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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

අංක 1981/2 - 2016 අගෝස්තු මස 22 වැනි සඳුදා - 2016.08.22
No.1981/2 - MONDAY AUGUST 22, 2016

(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

Provincial Councils Notifications

NORTH WESTERN PROVINCE PROVINCIAL COUNCILS

The Department of Co-operative Development (North Western Province)

**CODE OF CO-OPERATIVE REGULATIONS FOR ELECTING REGIONAL COMMITTEE MEMBERS OF
MULTIPURPOSE CO-OPERATIVE SOCIETIES IN NORTH WESTERN PROVINCE**

THE Code of Regulations on Co-operative Elections formulated on procedures in electing Committee Members of Regions at Multipurpose Co-operative Societies in North-western Province and matters connected or consequential thereto where authority has been vested in the Commissioner of Co-operative Development and Registrar of Co-operative Societies to formulate regulations for the purpose of electing Regional Committees in terms of Registered By-laws.

As per powers vested in me through the by-law 23 of the registered by-laws of the Multipurpose Co-operative Societies in North-western Province or any other specific by-law or /and the by-law No. 24 of the by-law of the Udubaddawa Multipurpose Co-operative Society Ltd, I, Dissanayanayake Mudiyanseelage Kulamina Chandana Dissanayake, the Commissioner of Co-operative Development and Registrar of North-western Province, do hereby stipulate the regulations under mentioned for the purpose of electing Regional Committee Members of the Multipurpose Co-operative Societies in North-western province in relation to which such powers have been vested.

D.M.K.C.DISSANAYAKE,
Commissioner of Co-operative Development &
Registrar of Co-operative Societies (North-western).

On 12th August, 2016,
Kurunegala.

PART I

GENERAL

- 1.1 These regulations are called the Code of Co-operative Regulations for Electing Regional Committee Members of Multipurpose Co-operative Societies in North-western Province and this Code of Electoral Regulations should be effective in North-western Province with effect from the date of its publication in the *Gazette*.
- 2.1 The Code of Co-operative Regulations for Electing Regional Committee Members of Multipurpose Co-operative Societies in North-western Province which, hereinafter will be called the Code of Electoral Regulations, will be applicable only for the Multipurpose Co-operative Societies in North-western Province, which, by their registered by-laws, have vested powers of formulating regulations for electing Regional Committees to the Commissioner of Co-operative Development and Registrar of Co-operative Societies.

Short title and
effective date of
regulations

Relevance of
electoral
regulations



2.2 when the Commissioner of Co-operative Development and Registrar of Co-operative Societies in North-western Province is empowered by a Co-operative Law currently in force to formulate a Code of Electoral Regulations for the purpose of electing Regional Committee Members of Multipurpose Co-operative Societies in North-western Province, it should be inferred that this Code of Electoral Regulations has been formulated in compliance with an authority vested by the said Co-operative Law and the same should be obeyed irrespective of anything mentioned in this Code of Electoral Regulations.

Electorate, Polling
Region and
Polling Centre

3.1 For the purposes of the Code of Electoral Regulations, Electorate means the area of influence of the Society mentioned in the registered by-law of the relevant Society.

3.2 Regional areas for the purpose of electoral work should be specified in terms of the following provisions:

a) For the purposes of this Code of Electoral Regulations, an Electorate means the area of the Region as stipulated for such a Region by the Board of Directors of the relevant Society.

b) Except where any Regional area has been amalgamated with an adjoining Regional area by a Board of Directors, Regional areas mentioned in the Electoral Regulation 3(2) (a) should be taken into consideration for the purposes of this Code of Electoral Regulations, subject to Electoral Regulations 3(2) (c) and 3(2) (d), irrespective of whether or not any Regional area contains a Region.

c) Nevertheless, when the date for entertaining nominations has been notified for election of Regional Committee Members within 06 months from the date on which decision was taken by the Board of Directors to amalgamate one Region with another Region, the Board of Directors should make provisions required to establish separate Committees for each of such Regional areas so amalgamated, notwithstanding amalgamation of Regional areas.

d) Every other time the Regional areas have been amalgamated subject to matters specified in Electoral Regulation 3 (2) (c), the Regional areas amalgamated by the Board of Directors should be taken into account for the purposes mentioned in this code of electoral regulations.

3.3 A Polling Center for the purposes mentioned in this Code of Electoral Regulations should be established in an office situated in a Regional area or a in a Region or a Mini Co-op City or a Co-op City or some other location.

PART II

ELECTORAL REGISTERS OF MEMBERS

Preparation of
electoral registers
of members

4.1 Electoral Registers of all qualified members should be prepared by the Board of Directors for each period of six months that ends respectively on 30th June and 31st December every year in 04 copies in conformity with the Co-operative Law and the Electoral Regulation 8.1(d) currently in force. Each such electoral register of members should be prepared, in computer typesetting form, within 10 days from the termination of each of such 06 months period.

4.2 Thereupon, the responsibility of preparing Electoral Registers of Members referred to as Electoral Registers in this Code of Electoral Regulations accurately as stipulated in the Electoral Regulation 4.1 within the specified period is delegated to the Board of Directors,

General Manager and Secretary and such Electoral Registers, certified correct, should have been signed by the Chairman, a Director, General Manager and Secretary.

- 5.1 Electoral Registers should be publicly exhibited in the under mentioned locations during the period from 11th to 25th of the month of completion of preparation of Electoral Registers as specified in the Electoral Regulation 4.1 so as to enable anybody to examine it without making a payment.

Exhibition of
Electoral
Registers

a) Society Headquarters

and

b) At a Grama Niladhari Office and a Public Place to be decided by the Board of Directors when there is no Regional office /Region in the Regional office or Region and also there is another business place of the same Society within the same Regional area and there is no such a business place at the same location.

and

c) Provision of Electoral Registers to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province through the *website* of the Society or, where there is no website of the Society, by a Compact Disc (CD) or a Digital Video Disk (DVD) or a Flash (Pen) Drive or E-mail for the purpose of adding into the website of the Department of Co-operative Development, North-western subject to Electoral Regulation 55.4.

- 5.2 A notice containing dates and places of exhibition of Electoral Registers, how to submit appeals as per Electoral Regulation 6.1 and Objections as per Electoral Regulation 7.1 should be exhibited and published as follows in such a way as to attract a wide publicity. Such exhibition and publication of notices should be performed at least 07 days prior to the due date for exhibition of electoral registers.

a) Exhibition of notices in public places within the Electorate (within Regional area).

b) Exhibition in headquarters of the Society and on the notice board of the Office of the Assistant Commissioner of Co-operatives in charge of supervision of the Society.

c) Publishing advertisements in 02 National Daily Newspapers printed in Sinhala and Tamil.

- 6.1 In case a name of a member has not been included into the electoral register when he is qualified to be included into the electoral register prepared as per electoral regulations 4.1 and 4.2, a member shall have the right to make a first appeal to through Secretary to the Society, to the Board of Directors during the period from 11th to 25th in the month of exhibiting electoral registers as per the Electoral Regulation 5.1 for the purpose of getting his name included into the Electoral Register. If the Board of Directors, having taken the appeals so received into consideration, decides that a certain member's name should be inserted into the electoral register, the name in question shall be inserted into the electoral register on or before 10th of the month following the month of exhibition of the electoral registers.

Making appeals
to include a name
into an electoral
register of
members

- 6.2 When the Board of Directors receives an appeal from a member to insert his name into the electoral register, the decision of the relevant Board of Directors on such appeal should be sent to the member who submitted the appeal, by registered post, within 14 days of the receipt of such appeal by the Society.

6.3 Following procedure should be adopted on a second appeal submitted by a member.

- (a). When a member does not receive a reply for an appeal made by him to the Board of Directors to the effect that his name be inserted into the Electoral Register before 15th of the month following the month of exhibition of electoral registers or when a reply has been sent by the Board of Directors to the appellant member that his request has been rejected, the affected member may submit a second appeal to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province for insertion of his name into the electoral register.
- (b). Such an appeal should be submitted by the member during the period from 16th to 25th of the month following the month of exhibition of electoral registers. The Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province should conduct an inquiry into the appeals so received and should intimate his decision on the appeal to the appellant and the Board of Directors within 42 days of receipt of such appeal, which is final and conclusive.
- (c). The Board of Directors should take action to insert the name of a member into the electoral register within 10 days from the date of intimation of the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province to the Board of Directors that the name of such member should be included into the electoral register in view of an appeal made by a member.

Submission of objections on a name appearing in the electoral register of members.

- 7.1 Any member has the right to make written objections to the Board of Directors through Secretary to the Society on an inclusion of anybody's name in the electoral register prepared as per Electoral Regulations 4.1 and 4.2. Such an objection should be forwarded by a member, together with reasons for making such an objection, from 11th to 25th in the month of exhibiting electoral registers as per the electoral regulation 5.1.
- 7.2 If it is decided to remove the name of anybody subjected to objections from the electoral register after all objections so received being considered by the Board of Directors within 10 days from the final day for submission of objections as per the electoral regulation 7.1, the Board of Directors should have taken action to follow under mentioned procedure before removal of such a name from the electoral register.
 - (a). The persons against whom the objections are leveled should be kept informed of the objections submitted and that the counter-objections, if any, to be submitted against such objections should be forwarded by registered post. The same should be intimated by the Board of Directors to the persons against whom the objections are leveled on or before 05th day of the month following the month of exhibition of the electoral registers and the persons at the receiving end of the objections should be given a period of at least 14 working days for submission of their counter-objections.
 - (b). If the Board of Directors decides to remove from electoral register the name against which objections are leveled due to non-submission of counter-objections by such persons against whom the objections are levelled or after taking the counter-objections submitted into consideration, such decision by the Board of Directors should be notified, by registered post, to the persons against whom objections are levelled and the member who submitted objections before the final day of the month following the month of exhibition of the electoral registers.
- 7.3 The matter should be intimated, by registered post, to the member who submitted the objection when the Board of Directors rejects an objection submitted as per the electoral regulation 7.1

and to the member who submitted the objection and to the member who submitted the counter-objection when the counter-objection is accepted as per the electoral regulation 7.2. Such intimation should be made before the final date of the month following the month of exhibition of the electoral registers.

- 7.4 When a member who has submitted objections as per electoral regulation 7.1 against a name appearing in the electoral register has been intimated that the said objection has been rejected as per electoral regulation 7.3, or at an instance where no reply has been received even by the end of the month following the month of exhibition of the electoral registers to the effect that the objection submitted was accepted/rejected, the objection may be referred to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province.
- 7.5 When the Board of Directors has intimated, as per electoral regulation 7.2.(b), of removal of the name mentioned in the electoral register, or when no reply has been received from the Board of Directors during a period of time specified in the electoral regulation 7.2.(b) on counter-objections submitted as per the electoral regulation 7.2.(a), the member against whom the objection has been levelled may refer an appeal against removal of his name from the electoral register, to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province.
- 7.6 The members submitting objections and appeals referred to in electoral regulations 7.4 and 7.5 should submit them to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province within 10 days from the final day of the month following the month of exhibition of the electoral registers.
- 7.7 Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province, after making an enquiry into the objections/appeals submitted to him as specified in electoral regulation 7.6, shall inform his decision thereon within 42 days of receipt of such objection/ appeal, to the member who submitted the relevant objection / appeal and to the Board of Directors and such decision on the part of Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province will be final.
- 7.8 When Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province has decided the name of a member should be inserted into the electoral register as per an appeal made by a member in conformity with electoral regulation 7.5 or that the name of any member should be removed from the electoral register in keeping with an objection submitted by a member as per electoral regulation 7.4, the Board of Directors shall take action to revise electoral registers in conformity with such decision of the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province within 10 days from the date of its intimation to the Board of Directors.
- 7.9 When the electoral registers have to be revised as per the electoral regulation 7.2(b), such revision of electoral registers should be performed during the period specified at the electoral regulation 7.8 for revision of electoral registers.
- 8.1 Electoral registers should be submitted to the Assistant Commissioner of Co-operatives in charge of the Division for his certification in conformity with provisions under mentioned.
- (a). With regard to the Regions for which appeals as per electoral regulations 6.1 and 6.3 (a) or objections as per electoral regulations 7.1 and 7.4 have not been submitted, the

Submission of
electoral registers
to the
Commissioner

electoral registers prepared as per electoral regulation 4.2 should, in triplicate, be submitted, through the Divisional Officer of Co-operative Development in charge of the Society, to the Assistant Commissioner of Co-operatives in charge of the Division.

- (b). The revised electoral registers of Regions should be prepared in 04 copies as per electoral regulations 6.1, 6.3 (c), 7.2 (b), 7.8 and 7.9, and 03 copies of such electoral registers certified true and signed by the Chairman, a Director, the General Manager and Secretary, should be submitted through the Divisional Officer of Co-operative Development in charge of the Society to the Assistant Commissioner of Co-operatives in charge of the Division.
- (c). Electoral registers referred to at regulations (a) and (b) above should be submitted to the Assistant Commissioner of Co-operatives in charge of the Division before the passage of 04 months from the date of termination of the exhibition of electoral registers as per electoral regulation 4.1. The Assistant Commissioner of Co-operatives in charge of the Division, having certified 03 copies of electoral registers so submitted should keep a copy at his possession and return the other 02 copies of the same to the Board of Directors.
- (d). Such electoral registers should conform to the format of the “electoral register” appearing in a circular to be issued as per electoral regulation 51.1.
- (e). Also, certificates signed by the Chairman, a Director, the General Manager and the Secretary to the effect that the electoral registers have been prepared as per provisions contained in this Code of Electoral Regulations, together with electoral registers to be submitted as per Electoral Regulations 8.1 (a) and 8.1 (b) should be submitted to the Assistant Commissioner in charge of the Division. Such certificate should conform to the format of the “certificate” appearing in first Schedule of this Code of Electoral Regulations.

Electoral registers
to be used for
election of
Regional
Committees

- 8.2 Action should be taken to elect Regional Committee Members for each Region in keeping with electoral registers certified, as per electoral regulation 8.1.(c), by the Assistant Commissioner of Co-operatives in charge of the Division or/and, in the form of electoral registers prepared as per electoral regulation 8.3.

