

**Govt. of West Bengal**  
**Directorate of Library Services**  
**Bikash Bhawan, 9<sup>th</sup> Floor, Salt Lake**  
**Kolkata – 700091**

Memo No. : 302 /LS  
OM/Lib.-74/2006

Dated, Kolkata, 04.03.08

**MEMORANDUM**

In exercise of the power conferred to rule 11 of the Public Library Management Rules, 2005, read with section 6 of the West Bengal Public Libraries Act (West Bengal Act, XXXIX of 1979) the Director of Library Services, West Bengal, hereby lays down on recommendation of the Council the following procedure for election of the members of the Managing Committees of the Government Sponsored Public Libraries :

**ELECTION PROCEDURE**

1. The meanings of the terms embodied in the procedure are the same in the Act and the rules framed thereunder.
2. i) The Committee or the Administrator, or the Ad-hoc Committee or any other person authorised by the Authority shall draw up a detailed programme for holding election for constitution or reconstitution of the committee in consultation with the Librarian.
- ii) The date of election of the representative from the category of General Members shall be announced at least sixty days prior to the date of expiry of the terms of the Committee unless otherwise directed by the District Library Officer.
- iii) In case of the District Library the date of election of the representative of the employees shall be fixed at least seven days prior to the date of election of the representatives from the category of General Members. The representative of the employees will be elected in a meeting presided by the District Library Officer and in a manner as decided by him / her.

The District Library Officer will convey the name of the elected representative of the employees' to the Librarian on the date of the meeting.

- iv) The Librarian shall issue a notice to the General members intimating the programme of election with the request to clear their membership fees at least for the period upto the date of election to make themselves eligible for inclusion in the voters' list. Such payment of membership fees shall be received upto the date before one day of the meeting at which the provisional voters' list shall be approved.
- v) The provisional voters' list containing the names of general members along with their membership no. and the employees as the case may be, shall be prepared by the Librarian or, in his / her absence by a person authorised by the District Library Officer and the list shall have to be approved by the Committee or Ad-hoc Committee or Administrator in a specially convened meeting.
- vi) After the list is approved, the provisional voters' list shall be published and general members shall be entitled to inspect it.
- vii) Claims and objections given by any general member shall be sent to the Librarian or, in his absence to the person authorised by the District Library Officer or the Administrator in writing as specified in the election programme.

In case of any dispute the matter shall be referred to the District Library Officer whose decision thereon shall be final.

- viii) The Librarian or, in his absence a person authorised by the District Library Officer shall prepare the final voters' list on the basis of claims for and objection against any inclusion and get the same list approved by the Committee or Ad-hoc Committee or Administrator in a specially convened meeting.

In case the Library is under the management of an Administrator, in the absence of the Librarian, such list shall be prepared by the Administrator.

- 3. A notice shall be served by the Librarian or, in his absence, by the Secretary or the Administrator or any person authorised by the District Library Officer for the election specifying the following:-

- i) the category of members for which the election shall be held;
- ii) number of persons to be elected;
- iii) the date of publication of provisional voters' list;
- iv) the last date and time of submission of claims for inclusion and correction and objection against inclusion in the provisional voters' list;
- v) the date of publication of the final voters' list;
- vi) the last date, time for submission of nomination papers;
- vii) to whom nomination papers shall be submitted;
- viii) conditions for being eligible to elect and to be elected;
- ix) the date of scrutiny of nomination and the last date and time of withdrawal of nomination papers;
- x) the date, time and place of election.

4. No voter will be able to propose or second more than the number of persons to be elected as specified in Clauses 8(2) (e) or 8(3) (i) of the Management Rules, 2005. The Librarian, or in his absence, the person authorised by the District Library Officer or the Administrator shall invite nomination papers in writing from the eligible members which shall include, among others, the following :-

- i) the post for which the election is sought;
- ii) name and address of the member;
- iii) category of member;
- iv) signature of the member;
- v) names, full addresses, serial no. of final voters' list and signatures of a proposer and a seconder who must be valid and eligible member of the Library.

No Library employee will be able to propose or second any person.

### CONDUCT OF ELECTION

5. Election shall be held by secret ballots.
6. After withdrawal of nomination paper, the Committee or Ad-hoc Committee or Administrator will appoint one Presiding Officer and two Polling Officers. The Presiding Officers and the Polling Officers shall not be candidates to the election.

