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## **Forward**

## Summary

## Acknowledgement

## **DEFINITIONS**

Electoral College – It is any department in JKUAT.

Bank – A financial institution that accepts deposits from the public and creates credit.

Bank account – An arrangement made with a bank whereby one may deposit and withdraw money and in some cases be paid interest.

Signatory – A representative vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing person to a binding agreement.

Contributions – Payments to a common fund or collection,

Financing – The act of funding for

Debate – A formal discussion of subjects before a public assembly or legislature.

Campaign – An organized effort which seeks to influence the decision making process within a specific group.

Academic building -Any JKUAT building where classes are held.

Arbitration Panel - The panel appointed under the Constitution and Bylaws to hear the final level of appeals.

Campaign material - Any paper, electronic, social media, chalking, advertising, or other material produced by or on behalf of a candidate or proponent/opponent to promote that candidate.

Campaign manager - an individual who may be the designated contact/representative for candidates within a University or Campus

Candidate - a person whose nomination form has been accepted as complying with this policy to stand for election or as a referendum proponent/opponent.

Complainant - an individual who makes a complaint under this policy.

Constitution and Bylaws - the current, officially accepted JKUSA Constitution and Bylaws.

Election - refers specifically to the election of candidates and is distinct from referenda.

Elections Adjudicator - the person appointed under the Constitution and Bylaws to hear the first level of appeals.

Electoral Committee - the Electoral Committee of the JKUSA as outlined in the JKUSA Constitution and Bylaws.

Electoral Date - the voting period set by the Board for voting in an Electoral Event.

Electoral Event refers collectively to any official elections and referenda.

Electoral Office refers to the physical location set by the office of the Dean of Students for the use of the Electoral Officers to administer and manage Electoral Events, or the administrative body led by the lead Commissioner

Electoral Officer includes all persons hired to staff the Electoral Office, including the Chief Electoral Officer (CRO) or Lead Commissioner

Electronic voting is voting using a secure, internet based interface that will ensure each member will have only one vote, and will uphold the secrecy and integrity of the ballot.

In writing includes print (hard copy) and electronic text.

Member is an active member of the JKUSA as defined under by JKUSA Constitution.

Nomination Period refers to 7-day-minimum official call for nominations posted by the Electoral Office, as well as the 7-day minimum time frame for nomination applications to be received by the Electoral Office.

Referendum is a vote, binding on the UVSS Board, by the Members on a yes/no question.

Respondent is an individual against whom a complaint has been filed under this policy.

Social Media refers to information technology service, software and accounts used to campaign in an Electoral Event, including but not limited to: Facebook accounts, pages, and public groups; Twitter, Instagram, and Snapchat accounts; and blogs/websites.

Student Residences is all residence building complexes, Cluster Housing and Family Housing, as well as the Commons Block Building and any associated areas.

Third party endorsement -official support from a recognized on-campus group for a candidate  
Third Party: ia recognized on-campus group which supports a candidate or side in an Electoral Event.

JKUSA : Jomo Kenyatta University Students 'Association.

# CHAPTER ONE

## ELECTION PROCESSES

### 1.0 Introduction

This handbook describes the procedures to be followed and how to deal with any issues that may arise during elections. As polling station staff, you play a vital role in ensuring that voters, stakeholders, candidates and agents have confidence in the election process. It is therefore imperative to read this handbook carefully before the Election Day to ensure that you familiarise yourself with all the processes that are described in it. References are made throughout this handbook to the Chief Returning Officer. This is because most arrangements related to the conduct of the poll are the responsibility of the Chief Returning Officer. In practice, however, it is the Lead Commissioner who is responsible for the day-to-day running of elections. Polling station staff will be given local contact details prior to polling day and this will most likely be, in the first instance, the elections office.

In the University the elections are held in all Campuses including the Main Campus. Voters should mark their ballot paper by placing a single 'X' in the box next to the individual candidate of their choice. If they vote for more than one individual candidate, their ballot paper will not be counted making it a spoilt vote.

### **1.1 Roles and Responsibilities Polling Station Staff**

The role of a polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere. Both the Returning Officer and Poll Clerks should be able to carry out each other's duties if required. However, Senior Assistant/Senior Returning Officers have an overall responsibility for the polling station and carry out a supervisory role. In addition a Senior Returning Officers can:

- Request a Security officer to remove someone from a polling station
- Limit the number of accredited observers present at any one time

## 1.2 Duties of the Senior Returning Officer

Senior Returning officers are responsible for the conduct of the ballot in the polling station and should have sound knowledge of the voting procedures. The Senior Returning Officer's main duties are:

- a) Comply with any instructions issued by the Chief Returning Officer(CRO)
- b) Ensure the secrecy and security of the ballot
- c) Organise the layout of the polling station and liaise, if required, with the CRO
- d) Instruct and supervise Poll Clerks and Returning officers (RO)
- e) Open and close the polling station on time
- f) Maintain order in the polling station
- g) Act impartially at all times
- h) Account and be responsible for all the ballot papers, paperwork and ballot box(es)
- i) Ask the prescribed questions of voters when necessary, including when asked to do so by candidates or agents or before the issue of a ballot paper

### 1.3 Duties of Returning Officers

1. Ensure the proper procedure for voting is followed
2. Ensure the corresponding number list is marked correctly
3. Ensure the ballot paper bears the official mark and is issued correctly to eligible electors
4. Abide with special voting procedures as required
5. Manage the attendance list of those entitled to be present in the polling station, i.e. candidates and agents, representatives of the Electoral Commission and accredited observers, and ensure that they do not interfere with the voting process.
6. Monitor the activities of voters outside the polling stations and ensure that they do not interfere with the voting process
7. Keep the polling station neat and tidy
8. Ensure that all signs and notices are clear, visible and remain in place throughout the day.

### 1.4 Duties of the Poll Clerk

Poll Clerks do not have the responsibilities of the Senior Returning Officer, but they should know all of the procedures for

voting and how to deal with any problems. The Poll Clerk's main duties are:

1. Comply with the instructions of the Senior Returning officer and the Senior Assistant Returning Officers
2. Assist with the layout of the polling station
3. Be polite and professional in dealing with voters, candidates and agents, representatives of the Electoral Commission and accredited observers
4. Act impartially at all times
5. Confirm eligibility of electors to vote in a specific polling station
6. Check and mark voters' elector numbers in the voters register
7. Write the voter's elector number against the number of the ballot paper issued
8. Issue ballot papers to voters when directed to do so by the Senior Returning Officer, ensuring that they bear the official mark
9. Ensure that voters cast their votes in secret while maintaining the secrecy of the ballot at all times

10. Answer voters' questions, where appropriate, in a polite and professional way
11. Carry out any other duties
12. Assist the Returning Officer to complete necessary procedures after the close of poll

# CHAPTER TWO

## ELECTION PORTAL

### 2.0 ADMINISTRATOR GUIDANCE ON THE ONLINE ELECTION MODULE

Login Link: <https://vote.jkuat.ac.ke/>

#### Dashboard view

The screenshot displays the 'Election Details' page. On the left is a navigation menu with items: Dashboard, Elections, Positions, Users, Applications, Nominees, Profile, Settings, and Export Reports. The main content area shows the election name '2021/2022 JKUSA ELECTIONS' and a description: 'The election period will run from 5th August 2021 to 5th November 2021'. It also lists 'Starts On Monday, January 1, 0001' and 'Ends On Monday, January 1, 0001'. A 'Winners' table is present but contains no data, with a message 'No data available in table'. Below the table are four tabs: APPLICANTS, CONGRESS, OFFICIALS, and DELEGATES.

#### Creation of Admin Account

An administrator must be created by an existing administrator and the PF number used as a unique identifier must be registered

on the HR side of the ERP. This is a control to ensure only bonafide staff and students take this critical role.

After creation of account, a link is sent to the email of the staff as registered in the ERP for account activation and creation of password.

The screenshot shows a web application interface for creating an admin user. On the left is a sidebar menu with the following items: Dashboard, Elections, Positions, Users, Applications, Nominees, Profile, Settings, and Export Reports. The main content area is titled 'Create Admin' and features a green header bar. Below the header, there are several input fields: a dropdown menu for 'Select Type Staff/Student', a text input for 'Enter Student/Staff No', and a 'Status' section containing a checkbox labeled 'Make Admin Active'. A green 'SAVE' button is positioned at the bottom right of the form. A red hand-drawn circle highlights the 'Make Admin Active' checkbox.

## CREATION OF AN ELECTION TYPE AND PERIOD

This is where you define the election period in terms of the name, dates and description in which the whole election process takes place.

**Create a New Election**

Name

Election Period

mm/dd/yyyy

Description

Make Active

SAVE

## ACTIVATION OF AVAILABLE POSITIONS FOR A PERIOD

The positions are pre-populated already during development hence addition of new positions shall have to be updated from the development side. This is a control to ensure all positions remain according to policies set on the requirements.

**Positions**

Show 10 entries

Name	Description	Requirements	Type	Status	Actions
Academic Affairs Secretary	Academic Affairs Secretary Position	Refer to the Constitution	Executive	Active	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Chairperson	Chairperson Position	Refer to the Constitution	Executive	Active	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Clerk	Clerk Position	Read Constitution	Executive	InActive	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Commissioner	Commissioner Position	Read Constitution	Executive	InActive	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Delegate	Delegate Position	Refer to the Constitution	Executive	Active	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

You can make the positions available for a certain period within the provided election period i.e delegates' process starts earlier and the executive positions come later.

The lock buttons shown in green and red color are for selection of the active positions.

## APPLICATIONS APPROVALS

Filter the applications for the particular election period.

The screenshot shows a web application interface for managing applications. On the left is a sidebar menu with items: Dashboard, Elections, Positions, Users, Applications (highlighted), Nominees, Profile, Settings, and Export Reports. The main content area is titled 'Applications' and features a 'Select Election' dropdown menu currently set to '2021/2022 JKUSA ELECTIONS Active'. A 'Filter Applications' button is located to the right of the dropdown. Below the dropdown, there is a 'Show 10 entries' indicator and a search bar. The main part of the interface is a table with the following columns: Name, Adm No, Position, Campus, Status, and Actions. The table contains four rows of data, each with a 'View' button in the Actions column.

Name	Adm No	Position	Campus	Status	Actions
Tabitha Chepngetich	SCT211-0041/2017	Delegate	MAIN CAMPUS	Approved	<a href="#">View</a>
Tereza Nduta	HDB211-0131/2020	Delegate	MAIN CAMPUS	Approved	<a href="#">View</a>
Thomas Mathew Okoth	HSH211-0214/2020	Delegate	MAIN CAMPUS	Approved	<a href="#">View</a>
Tina Cherotich	HDC222-0330/2019	Hall Representative	MAIN CAMPUS	Approved	<a href="#">View</a>

Then view the required details for the applicant including the photo and the expected documentation.

You can reject an application, approve or simply comment for the student to update details well before approval.

**Application Details : Sports & Entertainment Secretary**

Name: **Agevi Timothy Jumba**

Student ID: **SCT221-C002-0047/2019**

Programme: **B.Sc. Information Technology**

Campus: **KAREN CAMPUS**

Email: **agevi.timothy@students.jkuat.ac.ke**

Phone Number: **0780414171**

Approval Status: **Pending**

Manifesto

[Download Manifesto](#)

[Download GC](#)

[REJECT](#) [APPROVE](#)

Comments (0)

When this approval is done, the students are considered as nominated as this is the place they are able to download the nomination forms.

## ELECTION DAY

This process does not happen through the system. Constitutionally this is still a physical process upto full tallying of results.

After this we can assign the winners of the elections to their specified positions as applied.

**Approved Applications**

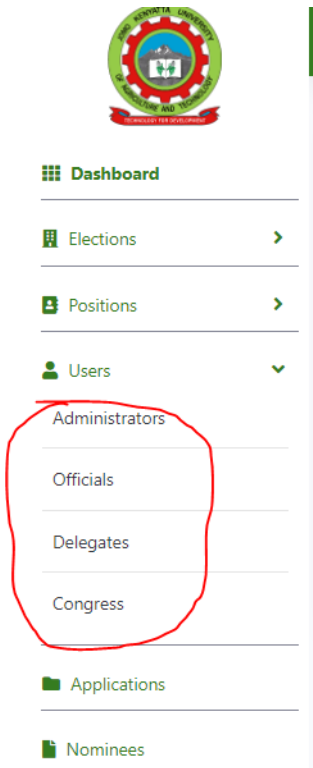
Select Election: 2021/2022 JKUSA ELECTIONS Active

Show 10 entries Search:

Name	Adm No	Position	Campus	Status	Actions
Adhiambo Venessa Caren	ENB222-0078/2017	Delegate		Approved	<input type="button" value="Assign"/>
Ajiambo Rosa Akinyi	SCM224-0573/2019	Delegate	MAIN CAMPUS	Approved	<input type="button" value="Assign"/>
Akinyi Laurine Owino	ENE211-0226/2016	Clerk		Approved	<input type="button" value="Assign"/>
Ambani Elisha	HDB223-0582/2020	School Representative		Approved	<input type="button" value="Assign"/>
Ambrose Michura Albert	SCP224-0490/2019	Delegate	MAIN CAMPUS	Approved	<input type="button" value="Assign"/>
Ambuzui Geoffrey	HSM221-0111/2018	Delegate		Approved	<input type="button" value="Assign"/>

## ADDITION OF OTHER OFFICIALS

The delegates, congress and the election officials can be added directly to the platform after completion of nomination processes. We have room for ‘create’ and ‘Upload’.



