



**THE INSTITUTE OF CO-OPERATIVE MANAGEMENT
FOR AGRICULTURE & RURAL DEVELOPMENT**

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**Handbook on General Meetings of
Cooperative Societies in West Bengal**

Under
**West Bengal Cooperative Societies Act 2006
&
West Bengal Cooperative Societies Rules 2011**

-Author-

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GLOSSARY

1. **Annual General Meeting (AGM)** :- A meeting of Members or Delegates or Representatives of a Cooperative Society to be held in every cooperative year to discuss some specific agenda as provided under sub-sec (5) of Section 29 of the WBCS Act 2006
2. **Delegate** :- A primary cooperative society where the total number of members exceeds one thousand, shall hold its general meetings by convoking representatives among members following prescribed slabs of representation instead of summoning all members. Such representatives are called Delegates. (Rule 31)
3. **Special General Meeting (Spl GM)**:- A Special General Meeting means a meeting of General Body of the cooperative society which may be called at any time for the purpose as described under sub – sec (1)of Section 31.
4. **General Body** :- In a primary cooperative society, General Body means all the members of that society either by direct participation or by convoking delegates . In Apex or Central cooperative society, it means all the Delegates or Representatives of the member cooperative societies, as the case may be. (Clause 34 of Section 4 and Section 27)
5. **General Meeting** :- General Meeting means a meeting of the general body of the cooperative society.
6. **Director** :- To manage the affairs of a cooperative society, there shall be a Board of directors and it shall consist of such number of Directors as may be specified in the Bye-laws of the cooperative society. Every member of the board is called Director.
7. **Board** :- Board means the Board of Directors or the Governing body of a cooperative society, by whatever name called, to which the direction and control of the management of the affairs of a cooperative society is entrusted to. (Clause 8 of Section 4)
8. **Office bearer** :-Office bearer means President, Vice President, Chairperson, Vice- Chairperson, Secretary, Treasurer of a cooperative society and include any other person to be elected by the board of a cooperative society.
9. **Secretary** :- Secretary means a person who subject to the control of the Board , is entrusted with the management of the affairs of cooperative society and includes any person by whatsoever name called discharging the duties of a secretary.
10. **Quoram of AGM/ HGM/ Spl GM** :- Unless a larger portion is provided in the Bye-law of a cooperative society , the Quoram of an AGM or Spl GM or HGM shall be One-fifth of the total number of Members or Delegates or Representatives subsisting on the date of meeting.No meeting will be held if a Quoram is not attained within half an hour from the time appointed for the meeting.
11. **Quoram of meeting of Board** :- Unless a larger portion is provided in the Bye-law of a cooperative society , the Quoram of a meeting of Board shall be One-third of the total number of Directors subsisting on the date of meeting.
12. **Special Officer** :- Special Officer means an officer appointed by the State Government as a Special Officer under Sec 36 to manage the affairs of a cooperative society where the tenure of Board has expired or no board exists.
13. **Cooperative Election Commission** :- The Government of West Bengal, vide Notification No 2039-Coop/H/2R-13/2011(Pt) dated 10.04.2012 appointed the 16 th day of April. 2012 to conduct the election of all registered cooperative societies in West Bengal by the Cooperative Election Commission, West Bengal.

Cooperative Societies are democratic organisations controlled by their members who actively participate in setting their policies and making decisions. Their affairs shall be managed by persons elected or appointed in the manner agreed by the members and accountable to them. For the purpose of making policies, taking decisions and to review the performance of the persons elected or appointed by them as well, it is necessary to sit together by all the members of the cooperative society at least once in a year. Such meeting of all members of a cooperative society at least once in a cooperative year is called the Annual General Meeting. If the number of members is more than one thousand then such meeting can be held by convoking delegates/ representatives from different groups of members. In Apex or Central Cooperative Societies the Annual General Meeting shall be held with all the Delegates or Representatives of the member cooperative societies.

Some Important Features of WBCS ACTS 2006 and WBCS RULES 2011

related to AGM/Spl GM/ HGM

- In terms of Sec 28, General Body of members or delegates or representatives elected under Sec 29 and assembled in a General meeting is the final and ultimate authority of a cooperative society .
- Self help group (SHG), enrolled as a member of a cooperative society in accordance with sec 63(1d), shall be represented in AGM/ Spl GM / HGM by one of its member elected in a meeting of such SHG. (1st proviso to Sec 28)
- As per sub-rule (1) of Rule 20, the First AGM of a cooperative society shall be held within fifteen months from the date of its registration.
- In term of Rule 18, Admission of members and Transfer of Shares are prohibited within Forty days prior to the date of AGM in which election of Board of Directors is scheduled to be held and till assumption of charge by the new Board.

