

CODE OF CONDUCT FOR HCA ELECTIONS

Instructions of the Electoral Officer appointed to conduct HCA Elections.

1. In Order to ensure free and fair polls, as envisaged in HCA's MoA and Rules and Regulations (Constitution) candidates are expected to file the nomination papers along with an affidavit/declaration covering provisions mentioned therein. Nominations received without the affidavit / declaration are liable to be rejected at the time of scrutiny.
2. During the Campaign Period, candidates shall not use unfair means including bribery, or appeal to religion or use of religious Symbols, nor distribute gifts of various kinds such as liquor, to induce members for support. They will strictly adhere to the prescribed campaign practices annexed to these instructions.
3. Candidates shall not use vehicles to bring members to the voting venue on the date of polling.
4. Proxy voting shall not be allowed.
5. Pamphlets and posters if circulated should not appeal to religious, caste, or communal sentiments to entice for votes. If pamphlets / posters are put up, they should not be violative of the local law in force in the Hyderabad Municipal Area or respective Municipal areas.
6. No pamphlets / posters / banners are allowed to be used / put up, in or around the venue of the voting.
7. Candidates will maintain peace and calm in the voting venue during the polling period in order to maintain law and Order.
8. Campaign office / platform will not be opened in and around the venue of voting.
9. All candidates are expected to cooperate with the Electoral Officer for smooth conduct of voting during the entire process.
10. As stipulated in HCA Rules and Regulations "In case of any dispute or objection as to candidacy, disqualification, eligibility to vote or admission or rejection of vote, the Electoral Officer shall decide the same and such decision shall be final and conclusive."

Sd/-

V.S. SAMPATH
ELECTORAL OFFICER

Campaign Period

Clause 1:

- (i) Electoral campaigns shall be carried out by the candidates in a fair and reputable manner and, more generally, in a spirit of respect for fundamental ethical principles.
- (ii) Candidates shall conduct all campaigns with dignity and moderation and with due respect to other candidates, the HCA and its Members. A Candidate may produce no spoken word, written text or representation of any nature likely to harm the image of another candidate or cause him/her prejudice. Criticism of other candidates, when made, shall be confined to their policies and programmes, past record and work. Criticism based on unverified allegations or distortion shall be avoided. There shall be no appeal to caste or communal feelings for securing votes.
- (iii) Each Candidate may present to the electoral College his/her plans and views for the post, in the form of a written document, whatever the means used to distribute it.
- (iv) Candidates shall avoid excessive expenditure in campaigning, recognizing that it could become a factor of inequality amongst the candidates.
- (v) The promotion of a candidate shall exclude any form of publicity, including the use of news media or social networks. No public meeting or gathering of any kind may be organized in the framework of promoting a candidature. No use, free of charge or in return for payment, of the services of a journalist or the media may be made in order to place a Candidate at an advantage or a disadvantage.
- (vi) All candidates shall avoid scrupulously all activities that are "corrupt practices", such as bribing of voters, intimidation of voters, impersonation of voters, etc.
- (vii) Candidates may in no case and under no pretext give presents, offer donations or gifts or grant advantages of whatever nature, directly or indirectly, to voting members or their representatives.
- (viii) The incumbent HCA Office Bearers shall ensure that no cause is given for any complaint that they have used their official position for the purposes of their or others' election campaign and in particular shall not (a) use official transport including vehicles, machinery and personnel for furtherance of their campaign (b) issue any advertisement at the cost of the HCA or its Members in the newspapers and other media or misuse the HCA official media channels during the elections, (c) sanction grant / payments out of discretionary funds from the time elections are announced; and (d) enter into any promise or undertaking to be performed, whatever the timing of such performance, for the director indirect benefit of any of the HCA's Members or its partners.

Clause 2: Neutrality and Independence.

- (i) As the voting is secret, voting members are prohibited individually or collectively from announcing publicly in any form whatsoever their intention to vote or not to vote for a candidate.
- (ii) The HCA's executive team and administration shall maintain a strict position of neutrality at all times. No Support or Service in relation to a Candidature may be requested from nor be given by any member of the HCA's administration or staff.