



المدارس الهندية
سلطنة عمان
INDIAN SCHOOLS
SULTANATE OF OMAN

مكتب مفوض الانتخابات
Office of the Election
Commissioner

ELECTION – 2025

Circular - 2

EC/CIR/2025/2

16th November 2024

Dear Parents of the students of Indian School Muscat,

Subject : Election Process Memorandum

The Election Process Memorandum for the forthcoming Board Election is attached herewith for your reference and familiarization with the election process. The same will be displayed in the School Notice Board as well as in the Election Commission's website.

I am also pleased to notify you all that the Election Commission's website **<http://www.indianschoolsbodelection.org/>** is activated now through which also you will be able to get yourself updated about the election process from time to time.

You will also be able to check your eligibility to vote through the home page of this website with the help of the Parent ID provided by the school at the time of admission of your ward. In case of any discrepancy regarding your details, please write to **electioncommissionbod@gmail.com** to rectify the same with the help of school records.

With best wishes


Babu Rajendran
Election Commissioner



Encl: **Election Process Memorandum**



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ELECTION PROCESS MEMORANDUM – 2025

ELECTION OF FIVE REPRESENTATIVES OF PARENTS OF THE STUDENTS OF INDIAN SCHOOL MUSCAT TO THE BOARD OF DIRECTORS - INDIAN SCHOOLS OMAN

DATE OF ELECTION: SATURDAY, 11th JANUARY 2025

1. Board Composition and Elections:

The Board of Directors of Indian Schools shall consist of 15 members of which 5 members shall be representatives of parents of Indian School Muscat elected in accordance with the Article 4.9 of the Bye Laws of Indian Schools in Sultanate of Oman approved by the Ministry of Education, Sultanate of Oman vide its letter number 477 dated 28 November 2010.

2. Term of the Board:

The Term of the Board shall be a period of 2 years from **1st April 2025**.

3. Eligibility Criteria:

Eligibility criteria for being a candidate for election to the Board are the following:

- Indian national, including a Person of Indian Origin ("PIO") but excluding persons holding Omani Passports ("Indian National").
- Shall not enjoy any diplomatic immunity.
- Shall be a parent of a current student in Indian School Muscat.





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- d. Holds at least a Bachelor's Degree in any discipline from a recognized university or educational institution.
- e. Must be a resident of the Sultanate of Oman continuously for at least two years.
- f. Must not have any criminal convictions recorded against him/her name in any jurisdiction and must produce **A POLICE CLEARANCE CERTIFICATE FROM ROYAL OMAN POLICE** along with the nomination form.
- g. Must not have previously been a member of the Board for 3 consecutive terms; unless at least a period of 2 years has lapsed from the end of the earlier term.
- h. Must not have previously been removed from the School Management Committee ("SMC").
- i. Must have a valid residence permit for the Sultanate of Oman.
- j. Shall not be a paid employee of the Board/School.
- k. Shall not be currently a member of any SMC.

4. Unopposed Election and Vacancy:

In the event of five or less than 5 parents file nominations and are accepted by the Election Commission, they shall be elected to the Board unopposed. If the number of accepted candidates by the Election Commission is less than 5, the Board shall invite parents of all Indian Schools within the Governorate of Muscat to submit nominations for the remaining vacancies through a mid-term election after obtaining the permission of the Ministry within the stipulated time.





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5. Code of Conduct:

All candidates shall comply with the Code of Conduct for Election whereby **no candidate** will: -

- a. Speak or write to anyone about another candidate with malicious intentions.**
- b. Speak or write to anyone against existing governance of Indian Schools or Indian Schooling system.**
- c. Indulge in any act with malafide intention that would hamper the election process.**
- d. Speak/write to any media in Oman or outside Oman on any matter relating to the elections or their candidature.**

It is further expected these candidates: -

- Shall not adopt any communication with parents, either direct or indirect for canvassing except authorized by the Election Commission;
- Shall submit a brief CV along with a 'Statement of Purpose' while submitting the nomination form.
- In case the candidate is working in a Governmental/Semi-governmental organization, he/she shall submit a written approval from his/her employer that he/she is permitted to offer her candidature for the Board election and if elected, the employer has no objection in him/her carrying out the duties as per the provisions of the Byelaws of the Indian Schools Oman as a Board member. The concerned approval shall be accompanied by the details of the authorized signatory.





