



**your VOTE  
is your VOICE**

1st

## APFDA Election announcement



Membership  
Registration & Card  
Deadline

Tuesday, 7<sup>th</sup> July, 2020



جیسا کہ آپ جانتے ہیں کہ انتخابات یعنی (الیکشن) چناؤ اور رائے شماری کو کہتے ہیں۔ آل پاکستان فرٹیلائزر ڈیلرز ایسوسی ایشن کے زیر اہتمام الیکشن برائے 2020 میں حصہ لینا ہر فرٹیلائزر ڈیلر کا بنیادی حق ہے تا کہ باصلاحیت قیادت سامنے آسکے۔ اس سلسلے میں پہلا قدم "ممبر شپ کروانا یا تجدید کروانا اور ممبر شپ کارڈ بنوانا ہے۔

1- ووٹ ڈالنے کیلئے آپ کی باقاعدہ ممبر شپ ہونا ضروری ہے۔

2- ووٹ ڈالتے وقت ایسوسی ایشن کا ممبر شپ کارڈ ہونا لازمی ہوگا۔ اس سلسلے میں تمام ممبران سے

گزارش ہے کہ ممبر شپ کارڈ کیلئے متعلقہ معلومات کی فراہمی اور ممبر شپ کارڈ کے حصول کیلئے اپنے ضلعی صدر صاحب سے رابطہ کریں۔

برائے مہربانی توجہ فرمائیں

ممبر شپ اور ممبر شپ کارڈ کیلئے آخری تاریخ مورخہ منگل، 07 جولائی، 2020 ہے۔



2<sup>nd</sup>

APFDA Election Message



Membership  
Registration & Card  
Deadline

Tuesday, 7<sup>th</sup> July, 2020

**VOTER  
REGISTRATION  
DEADLINE**

Wednesday, 15<sup>th</sup> July, 2020

**ELECTION  
DEADLINES**

**Saturday, 15<sup>th</sup> August, 2020**  
Executive Body  
(25 Members)

**Learn About  
ELECTION  
DEADLINES**

**Saturday, 29<sup>th</sup> August 2020**  
President, Vice President &  
Senior Vice President



Other details will be announced in APFDA Election Schedule 2020 soon



**VOTE**

**APFDA**



**election**  
**DAYS**

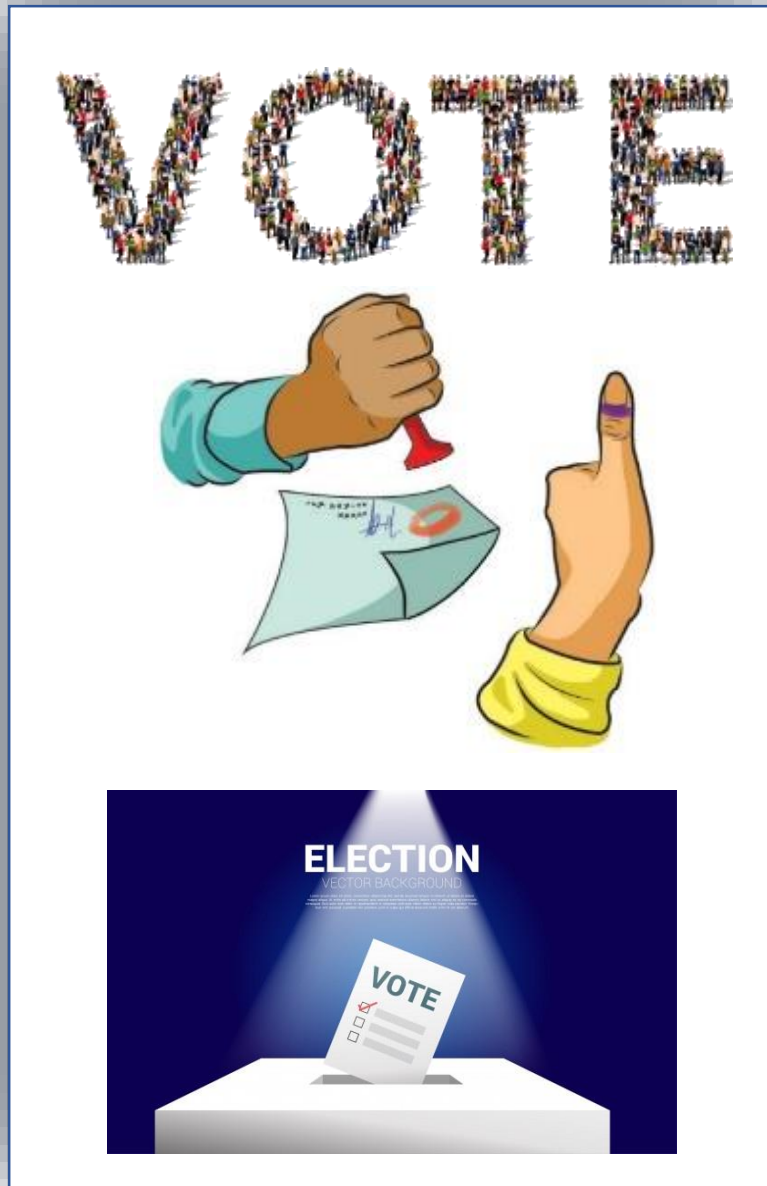
ایکشن برائے ایگزیکٹو باڈی مورخہ 15 اگست بروز ہفتہ ...