Action to be
taken by the
Commissioner
when the Society
is not preparing
electoral registers

- 8.3 When the Regional Officer of Co-operative Development in charge of the Society or any other officer has reported that any person / persons in charge of the responsibility of preparation, certification or revision of electoral registers as per this Code of Electoral Regulations has / have neglected his/their responsibility, the Assistant Commissioner of Co-operative in charge of the Division should adhere to the following provisions.

- (a). When the Board of Directors refrains from preparation of electoral registers as per electoral regulation 4.1 or refrains from revision of electoral registers as per electoral regulations 6.3 (c) and 7.8 or refrains from certification of electoral registers as per electoral regulation 8.1 or refrains from submission of electoral registers to the Assistant Commissioner of Co-operatives in charge of the Division, the Assistant Commissioner of Co-operatives in charge of the Division should take action to get electoral registers prepared by an officer / officers of the Department of Co-operative Development, North-western, certify them and elect members for Regional Committees in keeping with electoral registers so certified. Electoral registers so certified should be submitted by Assistant Commissioner of Co-operative Development to the Chief Polling Officer at least 03 days prior to the due date for entertaining nominations of the Society.

- (b). All employees of the Society including its Board of Directors, General Manager and the Secretary are bound to provide the officer / officers of the Department of Co-operative Development, North-western with all facilities required for preparation of electoral registers as per paragraph (a) above. The relevant Society should also bear all expenses to be made for preparation of electoral registers.
 - (c). At an instance when any electoral duty specified in the electoral regulation 8.3 has been neglected, the Assistant Commissioner of Co-operatives in charge of the Division should make arrangements to initiate performance of relevant electoral work through his officers within a maximum period of 21 days from the final date stipulated by this Code of Electoral Regulations for performance of electoral work so neglected.
 - 8 (d). Soon after getting electoral registers prepared through his officers, the Assistant Commissioner of Co-operatives in charge of the Division should inform the same immediately to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western. Accordingly, the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western should determine the days and places for exhibition of such electoral registers, submission of appeals to insert a name not included in the electoral register or submission of objections on a name already included and he should make public advertisements containing particulars on such purposes in at least 02 national newspapers.
- 8.4 One out of the 02 copies of electoral registers sent certified by the Assistant Commissioner of Co-operatives in charge of the Division as per the electoral regulation 8.1 (c), should be submitted in writing by the Board of Directors to the Chief Polling Officer at least 03 days prior to the date specified for entertaining nominations. The Chief Polling Officer should hand over the electoral registers submitted to him as per electoral regulation 8.1 (c) or 8.3 (a) to the Polling Officer / Assistant Polling Officer in charge of the Center at least before 7.00 a.m. on the day of entertaining nominations or the day of election.
- 8.5 Once the electoral duties are over either on the day of entertaining nominations or day of election, the electoral register should be handed over by the Polling Officer / Assistant Polling Officer in charge of the Center to the Chief Polling Officer. The Chief Polling Officer should hand over electoral registers received as per electoral regulation 8.4, to the Secretary to the Society and the electoral registers received as per electoral regulation 8.3 (a) to the Assistant Commissioner of Co-operatives in charge of the Division within 03 days after the day of entertaining nominations when no election was held by the use of such electoral registers and within 03 days after the day of election in case an election was held.
- 8.6 The Secretary is entrusted with the responsibility of keeping safely in his charge at least for a period of 01 year the electoral registers submitted to the Secretary by the Chief Polling Officer as per electoral regulation 8.5. The Chief Polling Officer should keep safely the electoral registers submitted to the Assistant Commissioner of Co-operatives in charge of the Division for a period of at least 06 months and the Assistant Commissioner in charge of the Division may do whatever is deemed proper at his discretion on such registers after 06 months if no litigation has been initiated on the election.

PART III

PRE-ELECTORAL ORGANIZATIONS

Specifying and postponing the day of entertaining nominations and the day of election

9.1 Following information should be submitted to the Assistant Commissioner of Co-operatives in charge of the Division by Secretary to the Society 03 days prior to the date of termination of the term of office of the General Assembly of the Society.

- (a). The names of Polling Centers (Regions) where the Election is scheduled to be held and the number of member voters attached to the Region as per electoral regulation 4.1 should be notified to the Assistant Commissioner of Co-operatives in charge of the Division by the Secretary to the Society 03 months prior to the date of termination of the term of office of General Assembly of the Society.
- (b). When any polling area has no Region, the name of the Regional General Assembly established, the name of Polling Center expected to be established, its address and the number of member voters of the Regional General Assembly should be notified to the Assistant Commissioner of Co-operatives in charge of the Division by the Secretary to the Society in keeping with matters specified in electoral regulation 3(2) and paragraph (a) above.

9.2 The date of entertaining nominations for election of Committee Members and the date of election should be stipulated, as per the registered by-law, by the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western province. Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western province also exercises powers to revise the dates so specified without contravening the by-law. Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western province should notify the dates to be specified or revised as per this electoral regulation to the Assistant Commissioners in charge of the Division.

9.3 The Assistant Commissioner in charge of the Division should intimate the dates pertaining to entertaining nominations and election as per electoral regulation 9.2. to the Chief Polling Officer appointed as per electoral regulation 10.1 (a) and to all Polling Officers in charge of Centers, to Polling Officers, to Assistant Polling Officers and to the Secretary to the Society as per electoral regulations 10.1 (a) and (b).

10.1 A Chief Polling Officer and other Polling Officers for a Society should be appointed by the Assistant Commissioner of Co-operatives as mentioned below.

- (a). The Assistant Commissioner in charge of the Division should appoint a Chief Polling Officer at least a month before the date of entertaining nominations in Polling Centers situated in a Division with respect to a Division mentioned in the electoral regulation 3.1.
- (b). For a polling area mentioned in electoral regulation 3.1, a Polling Officer in charge of the Center and a number of Assistant Polling Officers to be decided by the Assistant Commissioner of Co-operatives in charge of the Division as required for the above said Assistant Polling Officer should be appointed by the Assistant Commissioner of Co-operatives in charge of the Division.

Appointment of Polling Officers, powers and responsibilities of Polling Officers and steps to be taken on activities of Polling Officers failing to perform their duties

- (c). The Assistant Commissioner in charge of the Division may also appoint a number of Polling Officers and Assistant Polling Officers required for assistance of the Chief Polling Officer at his discretion in addition to the Polling Officers in charge of Centers and Assistant Polling Officers.
 - (d). Letters of appointment for all posts mentioned in paragraphs (a), (b) and (c) of this electoral regulation should be issued in accordance with the format “a” of Schedule two of this Code of Electoral Regulations.
- 10.2 At an instance when the activities mentioned in the Code of Electoral Regulations can not be performed further due to death or resignation or an illness of a person appointed to any Polling Division / Polling area as per electoral regulations (a), (b) and (c) in the course of performing duties mentioned in electoral regulations or any other reason, it is lawful to perform the activities of the officer who was unable to perform the duties under the Code of Electoral Regulations by any officer appointed to the same Polling Division or Polling Area under the electoral regulation 10.1 (a), (b) and (c) until an officer is appointed as per the Electoral Regulation 10.3 for ensuring uninterrupted continuation of the activities to be performed as per this Code of Electoral Regulations by the above said officer until such time an order is issued on this matter by the Assistant Commissioner of Co-operatives in charge of the Division. At such an instance, the post of the officer who failed to perform his duties will be the same as that of the officer currently performing his duties.
- 10.3 At such an instance, the Assistant Commissioner of Co-operatives in charge of the Division should take action forthwith either to appoint another officer to the post of the officer who failed to perform activities specified in the Code of Electoral Regulations or to appoint the same officer who is performing the duties in that post to it as per electoral regulation 10.2.
- 10.4 The Chief Polling Officer, Polling Officer in charge of Centers, Polling Officers and Assistant Polling Officers appointed under electoral regulations 10.1 and 10.3 subject to electoral regulation 10.2 may exercise powers specifically entrusted to them in this Code of Electoral Regulations.
- 10.5 Chief Polling Officer and other Polling Officers appointed as per electoral regulations 10.1 and 10.3 or performing duties as per electoral regulation 10.2 are responsible for regular performance of electoral activities referred to at this Code of Electoral Regulations as mentioned below.
- (a). Chief Polling Officer and Polling Officers / Assistant Polling Officers appointed to assist him are responsible to the Commissioner for performance of all electoral work in a proper and transparent manner from the moment the date for entertaining nominations is notified to the Secretary up to the moment the relevant total result pertaining to election of members to regional committees are notified to the Commissioner.
 - (b). Polling Officers in charge of Polling Centers / Assistant Polling Officers are responsible to the Commissioner and Chief Polling Officer for lawful and transparent performance of all electoral work from the moment of undertaking nominations in a polling center up to the moment of notification of election results of that Center to the Chief Polling Officer.
- 10.6 All facilities and full co-operation required to the Chief Polling Officer / Polling Officer in charge of the Center / Polling Officers / Assistant Polling Officers for conducting the election in conformity with this Code of Electoral Regulations should be provided by the entire staff of the Society including the Board of Directors.

Exhibition of notices on entertaining nominations and conducting election.

- 11.1 The Chief Polling Officer should inform the Secretary to the Society about the amount of notices required and the date by which the printed forms of such notices should be returned together with the dates on which nominations are entertained, dates on which objections against such nominations are entertained and election held and their times and a specimen notice to be exhibited for election of Regional Committees containing information of Polling Center for conducting election duties, at least 04 weeks before the due date for entertaining nominations in any polling Center.
- 11.2 It is the responsibility of the Secretary to submit the amount of notices as per the form specified at the electoral regulation 11.1 to the Chief Polling Officer on or before the due date.
- 11.3 The notices submitted by the Secretary to the Chief Polling Officer as per electoral regulation 11.2 should be handed over in writing by the Chief Polling Officer to the General Manager directing them to be exhibited in the Society headquarters, Polling Center, at populated locations within Regional area, Grama Niladhari Offices and branches of Rural Bank and the Office of the Assistant Commissioner in charge of supervision of the Society. General Manager is entrusted with the full responsibility of exhibiting such notices at specified locations and submitting written evidence confirming such exhibition of notices in the said locations.
- 11.4 It is the responsibility of Chief Polling Officer to make due provisions for exhibition of notices to be exhibited as per electoral regulation 11.3 at least since 02 weeks prior to due date for entertaining nominations and to ensure that such notices are exhibited at the specified locations during the specified period of time.

Provision of stationery, forms, staff of Society, transport facilities and other requirements pertaining to the Election

- 12.1 Chief Polling Officer should make written directions to the General Manager to supply all other stationery not covered by electoral regulation 11.1, the journal, ballot papers, ballot boxes, cells in which preferences are marked and all forms to be submitted in printed form required for the election work in the proper forms, sizes and on days stipulated for them to be provided by him, at least 03 weeks before the due date for undertaking nominations in any Polling Center.
- 12.2 It is the responsibility of the General Manager to provide everything directed for him to supply by the Chief Polling Officer as mentioned in the electoral regulation 12.1 in due amounts and on or before the due date, to the Chief Polling Officer.
- 12.3 It is the responsibility of the Chief Polling Officer to follow under mentioned procedure on materials received as per electoral regulation 12.1.
 - (a). It is the responsibility of the Chief Polling Officer to make due provisions to receive from the General Manager everything specified in Electoral Regulation 12.1 at least a week before the due date for entertaining nominations.
 - (b). It is the responsibility of the Chief Polling Officer to hand over relevant items out of those received as per paragraph (a) above to Polling Officers in charge of each center / Assistant Polling Officers on the day of entertaining nominations.
 - (c). It is the responsibility of the Chief Polling Officer to hand over relevant items out of those received as per paragraph (a) above to Polling Officers in charge of each center / Assistant Polling Officers on the day of election.
- 12.4 The Chief Polling Officer should inform the General Manager in writing the strength of staff required on each day for the electoral duties of entertaining nominations and election, the number of vehicles required together with transportation plan prepared for election days and

minimum amounts of furniture and other items decided to be required in each polling center at least 02 weeks before entertaining nominations for any polling center.

- 12.5 It is the responsibility of the General Manager to provide to the Chief Polling Officer the staff and number of vehicles directed by the Chief Polling Officer as specified for each amount and to provide each Polling Center with the furniture and equipment directed to be available in each Polling Center on specified days as stipulated in the electoral regulation 12.4
- 12.6 The Chief Polling Officer should determine the locations to which the staff of the Society provided for the Chief Polling Officer for electoral work as per electoral regulation 12.5 should be attached and also letters of appointment should be issued by him to everybody in the staff provided for him. That letter of appointment should conform to the form “a” of Schedule three of this Code of Electoral Regulations.
- 12.7 Every item to be handed over to the Polling Officer in charge of the Center / Assistant Polling Officer on the day of entertaining nominations as per electoral regulation 12.3 (b) should be handed over in a form complying with the form for handing over stationery and equipment contained in a currently valid circular issued as per the electoral regulation 51.1.
- 12.8 Every item to be handed over to the Polling Officer in charge of the Center / Assistant Polling Officer on the day of election as per electoral regulation 12.3 (c) should be handed over in a form complying with the form for handing over stationery and equipment contained in a currently valid circular issued as per the electoral regulation 51.1.
- 13.1 Having received the number of Police Officers required for security of each Polling Center for the purposes of entertaining nominations and election from the Regional Officer of Co-operative Development at least 01 month prior to the date specified for calling nominations, the Commissioner of Co-operatives in charge of the Division should request from the Senior Superintendent of Police in charge of the area, at least 04 weeks before the date specified for calling nominations, to provide the required number of Police Officers from Sri Lanka Police.

Police security
required for the
election

PART IV

NOMINATIONS

- 14.1 No member bearing disqualifications making it unable for him to be elected to a Regional Committee of a Registered Co-operative Society as per currently valid Co-operative law has the right to submit nominations as a candidate at an election held for electing members to a Regional Committee.
- 14.2 It is the persons who are specified as unable to be elected to a Regional Committee of a Co-operative Society registered in the Code of Co-operative Regulations currently in force, subject to Co-operative laws currently in force who should be included as persons having no right to submit nominations in the notice appearing in electoral regulation 11.1.
- 15.1 The name of a candidate elected for a Regional Committee should have been proposed by a member of the Society and seconded by another member and the nomination paper should be submitted in a form which conforms in every way to the form appearing in the electoral regulation 15.4.
- 15.2 The Candidate, Proposer as well as the Seconded should be persons whose names appear in the electoral register referred to at the electoral regulation 8.2.