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- Provide a self-declaration form that he/she is “fit and proper” to serve on the Board; and that
 - Only one member from the family is standing for the election.
 - Will act in a responsible manner in keeping with the dignity of the Office of the Board and local sensitivities.
 - Upon election as a Board Member, he/she will undertake a personal oath of confidentiality on Board and school related matters.

6. Election Commissioner:

The present appointed Election Commissioner is **Mr. Babu Rajendran**.

7. Powers of the Election Commissioner:

The Election Commissioner shall conduct the Board Election in a fair manner and in accordance with the Election procedure and powers vested on him for conducting the Election and the election procedure as per the byelaws.

8. Election Committee:

The Election Commissioner constituted an Election Committee comprising of the following members:

- ✦ **Mr. Shakeel K.M.**
- ✦ **Mr. Divesh Loomba**
- ✦ **Ms. Mythili Ananth**
- ✦ **Mr. Tapan Viz**
- ✦ **Ms. Mariyam Cheriyan**

Dr. Gokuladas will act as Secretary to the Election Commission for the purpose of conducting the election process.





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9. Election Time Table:

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<u>Sl No.</u>	<u>Actions to be carried out</u>	<u>Target Date</u>
1	Announcement of election date at least 60 days prior to the election date	10-Nov-24
2	Submission of parent list to the EC by the School at least 60 days prior to the election date	11-Nov-24
3	First list of parents to be put up on the notice board of the School at least 55 days prior to the election date	16-Nov-24
4	Commencement of the issue of nomination forms on all working days (9 am to 1 pm)	17 Nov 24 to 07 Dec 24
5	Finalization of voters list from the parents list by the EC at least 50 days prior to the election date	21-Nov-24
6	Commencement of filing of Nominations	21-Nov-24
7	Last date for Filing of nomination forms at least 35 days prior to the election date	7-Dec-24
8	Scrutiny of the nominations by the EC and Notification of "Rejection of Nomination" at least 28 days prior to the election date	14-Dec-24
9	Withdrawal of nominations by candidates at least 16 days prior to the election date	26-Dec-24





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10	Publication of final list of candidates at least 15 days prior to the election date	27-Dec-24
11	ELECTION DAY	11-Jan-25
12	Counting of votes and announcement of results within 2 days after the day of election	11-Jan-25
13	Recounting of votes on request from the candidates within 24 hours from the publication of election results	12-Jan-25
14	Submission of the Election Result List to the Chairman of the Board within 4 days after the election date	15-Jan-25
15	Publishing the Election Results on the notice board of the School within 4 days from the election	15-Jan-25

10. Nomination Procedure:

- a. Nomination Forms are available at the Office of Board of Directors. Please contact Dr. Gokuladas, Secretary to Election Commission, during school working hours from **9.00 a.m. to 1.00 p.m.** from **17 Nov 2024 to 07 Dec 2024.**
- b. Nomination Form shall be filled in by hand and shall be submitted with the following supporting the following documents.
 - i. Copy of Residence Card
 - ii. Copy of Passport (with current and previous visa pages)





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- iii. Royal Oman Police Clearance Certificate not more than one month old prior to the date of filing the nomination.
 - iv. Copy of graduation certificate.
 - v. A brief resume
 - vi. A Statement of Purpose with maximum of 300 words, to be published as part of candidate's profile to voters by the Election Commission.
 - vii. Shall submit a written approval from his/her employer that he/she is permitted to offer her candidature for the Board election and if elected, the employer has no objection in him/her carrying out the duties as per the provisions of the Byelaws of the Indian Schools Oman as a Board member in case the candidate is working in a Governmental/Semi-governmental organization. The concerned approval shall be accompanied by the details of the authorized signatory.
- c. Only one member from the same family can stand for election.
- d. Completed Nomination Form and attachments should be placed in a sealed envelope and addressed to "The Election Commissioner, Board Elections – 2025" and hand delivered to Dr. Gokuladas V.K. at Board of Directors' office, at "B" Block, First Floor from 9.00 a.m. to 1.00 p.m. clearly marking it **"NOMINATION FOR BOARD OF DIRECTORS' ELECTION"**.
- e. Each candidate will be given a Receipt on submission of Nomination Envelope.
- f. NOMINATION forms should be submitted on or before **7th December 2024 (before 1 pm)**.





