

ELECTION RULES

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Chapter I

Rules for Election of Members of the Committee of Administration.

Sr. No	Heading	Description
1	Short Title	These rules may be called the Election Rules, 2026
2	Definitions	All words and expressions used in these rules shall have the same meaning as those assigned to them respectively in the Articles of Association of the Council.
3	Persons entitled to contest the Election and vote	<u>Eligibility for Contesting Election</u> A candidate for election to any position (except Chairperson and Vice-Chairperson) in the Council must satisfy the following conditions: (1) He/She or the entity represented by him/her must have to his/her or its credit during the two financial years immediately preceding the election the average exports of the products of not less than the amount mentioned below: (i) Micro, Small, Medium Enterprises (MSMEs): Rs.50 Lakh - Rs.2.5 Crore (Micro Enterprises- Rs. 50 Lakhs, Small Enterprises -Rs. 1 crore and Medium Enterprises- Rs. 2.5 crore) (ii) Others: Above Rs.2.5 Crore (iii) Where a person is contesting for election as Regional Chairperson, he/ she or the entity represented by him/ her must have minimum average exports of the product to the tune of Rs. 2.5 crores to his/ her or its credit during the two financial years immediately preceding. (iv) where a person is contesting for election as Chairperson or Vice-Chairperson he/she or the entity represented by him/ her must have minimum average exports of the product of Rs. 5 Crore to his/ her or its credit during the two financial years immediately preceding, as specified in the table below.

		(2) A member otherwise eligible to contest election for any elective post is required to submit. i) Self- declaration to the effect that his/her dues with JPDEPC, including Fees for Membership & RCMC, are cleared on the day of submitting application to contest. ii) Self-declaration that he/she is not disqualified under Companies Act 2013 (Section 152). iii) Self-declaration that he/she is not otherwise disqualified under Articles of Association. iv) Self-declaration of his/her interest in other entities as per Companies Act 2013. v) Nomination Form duly Signal/Stamped /Dated (Attachment - II). vi) His/her consent in Form DIR 2 (Attachment - III). vii) Member, becoming eligible on scrutiny, must submit to Council, Chartered Accountant Certified or Bank Certified figures of annual exports of Jute Products for 3 completed years (Financial Year wise, April-March), preceding the year of election. viii) Deposit in form of Demand draft / copy of RTGS of Rs One Lakh along with photocopy self-certified Pan Card of individual and company/firm represented. ix) MSME latest UDYAM Certificate – self certified. Member's Right to Cast Vote a) Ordinary members shall have the right to vote. b) Associate members having been completed 3 years, and not fulfilling the eligibility criteria for Ordinary Member, shall also have the right to vote. However, must have Rs.2.5 crore export c) Eligibility for contesting elections: Only an Ordinary member may offer him/ herself as a candidate at elections to various positions in the Council. d) Co-opted Member, Govt. Nominee not entitled to vote. e) No outstanding dues with JPDEPC. f) Each member has right to cast maximum one vote for each of the seats for which election is being held. f) Member is not otherwise disqualified under Articles of Association. Voting and Election by Electronic System Under Supervision of A Nominated Scrutinizer/Observer 1. In compliance with Companies Act and GOI Directive, Election shall be held by E- System only.
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		2. Each valid electorate shall have the right to cast one vote for each of total vacancies. 3. There shall be a designated Scrutinizer to conduct the Election.
4	Formation and composition	Following the Articles of Association (As Amended and approved and the Govt. Directives) 1. Total members of Committee of Admn. (CoA) - 17 II. Elected Members from Industry* - 12 III.Co-opted Members (No Voting Power) - 03 IV.Govt-Nominees (No Voting Power) - 02 MoT/MoC/JC Note: 1. Number of Posts open for Election shall depend upon number of CoA-Members who are longest in office and are due to retire on rotation, in order of seniority, but not to exceed 1/3rd of existing members; they are eligible to be re-elected after a cooling period of 2 years. 2.Co-opted members whose tenure ends with that of CoA can contest or can be co-opted in the AGM. 3.At least 5 seats for the elected members of the Committee shall be reserved for representative of MSMEs. 4.At least three seats shall be reserved for categories of women entrepreneurs, startups, young entrepreneurs or North Eastern States