There is no provision for upload for administrators.

## Officials

Select Election

2021/2022 JKUSA ELECTIONS Active

Filter Officials

Filter

Create

Upload

Show 10 entries

Search:

Name	Adm No/Staff No	Title	User	Status	Actions
------	-----------------	-------	------	--------	---------

No data available in table

Showing 0 to 0 of 0 entries

Previous

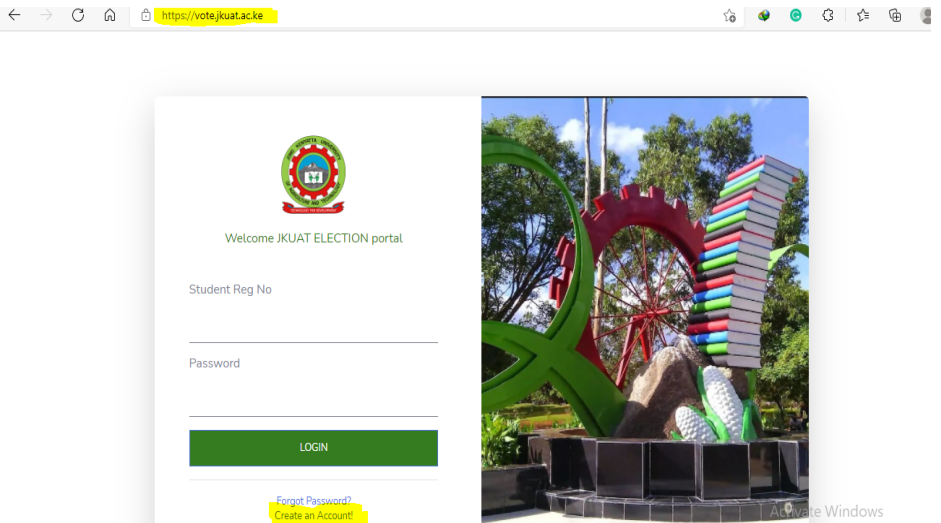
Next

## 2.1 STUDENT ELECTION PROCESS FLOW

Link: [Sign In \(jkuat.ac.ke\)](https://jkuat.ac.ke)

<https://vote.jkuat.ac.ke/>

### A) STUDENT REGISTRATION



Click on the link to reach the page above.

To create an account click on the 'Create an Account' button highlighted above.

**Sign Up!**

Student Reg No

sc121-~~1234567890~~

Password

.....

Confirm Password

.....

SIGN UP

[Sign In](#)



Capture your registration number as your username and create your password.

**NOTE: *Your student e-mail password MUST be created in the ERP for you to create an account. If missing the e-mail, contact the system administrator for guidance.***

After creation of the account, a confirmation link should be sent to your registered student e-mail account and you need to confirm the link before login.

## Account Confirmation ▶ Inbox x



**JKUAT Elections** <jkuat.erp@jkuat.ac.ke>  
to me ▾

11:17 AM (12 minutes ago)

Dear Kamau Isaac Nganga,

Thank you for creating an account with JKUAT Elections Portal.

Please, [Click here!!](#) to verify your account

Thank you, the JKUAT Elections Management team.

---

if you are having trouble clicking the button, [Click Here](#) to confirm your account.

After clicking the link you will now be able to login as below using your student registration number and your password.



Welcome JKUAT ELECTION portal

Student Reg No

---

Password

---

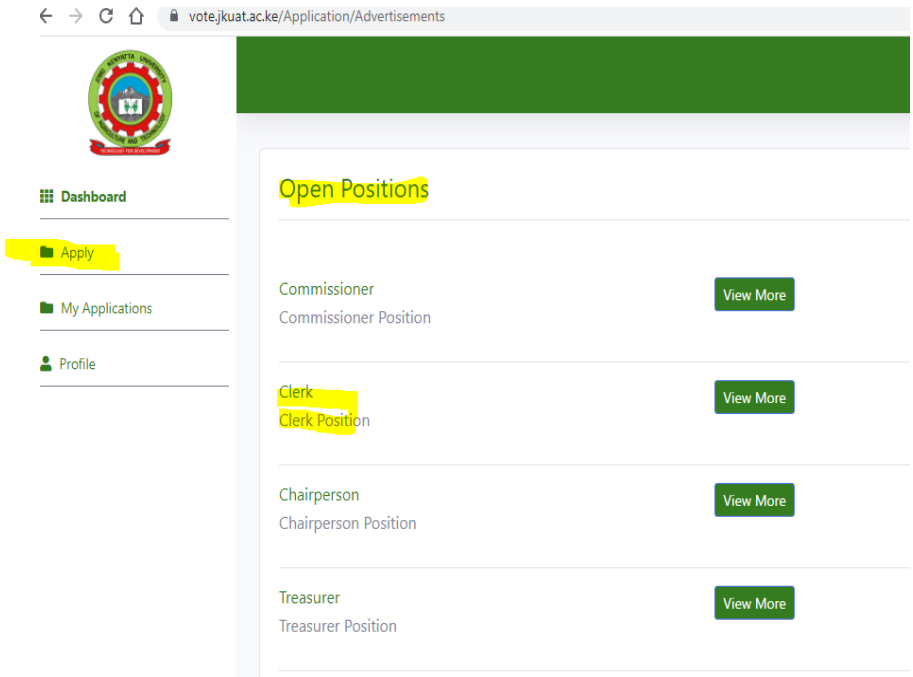
LOGIN

[Forgot Password?](#)  
[Create an Account!](#)



## B) STUDENT APPLICATION TO POSITIONS

After login to the portal, you will find a dashboard and a menu to apply to various positions.



After clicking on view more, you will be directed to an application window. At this point, if you do not qualify according to the constitution, you will be barred from proceeding to application until you meet the requirements as below:



 Dashboard

 Apply

 My Applications

 Profile

## Clerk

Clerk Position

### Requirements

Read Constitution

You are unqualified to apply due to the following reason(s):

Fee is not cleared

Has gotten a supplementary in coursework

For those able to proceed past this point, you shall follow the following steps:

**Your Details**

Name: [REDACTED]

Student ID [REDACTED]

Programme  
**Bachelor of Commerce**

Campus  
**KAREN CAMPUS**

Email [REDACTED]

Phone Number [REDACTED]

**Clerk Application Form**

Upload Your picture

Choose Files No file chosen  
 Or Drag It Here.

Brief Summary manifesto: \*

Upload Manifesto: \*

Choose Files No file chosen  
 Or Drag It Here.

Upload Good Conduct: \*

Choose Files No file chosen  
 Or Drag It Here.

**APPLY**

1. Upload your passport size photo
2. Give a brief summary of your role/expectations/manifesto
3. Upload the same document
4. Ensure you have a valid certificate of good conduct.

Note: All documents should be uploaded in PDF

After completing these steps, click **‘APPLY’**.

**ALL THE BEST!**

## **CHAPTER THREE**

### **ELECTION PREPARATIONS**

#### **3.0 Preparation of Polling Day**

##### **3.1 Before Polling Day**

Polling station staff will be fully briefed about the election and cannot rely solely on past experience. They also should not rely exclusively on this handbook. Returning Officers should have scheduled training/briefing sessions with polling station staff before the election. Chief Returning officers will decide how many polling stations are needed, where they should be situated and how many Returning Officers and Poll Clerks are required to staff them. The Chief Returning Officer will provide information on the location of the polling station when appointments are made and all members of the polling station team should know the location of the polling station before polling day.

The Senior Returning Officer may ask Returning Officers to visit the polling station in advance of polling day. Where this is the case, they should arrange a mutually convenient time with the

people responsible. At all times, access to a polling station prior to polling day should only be with the permission of the Chief Returning Officer. Be aware of the sensitivities around visiting local authority premises during working hours (Satellite Campuses). If possible, it may also be useful to meet at the polling station with other members of the team before polling day to find out what facilities are available and to discuss what supplies and refreshments may be needed. Some premises may contain two or more polling stations. If so, Senior Returning Officers, where instructed to do so by the elections team, should coordinate any visit to the premises prior to polling day with the other Returning Officers.

The key-holder should open the building by 6.00am on polling day. If the appropriate person will not be available to open the building, Senior Returning Officers should make arrangements to collect the keys in advance of polling day. If this is the case, Returning Officers should ensure that they have all the relevant keys, including any gate keys, and any alarm details, and make sure that the key-holder's telephone number and address are

readily available in case anything goes wrong. Polling station staff should consider how long it will take to get to the polling station on the morning of the election, – and factor this into their plans for the day.

Arriving in good time will enable staff to ensure that the polling station is set up in an appropriate manner before the polls open at 8:00 am. Polling station staff are advised to take sufficient food and drink in the morning of Election Day as they will not be able to leave the polling place while the polls are open. Senior Returning Officers may provide the Returning Officer with the contact details for any Poll Clerk(s) on duty at the same polling station. If this is done, the Senior Returning Officer should contact the Poll Clerk(s) before polling day to ensure that they know the location of the polling station and what time to be there.

### **3.2 Delivery/Collection of the Ballot Box**

Unless the ballot boxes are being delivered directly to the polling stations, the Senior Returning Officer will notify Returning Officers of the arrangements for the collection of the ballot box

together with all relevant election materials. Great care and security of the election material must be maintained at all times where the materials are to be collected by the Returning Officer and then kept at the Senior Returning Officer's office. In particular, no election materials should be left unattended.

### **3.3 Election Day**

During the Election Day the following should be adhered to:

- Polling station must be open at 8:00am.
- Inform the elections office as soon as possible if you encounter any problems that prevents you from opening at 8:00 am.
- Returning Officers and Poll Clerks must arrive at the polling station by 6.30am.
- Polling station staff who are unable to access a polling station must contact the Senior Returning Officer immediately.
- Returning Officers must check that clocks are accurate to ensure that the polling station is open on time.

- Senior Returning Officers should collect the Poll Clerk's appointment notification and check that they are aware of the requirements of secrecy.
- The Senior Returning Officers should ensure the keys of all the polling stations are with the caretaker the day before election and should also ensure that the Chief Security Officer has the contacts of all SROs.
- Whatever the situation, voters must be able to vote in secret from 8:00am onwards. Keep the elections office and any candidates, agents and observers in attendance informed of whatever arrangements you make.
- The Senior Returning Officer will be responsible for the transportation of the ballot box and election materials. The larger items, such as the polling booths, will normally have been delivered to the premises beforehand.
- The Senior Returning Officer will advise Returning Officers of the arrangements. A checklist of polling station supplies will be provided with the ballot box and other polling station materials. If on checking the contents any items or materials listed on the inventory are missing,

contact the Chief Returning Officer immediately. Materials should be checked on receipt.

- The Returning Officer should ensure that the ballot papers are in numerical order, and are the correct ones for the particular polling station and have no obvious errors in the numbering of the papers.
- The numbers on the back of the ballot papers should be checked against the ballot paper numbers printed on the corresponding number list. This should be checked before polling begins.
- SROs to confirm the ballots are serialized in the point of collection before they are sealed and before they go home. .
- If a statement of candidate and persons nominated has been provided by the Senior Returning Officer, the Returning Officer should also check that the candidates' details on the ballot papers match those provided on the statement for the electoral region.

### **3.3.1 Issuing of Ballot Papers**

Do not issue erroneous ballot papers or where the printing is indistinct or unclear. Standards of appearance must apply. The atmosphere in the polling station should be professional, and polling station staff should dress accordingly. With this said, polling station staff should consider their personal comfort. Remember that polling station staff are representatives of the Chief Returning Officer and should act impartially at all times. Refrain from wearing any badges, slogans, or colours that might bring the impartiality of the election process into question.

### **3.3.2 Polling station layout**

The first job will be to set up the polling station, unless this has already been done for you. The layout of the room is important. Poor layout could cause inaccessibility and unnecessary confusion. Caretakers may already have arranged the room, particularly if the Chief Returning Officer or Senior Returning Officer has given them instructions on the layout of the polling station in advance. However, the polling station staff can rearrange the set up the room. Some polling booths are heavy;

be careful when erecting or moving them. The layout must work for the voter and contribute to the smooth running of the polling station. In particular, the needs of voters with disabilities must be considered. Below is a checklist:

- Is the ballot box accessible for all voters?
- Can a wheelchair user easily get around the polling station and its surrounding areas?
- Are all of the polling booths set up in such a way that maintains the privacy of voting?
- Is the low-level polling booth in the most appropriate position for wheelchair access?
- Are the notices accessible for all voters?
- Are the polling agents and observers positioned so that they do not interfere with the proceedings, but can still observe proceedings?
- Are there chairs available in the polling station for voters who cannot stand for long periods?
- Arrange the ballot box and polling booths to ensure that they are accessible to all voters, yet fully visible to polling station staff.

