

MODEL CODE OF ELECTIONS

Name of the Association: CYCLING ASSOCIATION OF PUNJAB (CAP)

Election of Office Bearers and other members of the Management Committee

Election Bye-laws

1. Short Title & Definitions:

- (1) These Bye-laws shall be called the 'Election Bye-laws' and shall govern the conduct of Election of Office Bearers and Members of the Management Committee.
- (2) In these Bye-laws, unless the context otherwise requires, -
 - (a) 'clause' and 'sub-clause' mean the clause and sub-clause of these Bye-laws;
 - (b) 'Executive members' means members of the Management Committee;
 - (c) 'Form' means the Form appended to these Bye-laws;
 - (d) Cycling Association of Punjab (CAP) means Name of the Association;
 - (e) 'Office Bearers' means members of the Management Committee
 - (f) 'Rule' means the rule of the Rules and Regulations of these Bye-laws;

2. Executive Body:

- (1) The Management Committee will comprise not more than **19 members.**

3. Manner of Election:

- (1) Office Bearers and members of the Management Committee of CAP shall be elected by secret ballot.
- (2) Election shall be held at the Annual General Council Meeting (AGM) or in a Special General Meeting or otherwise in accordance with the procedure prescribed hereinafter, from amongst the representatives of the Permanent Member Districts.

4. Electoral College:

- (1) **Each Permanent Member District or other special units duly affiliated by CAP as its Permanent Member shall have one vote at the elections of the Office Bearers and Management Committee Members.**

(2) For the purposes of sub-clause (1), each Permanent Member District or other special units shall be represented by two members authorized by the President of the affiliated Permanent Member District.

(3) Each Permanent Member District and each special unit shall intimate the name(s) of their representative(s) mentioned in sub-clauses (2) and (3), latest by **4.00 PM on 6th April, 2026.**

(4) **The Chairman Ad Hoc Committee shall prepare the list of the authorized representatives of the Member District and other special units in Form 1, publish on the website of CFI (www.cfiindia.in).**

(5) The **Chairman Ad Hoc Committee CAP shall also furnish a duly authenticated copy of the list mentioned in sub-clause (5) to the Returning Officer** as soon as possible.

5. Returning Officer:

As soon as may be before/after the issue of the Notice for the Annual General Meeting (AGM) or Special General Meeting, the Chairman Ad Hoc Committee shall nominate a person from legal background as Returning Officer, preferably for the conduct of the Election of Office Bearers and members of the Management Committee, in accordance with the provisions of these Bye-laws.

6. Nomination of a few legal background candidates:

(1) The nomination of a candidate for election as Office Bearer or Member of the Management Committee shall be made in Form 2.

(2) The nomination of a candidate for election as Office Bearer or a Member of Management Committee shall be proposed by one of the representatives of Member District, and also subscribed by 1 (one) such representative as seconder.

(3) Each Nomination Paper shall be Delivered Personally to the Returning Officer by Email by the District/ or through a representative. The nomination can also be submitted by E-mail by scanned form, to the Returning Officer, whose details are:
Name: Mr. Abhinav Singh
Advocate, Standing counsel UOI Supreme Court, Sr panel counsel UOI, ASC Delhi Government, ASC MCD Delhi High Court
Contact Number: 9811188892
Email: abhinavadvsingh@gmail.com.

(4) No person shall be eligible to nominate more than one candidate for the same post, either as proposer or seconder; 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.

(5) No person shall be permitted to withdraw his/her name as proposer/seconder, once the nomination paper subscribed by him/her has been delivered to the Returning Officer.

(6) Timelines as Listed in Annexure B.

7. 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 names of contesting candidates on the ballot papers shall appear in the same order as in Form 6.

8. Poll:

1) The Poll for the Posts Remaining Unfilled under clause 9 (2) above shall be taken post-wise, on **26th April, 2026 at 11:30 AM** and shall commence during the AGM at the Agenda Item

relating to Elections, at **Venue: Aam Khas Bagh Heritage Resort, Shamsher Nagar, Sirhind (Fatehgarh Sahib) - 140406. PUNJAB.**

- 2) 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.
- 3) 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.
- 4) The voter shall record his/her vote on the ballot paper by placing a tick mark (√) against the name of the candidate of his/her choice, and any other mark, like (x) etc. or word, placed on the ballot paper by him/her shall render the ballot paper liable to rejection.
- 5) The tick mark (√) 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 point pen, etc. by the voter shall render the ballot paper liable to rejection.
- 6) After all the voters referred to in sub-clause (9) have voted, the Returning Officer shall close the ballot box and shall not permit thereafter any person to vote.
- 7) Polling will be done in below order:

