

Office of the Electoral Officer

Conduct of Elections to the posts of (6) Six Members of the  
Apex Council

Rules of Procedure

1. Preamble

As per the MoA and Rules & Regulations (“**Constitution**”) of the Meghalaya Cricket Association (“**MCA**”) in Rule 33 of the Constitution, the appointed Electoral Officer of the MCA (“**Electoral Officer**”) shall oversee and supervise the entire election process.

The rules of procedure which shall cover the election to the post of (6) Six Members of the Apex Council, as member elected by the General Body under Rule 25 (b)(iv) of the Constitution, are hereby prescribed and set out below.

2. Preparation and publication of Electoral Rolls of qualified members

As soon as may be but not later than 1(one) week before the date of the Annual General Meeting of the MCA wherein elections of Six Members of the Apex Council are to be held (“**Election Day**”), the Electoral Officer shall publish the Electoral Roll of Representatives of eligible members qualified to participate in the MCA elections *viz.* entitled to vote and field candidates for elections.

3. Call to file nomination papers for elective posts

As soon as may be but not later than 2 weeks before the Election Day, the Electoral Officer shall issue a notice calling upon Representatives of eligible Full Members to file nomination papers for election to the posts of the Six Members of the Governing Council, indicating the schedule for covering every activity related to the elections.

4. Eligibility and procedure to file nomination papers

- a) A candidate can contest only for one post.
- b) A candidate must fill up the “Nomination-Cum Affidavit Form” which is prescribed at **Annexure I**. The nomination form should be duly signed by Him/Her..

- c) A candidate's Nomination should have been physically signed by a Proposer and Secunder, who shall each be a Representative of an eligible Full Member with all details as prescribed in the "Nomination Cum Affidavit Form" as Annexure I (Part A).

5. Scrutiny of nomination form and preparation of list of duly nominated candidates and contesting candidates.

- a) (i) Normally a candidate is required to file a single nomination form for the post he/she is seeking to be a candidate.
- (ii) In case a Candidate Files Two (2) nomination forms for a post, the Two (2) nomination forms filed by him/her would be marked as "S.N.1" and "S.N. 2" by the Candidate Himself /Herself while giving it the RO/Authorised Officer.
- (iii) The Candidate who has Filed Two (2) nomination papers for the same Post, would have to withdraw One (1) of the Nomination Form out of the Two (2) Nomination Forms Filed by Him/Herself before 05 PM on 2<sup>ND</sup> DECEMBER, 2025.
- (iv) In case the candidate does not withdraw One (1) of the Nomination Form out of the Two (2) Nomination Forms filed by Him/Her, the nomination form marked as "S.N.1" shall be taken up for scrutiny by the EO.
- b) On the appointed date, the Electoral Officer shall scrutinize all nomination papers in presence of the candidates or their authorized representatives and announce his/her decision in respect of each nomination and then proceed to prepare and announce a list of validly nominated candidates for each of the posts.
- c) A validly nominated candidate will be allowed to withdraw from the contest till the time allowed for such withdrawal by filing his/her withdrawal application in the prescribed form in person before the Electoral Officer.
- d) On the stipulated day, the Electoral Officer shall, after taking into account withdrawal if any, of such validly nominated candidates from the contest, announce the list of contesting candidates for each of the posts.

## 6. Voting and Declaration of Results

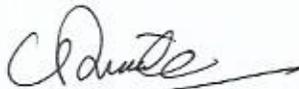
- a) The Electoral Officer shall cause arrangements to be made for voting by the Representatives of eligible members on the Election Day for all the posts for which more than one nomination has been received and will call the Representatives of members eligible to vote to exercise their voting right in respect of each of the contested posts.
- b) The Electoral Officer will prescribe the procedure for the Representatives to cast their vote including but not limited to the ballot, its design, its authentication, the maintenance of secrecy of ballot, the time limit for exercising the voting right, the time period for preservation of counted ballots and other election materials, etc.
- c) At the closure of the time prescribed for the poll, the Electoral Officer shall cause the counting of the ballot papers and announce the results in respect of each of the contested posts.
- d) After announcement of results, the Electoral Officer shall announce the completion of the poll process.

## 7. Disputes and Objections

In case of any disputes or objection arising at any stage of the election process from the declaration or publication of electoral roll of qualified members to the declaration of results including but not limited to objection to candidacy, disqualification, eligibility to vote or the admission or rejection of a vote in the election for two members of the Governing Council, the Electoral Officer shall decide the same and such a decision shall be final and conclusive.

## 8. Model Code of Conduct

A code of conduct covering all the activities relating to elections are enclosed which is to be mandatorily observed by all members.