- Position the issuing table and the ballot box in such a way that prevents any voter from leaving the polling station without passing you and the ballot box.
- Have the elections office contact details and follow any escalation procedures as instructed by the Chief Returning Officer should any issues arise during polling day.
- In a room where there is more than one polling station, the ballot boxes must be kept separate. Otherwise, voters from one polling station may put their ballot paper in the wrong ballot box and the ballot paper accounts for each of the two polling stations will not tally. In this case vigilance must be observed at all times.
- Check that the ballot papers are in the correct numerical sequence and that the numbers match those pre-printed on the corresponding number list. This will **reduce** accounting problems at the close of poll.
- Check that the ballot papers bear the unique identifying mark on the back. If a stamping instrument is being used,

check that it is working. Check that the ballot pens are sharpened and fixed securely to the polling booths.

The Chief Returning Officer and Election Office Representatives will make rounds throughout the day to deliver additional equipment and carry out an inspection of the polling station. Candidates, election and polling agents have the right to enter and remain in a polling station but must not disrupt voting or attempt to canvass voters.

Polling agents may be appointed to work on behalf of individual candidates on polling day in polling stations. The main purpose of their appointment is to detect voter impersonation. Not more than one polling agent may be admitted at the same time to a polling station on behalf of the same individual candidate. The Lead Commissioner will have notified the Returning Officers in advance if any polling agents have been appointed to attend at the polling station. Polling agents may wish to note on their own copy of the register of voters who has voted, but they cannot take this marked copy of the register out of the polling station until after the close of poll. They must not interfere with the voting

process and must not campaign or canvass voters in the polling station. If they do wear a rosette or badge, it should be plain but may display the name of a candidate. They have the right to observe the preparation and opening of the polling station and its closure and may add their seal to the ballot box at the close of poll (though not at poll opening).



### *Polling Agents*

During polling hours, polling agents in attendance should be placed at a separate table that is close enough to observe and hear the proceedings, but not in a position that would compromise the secrecy of the ballot. Security officers on duty at the polling station will be present in the polling station at any

time, although it is the Senior Returning Officer's duty to maintain order in the polling station

### **3.3.3 Representatives of the Electoral Commission and Accredited Observers**

Representatives of the Electoral Commission and other individuals accredited through the Commission's official observer scheme are entitled to attend all polling station proceedings. They do not need to give advance notification of where they intend to observe, but every observer must carry photographic identification and should not be allowed to observe proceedings without this requirement.

The status of individuals seeking to gain entry to polling stations as observers can always be checked with the Chief Returning Officer. Both Commission representatives and accredited observers agree to abide by a Code of Conduct, which includes an agreement that they will not interfere with any proceedings. Senior Returning Officers may ask observers (but not Commission representatives) to leave the polling station if they are:

- Breaching or attempting to breach the secrecy of the ballot
- Knowingly obstructing the polling process
- Asking voters about their voting preference

If an observer is removed from the polling station, the Senior Returning Officer must provide a note to the observer stating the reasons why they have been removed. They should also record any such incidents and notify the Chief Returning Officer as soon as possible. Any observer removed in the circumstances above is not entitled to re-enter the polling station for the remainder of the poll.

In the case of overcrowding, Senior Returning Officers are entitled to limit the number of accredited observers (but not Commission representatives) present inside a polling station for a specified time. However, it is important to note that no officer is entitled to bar all observers from the entire process, only to limit the number of observers present at any one time. When such action is taken, this should be recorded in a polling station log.

Senior Returning Officers should record the details of any accredited observers or Commission representatives who attend their polling station. Electoral observation is a legitimate and valuable part of the electoral process, and care should be taken not to hinder or obstruct the conduct of the observation.

### **3.3.4 Persons under the Age of 18 Who Accompany Voters**

Persons under the age of 18 may accompany voters into the polling station to observe the voting procedure. Senior Returning Officers can limit the number of those under 18 allowed in the polling station at any one time if they consider their attendance to be impeding the proceedings in any way. A student who is under 18 years and duly registered is eligible to vote. Voters with disabilities are entitled to bring someone with them to cast their vote. When dealing with disabled voters who need the assistance of a companion, make sure that you directly address and respond to the voter and not the companion.

### **3.3.5 Sealing the Ballot Box**

The Senior Returning Officer should close and seal the ballot box a few minutes before 8:00am, after verifying to all present that the box is empty. In the event that more than one ballot box has

been issued to the Senior Returning Officer each ballot box must be sealed before polling commences. However, only one ballot box should be in use at any one time, and additional boxes should be stored securely out of sight until they are required. Ballot boxes vary in design, as does the method of sealing them. Whatever method is used, make sure that the ballot box is properly secured.



### *Ballot boxes*

At this stage, candidates, election agents or polling agents must not be allowed to affix their seals to the ballot box: their seals may only be attached at the close of poll. Some last-minute checks just before the polling station is opened, take a few moments to double-check that everything is ready. Make sure

that the ballot papers, corresponding number list, tendered ballot papers and other official documentation are safely out of reach of voters.

### **3.4 Polling Day**

#### **3.5 Opening and Conducting the Poll**

The polls open from 8:00 am to 4:00pm. Before the process begins, give a summary of the voting procedure and do not issue ballot papers before 8am. The following procedure should be followed:

##### **3.5.1 Stage One – Checking the Voter**

- Greet the electors, ask them to confirm their name, course and department, and make sure that they are eligible to vote.
- Mark the register of voters against (but not through) the voter number by placing a straight line against the voter's entry on the register.
- Call out the number and name of the elector.



*Student queue to cast their votes*

### **3.5.2 Stage Two – Issuing the Ballot Paper**

- Write the elector number (including the polling station reference letter(s) if not pre-printed) on the corresponding number list next to the number of the ballot paper to be issued.
- Ensure that the ballot paper includes a pre-printed official mark (e.g. a barcode or watermark). If it does not, use the stamping instrument to stamp (perforate) the ballot paper with the official mark on the top left hand corner so as to be visible on both sides of the paper.
- Fold the ballot paper, and then hand it to the voter unfolded so that they can see all of the candidates on the paper.

### 3.5.3 Stage three – Voting

- The voter marks the ballot paper in the privacy of the polling booth.
- Prior to the voter placing the ballot paper in the ballot box, they should fold the ballot paper and should show the ballot paper number and unique identifying mark on the back of the ballot paper to the Returning Officer.
- Say ‘goodbye’ and thank the voter as they leave the polling station.



*Student cast their votes*

### 3.6 Checking Eligibility of Voters

In a polling station the Returning Officer and one Poll Clerk should be responsible for the register of voters and the ballot papers and should ensure that the vector number is entered correctly in the corresponding number list. The Chief Returning Officer may give guidance on how this work should be allocated, which must then be followed. If there are two Poll Clerks, the Senior Returning Officer may wish to oversee the process, dealing with electors and any special circumstances. In this case, the two Poll Clerks should share duties and could swap over every so often, on the instruction of the Senior Returning Officer. The Poll Clerk should:

- Confirm the elector's name and address and check that they are on the register of electors and eligible to vote
- Draw a straight line against (but not through) their entry on the register of electors
- Read out the elector's name, elector number and polling reference from the register of electors (this is a safeguard against impersonation)
- In most cases, the register of electors will contain the names of all electors allocated to the polling station. A

few electors may have transferred from their course thus change in department.

### **3.7 The Ballot Paper**

Ballot papers are numbered and should match the numbers pre-printed on the corresponding number list. Ballot papers must be issued in strict numerical order commencing with the lowest number in the batch. Otherwise, problems will be experienced at the close of poll when completing the ballot paper account. If the elector is shown on the register of electors as being eligible to vote and has, if necessary, answered the prescribed questions satisfactorily then the voter must be given with a ballot paper. The Poll Clerk (or Returning Officer) with the ballot papers must:

- Allocate the ballot paper
- Read out the ballot paper number
- Ensure that the ballot paper bears the unique identifying mark and official mark
- Fold the ballot paper, and then hand it to the voter unfolded so that they can see all of the candidates on the paper.

Ensure all ballot papers bear a unique identifying mark on the back of the ballot paper. This can take a number of forms, for instance, a printed barcode or a sequence of letters and numbers. The Chief Returning Officer, or their staff, should notify Senior Returning Officers at the training session as to what form the unique identifying mark will take. If all the ballot papers are missing the unique identifying mark, the Senior Returning Officer should notify the elections office immediately. If only some papers are missing the mark, the Senior Returning Officer should only issue those ballot papers that contain the unique identifying mark, and should also notify the elections office of the situation.

The official mark may be pre-printed on the ballot papers or the ballot papers may need to be perforated with a stamping instrument on issue. The Chief Returning Officer will indicate what the official mark will be at the training session. Every ballot paper must bear an official mark. Any ballot paper that is lacking the official mark will be rejected at the count. If the ballot papers should, but do not contain a pre-printed official mark as indicated by the Chief Returning Officer, the Senior Returning Officer

should contact the Chief Returning Officer. The Chief Returning Officer may have provided a stamping instrument for use in an emergency. This should then be used to stamp the ballot paper in the top left hand corner so as to be visible on both sides of the paper.

If the Chief Returning Officer has decided to use a stamping instrument but has not provided one or it fails to work, then the Chief Returning Officer should be notified and a method of stamping should be improvised. For example, use a drawing pin to perforate the ballot paper a few times before it is issued. The Senior Returning Officer should record the improvised mark and note the numbers of the first and last ballot papers issued and stamped in this way. This should be handed in with the ballot paper account at the count.

### **3.8 Voting**

Voters must mark the ballot paper in the privacy of the polling booth and then re-fold the ballot paper to keep their vote private. Voters should show the ballot paper number and the unique

identifying mark on the back of the ballot paper to the Senior Returning Officer or Poll Clerk before placing it in the ballot box.

### **3.8.1 What is the procedure if a voter makes a mistake?**

Sometimes voters do make mistakes, i.e. by making a mark against the 'wrong' candidate. The Senior Returning Officer must take the spoilt ballot paper and write 'cancelled' on it before placing it in the envelope provided. Do not place the spoilt ballot paper in the ballot box. Once a spoilt ballot paper has been placed in the ballot box, a replacement ballot paper cannot be issued. Issue the voter with another ballot paper. Do not forget to write the elector number against the new ballot paper number on the corresponding number list and to write 'cancelled' by the elector number for the cancelled ballot paper. The Senior Returning Officer must also ensure that the replacement ballot paper bears the official mark. At the close of poll, the Senior Returning Officer must count and then record the number of spoilt ballot papers on the ballot paper account.

### **3.8.2 Providing General Assistance to Voters**

Polling staff have a duty to assist voters in the voting process. Remember, voters are customers: greet them with a smile and

take into account any special needs they may have. Never be off-hand, prejudiced or patronising. Do not become agitated, even when under pressure. Listen carefully if you are asked a question. If you are unable to answer a voter's questions or concerns, refer them to the Chief Returning Officer. When giving general assistance, polling station staff must be careful not to lead voters to cast their votes for a specific candidate, or offer an opinion about any party or candidate. There are a number of written instructions available for voters in the polling station. First of all, there are the instructions on the ballot paper itself. There are also the "How to vote at this election" posters and the notice displayed inside each polling booth. If any voter asks for assistance it may, in some circumstances, be helpful to read out these instructions to them. The Senior Returning Officer should be familiar with what resources are available and provide these as and when appropriate. Some voters may still find the instructions unclear.

### **3.9 Maintenance of the Polling Station**

The Senior Returning Officer should check the polling station regularly, including any build-up of electors waiting to vote

ensuring that voters have unimpeded access at all times. To maintain a polling station the following should be observed:

- Replace or repair any signs and notices that have been defaced or damaged.
- Ensure that the entrances to the polling stations, including any ramps, are not blocked.
- Where temporary ramps are being used, ensure that they are firmly in place and have not been dislodged during the day.
- Instruct anyone who is campaigning in or around the polling station to stop.
- Remove any campaign literature that may have been left in the polling station.
- Make sure that there is sufficient light for voters in the polling booths.
- Make sure that the pencils are still in the booths and sharpen them if necessary.
- Ensure that nothing has been left in the booths, including ballot papers or information on a particular party or candidate.

- Check the ballot box seals/lock
- Give the ballot box a shake or use a ruler or ballot box compactor to push the ballot papers down if the box seems full.
- Keep the polling station, including any passageways leading into the polling station, clean, tidy and free from any hazards.
- If you notice any queues forming, take steps as instructed by the Chief Returning Officer for dealing with them.

### **3.10 The Polling Station**

The poll closes at 4 pm and any eligible electors who are in their polling station, or in a queue outside their polling station at 4 pm for the purposes of voting must be allowed to vote.

### **3.11 Procedures of Polling Station Staff**

- Regularly check the polling station in the lead-up to the close of poll and take steps to ensure that as far as possible all waiting electors are able to be issued with a ballot paper by 4pm. If that is not possible, take steps to ensure that that they will all be inside the polling station

or in a queue outside the polling station for voting by that time. Inform the elections office immediately in the event of a queue existing or building up in the lead-up to the close of poll.