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- g. EC shall reject the nomination of any candidate who does not satisfy the eligibility requirements for standing for Board Elections as stated in Item 3 above and such rejection will be communicated to the candidate in writing latest by **14th December 2024**.
- h. Details of Accepted Nominations shall be posted on the School notice boards/voting centers.

11. Disqualification of Candidate:

- a. The Election Commission is empowered to enforce the Code of Conduct as stated in Item 5 above and may disqualify any candidate who breaches the terms of the Code of Conduct any time before, during and after the Board Election.
- b. A candidate, who is disqualified, shall be entitled to appeal against the decision of the Election Commission to the Core Committee of the Board of Directors, in writing, within 7 days of notification of such disqualification.
- c. The Core Committee shall decide whether or not the candidate should be allowed or not to contest the Board Election within 4 days.

12. The Election process:

- a. The list of all candidates standing for election shall be printed on the ballot paper, in alphabetical order of first name of the candidate.
- b. Only Parents (who are **Indian Nationals**) of students who are currently on the rolls of ISM as on **09 November 2024** shall exercise their franchise by way of secret ballot to elect 5 representatives from among the candidates approved by the EC for contesting the Board Election. The names of parents





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- of those students who leave ISM after the announcement of election and before the day of election will also be deleted from the voters' list.
- c. Eligible voter will be allowed to cast their votes only upon the production of **valid resident card** on the day of election.
- d. Either of the Parents shall be entitled to **cast only one vote in favor of only 1 (one) candidate**, irrespective of the number of children enrolled in the School or number of candidates standing for the Election.
- e. The votes exercised by the Parent must be in person and not by proxy.
- f. The voting shall begin on **11 January 2025 at 8.00 a.m. and close at 5 p.m.** when the gates of the school will be closed. However, voters those who are inside the school premises for voting **before 5 p.m.** will be allowed to complete casting their votes.
- g. Each voter shall clearly mark on the ballot paper against the name of only one of the candidates with any of the following signs.

✕ OR **✓**

- h. Any ballot paper with above mentioned sign against the name of more than one candidate or having any other marking or remark shall be considered as invalid.
- i. The ballots shall then be counted and the number of valid votes polled in favor of each candidate shall be counted and ranked in accordance with the number of votes received by the candidates.
- j. The votes shall be counted by the Election Commission under the supervision of a representative of the Ministry of Education, if deputed.





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13. Declaration of Election Results:

- The Election Commission shall list the votes polled by each candidate in descending order and declare the names of first five candidates who polled the highest number of votes in descending order as elected.
- The results of the election shall be recorded in the Election Result List.
- The List shall be signed by all members of the Election Commission and the supervisor from the Ministry of Education, if deputed, before the results are announced.
- The EC shall forward two duly signed originals, one each to the Ministry of Education and the outgoing Chairman of the Board for information and records.
- The Election Result List shall be securely retained in the Board Office under the custody of the Secretary to the Board.
- A copy of this List shall be displayed on notice boards of Indian Schools for a period of not less than 30 days from the date of declaration of the Election Results.

IMPORTANT DETAILS

Nomination forms available from	Sunday, 17th Nov 2024
Last date for submitting nominations	Saturday, 7th Dec 2024 before 1:00 pm.
Last date for withdrawing nominations	Thursday, 26th Dec 2024 before 1:00 pm.
Date of Election	Saturday, 11th Jan 2025 from 8.00 a.m. to 5.00 p.m.
Venue	Indian School Muscat – New Multipurpose Hall