Agenda of AGM

- There will be some Statutory agenda for discussion in an AGM in accordance with sub – sec (5) of Sec 29.
- Election of Board of Directors will be the first agendum in the AGM in which election of Board of Directors is scheduled to be held.
- Beside the statutory agenda of AGM, **Creation of posts** of employees must be made by the Board with prior approval of the general body i.e by making it as an agendum of the AGM. (sub-sec 1 of Sec 43)
- In a Spl GM no business other than that specified in the relevant notice of such Spl GM shall be considered. (Rule 21)

Notice of AGM

- **Notice** of the AGM/ Spl GM/ HGM has to be sent to every member/ Delegate/ Representative, as the case may be, not less than twenty- one days before the date of meeting (sub-sec 3 of Sec 29)
- Any accidental omission to give notice to any or few member/delegate/ representative shall not invalidate the proceedings of the meeting. (sub-sec 4 of Sec 29)
- Mode of giving notice of AGM [sub- rule 5(i) of Rule 40] – i) by local delivery with proper receipt, ii) by post under certificate of posting or iii) publication through press. Notice shall also be affixed on the Notice board of the society and at a conspicuous place.

- AGM shall be convened by Secretary or any other officer authorized by board.[Sec 29(2)]
- The Registrar shall call or authorize any of his officer to call the AGM in case the board fails to call it within stipulated time. [sub-sec 6 of Sec 29]
- When the Registrar or his authorized officer calls the AGM/ Spl GM / HGM, the Secretary or any other person discharging the duties of the Secretary shall arrange to dispatch the notice of the AGM/ Spl GM / HGM . (sub-rule 2 of Rule 19)
- If Election of Board is scheduled in a AGM/ Spl GM , Schedule of election under the signature of the concerned Assistant Returning Officer shall be sent to the members/ delegates/ representatives alongwith the notice of AGM/ Spl GM.[Regulation No 3(3) and Regulation No 4 read with Regulation No 3(10,i) circulated by the CEC, West Bengal vide Notification No 15- CEC dated 13.04. 2012]

AGM by convoking Delegates

- In terms of Rule 31, AGM of a primary Cooperative Society shall be held by convoking Delegates in the following manner, if membership exceeds 1000 as on the date of issuance of notice of AGM– a) one delegate for every 25 members or major fractions thereof for membership between 1000 to 2000. **Example** – If total number is 1814, then number of delegate to be elected is $72 + 1 = 73$. If the number is 1811, then the number of delegates to be elected is 72.b) Similarly one delegate for every 50 members or major fractions thereof for membership between 2001 to 3000, c) one delegate for every 100 members or major fractions thereof for membership between 3001 to 5000, d) one delegate for every 200 members or major fractions thereof for membership between 5001 to 10000,e) one delegate for every 300 members or major fractions thereof for membership between 10001 to 30000, f) one delegate for every 500 members or major fractions thereof for membership between 30001 to 50000, g) one delegate for every 750 members or major fractions thereof for membership between 50001 and more.
- In terms of Rule 32(1) the, the Board shall divide the area of membership of the society into convenient areas, sections, constituencies or categories for the purpose of election of delegates. **Note:-** It is advised to consult the Bye-laws of the society first. In some societies Bye-law provides division of area. In some societies, area wise or section wise or constituency wise division may be made according to its convenience. For example employees of an ECCS are working at three offices in three different towns almost 100 km away from each other. For the purpose of election of delegates each of this office may be considered as separate Area or constituency in accordance with the regulation for division of area depending upon the number of members. If total number of members of this society exceeds 1000 but remains within 2000, then one delegate will be elected for 25 members or major fraction thereof. Now, if number of members in one office of the above ECCS exceeds 25, then one delegate will be elected from that office, i.e from that Area or constituency.
- Fresh Delegates shall be elected before each AGM in which Election of Board is to be held.[Proviso to sub-rule 4 of Rule 31]
- Election of delegates is a part of the Election of Board. So Cooperative Election Commission will conduct the Delegate election. In terms of clause 9(1) of Regulation No 3 circulated by the CEC, West Bengal vide Notification No 15- CEC dated 13.04. 2012, an election of delegates shall be held for the purpose of constituting a new Board of Directors in a cooperative society before the expiry of tenure of the existing Board or on its dissolution.
- For the purpose of Delegate Election , the RO/ ARO appointed by CEC, West Bengal shall take up the work of updating and publishing of Voter List. Draft Voter List, as prepared by the society shall be

published inviting objection, if any, at least 40 days prior to date of election of delegates and after hearing of all objections the Final Voter list shall be published at least 25 days before the election of Delegates. [Clause 7 of Regulation No 3 circulated by the CEC, West Bengal vide Notification No 15-CEC dated 13.04. 2012]

