

22 March, 2010

FBCCI/MLA/Election-16/2010/79

To  
Member Bodies of the  
Federation of Bangladesh Chambers  
of Commerce and Industry (FBCCI)

## NOTICE OF ELECTION

Notice is hereby given that the Election of Board of Directors of the Federation of Bangladesh Chambers of Commerce and Industry (FBCCI) will be held on **17<sup>th</sup> June, 2010, Thursday** as per enclosed Election Schedule (Annexure-I) for two year term (24 months) of 2010-2011 and 2011-2012.

1. Member Bodies are requested to kindly send nominations of their representatives to the General Body for two year term of 2010-2011 and 2011-2012 to reach the Federation office on or before the date and time given in the enclosed Election Schedule. The number of representatives to be nominated by each Chamber and Association are as follows:

“A” Class Chamber	- 06 (Six)
“A” Class Association	- 05 (Five)
“B” Class Chamber	- 04 (Four)
“B” Class Association	- 03 (Three)

Nominations to the General Body are to be submitted under the **Signature and Seal of the President/Chairman/Administrator/Secretary** as the case may be, of the Member Body concerned along with duly attested specimen signature of such representatives, in a closed cover, in the prescribed form (to be filled in English only) along with the following:

- (a) i. Current year’s valid Trade License of the nominated representative (duly attested);  
ii. Payment receipt of Income Tax (duly attested);  
iii. Registration Fee receipt for all nominated representatives (Tk. 2,000/-for each nominated representative) for two years along with receipt of Fees for Voters List (Tk. 500/-for each nominated representative) paid together or separately in favour of FBCCI in the form of Cash/Pay Order/Bank Draft.

Provided that, each nominated representative from the Trade Organizations pursuant to the Clause -6 (C & D) of Election Notice shall pay **Tk. 4,000/- (Four Thousand)** only as Registration Fee and Tk. 500/- (five hundred) each for voters list.

- (b) Minutes of the Executive Committee/Board Meeting (duly attested by the Secretary or President/Chairman/Administrator), in which such Members have been nominated to represent the concerned Member Body in the General Body of the Federation.
  - (c) 3 (three) passport and 3 (three) stamp size colour photographs (Passport size photographs to be attested by the President/Chairman /Administrator/Secretary of the Member Body) of such representatives.
2. Member Body affiliated with the Federation of Bangladesh Chamber of Commerce and Industry (FBCCI) within 120 days prior to the date of Election shall not be entitled to participate in the Election.

3. Member Body whose Annual Subscription remains unpaid on the 60th day prior to the date of Election shall not be entitled to participate in the election. Memberbodies shall have to pay their subscription as per Govt. S.R.O. No. 13-Law/2010 dated 12/01/2010.
4. A Member Body shall not be included in the General Body of FBCCI if it fails to comply with any of the following in the due time:
  - (a) to maintain and audit its income & expenditure accounts in due time;
  - (b) to hold election in due time;
  - (c) to hold Annual General Meeting in due time.
5. No person shall be eligible to represent more than one trade organization in the FBCCI General Body.
6. Nominations for Election for the following posts of Directors of the Board of the FBCCI for the year 2010-2011 and 2011-2012 shall have to be submitted as fixed in the enclosed Election Schedule.

**A. Directors (to be elected from the Chamber Group)- 14 (Fourteen)**  
**B. Directors (to be elected from the Association Group)- 14 (Fourteen)**

**C. Nominated Directors (to be nominated from the Chamber Group)- 08 (Eight)**

- (1) 1 (One) Director to be nominated by the Executive Committee of the Dhaka Chamber of Commerce and Industry.
- (2) 1 (One) Director to be nominated by the Executive Committee of the Chittagong Chamber of Commerce and Industry.
- (3) 1 (One) Director to be nominated by the Executive Committee of the Rajshahi Chamber of Commerce and Industry.
- (4) 1 (One) Director to be nominated by the Executive Committee of the Khulna Chamber of Commerce and Industry.
- (5) 1 (One) Director to be nominated by the Executive Committee of the Sylhet Chamber of Commerce and Industry.
- (6) 1 (One) Director to be nominated by the Executive Committee of the Barisal Chamber of Commerce and Industry.
- (7) 1 (One) Director to be nominated by the Executive Committee of the Metropolitan Chamber of Commerce and Industry, Dhaka.
- (8) 1 (One) Director to be nominated by the Executive Committee of the Bangladesh Chamber of Industries.

