be filled, a poll shall be taken by secret ballot for those posts remaining unfilled.
3. The ballot papers for these posts remaining unfilled shall be in **Form 7** to **Form 13** to be made individually for each post.
4. The names of contesting candidates on the ballot papers shall appear in the same order as in **Form 6**.

#### **10. Poll:**

1. The Poll for the Posts Remaining Unfilled under clause 9 (2) above shall be taken post-wise, and shall commence during QGM as per the Agenda Item Elections.
2. Each contesting candidate and/or one authorized representative nominated by him/her, only from amongst the Authorized Representatives list of Bihar Olympic Association, shall be entitled to be present at the place of poll (polling station).
3. At the poll, each authorized representative of State Sports Associations/District Olympic Associations, whose name is included in the Electoral College list in Form 1, shall be entitled to –

- i. cast one vote for each of the post remaining unfilled, where only one such seat is to be filled.
- ii. cast as many votes as are the no. of seats to be filled for any post, where more than one seat is to be filled.

**Explanation:** It is hereby clarified that for the purpose of filling 7 seats of Vice-Presidents, each voter can cast up to 7 votes, and like-wise for 4 seats of Joint Secretaries, and 13 seats of Member of Executive Council, he/she can cast 4 and 13 votes respectively.

4. In case any voter casts his/her vote for more than one candidate, or for more than 7, 4, or 13 candidates, as the case may be, his/her vote for that post shall be invalid.
5. Each voter shall be required, before he is supplied with a Ballot paper, to give his/her signature on the authenticated copy of the Electoral College list in **Form 1** used by the Returning Officer for taking the poll.
6. The voter shall record his/her vote on the ballot paper in secrecy in a voting compartment specially provided for the purpose at the polling station.
7. The voter shall record his/her vote on the ballot paper by placing a tick mark (v) against the name of the candidate of his/her choice, while any other mark, like (x) etc. or word, placed on the ballot paper by him/her shall render the ballot paper liable to rejection.
8. The tick mark (v) to indicate the vote shall be placed by the voter only by means of article specifically provided for the purpose by the Returning Officer, and a ballot paper marked otherwise by means of any pen, ball pen, etc. by the voter shall render the ballot paper liable to rejection.
9. The ballot paper marked by a voter shall be deposited by him/her in a ballot box specially prepared and sealed by the Returning Officer and placed at such a conspicuous place in the polling station that it shall be constantly visible to all present in the polling station.
10. The Returning Officer shall close the poll at the appointed hour; or if the polling is completed earlier, then earlier as well. However, all those voters who are present at the polling station at the appointed closing hour shall be entitled to vote even if the poll proceedings have to be continued for some more time.
11. After all the voters referred to in sub-clause (10) have voted, the Returning Officer shall close the ballot box and shall not permit thereafter any person to vote.
12. All ballot papers will be made separately for all posts.

13. The sequence in which the polling and counting will be done as follows:

- a) President
- b) Sr. Vice-President
- c) Vice-Presidents
- d) Honorary Secretary
- e) Treasurer
- f) Joint Secretaries
- g) Member Executive Council

**11. Counting of Votes:**

1. The Returning Officer shall take up the counting of votes as soon as may be after the polling is complete.
2. Each contesting candidate and/or one authorized representative by each such candidate shall be entitled to be present at the place of counting of votes.
3. The Returning Officer shall take up the counting of votes, post-wise.
4. Each ballot paper on which a vote has been recorded in accordance with sub-clauses (3) to (11) of clause 10 shall be treated as one vote for the candidate for whom it has been validly marked; and if any ballot paper has been marked in violation of any of the aforesaid provisions of sub-clauses (3) to (11) of clause 10 shall be rejected by the Returning Officer.
5. The votes validly cast for each of the contesting candidates shall be counted post-wise, and recorded in the descending order of the votes so cast for each candidate in **Form 14**.
6. The Returning Officer shall thereafter ascertain the result of counting and, the candidates who have secured the maximum no. of votes in the said descending order, post-wise equal to the no. of seats to be filled for each shall be deemed to have been duly elected to those posts.

**12. Declaration of Results:**

The names of contesting candidates who shall be deemed to have been elected at the election in accordance with sub-clause (6) of clause 11 shall be declared as having been duly elected to their respective posts, by the Returning Officer at the Quadrennial General Meeting (QGM) in the **Form 15**.





**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council  
**FORM 2**  
**NOMINATION PAPER FOR**

ELECTION AS \_\_\_\_\_ (NAME OF THE POST)

To

The Returning Officer for above Election  
Bihar Olympic Association,  
Dr. H.N. Gupta Complex,  
Ground Floor,  
Gandhi Chowk, Hospital Road,  
Hajipur – 844101,  
Vaishali, Bihar.

We nominate Shri/Smt./Ms. \_\_\_\_\_

\_\_\_\_\_ (name & address), whose name is entered at Sl. No. \_\_\_\_\_ in the Electoral College list for the above mentioned post.