- If there is more than one polling station in the building, check that anyone waiting to vote is at the correct polling station for their address.
- Make sure nobody joins the queue after 4pm. If there is a queue at 4pm and if the polling station can accommodate all the electors in the queue, ask electors to move inside the polling station and close the doors behind the last electors in the queue.
- If the polling station is too small to accommodate all the electors in the queue, a member of the polling station team should mark the end of the queue by positioning themselves behind the last elector in the queue. Explain to anyone who arrives after 4pm and tries to join the queue that the poll has closed and that, by law, they cannot be issued with a ballot paper. Rowdy electors who

arrived after 4pm cannot be issued with a ballot paper in any circumstances.

- Anyone who at 4pm is not waiting to vote either inside the polling station, or in a queue outside the polling station, must not be issued with a ballot paper
- Anyone who is issued with a ballot paper must be allowed to vote.

In addition to elections staff, the following are permitted to be present at the close of poll:

- The party list and individual candidates
- Election agents (or a sub-agent, if the election agent is not present)
- Polling agents
- Security officers and student bouncers on duty at the polling station
- Representatives of the Electoral Commission
- Accredited observers

After the close of poll and the last person has voted the Senior Returning Officer must seal the slot of the ballot box, and any candidate, election agent, sub-agent or polling agent present

may also affix their seal to it. The Poll Clerk, in the meantime, should take down all the signs and tidy the room. If instructed to do so, polling station staff may also be required to dismantle the polling station furniture and return the room to its original state.

### **3.12 Procedures on Checklists**

Individual candidates, election agents (or a sub-agent if the election agent is not present) and polling agents are also entitled to be present when the paperwork is being completed and the various packets of documents are sealed as described below.

- The Senior Returning Officer must complete all official forms. Take care when filling in the paperwork. It is far more important to be accurate than fast. It is quite possible that some of the official forms have not been needed during the day; no ballot papers may have been issued and no ballot papers may have been spoiled. If this is the case, still complete the forms, entering a 'nil' return where necessary.

#### **3.12.1 Checklist of Official Forms to be completed by the Senior Returning Officer**

- The ballot paper account

- The list of voters with disabilities assisted by companions
- The list of votes marked by the Senior Returning Officer
- The statement of the number of voters whose votes were marked by the Senior Returning Officer

Completion of the paperwork is easier if all the official forms are laid out with their corresponding envelopes. The front of each of the official envelopes lists the contents. Complete as many of the forms and envelopes as possible during the day, well before the close of poll. Remember to complete all of the paperwork even if it seems that there is nothing to report. There may be occasions when no ballot papers have been issued or electors have not spoiled any ballot papers. In those cases, the Senior Returning Officer should still fill in the relevant sections of the ballot paper account.

### **3.12.2 Checklist of Official Packets and Envelopes and Their Contents**

- Ballot paper account – keep this with the ballot box
- Unused and spoiled ballot papers – if they do not fit, wrap the envelope around them and secure with string or elastic bands

- Marked copy of the register of electors
- Completed corresponding number list
- List of voters with disabilities assisted by companions
- List of votes marked by the Senior Returning Officer,
- Statement of the number of voters whose votes are marked by the Senior Returning Officer
- Declarations made by the companions of voters with disabilities.

The ballot paper account is the most important of all the paperwork and should be filled in first, with care. In many instances, the first section of the ballot paper account will have been completed in advance by the Chief Returning Officer. It is the Senior Returning Officer's duty to complete the remainder of the form. The ballot paper account reconciles the number of ballot papers dealt with by the Senior Returning Officer. Remember to count the number of ballot papers issued according to the corresponding number list and include this on the ballot paper account. The form relies on the serial numbering of the ballot papers and this is why it is so important to issue

ballot papers in numerical order as pre-printed on the corresponding number list.

### **3.12.3 Packing Materials at the Polling Station**

Pack the materials into their official envelopes and packets. The corresponding number list and the unused ballot papers must be placed separately in the appropriate envelopes. If the items are to be delivered by the Senior Returning Officer, the Chief Returning Officer will have given instructions on the location of the count centre and the entrance to be used. A Poll Clerks may be asked to assist the Senior Returning Officer.

In case of any problem the Senior Returning Officers should contact the Chief Returning Officer immediately. In some instances, other arrangements may be made for the delivery of ballot boxes and election materials to the count centre. Do not leave the ballot boxes unattended to at any time and ensure that ballot boxes are only handed to members of the Chief Returning Officer's staff. Finally, before leaving the polling station, make sure that any waste materials are disposed appropriately and the

premises left tidy. Ensure that any keys are returned to the appropriate person.

### **3.13 Equality Issues: Disabled Electors and Elections**

The following guidance is designed to ensure that there is equal access to voting for all. Reasonable adjustments to practices and procedures must be made so that people with disabilities are not disadvantaged in any way. The Chief Returning Officer will make arrangements to ensure that disabled voters have the same access to the electoral process as anyone else. However, practices adopted by Senior Returning Officers on polling day can also help to make a difference. These include:

- If car parking spaces are provided for disabled people, make sure that they are available for that purpose throughout the poll.
- In any event, if possible, keep parking spaces close to the polling station entrance free for disabled people.
- Ensure that there is good signage for any alternative disabled access and it is not obstructed throughout the day.

- Use a purpose-built ramp if available, but make sure that it is suitable. Ensure that ramps remain in place and secure throughout the day.
- Propping double doors open can help to ensure good access for all; however, make sure that these are not fire doors.
- Are doormats, if any, level with the floor? If potentially dangerous, remove .
- Have a seat available for any elector who may need to rest – ideally there should be a mix of chairs with and without armrests. Assistance to electors unable to gain access to the polling station ideally your polling station will be located in a fully accessible building. Unfortunately, in practice, this may not be the case as in some areas there may not be accessible buildings available for use as polling stations if a physically disabled elector is unable to enter the polling station, the Senior Returning Officer, after informing any agents present, may take the ballot paper to the elector. After the ballot paper has been marked, the Senior Officer must place the folded paper into the

ballot box immediately. It is essential that the secrecy of the vote is maintained in all circumstances. The ballot box must not be left unattended or removed from the polling station at any time.

- Some disabled voters may request the assistance of the Senior Returning Officer to mark the ballot paper for them. If the voter knows how they wish to vote, they must instruct the Senior Returning Officer, in the privacy of the polling booth, to mark the ballot paper on their behalf accordingly. Ensure that no other voter can overhear the choices expressed by the disabled voter you are assisting. If possible, choose a part of the polling station where a conversation in normal tones cannot be overheard.
- When the disabled voter may be unsure of how to vote, the Senior Returning Officer should read out the instructions on the top of the ballot paper and the names of parties and individual candidates in the order that they appear on the ballot paper. They should also ask the voter if they would like the names of the party list candidates read out to them. Once the elector has made a decision,

the senior returning Officer must mark the ballot paper accordingly.

- If candidates, election agents or polling agents are present, they should be invited to listen to and to observe the Senior Returning Officer, so that they can confirm that the ballot paper is marked in accordance with the wishes of the elector.
- If the Senior Returning Officer has to mark a ballot paper for an elector, the name of the voter must be noted on the official form '**List of votes marked by the Senior Returning Officer**'. At the close of poll, the Senior Returning Officer must also fill out the '**Statement of the number of voters whose votes are marked by the senior returning Officer**'.
- Alternatively, a disabled voter may be assisted by a companion, with the permission of the Senior Returning Officer, who must be satisfied that the voter's disabilities would prevent them from voting unaided. The disabled voter's companion must be either a close relative (father, mother, brother, sister, spouse, civil partner, son or

daughter – if they are aged 18 years or over) or a qualified elector.

- The companion, not the voter, is required by law to complete a simple declaration, '**Declaration to be made by the companion of a voter with disabilities**'. It is helpful for the Senior Returning Officer to fill out the declaration on the companion's behalf and to ask them to check the information and sign the document. The Senior Returning Officer must ensure that they explain the process clearly to both the elector and their companion.

### **3.14 Clerical Errors Identified By the Returning Officer**

If someone who presents themselves at the polling station is not on the register (or the notice) and is insistent that they signed a nominal roll, the Senior Returning Officer should refer this immediately to the respective school. If it is determined that a correctly completed application form (Signing of nominal roll) was received and the person was only omitted from the register as a result of a clerical error, the error must be corrected and the

Returning Officer gives notice to the Senior Returning Officer (either in writing or orally).

Instructions as to how the information will be communicated to the Senior Returning Officer will be given at the training session. If the notice is communicated verbally, the Senior Returning Officer must make a written record of the elector's name and number and mark this record when issuing a ballot paper in the usual manner. Senior Returning Officers may have been provided with a special form for this purpose. If the notice is communicated in writing, either that notice must be marked in the same way as if it were part of the register, or the Senior Returning Officer must write and mark the elector's name and number on a special form provided for this purpose. Senior Returning Officer will have received specific instructions at their briefing session. Once the elector's name and number have been marked, a ballot paper must be issued in the usual manner. The marked notice or marked written record must be sealed up with the register at the close of poll. Anyone else who is not on the

register of electors (or the notice) for that polling station must not be allowed to vote.

### **3.15 Security at the Polling Station**

The Senior Returning Officer is responsible for the security of the polling station. They have the power to order a person's removal from the polling station. Eligible voters must nevertheless be allowed to vote before they are removed. A Senior Returning Officer who orders the removal of a person should record the details of the incident and pass them to the Chief Returning Officer. A person who has been removed from the polling station and has not voted may only be re-admitted on the authority of the Senior Returning Officer. If the person returns and conducts themselves in an orderly manner, they must be given the opportunity to vote. There is no legal definition of the extent of the polling station but, at a minimum, it is the room in which voting takes place.

### **3.16 Serious Disturbances/Incidents and Adjournment of Poll**

Security officers and students bouncers shall be assigned polling station duties and should visit them throughout the day. If there

is disorder at the polling station during the day, contact the Chief Returning Officer and inform them of the situation. If necessary, call the police to deal with the problem. In the event of a serious disturbance or incident e.g. bomb scare, fire, floods, etc., the Senior Returning Officer will be asked to vacate the premises. If the emergency services ask for the building to be evacuated, it must be done. Inform the Chief Returning Officer immediately and seek guidance on further actions to be taken. Never put the personal safety of voters or the rest of the polling station team at risk. If it is possible to do so without putting personal safety at risk, then all the sensitive election materials (the ballot box, ballot papers, register of electors, etc.) may be removed from the building and kept under the care of the polling station staff. If forced to leave the premises, establish a temporary polling station at a safe distance from the serious disturbance or incident. Regardless of whether there has been an interruption in polling, the polling station must still close at 4pm. However, a note should be made of the time during which the polling station was unable to operate. In the most extreme case, the Chief Returning Officer will permit the Senior Returning Officer to

adjourn the poll until the following day. If the poll is adjourned, then the Chief Returning Officer will arrange for the election materials to be collected. Senior Returning Officers must not adjourn the poll without the Chief Returning Officer's consent.

### **3.17 Dealing with Difficult Situations**

It is possible that during the course of polling day polling station staff will encounter difficult situations or be faced with confrontational behaviour. The following steps should be taken during such situations:

- Listen to the voter – it is good practice to look at the person while they speak, demonstrating interest.
- Understand – let the person know that every effort is being made to understand the problem from their perspective. This emphasises that an informed decision is being considered.
- Explore – ask the person if there is any further relevant information that they can give that might help the process along.
- Summarise – give the response and the reason for it. Do not become engaged in an argument.

### **3.18 Procedure for Dealing with Impersonation**

There may be rare occasions when a member of the polling station team, another elector, an election agent, polling agent or candidate suspects that the person requesting a ballot paper is not who they claim to be. This is called impersonation and it is a serious offence. Remember that a person, is not guilty of impersonation if they apply for a ballot paper by a name which is not their own, as long as it is the name under which they have been registered and exists in University official documents.

Senior Returning Officers must interrogate a person if they suspect impersonation. Only the prescribed questions may be asked. The questions must be put to the person before they are issued with a ballot paper, and not afterwards. The prescribed questions determine whether the voter is the person who appears on the register of electors and if they have voted before in the election if the person answers the questions adequately, an ordinary ballot paper must be issued. The Senior Returning Officer should, however, report their suspicions to the Chief Returning Officer as soon as possible. If there is a confrontation, or a reasonable expectation of confrontation, the Senior

Returning Officer should consider their own safety and the safety of all other people present as a priority.

If a person has been arrested on the grounds that they are suspected of committing or being about to commit impersonation, that person must not be prevented from voting as long as they answer the prescribed questions satisfactorily. Also if an election agent (or sub-agent attending on behalf of the election agent), polling agent or candidate challenges a voter (through the Senior Returning Officer), the voter must not be prevented from voting as long as they answer the prescribed questions correctly.

