

**ELECTION NOTIFICATION OF KUWAIT TOWN MALAYALEE CHRISTIAN CONGREGATION ANNUAL
GENERAL BODY AND ELECTION OF EXECUTIVE COMMITTEE MEMBERS & AUDITORS 2020**

The Executive Committee of the Kuwait Town Malayalee Christian Congregation decided to conduct the Annual General Body meeting and election of the Executive Committee members for the year 2020 on Wednesday, 22nd January 2020 evening at the NECK. The Executive Committee has appointed the following five (5) Returning Officers from the five constituent churches for the proper conduct of a free and fair election.

1. Mr. Gigi M. Thomas - CRO - Cell # 99893093 – Pentecostal Church
2. Adv. P. John Thomas - RO - Cell # 99576162 - Mar Thoma Church
3. Mr. John Mathew P. - RO - Cell # 99620387 - Brethren Assembly
4. Mr. Vinod Kurien - RO - Cell # 66832848 - Church of South India
5. Mr. Cherian A.G. - RO - Cell # 66771985 - St. Thomas Evangelical Church

Mr. Gigi M. Thomas is appointed as the Chief Returning Officer(CRO) and the rest will be the Returning Officers(ROs).

The meeting of the ROs held on Monday, the 2nd December 2019 has taken the following decisions and the entire election process will be governed as per these decisions only. All the KTMCC members and those who are directly or indirectly related with the election process are requested to abide by these decisions.

1. Voters' List

To publish the updated voters' list on Saturday, 4 January 2020 before 7.00 p.m. at the KTMCC Office. A minimum of two days' time to be given after publishing the voter's list, to file the complaints with the KTMCC Office Bearers about the published voters' list. To publish the final voters' list after rectifying the complaints on Tuesday, 7 January 2020 before 7:00 p. m. at the KTMCC Office.

2. Nomination Paper

a) Issue of Nomination Papers during 07-11 January 2020

The Nomination papers with the KTMCC stamp on it, which is a part of the amended constitution to be made available in the KTMCC/ NECK Office from Tuesday, 7 January to Saturday, 11th January 2020 between 9.00 a.m. to 12.00 noon on Friday and also from 6:00 p.m. to 8:00 p.m. on all these days. **Nomination papers to be collected from Tuesday, 7th January 2020 to Saturday, 11th January 2020 as per the timings given above.** One of ROs will be available in the KTMCC Office on the above mentioned timings to issue the nomination papers. In addition, nomination papers are available with all the ROs for issuing the same on demand by the KTMCC members with proper documentation.

b) Submission of Duly Filled Nomination Papers during 8 -12 January 2020

Duly Filled Nomination papers to be submitted in the KTMCC/ NECK Office from Wednesday, 8th January to Sunday, 12th January 2020 from 9.00 a.m. to 12.00 noon on Friday and also from 6:00 p.m. to 8:00 p.m. on all these days. One of the ROs to be made available in the KTMCC Office on the above mentioned timings to receive the duly filled nomination papers. All the ROs can receive the duly filled Nomination Papers during the stipulated time. Proper acknowledgement has to be given in the name of the candidate as and when the duly filled nomination paper is received. A candidate may be proposed either for the post of Executive Committee Member or for an Auditor and not for both.

3. The number of candidates proposed and supported by each member of KTMCC

According to the constitutional provisions, the candidates must be proposed and supported by KTMCC members from the same constituent church and each constituent church has only three Executive Committee members to be elected. **Therefore, the total number of candidates proposed and supported (together) by each member of KTMCC is only three (3).**

4. Preliminary List of Candidates

The preliminary list of candidates to be published on Monday, 13 January 2020 before 7:00 p. m. at the KTMCC Office, after the scrutiny of the Nomination Papers.

5. Nomination Withdrawal

The last date and time for the withdrawal of the Nomination before the election time is Wednesday, 15th January 2020 before 5.00 p. m. Withdrawal form is available in the KTMCC Office and with the ROs and the same form should be utilized by the proposed candidates for the withdrawal. Proper acknowledgement will be given to the candidates for withdrawal. As per the constitutional provisions, the candidates have the right to withdraw their candidature in the AGM in writing before the AGM disperses for polling.

6. Final List of Candidates

The final list of candidates to be published on Wednesday, 15 January 2020 before 7:00 p. m. at the KTMCC Office as well as in the KTMCC website, after deleting the names of the withdrawn candidates.