ایکشن برائے عہدہ داران مورخہ 29 اگست بروز ہفتہ ...



Executive Body Members

Saturday  
**15<sup>th</sup>**  
**August**  
**2020**



Last Day Today

**ALL PAKISTAN  
FERTILIZER DEALERS ASSOCIATION (APFDA)  
ELECTION SCHEDULE FOR THE YEAR 20-21**

<b>NO</b>	<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>EVENT</u></b>	<b><u>SUBJECT</u></b>
01	Wed	01.07.20	11.00 am	Meeting of the Executive Body, APFDA	Approval of Elections & Schedule
02	Sat	04.07.20	11.30 am	Meeting of the APFDA Office-Bearers including members of the Election Commission.	Announcement of the Election Commission
03	Mon	06.07.20	10.00 am	Issuance of Election Schedule on Notice Board of all Regional Offices	APFDA Election & Schedule
04	Mon	06.07.20	12.00 pm	Submission to the RTBs (DGTO & SECP)	APFDA Election & Schedule
05	Tue	07.07.20	12.00 pm	Display of list at HO and ROs	Eligibility of Voters
06	Wed	08.07.20	Next 3 days	Written intimation to Secretary General	Objections raised, if any
07	Sat	11.07.20	04.00 pm	Final Decision by the Election Commission	Objections raised, if any
08	Wed	15.07.20	04.00 pm	Last date of receiving nomination papers for the Executive Body Members	Executive Body Elections
09	Thu	16.07.20	12.00 pm	Display of Provisional List at HO & ROs	Executive Body Elections
10	Mon	20.07.20	Next 3 days	Written intimation to Secretary General	Objections raised, if any
11	Thu	23.07.20	04.00 pm	Final Decision by the Election Commission	Objections raised, if any
12	Mon	27.07.20	04.00 pm	Appeal against the decision of Election Commission to the RTBs	Objections raised, if any
<b>EID HOLIDAYS</b>					
13	Wed	05.08.20	04.00 pm	Decision of the Regulator, Trade Organizations	Final decision of the objection raised

## APFDA ELECTION SCHEDULE FOR THE YEAR 2020-21

14	<u>Sat</u>	<u>15.08.20</u>	<u>10.00 am</u>	<u>Election of Members (All Regions)</u>	<u>Executive Body</u>
15	Mon	17.08.20	12.00 pm	Official Announcement of the polling result by Secretary General through social media	Executive Body Elections
16	Fri	21.08.20	04.00 pm	Last date of receiving nomination papers for the Chairman, Senior Vice Chairman & Vice Chairman,	APFDA Election of the Office Bearers
17	<u>Sat</u>	<u>29.08.20</u>	<u>10.00 am</u>	<u>Elections of the Office Bearers</u>	<u>APFDA Election 2020-21</u>
18	Sun	30.08.20	10.00 am	Official Announcement of the polling result by Secretary General and Handing/Taking of all newly Elected Members.	AGM 2020-21
19	Mon	31.08.20	Next 3 days	Letters of Congratulation from the Secretary General	Good Wishes to all Elected Members

### NOTE:

- a. For election proceedings all members are requested to kindly send all their correspondence addressed to the Chairman Secretariat, APFDA. Please send all relevant e-mails only at [secretary.general.apfda@gmail.com](mailto:secretary.general.apfda@gmail.com).
- b. Polling will be held from 10.00 am to 5.00 pm
- c. National Identity Card & APFDA Membership card, both are mandatory for polling.
- d. Date of Polling for Executive Body Members will be the Saturday 15.08.20 at all APFDA Regional Offices.
- e. Date of Office Bearers polling will be the Saturday 29.08.2020 at Head Office, Multan



IMRAN SAEED  
SECRETARY GENERAL, APFDA

2<sup>nd</sup> July, 2020  
APFDA-ZW-730/20



Copies forwarded for information to:

1. The Directorate General of Trade Organization (DGTO), Islamabad.
2. The Securities and Exchange Commission of Pakistan (SECP), Islamabad.
3. The Federation of Pakistan Chamber of Commerce & Industry (FPCCI), Karachi.
4. APFDA Election Commission Members 2020-21
5. The Chairman, APFDA, Zafarwal.
6. Group Leader Fertilizer, Pakistan, Khanpur.
7. The Founder Chairman, APFDA, Multan.
8. The Sr. Vice Chairman, APFDA, Multan.
9. The Vice Chairman, APFDA, Rahim Yar Khan
10. Executive Body Members



IMRAN SAEED  
SECRETARY GENERAL, APFDA

2<sup>nd</sup> July, 2020  
APFDA-ZW-730/20

# **APFDA Election**

An election is a process in which people vote to choose a person or group of people to hold an official position.

