

UNIVERSITY OF EDUCATION, WINNEBA CO-OPERATIVE CREDIT UNION LIMITED (UEWCUCL)

GUIDELINES FOR THE ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS

1. INTRODUCTION

These Guidelines govern the conduct of elections for the Board of Directors of the University of Education, Winneba Co-operative Credit Union Limited (UEWCUCL). They are intended to ensure that elections are conducted in a transparent, fair, credible and orderly manner.

2. ELIGIBILITY TO VOTE

- 2.1 Voting shall be limited to duly registered members of the UEW Co-operative Credit Union whose names appear in the official register of members prepared by the Credit Union.
- 2.2 The voters' register and/or a valid identification card shall serve as the principal means of voter identification.

3. VOTING PROCEDURES

3.1 Method of Voting

- a. Voting shall be conducted by manual secret ballot.
- b. Each eligible voter shall cast not more than two (2) votes for candidates contesting the available positions on the Board.
- c. Voting by proxy shall not be permitted.

3.2 Assistance to Voters

A voter who is visually impaired or physically challenged may be assisted by a person of his or her own choice in casting a ballot.

3.3 Ballot Papers

Each ballot paper shall:

- a. Contain the names and photographs of all candidates contesting the election.
- b. Bear an official security mark or validation stamp.

3.4 Polling Hours

Voting shall take place between 8:30 a.m. and 4:00 p.m. at designated polling venues.

3.5 Commencement of Poll

- a. The poll shall commence in the presence of the scrutineers and accredited polling agents/observers.
- b. Before voting begins, the ballot boxes shall be inspected by the scrutineers, polling agents and voters present to confirm that they are empty.
- c. The ballot boxes shall thereafter be sealed before the commencement of voting.

3.6 Declaration of Results

The two candidates who obtain the highest number of valid votes cast shall be declared elected.

4. SCRUTINEERS AND POLLING AGENTS

4.1 Appointment of Scrutineers

The Returning Officer shall appoint scrutineers for the conduct of the election.

4.2 Appointment of Polling Agents

- a. Each candidate may appoint one (1) polling agent to observe proceedings at the polling station.
- b. A candidate shall submit to the Returning Officer a letter indicating the name and address of the polling agent not later than Tuesday, 30th June, 2026.
- c. Polling agents shall present a duplicate copy of their appointment letter at the polling station.

4.3 Duties

- a. Scrutineers and polling agents shall cooperate with the Returning Officer and Presiding Officers to ensure that the election is conducted fairly and in accordance with these Guidelines.
- b. Scrutineers shall certify the election results by signing the official results sheets.
- c. Polling agents may also sign the results sheets as witnesses to the process.

5. COUNTING OF VOTES AND DECLARATION OF RESULTS

5.1 Vote Counting

- a. Counting of votes shall be conducted immediately after the close of polls.
- b. Counting shall be undertaken by the scrutineers, Presiding Officers and any other persons authorised by the Returning Officer.
- c. The counting process shall be conducted in the presence of polling agents and observers.

5.2 Counting Procedures

The following steps shall be followed:

- a. Separate ballot papers according to the election being conducted.
- b. Classify ballots into valid and invalid/rejected ballots.

- c. Count and record the total votes obtained by each candidate.
- d. Count and record the total number of rejected ballots.
- e. Record the total number of eligible voters.
- f. Calculate and record the percentage of votes obtained by each candidate.
- g. Have the results certified by the scrutineers.
- h. Provide copies of certified results to polling agents upon request.
- i. Submit the certified results to the Returning Officer for publication and transmission to Management.

6. INVALID OR REJECTED BALLOTS

A ballot paper shall be declared invalid and rejected where:

- a. The voter's intention cannot be clearly determined.
- b. The voter marks more candidates than the number of positions to be filled.
- c. The voter votes for a candidate who has officially withdrawn from the election.
- d. No candidate is selected on the ballot paper.

7. STORAGE AND DISPOSAL OF BALLOT PAPERS

- 7.1 All ballot papers and election materials shall be securely retained for a period of three (3) calendar months following the election.
- 7.2 Upon expiry of the retention period, the materials may be disposed of unless otherwise directed by Management.

8. RUN-OFF ELECTIONS

8.1 Where, after counting and any authorised recount, the results do not produce a clear outcome due to a tie or other valid reason, the Returning Officer shall conduct a run-off election.

8.2 The run-off election shall be conducted in accordance with these Guidelines.

9. ELECTION PETITIONS

9.1 Right to Petition

The validity of an election may be challenged only through a written petition.

9.2 Grounds for Petition

A petition may be filed on any of the following grounds:

- a. Circumstances that materially affected the outcome of the election.
- b. Failure to conduct the election in accordance with these Guidelines where such non-compliance affected the election results.

9.3 Persons Entitled to Petition

A petition may be submitted by any candidate who contested the election.

9.4 Time for Submission

A petition shall be submitted to Management within five (5) working days after the declaration of election results.

9.5 Investigation and Determination

- a. Upon receipt of a petition, Management shall establish an Independent Arbitration Committee (IAC) to investigate the matter.
- b. Following consideration of the Committee's report, Management, in consultation with the Returning Officer and relevant officers, may:

- c. Declare the election void; or
- ii. Dismiss the petition and uphold the election results.

10. INTERPRETATION AND RESIDUAL AUTHORITY

Any matter arising during the election that is not expressly provided for in these Guidelines shall be determined by the Returning Officer in consultation with Management, provided that such determination is consistent with the principles of fairness, transparency and democratic participation.