Those who are
not entitled to
submit
nominations

How to prepare
nomination
papers

15.3 The nomination paper should contain also the statements made by every candidate to the effect that he is willing to appear as a candidate and that he has no disqualifications referred to at the electoral regulation 14.1 and the statements made by the candidate, proposer and seconder to the effect that they are members whose names appear in the electoral register of the Region prepared as specified by electoral regulation 8.2.

15.4 The nomination paper should be prepared in 04 copies. Such nomination paper should conform to the form “a” of the Schedule four of this Code of Electoral Regulations.

PART V

ELECTORAL WORK ON THE DAY OF ENTERTAINING NOMINATIONS

Accepting and
rejecting
nomination
papers

16.1 The nomination paper prepared in conformity with electoral regulations 15.1, 15.2, 15.3 and 15.4 should be submitted to the Polling Officer in charge of the Center / Assistant Polling Officer by one of the three persons of candidate, proposer and seconder referred to at that nomination paper only during the period from 9.00 a.m. to 10.00 a.m. at the due Polling Center on the date specified for undertaking nominations for a Region.

16.2 After examining a nomination paper submitted, a Polling Officer in charge of a Center / an Assistant Polling Officer should reject it only at the occasions under mentioned.

(I). At an instance when nominations have been submitted contrary to electoral regulations 15.1, 15.2, 15.3 and 15.4.

(II). At an instance when the nomination papers have been submitted in the form mentioned in the electoral regulation 16.5.

16.3 The Polling Officer in charge of the Center / Assistant Polling Officer should make arrangements immediately to publicly exhibit 02 copies of a nomination paper not rejected by the Polling Officer in charge of the Center / Assistant Polling Officer as per electoral regulation 16.2 by sticking them on a suitable location in the Polling Center and securely keep the remaining 02 copies of the nomination paper in his custody. Work on such sticking of copies of un rejected nomination papers at a suitable place in the Polling Center for exhibition should be completed before 10.01 a.m.

16.4 The nomination papers to be exhibited as per electoral regulation 16.3 should be exhibited during the period from 10.01 a.m. to 11.00 a.m. The Polling Officer in charge of the Center / Assistant Polling Officer should take action to remove nomination papers so exhibited after 11.00 a.m.

16.5 Nevertheless, no candidate has the right to submit another nomination paper when his nomination paper has been accepted by the Polling Officer in charge of the Center / Assistant Polling Officer. At such a situation, the Polling Officer in charge of the Center / Assistant Polling Officer should take action to reject all other nomination papers submitted by such candidate except the nomination paper already accepted.

16.6 All particulars of nominations received by the Polling Officer in charge of the Center / Assistant Polling Officer should be noted by the Polling Officer in charge of the Center / Assistant Polling Officer in a form conforming to the form “a” specified at part i of the journal in a circular currently valid and issued as per electoral regulation 51.1.

16.7 Particulars of nominations rejected as per electoral regulations 16.2 and 17.2 should be noted by the Polling Officer in charge of the Center / Assistant Polling Officer in a form conforming

to the form “b” specified at part i of the journal in a circular currently valid and issued as per electoral regulation 51.1.

- 17.1 Any member whose name appears in the electoral register of the Region specified in the electoral regulation 8.2 may submit, in writing, his objection on any nomination not rejected by the Polling Officer in charge of the Center / Assistant Polling Officer as per electoral regulation 16.2, at the due Polling Center only from 10.01 a.m. to 11.00 a.m. on the date allocated for undertaking nominations for that Region. Accepting objections
- (a). Particulars of all objections received by the Polling Officer in charge of the Center / Assistant Polling Officer should be noted by the Polling Officer in charge of the Center / Assistant Polling Officer in a form conforming to the form “c” specified at part i of the journal in a circular currently valid and issued as per electoral regulation 51.1.
- 17.2 As per electoral regulation 17.1, a member may submit an objection on any nomination only with regard to the following.
- (a). The candidate having one or more of the disqualifications mentioned at electoral regulations 14.1 and 14.2.
- (b). When the name / membership number of the candidate, proposer or the seconder becomes absent in the electoral register of the Region mentioned in electoral regulation 8.2.
- (c). At an instance when a person other than the candidate or proposer or seconder has submitted a nomination paper of any candidate to the Polling Officer in charge of the Center / Assistant Polling Officer.
- (d). At an instance when a nomination paper has been submitted in the manner specified in electoral regulation 16.2.
- 17.3 If the Polling Officer in charge of the Center / Assistant Polling Officer accepts an objection / objections submitted by a member under electoral regulations 17.2 (b), 17.2 (c) and 17.2 (d), the Polling Officer in charge of the Center / Assistant Polling Officer should reject the nomination pertaining to such objection.
- 17.4 Having all objections submitted as per electoral regulations 17.1 and 17.2 been sealed, the Polling Officer in charge of the Center / Assistant Polling Officer should submit such objections the same day they were accepted, to the Chief Polling Officer.
- 17.5 All objections appearing in electoral regulations 17.2 (b), 17.2 (c) and 17.2 (d), should be submitted by the Chief Polling Officer to the Assistant Commissioner of Co-operatives in charge of the Division within 03 working days from the date of their receipt.
- 17.6 All objections submitted by members under electoral regulation 17.2 (a) should be sent by the Chief Polling Officer to the Assistant Commissioner in charge of the Division within 03 working days from the day of undertaking such objections for the purpose of dispatching them to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province.

- 17.7 The Assistant Commissioner of Co-operatives in charge of the Division should send such objections submitted to him by the Chief Polling Officer as per electoral regulation 17.6, together with his observations and recommendations, to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province.
- 17.8 Having conducted an enquiry into the objections received as specified in electoral regulation 17.2 (a) and the candidate against whom objections were levelled being given an opportunity to submit his explanations, if the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province decides that such objections should be accepted and still the candidate at the receiving end of objections has been appointed as a Committee Member, the office of Committee Member of such member should be terminated with effect from the time of acceptance of the relevant objection by Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province.
- 17.9 The decision of Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province as specified in the electoral regulation 17.8 is final and conclusive.
- 17.10 No action should be taken on the following objections submitted by persons and the same should be sent by the Chief Polling Officer to the Assistant Commissioner in charge of the Division. The Assistant Commissioner in charge of the Division should keep such objections received by him in his trust up to passage of 06 months from the date of entertaining nominations. Except at an instance where litigation is in progress before a court of law on such objections, all such objections should be destroyed under supervision of the Assistant Commissioner in charge of the Division after 06 months.
- (a). Objections submitted by a person whose name does not appear in the electoral register of the Region mentioned in the electoral regulation 8.2.

Announcing
uncontested
election of
candidates

- 18.1 The Polling Officer in charge of the Center /Assistant Polling Officer should announce that candidates have been elected uncontested to the Committee at following instances.
- (a). Even when objections have been received under electoral regulation 17.2 (a) against any nomination paper, if 05 to 09 nomination papers not rejected by him remain by 11.01 a.m. on the day of receipt of such objections, disregarding such objections, the Polling Officer in charge of the Center / Assistant Polling Officer should declare by an announcement that candidates of such nominations were elected uncontested.

- 18.2 The notification stating that candidates have been elected uncontested as per electoral regulation 18.1 should be prepared in duplicate. The notification should comply with the form “d” appearing at Part i of the journal contained in the circular effective at the time and issued as per electoral regulation 51.1.

Announcing that
Committee
Members were
not elected for the
Committee.

- 19.1 The Polling Officer in charge of the Center / Assistant Polling Officer should announce that no candidate has been elected as a Committee Member for a Region at following instances.

- (a). (I). When no nomination paper has been submitted
- (II). When the number of nomination papers submitted amounts to a number equal to or less than 04
- by 10.01 a.m. on the day of entertaining nominations
- (b). (I). When the number of valid nomination papers falls below 05 due to rejection of nomination papers by the Polling Officer in charge of the Center / Assistant Polling Officer as per electoral regulations 17.2 (b), 17.2 (c) or 17.2 (d)
- by 11.01 a.m. on the day of entertaining nominations
- 19.2 The announcement to be issued to the effect that no Committee Members were elected for the Committee should be prepared in duplicate as per electoral regulation 19.1. The notification should comply with the form “e” appearing at Part i of the journal contained in the circular effective at the time and issued as per electoral regulation 51.1.
- 20.1 No candidate or any other person has the right to withdraw a nomination paper submitted to the Polling Officer in charge of the Center / an Assistant Polling Officer. Withdrawal of nomination paper of a candidate who submitted nominations
- 21.1 In spite of objections received under electoral regulation 17.2 (a) for nomination papers by 11.01 a.m. on the day of entertaining nominations, a vote should be held for election of Regional Committee Members for such a Polling Center when there are more than 09 un rejected nomination papers inclusive of the above said nomination papers subjected to objections and for this purpose the Polling Officer in charge of the Center / Assistant Polling Officer should take following action. Allocating preferential numbers
- (a). A preferential number should be allocated by the Polling Officer in charge of the Center / Assistant Polling Officer for candidates pertaining to un rejected nomination papers as per electoral regulation 21.1.
- (b). Preferential numbers pertaining to each candidate should be allocated by drawing lots and the Polling Officer in charge of the Center / Assistant Polling Officer should make arrangements to allocate such preferential numbers by using an amount of numbers equal to the number of electoral candidates for drawing lots.
- 21.2 The Polling Officer in charge of the Center / Assistant Polling Officer should submit to the Chief Polling Officer an announcement containing names of each of the electoral candidates and preferential numbers allocated for them the same day of entertaining nominations.
- 21.3 The notification containing names of electoral candidates and their preferential numbers to be submitted to the Chief Polling Officer as per electoral regulation 21.2 should be prepared in duplicate. The notification should comply with the form “f” appearing at Part i of the journal contained in the circular effective at the time and issued as per electoral regulation 51.1.

PART VI

ELECTION

Exhibition of
notifications
containing names
and preferential
numbers of
candidates

- 22.1 The Chief Polling Officer should intimate the Secretary to the Society in writing about the number of notifications required and the due date for provision of printed copies of such notifications together with names and preferential numbers of candidates, dates and times of election and a specimen of the notification to be published regarding election which contains particulars of polling centers of election, at least 05 days prior to the date due for election in any polling center.
- 22.2 It is the responsibility of the Secretary to provide the Chief Polling Officer on or before the due date with names of candidates of each Region submitted to him by the Chief Polling Officer as per electoral regulation 22.1, with notifications containing preferential numbers allocated for them and the number of notifications stipulated to be provided by separately printing
- 22.3 The notifications submitted by the Secretary to the Chief Polling Officer should be submitted, in writing, by the Chief Polling Officer to the General Manager regulating them to be exhibited in the Polling Center, at populated locations in the Regional area, in GramaNiladhari Offices and branches of Rural Bank. The General Manager is entrusted with the full responsibility of exhibiting such notifications at the specified locations and during specified periods and submission of written proof confirming exhibition of such notifications at the said locations.
- 22.4 It is responsibility of the Chief Polling Officer to make provisions required to exhibit notifications to be exhibited as per electoral regulation 22.3 at least 03 days prior to the date due for election and to be confirmed that such notification are exhibited at specified locations during the specified period.

Death of a
candidate who
has submitted
nominations

- 23.1 Only in case of death of any candidate / candidates during the period between the time of issue of a preferential number to a candidate / candidates by a Polling Officer in charge of a Center / an Assistant Polling Officer as per electoral regulation 21.1 and the time of commencement of election, and the Chief Polling Officer has received specific confirmations in proof of such death / deaths, it will be lawful for the Chief Polling Officer to take a following action.

- (a). Making arrangements to remove name of the deceased candidate / candidates from the list and public notification of such removal in the Polling Center.

and

- (b). Invalidation of the election in case of a drop of the number of candidates to a number between 05 and 09 pursuant to adherence to paragraph (a) above and announcing that the remaining candidates have been elected uncontested.

or

- (c). In case the number of candidates has dropped below 05 owing to adherence to paragraphs (a) above, invalidation of the election and announcing that no candidate has been elected for such a Region as a Committee Member

or

- (d). Regular continuation of election if the number of candidates remains equal to or above 10 even after adhering to paragraph (a) above.

24.1 The Assistant Commissioner of Co-operatives in charge of the Division should appoint a Polling Officer in charge of the Center and a number of Assistant Polling Officers to assist him for electoral work at each Polling Center. The Polling Officer in charge of the Center is assigned with the major responsibility on successful completion of election at his Polling Center.

Facilities to be provided to the Polling Center

24.2 The Chief Polling Officer should;

- (a). Submit the amount of stationery and equipment mentioned in electoral regulation 12.1, as determined by him, as required for the purpose of election based on the number of members appearing in an electoral register pertaining to a Polling Center to the relevant Polling Officer in charge of the Center / Assistant Polling Officer prior to commencement of election,
- (b). Take action required for sufficient provision of the staff of the Society, vehicles, furniture and equipment stipulated in the electoral regulation 12.4 as determined by him to be required for ensuring effective performance of the election to each Polling Center,
- (c). After receiving the exact numbers of staff to be appointed from the Society to each Polling Center, issue letters of appointment required for attachment of such staff to each Polling Center,
- (d). Take any action deemed required for ensuring effective performance of the election as per the powers vested in him by this Code of Electoral Regulations,

for electoral purposes at a Polling Center on the day of election.

25.1 A Polling Officer in charge of a Center / Assistant Polling Officer should;

Notifications to be exhibited in a Polling Center and materials to be taken to the Polling Center

- (a). Make provisions required for confirmation of exhibition or/and exhibition as per electoral regulations 44.1 and 44.2 of notifications referred to at electoral regulations 11.3, 16.3, 22.3 and 23.1 (a) of this Code of Electoral Regulations,
- (b). Take action, before arrival at the Polling Center, to collect all stationery, ballot papers, ballot boxes, ballot cell covers, equipment, staff and notifications in sufficient amounts from the Chief Polling Officer,
- (c). Take any action deemed necessary as assigned to him by this Code of Electoral Regulations in terms of powers vested in him,

for the purpose of ensuring a highly transparent and lawful performance of electoral work in a Polling Center on the day of election.