7. Election of the Committee are to be held preferably in the Library Hall or in some other nearest available premises.
8. Results of election shall be communicated to the Authorities within seven days of the election.
9. If for some extra-ordinary reason, the election cannot be held before the expiry of the Committee, the same shall be held, after giving proper reasons in writing to the Authority for delay. Permission from the Authority should be obtained to hold such election within the next three months, failing which the Authority shall appoint in place of the committee an administrator who shall conduct the election within the period of one year from the date of his appointment.
10. When the number of contestants does not exceed the number of members to be elected as per provisions of this rule, the contestants shall be declared elected uncontested by the Presiding Officer forthwith. If the number of contestants falls short of the number to be elected, the newly constituted committee shall fill up the vacancies by co-option from amongst the members who were included in the final voters' list on the basis of which the Committee was constituted or reconstituted.

NOTE : If the number of contestants does not exceed the number of members to be elected as per provision of this rule, the Librarian shall present such report to the Presiding Officer for announcing the results of election.

11. The counting of votes shall be completed on the date of election. If that is not possible for any unavoidable reasons, that shall be recorded in writing by the Presiding Officer and the Presiding Officer shall in that case seal the ballot box or boxes in the presence of the contesting candidates at the polling place informing them the date and time of counting of votes and keep such sealed ballot box or boxes in the custody of the

Librarian or in his absence, of the Presiding Officer or any other person authorised by the District Library Officer in this behalf.

12. The Presiding Officer shall immediately after counting of votes declare the names of elected members in the presence of the contesting candidates or their representatives and submit a written report in Form A to the Secretary or the Administrator or any other person authorised by the District Library Officer or Authority in this behalf.

All election papers including used ballot papers, Presiding Officer's Diary, ballot account and a copy of the report of the Presiding Officer shall be kept under the custody of the Librarian or any person authorised by the District Library Officer or Authority in this behalf.

- 12.a) If two or more persons obtain same number of votes, then none of them would be declared to be elected, until the Presiding Officer finally selects one person by means of lottery (for one time only). The Presiding Officer shall, beforehand communicate the process of lottery to the contesting candidates and also to the Librarian or the person authorised by the District Library Officer.

After the process of lottery is over on the date of the election, the Presiding Officer shall declare the final result on that date.

13. The programme of election shall be as follows :-

- i) publication of Provisional Voters' list at least thirty days before the date of election at 2 p.m.
- ii) Submission of claims to and objection against inclusion of any name(s), if any, in the provisional voters' list within eight days from the date of publication of the provisional voters' list by 2 p.m.
- iii) Publication of the final voters' list not less than fifteen days before the date of election at 2 p.m.

- iv) Submission of nomination paper or papers by the intending candidate or candidates not less than seven days before the date of election by 2 p.m.
- v) Scrutiny of nomination papers and declaration of names of eligible candidate or candidates not less than five days before the date of election at 2 p.m.
- vi) Withdrawal of nomination paper or papers within 24 hours of the scrutiny of nomination paper or papers by 2 p.m.
- vii) Holding of election of member or members to the Committee from 9 a.m. to 3 p.m..

Sd/- S.G.Neogi,  
 Director of Library Services  
 West Bengal

Form -A (See Paragraph 12)

To,

The Secretary / Administrator or the  
 Person authorised by District Library Officer /  
 Local Library Authority.

Subject : Report on the election of the General Members of  
 the Managing Committee of.....

1. The date of election of members under the category of General Member.....
2. The name, occupation and address of each member of the constituted / reconstituted Committee.....
3. Total number of voters under the category of General member.....
4. Whether nomination papers have been invited and the election has been held by Ballot.....
5. The name, occupation and address of each contesting candidate.....
6. The place, date and time of voting.....
7. The place, date and time of counting of votes.....
8. The date and time of declaration of the names of elected members.....

Full signature of the Presiding Officer  
 Place.....

Date.....

## **NOTICE**

To : Shri / Smt.

Sub : Reconstitution / Constitution of the Managing Committee  
of.....Library.....  
.....Vill.....P.O.....  
Dist.....

Dear Sir / Madam,

You are hereby informed that the constitution / reconstitution of the Managing Committee of the above mentioned Library will be held on ..... according to the programme noted below.

You are requested to contact the Librarian / Secretary / Administrator of the Library / person Authorised by the District Library Officer for detailed information in this regard.

