

THE LAHORE CHAMBER OF COMMERCE & INDUSTRY
11 – Shara-e-Aiwan-e-Tijarat, Lahore

All Members
(Eligible to Vote)

NO.MSD-10/2010
July 12, 2010

NOTICE OF ANNUAL ELECTION – 2010

Notice is hereby given to all members eligible to vote, that annual election of the Chamber shall be held as per schedule enclosed herewith at the office of the Chamber at 11 – Shara-e- Aiwan-e-Tijarat, Lahore.

The election shall be held for the following offices:

- | | |
|---|----------|
| 1. Executive Committee | |
| (a) Corporate Members | 07 |
| (b) Associate Members | 08 |
| 2. President | 1 |
| 3. Vice President | 2 |
| 4. Seats reserved for Women Entrepreneurs
(Associate Class) | 1 |

The following documents are enclosed for election purpose: -

- | | |
|-----------------------|--------------------------------------|
| (i) Election Schedule | (ii) Election Procedure |
| (iii) Nomination Form | (iv) Specimen of Letter of Authority |

Please note that:

- (i) The members will cast their votes personally as the Proxy/Postal Ballot is not allowed in the election.
- (ii) Election will be held on the basis of voter list as up-dated on 10-07-2010

(Syed Muhammad Saqlain) P.S.P
SECRETARY GENERAL

(Please Use Letter Head of Your Company/Firm)

SPECIMEN OF LETTER OF AUTHORITY
(As required under Article 24 of the Articles of Association)

The Secretary General
The Lahore Chamber of Commerce & Industry,
11- Shara-e-Aiwan-e-Tijarat,
Lahore.

REF _____

DATE _____

SUB: LETTER OF AUTHORITY

Dear Sir,

Mr. _____ *

Proprietor/Partner/Director of our firm/company or General Manager/ a member of our governing body is an authorized representative of our company/concern and his name appears on the voters list, is hereby authorized to contest the election for Executive Committee of the Chamber scheduled to be held in September 2010. We undertake that if he is elected we shall not withdraw him from the committee during the currency of his term provided that he will have a right to resign from the Committee at any time. We also undertake to abide by the provisions of the Memorandum and Articles of Association of the Chamber and the Rules and Regulations framed there under to promote the cause of the Chamber.

Signature of Authorized Representative

Stamp of Firm/Co/Concern

NOTE:

- (I) Please attach certified copy of the resolution of Board of Directors/Trustees
- (II) A proprietorship/firm/private limited company elected in its conventional name, be exercised by the proprietor/any partner/any director in such firm/company and may, in the case of a public limited company/multinational corporation, by a director or a person not below the rank of General Manager authorized by the Board of Directors of the public limited company or a multi-national company and in the case of associated body, or a trust etc. the member may be represented by an authorized person who is a member of its governing body.

THE LAHORE CHAMBER OF COMMERCE AND INDUSTRY
11- Shara-e-Aiwan-e-Tijarat, Lahore.
ELECTION SCHEDULE –2010

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| 1 | The Secretary General shall display election schedule on the notice board of LCCI, website and submit a copy to the D.G.T.O. | 12 th July, 2010
Monday |
| 2 | The member concerns of the Chamber desiring to change their representative shall intimate changes regarding name of representative to the Secretary General along with necessary proof. | 15 th July, 2010
Thursday |
| 3 | The Secretary General shall display the list of all members eligible to vote along with their National Tax Registration Number, Sales Tax Registration if applicable, the name and national identity card of number of their representative at Notice Board and website of the Chamber. | 19 th July, 2010
Monday |
| 4 | The members who have any objection to the entries/changes in the list of voters shall send their objections in writing to the Secretary General | 26 th July, 2010
Monday |
| 5 | The Secretary General will intimate action on the objection or changes sent by members. | 31 st July, 2010
Saturday |
| 6 | Any member aggrieved by the decision of the Secretary General, taken in the preceding clause, may make a representation to the Election Commission. | 3 rd August, 2010
Tuesday |
| 7 | The Commission will decide the representation. | 6 th August, 2010
Friday |
| 8 | Any person aggrieved by the decision of the Commission or where the Commission fails to decide the representation within the stipulated time mentioned in the preceding clause may appeal to the Director General, and decision of the Director General in this regard shall be final. | 9 th August, 2010
Monday |
| 9 | Director General will decide the appeal. | 19 th August, 2010
Thursday |
| 10 | The final list of voters shall be displayed at notice board and at website of the Chamber and shall also be submitted to the D.G.T.O. | 21 st August, 2010
Saturday |
| 11 | Any person who is eligible to contest the Election for the vacant posts of the Member Executive Committee shall send his nomination papers duly proposed, seconded by a duly registered voter and signed by the candidate, to the Secretary General on the prescribed form in accordance with the Articles of Association or Rules of the Chamber. In the same manner women entrepreneurs desiring to contest the election for the reserved seats in the Executive Committee for women will submit nomination papers. | 25 th August, 2010
Wednesday |
| 12 | The Secretary General shall provide a copy of final list of voters to each contesting candidate. Except, the candidates of the women seats, as their electoral college is Executive Committee. | 26 th August, 2010
Thursday |
| 13 | Scrutiny of the nomination papers and letter of authority by the commission. This clause ipso facto applies to the nominees of the women seats. | 26 th August, 2010
Thursday |
| 14 | Circulation by the Secretary General of the list of nominees whose papers have been declared valid and the forms of withdrawal to the said nominees. This clause ipso-facto applies to the nominees of the women seats. | 26 th August, 2010
Thursday |
| 15 | The objection if any, to the nomination of candidates can be filed to the election Commission. This clause ipso facto applies to the nominees of the women seats. Provided that the candidate for a particular seat will file objections for the candidate of the same seat and for the same class. | 27 th August, 2010
Friday |
| 16 | The election commission will decide the objections filed under the preceding clause. This clause ipso facto applies to the nominees of the women seats. | 29 th August, 2010
Sunday |