- Delimitation shall be done by the Board/ Special Officer/ Administrator/ nominated Board under supervision of CEC. [Regulation No 3(6) circulated by the CEC, West Bengal vide Notification No 15-CEC dated 13.04. 2012]
- Where AGM is required to be held by convoking delegates, election of such delegates shall be completed before the period of Forty days of AGM.[Rule 21(3) read with Rule 21(1)]
- AGM of WBSCB, WBSCARDB, Central Cooperative Banks, Apex Cooperative Societies and Central Cooperative Societies shall be held by convoking representatives of Sections or Categories, instead of summoning all members in person, in the manner as prescribed under Clauses (a), (b), (c) and (d) of Rule 31(2)
- Minutes of the proceedings of the AGM/ Spl GM/ HGM shall be drawn up and signed by the Chairman of the meeting within three working days from the end of the meeting. { Rule 27 }
- Resolution of election of Delegates to be signed by the concerned Assistant Returning Officer, immediate after conduct of such election.

Time frame for conducting AGM by convoking Delegates with example

Sl No	Works to be done	By whom	Time period
1	Preparation of Draft Voter List	Under supervision of RO/ ARO by the society	Before publication of Draft Voter list which will be at least 40 days before the delegate election. Example:- If delegate election will be held on 16 th October 2023 , then Draft voter list must be prepared within 5 th September, 2023
2	Publication of Draft Voter List, inviting objection, if any, on it	By the RO/ ARO	At least 40 days prior to the delegate election. For above example, Draft voter list must be Published by 5 th September, 2023
3	Hearing of Objection	By the RO/ARO	To be completed before publication of Final Voter List which will be at least 25 days before Delegate election. In above case, Hearing must be completed within 20 th September 2023.
4	Publication of Final Voter List	By the RO/ ARO	To be published at least 25 days before Delegate election. In above case, Final Voter List must be published within 20th September 2023.
5	Holding of AGM by Delegates	Notice of AGM to be served by Secretary or Authorised person but Schedule of Election of Board of Directors must be served under signature of RO/ARO	Date of such AGM will be at least 40 days after delegate election. In above case, the AGM where election of Board will be held , cannot be held before 25th November, 2023

খসড়া ভোটার তালিকা সংশোধন ও প্রকাশ সংক্রান্ত নোটিশ

_____ সমবায় সমিতি লিঃ
রেজি নং _____ তারিখ _____

এতদ্বারা _____ সমবায় সমিতির সদস্যদের জানানো হচ্ছে যে এই সমিতির বার্ষিক সাধারণ সভা অনুষ্ঠানের জন্য প্রয়োজনীয় সংখ্যক প্রতিনিধি (ডেলিগেট) নির্বাচনের উদ্দেশ্যে সমবায় সমিতিসমূহের উপনিয়ামক/ সহনিয়ামক _____ রেঞ্জ এবং জেলা সমবায় সমিতি সমূহের নির্বাচন বিষয়ক রিটার্নিং অফিসার এর _____ নং _____ তারিখের আদেশবলে ক্ষমতাপ্রাপ্ত হয়ে আমি শ্রী/ শ্রী মতী _____, সমবায় পরিদর্শক/ সমবায় উন্নয়ন আধিকারিক, সমবায় অধিকার, _____ রেঞ্জ তথা সহকারী রিটার্নিং অফিসার নিম্নলিখিত সারণি অনুসারে খসড়া ভোটার তালিকা সংশোধনের সংযোজন ও বিয়োজনের কাজ গ্রহণ করবো। সদস্যগণ সাধারণ কাগজে নির্দিষ্ট বয়ানে দরখাস্ত জমা দিয়ে এই কার্যক্রমে অংশ নিতে পারবেন এবং ব্যক্তিগতভাবে উপস্থিত হয়ে নির্দিষ্ট দিনে শুনানীতে অংশগ্রহণ করতে পারবেন। নির্দিষ্ট বয়ান সমিতির নোটিশবোর্ডে টাঙানো আছে এবং সদস্যগণ সমিতির অফিস থেকেও এটি সংগ্রহ করতে পারবেন। শুনানী শেষে সংশোধিত ভোটার তালিকা প্রকাশিত হবে এবং অতঃপর এই বিষয়ে আর কোন আপত্তি গৃহিত হবে না।

