



**CHITTAGONG METROPOLITAN  
CHAMBER OF COMMERCE AND INDUSTRY**

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CMCCI/CIRCULAR NO. 100(1)/2025

To  
All Members,  
CMCCI,  
Chittagong.

Dated:-16/03/2025

Sub: - NOTICE OF CMCCI ELECTION FOR THE TERM 2025-2026-2027.

Notice is hereby given that the Election of Board of Directors of Chittagong Metropolitan Chamber of Commerce & Industry for the term 2025-2026-2027 will be held on **21-06- 2025** as per enclosed **Election Schedule (Annexure-1)** Please be noted that :- .

- Members enlisted with the CMCCI prior to 120 days of Election date are entitled to participate in the Election & those interested to become voter are requested to arrange the following to facilitate election process.
  - Payment of up to date dues including Annual Subscriptions for the year 2025, if any. In this connection, concerned members may like to contact accounts section of the CMCCI and arrange payment within the date fixed in the enclosed schedule.
  - Submission of updated trade license copy,
  - Submission of the latest copy of Income Tax Return/Paper relating to Appeal.
- Election of 37 Directors as per CMCCI Articles of Association, out of which 20 from Ordinary and 17 from Associate category will be held as per schedule, excluding co-opted directors.
- Election for respective category of Directors i.e. **Ordinary** and **Associate** shall be held separately. Accordingly, **nomination** paper duly filled in all respect with the signature of candidate, proposer and the seconder / member body as per voter list of the **same category** should be submitted within the stipulated time as mentioned in the schedule.
- Prescribed Nomination Form** for the post of directors shall be available at CMCCI Election Office during normal office hours as per schedule (after publication of final voters list) and can be collected on payment of **Tk.20, 000/-** (non refundable) in favor of CMCCI against money receipt & shall be submitted to the **Chairman, CMCCI Election Board (2025-2026-2027)** at CMCCI Secretariat duly filled & signed under closed cover. Nomination Form should be submitted under the signature with name, designation and seal of Chairman/ Managing Director/ Director/ Company Secretary/ Managing Partner/ Partner/ Owner/ CEO as the case may be.
- Original receipt of Nomination fee should be enclosed with the nomination paper; otherwise the same shall be treated as void.
- All procedures of election shall be conducted according to the T.O. Rules -1994, order dated 31.07.2002 & subsequent amendment, CMCCI Articles of Association & **enclosed election code of conduct** (Annexure-2).
- One Candidate** is entitled to contest for one post only; otherwise, the nomination papers shall be rejected.





8. Member-bodies/voters, enlisted in the **Final voter list** shall only be eligible for participation in the election.
9. Vote shall be cast **personally** by secret ballot. **No proxy** will be allowed in the election.
10. Each voter shall vote for **exact number** of posts for the Ordinary & the Associate Category respectively. The same, if found otherwise shall be treated as void.
11. If any event cannot be held on the scheduled date because of reasons beyond control of the Election Board, such event shall be held in the next working day.
12. For the purpose of Election, office hours of Election Board shall be from 10.00 to 16.00 hours from Sunday through Thursday and 10.00 to 14.00 hours on Saturday.
13. All the Annexure are integral part of this circular.

**By order of the Election Board**



(Secretary)

Election Board

Encl:- As above ( 04 )