7. The AGM Business session, Election and ID proof of the voters

The AGM Business session and the election of the Executive Committee Members to be held on Wednesday, 22 January 2020 at 7.00 p.m. KTMCC members are permitted to enter for the AGM Business Session with the entry slips issued by the KTMCC Executive Committee. After the Business session, the Members of each constituent church to be assembled in each available hall for the polling where the polling officers will verify the identity of the voter, using any one of the identity

proof having photo (Civil ID, Driving License, Passport etc.) and issue the ballots after getting the signature of the voter in the voters' list. **Family membership holders, If Husband & Wife are coming for voting, they are requested to come together to the polling officers for identification and getting ballots.** Details of the Halls for polling to be announced on the Election Day.

8. Polling Officers and Polling Booths. Voting by marking '✓' sign and Ballot Box

All the KTMCC Members to assemble church-wise in five or in any convenient number of groups in different Halls as per the availability of the Halls, after the Business session of the AGM. In each hall, three polling officers to be posted for issuing the ballot papers after necessary verification and procedure. In each hall minimum five polling booths to be arranged with enclosures to cast the vote **using pen indicating '✓' sign against the name of the candidate. If any other sign is used to cast the vote or any comment is written on the ballot paper, that ballot will be invalid.** The voter has to deposit the ballot or ballots in the Ballot Box specially made for this purpose.

9. Number of Votes to be cast by a voter.

The number of votes to be cast by a voter for the post of an executive committee member is three (3) per each constituent churches and for the post of auditors is one (1) from one constituent church with a maximum of three auditors. **If the number of marked votes is more or less than the above specified numbers then that ballot will be considered as invalid.**

10. Polling Time

The polling time will be until 10:30 p.m. on Wednesday, 22 January 2020. However, those who are in the queue at this time to be permitted to cast their votes, irrespective of the time.

11. Counting of Votes

After the polling, all the ballot Boxes to be brought to the main Hall (Church and Parish Hall) and within fifteen minutes the counting process to be commenced. Being the first step of the counting process, each ballot box to be opened and separate the ballot papers colour-wise i.e., constituent church-wise and the ballots of the auditors post together. Ballots of each colour to be deposited in the empty ballot boxes.

12. Counting, Tellers, Counting Officers and Counting Agents

In each counting place, two tellers and enough numbers of counting officers depending the number of candidates in each ballot to be appointed. Each counting officer is expected to mark the vote of the specific candidate allotted to him. The candidate is permitted to be present in person or he can appoint one counting agent to tabulate his votes manually. After counting 25 ballots, the number of votes of each candidate to be announced and cross verified with the manual tabulations done by the counting officers and with the counting agents of the candidates. If the number of votes are not tallying with the tabulations of the Counting Officers and agent of the candidate, that bundle of 25 votes is to be recounted.

13. Announcement of Results and Minutes of the meeting

After counting, the ROs to bring the result sheets to the main hall and the AGM to be continued for the result announcement. The same to be recorded in the minutes book. Then the minutes will be read and passed. With the closing prayer and benediction, the AGM to be completed and the meeting to be dispersed.

14. Attachment of Instructions with the Nomination Forms

An attachment of Instructions to be prepared by the ROs regarding the issue of Nomination Forms, Submission of Nomination Forms, withdrawal procedure and various dates related to the election, the total number of candidates to be proposed and supported by a KTMCC member etc.... . This attachment to be given to the KTMCC members who demand the Nomination Form.

15. The appointed ROs are not permitted to become candidates though they are KTMCC Members and eligible voters.

16. Election Appeal

After the election and announcement of the results, a three days' time to be given i.e., till 7.00 p.m. on Saturday, 25 January 2020, to submit written complaints about the election, if any, to the Chief Returning Officer. Further, to hold a meeting of the ROs to investigate the complaints and to ensure that a fair and just decision is taken as per the provisions of the KTMCC constitution.

17. The election process of KTMCC will come to an end only after electing the Office Bearers and Common Council members in the first meeting of the elected Executive Committee members to be held during the first week of February as per constitution Article IX, I (a).

18. Article VII (A),2(h) says that the assigned responsibilities of the Returning Officers' will come to an end when the whole election process is completed and hence the appointed Returning Officers' can attend and assist the CRO in the first meeting of the elected Executive Committee Members for electing the Office Bearers and the Common Council Members.

Kuwait
17.12.2019

Gigi M. Thomas
Chief Returning Officer
KTMCC AGM 2020