**D. Nominated Directors (to be nominated from the Association Group)- 08 (Eight)**

- (1) 1 (One) Director to be nominated by the Executive Committee of the Bangladesh Garment Manufacturers and Exporters Association.
- (2) 1 (One) Director to be nominated by the Executive Committee of the Bangladesh Textile Mills Association.
- (3) 1 (One) Director to be nominated by the Executive Committee of the Bangladesh Frozen Foods Exporters Association.
- (4) 1 (One) Director to be nominated by the Executive Committee of the Bangladesh Jute Mills Association.
- (5) 1 (One) Director to be nominated by the Executive Committee of the Bangladesh Aushud Shilpa Samity.
- (6) 1 (One) Director to be nominated by the Executive Committee of the Bangladesh Association of Banks.
- (7) 1 (One) Director to be nominated by the Executive Committee of the Bangladesh Insurance Association.
- (8) 1 (One) Director to be nominated by the Executive Committee of the Bangladesh Knitwear Manufacturers and Exporters Association.

**Total Directors - 44 (Forty Four)**

7. No Members of the General Body representing the Member Trade Organizations listed in sub-clause C & D of Clause 6 above shall be entitled to contest in the election under A and B categories. But they can exercise their voting rights in the election.

8. Member Body who does not have voting rights shall not be entitled to submit their nominations to the General Body or participate in the election.
9. Nominations for election for the posts of Directors shall be made only by the representative of the Chamber and Association, as the case may be, for whom the posts are earmarked.
10. Any person who contested in the elections for the term 2005-2007 and 2008-2010 of the Federation as a candidate from the Chamber group shall not be eligible to contest in the ensuing election as candidate from the Association group. Similarly, any person who contested in the election for the term 2005-2007 and 2008-2010 of the Federation as a candidate from the Association group shall not be eligible to contest in the ensuing election as candidate from the Chamber group.
11. Nomination Papers for the post of elected and nominated Directors shall be available at the FBCCI during office hours after the publication of final voters list. All candidates, for the post of Directors and nominated Directors, shall pay Tk. 50,000/- (Fifty thousand) only as nomination fee (non-refundable) in the Form of Pay Order/Bank Draft in favour of FBCCI for collecting the nomination papers.
12. **Bar on Contesting Election of FBCCI:** No person shall be eligible to contest in the election of Board of Directors of FBCCI if he or she is – a) a loan defaulter; b) a tax defaulter; c) convicted by the court on criminal case/corruption case/case involving moral turpitude and unless a period of five (5) years has elapsed since his release (As per clause 15C of the Articles of Association of FBCCI).
13. **In compliance of clause (12) above, all Candidates should submit the following clearance certificates alongwith the Nomination Form:**

I)	Documentary evidence certifying that the candidate is not a loan defaulter	-from Bangladesh Bank
II)	Documentary evidence certifying that the candidate is not a tax defaulter	-from National Board of Revenue (NBR)
III)	Police clearance regarding conviction in criminal case/corruption case/cases involving moral turpitude	-from the Police Department
14. When collecting the nomination Form, candidates are requested to collect CIB Form of Bangladesh Bank from the Election Board. Duly filled in CIB Form should be submitted alongwith the nomination form to the Election Board.
15. Nomination paper shall be submitted in prescribed Form duly filed in as specified in the Form. The proposal shall be passed by the parent Member Body who shall send it under the signature and seal of the President/ Chairman/ Administrator/ Secretary as the case may be, of the Member Body concerned. The nomination papers shall be submitted to the Chairman, Election Board at the office of the FBCCI within the date and time as fixed in the Election Schedule. Nomination papers received after expiry of the scheduled date and time shall be void.
16. Receipt of Nomination Fees shall be enclosed with the nomination paper otherwise the nomination shall be treated as void.
17. The words “NOMINATION FOR NOMINATED DIRECTORS” should be marked on the top of the envelop of the Nomination Papers to be submitted by the Directors who are to be nominated by the respective Chambers /Associations under Sub-clause C & D of Clause-6.
18. One candidate is entitled to contest for one post only. Otherwise, the nomination papers shall be rejected.
19. The Election Board shall hold and conduct the Election for the Post of President, First Vice President and Vice President from amongst the 44 Directors (elected and nominated) within 48 hours, after the publication of the result of election on completion of polling & counting of ballots and publications of the list of elected and nominated Directors under category A,B,C & D of clause-6.

