

**ELECTION NOTIFICATION OF KUWAIT TOWN MALAYALEE CHRISTIAN CONGREGATION ANNUAL  
GENERAL BODY AND ELECTION OF EXECUTIVE COMMITTEE MEMBERS & AUDITORS 2025**

The Executive Committee of the Kuwait Town Malayalee Christian Congregation has resolved to conduct the Annual General Body meeting and election of the Executive Committee members and Auditors for the year 2025 on Wednesday, the 22<sup>nd</sup> of January 2025, in the evening at the NECK.

To ensure the proper conduct of a free and fair election, the Executive Committee has appointed the following five (5) Returning Officers from the five constituent churches. Mr. Biju Philip has been appointed as the Chief Returning Officer (CRO), and the others will serve as Returning Officers (ROs)

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|-----------------------------|--|
| 1. Mr. Biju Philip          | - CRO - Cell # 99746310 - Brethren Assembly            |
| 2. Mr. Shibu V. Sam         | - RO - Cell # 94027725 - Pentecostal Church            |
| 3. Mr. Noel Cherian         | - RO - Cell # 97949617 - Mar Thoma Church              |
| 4. Mr. Deepak Philip Thomas | - RO - Cell # 65927381 - Church of South India         |
| 5. Mr. Biju Samuel          | - RO - Cell # 66514558 - St. Thomas Evangelical Church |

The meeting of the ROs held on Saturday 14<sup>th</sup> December 2024 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, the 4<sup>th</sup> January 2025 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, the 07<sup>th</sup> January 2025 before 7:00 p. m. at the KTMCC Office.

2. Nomination Paper

a) Issue of Nomination Papers from 04 -10 January 2025

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 Saturday, 04<sup>th</sup> January to Friday, 10<sup>th</sup> January 2025 between 9.00 a.m. to 1.00 p.m. on Friday and from



6:00 p.m. to 8:00 p.m. on all other days. **Nomination papers to be collected from Saturday, the 04<sup>th</sup> January 2025 to Friday, the 10<sup>th</sup> January 2025 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. Also 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 from 05 -11 January 2025

Duly Filled **Nomination papers to be submitted in the KTMCC/ NECK Office from Sunday, 05<sup>th</sup> January to Saturday, 11<sup>th</sup> January 2025 between 9.00 a.m. to 1.00 p.m. on Friday and from 6:00 p.m. to 8:00 p.m on all other 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 to be given in the name of the candidate as and when the duly filled nomination paper is received.

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

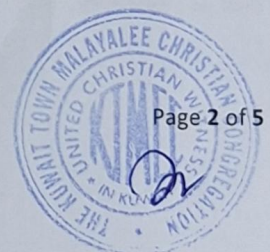
According to the constitutional provisions, the candidates must be proposed and supported by KTMCC members from the same constituent church and each constituent church has only three Executive Committee members to be elected. **Therefore, the total number of candidates proposed and supported by each member of KTMCC is only three (3). No member can propose and support a candidate in the same nomination paper.**

4. Preliminary List of Candidates

The preliminary list of candidates to be published on Sunday, the 12<sup>th</sup> January 2025 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 Tuesday, 14<sup>th</sup> January 2025 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 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, but the name of the candidate will be in the ballot paper.



6. Final List of Candidates

The final list of candidates to be published on Wednesday, the 15<sup>th</sup> January 2025 before 7:00 p. m. at the KTMCC Office as well as in the 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 and Auditors to be held on Wednesday, the 22<sup>nd</sup> January 2025 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 both 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 will be announced on the election day.

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

All the KTMCC Members are directed 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 enough polling officers will be posted for issuing the ballot papers after necessary verification procedure. In each hall enough 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 and 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 is three (3) per constituent church and for the post of auditors also the number of votes to be cast by a voter is three (3). **If the number of marked votes is more or less than three (3), that ballot will be invalid.**

10. Polling Time

The polling time will be till 10:30 p.m. on Wednesday, the 22<sup>nd</sup> January 2025. But those who are in the queue at this time to be permitted to cast their votes, even after this 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 auditor post together. Ballots of each colour to be deposited together in the empty ballot boxes. The counting process to be done in different halls under the supervision of the ROs in order to complete the counting at the earliest.

#### 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 so as 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 also 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 will 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. Also a candidate can't serve as a Polling Officer / Counting Officer.

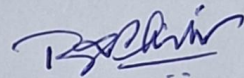


16. Election Appeal

After the election and announcement of the results, a three days' time to be given i.e., till 7.00 p.m. on Saturday, the 25<sup>th</sup> January 2025, 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 of every year 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.
19. Though all the procedures required for the AGM and Election of Executive Committee Members and Auditors have been completed by the ROs as per the schedule in this election announcement, the AGM and Election will be held if there is no ban for the meetings and get together on the date announced by KTMCC for this purpose. The ROs have right to recommend KTMCC Office Bearers and Executive Committee to stop or postpone the procedure of Election at any time after reviewing the social situation due to any other directives & instructions issued by the Government of Kuwait.

Kuwait  
31.12.2024



Sd/-

Mr. Biju Philip  
Chief Returning Officer  
KTMCC AGM 2025

