

KARACHI CUSTOMS AGENTS ASSOCIATION



Ref # KCAA-450/2021-2022

Dated 1st August 2022

ELECTIONS RULES & PROCEDURES **TO BE ADOPTED IN THE KCAA's ELECTIONS ON 22nd SEPTEMBER 2022**

1. *Members are well aware that our beloved country is facing serious challenges due to outbreak of Novel Coronavirus (COVID-19) in the form of a global pandemic, therefore, in order to maintain all precautionary measures the election of Karachi Custom Agents Association shall be conducted / carried out with the strict compliance of Standard Operating Procedure (SOP) under the instructions of Government of Sindh. The SOP are as under:*
 - 1) *All members should be vaccinated, certificate of Vaccination of COVID-19 should be produced, while demand by the CEC or staff.*
 - 2) *All Office Staff, Election Commission, Presiding / Returning Officers, Candidates, Voters and all visitors including security force must wear mask inside the Election premises i.e. KCAA's Head Office, no one will be allowed to enter the premises without face mask.*
 - 3) *Hand Sanitizer must be used while entrance in the KCAA Head Office (Sanitizer will be available at the entrance Gate).*
 - 4) *All of us should avoid shaking hands and keep a minimum distance of one meter while interacting.*
 - 5) *In case any visitor found with flue and fever should not allowed to attend election premises.*
2. *Those members who have not yet deposited their Annual Subscription Fee are hereby requested to please deposit their annual membership fee and any other outstanding dues including all necessary documents upto 1st September 2022 otherwise they will not be eligible to participate in the election process as well as not entitle to cast their vote.*
3. *Every voter shall have to cast **30 (Thirty) votes, 12 (Twelve) for the Office Bearers and 18 (Eighteen)** for the Members of the Managing Committee.*
4. *No member of the Association shall be eligible to contest the election who has been elected for two consecutive terms; however he will qualify for the Re-election after a gap of one term.*
5. *Every candidate can contest for one post only, in case he files nominations for more than one post he shall have to choose / decide the post for which he want to contest the election before the last date of withdrawal of nomination, if he fails to withdraw his name from multiple seats, the nominations will automatically become invalid, and his name will not be appeared in the final list of the candidates.*

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inspecting the original CHAL Booklet, the polling agents will also be allowed to verify the voters, in case any dispute regarding identification or verification of valid vote is arise, the Election Commissioner will be the final authority to decide the matter.

18. *Thereafter presiding officers will issue the Ballot Paper to the voter duly signed by them, and will get signatures on the voter list and counterfoil of the Ballot paper, Ballot Paper not bearing the signature of the presiding officers will be treated as invalid.*
19. *On receipt of the ballot papers the voter would mark tick (✓) against total of Thirty candidates (**Twelve Office Bearers and Eighteen Members of the Managing Committee**), one vote for one post of the Office Bearers will be casted. More or less than **(30) Thirty** (✓) marks on the ballot paper would be considered as NULL and VOID including cutting and extra marking.*
20. *After obtaining the ballot paper the voter shall not be allowed to leave the booth until he/she drop the ballot paper in the box placed before the presiding officer in the respective booths.*
21. *No voter shall be allowed to remain in the election premises after casting vote.*
22. *Counting of votes shall take place immediately after the polling hours by the Election Commission.*
23. *Provisional results will be declared by the Election Commission duly signed immediately after the counting of casted votes.*
24. *The Office Bearers and the Members of the Managing Committee will be elected by simple majority, however in case where two or more candidates secure equal number of votes, the candidate shall be elected by a draw.*
25. *No convincing, distribution, of hand bills etc, would be permitted within the election premises.*
26. *Violation of any Rules, Procedure, Code of Conduct, By-laws and mis-behavior with any staff of Election Commission will be observed, strict action would be initiated by the Chief Election Commissioner and the decision of CEC will be final in this regard.*
27. *The decision of Chief Election Commissioner shall be full and final during the whole process of elections.*

Sincerely yours,

Muhammad Asif Mehmood
Chief Election Commissioner (2022-2023)
Karachi Customs Agents Association

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6. *Only original Nomination Form shall be accepted, no photocopy or screening copy is allowed.*
7. *At the time of submission of Nomination Paper Candidate should be present physically and thumb impression before Election Commission or Secretary of Election Commission bearing his signature & official seal, otherwise nomination paper shall not be entertained/ accepted.*
8. *Nomination Forms will be issued through electronically so please be careful while filling the nomination form. In case overwriting/cutting, use of white correction pen and any kind of misprint, the duplicate nomination form will be issued on payment afresh alongwith fresh request having reason for issuance of duplicate form.*
9. *Only Nominee of the each member firm is eligible to cast vote under Clause 8(a) of the Article of Association, and he must prove his Identity in the shape of Original Customs House Agents License (CHAL) Booklet/KCAA Smart Card to the satisfaction of the Polling/Presiding Officer.*
10. *Any candidate can file an appeal against the decision of scrutiny committee to the Chief Election Commissioner within 03 days after the issuance of list of valid nomination by the scrutiny committee.*
11. *Withdrawal shall be submitted by the contestant in person before the Election Commission on firm's letterhead bearing his signatures & official seal, the contestant shall place his thumb impression in front of the members of the scrutiny committee. No withdrawal will be entertained if the contestant is not present at time of submitting his withdrawal. Once withdrawal is submitted it will be treated as final.*
12. *Voting rights of new members will mature after one year of membership (i.e. only those members would be eligible to cast their votes who had obtained membership of the KCAA **on or before 22nd September 2021.***
13. *Voting shall start at **09:00 a.m. to 05:00 p.m.** continuously without any break.*
14. *Polling hours may be extended or re-scheduled by the Election Commission.*
15. *Every voter shall produce the **Original Customs House Agents License (CHAL) booklet/KCAA Smart Card** at entrance of the election area.*
16. *After entering the election area the voter will obtain voter slip from the polling staff, the polling staff will verify the voter by inspecting the original CHAL Booklet, and will issue polling slip showing the **polling booth Number**, name and S. No. of the valid voter after obtaining his/ her signature on the voter list.*
17. *After obtaining the voter slip the voters will proceed to respective polling booths where presiding officers appointed by the Election Commissioner will verify the voter by*

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