20. The President and Vice-Presidents as stated in Article 14 (vii) of FBCCI shall be elected in such manner that if in one term President is elected from any group, Vice-President shall be elected from the same group and the First Vice President shall be elected from the other group and vice –versa.

Provided that any person elected as President and Vice-President in one term shall not be eligible to seek re-election in the same post for next two consecutive terms.

21. The 44 Directors shall elect the following office Bearers for two year term (24 months) of 2010-2011 and 2011-2012 :

President	from Chamber Group
First Vice President	from Association Group
Vice President	from Chamber Group

22. All procedures of election shall be conducted according to the Trade Organization Rules, 1994 and FBCCI Articles of Association as amended time to time.

**23. Code of Conduct of Election:**

The following code of the conduct shall come into force from the date of declaration of Election Schedule and shall be valid till the completion of election:-

- (1). (a) Any kind of advertisement, poster, wall-writing or banner cannot be used for the purpose of election;
  - (b) Procession or slogans shall remain completely prohibited;
  - (c) Only A4 size black and white leaflets can be sent to the voters but sending gifts to the voters shall remain prohibited;
  - (d) No candidate in person or in group shall arrange and take part directly or indirectly in Election Meeting and projection Meeting in any hotel or restaurant or community centers, or arrange and take part in any entertainment party for the voters;
  - (e) Group-wise (Chamber and Association Group) Projection meeting of all the candidates may be arranged under the supervision of Election Board;
  - (f) All sorts of election campaigns shall remain prohibited from 48 hours before the commencement of the polling;
  - (g) On the day of polling, gathering or assembling of the candidates or their supporters, wearing badges and carrying posters within 100 yards of the polling center as declared by the Election Board shall remain completely prohibited; and
  - (h) No candidate or voter shall be allowed to stay unnecessarily in the polling area violating the direction issued by the Election Board.
- (2) Group wise projection meeting(s) of all members shall be presided over by the Chairman of the Election Board. Candidates may address the voters for the time to be specified by the Chairman of the Election Board. Personal vilification, indecent remarks or political statements shall remain strictly prohibited. The Election Board may impose fees in equal rate on all candidates in order to meet the expenses of each projection meeting(s).
- (3) In case of any violation of the code of conduct mentioned in sub-clause (1) (a) to (h) above or any complaint lodged against such violations, the Election Board shall immediately take appropriate steps including cancellation of concerned candidate after giving him/her an opportunity of being heard. Any party aggrieved by any such decision taken by the Election Board may appeal to the Election Appeal Board by next working day, in case of such violations before the polling date.
- (4) For violations that take place on the date of polling, such appeal may be filed only within the next hour but before the closing time of polling on the polling day. The Election Appeal Board shall remain present in the polling center during the polling in order to settle such references of violation of Code of Conduct. The Election Appeal Board shall hold hearing and the parties concerned shall be called for hearing by special announcements. A notice given in the Notice Board in this respect shall be treated as the only legal notice. The Election Appeal Board after

holding hearing shall award its judgment and the decision of the Election Appeal Board shall be final, provided that all references on grounds of violations of code of conduct shall be disposed of before the counting of votes casted.

