Our Ref: POEPA/ES-2023-24   Islamabad; Dated; July 13TH, 2023

ATTN: ALL REGISTERED VOTER MEMBERS

Subject: **NOTIFICATION OF ELECTION COMMISSION WITH PROCEDURE & CODE OF CONDUCT FOR POEPA ELECTIONS FOR THE YEAR 2023-24.**

Respected Voter Members,

I am pleased to inform all of you that, the Executive Committee of POEPA have issued Election Schedule for the year 2023-24 and appointed the following Election Commission who shall conduct these elections.

MEMBERS OF ELECTION COMMISSION

The Election Commission shall comprise on following Members:

TO BE APPOINTED BY THE EXECUTIVE COMMITTEE
1. Mr. Raja Mehmood   **M/s Al-Mansoor Enterprises**
2. Mr. Zahir Ullah Jan   **M/s Sea Crest Overseas**
3. Mr. Atiq-Ur-Rehman   **M/s Leepa Manpower Services**

The Members of Election Commission shall not be entitled to become candidate in the Elections. They shall be independent, impartial and non-partisan and shall not canvass for any of the candidates or panels contesting the Elections. The Election Commission shall be in-charge of all arrangements connected with the conduct of Elections including appointment of Polling Staff, ensuring display of Voters List, examination of and decision on the objections on the Voters List, supervision of process/ensuring the conduct of Polling in an orderly, peaceful, transparent and fair manner, counting of votes and announcement of results.

The following procedure and code of conduct shall be observed during the process of Elections of POEPA:

1- The Polling for Elections of **"07 VACANT SEATS OF ASSOCIATE CLASS"** and **"07 VACANT SEATS OF CORPORATE CLASS"** shall be held simultaneously at all designated Polling Stations/Booths.

2- The constituency for candidates of Executive Committee shall be entire community of registered voters all over Pakistan. The Electoral College for each Class of Members of Executive Committee shall be the Members of

PAKISTAN OVERSEAS EMPLOYMENT PROMOTERS ASSOCIATION (POEPA)

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General Body from the respective Class of Members.

3- The Office Bearers and Members of Executive Committee elected for at the completion of their tenure, they shall not be eligible to contest elections of POEPA for the next one-year.

4- The Polling will start at 09:00 AM and will continue till 5:00 PM without any interval.

5- The Elections shall be held by secret ballot.

6- Neither postal Ballot nor proxy shall be allowed.

7- The Ballot Papers in WHITE COLOUR will be used for Elections of Executive Members of ASSOCIATE CLASS and the Ballot Papers of YELLOW COLOUR will be used for CORPORATE CLASS.

8- The Ballot Papers shall have duly numbered counterfoils and the voter shall sign or affix thumb impression thereon in the presence of Polling Agents of the candidates and the Polling Officer before the issuance of Ballot Paper to the Voter.

9- The Polling Officer shall verify the identity of the Voters through Computerized National Identity Card OR Identity Card issued by POEPA OR Passport OR Driving License OR OEP License. Final List of Voters will be strictly followed.

10- After verification of Voter, the Polling Officer shall hand over the Ballot Paper to the Voter.

11- The Ballot Paper at all Polling Stations shall be signed by the Polling Officers OR by the Presiding Officers which will be appointed by the Election Commission.

12- Once the Ballot Paper is issued to a Voter, he shall not be allowed to leave the Polling Station/Booth without casting in the Ballot Box.

13- The voter shall mark a sign of Tick on the Ballot Paper with a pen/marker against the names of candidates of his choice maximum to the number of seats contested for.

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

15- Proper account shall be maintained in respect of Ballot Papers including used, unused, tendered, challenged or spoiled Ballot Papers.

16- The Officer designated by the Election Commission shall decide about the challenged Votes after verification of necessary information before the official announcement of the results.

17- Counting of Votes shall take place immediately after the Polling Hours under the supervision of Polling Officer in the presence of candidates and/or their Polling Agents.

18- Provisional results shall be declared by the Polling Officer immediately after the counting of Votes is completed on all Polling Stations/Booths.

19- In the event of equality of Votes between two or more candidates the result shall be decided on the basis of a draw conducted by the Polling Officer in the presence of candidates and/or their Polling Agents and a record of the result thereof shall be made.

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20- Having completed the counting and compilation of results, the record pertaining to the Elections shall be sealed and signed by the Polling Officer shall be handed over to the Secretary General for safe custody.

21- The official announcement of results shall be made in the Annual General Meeting (AGM) which would be held for this purpose.

22- The Election Schedule is also available at the website of POEPA (www.poepa.com.pk). In case of any clarification, the Voters may contact the POEPA Head Office contact numbers: or email: **secretarygeneral@poepa.com.pk sgpoepa@gmail.com** for guidance and assistance.

Yours truly,

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(SHAHBAZ ZEB KHAN)
Secretary General
Central Secretariat POEPA

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ISLAMABAD