26.1 Every ballot paper should conform to form “a” specified in Schedule five of this Code of Electoral Regulations.

Contents to be inserted in a ballot paper

26.2 Every such ballot paper should carry a printed number on its face which should also be printed on the counterfoil of such ballot paper.

26.3 Every ballot paper should have been printed with the preferential numbers of all candidates in the respective Polling Center.

Those who are authorised to enter into and remain in a Polling Center

27.1 Only the following persons are authorized to enter into and remain in the premises of the Polling Center from 8.00 a.m. up to the termination of election on the day of election. No other person is permitted to enter into or remain in the Polling Center during the period mentioned above. The Polling Officer in charge of the Center / Assistant Polling Officers should take immediate action to remove any such unauthorized persons.

- (a). The Commissioner
- (b). Officers of the Department of Co-operative Development, North-western, authorized by the Commissioner.
- (c). Chief Polling Officer, Polling Officer in charge of the Center, Polling Officers, Assistant Polling Officers
- (d). Members of the staff of the Society attached, in writing, for duties at the relevant Polling Center by the Chief Polling Officer.
- (e). Manager and an employee of the relevant Region / Mini Co-op City / Co-op City, under the authority of the Polling Officer in charge of the Center.
- (f). Candidates at the Polling Center, members who proposed and seconded their names.
- (g). Police Officers attached for electoral duties
- (h). Voters (till they cast their vote)
- (i). A person who has accompanied a physically handicapped voter (till the voter casts his vote)
- (j). Drivers / Driver Assistants who transported officers to the Polling Center

Period of Election

28.1 Election should commence and be terminated as follows.

- (a). Election should commence at 9.00 a.m. on the date specified for the purpose and should be terminated at 4.00 p.m. the same day.
- (b). Polling Officer in charge of the Center / Assistant Polling Officers should take action to commence and terminate election work at the times specified at paragraph (a) above.

Sealing the ballot boxes and commencement of election

29.1 Before commencement of election, the Polling Officer in charge of the Center / Assistant Polling Officer;

- (a). Should point out that the ballot box is empty to a voter, candidates, proposers and seconders of such candidates if they had come to the Polling Center at the time of preparation for sealing the ballot box and, thereupon, should seal the ballot box before 9.00 a.m.
- (b). Should seal the ballot box before 9.00 a.m. irrespective of any non-presence of anybody referred to at paragraph (a) above at the time of sealing the ballot box.

Issue of ballot papers

30.1 Only one ballot paper should be issued to each voter subject to electoral regulation 33.1.

30.2 Anybody whose name appears as a voter in the electoral register prepared as per electoral regulation 8.2 has the right to receive a ballot paper by producing one of the following valid

identify cards to the Polling Officer in charge of the Center / Assistant Polling Officer. However a person who is producing an identity in such an unclear condition that its photograph can not be identified and /or the contents printed on it are illegible has no right to receive a ballot paper.

- (a). National Identity Card
- (b). Valid Driving License
- (c). Valid Passport
- (d). Pensioners' Identity Card issued by the Director of Pensions
- (e). Elders' Identity Card issued by the Secretary to the Region
- (f). A valid Identity Card issued to the monks / priests by Ministry of Religious Affairs or a State Department in charge of Religious Affairs

30.3 The Polling Officer in charge of the Center or an Assistant Polling Officer working under his direction should issue a ballot paper to a voter reaching him. However, before such an issue of a ballot paper;

- (a). The Polling Officer in charge of the Center / Assistant Polling Officer should receive an identity card specified at electoral regulation 30.2 and verify whether the name of the said Identity Card and the one appearing in the electoral register are the same.
- (b). After adhering to the paragraph (a) above, the Polling Officer in charge of the Center / Assistant Polling Officer should loudly read out the name appearing in the electoral register handed over to him.
- (c). In case an objection is raised on issue of a ballot paper to any voter by a candidate / a proposer or a seconder of a name of a candidate in adhering to paragraph (a) above, the Polling Officer in charge of the Center should decide whether or not a ballot paper should be issued to the voter against whom such an objection was raised.
- (d). The Polling Officer in charge of the Center should determine whether a seal of the Polling officer in charge of the Center or an Assistant Polling Officer or any other seal should be placed on a ballot paper and accordingly, such seal should be placed on all ballot papers to be issued to voters.
- (e). For easy identification of an issue of a ballot paper to a voter, the Polling Officer in charge of the Center / Assistant Polling Officer should place a mark in front of the name of the voter appearing in the electoral register to whom such ballot paper was issued (eg : -).

31.1 The voter may take action to proceed with the ballot paper provided to him as per electoral regulation 30.3 to the covering cell allocated for marking vote and mark his preference secretly in such a way as not to be seen by anybody as per electoral regulations 31.2 and 31.3.

31.2 A voter has right to mark a maximum of 09 preferences for 09 candidates in order of a single preference to a candidate on the ballot paper issued to him

31.3 The voter may cast his vote by marking a cross mark (eg:-X) on the box opposite the preference number of candidates appearing on the ballot paper issued to him.

31.4 Soon after marking his vote, the voter should fold the ballot paper so that the preference marked is invisible to anybody, insert his ballot paper to the ballot box placed in front of the Polling Officer in charge of the Center and exit the Polling Center without delay.

Assisting a voter
to mark his vote

32.1 How to mark the preference should be explained to a voter as follows.

(a). When any voter requests the Polling Officer in charge of the Center / Assistant Polling Officer to explain how to mark his preference, such officers may explain such voter how to mark his preference in such a way as to be audible to everybody.

(b). However, the Polling Officer in charge of the Center / Assistant Polling Officer should make it a point to refrain from giving any instruction or guidance to a voter amounting to a direct or indirect insinuation to cast or not to cast his vote to any particular candidate through such explanations.

32.2 When any voter is unable to mark his vote by himself due to blindness or any other physical disability the Polling Officer in charge of the Center should mark the ballot paper of the voter before an Assistant Polling Officer in the exact manner requested by the voter and thereafter should also take action to insert such preference marked ballot paper into the ballot box.

32.3 Except as per electoral regulation 32.2, at no other occasion should the Polling Officer in charge of the Center / Assistant Polling Officer should allow any other person to mark the preference of a voter or remain at the spot allocated for marking preferences.

Spoilt ballot
papers

33.1 When the ballot paper issued to the voter for casting his vote has turned out to be one that can not be used as a valid ballot paper due to his inattention, the voter should hand over the ballot paper used inattentively to the Polling Officer in charge of the Center and request the Polling Officer in charge of the Center to issue him with a new ballot paper. At such instances, a new ballot paper may be issued to the voter at the discretion of the Polling Officer in charge of the Center.

33.2 Simultaneously with the issue of a new ballot paper as per electoral regulation 33.1 the ballot paper used inattentively which has been handed over to him by the voter, which will be identified as a spoilt ballot paper hereafter in this Code of Electoral Regulations, should be invalidated and kept safely in his charge. Spoilt ballot papers should not be inserted into the ballot box.

33.3 Only once may a voter submit a spoilt ballot paper and receive a new ballot paper.

Termination of the
election

34.1 No voter should be issued with a ballot paper after 4.00 p.m., which is the time specified for termination of election. However, the Polling Officer in charge of the Center should allow all voters who remain in the Polling center having been issued with ballot papers on or before 4.00 p.m. to cast their vote.

34.2 Soon after completion of casting vote by all voters as per electoral regulation 34.1, the Polling Officer in charge of the Center should prepare a ballot paper account complying with form “a” specified at Schedule six of this Code of Electoral Regulations.

PART VII

COUNTING VOTES

- 35.1 Votes pertaining to the election should be counted in the same Polling Center where the election was held. Counting center
- 36.1 As per the electoral regulation 34.2, only the following persons are authorized to enter into and remain in a Polling Center from the time of termination of election up to the time of announcement of election results. No other person except them is permitted to enter into or remain in a Polling Center during the above said period. Polling Officer in charge of the Center / Assistant Polling Officer should take action to remove from the Polling Center any unauthorized persons entering into or / and remaining in the Polling Center during the above mentioned period. Persons with right to be present at the Counting Center.
- (a). The Commissioner
 - (b). Officers of the Department of Co-operative Development, North-western authorized by the Commissioner
 - (c). Chief Polling Officer, Polling Officer in charge of the Center, Polling Officers, Assistant Polling Officers
 - (d). Staff members of Society attached for duties at the relevant Polling Center by the Chief Polling Officer by a letter.
 - (e). The Manager and an employee of the relevant Region / Mini Co-op City / Co-op City of the Polling Center, under permission of the Polling Officer in charge of the Center.
 - (f). Candidates of the Polling Center, Members who proposed and seconded their names.
 - (g). Police Officers attached for election duties
- 37.1 Soon after preparing the ballot paper account and confirmation of its accuracy as per electoral regulation 34.2, counting work of the ballot papers in the ballot box / boxes should be started. Counting ballot papers in ballot boxes
- 37.2 Before the number of votes each candidate has secured is counted by the Counting Officer;
- (a). All ballot papers should be taken out by opening the ballot box when there is only one ballot box in the Polling Center. Thereupon, all such ballot papers taken out should be counted.
 - (b). All ballot papers should be taken out by opening each of the ballot boxes when there are more than one ballot box in the Polling Center. Thereupon, all such ballot papers taken out should be counted.
 - (c). It should be ensured that the total number of ballot papers taken by such counting is equal to the number of ballot papers issued to voters appearing in the ballot paper account prepared as per electoral regulation 34.2
 - (d). If, for any reason, the number of ballot papers does not tally as per paragraph (c) above, all ballot papers should be re-counted.

- (e). In case the same result occurs twice in counting ballot papers in the ballot box / boxes, the result obtained at such counting of ballot papers should be deemed correct disregarding the figures mentioned in the ballot paper account.

Ballot papers to
be rejected

- 38.1 Under mentioned ballot papers should be rejected by the Counting Officer. When the Counting Officer takes a decision to reject any ballot paper, such decision becomes final.
- (a). A ballot paper with no preference marked.
- (b). A ballot paper with more than 09 preferences marked.
- (c). A ballot paper with no certain indication by the mark the voter has placed on it as to which candidate the he has marked his preference.
- (d). A ballot paper determined to be a fake or forged one by the Counting Officer.
- (e). A disfigured ballot paper
- (f). A ballot paper decided by the Counting Officer to be rejected for a reason not mentioned above.
- 38.2 If there are candidates, proposers and seconders of candidates in the Polling Center, the rejected ballot paper should be indicated to them and the Counting Officer should also state the reason for rejecting the ballot paper.
- 38.3 Soon after rejecting any ballot paper, the Counting Officers should note the words “rejected” clearly on the face of the ballot paper so rejected and place his signature.
- 38.4 The Counting Officer should keep all rejected ballot papers safely in his charge till submission to the Chief Polling Officer.

Counting the
number of votes
secured by each
candidate

- 39.1 After confirmation of the number of correct ballot papers contained in the ballot box / ballot boxes as per the electoral regulation 37.2 (c) or 37.2 (e), the ballot papers to be rejected as per electoral regulation 38.1 and the ballot papers valid for counting which, hereinafter, are called valid ballot papers, should be separated.
- 39.2 Thereafter, the Counting Officer should mark separately the number of votes secured by each candidate opposite the name of each of them in the form provided for marking votes, by way of an oblique line [(/)or(\)] appearing in black or blue color.
- (a). After marking the total number of votes received through all ballot papers, the total number of votes secured by each candidate should be collected and marked in front of the name of each of such candidates.
- (b). Thereafter the Counting Officer should prepare an official register of election results in a sequential order of the number of votes secured by each of the candidates so that the name of the candidate who secured the highest number of votes appears at the beginning and the name of the candidate who secured the lowest number of votes appears at the end.

39.3 When votes have been received in a manner not mentioned in the electoral regulation 39.2(b), the Counting Officer should adhere to the following to determine the order of candidates.

(a). Order of candidates should be determined by drawing lots at the instances under mentioned.

I. For all candidates when all of them have received the same number of votes

II. For relevant candidates when there are 02 or more candidates with the same number of votes received.

(b). When no candidate has secured a single vote, the preferential numbers assigned to each of the candidates should be applied to determine the order of candidates.

39.4 It is lawful to assign any power or function vested in or assigned to a Counting Officer to an Assistant Polling Officer serving under his supervision and directions and to get such works performed by them.

39.5 The determination given by the Counting Officer on any ballot paper as well as on any issue arisen at the counting of votes is final and conclusive.

40.1 Only any candidate present in the Counting Center at the relevant moment, a person proposed or seconded them has the right to request the Counting Officer for a recount of votes before signing the prepared results sheet as per electoral regulations 39.2 (b) and 39.3.

Re-counting votes
secured by each
candidate

40.2 However, only once may a request be made for a recount of votes in any Polling Center as per electoral regulation 40.1 and the relevant request should be submitted to the counting officer in writing.

40.3 At a recount, the Polling Officer should re-mark in red color the symbol of oblique line placed in blue or black color previously on the form of marking votes so as the previous mark to be replaced with the cross (X) mark.

40.4 At a recount subject to the electoral regulation 40.3, the Counting Officer should adhere to all provisions contained in electoral regulation 39.2.

40.5 The determination of the Counting officer should be conclusive and final with regard to any matter arisen on a recount.

40.6 Before making a request for a recount as per electoral regulation 40.1, the person making such a request for a recount should pay the amount specified to be paid at a recount by a currently valid circular as issued by the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western and receive a receipt. In case the amount specified at this regulation is not paid at the moment of making the request for recount, the Polling Officer in charge of the Center should not make a recount.