- (1) **President (1)**
- (2) **General Secretary (1)**
- (3) **Treasurer (1)**
- (4) **Sr. Vice President (1)**
- (5) **Vice-Presidents (4 posts)**
- (6) **Joint-Secretaries (4 posts)**
- (7) **Executive Members, (7 posts)**

9. Counting of Votes:

- (1) The Returning Officer shall take up the counting of votes as soon as may be after the polling for all posts is complete.
- (2) The Returning Officer shall take up the counting of votes, post-wise and category wise, where applicable.
- (3) The Returning Officer shall thereafter ascertain the result of counting and, subject to the provisions of Rule 4 (a) (II) of the Rules, the candidates who have secured the maximum no. of votes in the said descending order, post-wise and category wise, where applicable, equal to the no. of seats to be filled for each post or category of posts, where applicable, shall be deemed to have been duly elected to those posts.

10. 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 Annual General Meeting (AGM) in the Form 13 on the day on the day of voting

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Management Committee

FORM 2

ELECTION OF OFFICE BEARERS AND MEMBERS OF THE MANAGEMENT COMMITTEE

NOMINATION PAPER FOR

ELECTION AS

(NAME OF THE POST)

To

(Name and address of returning officer)

The Returning Officer for above Election

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 of the proposer/ seconder	Name of District Association	Sl. No. in the 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 District _____

Sl. No. in the electoral College list _____

Signature _____

Place:

Date:

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Managing Committee

FORM 5

NOTICE OF WITHDRAWAL OF CANDIDATURE FOR

ELECTION AS

(NAME OF THE POST)

To

The Returning Officer for above Election

I, the validly nominated candidate, do hereby give my notice of withdrawal of candidature for the above post.

Name of the Candidate _____

Name of Member District _____

Sl. No. in the electoral College list _____

Signature _____

Place:

Date:

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Managing Committee

FORM 7: BALLOT PAPER

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

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)

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Managing Committee

FORM 8

BALLOT PAPER

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

N.B.(1) Place tick mark(√) against the name of only One candidate for the post of General 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)

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Managing Committee

FORM 9

BALLOT PAPER

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

N.B. (1) Place tick mark(√) against the name of only One candidate for the 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)

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Managing Committee

FORM 10

BALLOT PAPER

Name of Post	Names of candidates		Mark vote here by placing tick (√) mark.
Vice-Presidents (4)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

- N.B. (1) For the purpose of filling four seat of Vice-President, each voter can cast upto four votes by placing tick marks(√) for the above mentioned four seats 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)

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Managing Committee

FORM 11

BALLOT PAPER

Name of Post	Names of candidates		Mark vote here by placing tick (√) mark.
Sr. Vice-President (1)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

- N.B. (1) For the purpose of filling one seat of Sr. Vice-President, each voter can cast upto one vote by placing tick marks(√) for the above mentioned four seats 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)

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Managing Committee

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		
	11		
	12		
	13		
	14		

- N.B. (1) For the purpose of filling four seat of Joint Secretaries, each voter can cast upto four votes by placing tick marks(√) for the above mentioned four seats 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)

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Managing Committee

FORM 13

BALLOT PAPER

Name of Post	Names of candidates		Mark vote here by placing tick (√) mark.
Executive Members (7)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		

N.B. (1) For the purpose of filling seven seats of Executive members, each voter can cast upto seven votes by placing tick marks(√) for the above mentioned six seats 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)

Name of the Association: Cycling Association of Punjab

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FORM 14: RESULT OF COUNTING OF VOTES

Name of Post	Total Votes Polled	Total Rejected Votes	Names of candidates	Valid Votes Polled
President (1)			1	
			2	
			3	
Sr. Vice President (1)			1	
			2	
			3	
Vice Presidents (4)			1	
			2	
			3	
			4	
			5	
			6	
			7	
Joint Secretary (4)			1	
			2	
			3	
			4	
			5	
			6	
			7	
General Secretary (1)			1	
			2	
			3	
Treasurer (1)			1	
			2	
			3	
Executive Members (7)			1	
			2	
			3	
			4	
			5	
			6	
			7	
			8	
			9	
			10	

Place:

Date:

(Returning Officer)

Observer (CFI)

Govt. Observer

Name of the Association: Cycling Association of Punjab

Election of Office Bearers and Members of the Managing Committee

FORM 15

DECLARATION OF RESULTS

I, the Returning Officer for the above elections, hereby declare, subject to the provisions of Rule(4)(a)(II)of the Rules and Regulations _____, the following candidates as duly elected to the post(s)mentioned against their names :-

Name of Post	Name(s) of Elected candidate(s)
President (1)	
Sr. Vice President (1)	
Vice-Presidents (4)	
General Secretary (1)	
Joint Secretaries (4)	
Treasurer (1)	
Executive Members (7)	

Place:

Date:

(Returning Officer)

Observer (CFI)

Govt. Observer