



MahaSeWA

ELECTION MANUAL

FOR CO-OPERATIVE HOUSING SOCIETIES



LESS THAN 250 MEMBERS.
FOR **TYPE "E" SOCIETIES**
BALLOT

Election Manual for Co-operative Housing Societies

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CHAPTERS:

1. Co-operative Housing Societies
2. Types of Co-operative Societies.
3. Member and their Rights and Duties in a Co-operative Society
4. Management of Co-operative Housing Societies
5. Maharashtra Co-operative Societies [Election to Committee] [Amendment] Rules, 2019
6. Panel of Returning officers
7. Circulars Issued by the Cooperative Department regarding the Election

EXHIBIT:

1. Performa of the Circular inviting applications for the post of Returning Officer
2. Performa of Application Letter for the post of Returning Officer by the members
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4. Performa of resolution to be passed by the Managing Committee appointing the Returning Officer
5. Performa of undertaking by the "Returning Officer" to be given on the plain paper
6. Performa of appointment letter for the post of Returning Officer
7. Performa of letter to the Registrar informing about the appointment of the Returning Officer
8. Performa of Circular about the appointment of the Returning Officer
9. FORM E-3 - Provisional List of Voters - (Rule 76-C)
10. The Performa of the Notice and Agenda of the Managing Committee meeting to finalize the provisional list of voters in Form E-3
11. The Draft Performa of minutes and resolution to be passed by the Managing Committee finalizing the provisional list of voters

- 12.**The draft of Covering letter to be sent to the office of the Registrar
- 13.**Draft Notice Regarding publication of Provisional list of Voters for the election to committee
- 14.**The draft of the letter to be given by member to the Returning officer for the necessary corrections to be incorporated in final list of voters"
- 15.**The draft letter to be given by the Returning Officer to the member
- 16.**Form E-3(1)- Final List of Voters
- 17.**Draft Consent letter regarding transfer of his voting rights in favour of ASSOCIATE MEMBER or JOINT MEMBER
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- 35.**The Performa of written appointment letter to be given by the Returning officer

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This manual provides a comprehensive guide for conducting elections in Type “E” Co-operative Housing Societies with less than 250 members, focusing on the BALLOT method. Covering rules, procedures, and necessary forms, it ensures a smooth and fair election process, in adherence with Maharashtra Co-operative Societies [Election to Committee] [Amendment] Rules, 2019 and guidelines issued by the Cooperative Department.