### **3.19 Guidance on Tellers, the Media and Exit Polls**

#### **Tellers**

Tellers volunteer for parties and candidates stand outside polling stations or polling places and record the elector number of voters who have voted. By identifying electors who have not voted and relaying this information to the, candidate or their supporters, tellers play a vital and important role in elections. The candidate or their supporters may then contact the voters who have not yet

cast their vote during polling day and encourage them to vote. There should be no more than one teller at a polling station for each individual candidate at any time. Tellers have no legal status and voters have the right to refuse to give them any information. The Chief Returning Officer or their staff may provide further guidance on the activities of tellers. During the polling day tellers must:

- Always remain outside the polling station
- Only enter the polling station to cast their own vote, or to accompany a disabled voter
- Always comply with the instructions of the Chief Returning Officer and Senior returning Officer

Tellers must also not:

- Be able to see or hear what is happening inside the polling station
- Impede, obstruct or intimidate voters on their way in or out of the polling station
- Demand any information relating to a voter's elector number, name or address

- Ask voters to re-enter the polling station to ascertain their elector number
- Have discussions with voters that may give rise to allegations of undue influence
- Display any campaign material in support of or against any particular political party or candidate other than a badge

Alternatively tellers may:

- Approach voters for information as they enter or leave the polling station
- Display a coloured rosette or badge displaying the name of the candidate; the rosette/badge should not bear a slogan and must not be oversized. The Senior Returning Officer should check on tellers' activities from time to time and make sure that they do not block the entrance or hinder voters from entering the polling station.

The media Representatives of the media have no right to enter a polling station except as voters or accredited observers. They must not be allowed to film or interview voters in the polling

station. If a film crew is filming or interviews are taking place outside the polling station, make sure that voters are not hindered or harassed on their way to vote and that the entrance to the polling station is not obstructed.

Public opinion poll companies may be commissioned to organise an exit poll for the elections. Senior Returning Officers may have been informed by the Chief Returning Officer if a polling company intends to conduct an exit poll outside the polling station. If that is the case, make sure that the interviewers neither enter nor block the access to the polling station.

### **3.20 Health and Safety of Polling Station Staff and Electors**

Senior Returning Officers and Poll Clerks must be aware of any potential risks to safety throughout polling day. This requires an inspection of the premises as a whole and of the immediate area outside. If hazards are encountered, some remedy needs to be considered. Liaise with the key-holder first, if appropriate and where possible. If any person at the polling station is involved in

an, a record must be made, Chief Returning Officer informed immediately and the following information recorded:

- Full name and address of person involved
- Time of accident
- Location of accident
- Brief details of accident
- Evidence of injury or damage
- Name and address of any witnesses
- Conditions prevailing at the time
- Action taken by polling station staff
- Name of doctor or paramedic called
- Details of any hospital admission

To curb accident at the polling station the following ought to be observed:

- Before attempting to lift or move any object, test the weight by tilting to determine how heavy the load is and the position of its centre of gravity.
- Before lifting or moving of objects, ensure that the area in which you are working is clear and free from obstructions.

- Ensure that you have a firm, comfortable grip before lifting.
- Ensure that you have a firm footing before lifting.
- When lifting, keep your head up, your back straight, and your feet slightly apart and, wherever possible, lift from the knees using your leg muscles.
- Keep the object you are lifting as close to your body as possible
- Do not pile objects so high that you or your load might overbalance
- Do not pile objects so high that you cannot see where you are going
- If you cannot lift or move the load on your own, ask for assistance.
- Help others to lift or move a load if you are asked.

### 3.21 Frequently Asked Questions

**Q. What do you mean I'm not registered – I thought that everyone could vote?**

- You need to be on the electoral register to vote. In order to be included on the register and to be able vote at

future elections and referendums, you will need to sign nominal roll.

**Q What are the identification documents required during polling?**

- All voters must produce legible students Ids .The chief returning officer will give guidance if this is waived.

**Q What is a spoilt vote?**

- A spoilt vote is a vote which is marked in a way that identifies the voter or the intention of the voter cannot be determined.

**Q What is a rejected vote?**

- A vote which lacks the security features as prescribed by the Electoral Commission or was deposited in the wrong ballot box.

**Q What happens to polling staff that compromises the integrity of the Election:**

- They shall be subjected to the University disciplinary process or arraigned in court of law to face charges as the University Management may deem fit.

### 3.22 REQUIREMENTS FOR CANDIDACY IN COUNCIL

- i. Must be an **ordinary member** of the association and the maximum age limit shall be 26.
- ii. Must have **cleared** the University school fees.
- iii. Not have history of mental illness.
- iv. Be good role models academically and have **never** sat for a supplementary examination.
- v. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor.
- vi. The candidate shall also not have been subject to any disciplinary action by the University authorities. Also, Must be in possession of certificate of good conduct from the police.
- vii. Be of good conduct, and shall have not had a disciplinary record or have pending disciplinary case.
- viii. Be able to serve for a period not less than twelve (12) months.  
No candidate shall contest for election in more than one position in an election

### 3.33 FINANCING OF ELECTIONS

- i. Candidates shall be allowed to spend up to a maximum of 200,000 Kenyan shillings.
- ii. Candidates shall state sources of their contribution that are aimed at financing their election campaigns which shall not include any political leader and/or any state

- officer or any public resources and shall present them to the electoral commission before commencement of the campaign period.
- iii. Each candidate shall have a bank account into which they shall deposit ALL contribution received for the financing of their election campaign.
  - iv. Candidates shall have a budgeting team that comprise of students, of which two shall be co-signatories of the candidate's bank account. Every candidate shall be required to present the details of the bank account as well as the co-signatories before the start of the campaign.
  - v. Every candidate shall present to the electoral commission an estimated election budget that includes the campaign budget. The budget must entail a provision or clean-up of the university premises after the elections.
  - vi. Each candidate shall, within two weeks of the declaration of the result, submit complete and audited accounts to the electoral commission. The commission shall publish such audited accounts, within 2 days of the submission of such accounts, through a suitable medium so that any member of the student body may freely examine the same.
  - vii. In the event of any noncompliance or in the event of any excessive expenditure, the candidate shall be subject to disqualification.

## **CHAPTER FOUR**

### **ELECTION REGULATIONS**

#### **4.0 Purpose and Application**

- a. This policy sets out the responsibilities and obligations for conducting Electoral Events, in accordance with the JKUSA Constitution and Bylaws, including:
  - i. The democratic election Students Council, Campus Council and Congress
  - ii. Referenda among the JKUSA membership, and
  - iii. By-elections.
- b. It is based on the principles of:
  - i. Respect for the democratic process and persons involved in that process,
  - ii. The right of voters and candidates to participate in fair and just Electoral Events, and
  - iii. Fair and open processes for resolving issues, arising from Electoral Events.

#### **4.1 Electoral Event Planning**

##### **4.1.1 General**

- a. A general election of Students Council, Congress and Campus Council must be held each year, during the month of March as per JKUSA Constitution. JKUSA constitution states that all leaders are elected during the month of March, the voting period may begin in February as long as it concludes in March.

- b. Referenda and by-elections, if any, must be held on the election date that is set by the Board for that referendum or by-election. Referenda may be held in conjunction with a general election.
- c. JKUSA must pay the costs of the Electoral Events required or authorized by this policy.

#### **4.1.2 By-Elections**

- a. By-elections may be held in the second semester to fill vacancies on Students Council, Campus Council or Congress which have occurred between the general election and October 15.
- b. The minimum number of Voting Information Station hours may be reduced but not the total length of the voting period.

#### **4.1.3 Responsibilities of the Electoral Commission**

- a. Scheduling Electoral Events, including:
  - i. The voting period for the general election must occur in sixth week of second semester as per JKUSA constitution.
  - ii. The schedule for the related events must set:
    - 1. A nomination period of at least one week and specify the dates and times at which nominations open and close.
    - 2. A date on which campaign materials may be posted
    - 3. The approximate timing of publication of candidates' platforms in The Martlet
    - 4. The approximate date for the candidates' forums, which, where possible, should be shortly after the publication of candidates' platforms in The Martlet.

- b. The Electoral Commission must also establish the Electoral Office, including making administrative arrangements for communication accounts and expense related accounts. The location of the Electoral Office may be revised, if necessary, but notice of that must be given by posting a notice on the JKUSA website and on the door of the proposed initial location.

#### **4.2 Giving Notice of an Electoral Event**

- a. Within one week of an electoral date being set, the Board must post a copy of this Policy, date of the Electoral Event, the schedule for related events, and the location of the Electoral Office on the JKUSA website and maintain that posting until the Electoral Event results are made official.
- b. At least 7 days before the start of the acceptance of nomination applications, the Electoral Office must issue an official Call for Nominations via:
  - i. Print in the Martlet,
  - ii. Post on as many University notice boards and Student Union Building notice boards as possible, with at least one poster in each academic building, and
  - iii. Broadcast emails to all members.
- c. The official Call for Nominations must include:
  - i. A link to the JKUSA website where this policy may be viewed
  - ii. The voting period of the Electoral Event
  - iii. The nomination period including the date and time for the close of nominations

- iv. The location of the Electoral Office.

### **4.3 Hiring**

At least 4 weeks before the Call for Nominations, the Chief Returning Officer must appoint returning officers and other electoral officers as may be deemed necessary.

### **4.4 Autonomy of the Electoral Officials**

- a. The Electoral Officers have the responsibility and authority to conduct Electoral Events under this policy, independently from the union and the Electoral Committee and impartially between candidates.
- b. The Chief Returning Officer (CRO) has the authority to expense and staff the Electoral Office as required for each Electoral Event, in accordance with this policy, as outlined by the official CRO job description.
- c. The CRO will assign duties as outlined in the official Electoral Office job descriptions found in this policy. In emergency circumstances, the CRO has the authority to reassign tasks and duties as required to ensure the successful operationalization of an Electoral Event.
- d. The CRO must consult with the Electoral Committee about any issues that arise with unanticipated budget impacts. Electoral Committee must then consult with the Finance Officer about the issue(s).

## 4.5 Nominations

### 4.5.1 General

Before the start of the nomination period, the Electoral Office must:

- i. Confirm and revise if necessary the timelines and requirements for the candidates' platforms to be published in The Martlet, and
- ii. Make available at the Electoral Office copies of this Policy and the nomination form, and the timelines and requirements for the candidates' platforms to be published in The Martlet.

### 4.5.2 Nomination Period

- a. Before the close of the nomination period, members who intend to seek election Student Council positions must:
  - i. Have a completed nomination form signed by at least ..... but no more than ..... Members,
  - ii. Sign the form confirming that the information provided on the form is true and that the member understands and will comply with the obligations and responsibilities for candidates set under this policy,
  - iii. Have the nomination form stamped by the Office of the Registrar (Campus Administrators) verifying that the person is a member
  - iv. File a paper copy of the completed, signed and stamped nomination form at the Electoral Office.

- b. A member may submit only one nomination form. Once filed, a nomination may only be withdrawn by the member, in writing. If a member submits more than one nomination form, none of those nomination forms may be accepted as valid.
- c. Electoral Officers may not complete or revise nomination forms.
- d. If the CRO determines a nomination form is completed as required by this policy, the CRO must accept the nomination.

#### **4.5.3 Close of Nomination Period**

- a. If after the close of the nomination period the Electoral Office determines a nomination is missing any information (i.e. nominators, signatures, or stamps), the nominee will be notified by an electoral officer and given a grace period of 24 hours to provide the missing information. This grace period begins at the close of the nomination period. Any nomination that is still missing information at the close of the 24-hour grace period will be rejected by the Electoral Office. Any nominations not filed by the close of the nomination period will be rejected by the Electoral Office.
- b. The CRO must post a list of all accepted nominations, all rejected nominations and all nominations missing other information that may be corrected, on the door to the Electoral Office by 9:00 a.m. on the day following the close of the nomination period.
- c. A decision to reject a nomination may be appealed to the CRO. An appeal must be made, in writing, within 24 hours. The CRO in this case:

- i. Has discretion on whether to meet with the person, the Electoral Officers involved, or all to review the decision, and
  - ii. Must issue a written decision whether the nomination is to be accepted, within 48 hours.
- d. The Electoral Office must, as soon as is reasonably possible, revise the lists of the names of persons whose nomination forms are accepted, and of any persons whose nominations were rejected and post these on the Electoral Office door and Electoral Office website.

## **4.6 Campaigning**

### **4.6.1 Scheduling**

- a. Candidates must attend all meetings scheduled by the CRO. The CRO may give notice of meetings by email to the address shown on the candidate's nomination form.
- b. The campaign period will begin at 9am on a Monday and will conclude fourteen days later at 12:00pm on a Friday.
- c. The final 51 hours of the campaign period will be the designated voting period.

### **4.6.2 Candidate Debate Fora**

- a. All Candidates Forum - The Electoral Office must organize at least one All Candidates Forum on or as close as possible to the election date set by the Commission.
- b. The Electoral Office has discretion on the format and timing, but where possible will be guided by the following:  
Candidate speeches may be limited to:

- i. Students Council: 15 minutes
- ii. Official Representatives of Referenda: Three minutes.
- iii. Question periods may be limited to 10 minutes for each category and priority should be given to questions posed by non-candidates.

### 4.6.3 Platforms

- a. Candidates must file their platform for publication in The Martlet, within the time and other limits set under this Policy at the Electoral Office. Platforms that are submitted late will not be published.
- b. The Electoral Office must prepare for publication of candidates' platforms in The Martlet.
- c. The word count of platforms must not exceed:
  - i. 200 words for Congress
  - ii. 200 words for Campus Council
  - iii. 300 words for Students Council
  - iv. 400 words for Referendum sides
- d. Once submitted to the Electoral Office, a platform cannot be edited except, if the maximum applicable word limit is exceeded. An Electoral Officer will notify the candidate and the candidate may inform the Electoral Office which words are to be deleted. If the candidate does not respond within the time set by the Electoral Office, the Electoral Office must delete words, starting from the last word and continuing from there until the maximum allowable number of words is reached.

