

**NOIDA MANAGEMENT ASSOCIATION**  
**C-20/6A, NMA House, Sector 62, Noida**  
**website; www.nmanoida.org, Telefax:- 0120-2401305**

Date: 04/06/2010

The Members,  
Noida

Noida Management Association,

**1. NOTICE FOR ELECTION OF EXECUTIVE COMMITTEE FOR THE YEAR 2010-11**

**2. ANNUAL GENERAL BODY MEETING TO BE HELD ON SATURDAY, 10<sup>th</sup> July 10**

Dear Sir / Madam,

As per the provisions of bye laws of NMA, notice is hereby given for the Election of Executive Committee for the year 2010-2011 and for Annual General Body Meeting of Noida Management Association.

**I. Annual General Body Meeting**

**Day, Date & Time** : Saturday, 10th July 2010, 7.00 PM  
House, C-20/6, Sector-62, Noida-201301

**Venue** : NMA

**1. Agenda:**

- a) To adopt the Auditors Report and Annual Accounts of the Association for the financial year 2009-2010 ending on 31st March 2010.
  - b) Appointment of Auditors for the year 2010-11 and to fix their remuneration.
  - c) To announce the result of election of the members of the Executive Committee of NMA for 2010-11.
  - d) Amendments to the constitution, if any.
  - e) Any other point with the permission of the Chair.
- 2.** The copy of the final accounts and the auditor report for the year 2009-2010 will be available in the office of the NMA, C-20/6A, Sector-62, Noida It will also be displayed on the notice board of NMA on 8th July 2010.

**II. Election of Executive Committee for the year 2010-11**

1. The term of the Executive Committee shall be of one year.
2. There shall be election for 16 seats of Executive Committee Members. 8 nos. of seats will be from Individual/professional, life members of NMA and AIMA-NMA members. Remaining 8 members shall be from Organizations, Companies, Firms, Industries i.e. Private, Public, Joint, Governmental and Co-operative sectors organizations which are engaged in the manufacturing activities or service activities which include Educational Institutions. In case there are no sufficient nominations representing Organizations, such unfilled positions shall be treated as General.
3. Shri S.C. Kulshrestha (M) 98111315492 is the Returning Officer for this Election.
4. Members seeking election may go through the election schedule (Annexure-1). The election schedule and the election procedure and the criteria of eligibility for contesting election have been notified on the notice board of NMA. Members may peruse the same. Election Schedule and Election procedure is available on NMA website also.
5. Members are to clear their NMA dues 15 days prior to filing their nomination.
6. The nomination forms, Individual / Professional Members duly proposed by another member should be sent to NMA Office so as to reach latest by 22nd June 2010 -.One Member cannot propose more than Two Candidates.
7. Organizations sponsoring their candidate seeking the election to the Executive Committee may please note that a letter on their letter pad for nominating / sponsoring them by their organization should invariably have the consent of the Nominated individual. These nominations are to be received in NMA office latest by 22nd June, 2010.
8. Those who are desirous of contesting this election, may get nomination forms (Individual or Organizational) from the office of NMA on any day during working hours. Nomination forms can also be down loaded from NMA website.
9. Members are requested to participate in the Election & attend the Annual General Body Meeting as per above schedule. The meeting will be followed by **Dinner**.

Enclosures:-

Election Schedule (Annexure I),

Yours faithfully

(Sanjiv Tandan)

Hony. Secretary - NMA

## **NOIDA MANAGEMENT ASSOCIATION**

C-20/6A, Sector-62, Noida-201301

Ph. No. 0120-2401305

### ELECTION SCHEDULE: -

- Issue of Election Notice. : **8<sup>th</sup> June 10**
- date of receipt of the : **22<sup>nd</sup> June 10** (Up to 5 PM)  
Nominations in NMA Office.
- Scrutiny of nominations. : **24<sup>th</sup> June 10**  
(List of valid nominations to  
be sent to the candidates.)
- Last date of withdrawal. : **26<sup>th</sup> June 10** (Up to 5 PM)
- Posting of Ballot Papers. : **28<sup>th</sup> June 10**
- Last date for Receipt of Ballot  
Papers in sealed envelop : **10<sup>th</sup> July 10** (Up to 4 PM)
- Counting of Votes. : **10<sup>th</sup> July 10** (at 5 PM)
- Declaration of result in the : **10<sup>th</sup> July 10** (by 7 PM)  
AGM.

## **ELIGIBILITY & ELECTION PROCEDURE**

### 10.0 **THE EXECUTIVE COMMITTEE:**

10.1 The committee shall have 16 elected members as under: -

a) Patron members (organizational), Companies, Firms, Associations, Industries, (The Industries shall mean and include organizations, Private, Public, Joint, Governmental and Co-operative sectors which are engaged in the manufacturing activities or services activities. This shall also include Educational Institutes.)---8 elected members.

b) Professional members from NMA, AIMA-NMA and Life Members Individuals ---8 elected Members.

In case there are not sufficient nomination representing category (a) as above the unfilled positions shall be treated in category (b)

10.2. The Committee shall consist of the following office bearers from the elected members:

- i) President
- ii) Sr. Vice President
- iii) Vice President
- iv) Honorary Treasurer
- v) Honorary Secretary
- vi) Honorary Joint Secretary
- vii) Ten Members
- viii) Immediate Past President,
- ix) One or more but not exceeding six co-opted members.