তারিখ	সময় ও স্থান	কার্যক্রম
০৫/০৯/২৩	বেলা ১১ টা	খসড়া ভোটার তালিকা প্রকাশ
০৬/০৯ - ০৯-০৯	বেলা ১১টা - বেলা ৫টা, সমিতির অফিস	সংশোধনের সংযোজন ও বিয়োজনের জন্য সদস্যগণের দরখাস্ত গ্রহণ
১৩/০৯	বেলা ১১টা - বেলা ৫টা, সমিতির অফিস	দরখাস্তের উপর শুনানিগ্রহণ
২০/৯	বেলা ১১টা সমিতির অফিস	চূড়ান্ত ভোটার তালিকা প্রকাশ

সহকারী রিটার্নিং অফিসার.

ভোটার তালিকায় সংশোধনের জন্য দরখাস্ত

প্রতি,

রিটার্নিং অফিসার/ সহকারী রিটার্নিং অফিসার,
 _____ সমবায় সমিতি লিঃ

আমি সমিতির _____ তারিখে প্রকাশিত খসড়া ভোটার তালিকা সম্পর্কে আমার আপত্তি জানাচ্ছি এবং চূড়ান্ত ভোটার তালিকায় নিম্নলিখিত সংশোধনের দাবী জানাচ্ছি।

বিষয়	খসড়া তালিকায় মুদ্রিত	সংশোধিত হয়ে যা হবে
ভোটারের নাম		
সদস্য নং (মেম্বারশিপ নং)		
পিতা/ স্বামীর নাম		
ঠিকানা		
নির্বাচনক্ষেত্রে নথিভুক্ত		

অথবা

আমি শ্রী/ শ্রী মতী _____ এই _____ সমবায় সমিতির একজন সদস্য। আমার নাম _____ তারিখে প্রকাশিত খসড়া ভোটার তালিকাতে নথিভুক্ত হয়নি। আমি সমিতির _____ তারিখে প্রকাশিত খসড়া ভোটার তালিকা সম্পর্কে আমার আপত্তি জানাচ্ছি এবং চূড়ান্ত ভোটার তালিকায় নিম্নলিখিত সংযোজনের দাবী জানাচ্ছি।

বিষয়	সংশোধিত হয়ে যা হবে
ভোটারের নাম	
সদস্য নং (মেম্বারশিপ নং)	
পিতা/ স্বামীর নাম	
ঠিকানা	
নির্বাচনক্ষেত্রে নথিভুক্ত	

দরখাস্তকারীর সাক্ষর

- Schedule of Election of delegates can also be notified alongwith the above schedule of publication of Final Voter List . But it is advised that the schedule of Delegate election be published after publication of Final Voter List , as the number of voters may differ from the Draft voter list which may cause changes of the constituencies.
- At the time of preparation of Voter list utmost care should be taken to include the name of all living members in it. Exclusion of deceased members can also be done by taking proper documents from the concerned authorities regarding the death of the member and also being assured through field enquiry by the society personnel. Voter List must contain following items -
 - A Top sheet containing the name & registration number of the society, Year and name of election, Total number of Constituency/ Area, Serial number of the constituency with number of Voters .

A Specimen Voter List is given below -

_____ সমবায় সমিতি লিঃ
 রেজি নং _____ তারিখ _____
 প্রতিনিধি (ডেলিগেট) নির্বাচন _____ সন

খসড়া ভোটার তালিকা

মোট ভোটার সংখ্যা _____

মোট নির্বাচনক্ষেত্রের সংখ্যা _____

নির্বাচনক্ষেত্রের ক্রমিক সংখ্যা	এলাকা/ গ্রামের নাম	যতজন প্রতিনিধি নির্বাচিত হবেন
০১	ক, খ, গ	৬ (ছয়) জন
০২	চ, ট, প, ল, হ	১০ (দশ) জন
০৩	স, শ	৯ (নয়) জন
০৪	ছ, জ, ষ	১২ (বারো) জন
০৫	ঘ, ঠ	১১ (এগারো) জন
		মোট প্রতিনিধি - ৪৮ (আটচল্লিশ) জন

নির্বাচনক্ষেত্রের ক্রমিক সংখ্যা ০১

নির্বাচকের ক্রমিক সংখ্যা	নির্বাচকের নাম	পিতা/ স্বামী	মেম্বারশিপ নং	গ্রামের নাম (ঠিকানা)
০১	পলাশ	সমীর	৫৫	খ
০২	সায়ন	সুন্দর	১১০৪	খ
০৩	রাহান	লাকী	৩৪	ক
০৪				
০৫ ---				
১৭৩				