Shri Hemanta Narzary-IAS (retired),  
Electoral Officer, MCA

Dated this 19<sup>th</sup> of Nov 2025

## CODE OF CONDUCT FOR MCA ELECTIONS

### Instructions of the Electoral Officer appointed to conduct MCA elections

1. In order to ensure Free and Fair Polls, as envisaged in MCA's MoA and Rules and Regulations ("**Constitution**"), candidates are expected to file the nomination papers along with an affidavit/declaration covering provisions mentioned therein. Nominations received without the affidavit/ declaration will be rejected at the time of scrutiny.
2. If Election is required to be held for the Post of Six (6) Members of Apex Council, the period between 2<sup>ND</sup> DECEMBER 2025 to 8<sup>TH</sup> DECEMBER 2025 would be designated as the "Campaign Period" to enable prospective candidate to seek support of members of MCA in their favour on the voting day. The Campaign Period may be used for candidates for campaigning. However, during the Campaign Period, candidates will not use unfair means including bribery, or appeal to or use of religious symbols, nor distribute gifts of various kinds such as liquor, to induce members for support. They will strictly adhere to the prescribed campaign practices annexed to these instructions.
3. Candidates will not use vehicles to bring members to the voting venue on the date of polling.
4. Proxy voting shall not be allowed.
5. Pamphlets and posters if circulated should not appeal to religious, caste, or communal sentiments to entice for votes. If pamphlets/ posters are put up, they should be not violative of the local law in force where the election is to be held.
6. No pamphlets/ posters/ banners are allowed to be used/ put up, in or around the venue of the voting.
7. Candidates will maintain peace and calm in the voting venue during the polling period in order to maintain law and order.
8. Campaign office/ platform will not be opened in and around the venue of voting.
9. All candidates are expected to cooperate with the Electoral Officer for smooth conduct of voting during the entire process.
10. As stipulated in Rule 25 (b) (iv) of the MCA Rules and Regulations, "In case of any dispute or objection as to candidacy, disqualification, eligibility to vote or admission or rejection of vote, the Electoral Officer shall decide the same and such decision shall be final and conclusive."

  
Shri Hemanta Narzary-IAS (retired),  
Electoral Officer, MCA

Dated this 19<sup>th</sup> of Nov 2025

## Annexure

### Campaign Practices

#### **Clause 1:**

- (i) Electoral campaigns shall be carried out by the candidates in a fair and reputable manner and, more generally, in a spirit of respect for fundamental ethical principles.
- (ii) Candidates shall conduct all campaigns with dignity and moderation and with due respect to other candidates, the MCA and its Members. A Candidate should not speak, written or make any representation of any nature likely to harm the image of another candidate or cause his/her prejudice. Criticism of other candidates, when made, shall be confined to their policies and programmes, past record and work. Criticism based on unverified allegations or distortion shall be avoided. There shall be no appeal to caste or communal feelings for securing votes.
- (iii) Each Candidate may present to the electoral college his/her plans and views for the post, in the form of a written document, whatever the means used to distribute it.
- (iv) Candidates shall avoid excessive expenditure in campaigning, recognising that it could become a factor of inequality amongst the candidates
- (v) The promotion of a candidate shall exclude any form of publicity, including the use of social media and networks. No public meeting or gathering of any kind may be organised in the framework of promoting a candidature. No use, free of charge or in return for payment, of the services of a journalist or the Media may be made in order to place a Candidate at an advantage or a disadvantage.
- (vi) All candidates shall avoid scrupulously all activities that are "corrupt practices", such as bribing of voters, intimidation of voters, impersonation of voters, etc.
- (vii) Candidates may in no case and under no pretext give presents, offer donations or gifts or grant advantages of whatever nature, directly or indirectly, to voting members or their representatives.
- (viii) The incumbent MCA Office Bearers shall ensure that no cause is given for any complaint that they have used their official position for the purposes of their or others' election campaign and in particular shall not (a) use official transport including, vehicles, machinery and personnel for furtherance of their campaign; (b) issue any advertisement at the cost of the MCA or its Members in the newspapers and other media or misuse the MCA's official media channels during the elections; (c) sanction grants/payments out of discretionary funds from the time elections are announced; and  
(d) Enter into any promise or undertaking to be performed, whatever the timing of such performance, for the direct or indirect benefit of any of the MCA's Members or its partners.