PART VIII

ANNOUNCEMENT OF ELECTION RESULTS

Announcement of
official results

- 41.1 Soon after preparation of the official results sheet as per electoral regulation 39.2 (b), 39.3 or 40.4, the Counting Officer should take action to announce official results and clearly display the names of candidates elected as Committee Members in the Polling Center. However, the Counting Officer should make such an official announcement of the electoral results as follows.
- (a). When the number of candidates who secured preferences as per the official results sheet exceeds 10, the 09 candidates who had scored the highest number of votes should be declared as elected Committee Members.
- or
- (b). If only a number of candidates between 05 and 09 have received votes as per the official results sheet, such candidates should be declared as elected Committee Members.
- or
- (c). When no candidate has received any vote as per the official results sheet or only a number of candidates below 05 have scored any vote, it should be declared that no candidate has been elected as a Committee Member.
- 41.2 The Polling Officer in charge of the Center / Assistant Polling Officer should announce official results and, where Committee Members have been elected to the Region, should intimate the names, membership numbers, addresses and a register containing the number of votes secured, to the Secretary to the Society and the Assistant Commissioner of Co-operatives in charge of the Division through the Chief Polling Officer.
- 41.3 The Secretary to the Society should take action to clearly exhibit in the head office the names of candidates elected as Regional Committee Members submitted to him by the Chief Polling Officer.
- 41.4 The Official Election Results Register and the notification on the candidates elected as referred to at electoral regulation 41.2 should be prepared in duplicate. Such notification should conform to form “a” in Part ii of the journal in a currently valid circular issued as per electoral regulation 51.1.

PART IX

MISCELLANEOUS INFORMATION

Reporting
disturbances

- 42.1 All disruptive events taken place relating to the election in the election center or / and around the premises of election center during the period under mentioned on the days of performing activities referred to in this Code of Electoral Regulations should be reported through the Chief Polling Officer to the Commissioner by the Polling Officer in charge of the Center / Assistant Polling Officer.
- (a). All events of disturbance taken place from the time of proceeding to the polling center to undertake nominations up to the moment of exit from the election center,
- (b). All events of disturbance taken place from the time proceeded to the polling center for election up to the moment of exit from the election center.

- 42.2 The report to be prepared on the events of disturbance as referred to at electoral regulation 42.1 (a) should be prepared in duplicate. Such report should conform to form “g” in Part i of the journal in a currently valid circular issued as per electoral regulation 51.1.
- 42.3 The report to be prepared on the events of disturbance as referred to at electoral regulation 42.1 (b) should be prepared in duplicate. Such report should conform to form “b” in Part ii of the journal in a currently valid circular issued as per electoral regulation 51.1.
- 43.1 The Polling Officer in charge of the Center should take action to control, through police officers attached to his polling center, all events of disturbance taking place within the premises of election center on the day of entertaining nominations or the day of election. Procedure to be followed in a disturbance
- 43.2 When the situation of the disturbance has grown to such a level that it can not be kept under control even through police officers, The Polling Officer in charge of the Center should inform all particulars to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province, or where he can not be contacted, to the Assistant Commissioner of Co-operatives in charge of the Division, and follow instructions and directions received by them.
- 44.1 The Polling Officer in charge of the Center should use the Code of Procedure of the Polling Officer in charge of the Center in performance of electoral work as per this Code of Electoral Regulations. Journal
- 44.2 The Code of Procedure of the Polling Officer in charge of the Center containing 02 parts called journal in this Code of Electoral Regulations should be used as follows.
- (i) Part i of the journal - should be used on the day of undertaking nominations.
- (ii) Part ii of the journal - should be used on the day of election.
- 44.3 The minimum particulars to be contained in the journal are given below. At least the minimum particulars referred to at Schedule seven should be contained in the journal and the journal to be used by the Polling Officer in charge of the Center should be introduced by a circular to be issued by the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province, as per electoral regulation 51.1.
- 44.4 It is lawful to issue a circular for the purposes of inclusion of a new item into the journal or for revision or repeal of an item so included at the discretion of the Commissioner of Co-operative Societies and Registrar of Co-operative Societies, North-western Province, in addition to the minimum particulars mentioned in Schedule seven, subject to rules specified in this Code of Electoral Regulations.
- 44.5 The journal should be prepared in the form of a book. Separate books should be prepared for part i and part ii of the journal. The first copy of the forms in the journal should come in white color and the second copy in either yellow or pink color.
- 45.1 All notices and forms stipulated to be printed in this Code of Electoral Regulations should be printed in Sinhala. The medium in which notices and forms should be printed

Irrelevance of the Code of Electoral Regulations to fill vacancies of Committee Members occurring in course of the office of Regional Committees	<p>45.2 However, all forms, notices and ballot papers with direct relevance to voters in Polling Centers with members using Tamil as their mother tongue should be printed in both languages of Sinhala and Tamil.</p> <p>46.1 This Code of Electoral Regulations has no relevance in filling vacancies of Committee Members occurring during the term of office of Committees after election of Regional Committee Members as per this Code of Electoral Regulations or in filling vacancies of Committee Members occurring as per this Code of Electoral Regulations. At such instances, the vacancies occurring in Committees should be filled in keeping with the registered by-law of the Society.</p>
Procedure to be followed with reference to matters not referred to in the Code of Electoral Regulations	<p>47.1 At an instance of a problem occurred on any matter pertaining to electoral work not referred to in this Code of Electoral Regulations, any person should follow the written directives made by Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province on such problem arisen. Such directives made by Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province are final and conclusive.</p> <p>48.1 All expenses to be made on appointment of Regional Committee Members as per this Code of Electoral Regulations should be incurred by the Society.</p> <p>48.2 Relevant persons should take action to strictly adhere to all regulations stipulated in this Code of Electoral Regulations as observable by the Board of Directors or a person in the staff or the Society. Further, where it is not specifically stated in this Code of Electoral Regulations about the exact person in the Society who should observe certain rules to be observed by a Society, the Board of Directors is entrusted with the responsibility of following all such rules.</p>
At an instance of non-adherence to a regulation / rules stipulated in the Code of Electoral Regulations by the Board of Directors and Staff of the Society	<p>48.3 At an instance of non-adherence to a regulation / rules stipulated in this Code of Electoral Regulations as observable by the Board of Directors, an Officer / Employee of the Society subject to provisions referred to at the electoral regulation 8.3, the same should be intimated forthwith, in writing, to the Assistant Commissioner of Co-operatives in charge of the Division and Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western by the Regional Officer of Co-operative Development in charge of the Society or the Chief Polling Officer. Then the Assistant Commissioner in charge of the Division, on instructions of the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western, should take action necessary to perform the functions neglected by the Board of Directors / Officers / Employees for unhindered continuation of electoral work. The Assistant Commissioner of Co-operatives in charge of the Division should take action to initiate the relevant electoral work within a maximum period of 14 days from the final day stipulated by this Code of Electoral Rules for performance of electoral work so neglected under electoral regulation 8.3 (c).</p> <p>(a). Nevertheless, at a time it is observed that the electoral work referred to at this Code of Electoral Regulations can not be performed on due dates in case the neglected electoral work were initiated within 14 days as specified in this electoral regulation, the Assistant Commissioner in charge of the Division should take action necessary to initiate relevant electoral work within a duration of less than 14 days.</p>

- 48.4 The Society is committed to pay all expenses to be incurred by the Department of Co-operative Development, North-western due to its work done in conformity with electoral regulations 8.3 or / and 48.3. If the Society neglects making such payments, the Commissioner is authorized to settle such payments from any amount of money payable to the said Society by the Department of Co-operative Development, North-western. Officers who should perform duties of the Officer in charge of Electoral work, Officer in charge of Election, Counting Officer
- 49.1 It is the Polling Officer in charge of the center who functions as the officer in charge of the polling center on respective days who should perform duties as the officer in charge of election work on the day of entertaining nominations, as the officer in charge of the election with regard to the election on the day of election and as counting officer with regard to counting votes and announcement of results.
- 49.2 At times of change of the designation of the Polling Officer in charge of the Center as stated above, the duties and designations of the staff attached to the Polling Officer in charge of the Center should also change accordingly.
- 50.1 Amending an Electoral Regulation contains addition of any new electoral regulation / Schedule/ form to this Code of Electoral Regulations or revision, repeal of any valid electoral regulation / schedule / a form referred to at a schedule. Amending an electoral regulation
- 50.2 An electoral regulation should be amended only by publishing the same in a gazette by Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western.
- 51.1 It is lawful for Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western to issue instructions, rules, forms and checklists not pertaining to a Schedule subject to electoral regulations 44.2 and 44.3 to under mentioned persons on procedures, by-laws to be followed to ensure a higher level of regularity and transparency in performance of functions stipulated by this Code of Electoral Regulations and matters incidental thereto. Instances when the Commissioner is authorized to issue instructions and directives by circulars
- (a). Assistant Commissioner of Co-operatives in charge of the Division, Chief Polling Officer, Polling Officers in charge of the Centers, Polling Officers and Assistant Polling Officers
- (b). Board of Directors, General Manager and Secretary
- 51.2 Nevertheless, provisions specified in a circular issued as per the specifications in the Electoral Regulation 51.1 should never be inconsistent with a provision contained in a regulation in this Code of Electoral Regulations.
- 51.3 No instruction, rule, form or a checklist contained in a circular issued as per the electoral regulation 51.1 needs to be considered as an amendment to an electoral regulation of this Code of Electoral Regulations.
- 51.4 However, it should be taken into account that provisions and forms contained in a circular issued in conformity with electoral regulation 51.1 will be as effective and valid for electoral work as an electoral regulation specified in this Code of Electoral Regulations.

Instances when certain laws become effective over regulations contained in the Code of Electoral Regulations

52.1 Anytime a provision contained in a Co-operative Society Act / Charter, a Code or Regulations of Co-operative Societies or an amendment thereof contravenes a provision contained in any electoral regulation contained in this Code of Electoral Regulations, the provisions of the currently valid Co-operative Society Act / Charter, a Code or Regulations of Co-operative Societies or amendments thereof should be effective over and above provisions of the above said electoral regulation.

Period and responsibility of safekeeping documents pertaining to Election.

53.1 If no litigation has been initiated on the election or no complaint has been received, the Secretary of the Society is entrusted with the responsibility of safekeeping any document / form pertaining to electoral work of the Society submitted to the Secretary to the Society by the Chief Polling Officer / Polling Officers in charge of the Centers / Polling Officers / Assistant Polling Officers at least for a period of 01 year with effect from the date of termination of electoral work. However, the Secretary to the Society is also entrusted with the responsibility of safekeeping all documents/forms pertaining to the election at least for a period of 06 months from the termination of activities relating the litigation/complaint when litigation has been commenced or a complaint received on the said election.

53.2 If no litigation has been initiated on the election or no complaint has been received, the Assistant Commissioner of Co-operatives in charge of the Division is entrusted with the responsibility of safekeeping any document / form pertaining to electoral work of the Society submitted to the Assistant Commissioner of Co-operatives in charge of the Division by the Chief Polling Officer / Polling Officers in charge of the Centers / Polling Officers / Assistant Polling Officers at least for a period of 06 months with effect from the date of termination of electoral work. However, the Assistant Commissioner of Co-operatives in charge of the Division is also entrusted with the responsibility of safekeeping all documents/forms pertaining to the election at least for a period of 06 months from the termination of activities relating the litigation/complaint when litigation has been commenced or a complaint has been received on the said election.

Using checklists for electoral work

54.1 For regular performance of electoral duties referred to at this Code of Electoral Regulations, checklists mentioned in Schedule 8 should be used to clearly identify durations within which such electoral duties should be performed and persons responsible for their performance.

(a). Only when it is observable that there is a difference between the period of time during which any electoral work referred to at this Code of Electoral Regulations has to be completed and the periods of time referred to at the checklists in Schedule 8 in relation to the same electoral work, it is lawful to abide by periods of time corresponding to the purpose as referred to at Schedule 8 as valid in performance of electoral work over and above any rule stipulated with regard to periods of time pertaining to such electoral work at any other place in this Code of Electoral Regulations.

(b). It is lawful to supervise the performance of any electoral work referred to at Schedule 8 by persons stipulated by the said Schedule in the manner stipulated in it and to make pertinent provisions expeditiously for proper performance of relevant electoral work through persons responsible for such performance when it is observed that the Board of Directors of the Society / Chairman / a Director / the General Manager / Secretary are neglecting any electoral work referred to at this Code of Electoral Regulations and if even after taking such steps, it is observed that the relevant person / persons are neglecting performance of electoral work, to keep the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western and the Assistant Commissioner of Co-operatives in charge of the Division informed of the same without delay, and it is the responsibility of the relevant Supervisor.

- 55.1 It is lawful to for the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province, to take any action or make a direction which is not inconsistent with provisions of this Code of Electoral Regulations and is understood by him to be suitable for a specific period of time through a paper advertisement for the purpose of implementation of provisions in this Code of Electoral Regulations or of making administrative changes required for the same purpose during the year of publication of this Code of Electoral Regulations in the *Gazette*. Interim provisions
- 55.2 If the By-law of any Society contains a rule explaining that Regional Committees should be elected according to a Code of Electoral Regulations repealed by the Electoral Regulation 56.1 with a specific reference to its title, *Gazette* number and date, the said repealed Code of Electoral Regulations should become further valid and effective only for electoral work of such a Society
- (a). However, validation of a repealed Code of Electoral Regulations for a certain Society as referred to at the electoral regulation 55.2 will be effective only for a maximum period of a year to come with effect from the date this code of electoral regulations became effective for North-western Province.
- 55.3 In case of a difficulty arisen in implementing any electoral work following the code of electoral regulations repealed by the electoral regulation 56.1 together with an electoral work contained in this code of electoral regulations by the effective date of this code of electoral regulations for North-western Province, it is lawful for the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province to adhere to electoral regulation 51.1.
- 55.4 Irrespective of whatever mentioned in electoral regulations 5.1 (c), when it appears to the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province that there is any practical difficulty in following such electoral regulations, it is lawful for him to take action to temporarily suspend operation of rules contained in such electoral regulations with respect to a certain Society for a maximum period of 02 years with effect from the date this Code of Electoral Regulations became effective for North-western Province.
- 56.1 Regulations on Election of a Regional Committee in a Multipurpose Co-operative Society and Colombo-North and Colombo-South Co-operative Societies as published in the *Gazette Extraordinary* Number 297/7 of 28.12.1977 of the Republic of Sri Lanka and the revised regulations published by amending those regulations in the *Gazette Extraordinary* number 707/14 of 27.03.1992 of the Democratic Socialist Republic of Sri Lanka and the Regulations on Election of Regional Committees in Co-operative Societies in North-western Province published in the *Gazette Extraordinary* (Provincial Councils) number 1906/44 of 19.03.2015 of the Democratic Socialist Republic of Sri Lanka are hereby repealed with effect from the date of *Gazette Extraordinary* of this Code of Electoral Regulations. Such repealed regulations will be called Repealed Code of Electoral Regulations in this Code of Electoral Regulations. Repeal of old electoral regulations
- 56.2 However it should be admitted that provisions and schedules of the above said repealed code of electoral regulations will remain further valid and effective only for all facts, statements, documents, certified copies and litigations remaining before the Board of Directors of a Multipurpose Co-operative Society of North-western Province or Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province or a court of law on electoral work by the effective date of this Code of Electoral Regulations, with no prejudice whatsoever to the matters arisen or/and decided under a repealed code of electoral regulations referred to at electoral regulation 56.1 above.