Chapter II

PROCEDURE OF ELECTION FOR MEMBERS OF COMMITTEE OF ADMINISTRATION

Sr. No	Heading	Description
5	Elections	Rules 6 to – shall apply to the election for Members of the Committee of Administration of the Council.
6	Procedure of Election	1. In compliance with Companies Act and GOI Directive, Election shall be held by E- System only. 2. Each valid electorate shall have the right to cast one vote for each of total vacancies. 3. There shall be a designated Scrutinizer to conduct the Election.
7	Nominations	1. The Committee at appropriate time shall, call for nominations from the members (including retiring members) who are eligible to contest for election as Vice-Chairman and members of the Committee. Such nominations shall be made in the prescribed form; 2. The Committee shall also fix the last date of withdrawal of nominations, date of withdrawal of nominations, date of scrutiny of nominations, Remote-e-voting start and end dates and date of result keeping in view that the dates should not clashing with Gazetted holidays being observed on all India basis. Contestants who wish to withdraw shall intimate their desire to do so in writing in the prescribed form online or offline before the last date fixed for withdrawal; 3. The nominations from the intending contestant Members should be filed OFFLINE or ONLINE so as to reach the Council by the last date for receipt of nominations fixed by the Committee on the dates mentioned in the Election Notification; 4. The Chairman JPDEPC in consultation with COA which has been authorized by the Committee in its last meeting unanimously to form and appoint an Election Committee to supervise the conduct of elections in JPDEPC, 5. The Scrutinizer shall be responsible for scrutiny of nominations. The scrutiny of nomination papers shall be taken up immediately after the last date of receipt of nomination papers;
8	Announcement of Valid nominations	1. The Scrutinizer shall, after scrutiny of the nominations, select only valid nominations and categorize them into the categories as mentioned in the MoA, indicated at Rule of this Election Rules; 2. The contesting candidates, selected as above, shall be so intimated by the Council of their selection as

		candidate eligible to contest election for Members of the Committee of JPDEPC; 3. If the number of valid nominations received is more than the vacancies, the Scrutinizer/Returning Officer shall draw up the final list of contesting candidates; 4. The final list of candidates contesting election shall be displayed on the website as well as on Notice Board of the Council. The Executive Director or the equivalent officer as authorized by the Committee of the Council in consultation with the Governing board/CoA/ CGC shall issue a Notice embodying the list of final contesting candidates to all Members, on Council's official website; 5. Remote E-voting shall be exercised by all the eligible Members who are eligible to participate in Council's Election of the members of Committee of Administration 2026 i.e. must have cleared their dues by 30.06.2026 including of renewal of their company's membership;
9	Declaration of Results	The Chairman, JPDEPC after verifying the list presented by the Returning Officer, shall present the results of the election on the dates fixed by the Committee to the Members of the Council and on the official website, as well;
10	Equality of votes during Ballot	If there is an equality of votes between two or more candidates from amongst whom one has to be elected to complete the Committee, lots shall be drawn and the candidate so drawn shall be declared Elected to the Committee of Administration of The Jute Products Development and Export Promotion Council

CHAPTER III

MISCELLANEOUS

Sr. No	Heading	Description
17	Procedure for Change in Rules	Subject to the provisions of the Memorandum of Association and the Articles of Association of the Council, the Committee may, by resolution, alter, vary, add or delete anything contained in these rules and any such alternations, variations, additions or deletions shall be as valid as is contained in these rules as originally framed and shall be subject to alternation, variation, addition or deletion in the same manner;

CHAPTER IV

GENERAL

Sr. No	Heading	Description
18	Record of the Election	1. The record of the office elections shall be kept in the office of The Jute Products Development and Export Promotion Council duly sealed for five years after the election and then destroyed; 2. The dates of sending and receiving Nomination Papers, Withdrawal, all Notices and Papers etc. shall be taken to be authentic and final as per records of the Office of The Jute Products Development and Export Promotion Council and by the address relevant to such paper or documents; 3. In case of any doubt or dispute, the decision of The Executive Director or the equivalent rank officer of The Jute Products Development and Export Promotion Council shall be final in this regard; 4. In case of any dispute or petition to be filed within the 30 days from the declaration of results by the Council against the decisions in disputes on any of the matters above, decision of the Chairman of The Jute Products Development and Export Promotion Council (JPDEPC) (sponsored by the Ministry of Textiles and supported by the Ministry of Commerce, Govt. of India), shall be final and binding; 5. All legal matters shall be subject to jurisdiction of Kolkata Courts only; 6. Election Result will be sent to Ministry within 45 days after declaration of result.

CHAPTER V

CODE OF CONDUCT

Sr. No	Heading	Description
19	Mandatory Code of Conduct	Every contentment member has to confirm that they are not using Child Labour in any form in their factory premises / facility center / office / show window / Stores etc, if found, JPDEPC has every right to suspend Membership of such members; A self-certified declaration must be sent alongwith nomination form.