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|----|---|---|
| 17 | Any candidate, aggrieved by the decision of the Election Commission, taken under preceding clause, where the Commission fails to decide within the time stipulated in the preceding clause may file an appeal to the Director General. This clause ipso facto applies to the nominees of the women seats. | 31 st August, 2010
Tuesday |
| 18 | The Director General Trade Organizations shall decide the appeal preferred under the preceding clause. This clause ipso facto applies to the nominees of the women seats. | 7 th September 2010
Tuesday |
| 19 | The Secretary General will receive the withdrawal forms from the nominees completed by the nominees who want to withdraw from the Election. This clause ipso facto applies to the nominees of the women seats. | 8 th September 2010
Wednesday |
| 20 | The Commission will issue final list of candidates. | 16 th September 2010
Thursday |
| 21 | The polling at the registered office of the Chamber for Corporate Members. | 20 th September 2010
Monday |
| 22 | The polling at the registered office of the Chamber for Associate Members. | 21 st September 2010
Tuesday |

Counting of votes shall take place immediately after the polling hours under the supervision of the Election Commission in the presence of the polling agents of the Candidates, if any, at the designated site.

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| 23 | The Election Commission shall declare provisional results. | 21 st September 2010
Tuesday |
| 24 | The Election Commission will conduct election for the seat reserved for Women Entrepreneurs | 21 st September 2010
Tuesday |
| 25 | Provisional results shall be declared by the Election Commission, about the women reserved seat | 21 st September 2010
Tuesday |
| 26 | Any person elected, as member of E.C shall send his nomination for election as an office bearer duly proposed and seconded by an elected E.C. member and signed by the candidate to the Election Commission. | 22 nd September 2010
Wednesday |
| 27 | Scrutiny of the nomination papers for the election of office bearers by the Commission | 23 rd September 2010
Thursday |
| 28 | Polling for the election of office bearers. | 25 th September 2010
Saturday |
| 29 | The announcement of election results shall be made in General Meeting of the Chamber called for this purpose. | 28 th September 2010
Tuesday |

EXPLANATION:

- 1) For the purpose of this schedule “Day” means working hours of the Chamber on that day unless otherwise stated.
- 2) If any day on which an activity scheduled to be performed under the election schedule falls on a holiday, such act shall be performed on the day next following the holiday(s)
- 3) If for any reason any candidate does not receive any of the communication of the Secretary General in connection with his election, the election proceedings shall not be invalidated on that score.
- 4) Any activity in connection with the election scheduled will be performed within official working hours.

NOTE:

- 1) “Polling hours” will be the working hours (9.00 a.m. to 5.00 p.m.) of the LCCI at that day.
- 2) Election Commission reserves the rights to change polling hours due to any circumstances.
- 3) The gape between 9th to 15th September 2010 has been kept provisionally due to Eid holidays.