Definition

57.1 If no different meaning is required on the words in this Code of Regulations;

- (i). Society means; a Multipurpose Co-operative Society pertaining to the election registered under a valid Co-operative Law.
- (ii). Member, Region, Regional Committee Member, Regional Committee, Regional area, General Assembly, Chairman, Vice Chairman, Director, Board of Directors, General Manager, Secretary and area of Society means; the same meaning rendered for them in the registered By-law of Society.
- (iii). Officers, Employees and Staff of Society means; the employees under the meaning referred to at the Charter of the Commission of Co-operative Employees, North-western Province.
- (iv). Commissioner means; Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province, Deputy Commissioner of Co-operative Development, an Assistant Commissioner of Co-operative Development.
- (v). Assistant Commissioner in charge of the Division means; Assistant Commissioner of Co-operative Development in charge of an office of the Assistant Commissioner of Co-operatives established in North-western Province in charge of supervisory responsibility of Society.
- (vi). Regional Officer of Co-operative Development means ; an officer of the Department of Co-operative Development, North-western, appointed by the Assistant Commissioner of Co-operative Development in charge of the Division to work in charge of supervisory functions in Society.
- (vii). Chief Polling Officer means; an officer of the Department of Co-operative Development, North-western entrusted with the performance of and bearing the key responsibility of the duties of Chief Polling Officer of the Society as stipulated in the Code of Electoral Regulations.
- (viii). Polling Officer in charge of the Center means; an officer of the Department of Co-operative Development, North-western in charge of electoral work in a center of the Society and entrusted with the key responsibility of such duties.
- (ix). Polling Officer and Assistant Polling Officer means ; an officer of the Department of Co-operative Development, North-western appointed by the Assistant Commissioner of Co-operatives in charge of the Division for the purpose of assisting the Chief Polling Officer or/and Polling Officer in charge of the Center in Society.
- (x). that the words in masculine gender will also include words in feminine gender as applicable.
- (xi). that the words in singular form also mean the plural form and vice-versa.
- (xii). Electoral work means; all official work pertaining to the election performed/to be performed from the date specified for preparation of electoral registers in each Region of the Society up to the moment the relevant officers referred to at this Code of Electoral Regulations notify the Assistant Commissioner in charge of the Division and Secretary to the Society the official electoral results to the effect of election or non-election of all Regional Committee Members.

- (xiii). an electoral regulation means; a Section contained in the Code of Electoral Regulations, a Sub-section, paragraph and a schedule thereof.
 - (xiv). Code of Electoral Regulations means; a combination of the entirety of electoral regulations, Schedules and forms contained in schedules.
 - (xv). Co-operative law effective during the current period means; an Act/Charter of Co-operative Societies, a Code of Regulations of Co-operative Societies or any law enacted therefor as applicable for North-western Province.
 - (xvi). A printing means; a printing made by any printing machine other than a Roneo machine.
 - (xvii). Voter means; any member whose name is inserted as a voter in the electoral register referred to at the electoral regulation 8.2.
 - (xviii). Polling Center means; a place for undertaking nominations and objections as well as a place where a voter casts his vote, votes so cast by voters are counted and results are issued.
 - (xix). Polling Center premises means; the building where the polling center is situated, its land and also other buildings on such land.
 - (xx). Gazette means; the *Gazette Extraordinary* (Provincial Councils) of the Democratic Socialist Republic of Sri Lanka.
- 57.2 Only the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western Province is authorized to define any electoral regulation or a word or a letter or a figure or a symbol contained in an electoral regulation of this Code of Electoral Regulations and such a definition made by him is final and conclusive.
- 58.1 In case of any inconsistency between the Sinhala and Tamil texts in this Code of Electoral Regulations, Sinhala text should prevail.
- Sinhala text to prevail at an inconsistency.

LIST OF SCHEDULES

<i>Schedule</i>	<i>Name of the schedule</i>	<i>Part</i>	<i>Electoral Order</i>
Schedule 1	Certificate to be furnished by the Society in submission of Electoral Register to the Assistant Commissioner of Co-operatives in charge of the Division.	ii	8.1 (e)
Schedule 2 Form “A”	The letters of appointment to be issued to Election Officers by the Assistant Commissioner of Co-operatives	iii	10.1 (d)
Schedule 3 Form “A”	Letters of appointment to be issued to staff of the Society by the Chief Polling Officer	iii	12.6
Schedule 4 Form “A”	Nomination sheet	iv	15.4
Schedule 5 Form “A”	ballot sheet	vi	26.1
Schedule 6 Form “A”	ballot sheet account	vi	34.2
Schedule 7	minimum facts to be contained in a journal	ix	44.3
Schedule 8	check lists (a,b,c,d)	ix	54.1

SCHEDULE 1 - II – 8.1 (e)

Specimen certificate to be issued by the Society in submission of Electoral Registers to the Assistant Commissioner of Co-operatives

Through the Co-operative Development Officer

To Assistant Commissioner of Co-operative Development

Submission of Electoral Registers of Regional Multi-purpose Co-operative society Ltd. of.....
..... for certification.

..... Electoral Registers, in triplicate, of the under mentioned Regional Societies of the
..... Multipurpose Co-operative Society Ltd., prepared as per Electoral Regulations 8.1 (a)/
8.1 (b) * and 8.1 (d) of the Code of Electoral Regulations for election of Regional Committee Members of the Co-
operative Societies of the North –Western Province, as published in *Gazette Extraordinary* (Provincial Councils) of the
Democratic Socialist Republic of Sri Lanka No. of 20....., are submitted to you herewith for certification
under the Electoral Regulation No. 8.1 (c).

02. Particulars of the Electoral Registers submitted

S/No.	Name of the Regional Society	No. of the Regional Society	As mentioned in the Electoral Register,					
			No. of names of members	S/No.		Membership Nos		Page Nos
				from	to	from	to	from to

03. We affirm that,

- (a) Names and membership numbers of all members qualified to be included have been incorporated,
- (b) Names and membership numbers of members as mentioned in membership applications have been included,
- (c) No. name of a member with entrance qualifications by law has been omitted,
- (d) No. name of a member without entrance qualifications has been included,
- (e) No. false name has been included, and
- (f) No. false information has been included

into the above mentioned Electoral Registers as per rules of the Co-operative Law, Registered By-Law and Code of Electoral Regulations currently in force.

.....
Secretary	General Manager	Chairman/Vise Chairman	Director
..... 20 20 20 20 ...

SCHEDULE 2- (III – 10.1)

Specimen letters to be issued by the Assistant Commissioner of Co-operatives in charge of Regions to the Chief Polling Officer, Polling Officer in Charge of the Centers, Polling Officers and Assistant Polling Officers.

specimen letter of appointment of the Chief Polling Officer (10.1 (a))

My ref. : NWP/ date :.....20.....
Mr./Mrs./Miss
(mention the post held in Co-operative Department)

Appointment for Election Duties

I hereby appoint you as the Chief Polling Officer in charge of election duties for election of Committee Members of the Region for year 20..... of the Multipurpose Co-operative Society Ltd....., in keeping with powers vested in me by the Election rule 10.1 (a) of the Code of Regulations of Co-operative Elections for election of Committee Members for Regions of the Multipurpose Co-operative Societies in North-western Province as published in the *Gazette Extraordinary* (Provincial Councils) of the Democratic Socialist Republic of Sri Lanka No. of2006.

.....
(mention the name)
Assistant Commissioner of Co-operative Development
.....
CC :-

- | | |
|--|------------------------|
| 1. Comm. of Coop. Dev./R. (North-western) | - for kind information |
| 2. Secretary, Multipurpose Co-operative Society Ltd. | - FNA &Info. |

Specimen Letter of Appointment of the Polling Officer/Asst. Polling Officer in Charge of Center* {10.1 (b)}

My ref. : NWP/ Date :20.....
Mr./Mrs./Miss
(mention the post held in the Co-operative Department)

Appointment for Election Duties

I hereby appoint you as the Officer in Charge of Polling Center/ Assistant Polling Officer* of
Polling Center on the date of undertaking nominations/ election * in yearof
Multipurpose Co-operative Society Ltd., in keeping with powers vested in me by the Election rule 10.1 (b) of the Code of
Regulations of Co-operative Elections for election of Committee Members for Regions of the Multipurpose Co-operative
Societies in North-western Province as published in the *Gazette Extraordinary* (Provincial Councils) of the Democratic
Socialist Republic of Sri Lanka No. of2016.

.....
(mention the name)
Asst. Commissioner of Co-operative Development
.....

CC:-

1. Chief Polling Officer, Multipurpose Co-operative Society Ltd. – FNA & Info

*cut off unnecessary words

Specimen of a Letter of Appointment of Polling Officers/ Assistant Polling Officers appointed to assist the Chief Polling Officer {10.1 (C)}

My ref. : NWP/ Date : 20.....
Mr. / Mrs. /Miss.....
(mention the post held in Co-operative Department)

Appointment for Election Duties

I hereby appoint you as a Polling Officer / Assistant Polling Officer* to assist Chief Polling Officer on the dates of
Election work / on the date of accepting nominations / on the date of Election* for duties of Election for electing
Committee Members of the Region for year 20..... of Multipurpose Co-
operative Society Ltd. in keeping with powers vested in me by the Election rule 10.1 (c) of the Code of Regulations of
Co-operative Elections for election of Committee Members for Regions of the Multipurpose Co-operative Societies in
North-western Province as published in the *Gazette Extraordinary* (Provincial Councils) of the Democratic Socialist
Republic of Sri Lanka no. of2016.

.....
(mention the name)
Assistant Commissioner of Co-operative Development
.....

Copy to:-

1. Chief Polling Officer, Multipurpose Co-operative Society Ltd. - FNA & Info.

*cut off unnecessary words

SCHEDULE 3 - (III – 12.6)

Specimen of a Letter of Appointment to be issued by the Chief Polling Officer to the staff of Society.

Mr. / Mrs. / Miss.
(mention the post held in Society)

Attachment for Polling Center Duties

I appoint you hereby to assist the Officer in Charge of the Center at the Election work to be carried out at the Region / Polling Center on the date of accepting nominations / election* of 20 for election of Committee Members for the Region of of the Multipurpose Co-operative Society Ltd. in keeping with powers vested in me by the Election rule 12.6 of the Code of Regulations of Co-operative Elections for election of Committee Members for Regions of the Multipurpose Co-operative Societies in North-western Province as published in the *Gazette Extraordinary* (Provincial Councils) of the Democratic Socialist Republic of Sri Lanka No. of2016.

02. You should only perform duties assigned to you by the Polling Officer in charge of the Center from the time you report to the Polling Center for duties up to the time you are released from duties at the Polling Center.

.....
(mention name of the Chief Polling Officer)
Chief Polling Officer
..... Multipurpose Co-operative Society Ltd.
..... 20

Copy to :-

1. Mr. / Mrs. / Miss. - FNA & Info.
Polling Officer in charge of the Center Polling Center

*cut off unnecessary words

SCHEDULE 4 - (IV – 15.4)

Specimen of a Nomination Sheet - Form 'A'

NOMINATION SHEET 1			
1. Name and address of the Society:..... Multipurpose Co-operative Society Ltd.			
2. Name of the Region :			
3. Name and address of Polling Center :			
4. particulars of candidate, proposer and seconder :			
particulars	candidate	proposer	seconder
full name			
NIC No.			
age (years)			
address			
membership No.			
serial No. in Election Register			
declaration	I do hereby give my consent to appear as a candidate of the Election to be held for the purpose of electing Committee Members to the Committee in Region. Further, I do hereby certify that my name appears in the electoral register of this Region prepared as stated at the Regulation 8.2 of the Co-operative Code of Regulations for election of Regional Committee Members of the Multipurpose Co-operative Societies in North Western Province as published in the <i>Gazette Extraordinary</i> (Provincial Councils) No. of 2016 of the Democratic Socialist Republic of Sri Lanka and I have no disqualifications blocking my appointment as a Committee Member as stated at Election Regulation 14.1 and that all particulars I have mentioned in this nomination sheet are accurate	I do certify that the particulars mentioned above are accurate. Further, I, being a member whose name appears in the electoral register prepared as stated at the Regulation 8.2 of the Co-operative Code of Regulations for election of Regional Committee Members of the Multipurpose Co-operative Societies in North Western Province as published in the <i>Gazette Extraordinary</i> (Provincial Councils) No. of 2016 of the Democratic Socialist Republic of Sri Lanka, do propose that Mr./Mrs./Miss. of membership No. should be appointed as a members in Committee of Region.	I do certify that the particulars mentioned above are accurate. Further I, being a member whose name appears in the electoral register prepared as stated at the Regulation 8.2 of the Co-operative Code of Regulations for election of Regional Committee Members of the Multipurpose Co-operative Societies in North Western Province as published in the <i>Gazette Extraordinary</i> (Provincial Councils) No. of 2016 of the Democratic Socialist Republic of Sri Lanka, do second the proposal made to the effect that Mr./Mrs./Miss. of membership No. should be appointed as a members in Committee of Region.
signature			
date	20	20	20
name of the person presenting the nomination paper:			signature:
to be filled by the Polling Officer in charge of the Center Specimen of a Nomination Sheet - Form 'A'		Time of submission of the nomination sheet : .. p.m.	