নির্বাচনক্ষেত্রের ক্রমিক সংখ্যা ০২

নির্বাচকের ক্রমিক সংখ্যা	নির্বাচকের নাম	পিতা/ স্বামী	মেম্বারশিপ নং	গ্রামের নাম (ঠিকানা)
১৭৪	রাম	সমীর	৫০৫	প
১৭৫	রবীন	সুন্দর	১০৪	চ
১৭৬	জামীর	লালু	১০৩৪	হ
১৭৭ ----				
৩৯৮				

নির্বাচনক্ষেত্রের ক্রমিক সংখ্যা ০৩

নির্বাচকের ক্রমিক সংখ্যা	নির্বাচকের নাম	পিতা/ স্বামী	মেম্বারশিপ নং	গ্রামের নাম (ঠিকানা)
৩৯৯	রহিম	দেওয়ান	৫৪৫	স
৪০০	অসীম	শিবা	৯০৫	স
৪০১	রাহুল	রাজু	৮৩৪	শ
৬২০				

নির্বাচনক্ষেত্রের ক্রমিক সংখ্যা ০৪

নির্বাচকের ক্রমিক সংখ্যা	নির্বাচকের নাম	পিতা/ স্বামী	মেম্বারশিপ নং	গ্রামের নাম (ঠিকানা)
৬২১ --- ৭৬৮				

নির্বাচনক্ষেত্রের ক্রমিক সংখ্যা ০৫

নির্বাচকের ক্রমিক সংখ্যা	নির্বাচকের নাম	পিতা/ স্বামী	মেম্বারশিপ নং	গ্রামের নাম (ঠিকানা)
৭৬৯ --- ১১৯১				

রিটার্নিং অফিসার/ সহকারী রিটার্নিং অফিসার,
 _____ সমবায় সমিতি লিঃ

Requisition of Special GM

- A requisition to call a Special general Meeting may be submitted to the Board by at least one third of the members or the delegates or representatives in writing [Sec 31(1b)]
- A requisition shall contain the object of the meeting and shall be signed by the persons requisitioning it. It shall be sent to the registered office of the society. [Rule 22]
- A requisition may be placed for no confidence against the Board or its reconstitution before expiry of full term.
- Secretary or the CEO or other authorized officer of the society shall call the Spl GM within two months from the date of requisition. [Sec 31(2)]
- The Secretary / CEO shall also make a **reference** to the CEC, WB for holding election of a new board of directors within seven days from the date on which a no confidence is passed against the Board. [Sec 31 (3)]
- If a no confidence is passed in a Spl GM for dissolution of the Board, a subsequent Spl GM shall be called for the purpose of election of directors of new board.
- If the Board fails to call it within two months then the Registrar shall call it.
- Election of new Board in subsequent Spl GM shall be conducted by CEC, WB. [Sec 31(3)]
- CEC,WB shall hold election in the Spl GM within two months from the receipt of **reference** from the society.
- The board against which a no confidence is passed shall stand dissolved.[Sec 31(5)]
- The new board shall function till expiry of remaining period of the dissolved board.
- Members of the dissolved board shall not be eligible to be elected in new board.[Sec31(4)]

Sections related to General Meeting

The West Bengal Co-operative Societies Act, 2006

Section

27. General body of co-operative society.
28. Final authority of co-operative society.
29. Annual general meeting.
30. Half-yearly general meeting.
31. Special general meeting.
32. Management of co-operative societies.
38. Reservation of seats on board.

The West Bengal Co-operative Societies Rules, 2011

Section

18. Prohibition of admission of members and transfer of shares on the eve of general meeting.
19. Notice of general meetings.
20. Annual general meeting
21. Special general meeting.
22. Requisition of special general meeting.
23. Half-yearly general meeting.
24. Power of general meeting.
25. Chairman of general meeting.
26. Quorum of annual or half-yearly and/or special general meeting.
27. Minutes of annual general meeting/and other general meeting.
28. Voting in annual or half-yearly or special general meeting.
29. Chairman, quorum, minutes and voting in half-yearly general meeting.
30. Adjourned annual, half-yearly and special general meeting.
31. General meeting by delegates.
32. Division of area of a society for election of delegates.
33. Framing of regulation by the board for election of delegates.
34. Constitution of board.
35. Election of directors at an annual general meeting.
36. Election of office bearers.
39. Reservation of seats on the board.
40. Procedure for holding election in a general meeting in some cases.
41. First board of directors.
42. Qualification for membership of board.
43. Nomination by a co-operative society to another co-operative society.
44. Cessation of membership of a board.

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