THE LAHORE CHAMBER OF COMMERCE & INDUSTRY
11 – Shara-e-Aiwan-e-Tijarat, Lahore

PROCEDURE FOR ELECTION

Relevant Articles of the Articles of Association of the Chamber are reproduced below:

- 23 (i) The Executive Committee shall approve the election schedule and Secretary General shall issue election schedule within two days of its approval from Executive Committee. The Executive Committee shall appoint an Election Commission other than those contesting the election.
- (a) The Commission will comprises three members;
- (b) The members so appointed will submit their consent in writing to the Secretary General ;
- (c) The members of the commission, so appointed should not have held any elected office of the Chamber for the preceding two years;
- (d) The members of the commission shall not be entitled to cast vote or become a candidate in the election they are conducting;
- (e) The members of the commission shall be independent, impartial and non-partisan;
- (f) The member of the commission shall not canvas for any of the candidates or panels contesting the election they are conducting.
- (ii) The election commission as appointed shall be in-charge of all arrangements connected with the conduct of elections, including but not limited to:
- (a) Appointment of polling staff;
- (b) Ensuring the display of tentative voter's list by the Secretary General for the purpose of inviting objection;
- (c) Examination of and decision on the objection received on the voter's list;
- (d) Supervision of the polling process and ensuring that polling has been conducted in an orderly, peaceful transparent and fair manners in accordance with the provision of the memorandum and articles of association of the chamber; and
- (e) Counting of votes and announcement of results
24. No member shall be eligible to contest election unless he forwards to the Secretary General along with his nomination papers, Letter of Authority from his firm, company, or organization authorizing him to be the candidate for the elections.
25. The procedure for election of the representatives of different classes of members on the Executive Committee shall be as follows:-
- (i) The members of classes (a) & (b) mentioned in Article 3 shall each elect, by majority of votes, from their own numbers. And Town Associations will nominate one nominee.
- (ii) (a) The Secretary General will circulate the Election Program, to all members on the roll of the Chamber, who are eligible to vote. A member shall be eligible to vote in the election of the Chamber after completion of two years of membership provided further that such a member fulfill the condition stipulated for the renewal of membership.
- (b) All members of the Chamber eligible to vote will notify the Secretary General, by the date specified for the purpose in the Election program, about any change in the names of their representatives, if any, authorized under Article 26, to participate in the Chamber proceedings. No change in names shall be accepted thereafter.

PROVIDED THAT

- (1) The ballot papers shall have duly numbered counterfoils and the voters shall sign or affix thumb impression thereon in the presence of polling agents of the candidates and the officer before the issuance of ballot papers to voter.
- (2) It shall be the duty of the polling officer to see the original identity card issued by the Chamber or national identity card or passport or any other mode of identification of the voter and write the number of that document thereof on the counterfoil.
- (3) After comparing the signatures and photograph with the specimen signature cards the polling officer shall handover the ballot paper to the voter.
- (c) Passport size photographs of the representatives attested in an easily visible manner, by the authorized person of the member firm shall be pasted on an Identity Card in the form prescribed and stamped with the seal of the member firm / organization in such a way that a portion of the seal covers a portion of the photograph. These Identity Cards duly completed shall be returned to the Secretary General so as to reach him by the date specified for the purpose in the Election Program. Any representative, whose Identity Cards are already available with the Chamber shall not be required to submit fresh Identity Cards.
- (d) The polling shall take place at the registered office of the Chamber within the hours and on the dates specified for the purpose in the Election Program.
- Provided that where it is not possible to establish the polling booths in the office premises for want of space, the polling shall be held in a public place such as a community hall or hotel
- (e) Any member causing disturbance or creating disorder during the election proceedings shall be disqualified from participating in the election by the commission.

- (f) At the time fixed for the polling, each representative whose Identity Card has been duly received by the Secretary General will, one after another, be supplied with a Ballot Paper containing the names of all the candidates whose nomination has been declared valid, after he has signed against his name in a list in token of having received the Ballot Paper.

PROVIDED THAT

The Secretary General shall sign the ballot paper or an officer of the Chamber duly authorized by the commission in this behalf and shall also be signed by the polling officer at the time when it is issued.

- (g) Not more than one Ballot Paper, shall be supplied to each voter
(h) The voter, with his Ballot Paper, shall then proceed to a table provided for the purpose in a secluded place and mark the Ballot Paper in ink against the names of the candidates in whose favour he casts his vote.
(i) He shall then fold the Ballot Paper and put it in the Ballot Box kept for the purpose duly sealed under the direct supervision of the presiding officer. Separate boxes shall be kept for each class of members.

PROVIDED THAT

The voter shall not be allowed to leave the booth after the Ballot Paper has been handed over to him until and unless he or she has inserted his / her Ballot Paper in the box placed before the presiding officer / polling officer and polling agents of the candidates.

PROVIDED THAT

Adequate arrangements shall be made to maintain the secrecy of the polls.