- e. The Electoral Office must send candidates a copy of their platform via email for proof reading prior to publication. Candidates must, within 24 hours of the email notice, give the Electoral Office written notice of any revisions necessary to correct.

#### **4.6.4 Limits on Campaign Material**

- a. Campaign materials must not have branding other than candidate, or third-party endorser.
- b. The following campaign materials are prohibited:
  - i. Gift cards
  - ii. Stickers
  - iii. Styrofoam cups
  - iv. Alcohol
- c. With the exception of print, digital, and candidate apparel, the cost for individual campaign materials shall not exceed two dollars.
- d. With the exception of posters and banners, campaign materials must be handed directly to electors/voters and not left in physical locations on campus.
- e. Campaign material must not be posted or published prior to 9:00 a.m. on the first day on which printed and digital campaign materials may be posted, as scheduled by the Electoral Commission
- f. Candidates are encouraged to be environmentally responsible when considering the numbers and types of campaign materials they intend to use.

- g. Posters and banners may only be posted in accordance the JKUAT University posting regulations for student Electoral Events. It is the candidate's responsibility to read and comply with those regulations.
- h. All posters and banners must be stamped by an Electoral Officer before being posted.
- i. Candidates are limited to thirty [30] posters and two [2] banners at any time. This is intended to permit replacement of torn, missing or defaced posters.
- j. Candidates seeking election to the congress and/or Campus council are entitled to the post the number of posters and banners outlined above for their candidacy for JKUSA elections, in addition to the posters and banners for their congress elections.
- k. Banners shall only be posted in permitted areas, as per University Postering Policy.
- l. Posters must be printed on recycled paper and cannot be larger than 8.5 inches by 11 inches . Posters can be placed beside each other to create the effect of a larger poster or banner but cannot exceed 15 square feet in total.
- m. Posters and banners may only be posted on the JKUAT campus, and are not permitted to be posted at or in Administration offices or PAUSTI Building.
- n. Chalking is permitted only on classroom chalk boards and on exterior surfaces that are exposed to the weather.
- o. Candidates are responsible for all of their campaign materials complying with posting regulations, including materials

prepared or posted by their slate, campaign supporters, or third-party endorsers.

- p. All posted material must be attributed to a particular candidate.

#### **4.7 Print Credit and Financial Limits**

- a. Candidates may spend a maximum of .....on their campaign..... will not be reimbursed by the JKUSA after the conclusion of the Electoral Event for all candidates who are qualified
- b. The following must be reported and included when determining campaign spending and whether the campaign spending limit has been exceeded:
  - i. The fair market value of any donated goods or materials,
  - ii. The fair market value of any goods, materials, or labour that are obtained at a discounted price that would not be available to all other candidates, and,
  - iii. Any provincial, federal, or harmonized sales, goods or services taxes.
- c. Candidates must submit the expense allowance form and copies of all receipts to the Electoral Office by the time polls close. A candidate who exceeds the campaign spending limit or fails to submit the expense allowance form and all receipts must be disqualified by the CRO.
- d. A candidate who submits the expense allowance form but fails to submit all receipts or incorrectly fills out the form shall be granted an extension of twenty-four [24] hours to submit

the necessary receipts or correct the form. If after 24 hours, the candidate still has not submitted receipts or corrected the form, the candidate shall be disqualified.

- e. Candidates for the Congress, Campus Council and Students Council who are also seeking election to the JKUSA are permitted to create campaign material and organize campaign events and activities that publicize their candidacy (which may include a slate name), All costs associated with these materials, events and activities must be wholly attributed to their JKUSA campaign.

#### 4.8 Slates

- a. Candidates may organize as a slate to work together on their campaigns.
- b. If candidates belong to a slate, they must indicate the name of the slate and the slate campaign manager on their nomination forms and if they decide to form or join a slate after submitting their nomination form, they must inform the Electoral Office, in writing, within 24 hours of that decision.
- c. In their campaign materials, candidates are permitted to endorse other candidates and/or slates, provided they have written consent of the other candidate and/or slate.
- d. Candidates are responsible for any campaign activities carried out or campaign materials produced by the slate on behalf of the candidate and all posters and banners must be stamped by an Electoral Officer before being posted and will be counted as if produced by the candidate when

determining the candidate's maximum permissible numbers of posters and banners and their campaign spending limit.

- e. Slates are obligated to comply with the responsibilities and obligations of candidates under this policy.

#### **4.9 Campaign Managers**

- a. A slate must designate one person as their campaign manager and must provide contact information for that person, in writing, to the Electoral Office, 72 hours, before the start of the Campaign Period.
- b. Campaign managers must be familiar with this policy and ensure all candidates on the slate read and understand their responsibilities and obligations.
- c. Candidates who are not running as part of a slate may also appoint a person to act as their campaign manager.
- d. An Electoral Officer, may deal directly with a candidate or slate's campaign manager about any campaign issues related to, or complaints made against, the candidate or slate.
- e. The campaign manager will be responsible for representing the candidate or slate with respect to any such issues or complaints; and for informing the candidate or slate about any such campaign issues or complaints and the outcomes.
- f. Campaign managers must be active members of the JKUSA, in good standing as defined by the JKUSA Bylaws.
- g. Campaign managers shall not receive compensation for their duties.

#### 4.10 Third Party Endorsements

- a. Candidates may accept the endorsement of an on-campus group and refer to that endorsement in their campaign material, but must provide written proof of an endorsement (Electoral Office Third Party Endorsement Form) to an Electoral Official before referring to it in their campaign materials.
- b. Third party endorsers are obligated to comply with the responsibilities and obligations of candidates under this policy.
- c. All off-campus groups are prohibited from providing an endorsement or otherwise intervening as a third party in any JKUSA Electoral Events. Such groups include, but are not limited to:
  - i. Political parties at any level of government
  - ii. Businesses or corporations
  - iii. Labour unions
  - iv. Interest groups
  - v. Student unions or their umbrella organizations
- d. Candidates are responsible for any campaign activities carried out by or campaign materials produced by a third-party endorser on behalf of the candidate and all posters and banners must be stamped by an Electoral Officer before being posted. This will be counted as if produced by the candidate when determining the candidate's maximum permissible numbers of posters and banners and the candidate's campaign spending limit.

- e. If an on-campus group spends money to promote a candidate or endorses a candidate in a non-official capacity, and the candidate is known to be affiliated with that group, the candidate may be held responsible for the expense.
- f. The Electoral Commission is not permitted to endorse a slate or any candidate in an election. The election commission is not permitted to endorse either side of a referendum question.

#### **4.11 Campaign Infractions and Sanctions**

- a. The Electoral Office shall make every attempt to uphold the principles of the JKUSA Electoral Events, including being:
  - i. Fair and equitable for all participants
  - ii. Administered in a manner that is independent and impartial
  - iii. Transparent and accountable
  - iv. Democratic
  - v. Environmentally and financially sustainable
  - vi. Grounded in professionalism and respect for all parties
- b. In the event that candidates violate electoral policy, the CRO may conduct an investigation to determine if the behaviour constitutes a minor or major infraction. The CRO may apply a warning or a sanction to any slate, campaign manager, or candidate. In the instance where a campaign manager or slate commits an infraction, a sanction may be applied equally to each candidate who is a member of that slate. An investigation may be initiated through a formal complaint.

- c. A candidate for election to the JKUSA who commits a disqualifiable offence shall be prohibited from running as a candidate in the JKUSA elections for a period of no longer than one [1] term.
- d. Major infractions of electoral policy shall result in immediate disqualification of the candidate(s). The following actions toward any Electoral Event participants, including Electoral Officers, the Electoral Office, or its Voting Information Stations, constitute major infractions of Electoral Policy:
  - i. Harassment - Any verbal or physical action that a reasonable person would consider offensive or humiliating to an individual. Generally, harassment is a behaviour that persists over time. Serious one-time incidents may be considered harassment.
  - ii. Defamation – Any intentional false communication that is written (libel), spoken (slander), or otherwise transmitted, including via social media, that harms a person’s reputation; dents the respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person.
  - iii. Vote buying – Any incentive offered to a member on the condition that they vote or do not vote for a particular candidate.
  - iv. Interference – Any overt attempt to interfere with the administration of a free and fair Electoral Event which includes but is not limited to fake polling stations, impersonating an Electoral Official, cyberattacks on

- the web vote portal or Electoral Office website and communications, intentional voter suppression, loitering at, or approaching members at Voting Information Stations during the voting period.
- v. Financial non-compliance - Includes failure to submit a completed Electoral Office expense form, exceeding spending limits, failure to disclose all expenses and donations, and failure to properly submit receipts after the grace period has elapsed.
  - vi. Repeated and wilful infractions - Includes but is not limited to a significant number of instances of the same minor infraction or failure to comply with the decisions of the Electoral Office. The number of minor infractions that will constitute a disqualifiable offence is at the discretion of the CRO and will be considered on an individual basis.
  - vii. Failure to identify a campaign manager - Failure to identify a campaign manager to the Electoral Office (for slates).
- e. Minor infractions of electoral policy are punishable at the discretion of the CRO. The following are considered minor infractions and their sanctions:
- i. Early campaigning - the distribution or posting of digital, print, or any other campaign material prior to the start of the campaign period. Sanctions for early campaigning include but are not limited to:

1. Temporary removal of the website or social media for a period of time not exceeding the length of time that it was posted early
  2. A reduction in banner or poster allowances not exceeding the number of posters or banners posted early.
- ii. Prohibited campaigning - campaigning, distributing, posting, or publishing in a prohibited area including off campus, in or around residence buildings, or within sound or six metres of a Voting Information Station. Prohibited campaigning includes;
1. Using campus publications.
  2. Campaigning in the prohibited area

Sanctions for prohibited campaigning include, but are not limited to a reduction in banner or poster allowances.

- iii. Unauthorized campaign material - material that has not been stamped by the Electoral Office, exceeds the allowable dimensions, or does not meet University poster guidelines.
- iv. Vandalism of campaign material - the intentional destruction of another candidate's campaign material. **Vandalism of campaign material is not punishable solely with a warning. so?disqualification**
- v. Frivolous or vexatious complaints - a complaint that has no reasonable factual basis which annoys, embarrasses, or damages a candidate. Repeated

complaints for the same incident after a ruling has been made by the Electoral Office shall constitute frivolous complaints.

- vi. Intentional misrepresentation of facts - the purposeful spread of objectively incorrect facts that the candidate knows to be untrue which attempts to unfairly influence voters.
  
- f. Any action not listed under “campaign infractions” which violates the principles of the Electoral Event as previously outlined may be punishable by the CRO and shall follow the complaints and appeals process set out in this policy.
- g. Sanctions for minor infractions, at the discretion of the CRO include, but are not limited to:
  - i. A written warning for a first minor infraction.
  - ii. Temporary removal of website or social media for 24 hours or more.
  - iii. Complete printed campaign material removal.
  - iv. To discourage frivolous or vexatious complaints, or campaign tactics which are based on disregarding Electoral Policy, the CRO, besides making public the formal complaints and the resulting decisions, may also post the full monetary cost expended by the Electoral Office to receive the complaint, investigate and render a decision.

## 4.12 Referenda

### 4.12.1 General

- a. Unless specifically provided, this Electoral Policy applies to Referenda, with such modifications as the CRO may determine necessary.
- b. Referendum questions may only be called as provided by JKUSA Constitution
- c. Referendum questions must set out the exact words of the question which are to appear on the ballot, and must be phrased in a way that the question can be answered by a “yes” or “no”.
- d. Petitions for member-initiated referendum questions must include: name, signature and student number for each signatory in order to verify that the requisite ten percent [10%] of the membership requirement has been fulfilled as per JKUSA Constitution. A petition template shall be made available on the Electoral Office website.
- e. If the CRO is of the opinion that a question does not comply with this policy or JKUSA Constitution, the CRO may refuse to accept the question as valid. To appeal that decision, the process for appealing a rejected nomination must be followed.
- f. Before the opening of the nomination period, a list of all accepted referendum questions must be posted at the Electoral Office and on the Electoral Office website.
- g. The Students Council shall be neutral in all referenda unless the council votes to support a side. When the Council

endorses a referendum question, all physical campaign materials must be approved by the Electoral Office.

- h. A JKUSA member may apply to be the official proponent or opponent of any referendum question by submitting a Referendum Proponent Form or Referendum Opponent Form to the Chief Returning Officer before the close of the nomination period. If two or more individuals apply to be the official proponent or opponent, the CRO must:
  - i. Give each person applying one [1] business day to submit in writing why they should be the proponent or opponent,
  - ii. Ask the member who called the referendum question if they have a preference among proponent nominees, and if so, give their preferred proponent priority. (Question initiated as per JKUSA constitution).
  - iii. Ask the Chair of Electoral Committee who the Board selected as proponent and give their selected proponent priority (Question initiated as per JKUSA Constitution).
  - iv. Within one [1] business day, decide which person shall be the proponent or opponent
  - v. Give reasons for the decision, in writing, to each person who applied to be the proponent or opponent.
- i. Decisions of the CRO may be appealed to the Election Adjudicator.
- j. Proponents and opponents must comply with all the obligations, limitations and responsibilities of a candidate.