SCHEDULE 5 - (VI – 26.1)

Specimen Ballot Paper - Specimen “A”

counterfoil	<p style="text-align: right;">Serial No. :</p> <p>.....Multipurpose Co-operative Society Ltd.</p>																																				
Polling Center	<p>Name of the Polling Center :</p> <p>.....</p>																																				
.....	<p>Signature of Polling Officer/Assistant Polling Officer in charge of Center :.....</p> <p>Date of election :.....20.....</p>																																				
Serial No.	<div style="text-align: center; margin-bottom: 10px;"> <p>Ballot Paper</p> <div style="border: 2px solid black; width: 200px; height: 50px; margin: 0 auto; text-align: center; line-height: 50px;"> <p>For Official Stamp (Seal)</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>32</td><td>33</td><td>34</td><td>35</td><td>36</td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
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28	29	30	31	32	33	34	35	36																													

SCHEDULE 6 - (VI – 34.2)

..... Multipurpose Co-operative Society Ltd. - year.....

Ballot paper account of Polling center

<i>Receipts</i>	<i>amount</i>					<i>Issued / spoilt/ balance</i>	<i>amount</i>				
No. of un-used ballot papers remained in trust of Officer in charge of the Center prior to commencement of election						Ballot papers issued to voters (excluding spoilt ballot papers)					
						No. of spoilt ballot papers					
						No. of un-used ballot papers					
total						total					

I certify that the particulars above mentioned are accurate.

Signature of the Officer in charge of the center:

date:.....20.....

time :

name of the officer in charge of the Center : Mr./ Mrs./ Miss.

SCHEDULE 7 - (IX – 44.3)

Minimum information to be included in Parts I & II in the Journal of the Officer in Charge of the Polling Center

Minimum information to be included in Parts I & II

	<i>Part I</i> <i>For the day of undertaking nominations</i>		<i>Part II</i> <i>For the day of election</i>
01	Basic information(name and address of the Society, name of the Region, name and address of Polling Center, particulars of the staff attached to Polling Center and other basic information)	01	Basic information(name and address of the Society, name of the Region, name and address of Polling Center, particulars of the staff attached to Polling Center and other basic information)
02	Particulars of defects, if any, contained in documents, stationery, forms, notices and equipment undertaken for election purposes by Polling Officer in charge of the Center	02	Particulars of defects, if any, contained in documents, stationery, forms, notices and equipment undertaken for election purposes by Polling Officer in charge of the Center
03	Particulars of nominations received	03	Time of commencement of the Election
04	Particulars of rejected nominations	04	Time of conclusion of the Election
05	Particulars of objections received	05	Specimens of stamps placed on ballot papers/ specimens of signatures, names of signatories and their particulars pertaining to the Election
06	Particulars of uncontested appointments	06	Ballot paper account prepared in keeping with Schedule 6
07	Particulars on election of Committee Members	07	Particulars on the number of votes secured by each candidate
08	Particulars of names of candidates and their preference numbers	08	Particulars of Committee Members elected
09	Particulars of disturbances	09	Particulars of disturbances
10	Names and signatures of the Polling Officer, Assistant Polling Officer in charge of the Center	10	Names and signatures of the Polling Officer, Assistant Polling Officer in charge of the Center

SCHEDULE No. 08 - (IX - 54.1)

(a). Checklist for Electoral Duties to be performed by the Board of Directors/General Manager/Secretary

Serial No.	Electoral duty	Time/date		Electoral Order No.	Responsibility	Supervision
01	Date by which electoral register should be prepared	by 31st December	by 30th June	4.1	Board of Directors	R.O.Co.D.
02	Computer word processing and certification of electoral registers	From 01st January to 10th January	From 01st July to 10th July	4.1, 4.2	Board of Directors Chairman, Director, General Manager and Secretary	R.O.Co.D.
03	Exhibition/publication of notifications containing particulars on exhibition of electoral registers, undertaking appeals, submission of objections	On or before 04th January	On or before 04th July	5.2, 48.2	Board of Directors	R.O.Co.D.
04	Exhibition of electoral registers	From 11th January to 25th January	From 11th July to 25th July	5.1, 48.2	Board of Directors	R.O.Co.D.
05	Undertaking appeals/objections	From 11th January to 25th January	From 11th July and 25th July	6.1, 7.1	Secretary, Board of Directors	R.O.Co.D.
06	Notification of the decision of the Board of Directors to the appellants in view of the appeals received	From 12th January to 08th February	From 12th July to 8th August	6.2	Board of Directors	R.O.Co.D.
07	Amending electoral registers in view of appeals received	From 12th January to 10th February	From 12th July to 10th August	6.1	Board of Directors	R.O.Co.D.
08	Taking objections received into consideration	From 12th January to 04th February	From 12th July to 04th August	7.2	Board of Directors	R.O.Co.D.
09	Notification of rejection of objections	From 12th January to 27th February	From 12th July 27th August	7.3	Board of Directors	R.O.Co.D.
10	Notification to submit counter-objections	From 12th January to 05th February	From 12th July to 05th August	7.2(අ)	Board of Directors	R.O.Co.D.
11	Taking counter-objections received into	From 26th January to 26th February	From 26th July to 26th August	7.2(අ)	Board of Directors	R.O.Co.D.

* R.O.Co.D. - Regional Officer of Co-operative Development

SCHEDULE No. 08 - (ix - 54.1) (Contd.)

(a). Checklist for Electoral Duties to be performed by the Board of Directors/General Manager/Secretary

Serial No.	Electoral duty	Time/date		Electoral Order No.	Responsibility	Supervision
12	Notification of non-acceptance of counter-objections received	From 26th January to 27th February	From 26th July to 27th August	7.2(අ)	Board of Directors	R.O.Co.D.
13	Inclusion of a name to the electoral register pursuant to a notification made to C. Co.D./R. to include a name of a member into the electoral register with reference to appeals submitted to the C.Co.D./R. for inclusion of his name	From 09th April to 18th April	From 07th October to 16th October	6.3(ඇ)	Board of Directors	R.O.Co.D.
14	Amendment of electoral registers in view of objections/counter-objections received	From 22nd April to 01st May	From 23rd October to 01st November	7.9	Board of Directors	R.O.Co.D.
15	Revision of electoral registers when the C.Co.D./R. has notified to include into or exclude from the electoral register a name of any member with reference to objections/appeals presented to the C.Co.D./R.	From 22nd April to 01st May	From 23rd October to 01st November	7.8	Board of Directors	R.O.Co.D.
16	Forwarding electoral registers to the Commissioner	On or before 24th May	On or before 24th November	8.1(ඇ)	Board of Directors	R.O.Co.D.
17	Submission of a certificate to the Commissioner along with electoral registers	On or before 24th May	On or before 24th November	8.1(ඉ)	Board of Directors	R.O.Co.D.
18	Notifying the regions/polling centers, their addresses and the number of voting members to the Commissioner	before 03 months of the date of expiry of the term of office of the General Assembly	before 03 months of the date of expiry of the term of office of the General Assembly	9.1(ඇ)/ (ආ)	Secretary	R.O.Co.D.
19	Submission of electoral registers to the Chief Polling Officer	At least 03 days before the due date for entertaining nomination	At least 03 days before the due date for entertaining nomination	8.4	Board of Directors	R.O.Co.D.
20	Entertaining nomination and printing notices on the election	On or before the date notified by the Chief Polling Officer	On or before the date notified by the Chief Polling Officer	11.2	Secretary	Chief Polling Officer

* R.O.Co.D - Regional Officer of Co-operative Development

SCHEDULE No. 08 - (IX - 54.1) (Contd.)

(a). Checklist for Electoral Duties to be performed by the Board of Directors/General Manager/Secretary

Serial No.	Electoral duty	Time/date		Electoral Order No.	Responsibility	Supervision
21	Exhibition of notices on entertaining nominations and election and submission of written confirmations of such exhibition of notices to the Chief Polling Officer	During the period notified by the Chief Polling Officer	During the period notified by the Chief Polling Officer	11.3	General Manager	Chief Polling Officer
22	Handing over stationery, forms and other materials required for the election, to the Chief Polling Officer	During the period notified by the Chief Polling Officer	During the period notified by the Chief Polling Officer	12.2	General Manager	Chief Polling Officer
23	Provision of the amount of staff of the Society, vehicles and equipment required for the election, to the Chief Polling Officer	To locations directed by the Chief Polling Officer, during the period he has directed	To locations directed by the Chief Polling Officer, during the period he has directed	12.5	General Manager	Chief Polling Officer
24	Printing notices containing names of electoral candidate and their preferential numbers	During the period notified by the Chief Polling Officer	During the period notified by the Chief Polling Officer	22.2	Secretary	Chief Polling Officer
25	Exhibition of notices containing names and preferential numbers of the electoral candidates and submission of written confirmations of such exhibition of notices, to the Chief Polling Officer	During the period notified by the Chief Polling Officer	During the period notified by the Chief Polling Officer	22.3	General Manager	Chief Polling Officer
26	Exhibition of names and membership numbers of elected Committee Members handed over by the Chief Polling Officer	Soon after submission of relevant particulars by the Chief Polling Officer	Soon after submission of relevant particulars by the Chief Polling Officer	41.3	Secretary	Chief Polling Officer
27	Safe keeping of documents pertaining to the election handed over to the Secretary by various Polling Officers	A minimum period of 01 year from the date of termination of electoral work and at least a period of 06 months from finalization of work on the relevant litigation/complaint	A minimum period of 01 year from the date of termination of electoral work and at least a period of 06 months from finalization of work on the relevant litigation/complaint	53.1	Secretary	R.O.Co.D.
28	Safe keeping electoral register submitted by Polling Officers to the Secretary	A period of at least one year from the date the Secretary entertained the electoral registers	A period of at least one year from the date the Secretary entertained the electoral registers	8.6	Secretary	R.O.Co.D.

* R.O.Co.D. - Regional Officer of Co-operative Development

SCHEDULE No. 08 - (IX - 54.1) (Contd.)

(b). Checklist for Electoral works to be performed by members

Serial No.	Electoral work	Duration/date		Electoral Order No.	Responsibility	Supervision
01	Submission of appeals to insert a name into the electoral register	From 11th January to 25th January	From 11th July to 25th July	6.1	To the relevant Member	-
02	Submission of objections on a name inserted into the electoral register	From 11th January to 25th January	From 11th July to 25th July	7.1	To the relevant Member	-
03	Submission of counter-objections	From 13th January to 19th February	From 13th July to 19th August	7.2(a)	To the relevant Member	-
04	Submission of a second appeal to the C. Co. D./R., North-Western when it has been notified that the Board of Directors has rejected the member's appeal or when to reply has been sent by the Board of Directors	From 16th February to 25th February	From 16th August to 25th August	6.3(b)	To the relevant Member	-
05	Submission of an objection to the C. Co. D./R., North-Western when it has been notified that the Board of Directors has rejected the objection submitted or when no reply has been sent by the Board of Directors on the objection submitted	From 01st March to 10th March	From 01st September to 10th September	7.4, 7.6	To the relevant Member	-
06	Submission of an objection to the C. Co. D./R., North-Western when the Board of Directors has notified to the Member of removal of his name due to acceptance of objections submitted or when the Board of Directors has not replied the counter-objections	From 01st March to 10th March	From 01st September to 10th September	7.5, 7.6	To the relevant Member	-

* C. Co./D./R. - North Western Commissioner of Co-operative Development and Register of Co-operative Societies, North Western.

SCHEDULE No. 08 - (IX - 54.1) (Contd.)

(b). Checklist for Electoral works to be performed by members

Serial No.	Electoral duty	Duration/date		Electoral Order No.	Responsibility	Supervision
07	Exhibition of electoral registers prepared as per Electoral Regulation 8.3, making appeals and submission of objections	During the period stipulated by papers by the Commissioner of co-operative Development and Registrar of Co-operative Societies, Northern Western	During the period stipulated by papers by the Commissioner of co-operative Development and Registrar of Co-operative Societies, Northern Western	8.3(b)	Members	-
08	Members not qualified to submit nominations	-	-	14.1	Members	-
09	Method of preparation of nomination papers	-	-	From 15.1 to 15.4	Members	-
10	Submission of nomination papers	From 9.00 a. m. to 10.00 a. m. the date specified for entertaining nominations	From 9.00 a. m. to 10.00 a. m. on the date specified for entertaining nominations	16.1	Members	-
11	Submission of objections to nominations submitted	From 10.00 a. m. to 11.00 a. m. the date specified for entertaining nominations	From 10.01 a. m. to 11.00 a. m. on the date specified for entertaining nominations	17.1	Members	-
12	Matters against which objections may be submitted	-	-	17.2	Members	-
13	Receipt of preferential numbers	After 11.01 a. m. on the date specified for entertaining nominations	After 11.01 a. m. on the date specified for entertaining nominations	21.1	Candidates and members who have proposed and seconded their names	-

* C.Co.D./R., North-western - Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

SCHEDULE No. 08 - (IX - 54.1) (Contd.)