2. Our particulars are given below:-

	Name	Name of member Unit/Association	Sl. No. in Electoral College list	Signature
Proposer				
Secunder				

I, the candidate above named, do hereby give my assent to my nomination for the above post.

Name of the Candidate \_\_\_\_\_

Name of Member Unit/Association \_\_\_\_\_

Sl. No. in the Electoral College list \_\_\_\_\_

Signature \_\_\_\_\_

Place:

Date:





**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council  
**FORM 5**

**NOTICE OF WITHDRAWAL OF CANDIDATURE FOR**  
**ELECTION AS \_\_\_\_\_ (NAME OF THE POST)**

To

The Returning Officer for above Election  
Bihar Olympic Association,  
Dr. H.N. Gupta Complex,  
Ground Floor,  
Gandhi Chowk, Hospital Road,  
Hajipur – 844101,  
Vaishali, Bihar.

I, the validly nominated candidate, do hereby give my notice of withdrawal of candidature for the above post and authorized Mr \_\_\_\_\_ to submit the same to the Returning Officer.

Name of the Candidate \_\_\_\_\_

Name of Member Unit/Association \_\_\_\_\_

Sl. No. in the Electoral College list \_\_\_\_\_

Signature \_\_\_\_\_

Place:

Date:



**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council

**FORM 7**

**BALLOT PAPER**

Name of Post	Names of candidates		Mark vote here by placing tick (✓) mark.
President (1)	1		
	2		
	3		
	4		

- N.B.**
- (1) Place tick mark (✓) against the name of only One candidate for the post of President.
  - (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
  - (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

**(Returning Officer)**

**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council

**FORM 8**

**BALLOT PAPER**

Name of Post	Names of candidates		Mark vote here by placing tick (✓) mark.
Sr. Vice President (1)	1		
	2		
	3		
	4		

- N.B.**
- (1) Place tick mark (✓) against the name of only one candidate for each post of Sr. Vice President.
  - (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
  - (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

**(Returning Officer)**



**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council

**FORM 9**

**BALLOT PAPER**

Name of Post	Names of candidates		Mark vote here by placing tick (✓) mark.
Vice Presidents (7)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

- N.B.**
- (1) Place tick mark (✓) against the name of only one candidate for each post of Vice President.
  - (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
  - (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

**(Returning Officer)**

**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council

**FORM 10**

**BALLOT PAPER**

Name of Post	Names of candidates		Mark vote here by placing tick (✓) mark.
Honorary Secretary (1)	1		
	2		
	3		
	4		
	5		

- N.B.**
- (1) Place tick mark (✓) against the name of only one candidate for each post of Honorary Secretary.
  - (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
  - (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

**(Returning Officer)**

**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council

**FORM 11**

**BALLOT PAPER**

Name of Post	Names of candidates		Mark vote here by placing tick (✓) mark.
Treasurer (1)	1		
	2		
	3		
	4		
	5		

- N.B.**
- (1) Place tick mark (✓) against the name of only one candidate for each post of Treasurer.
  - (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
  - (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

**(Returning Officer)**

**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council

**FORM 12**

**BALLOT PAPER**

Name of Post	Names of candidates		Mark vote here by placing tick (✓) mark.
Joint Secretaries (4)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

- N.B.**
- (1) Place tick mark (✓) against the name of only one candidate for each post of Joint Secretaries.
  - (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
  - (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

**(Returning Officer)**

**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council

**FORM 13**

**BALLOT PAPER**

Name of Post	Names of candidates		Mark vote here by placing tick (✓) mark.
Members Executive Council (13)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		

- N.B.**
- (1) Place tick mark (✓) against the name of only one candidate for each post of Members Executive Council.
  - (2) DO NOT place any other mark like (x), or word, etc. against the name of any candidate as that shall render your ballot paper liable to rejection.
  - (3) Place tick mark (✓) on the ballot paper only with the article specially provided for the purpose. Any ballot paper marked with any other pen, ball point pen, etc. shall render your ballot paper liable to rejection.

**(Returning Officer)**

**BIHAR OLYMPIC ASSOCIATION**  
Election of Office Bearers and Members of Executive Council

**FORM 14**

**COUNTING OF VOTES - RESULT**

Name of Post	Total Votes Polled	Total Rejected Votes	Name of Candidates		Valid Votes Polled
President (1)			1		
			2	Etc.	
				Total	
Sr. Vice-President (1)			1		
			2	Etc.	
				Total	
Vice-President (7)			1		
			2		
			3		
			4		
			5		
			6		
			7		
			8	Etc.	
				Total	
			Honorary Secretary (1)		
2	Etc.				
	Total				
Joint Secretaries (4)			1		
			2		
			3		
			4		
			5	Etc.	
				Total	
Treasurer (1)			1		
			2	Etc.	
				Total	
Members Executive Council (13)			1		
			2		
			3		
			4		
			5		
			6		
			7		
			8		
			9		
			10		
			11		
			12		
			13		
			14		
			15	Etc.	
	Total				

Place:

Date:

**Returning Officer**

**Observer (Indian Olympic Association)**