- k. Complaints may be made against proponents and opponents as if candidates, and the consequences may include, but are not limited to:
  - i. Written warnings to the proponent or opponent,
  - ii. Restrictions on the numbers and types of campaign materials the referendum side may use
  - iii. Disqualification of the proponent or opponent and if a proponent or opponent is disqualified no other person may act in their place.
- l. If a disqualifiable offence is committed by a proponent, opponent or third-party, the referendum may be considered invalid. The CRO must make all reasonable attempts to investigate, rectify, and/or resolve any issues before resorting to invalidating the result of a referendum question.

#### **4.13 Scheduling**

- a. If a referendum question is called outside of elections to the Association, the CRO shall determine the most financially responsible time to staff the Electoral Office. The Association shall not impede the question going forward within the Association term and as per the Bylaws. The Association shall not schedule a referendum when classes are not in session.
- b. If a member calls a referendum question as per JKUSA constitution the following shall occur:
  - i. The question and the requisite number of signatures shall be submitted to the Electoral Committee.

- ii. The Electoral Committee must liaise with the University in order to verify the signatures within a reasonable time frame.
  - iii. The question will be posed to the membership if, after the signatures are verified, the requisite 10% of the membership has been attained.
  - iv. Within one [1] business day of the signatures being verified, the Electoral Committee must inform the member who initiated the question as to whether the referendum question will be posed to the membership or not.
  - v. If the number of signatures deemed valid is not sufficient, the member(s) shall be notified within one [1] business day and the petition shall be returned to them.
  - vi. If the number of signatures is deemed valid, at the next Board meeting, the Board must determine the date on which the referendum question will be posed to the membership.
- c. When the Association votes on calling a referendum question as per JKUSA Constitution the Association must do the following at that meeting:
- i. Set the date.
  - ii. Vote on whether it is in favour, neutral or opposed to the question.
  - iii. Select a proponent.

- iv. Direct the Electoral Committee to submit the referendum question to the CRO within two [2] business days after approving the question.
- d. Once the official Call for Nominations has been issued, the Electoral Office will not accept new referendum questions for the duration of that referendum or election period.

#### **4.14 Combined Referenda and Election Campaigning**

- a. Candidates running for election to the Association may also be proponents or opponents for a referendum question.
- b. Branding for referendum campaign materials must be distinct from branding for candidates or slates in a concurrent election to JKUSA.
- c. Campaign materials for a referendum must be solely in reference to the referendum.
- d. Referendum proponents and opponents are not permitted to endorse slates or candidates if elections are being held concurrently.
- e. In the case that the proponent or opponent is also a candidate running for election to the JKUSA they may endorse slates or candidates, but only in their role as a candidate.

#### **4.15 Voting**

##### **4.15.1 General**

- a. All persons must preserve the secrecy of the ballot, and integrity of voting.

- b. No person may vote more than once.
- c. The voting period shall be eight consecutive hours at the end of the campaign period. The polls shall open at 8.00am and close at 4:00pm.
- d. The Electoral Office must provide information to support voters making informed decisions and promote voting amongst members, including posting a notice of the locations, dates and times of how and when to vote.

#### 4.15.2 Electronic Voting ?

- a.
- b. The Electoral Committee is responsible for annually contracting a service provider to host the electronic vote, according to the terms set out in this policy.
- c. In the event that electronic voting is compromised, the CRO will determine if the issue is quickly resolvable and if so, will notify all members by email, and adjust voting times accordingly.
- d. If the issue is not quickly resolvable, the CRO will implement a paper ballot vote, in accordance with the Electoral Policy and JKUSA bylaws, and using the procedure where paper balloting was last utilized. This shall be done expediently as possible with regular email updates to the membership.
- e. In the instance that paper ballots are required, Co-op and distance students may be assigned a longer voting period than on-campus students.
- f. The contract agreement with the electronic vote provider must include:

- i. Direction to uphold the parameters for voter eligibility as defined in the JKUSA Constitution and Bylaws including that:
  - 1. Eligible voters for Students Council are to include all active JKUSA members; and
  - 2. Eligible voters for the International Student Secretary are to include all active JKUAT members who are international students.
- ii. Direction regarding the form of the ballot including to:
  - 1. Use one ballot for Student council and one ballot for the Congress & Campus Council
  - 2. List candidates' names on each ballot alphabetically
- iii. Direction regarding Electoral Event data including:
  - 1. Report Electoral Event results to both the Electoral Committee and the CRO, and
  - 2. The parameters for the destruction of data.

#### **4.15.3 Accessibility**

- a. The JKUSA and the Electoral Office is committed to ensuring access for all members to fully participate in JKUSA Electoral Events as candidates and as voters. Members with disabilities who require assistance for full participation are strongly encouraged to make these known to the Electoral Office as early as possible.
- b. The Electoral Office will ensure that at least one Voting Information Station has all of the following attributes:
  - i. Is clearly identified as a station where access assistance requests are welcome

- ii. Is wheelchair friendly and accessible for members with any mobility or physical issues
- iii. Is open for at least twelve hours during the voting period
- iv. Permits a member with a disability to vote with the assistance of another person, if that member requests
- v. Is consistently advertised in all promotions for the Voting Information Stations.

#### **4.15.4 Voter Support**

- a. During the voting period of an Electoral Event, Voting Information Stations must be established to include:
  - i. Fixed Voting Information Stations in each of the campus Building, and each staffed for a minimum of eight hours
  - ii. Mobile/roaming Voter Information Stations which can set up and be present in each of the main academic buildings, as well as in student services locations, during peak hours, to be accessible to as many potential voters as possible. These are to be staffed for a combined, minimum of 26 hours during the voting period.

#### **4.15.5 Responsibilities of Candidates and Campaigners during Voting**

- a. Campaigning at or near the JKUSA Electoral Office or its Stations may result in disqualification.

- b. Candidates and supporters who are actively campaigning, must not approach, visit, or campaign within sound or 6 metres of a fixed or roaming/mobile Voting Information Station during voting hours.
- c. Candidates will not speak or engage with any persons having business with the Voting Information Station until that person has moved 6 meters from the Station, regardless of the intent.
- d. Candidates must immediately leave an area of a Voting Information Station if asked to do so by an Electoral Officer. Disagreement over such a request must be brought to the Electoral Office. Failure to leave or in any other way distracting a Voting Information Officer from their duties may result in disqualification.

## **4.16 Complaints and Appeals**

### **4.16.1 Informal Dispute Resolution**

- a. A person may request that the Deputy Chief Returning Officer (DRCO) meet informally with a candidate to discuss whether the candidate may be failing to comply with Electoral Policy.
- b. The DRCO may request further information from the person, prior to undertaking informal discussions.
- c. The DRCO must advise the person of the outcome of the discussions.
- d. The DCRO is not obligated to pursue informal dispute resolution with a candidate.

#### 4.16.2 Formal Complaints

- a. A member may make a complaint about a candidate's failure to comply with a limitation or prohibition under this policy.
- b. A complaint is considered under review after a completed complaint form is received by the DCRO
- c. When a complaint is under review, the DCRO shall:
  - i. Request more information from the complaint, if needed.
  - ii. Review the complaint within one [1] business day once all necessary information has been obtained.
- d. Once the DCRO has reviewed a complaint, they shall do one of the following:
  - i. Determine the complaint is not likely to succeed and advise the complainant that it is being dismissed without further action being taken.
  - ii. Rule that the complaint was a frivolous or vexatious complaint and apply the appropriate sanction if the complainant is a candidate or campaign manager.
  - iii. Send a redacted version of the complaint to the candidate facing the complaint (the respondent) with any information that identifies the complainant removed.
- e. The respondent may respond in writing by filing a response to the Electoral Office email address within one business day of the complaint being sent to the candidate.
- f. The DCRO may request the complainant or the respondent meet with the LC prior to making a decision and set a time for that to happen.

- g. If the complainant or candidate does not take advantage of that opportunity, the LC may make a decision without that meeting. The DCRO is not required to meet with the candidate or the respondent before a decision.
- h. The DCRO must decide the complaint within one business day of a response being filed or a meeting being held under the preceding paragraph, whichever is the latest. The DCRO must give their decision and the reasons for it and any consequences as a result of the decision, in writing, to the candidate and the person who made the complaint.
- i. The DCRO must post all complaint decisions online, but must not post the original complaint or response. The DCRO must not reveal the identity of the complainant.
- j. The LC has the discretion to extend any time limit set for the complaint process, but must be mindful of the need to resolve complaints in a timely way.

#### **4.16.3 Appeals to the Chief Returning officer (Elections Adjudicator)**

- a. Within one business day after the DCRO makes a decision, an appeal may be made to the Elections Adjudicator by a complainant or the respondent by sending an Appeal form to the Elections Adjudicator and to the Electoral Office email address.
- b. On receipt of an appeal, the Electoral Office must send copies of the complaint, the response if any, and the decision of the DCRO to the Elections Adjudicator.
- c. When considering an appeal, the Elections Adjudicator must review written submissions as well as conduct an interview

with the complainant, respondent, the Electoral Office, and any relevant witnesses.

- d. Until an appeal is concluded, a decision of the DCRO to disqualify a candidate is held on hold , but a decision to impose restrictions on the numbers and types of campaign materials the candidate may use applies until overturned on appeal.
- e. The process for a complaint applies to an appeal, and the Elections Adjudicator has, on an appeal, the same powers and is subject to the same timelines and obligations as the DCRO on a complaint.

#### **4.16.4 Candidate Appeals to the Arbitration Panel**

- a. Within one business day after the Election Adjudicator makes a decision, a respondent may appeal that decision to the Arbitration Panel, by sending an Appeal form to the Arbitration Panel at its email address and to the Electoral Office email address.
- b. The requirements, obligations, time limits and authorities for an appeal to the Election Adjudicator apply to appeals to the Arbitration Panel. The process for a complaint applies to an appeal to the Arbitration Panel, and the Arbitration Panel has, on an appeal, the same powers and is subject to the same timelines and obligations as the CRO on a complaint.
- c. When considering an appeal, the Arbitration Panel must review written submissions as well as conduct an interview with the complainant, respondent, the Electoral Office, the Elections Adjudicator and any relevant witnesses.

- d. The decision of the Arbitration Panel is final.
- e. The Electoral Event results must not be considered official until all decisions are made on all outstanding complaints and appeals.

#### **4.16.5 Member Appeals to the Arbitration Panel**

- a. Members with concerns about the Electoral Policy or conduct of the Electoral Office may provide a written submission to the Arbitration Panel within 72 hours of polls closing.
- b. These submissions should reflect substantial concern about an electoral policy, practice, or process.
- c. This complaint process shall be handled separately from the process described in Section 6.3.
- d. The Arbitration Panel may choose to, in response to the complaint, dismiss the complaint, forward the complaint to the Electoral Office or the Electoral Committee, or make an official recommendation to the Electoral Office, Electoral Committee, or the JKUSA.

### **4.17 Post-Electoral Event**

#### **4.17.1 General**

- a. The candidate receiving a plurality of votes duly cast shall be declared elected. If a successful candidate is disqualified, the next candidate with the next greatest number of votes is to be declared elected.
- b. The CRO may withhold results until all posted campaign material has been deleted online and removed from campus. Once satisfied, the CRO must announce the unofficial

(pending the outcome of appeals) results of the Electoral Event as soon as possible. Unofficial results shall be posted outside the JKUSA Electoral Office, and on the Electoral Office website.

- c. Members and candidates have 72 hours after polls close to submit any complaints regarding the Electoral Event.
- d. When all complaints and appeals have been exhausted, the results of the Electoral Event shall be considered official. The Electoral Office must post the official results in the following locations:
  - i. No fewer than five [5] academic and/or administrative buildings on campus,
  - ii. the Student centre ,
  - iii. the Electoral Office website, and
  - iv. JKUSA website.
- e. Official results shall not be subject to recount. However, in the case that the electronic vote is compromised and paper ballots are utilized, recounts are permissible.

#### **4.17.2 Electoral Report**

- a. After results are officially announced, the CRO must prepare a report setting out:
  - i. The official results of the Electoral Event
  - ii. A financial statement setting out the full cost of the Electoral Event
  - iii. A list of any complaints and appeals and the decisions made

- iv. Any suggestions to improve the efficiency and/or fairness of the electoral process
  - v. Any other information that the CRO deems to be important to include.
- b. The CRO must provide a window of one week immediately after the results are announced for members to submit recommendations on the electoral process. All submissions from members shall be submitted to the Electoral Committee.
- c. The report must be signed by the CRO and the chair of the Electoral Committee.
- d. The report must be submitted to the Electoral Committee who must submit it to the students Welfare committee no later than [2] weeks after the results of the Electoral Event are official, and all information, including financial accounting for the Electoral Event is available.
- e. The Electoral Committee must ensure the destruction and/or secure storage of all relevant data.
- f. The Electoral Committee must close the Electoral Office, including signing off on an accounting of all materials and supplies, and the secure storage of all confidential material and equipment.