Yours faithfully,

Signature of the Librarian  
/ Secretary / Administrator / Authorised  
person.

### **Election Programme**

<b><u>Programme</u></b>	<b><u>Date &amp; Time</u></b>
1. Publication of provisional Voters' list :	at 2 p.m.
2. Submission of claims to and objection against inclusion of any name(s) :	by 2 p.m
3. Publication of Final Voters' list :	at 2 p.m.
4. Submission of nomination paper(s) :	by 2 p.m.
5. Scrutiny of nomination paper(s) :	at 2 p.m.
6. Withdrawal of nomination paper(s) :	by 2 p.m.
7. Holding of Election of member(s) to the Committee.....	from 9 a.m. to 3 p.m.

## Ballot Paper Account

Election to the Managing Committee of.....

Date of election :.....

Votes cast in Ballot Box at Polling station

1. Name of the Polling station :
2. No. of ballot papers received Sl. No.....to .....
3. Number of ballot papers issued to voters Sl. No.... to
  
4. No. of valid ballot papers :
5. No. of rejected ballot papers :
6. No. of unused ballot papers :

Signature of the Presiding Officer

### Presiding Officers' Diary

1. Name of election : Election to the Managing Committee of .....
2. Date of election :
3. Place of election :
4. No. of Ballot boxes unused :
5. No. of seats in Managing Committee :
6. No. of contesting candidates :
7. No. of candidates :  $\rightarrow$  .
8. No. of voters : Men :  
                                    Women :  
                                    Total No(s) . :
9. No. of voters cast votes : Men :  
  Women :  
  Total No(s) . : .
10. No. of ballot papers used :
11. No. of ballot papers found valid :
12. No. of ballot papers rejected :
13. Remarks –

Signature of the Presiding Officer

Place :

Date :



## **Declaration of Result**

Election to the Managing Committee of.....  
Vill.....P.O.....Dist.....  
Date of election..... No. of seats.....  
Place: .....

I do hereby declare that following candidates have been duly elected. as members of the Managing Committee of.....Library in the election held to-day the.....day of.....out of General members vide Rule 8 of the Public Library Management Rules, 2005 framed in accordance with the West Bengal Public Libraries Act, 1979.

<u>Sl.No.</u>	<u>Name of the elected candidate</u>	<u>Address</u>	<u>Remarks</u>
1.			
2.			
3.			

Place :  
Date :

Signature of the Presiding Officer.

### **Report on the election of General members of the Managing Committee of .....**

To,

The Librarian/Administrator/Authorised person of the.....

Vill. : ..... P.O. : ..... Dist.: .....

1. The date of election of members under the category of general members :
2. The name, occupation and address of each member of the Constituted / Reconstituted Committee :

Name

Occupation

Address

3. Total number of voters under the category of general members :
4. Whether nomination papers have been invited and the election has been held by ballot :
5. The name, occupation and address of each contesting candidate :
 

	<u>Name</u>	<u>Occupation</u>	<u>Address</u>
1.			
2.			
3.			
6. The place, date and time of voting :
7. The place, date and time of counting of votes :
8. The date and time of declaration of the names of elected members:

Full signature of the Presiding Officer

Place :

Date :

### Counting Sheet No.1

Election to the Managing Committee of.....

Date of election :

<u>Sl.No.</u>	<u>Name of Candidate</u>	<u>Valid votes secured</u>
1.		
2.		
3.		

Signature of the Polling Officer

Signature of the Presiding Officer

## Counting Sheet No.2

Election to the Managing Committee of .....

Date of election :

Consolidated statement of votes secured by the candidates.

<u>Sl.No.</u>	<u>Name of candidate</u>	<u>Votes secured Sheet</u>
---------------	--------------------------	----------------------------

- |    |  |  |
|----|--|--|
| 1. |  |  |
| 2. |  |  |
| 3  |  |  |

Signature of the Polling Officer

Signature of the Presiding Officer

Place :

Place :

Date :

Date :

## Counting Sheet No.3

Election to the Managing Committee of ..

Date of election :

No. of ballot papers issued to voters :

No. of valid papers found in the Ballot Box :

No. of rejected ballot papers :

<u>Sl.No.</u>	<u>Name of candidate</u>	<u>Votes secured by candidates</u>
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Signature of the Polling Officer

Signature of the Presiding Officer

Place :

Place :

Date :

Date :