Elections are a reflection of Association goals, and function as a yardstick by which the members of APFDA, those in power and those ruled, can elaborate broad objectives for Association through the placement of representatives. They are important as they set a standard by which an Association is anticipated to standards and benchmarks which promotes Social stability and the structure of APFDA. Election is a nonviolent method by which power dynamics in Official change which makes Management more flexible to change than rigid systems which experience institutional vulnerability when they are changed.

## **Election Schedule Announcement**

The Election Schedule of Association shall be approved by the Executive Body of the Association and issued by Secretary General in the first half of July. After the two days of its approval by the Executive Body the next procedure will be followed as:

- (I) Election Schedule should be displayed at the Chairman Secretariat, Head Office and all regional offices of the Association
- (II) It will be displayed on the official Website, Facebook and WhatsApp groups of APFDA.
- (III) It will be submitted to Regulator Trade Bodies.
- (IV) It shall be submitted to Director General of Trade Organizations (DGTO).

## **Eligibility for Vote**

- (I) The Member has completed minimum of one year of valid membership of the Association on the date of announcement of Election Schedule by the Election Committee of the Association.
- (II) The member has fulfilled all the conditions of the membership.
- (III) Every voter must have his membership card at the Election hall.
- (IV) A voter shall be entitled to cast his vote only if his name has been registered with the Association and appears on the voters list.
- (V) No member shall be entitled to cast his vote unless all money dues from him to the Association have been paid.

## **Election Commission**

The Executive Body shall first approve and appoint the Election Commission that will subjected to the following conditions:

- (i) The Election Commission shall consist of three members and their hierarchy is as Chairman, Vice Chairman and Secretary General.

- (ii) The members of Election Commission shall be appointed by General Administration Committee and Executive Body.
- (iii) The members of the Commission, so appointed, should have not hold any Office Bearer of APFDA since the last year.
- (iv) The members of commission shall not be entitled to become a candidate in the election that they are conducting.
- (v) The members of the commission shall be independent and impartial.
- (vi) In case of any ambiguity or clarity Chairman Election Commission have right to resolve it.
- (vii) The members elected should take an oath to conduct election in a Free fare and transparent way positively.
- (viii) The member of the commission shall not canvass for any of the candidate or panel contesting in the election.

## **Measures**

- It is the foremost duty of Secretary General to conduct election within due data and time.
- It shall be the responsibility of the Secretary General to contact the nominees for Chairman, Senior Vice Chairman and Vice Chairman to determine their willingness to appear on the final ballot. It shall also be the Secretary General's responsibility to notify the candidates for Election Schedule and the campaign time period will be allocated.
- List of voters and candidates will be generated and displayed on the Website of APFDA.
- Candidates can run their campaign and can stimulate voter to use ballot voter for their success. Candidates can make an agenda, vision, and slogan regarding election campaign to convince voters that he is the best choice for APFDA.
- Campaign time period will be 25 days that should be fixed between the two dates of one month are two months.
- It's strictly prohibited to target someone personally or in business terms during the Election Campaign. In case of misconduct the Election Commission will abandon his Membership for the given time period of campaign and he will not be eligible to run his campaign.

## **Election Procedure**

The election shall be held between 1<sup>st</sup> July and 30<sup>th</sup> of September in each year.

The election of the Association shall be conducted to the procedures laid down:

- (i) The election for the Chairman, Senior Vice Chairman and Vice Chairman shall be held by secret ballot box.
- (ii) Neither postal ballot nor proxy shall be allowed.
- (iii) The polling shall be held at the head office, regional office or any neutral point where number of voters will appear maximum.