**CMCCI Election Board 2025-2026-2027**



Mr. Mohammed Abu Tayub  
Member



Principal Md. Musa Sikder  
Chairman



Mrs. Hasina Khanam  
Member



**Election Schedule (Board of Directors of CMCCI for the Term 2025-2026-2027)****(Annexure-1)**

S.I	Events	Day & Time	Date
1.	Issuance of Election Notice	Sunday	16.03.2025
2.	Last Date & Time for: (1) Payment of all charges/ dues and arrears, if any (iii) submission of E-Tin/Trade License/Tax Return.	Tuesday	08.04.2025
3.	Publication of Provisional Voter List.	Thursday	10.04.2025
4.	Last date and time of filling objection if any, against Provisional Voter list to the Election Appeal Board.	Tuesday	15.04.2025
5.	Hearing & disposal of objection by Election Appeal Board.	Saturday	19.04.2025
6.	Publication of Final Voter List & sale of Nomination Form	Sunday	20.04.2025
7.	Nomination Form available for sale up to----	Wednesday	30.04.2025
8.	<b>Last date &amp; time for submission of nomination for the post of Directors of Board.</b>	Saturday	<b>10.05.2025</b>
9.	Scrutiny of nomination papers by the Election Board	Monday	12.05.2025
10.	Publication of the list of valid nomination by Election Board	Tuesday	13.05.2025
11.	Last date & time for filling appeal to Election Appeal Board against cancellation of Nomination, if any.	Saturday	17.05.2025
12.	Hearing & disposal of appeal, if any by the Election Appeal Board.	Tuesday	20.05.2025
13.	Publication of the final list of valid Nomination by Election Board.	Thursday	22.05.2025
14.	Last date & time for with drawl of Candidature.	Tuesday	27.05.2025
15.	Publication of Final list of candidates by Election Board.	Thursday	29.05.2025
16.	<b>Date of Election:- i) Casting of Votes (8:00-16:00 hrs) ii) Counting of Votes iii) Publication of results</b> <b>Place of Election:</b> CMCCI Office, Quaderi Chamber (6 <sup>th</sup> Floor) Agrabad C/A, Chattogram shall be poling center and venue of all events relating to CMCCI Election.	<b>Saturday</b>	<b>21.06.2025</b>
17.	Election of Office Bearers i.e. President/1 <sup>st</sup> Vice President/ 04 Vice Presidents and the Treasurer by the newly elected Directors under the supervision of Election Board within 48 hours after publication of Election Result.	<b>Sunday</b>	<b>22.06.2025</b>
18.	Last Date and time of filling appeal to the Election Appeal Board against the Election Result.	Wednesday	25.06.2025
19.	Disposal of appeal by the Election Appeal Board & Communication to Election Board.	Saturday	28.06.2025
20.	Publication /Announcement of final result by the Election Board.	Sunday	29.06.2025



**Code of Conduct of Election:**


**(Annexure-2)**

**The following code of conduct shall come into force from the date of declaration of Election Schedule & shall be valid till the completion of election:**

1.
  - (a) Any kind of advertisement, poster, wall-writing or banner cannot be used for the purpose of election;
  - (b) Procession or slogans shall remain completely prohibited,
  - (c) Only A4 size black and white leaflets can be sent to the voters but sending gifts to the voters shall remain prohibited;
  - (d) No candidate in person or in group shall arrange and take part directly or indirectly in Election Meeting and Projection meeting in any hotel or restaurant or community center, or arrange and take part in any entertainment party for the voters;
  - (e) Projection meeting of all the candidates may be arranged under the supervision of Election Board;
  - (f) All sorts of election campaigns shall remain prohibited from 48 hours before the commencement of the polling;
  - (g) On the day of polling, gathering or assembling of the candidates or their supporters, wearing badges and carrying posters within 100 yards of the polling center as declared by the Election Board shall remain completely prohibited; and
  - (h) No candidate or voter shall be allowed to stay unnecessarily in the polling area violating the Direction issued by the Election Board.
2. Projection meetings of all members shall be presided over by the Chairman of the Election Board. Candidates may address the voters for the time to be specified by the Chairman of the Election Board. Personal verification, indecent remarks or political statements shall remain strictly prohibited. The Election Board may impose fees in equal rate on all candidates in order to meet the expenses of such projection meetings.
3. In case of any violation of the code of conduct mentioned in sub-clause (1) (a) to (h) above or any complaint lodged against such violations, the Election board shall immediately take appropriate steps including cancellation of concerned candidature after giving him / her an opportunity of being heard. Any party aggrieved by any such decision taken by the Election Board may appeal to the Election Appeal Board by next working day, in case of such violations before the polling-date.
4. For violations that take place on the date of polling, such appeal may be filed only within the next hour but before the closing time of polling on the polling day. The Election Appeal Board shall remain present in the polling center during the polling in order to settle such references of violation of Code of Conduct. The Election Appeal Board shall hold hearing and the parties concerned shall be called for hearing by special announcements- A notice given in the Notice Board in this respect shall be treated as the only legal notice. The Election Appeal Board after holding hearing shall award its judgment and the decision of the Election Appeal Board shall be final, provided that all references on grounds of violations of code of conduct shall be disposed of before the counting of votes casted.



