

**CHAPTER II**  
**MEETINGS OF THE BOARD AND RULES FOR ELECTION**  
**SECTION I—Meetings of the Board**

1. The Board shall meet ordinarily in the months of January, April and October.

2. The meeting of the Board held in the month of January shall be deemed to be the annual meeting of the Board.

3. The Chairman shall have power to convene meetings of the Board and shall call a meeting at any time after due notice on a requisition by not less than one-third members of the Board.

4. The Chairman shall preside at all the meetings of the Board. In the absence of the Chairman from any meeting, Vice-Chairman shall preside. If the Vice-Chairman is also absent, the members present shall elect a member to preside at that meeting.

**SECTION II—Rules for Election**

1. The election to fill up any vacancy amongst the members of the Board which is to be filled up by election shall be held on such date as the Chairman shall appoint. Except as otherwise provided, the Secretary shall be responsible for the conduct of elections.

2. Secretary shall maintain electoral rolls for each of the two groups of heads of institutions referred to in clause 6 (xiv) and 6 (xv) of the Constitution of the Board, showing the names and addresses of all the Heads of Institutions entitled to elect members to the Board under each category. The electoral rolls shall be prepared at least 35 days before the date of election. The Chairman shall have the authority to correct the rolls if any omission or wrong entries be brought to his notice at least 21 clear days before the date of election. Copies of the rolls shall be delivered on application to any entitled voter. The electoral rolls shall be a priced publication.

3. Every head of an institution whose name appears in the electoral roll shall be entitled to vote for his respective constituency.

to all electors 25 clear days before the date of election. In the said notice the date fixed as the last date for receiving nominations and the date of election shall be precisely stated and all relevant details regarding the vacancies given. The aforesaid notice in the case of election to be held under clause 6(xiv) shall be sent by post, whereas in case of elections to be held under clause 6(xv) the said notice may either be sent by post or published in at least 3 local Dailies at the discretion of the Chairman.

5. The election of the members of the Board under clause 6(xiv) shall be held by post and that under clause 6(xv) shall be held by Ballot in a meeting.

6. Any two persons entitled to vote, may after the election notice is issued, nominate as a candidate any person whose name is included in the electoral roll by sending or delivering in person, to the Secretary of the Board, the nomination paper before 4 p.m. by the last date fixed for receiving nominations.

7. Nomination papers shall be in the form prescribed and shall be dated and signed by two electors entitled to vote and shall contain the names in full, addresses, and designations of the signatories and the candidate nominated. No person shall be nominated as a candidate for election unless he signifies his consent in the nomination paper. No person shall either propose or second his own nomination. A nomination which does not comply with all these requirements shall be rejected.

8. As soon as possible after the last date fixed for receipt of the nominations, at a time and place fixed by the Chairman, notified in the Notice of election, the Secretary of the Board shall scrutinise the nomination papers. A candidate seeking election shall be entitled to be present at such a scrutiny. In case of dispute the Chairman shall determine whether a person is disqualified under these rules.

9. If the number of candidates nominated does not exceed the number of vacancies to be filled up, the candidates so nominated shall be declared to have been elected.

10. Where the election is held by post, the Secretary shall

1) 4. Whenever there is a vacancy, the notice of election shall be given to all electors 25 clear days before the date of

send, soon after the nominations have been scrutinised, to each elector at his registered address (a) a voting paper, (b) a smaller cover, (c) a certificate of identification, and (d) a bigger cover. The voter shall enclose the voting paper duly filled in, but without affixing his name or his signature in the smaller cover and seal it. He should then sign the certificate of identification, get his signature attested, enclose the sealed smaller cover along with the certificate of identification in the bigger cover and send it to the Secretary so as to reach him before the time announced for election. The certificate of identification shall be signed by the elector in the presence of and shall be attested by a Magistrate or Gazetted Officer of the Government under his official seal. An elector who has not received his voting paper and other connected papers sent by post or whose papers before they are returned to the Secretary, have been lost or spoilt in such a manner that they cannot be conveniently used, or in his transmitting to the Secretary a declaration to that effect signed by himself, may require the Secretary to send him new papers in the place of those not received, spoilt or lost; and if the papers have been spoilt, the spoilt papers shall be returned to the Secretary, who shall cancel them on receipt. In every case when new papers are issued a remark shall be placed against the number of the elector in the register to denote that new papers have been issued in place of those not received, spoilt or lost, and the spoilt papers shall be deemed as cancelled.

11. In the case of an election at a meeting, the time during which the Ballot Box shall be kept open for receipt of voting papers, as determined by the Chairman, or the officer convening the said meeting, shall be precisely notified to the voters in the Notice of Election.

12. Ballot papers with the names of persons nominated, printed or typed thereon, shall be furnished at the meeting held for the purpose of the election. All the entitled voters present at the meeting shall be eligible to vote in the election. The scrutiny shall be conducted by the Secretary and not less than two scrutinisers to be nominated by the Chairman from amongst those present at the meeting.

13. Every voter shall have as many votes as there are

vacancies to be filled, provided that no voter shall give more than one vote to a candidate. If more than one vote is recorded by a voter for the same candidate, such a vote shall be recognised as one vote. If the voter records more votes than the vacancies, his voting paper shall be declared as invalid. The decision of the Secretary and the two members appointed to act with him shall be final as to the validity of any vote recorded. In case of difference of opinion, the decision of the Chairman shall be final.

14. After the scrutiny is completed and votes have been counted a statement shall be prepared for submission to the Chairman showing the number of valid votes received by each candidate. Such a statement shall be signed by the Secretary and the said two members.

15. A candidate who has received the largest number of valid votes shall be deemed to be elected. In the event of two or more candidates obtaining an equal number of votes, there shall be a second ballot between candidates having the same number of votes. In the event of a second tie the election shall be determined by lot to be drawn in presence of the Secretary and the two members of the Board and in such manner as the Secretary may think fit.

16. The members elected under clause 6(xv) shall include one lady. In case no lady is included in the four candidates securing the highest number of votes, the lady securing the maximum number of votes shall be declared elected.

17. The voting papers shall be preserved in the Secretary's office after the elections till such time as the Chairman may direct.

18. All casual vacancies among the members (other than ex-officio members) of the Board or of a Committee appointed by the Board shall be filled as soon as convenient by the person or body who appointed, nominated, elected or co-opted the member whose place has been vacant, and the person appointed, nominated, elected or co-opted to a casual vacancy shall be a member of the Board or the Committee, as the case may be, for the residue of the term for which the person whose place he fills would have been a member.