- (j) Before being sealed, empty Ballot Boxes shall be shown to the candidates or their agents and sealed in their presence if they want to be present on the occasion. If the candidates or their agents so wish, not more than four of them will be allowed to put their seals on the Ballot Boxes.
(k) Soon after the expiry of the closing time for polling, the Ballot Boxes shall be unsealed and opened by the Secretary-General and the Presiding Officer in the presence of the candidates or their agents, not more than one on the occasion, and then counting of the votes shall start. The Chamber will make seating arrangements for the candidates or their agents for this occasion.

PROVIDED THAT

- (1) An officer designated by the commission in respect of ballot papers including used, unused, tendered, challenged, or stray ballot papers shall maintain proper account.
(2) The challenged votes shall be kept in a separate sealed envelope duly signed and sealed by the polling officer.
(3) The commission or an officer designated by the commission shall decide about the challenged votes after verification of necessary information from the member firm, company, or concern before the official announcement of the results.
(4) No ballot paper shall be invalid for failure to have cast all votes on all seats contested for in the said election.
(5) The commission may declare provisional results immediately after the counting of votes is complete.
(6) After completion of compilation and counting of results, the record pertaining to the election shall be sealed and signed by the commission or any officer designated by the commission and the Secretary General and shall be handed over to Secretary General for safe custody.
- (i) On the days fixed for the purpose in the election program under the chairmanship of the presiding officer, the members elected under the provisions hereinbefore provided as well as those continuing on the Executive Committee under clauses (v) and (vi) of article 22 shall elect from amongst themselves a President and one Vice President.
(m) All members of the Executive Committee as well as those contesting the election for such membership are expected to make themselves available at the registered office of the Chamber on the date and time fixed for the polling and counting of the votes so that those of them who are successful and continuing members can take part in the election of the President and the Vice Presidents. But the absence of any such person shall not make the proceedings of the election of the President /Vice Presidents in fruituous.
(n) In the event of the equality of votes between two or more candidates a lot shall be drawn by the election commission in the presence of the candidates or their authorized representatives / polling agents of such candidates and a record of the result thereof shall be made.
(o) The ballot papers shall be serially numbered by the Secretary General and handed over to the Executive Committee one month after the election.
- (p) (a) The result of the election duly signed by the Election Commission shall be handed over by him to the new Executive Committee as well as to the Secretary General
(b) The record of election shall be open for inspection upon an application made in this behalf by the candidates within seven days of the date of polling and with the approval of Director General of Trade Organization.
- (q) If for any reason any candidate does not receive any of the communications of the Secretary General in connection with his election, the election proceedings shall not be invalidated on that score.
- (iii) (a) The sign X shall be marked distinctly in ink against the names(s) of the candidate(s) in whose favour a representative wishes to cast his vote(s). If the marking of any vote is done in pencil, or is otherwise indistinct, or has been erased or remarked, such vote shall be declared INVALID. The decision of presiding officer in this regard shall be final.
(b) The ballot paper shall not be signed or stamped, sealed or marked in any manner, which might disclose the identity of the voter. Any ballot paper bearing such signature, stamp, seal or mark shall be declared invalid.
(c) If a voter cast more votes than the number he is entitled to cast, all the votes shall be treated as invalid.
(d) No member shall be eligible to cast his vote at the election unless he has paid his annual subscription and research and development fee for the current year as well as other dues.

THE LAHORE CHAMBER OF COMMERCE AND INDUSTRY
NOMINATION FORM
LCCI – ELECTION - 2010

1. NOMINATION

We do hereby nominate Mr.

S/o.....

Proprietor / Partner / Director of M/s.

who is Corporate / Associate Member of the Lahore Chamber of Commerce and Industry bearing Membership No. to be a candidate for election 2010 as a Member of Executive Committee of the Chamber.

Residential Address

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C.N.I.C

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➤Proposed by Mr.

Of M/s.....
(Name of the Member Firm/Co)

Membership No..... Class of Membership.

SignatureDate.....

➤Seconded by Mr.

Of M/s
(Name of the Member Firm/Co)

Membership No..... Class of Membership.

SignatureDate.....

2. CONSENT OF THE NOMINEE

I do hereby give my consent to the above proposal and solemnly declare that, if elected, I shall abide by the provisions of the Memorandum and Articles of Association of the Chamber and the rules and regulations framed thereunder and shall faithfully discharge my duties and responsibilities in order to promote the cause of the Chamber.

Date.....

Signature of Nominee

(For office use only)

Papers are:

- Accepted
- Rejected: (reasons to be recorded)

Signature of Secretary General