#### **4.18 Inauguration of Students' Leaders**

The student leaders will be inaugurated as per JKUSA Constitution which will be presided by the Chief Legal Officer.

### **4.19 Training of Students Leaders**

The dean of students shall organize a three day residential training

### **4.20 Handing Over**

Handing over will be done as per JKUSA Constitution.

## CHAPTER FIVE

### CODE OF CONDUCT

#### 5.0 CODE OF CONDUCT DURING ELECTIONS

- i) **Campaign regulations:** The electoral commission shall be responsible for maintaining order during campaign rallies, polling and counting of ballots. The Electoral Commission therefore stipulates the following campaign regulations;

#### **Posters.**

- Contenders shall be required to facilitate a clean-up after the election process
- Display of posters shall be prohibited on walls, university surfaces that includes the floor, the Assembly Hall as well as the PAUSTI building, signage and glass, as well as the main notice boards. Contesters shall ensure that there shall be no permanent markings such as writings on walls.
- There shall be no poster overlapping, whereby, contenders will be required to display their posters in lines below each other.
- No candidate shall, nor shall his/her supporters, deface any property of the university for any purpose

whatsoever. Non-compliance will attract disqualification following issuance of the first warning.

### **Banners.**

- There shall be no application of banners on the official notice boards like the main administration and the Dean's office notice board.

### **Campaign schedule**

- Candidates shall draw their campaign schedule in consultation with the electoral commission. The campaign schedule shall be submitted by all candidates on time, and must be within the stipulated two weeks of campaign.
- Once the dates have been granted upon, contestants need to adhere to the dates and times scheduled.
- Active campaigns within the campus shall start at 4:00p.m-10.00pmon the days within the designated campaign period for weekdays.
- Active campaigns within the campus shall start at 10:00a.m-10.00pm on the days within the designated campaign period for weekends.
- The use of loudspeakers, vehicles and animals for the purpose of canvassing within the university grounds shall be prohibited.
- Criticism of other candidates, when made, shall be confined to their policies and programs, past record

and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters based on unverified allegations or distortion shall be avoided.

- No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different communities, religious or linguistic, or between any group(s) of students.

### Debate

- The commissioners together with the clerks will manage the debate. The platform shall be put to good use and participants required to adhere to the following:
  - i. No hooliganism from supporters and/or opponents.
  - ii. No disorderly conduct shall be condoned during the debates.
  - iii. The candidates shall be required to mind their language to avoid insults or hateful speeches that may trigger disorder.
  - iv. The candidates shall be expected to strictly observe time and remain within the time restrictions allocated for each debater.

- v. Candidates should not vacate the debate premises until the entire debate comes to an end.
- The contenders shall bear individual responsibility for their supporters' actions during the debate.
- Failure to observe the above rules shall result in the closure of debate for that particular position and/or a disciplinary measure arrived at by the commission.

### **ON THE POLLING DAY**

- Candidates and their agents shall:
  - i. Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction;
  - ii. Not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day;
  - iii. Not hand out any propaganda on the polling day.
  - iv. All candidates shall be prohibited from indulging or abetting, all activities which are considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 50 METRES of polling stations and holding public meetings during

the period of 24 hours ending with the hour fixed for the close of the poll.

- Excepting the voters, no one without a valid pass / letter of authority from the election commission shall enter the polling booths

## PENALTIES

Shall include the following:

**a) Disqualification**-which shall be on the following grounds

Incitements, which may include but not limited to:

- Tarnishing a staff member names, or fellow contesting candidate – unpleasant talk and hate speech shall be grounds for disqualification.
  - Threatening any member of staff, electoral commission and student members during debates or any other public platforms.
  - No ethnicity platform shall be condoned by any of the contesting candidate.
  - Social media platforms to incite students.
- i. Bribery to the electoral commission or members of staff or voters upon proof of evidence.
- ii. Any violation of the clauses 1 a(ii),(iv),e, j, f, g & h.

All the contesting candidates are bound by the laws of Kenya (THE PENAL CODE, SECTION 81 OF KENYAN CONSTITUTION 2010, and ELECTION OFFENCES ACT), university statutes and the JKUSA constitution.

Where the JKUSA constitution contravenes the Kenyan constitution, the latter shall prevail.

The legal instruments shall be;

- The JKUSA Constitution (mentioned above).
- University statutes.
- University Act 2012.
- University Act (Amendment) 2016.
- Election Offences Act.
- Election financing Act.
- Penal Code.
- Kenyan Constitution.

#### **THE ELECTORAL COLLEGE**

- The University departments shall constitute the Electoral College that shall elect the students' council.
- Each year of study for each course shall produce one student with a 50% + 1 endorsement for contesting as an elector of the Electoral College. Each student shall endorse only one student from their year of study.
- The electors (delegates of the Electoral College) shall be voted in by the students from their respective department on the basis of one person-one vote.
- Where not more than two thirds of the best three are of the same gender, the three shall constitute the electors of the respective department.

- Where more than two thirds of the best three are of the same gender, the first two, and the next best contender of the opposite gender shall constitute the electors.
- In the election of the student council, the candidate who will have attained 50% +1 vote of the delegates of the Electoral College shall be declared the winner.
- In case this is not achieved, then there will be a second round where the first two candidates with the highest votes shall compete and the winner, still voted in by the delegates of the Electoral College shall be the one who wins with a simple majority.
- Among the three members of the student council who will represent special interest of the students we proposes the following:
  - i. The external affairs secretary together with the international student's secretary be merged with the academic secretary because they all deal with the academic parts of the student.
  - ii. The Sports and Games secretary be merged with Recreation and Entertainment Secretary to form one position of the secretary in charge of co-curriculum.
  - iii. There is formed a position of the Welfare secretary who shall be tasked with Health, Catering and Accommodation as well as the special needs of the students.
- Also due to the redundancy of specific roles and representation of the student representation at the grassroots level i.e. the department and school rep, it

would be fit to do away with the department rep and have a school rep instead to be the student representative within the respective schools. Also taking into consideration that a school normally contains inter-related departments e.g. School of Mathematical sciences that contain mathematical departments.

We propose that the structure of the student leaders to work with and under the student council be subdivided into two;

**Management Council;** who will be appointed by the student council and approved by parliament. They shall meet the qualification criteria as that of the candidates as stipulated in the constitution. They must also meet specific criteria as stipulated in the JKUSA supplement. They will include:

- Legal affairs representative
- Academic representative
- External affair representative
- Health, catering and Accommodation
- Sports and games representative
- Entertainment and recreational representative
- International students representative
- Special needs representative who must be disabled or has been trained on disability matters
- Finance representative who must have accounting knowledge e.g. they shall be students pursuing courses in the following fields Bachelor of Commerce, Economics or

business administration and who has done CPA up to level 6.

**The Parliament:** It shall be chaired by the speaker. The parliament consists of the reps. (Hall and school reps.) who will be elected and the secretariat that consist of the speaker, the deputy speaker, the clerk, Hansard editor. And the sergeant-at-arms.

### **GRIEVANCE REDRESSAL MECHANISM**

- a) All complaints are to be brought forward in formal writing, the documents of which are to be dropped at the Dean's office. They will be considered received upon confirmation by e-mail by the Election Commission through the Lead Commissioner.
- b) Any allegations made regarding violation of any of the stated campaign regulations must be backed up by evidence whose validity will be determined by the Election Commission. Following examination of said evidence, the Election Commission will determine appropriate action according to the guidelines set under the Campaign Regulations.
- c) All complaints including any forms of allegation shall be in official writing, dated and signed by the candidates with supporting documents and submitted to the dean's office.
- d) Appeal against disqualification shall be filed within forty-eight (48) hours before an Election Appeal Committee

that shall comprise the Chief Returning Officer and Electoral Commissioners.

- e) Disputes arising from the election shall be forwarded in writing to the Electoral Commission through the Lead Commissioner within 24 hours after the announcement of the winners. An Appeal Committee comprising the Electoral Commission will consider appeals. Their decisions will be binding and conclusive.
- f) Any complaint against the conduct or administration of the election should be received by the Chief Returning Officer before the start of the count.
- g) In carrying out the duties of the office, the Appeal Committee shall conduct proceedings and hearings necessary to fulfil those duties. In executing those duties they shall have the authority:
  - (i) To issue a writ of subpoena to compel candidates, agents, and workers, and to request students to appear and give testimony, as well as produce necessary records; and
  - (ii) To inspect the financial reports of any candidate and make these records available for public scrutiny upon request.
  - (iii) The Appeal Committee may dismiss a complaint if:

- h) The complaint was not filed within the time frame prescribed above;
- i) The complaint fails to state a cause of action for which relief may be granted;
- j) The complainant has not and / or likely will not suffer injury or damage.
  - (i) If a complaint is not dismissed, then a hearing must be held. The Appeal Committee shall inform, in writing **and** via e-mail, the complaining party and all individuals or groups named in the complaint of the time and place of the hearing. The parties are not considered notified until they have received a copy of the complaint
  - (ii) The hearing shall be held at the earliest possible time, but not within twenty-four (24) hours after receipt of the notice described above, unless all parties agree to waive the 24-hour time constraint.
  - (iii) The outcome of Appeal hearings, proceedings, and meetings must be open to the public.
  - (iv) All Parties of the Grievance cell hearing shall present themselves at the hearing, may be accompanied by any other student from which

they can receive counsel, and have the option to be represented by that counsel.

- (v) For any hearing, a majority of sitting Appeal Committee members must be in attendance with the Chair of the Appeal Committee presiding. In the absence of the Chair, the responsibility to preside shall fall to an Appeal Committee member designated by the Chair.
- (vi) The Appeal Committee shall determine the format for the hearing, but must require that both the complaining and responding parties appear physically before the board to discuss the issues through a complaint, answered, rebuttal, and rejoinder format. The purpose of the hearing is to gather the information necessary to make a decision, order, or ruling that will resolve an election dispute. To effectuate this purpose, the following rules should prevail at all hearings:
  - Complaining parties shall be allowed no more than two witnesses, however the Appeal Committee may call witnesses as required.
  - All questions and discussions by the parties in dispute shall be directed to the Appeal Committee.

- There shall be no direct or cross-examination of any party or witness by complaining or responding parties during hearings.
- Reasonable time limits may be set by the Appeal Committee, provided they give fair and equal treatment to both sides.
- The complaining party shall bear the burden of proof, **whose validity will be determined by the Appeal Committee**
- Decisions, orders, and rulings of the Appeal Committee must be concurred to by a majority of the Grievance cell present and shall be announced as soon as possible after the hearing, **accompanied by a written opinion of the ruling within 24 hours of the decision being made.** The written opinion must set forth the findings of fact by the Appeal Committee and the conclusions of law in support of it.
- Possible remedies and sanctions appropriate to both the type and severity of the infraction include, but are not limited to, fines, suspension of campaigning privileges, and disqualification from the election and disciplinary action as determined by the University administration.
- If, after a hearing, the Appeal Committee finds that rulings of the Appeal Committee have been willfully and blatantly violated by a candidate, or a candidate's agents or workers, the Appeal Committee may disqualify the candidate.

- Any party adversely affected by a decision of the Appeal Committee may file an appeal with the institutional head within twenty-four (24) hours after the adverse decision is announced.
- The decision of the Appeal Committee shall stand and shall have full effect until the appeal is heard and decided by the Appeal Committee.
- The Appeal Committee can issue suitable orders to suspend or halt the operation of the ruling issued by the Grievance cell until the appeals are decided.

## CHAPTER SIX

### JKUSA ELECTION FORMS

#### APPOINTMENT OF A CANDIDATE'S REPRESENTATIVES AT THE POLLING STATION

Type or print in block letters

Name of Agent & Reg No
---------------------------

Candidate
-----------

Polling station:

APPOINTMENT:

I hereby appoint the person named above as a candidate's representative at the polling station.

Date

Signature of candidate

<b>AFFIRMATION OF A CANDIDATE'S REPRESENTATIVE</b>	
I, the undersigned, authorized to be in attendance at the counting of the votes, Solemnly affirm that I will not interfere with the counting of the votes.	
date	signature of person taking affirmation
<b>AFFIRMED</b>	<b>BEFORE</b>
_____ Signature of chief electoral officer	

## **IMPORTANT**

Candidate's representatives should study and become familiar with the rules governing the counting of the votes

## **OBJECTION TO BALLOT PAPERS**

At the time of counting the votes, every objection by a candidate's representative to the marking of a ballot paper must be assigned a consecutive number starting at one, and so be listed below by the senior returning officer. That same number, with the initials of the senior returning officer must be written on the back of the ballot paper.

The senior returning officer decides if such a ballot is to be accepted or rejected as agreed before the count.

Polling station:

Date:

BALLOT NUMBER	NAME OF PERSON MAKING OBJECTION	REASON	ACCEPT/REJECT

Signature of senior returning officer

\_\_\_\_\_



# TALLY SHEET

To be used by persons authorized to be present at the counting of the votes. Make a cross or other mark in the appropriate

column square as each vote for a candidate is called out by the deputy returning officer.

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