- (5) The Election Board shall regulate the number of voters to be admitted at a time in the polling booth. Only the members of Election Board, Law enforcing agencies, the polling agencies, the Candidates and the voters who have come to cast votes shall have the right to enter into the polling booth.
- (6) Not more than one voter at a time shall be allowed to enter the secret vote casting enclosure. The ballot paper shall not be taken outside the polling booth.
- (7) All voters in the polling booth shall cast vote through secret ballot under the supervision of the Election Board. The Election Board reserves the right to expel any electoral candidate or voter from the polling center area who violates the above rules or Code of Conduct, or is found to be engaged in any election campaign or provocative act.
- (8) The Candidates shall be allowed to stay at the place or seat earmarked for them by the Election Board in the polling area and polling booth. Candidates shall be allowed to enter the adjacent area of the polling booth by the Election Board only to cast their votes.
- (9) No candidate shall be allowed to be engaged in any conversation or canvassing with any voter in the polling center. If any candidate is engaged in any conversation or canvassing in the polling booth in spite of warning by the Election Board or Election Officer, his/her candidature can be cancelled as stated in sub-clause (3) above giving the candidate an opportunity of being heard.
- (10) The Election Board shall prescribe the form of Ballot Paper. On the counter foil of the Ballot Paper, the number of Ballot Paper shall be engraved and the Ballot Paper shall compulsorily bear the seal of the Federation and the original signature of the Chairman of the Election Board, otherwise it shall not be valid.
- (11) The voters' list shall contain voter number, name of the voter, name of the firm of the voter with its address and TIN number. A voter shall have to be identified on the basis of his/her specimen signature preserved in the office of the Federation or Identity Card attached with the photograph issued by the Election Board. In absence of Identity Card or incase of difference of signature a voter shall not be allowed to cast his/her vote.
- (12) When a voter is identified beyond any doubt by the Election Board on the basis of the Identify Card or Specimen Signature preserved in the office of the Federation, the Election Officer shall write down the name and number of the voter on the counter foil of the ballot paper and fill in it with the said voter's signature, his/her own signature and seal properly. The ballot paper shall then be handed over to the voter by the Election Officer after detaching it from the counter foil. The Election Officer shall write down the number of the ballot paper against the name of the voter in the final Voters' List to record the casting of vote. A voter shall, in no case, be given more than one ballot paper.
- (13) If any voter is physically unable to cast vote without the help of others, the Election Board shall employ one polling officer to help the said voter in the polling booth.
- (14) At least 15 minutes before the poll begins the Election Board in presence of the candidates (if present), shall make sure that ballot box is empty and close and seal it and place the sealed ballot box in a proper place well visible to the Election Board, candidates and voters.
- (15) In a polling booth, more than one ballot box cannot be used at the same time for the election of a seat earmarked for a particular Group. If a ballot box is full or appears to the Chairman of the Election Board to be unsuitable for further use for

collecting of Ballots, he shall seal that ballot box and preserve it in a safe and visible place and replace it with another empty and sealed ballot box.

- (16) During the interval of poll or if voting is postponed temporarily, the ballot box shall be sealed and remain preserved until the Election Board directs to resume the poll again.
- (17) All the voters present at the Polling Center within the date and time as fixed in the Election Schedule shall be allowed to cast their votes.
- (18) Polling shall be closed when voting as stated in sub clause (17) is finished. After polling is closed, counting of votes shall commence and continue at a stretch until counting is completed. The candidates shall be allowed to remain present during the counting. But if any candidate cannot remain present personally, he/she shall be allowed to appoint a representative on his/her behalf with prior permission of the Election Board.
- (19) For counting of votes, the Election Board shall, after taking out all the ballot papers from the ballot boxes, record in writing the total numbers of ballot papers from the ballot boxes, and then shall start counting of votes. A ballot paper shall be invalid on the following grounds:
  - (a) If it does not bear the signature of the Chairman, Election Board with official seal;
  - (b) If votes are cast for more or fewer candidates than the scheduled number of posts; or
  - (c) Illegible ballot paper with over-writing, or ballot papers filled in by violating directions prescribed in the ballot paper;

The Election Board shall record the total number of the aforesaid invalid papers and put them in sealed packets.
- (20) The Election Board shall count and record in writing votes cast in the valid ballot papers in favour of each candidate. Only the Election Board and the polling personnel shall take part in the counting of votes.
- (21) The Election Board shall, after completion of polling and counting of votes announce and publish the results of election. The Election Board shall then pack the following documents in separate packets with seal and signature of the Election Board on each packet. Such packets shall be preserved in special custody under the joint supervision of the Election Board and the Election Appeal Board:
  - (a) Unused ballot papers (Serial numbers and total number are to be noted);
  - (b) Valid ballot papers (Number shall be mentioned);
  - (c) Ballot papers declared invalid (Number shall be mentioned);
  - (d) Counterfoils of used ballot papers (Serial number and total number shall be recorded); and
  - (e) Vote counting papers signed by the respective vote counting Election Officer and the Election Board.
- (22) The papers and documents preserved under sub-clause (21) above shall only be unpacked for examination in presence of the candidate or candidates concerned according to the direction of the Election Appeal Board, FBCCI Arbitration Tribunal, the Government or the Court of law.

**By order of the Election Board**

Secretary  
Election Board

- a. **Annexure-I (Election Schedule)**
- b. **Annexure-II (Form of Nomination to the General Body)**