## **Clause 2: Neutrality and Independence**

- (i) As the voting is secret, voting members are prohibited individually or collectively, from announcing publicly in any form whatsoever their intention to vote or not vote for a candidate.
- (ii) Incumbent MCA Office Bearers shall refrain from making any public declaration and may in no way support a candidate.
- (iii) Candidates may not accept mandatory instructions from any public or private person. No direct or indirect assistance, be it financial, material or in kind, be it direct or indirect, may be given to candidates by any third party. Candidates may not enter into any form of undertaking with any person likely to affect the neutrality and the freedom of decision or action of their future post.
- (iv) The MCA's executive team and administration shall maintain a strict duty of neutrality at all times. No support or service in relation to a Candidature may be requested from nor be given by any member of the MCA's administration or staff.

**Annexure I (Part A)**  
**Meghalaya Cricket Association**  
J N Stadium, Polo Ground, Shillong-793001, Meghalaya

**Nomination-Cum Affidavit Form**



I, \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_  
\_\_\_\_\_ Association, hereby offer

myself for election to the post of office bearers in the Apex Council of Meghalaya Cricket Association in the following category.

- |                                     |                          |
|-------------------------------------|--------------------------|
| 1. President                        | <input type="checkbox"/> |
| 2. Vice President                   | <input type="checkbox"/> |
| 3. Honorary Secretary               | <input type="checkbox"/> |
| 4. Honorary Joint Secretary         | <input type="checkbox"/> |
| 5. Honorary Treasurer               | <input type="checkbox"/> |
| 6. Member (Councillor) Apex Council | <input type="checkbox"/> |

**Note: Put a (✓) mark in the appropriate box. A candidate can apply for only one post.**

I, \_\_\_\_\_ hereby confirm and solemnly affirm that I have been duly nominated by \_\_\_\_\_ which is a Full Member of the MCA to be its representative to the MCA Annual General Meeting to be held on \_\_\_\_\_ and I am not disqualified to be Governing Council Member, as applicable. I particularly Affirm and Confirm that:

- a) I am a citizen of India;
- b) I have not attained the age of 70 years;
- c) I have not been declared to be insolvent or of unsound mind;
- d) I am not a Minister or Government Servant;
- e) I do not hold a public office;
- f) I do not hold any office or post in a sports or athletic association or federation apart from cricket;
- g) I have not been charged by a Court of Law for having committed any criminal offence i.e. no court of law has passed any order framing charges against me.
- h) I have not been an office bearer of the MCA for a cumulative period of 9 years.
- i) I have not functioned as an office-bearer either in my or any member association and/or MCA for a continuous period of 6 years and I affirm that on that count I am not ineligible to contest and I

affirm that therefore I am not required to undergo a cooling off period of 3 years to make me eligible to contest.

- j) I am attaching (1) an information sheet detailing the periods for which I have been an office bearer in the MCA and/or any state association and (2) certified copy of the resolution passed by the \_\_\_\_\_ of the Full Member association duly nominating me as its representative to the MCA Annual General Meeting to be held on \_\_\_\_\_ and I solemnly affirm that the information provided therein is true to the best of my knowledge and understanding.

Date:

Name and Signature of the Candidate

**Witness Signature:**

Name:

Member of MCA Member Association:

Contact Details Address:

Mobile No.:

E mail ID:

**Proposer's Details:**

Name:

Member of MCA Member Association:

Contact Details:

Address:

Mobile No.:

E-mail ID:

Signature of Proposer:

**Secunder's Details:**

Name:

Member of MCA Member Association:

Contact Details:

Address:

Mobile No.:

Email ID:

Signature of Secunder:

Verification:

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day

\_\_\_\_\_ that the above stated contents of the present affidavit/nomination form are true and correct to the best of my knowledge and I Affirm that no material information has been concealed.

DATE:

CANDIDATE

**Annexure I (Part B)**  
**Meghalaya Cricket Association**  
J N Stadium, Polo ground, Shillong-793001, Meghalaya

**Proposing/ Seconding Cum Affidavit Form**



I, \_\_\_\_\_ S/o, W/o, D/o  
\_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ and representing  
\_\_\_\_\_ Association.

I, \_\_\_\_\_ hereby confirm and solemnly affirm  
that I am duly Proposing/ Seconding  
\_\_\_\_\_, who is duly  
nominated representative of \_\_\_\_\_ which is a Full  
Member of the MCA for the post of Apex Council Member in MCA Election to be held on  
\_\_\_\_\_.

**Proposer/ Seconder Signature:**

Contact Details:

Mobile No.:

E-mail ID:

Verification:

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day  
\_\_\_\_\_ that the above stated contents of the present affidavit/nomination form are true and  
correct to the best of my knowledge and I affirm that no material information has been concealed.

DATE:

PROPOSER/ SECONDER SIGNATURE