



The Election Process

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1. TYPES OF ELECTIONS

There are four types of Elections namely:

- General
- Municipal
- Village/Community Council
- Referendum

2. WHO CONDUCT ELECTIONS

Appointment

The Chief Elections Officer monitors the conduct of elections before, during and after the polls. It is the Election Officers who conduct and manage the elections. All Election Officers are Senior Public Officers who are appointed by the Elections and Boundaries Commission through the Chief Elections Officer. An Election Officer must take an Oath of Office. Election Officers are:

- Returning Officers
- Election Clerks
- Presiding Officers
- Poll Clerks
- Counting Clerks

Role and Responsibility of Election Officers

General

The **Returning Officer** is the Chief Administrator in the conduct of elections. He/she is responsible to supervise all officers. The **Election Clerk** is the Assistant to the **Returning Officer** and can be called upon to perform the duties of the **Returning Officer** should the need arise. The **Presiding Officer** maintains full control of the Polling Station and is assisted by **Poll Clerks**. The **Counting Clerk** counts the votes under the guidance of the **Returning Officer**. The **Returning Officer** does not supervise **Police Officers**, but the Returning Officer can request the assistance of the Police to maintain law and order.

Other Stakeholders

Polling Agents and Candidates

Polling Agents are representatives of Candidates officially designated to witness the polling and counting processes on behalf of their Candidates at specific Polling and Counting Stations.

3. NOMINATION PROCEDURES

Each candidate deposits with the Government Treasury:

- For General Elections--\$200.00
- For Municipal Elections--\$25.00

The original receipt issued by the Government Treasury is to be shown to the Returning Officer. The Returning Officer receives nominations from all candidates of a constituency/municipality. The Returning Officer gives the nomination paper to the persons nominating.

For **General Elections** six persons whose names appear on the Voters' List sign the nomination form as witnesses for a candidate. The candidate assents to the nomination by signing on the nomination form. If at four o'clock in the afternoon only one candidate has been nominated for the seat to be filled, the Returning Officer declares such candidate to have been elected and certifies by endorsing the return of that candidate on Form 20 and returns the writ to the Chief Elections Officer for transmission to the Governor-General.

For Municipal Elections two persons whose names appear on the Voter's List sign the nomination form as witnesses to a candidate. The candidate assents to the nomination by signing on the nomination form. One hour is given for nomination-11:00 a.m. to 12:00 noon

4. VOTING PROCEDURE

Who Can Vote

Only registered electors can vote in a Referendum, Municipal or General Election. An elector can vote **with** or **without** a Voters' Identification Card if his name appears on the Voters' List and/or has a Record Card in the binder. See the following examples.

- a. A voter is **not** on the Voters' List but **has** a Record Card in the Binder; *he is to be allowed to vote*
- b. A voter **has** an Identification Card, but is **neither** on the Voters' List nor in the Binder; he is not to allowed to **vote**

6:00 a.m.

- Signs and Notices posted

6:45 a.m.

- Examinations of ballot boxes
- Certified by Polling Agents and Other Witnesses

7:00 a.m.

- Presiding Officer invites Electors to vote in an orderly fashion

7:00 - 6:00 p.m.

Each Elector is Verified

- Elector may vote with or without Voters' ID if on Voters' List or Record Card in Binder
- Name is announced

Ballot Paper is Issued

- Presiding Officer initials ballot paper
- Hands Ballot Paper to Elector
- Elector shows forefinger of right hand-left hand if no right hand
- Dips forefinger to joint in indelible ink
- Poll Clerk marks name off the Voters' List

Elector Votes

- Elector directed to voting booth
- Marks X
- Folds ballot to show initials but conceals vote
- Places in ballot box

6:00 P.M.

Close of Polls

- Presiding Officer announces closing of polls
- Police Officer steps behind the last Elector in line
- Closing and sealing of ballot box certified by agents and other witnesses
- Transportation of ballot boxes to Counting Station

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