5. The Election Board shall regulate the number of voters to be admitted at a time in the polling booth. Only the members of Election Board, Law enforcing agencies, the polling agencies, the Candidates and the voters who have come to cast votes shall have the right to enter into the polling booth.
6. No more than one voter at a time shall be allowed to enter the secret vote casting enclosure. The ballot paper shall not be taken outside the polling booth.
7. All voters in the polling booth shall cast vote through secret ballot under the supervision of the Election Board. The Election Board reserves the right to expel any electoral candidate or voter from the polling center area who violates the above rules or Code of Conduct, or is found to be engaged in any election campaign or provocative act.
8. The Candidates shall be allowed to stay at the place or seat earmarked for them by the Election board in the polling area and polling booth, Candidates shall be allowed to enter the adjacent area of the polling booth by the Election Board only to cast their votes-
9. No candidate shall be allowed to be engaged in any conversation or canvassing with any voter in the polling center. If any candidate is engaged in any conversation or canvassing in the polling booth in spite of warning by the Election Board or Election Officer, his/her candidature can be cancelled as slated in sub-clause (3) above giving the candidate an opportunity of being heard.
10. The Election Board shall prescribe the form of Ballot Paper- On the counter foil of the Ballot Paper, the number of Ballot Paper shall be engraved and the Ballot Paper shall compulsorily bear the seal of the Federation and the original signature of the Chairman of the Election Board, otherwise it shall not be valid.
11. A voter shall have to be identified on the basis of his specimen signature preserved in the office of the Federation or Identify Card attached with his photograph issued by the Election Board. In absence of Identity Card or incase of difference of signature a voter shall not be allowed to cast his vote.
12. When a voter is identified beyond any doubt by the Election Board on the basis of the Identity Card or Specimen Signature preserved in the office of the Federation, the Election Officer shall write down the name and number of the voter on the counter foil of the ballot paper and fill in it with the said voter's signature, his own signature and seal properly. The ballot paper shall then be handed over to the voter by the Election Officer after detaching it from the counter foil. The Election Officer shall write down the number of the ballot paper against the name of die voter in the final Voters' List to record the casting of vote. A voter shall, in no case, be given more than one ballot paper.
13. If any voter is physically unable to cast vote without the help of others, the Election Board shall employ one polling officer to help the said voter in the polling booth.
14. Al least 15 minutes before the poll begins the Election Board in presence of the candidates (if present), shall make sure that ballot box is empty and close and seal it and place the scaled ballot box in a proper place well visible to the Election Board, candidates and voters.
15. In a polling booth, more than one ballot box cannot be used at the same time for the election of a seat earmarked for a particular Group. If a ballot box is full or appears to The Chairman of the Election Board to be unsuitable for further use for collecting of Ballots, he shall seal that



ballot box and preserve it in a safe and visible place and replace it with another empty and sealed ballot box.

16. During the interval of poll or if voting is postponed temporarily, the ballot box shall be sealed and remain preserved until the Election Board directs to resume the poll again.
17. All voters present at the Polling Center within the date and time as fixed in the Election shall be allowed to cast their votes.
18. Polling shall be closed when voting as stated in sub clause (17) is finished. After polling is closed, counting of votes shall commence and continue at a stretch until counting is completed. The candidates shall be allowed to remain present during the counting. But if any candidate cannot remain present personally, he/she shall be allowed to appoint a representative on his/her behalf with prior permission of the Election Board.
19. For counting of votes, the Election Board shall, after taking out all the ballot papers from the ballot boxes, record in writing the total numbers of ballot papers from the ballot boxes, and then shall start counting of ballot paper shall be invalid on the following grounds: -
  - (a) If it does not bear the signature of the Chairman, Election Board with official seal;
  - (b) If votes are cast for more or fewer candidates than the scheduled number of posts; or
  - (c) Illegible ballot paper with over-writing or ballot papers filled in by violating directions Prescribed in the ballot paper,The Election Board shall record the total number of the aforesaid invalid ballot papers and put them in sealed packets.
20. The Election Board shall count and record in writing votes cast in the valid ballot papers in favor of each candidate. Only the Election Board and the polling personnel shall take part in the counting of votes.
21. The Election Board shall, after completion of polling and counting of votes announces and publishes the results of election. The Election Board shall then pack the following documents in separate packets with seal and signature of the Election Board on each packet. Such packets shall be preserved in special custody under the joint supervision of the Election Board and the Election Appeal Board: -
  - (a) Unused ballot papers, (Serial numbers and total number are to be noted);
  - (b) Valid ballot papers. (Number shall be mentioned);
  - (c) Ballot papers declared invalid (Number shall be mentioned);
  - (d) Counterfoils of used ballot papers. (Serial number and total number shall be recorded); and
  - (e) Vote counting papers signed by the respective vote counting Election Officer and the Election Board,
22. The papers and documents preserved under sub-clause (21) above shall only be unpacked for examination in presence of the candidate or candidates concerned according to the direction of The Election Appeal Board, Arbitration Tribunal, the Government or the Court of law.

By order of the Election Board,

Secretary  
Election Board