- (iv) The Secretary General of the Association shall display within seven days of the announcement of election schedule the provisional list of all the members eligible to cast their vote along with their National tax number (NTN) , name and CNIC number.
- (v) The member who has any objection in the list of voters shall send his objection in written to the Secretary General within seven days of issuance of the voters list.
- (vi) The Secretary General will intimate action on the objection sent by the member within five days from the last day under proceeding clause.
- (vii) Any person aggrieved by the decision of the Secretary General may make representation within three days and Election Commission shall decide the case within said days.
- (viii) Within two days of decision of regulator the final voters list shall be displayed at notice board of Head office, regional offices, Website, Facebook and WhatsApp and submitted to the regulator.
- (ix) Election Schedule and List of candidates shall be submitted to GTDO.
- (x) Within four days of the final list of the voters, any person who is eligible to contest the election for the vacant post, shall send his nomination duly proposed and seconded by a duly registered voter and signed by the candidate to the Secretary General on prescribed form.
- (xi) Within 24 days of receipt information of nomination papers, a copy of the list of voters shall be provided to each contesting candidate.
- (xii) The nomination paper should be scrutinized by Election Commission and list of candidates shall be displayed within 24 hours of the last date of receipt of nomination papers.
- (xiii) If no appeal has been filed to the regulator, the final list of candidates shall be issued within 11 days of the decision of Election Commission.
- (xiv) Balloting Symbols shall be allotted to each candidate.

### **Conduct of Election**

- Polling time will start from 09:00 AM to 05:00 PM on the day of Election.
- The ballot papers shall have duly numbered counterfoils and the voter shall sign and affix thumb impression on the ballot paper in the presence of polling agents of the candidate and the polling officer before the issuance of ballot paper.
- It shall be the duty of polling officer to verify the identity of the voter. The only acceptable forms of identification shall be the original Computerized National Identity Card (CNIC) and original membership card of the APFDA.
- The polling officer shall enter the name, CNIC and Membership number of the voter on his register or electronic database.
- After comparing the Photograph and signature with the specimen signature card, the polling officer shall hand over the ballot paper to the voter.
- The ballot paper shall be signed by Secretary General, polling officer of the Election and duly authorized by Election Commission.
- All adequate arrangements shall be done to maintain the secrecy of the ballot papers and ballot boxes.

- One the ballot paper has been issued to voter, he shall not be allowed to leave the polling booth, before he has inserted his vote in the ballot box.
- The challenged votes shall be kept in a separate box.
- Proper accountability should be maintained by polling officer in order to protection of ballot paper including use, unused, tendered, challenged and spoiled ballot papers.
- The election commission will decide about the challenged votes after verification of necessary information before the counting of ballot papers.

## **Counting**

The success of vote counting rests on the competency, professionalism and non-partisan conduct of the counting officers. Best practice requires that counting staff undergo vigorous recruitment and training. Clear responsibility and accountability for each stage of the counting process are important. At the national level, the electoral management body should be accountable. At the electoral district level, it may be a senior election officer or commission official.

There is no interruption in the process until the statement of the vote of the polling station is released and sent to the Election Commission of the electoral management body. Once the counting process is completed, electoral materials are taken to a local office for secure storage.

Counting of votes shall take place immediately after the polling hours under the supervision of polling officer in the presence of candidate or their polling agents

The major process components of vote counting at a Polling station are:

- Opening the ballot box
- Reconciling the ballot papers
- Sorting ballot papers
- Counting the ballot papers

Recording the number of unused ballots and spoiled ballots. Spoiled ballots are those that a voter has unconsciously spoiled by marking it incorrectly, and then exchanged for a new blank ballot, or ballots that are improperly printed, torn, soiled, or otherwise marked in a way that could be linked to an individual voter and does not guarantee vote secrecy.

Determining the total of number of voters who voted according to the voter's list.

Unsealing the ballot box and counting the number of ballots.

Reconciling the number of ballots in the box with the number of voters according to the voters' list or other record of the total number of persons who cast ballots.

Sorting the ballots by candidate or panel.

Once the vote counting process is over, the polling officer prepares the statement form of the vote.

The counting process shall be held twice so that there will be no ambiguity can take place. This form indicates the election results and should include ordinary information. Specific information on the count should include:

- Number of ballots received at the opening of voting from the electoral management body.
- Number of spoiled ballots.
- Number of unused ballots.
- Number of valid ballots for each candidate or political party.
- Number of rejected ballots.
- Total number of valid ballots, and the total number of voters who voted on Election Day.

## **Result**

- Provisional result may be declared by the Election Commission immediately after the counting of votes is completed.
- In the case of equality of votes between the two or more candidates, the result shall be decided on a draw conducted by the polling officer in the presence of candidates or their polling agents.
- After counting and compilation of all the votes towards all the candidates, a final calculation of votes will be done that are inserted to each candidate.
- After that a complete list will be compiled on the "Form 30". Form 30 is a form on which number of votes are described that each candidate have successfully secured. The form 30 will be sealed and signed by the polling officer, Election Commission, Secretary General and will be handed over to the Secretary General of APFDA.
- After all the successful arrangements the result will be announced at the Election Hall immediately. After that, the election result will be displayed on the Official website of APFDA, Facebook and WhatsApp groups. The result will be displayed on notice board of Head Office and all regional offices.
- The record of election shall be opened for inspection upon an application made on the behalf of candidate within seven days of the date of polling and with the approval of Director General of Trade organizations (DGTO).