



BCA ELECTION RULES

Bengal Culinary Association | Public Governance Document

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These Election Rules define a transparent process for electing eligible office bearers and committee representatives of Bengal Culinary Association (BCA). These rules are subordinate to the Companies Act, 2013, the Memorandum of Association, Articles of Association, valid Board resolutions, and any applicable statutory requirements.

1. Purpose and Scope

1. The purpose of these rules is to create a fair, documented, and transparent election process for BCA governance roles, committees, and chapter-level positions wherever elections are approved.
2. These rules apply to elections of office bearers, Executive Committee positions, chapter committees, and such other elected roles as approved by the Board.
3. Where the Companies Act, MOA, AOA, or a valid Board/General Body decision prescribes a different process, that higher authority shall prevail.

2. Election Authority

4. The Board may appoint an Election Officer or Election Committee to supervise nominations, scrutiny, voting, counting, result declaration, objections, and record keeping.
5. The Election Officer should be neutral and should not contest in the same election cycle unless the Board records reasons and safeguards.
6. The Election Committee may include one presiding officer, one scrutiny officer, and one counting officer, or any other structure approved by the Board.

3. Positions Covered

Level	Indicative Positions
Central / National	President, Vice President, General Secretary, Joint Secretary, Treasurer, Executive Committee Members, Advisory / Functional Committee roles as approved
State / District Chapter	Chapter Chairperson, Chapter Coordinator, Secretary, Treasurer, Program Coordinator, Membership Coordinator, and other chapter roles as approved
Special Committees	Training, certification, events, membership, sponsorship, grievance, ethics, and other project committees as approved



REGISTERED OFFICE:

Jamalpur, Mukshimpura
Purbasthali Purba Bardhaman
West Bengal, India - 713513



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BENGAL CULINARY ASSOCIATION

Empowering Culinary Arts • Hospitality • Skill Development • Social Welfare

Registered under Section 8 of the Companies Act, 2013 | Ministry of Corporate Affairs, Government of India

CIN: U88900WB2024NPL270122 | PAN: AAMCB5395E | TAN: CALB26091C

4. Eligibility to Contest

- The candidate must be an active member in good standing in the relevant membership category.
- The candidate must have paid all dues applicable to the category and must not be under suspension or disciplinary review.
- The candidate must not have misused BCA name, logo, funds, certificates, appointments, or official communication.
- The candidate must submit nomination, declarations, conflict of interest disclosure, and any documents required by the Election Committee.
- Additional eligibility requirements may be prescribed by Board resolution for specific positions.

5. Voting Eligibility

7. Voting rights shall be based on the AOA, membership category rules, active membership status, and any Board-approved electoral roll.

8. Honorary, advisory, guest, volunteer, suspended, expired, or unpaid members shall not vote unless the Board-approved rules expressly allow it and it is legally valid.

9. An electoral roll should be prepared before the election date and made available to eligible members for correction within the notified period.

6. Election Calendar

Stage	Recommended Minimum Timeline
Election notice	21 clear days before voting date, unless law or Board approval requires otherwise
Nomination filing	7-10 days from election notice
Scrutiny of nominations	Within 3 working days after nomination deadline
Withdrawal	Within 2 working days after scrutiny
Final candidate list	At least 5 days before voting
Voting and counting	On the notified date / digital window
Result declaration	Same day or within 2 working days after counting

7. Nomination and Scrutiny

- A nomination must be submitted in the prescribed format and supported by required proposer/seconder, if applicable.
- The nominee must accept the nomination in writing or electronically.
- The Election Committee may reject incomplete nominations, invalid categories, unpaid membership, conflict with eligibility, or late submissions.
- Rejected candidates may submit a written representation within the time allowed by the Election Committee.

8. Campaign Code

- Campaigning must remain professional, respectful, and aligned with BCA values.



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Page 2

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- No candidate may offer money, gifts, membership benefits, employment, certificate promises, or other inducements for votes.
- No candidate may misuse BCA logo, official letterhead, databases, WhatsApp groups, email IDs, or official pages without written authorization.
- Personal attacks, caste/religion/gender-based statements, defamatory claims, and false allegations are prohibited.
- Campaign spending, if any, may be regulated by the Board or Election Committee.

9. Voting Process

10. Voting may be conducted by physical ballot, secure digital voting, show of hands where legally suitable, or any transparent method approved by the Board/Election Committee.

11. For contested office-bearer elections, secret ballot or secure digital voting is preferred.

12. Proxy, postal, or electronic voting shall be allowed only where legally permitted and expressly approved in the election notice.

13. Each eligible voter shall cast only one vote for each applicable position unless the approved rules specify otherwise.

10. Counting and Result Declaration

- Counting shall be conducted under supervision of the Election Officer or Election Committee.
- Invalid ballots or duplicate votes shall be rejected with reasons recorded.
- Results should record total eligible voters, votes cast, valid votes, invalid votes, votes secured by each candidate, and elected candidate name.
- The result should be signed by the Election Officer and preserved in BCA records.

11. Tie, Re-poll and Disputes

14. In case of a tie, the Election Committee may conduct a re-poll for the tied position or apply a Board-approved tie-break process.

15. Any election objection must be filed in writing within seven working days from result declaration, unless the election notice prescribes a shorter period.

16. The Board or an appointed review committee shall decide election disputes. The decision shall be final internally, subject to applicable law.

12. Records and Transparency

- Election notice, nomination forms, eligibility list, candidate list, ballots or digital records, counting sheet, result sheet, objections, and final decision records should be preserved for at least eight years or as required by law.
- Personal data in election records should be protected and not published publicly beyond what is necessary for transparency.
- Public website upload should include these rules only, not voter lists or personal KYC records.

13. Approval and Review

17. These Election Rules become effective after Board approval and may be amended by Board resolution, subject to MOA, AOA, Companies Act, and applicable governance requirements.



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Page 3

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Authorized Signatory	[Name and Designation] Dr. (hon.) Chef Sushanta Barui
Signature	
Seal / Stamp	

End of document.



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Page 4

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