10.3 The term of the Executive Committee shall be of one year. However, they are eligible for being re-elected. No office bearer shall be in same position for more than two terms.

11.1 **ELECTION OF EXECUTIVE COMMITTEE:** The election of the member of the Committee not exceeding sixteen shall be through secret ballot which shall be conducted in accordance to the rules as framed from time to time.

11.2 **ELIGIBILITY FOR EXECUTIVE COMMITTEE MEMBERS:** Only such persons shall be eligible for election on the Executive Committee who possesses the following qualifications :

**11.2.1 Patron/Life/Professional and AIMA-NMA individual members have put in minimum six months time, after the membership is approved by the Executive Committee. The organisations shall have the right to nominate their representative in writing.**

11.2.2 The Member has cleared all dues 15 days prior to filing nomination.

11.2.3 The Member is willing to devote time for Association work.

11.2.4 A Member is not holding any regular paid assignment in NMA.

### 12.0 **ELECTION PROCEDURE:**

12.1 While notifying the election, minimum 30 days time shall be given. A copy of such notice will be sent to concerned govt. Officer of Firms and Association. Through this notification, nomination shall be invited from the interested eligible members for the election of Executive Committee Members. The notice, notifying the election shall be issued by either General Secretary or Executive Secretary. This notice shall contain different dates for inviting nomination namely, last date for receipt of nomination, scrutiny of nomination, sending list of valid nominations to the candidates only, last date for withdrawal of nomination, posting of ballot papers, last date for receipt of ballot papers, counting of votes and declaration of result in annual general body meeting etc.

After the election notification is issued, it shall be the responsibility of the Returning Officer to supervise and conduct the elections. The Returning Officer is free to seek assistance of the office of NMA.

- 12.2 The nominations so received shall be scrutinized by the Returning Officer. Ballot papers shall be posted to the Candidates under certificate of posting or through Courier Service by the Executive Secretary. The scrutiny of nomination and counting shall be done by the Returning Officer with the assistance of Executive Secretary.
- 12.3 The result of the election shall be declared in the Annual General Meeting of the Association.
- 13.0 **RETURNING OFFICER:** The Executive Committee shall appoint one or two person(s) from amongst the Members or from outsider (must be member of NMA), as Returning Officer for conducting the election of the Members and the office bearers. Such member SO ENTRUSTED should not be a candidate for the election of Executive Committee Member.
- 14.0 **ELECTION OF OFFICE BEARERS:** The Executive Committee Members so elected shall elect the Office Bearers of the Association. No member shall continue on one position for more than two terms. No member can propose and second any contesting candidate for more than two for the election of Executive Member or Office bearers.
- 15.0 WHO CAN VOTE:** Following members or delegates representing their organizations shall be eligible to participate in all the activities of NMA and shall be eligible to cast vote in General Body Election or in any other meeting or proceeding.
- 15.1 An individual who is either a Professional, Life, Patron or Associate Member shall have one vote to cast at the general or any other meetings of the Association.
- 15.2 Companies, firms, associations, industries, organizations and corporations enrolled as patron, life or organisation members shall be entitled to nominate delegates / representative on the Annual General Meeting and cast their vote. The number of such delegates shall be in the following manner:
- |                     |   |       |
|---------------------|---|-------|
| - Upto 50 employees | - | One   |
| - 51 to 100         | - | Two   |
| - 101 to 250        | - | Three |
| - 251 to above      | - | Four  |
- 15.3 Combined AIMA-NMA individual members shall have right to cast one vote. The Organizational / Institutional Members through AIMA shall also be eligible to vote but subject to the provisions of Sub.clause-2 of this rule.

# Nomination Form for Individual/ Professional Member

Dated: -----

To,

The Returning Officer  
Office of the Noida Management Association  
C-20/6A, Sector-62, Noida

Dear Sir,

I wish to seek election for the member of the Executive Committee of Noida Management Association for the year 2010-11.

**I confirm that I will have sufficient time at my disposal for performing various activities of the Association as member of the Executive Committee and shall be bound by various rules & regulations of the constitution in this regard.**

I have cleared all my dues 15 days prior to the filing of nomination.

Yours faithfully,

Signature (\_\_\_\_\_)

**Name and Membership No**\_\_\_\_\_

**Designation & Organization.**\_\_\_\_\_

\_\_\_\_\_  
**Residential Address**\_\_\_\_\_

\_\_\_\_\_  
**Email ID**\_\_\_\_\_

Phone No. (O) (R) (M)

Proposed by :-

Signature\_\_\_\_\_

Name and Membership No\_\_\_\_\_

\_\_\_\_\_  
Note: No Member can propose any contesting Candidate for more than two for Election.

**Note: On Letter Head Pad of Company/Organization**

## **Nomination Form**

Dated.....

To,  
The Returning Officer  
Office of the Noida Management Association  
C-20/6A, Sector-62, Noida

Subject:- Nomination Form for the Executive Committee of Noida Management Association for the year 2010-2011.

Dear Sir,

This is to inform you that Shri .....  
Designation.....will be our nominee for the Election of Noida Management Association Executive  
Committee for the year 2010-2011.

Yours faithfully,

Authorised Signatory

I give my consent for the above Nomination.

.....  
Signature & Designation

Address.....

.....  
Phone No.....