

## 1. Election Of Branch Secretary

### **Instructions For Holding Election Of Branch Secretary**

The outgoing Branch Secretary (which term includes any other person made responsible by Sabha for arranging the election of Branch Secretary) shall follow the procedure given below for holding elections:

1. The Regional President will appoint an Observer for the election who will not be a member of the Branch but an initiated Satsangi of the Region.
2. A meeting shall be convened by the aforesaid Branch Secretary for holding election, the date and time and the venue of which shall be fixed in consultation with the Observer. A minimum notice of 60 days in writing will be given to all members about the meeting, stating the date, time and place and the purpose.
- 2.1 The Branch Secretary shall issue the notice of election meeting by making announcement in two successive weekly Satsangs, intimating the members about the date and time of election. A list of members who could not be informed in the meeting or contacted personally shall be prepared. A post-card shall be mailed to each such member with a request to mail an acknowledgement by return of post. The list of persons to whom written instructions is sent, shall be duly certified by the Branch Secretary and one other senior Satsangi of the Branch to the effect that they have personally supervised the mailing of the post-card in the authorized mail box of local post office.
3. The aforesaid Branch Secretary will inform persons Incharge of Centres attached to the Branch about the election meeting and its date, time and venue and Centre Incharge shall inform the members attached to the Centre as in the foregoing paragraph. The members of the Centre will be entitled to make nominations and vote but cannot themselves be a candidate for the post.
4. Besides the Observer, only members of the Branch and Satsang Centres affiliated to it shall attend the meeting and none else.

The election proceedings will be conducted by a Chairperson to be elected at the meeting. He/She should be a person other than the Branch Secretary or the candidate for the post of Branch Secretary.

First the Branch Secretary shall invite nominations for the Chairperson duly proposed and seconded. Those nominated will be allowed to withdraw their names if they want. If there is only one person in the field, he/she shall be elected as Chairperson otherwise voting shall take place by show of hands and the person receiving the highest number of votes will be the Chairperson. Further proceedings shall be conducted by him/her.

5. The Chairperson shall first ascertain if quorum for the meeting (which is 50% of the total membership of Branch and Centre) is complete by checking the count of the members present and members listed in the Branch and Centre register. If the quorum is not complete, the meeting

will be adjourned. The Branch Secretary will intimate the fresh date, time and place in consultation with the Observer and the meeting shall be reconvened at that time. There will be no quorum requirement for adjourned meeting but the Chairperson has to be re-elected.

- 6.1 At the meeting, the Chairperson shall inform the members present the purpose of the meeting and the procedure and invite nominations for the post of Branch Secretary duly proposed and seconded.
- 6.2 The candidate for the post of Branch Secretary should have been initiated at least for three years. He should preferably be below 60 years of age on the date of election and it is desirable that his/her spouse should be initiated.
- 6.3 Ordinarily a candidate proposed for the post of Branch Secretary should be living within 30 kms. from the branch or within one hour driving distance. If the case is otherwise, the Regional President may give his well reasoned justification for recommending a candidate to be appointed as Branch Secretary.
- 6.4 Only names of those present in the meeting should be proposed.
7. If the numbers of members in the Branch are less than 50, a panel of two names for the post will be elected and if the number is 50 or more, the panel shall consist of three names. Hence it is necessary that 2/3 persons must be proposed depending upon whether the number of members in the Branch is less than 50 or above 50.
8. The candidates shall be given 15 minutes time to withdraw their names if they so like. Thereafter, the Chairperson' shall record the names and proceed with the voting.
9. VOTING: The voting shall take place by secret ballot. The names of the candidates will be arranged in alphabetical order serially. The voters will be given slips in which they will record their serial No. of the candidate they want to vote for. Each registered member of the Branch shall be eligible to cast one single non-transferable vote. The Chairperson in the presence of the Observer shall arrange the counting of votes. The number of votes received by each candidate shall be recorded in the minutes form in the descending order of votes received.
10. The term of Office of Branch Secretary shall be 5 years.
- 10.1 A person may hold office of Branch Secretary for two consecutive terms. Ordinarily he will not be allowed to stand for third consecutive term for the post of Branch Secretary. A person who has served two terms (whether full or part) can be allowed to contest election after a break of one full term, for third time, but in no case a person would serve beyond 15 years.
- 10.2 A person who has served two full terms and one part term, cannot stand for the post of Branch Secretary again.
11. RECORD OF PROCEEDINGS: The Chairperson shall record the proceedings of the meeting in the prescribed form supplied by the Sabha. The Chairperson in the presence of Observer will obtain the signatures of the members present and the list duly signed by the Chairperson and

Observer shall be appended to the proceedings and forwarded by the Chairperson through President of the Regional Radhasoami Satsang Association to Secretary, Radhasoami Satsang Sabha, Dayalbagh. The Observer shall submit his report directly to Regional President duly certifying that the elections were held according to the Guidelines.

12. The Regional President shall record his/her views as to which candidate in the panel he/ she considers most suitable to be appointed as Branch Secretary and send it to the Secretary, Radhasoami Satsang Sabha, Dayalbagh.