(b). Checklist for Electoral works to be performed by members

Serial No.	Electoral duty	Duration/date		Electoral Order No.	Responsibility	Supervision
14	Period of election	From 9.00 a. m. to 4.00 p. m. on the date specified for the Election	From 9.00 a. m. to 4.00 p. m. on the date specified for the Election	28.1	Candidates, Members who proposed and seconded their names and all other members	-
15	Sealing ballot boxes	Before 9.00 a. m. on the date specified for the Election	Before 9.00 a. m. on the date specified for the Election	29.1	Candidates, Member who proposed and seconded their names and all other members	-
16	Persons authorized to enter into and remain in the Polling Center	During specific periods on the date specified for the Election	During specific periods on the date specified for the Election	27.1	Candidates, Member who proposed and seconded their names and all other members	-
17	Receiving ballot papers and how to cast vote	From 9.00 a. m. to 4.00 p. m. the date specified for the Election	From 9.00 a. m. to 4.00 p. m. on the date specified for the Election	All Electoral Regulations from 30.1 to 34.2	Candidates, Member who proposed and seconded their names and all other members	-
18	Counting votes and issue of results	After 4.00 p. m. on the date specified for the Election	After 4.00 p. m. on the date specified for the Election	All Electoral Regulations From 35.1 to 41.4	Candidates, Member who proposed and seconded their names	-

* C.Co.D./R., North-western - Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

SCHEDULE No. 08 - (IX - 54.1)

(d). Electoral duties to be performed by the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

Serial No.	Electoral work	Time/date		Electoral Regulation No.	Responsibility	Supervision
01	Fixing the date for entertaining nominations and election and revision of the dates so fixed	In keeping with rules specified in the registered By-law	In Keeping with rules specified in the registered By-law	9.2	C.Co.D./R*	-
02	Exhibition of electoral registers in the website of the Co-operative Department, North-Western	From 11th January to 25th January	From 11th July to 25th July	5.1(c)	C.Co.D./R	-
	Temporary suspension of exhibition of electoral registers in the website of the Co-operative Department, North-western	Up to a maximum of 02 years with effect from the date this code of electoral regulations becomes effective for North-western Province	Up to a maximum of 02 years with effect from the date this code of electoral regulations becomes effective for North-western Province	55.4	C.Co.D./R	
03	Making an enquiry on the 2nd appeals submitted by members	From 16th February to 18th April	From 16th August to 06th October	6.3(b)	C.Co.D./R	-
04	Making decisions on the 2nd appeals submitted by members	On or before 08th April	On or before 06th October	6.3(b)	C.Co.D./R	-
05	Making an enquiry on objections/appeals received on removal of a name mentioned in the electoral register	From 01st March to 21st April	From 01st September to 22nd October	7.7	C.Co.D./R	-
06	Announcing the decision on objections/appeals received on removal of a name mentioned in the electoral register	On or before 21st April	On or before 22nd October	7.7	C.Co.D./R	-
07	Exhibition of electoral registers prepared as per the electoral regulation 8.3(c), publishing paper advertisements containing dates entertaining appeals objections	On or before 03rd March	On or before 31st August	8.3(d)	C.Co.D./R	-

* C.Co.D./R., North-western - Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

SCHEDULE No. 08 - (ix - 54.1) (Contd.)

(d). Electoral duties to be performed by the Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

Serial No.	Electoral work	Time/date		Electoral Regulation No.	Responsibility	Supervision
08	Removal of the relevant Committee Member from post pursuant to an enquiry made on the objections referred to at electoral regulation 17.2(a) and a consequent decision taken to the effect that a Committee Member elected accordingly should be removed	Once the enquiry on objections is over	Once the enquiry on objections is over	17.8	C.Co.D./R	
09	Giving instructions to the Polling Officer in charge of the Center on action to be taken when there are agitations to the level beyond his control	On the day of entertaining nominations and day of election	On the day of entertaining nominations and day of election	43.2	C.Co.D./R	-
10	Issue of instructions and directives on matters pertaining to electoral duties not referred to in the Code of Electoral Regulations	When the requirements arises	When the requirements arises	47.1	C.Co.D./R	
11	Issue of relevant instructions and directives to Assistant Co-operative Commissioners in charge of Divisions when the staff or Board of Directors of the Society refrain from adhering to regulations in the Code of Electoral Regulations	During periods specified in Electoral Regulation 48.3	During periods specified in Electoral Regulation 48.3	48.3	C.Co.D./R	-
12	Recovery of expenses to be borne by the Co-operative Department, North-western, for adhering to rules specified in Electoral Regulations 83. and 48.3	As per rules specified in Electoral Regulation 48.4	As per rules specified in Electoral Regulation 48.4	48.4	C.Co.D./R	-
13	Issue of regulations pertaining to interim provisions	During period specified in Electoral Regulations 55.1, 55.2, 55.3 and 55.4	During period specified in Electoral Regulations 55.1, 55.2, 55.3 and 55.4	55.1, 55.2, 55.3 and 55.4	C.Co.D./R	-
14	Definition	When the requirements arises	When the requirements arises	57.2	C.Co.D./R	-

* C.Co.D./R., North-western - Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

SCHEDULE No. 08 - (IX - 54.1)

(d). Electoral Work to be performed by Assistant Commissioner of Co-operative in charge of the Division

Serial No.	Electoral Work	Time/date		Electoral Regulations No.	Responsibility	Supervision
01	Certification of Electoral Registers prepared by the Society	Before 08th June	Before 9th December	8.1(c)	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
02	Once the dates for entertaining nominations in Region and Election are notified by the C.Co.D./R., intimation of such dates	Soon after receiving the letter of the C. Co.D./R notifying dates of nomination and election of Societies	Soon after receiving the letter of the C. Co.D./R notifying dates of nomination and election of Societies	9.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
	(i) To Secretary to the Society (ii) To the Chief Polling Officer, Polling Officers in charge of the Centers, Polling Officers and Assistant Polling Officers	When issuing letters of appointment of relevant officers	When issuing letters of appointment of relevant officers	9.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
	Appointment of officers (i) Chief Polling Officers	At least a month before the date regulated for entertaining nominations	At least a month before the date regulated for entertaining nominations	10.1(a)	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
	(ii) Polling Officers in charge of Centers and Assistant Polling Officers required for their assistance	On a day to be decided by the Assistant Commissioner in charge of the Division	On a day to be decided by the Assistant Commissioner in charge of the Division	10.1(b) 24.1	Assistant Commissioner in charge of the Division	C.Co.D./R*
03	(iii) Polling Officers required by the Chief Polling Officer for his assistance and Assistant Polling Officers	On a day to be decided by the Assistant Commissioner in charge of the Division	On a day to be decided by the Assistant Commissioner in charge of the Division	10.1(c)	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
	(iv) Replacement of another officer at an instant when an officer appointed for electoral duties falls into a situation where he is unable to perform them	Soon after understanding that a situation has arisen where an officer appointed for Electoral duties is no longer able to perform his duties	Soon after understanding that a situation has arisen where an officer appointed for Electoral duties is no longer able to perform his duties	10.2	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*

* C.Co.D./R., Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

SCHEDULE No. 08 - (IX - 54.1) (Contd.)

(d). Electoral Work to be performed by Assistant Commissioner of Co-operative in charge of the Division

Serial No.	Electoral Work	Time/date		Electoral Regulations No.	Responsibility	Supervision
04	Receiving Police security required for Election	At least 4 weeks before the date of calling nominations	At least 4 weeks before the date of calling nominations	13.1	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
05	Objections submitted by the Chief Polling Officer (i) entertaining objections pertaining to Electoral Regulations No. 17.2 (b), 17.2(c) & 17.2(d)	Within 03 working days from the day on which the Chief Polling Officer received objections	Within 03 working days from the day on which the Chief Polling Officer received objections	17.5	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
	(ii) Entertaining objections pertaining to Electoral Regulations 17.2(a)	Within 03 working days from the day on which the Chief Polling Officer received objections	Within 03 working days from the day on which the Chief Polling Officer received objections	17.6	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
	(iii) Sending recommendations on objections entertained under Electoral Regulation 17.2(a) to C. Co.D./R	Within 21 days from the day of submission of objections by the Chief Polling Officer	Within 21 days from the day of submission of objections by the Chief Polling Officer	17.7	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
	(iv) Destroying objections undertaken under Electoral Regulations 17.2 (b), 17.2(c), 17.2(d)	(i) After 06 months from the date of entertaining nominations if no litigation has been initiated on electoral work of the Society (ii) When a litigation has been on electoral work of the Society, until a determination is issued after hearing the said litigation or passage of 06 months from the date of entertaining nominations, whichever is longer	(i) After 06 months from the date of entertaining nominations if no litigation has been initiated on electoral work of the Society (ii) When a litigation has been on electoral work of the Society, until a determination is issued after hearing the said litigation or passage of 06 months from the date of entertaining nominations, whichever is longer	17.10	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R*
				17.10	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R

* C.Co.D./R., Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

SCHEDULE No. 08 - (IX - 54.1) (Contd.)

(d). Electoral Work to be performed by Assistant Commissioner of Co-operative in charge of the Division

Serial No.	Electoral work	Time/date		Electoral Regulation No.	Responsibility	Supervision
06	Issuing instructions on action to be taken at a post-distribution context	When the incident is reported in accordance with Electoral Regulation 43.2	When the incident is reported in accordance with Electoral Regulation 43.2	43.2	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
		(i) After 06 months from the date of termination of electoral work, if no litigation has been initiated or no complaint has been received on electoral work of the Society	(i) After 06 months from the date of termination of electoral work, if no litigation has been initiated or no complaint has been received on electoral work of the Society	53.2	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
07	Destroying documents, forms pertaining to electoral work of the Society undertaken from the Chief Polling Officer/Polling Officer in charge of the Center/Polling Officer/Assistant Polling officer	(ii) After 06 months from the date of finalizing work on the relevant litigation/complaint, when litigation has been initiated or a complaint has been received on electoral work of the Society	(ii) After 06 months from the date of finalizing work on the relevant litigation/complaint, when litigation has been initiated or a complaint has been received on electoral work of the Society	53.2	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
08	Making provisions to implement electoral work when the Society is neglecting implementation of such electoral work - 1 (i) Initiation of preparing electoral registers	Before 31st January	Before 31st July	4.1, 8.3(a), 8.3(c)	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R

* C.Co.D./R., Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

SCHEDULE No. 08 - (ix - 54.1) (Contd.)

(d). Electoral Work to be performed by Assistant Commissioner of Co-operative in charge of the Division

Serial No.	Electoral work	Time/date	Electoral Regulation No.	Responsibility	Supervision
(ii)	Notifying the C. Co.D./R. about finalization of preparing electoral registers at its finalization	Before 28th February	Before 31st August	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
(iii)	Entertaining appeals pertaining to inclusion of a name into the electoral register, entertaining objections submitted against a name included, notification to submit counter-objections to objections and reference of them to the C. Co. D./R. together with his observations and recommendations on such appeals, objections and counter-objections	As per periods published in national newspapers by C. Co.C/R.	As per periods published in national newspapers by C. Co.C/R.	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
(iv)	Getting amendment of Electoral Registers initiated (a) As per appeals		Before 06th November	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
(v)	(a) As per objections/counter-objections	Before 22nd May	Before 22nd November	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
(vi)	Certifying electoral registers	Before 29th June	Before 30th November	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
(a)	Submission of certified electoral registers to the Chief Polling Officer in his charge to the Chief Polling Officer when the Board of Directors do not submit electoral registers certified by the Assistant Commissioner of Co-operative in charge of the Division	At least 02 days prior to the date stipulated for entertaining nominations	At least 02 days prior to the date stipulated for entertaining nominations	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R

*C.Co.D./R., Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

SCHEDULE No. 08 - (ix - 54.1) (Contd.)
(d). Electoral Work to be performed by Assistant Commissioner of Co-operative in charge of the Division

Serial No.	Electoral work		Time/date	Electoral Regulation No.	Responsibility	Supervision
	(b) Submission of electoral registers certified as per the Electoral Regulation 8.3(a) to the Chief Polling Officer	At least 03 days prior to the date stipulated for entertaining nominations	At least 03 days prior to the date stipulated for entertaining nominations	8.3(a)	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
	Making provisions for performance of electoral work, when the Society neglect performance of electoral work 2	During the period of specified in the electoral regulations 48.3	During the period of specified in the electoral regulations 48.3	48.3		
	(i) When neglecting exhibition of notices pertaining to exhibition of electoral registers (5.2)				Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
	(ii) When neglecting exhibition of electoral registers (5.1)	During the period of specified in the electoral regulations 48.3	During the period of specified in the electoral regulations 48.3	48.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
09	(iii) When neglecting adhering to the requirement of furnishing information (9.1) by the Secretary 03 months before to the termination of the term of office of the General Assembly of the Society	During the period of specified in the electoral regulations 48.3	During the period of specified in the electoral regulations 48.3	48.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
	(iv) When neglecting requirement of printing notices containing dates for entertaining nominations and election and other pertinent particulars (11.2)	During the period of specified in the electoral regulations 48.3	During the period of specified in the electoral regulations 48.3	48.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
	(v) When neglecting the requirement of exhibition of notices printed on entertaining nominations and election (11.3)	During the period of specified in the electoral regulations 48.3	During the period of specified in the electoral regulations 48.3	48.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
	(vi) When neglecting the requirements of provision of stationery, forms and other materials required for the election (12.2)	During the period of specified in the electoral regulations 48.3	During the period of specified in the electoral regulations 48.3	48.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
	(vii) When neglecting the requirements of provision of vehicles, wooden material and equipment and staff required for the election (12.5)	During the period of specified in the electoral regulations 48.3	During the period of specified in the electoral regulations 48.3	48.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R

*C.Co.D./R., Commissioner of Co-operative Development and Registrar of Co-operative Societies, North-western

SCHEDULE No. 08 - (ix - 54.1) (Contd.)

(d). Electoral Work to be performed by Assistant Commissioner in charge of the Division

Serial No.	Electoral work	Time/date		Electoral Regulation No.	Responsibility	Supervision
	(viii) When neglecting the requirement of printing (22.2) and exhibiting (22.3) notices containing names of candidates, preferential numbers, date, place and time of election	During the period of specified in the electoral regulations 48.3	During the period of specified in the electoral regulations 48.3	48.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
	(ix) When neglecting exhibition (41.3) of names and membership numbers of Committee Members elected as entrusted by the Chief Polling Officer	During the period of specified in the electoral regulations 48.3	During the period of specified in the electoral regulations 48.3	48.3	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
10	Undertaking back the electoral registers submitted by the Chief Polling Officer following electoral work (electoral registers referred to at serial No. 8(iv) of this checklist)	Within 03 days from the day of entertaining nominations/ election, as applicable	Within 03 days from the day of entertaining nominations/ election, as applicable	8.3(a), 8.4, 8.5	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
11	Safekeeping the electoral registers handed over by the Chief Polling Officer after electoral work	At least up to 06 months from the date of entertaining electoral registers if neither litigation has been initiated on electoral work of the Society nor a complaint received	At least up to 06 months from the date of entertaining electoral registers if neither litigation has been initiated on electoral work of the Society nor a complaint received	8.6	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
12	Recovery of expenses to be borne by the Co-operative Department to meet the requirements of rules specified in the Code of Electoral Regulations owing to non-adherence on the part of the Co-operative Society to the same	Up to the end of the litigation when litigation has been initiated on election work of the society	Up to the end of the litigation when litigation has been initiated on election work of the society	8.6	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R
		As per rules specified in Electoral Regulation 48.4	As per rules specified in Electoral Regulation 48.4	48.4	Assistant Commissioner of Co-operative in charge of the Division	C.Co.D./R

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