

UNIVERSITY OF EDUCATION, WINNEBA
GUIDELINES FOR ELECTION OF NATIONAL EXECUTIVE COMMITTEE
OFFICERS OF THE UEW ALUMNI ASSOCIATION

Nominations

1. The election process shall commence with a call for nominations of which publications shall be made on the University's website.
2. Nominations shall last for two (2) weeks, and during the period, candidates may be nominated by completing and submitting a nomination form by the stated deadline.
3. Each nomination shall be witnessed and endorsed by at least two (2) registered and paid-up members in good standing.
4. Nominations received after the deadline shall be rejected.
5. All information pertaining to deadlines for nominations shall be published as indicated above and on the nomination form.
6. The Returning Officer may extend the deadline for nominations if it is observed that after close of nominations, no nomination has been received for the vacancies of designated positions.
7. A person nominated as a candidate in the elections may withdraw his/her nomination by submitting a letter in writing to the Returning Officer (Head, Department of Publishing and Web Development).

The Campaign Process

1. The campaign process shall begin with publication of names of candidates who have been duly nominated and the positions being contested for on the University's website.
2. All candidates shall have an opportunity to campaign. No candidate, individual, or campaign group shall perform or condone the acts of destroying, defacing, moving, covering, removing or altering signs, banners, or any form of publicity, physical or electronic, that is installed, posted or communicated by other candidates or their supporters.
3. Campaign shall commence immediately after publication of candidates' names on the University's website and end on the midnight of the eve of Congress.

The Polls

1. The poll shall be conducted by manual voting.
2. A voter shall not cast more than one vote for each position when the poll is taken.
3. A voter who is visually impaired or physically challenged may request a person of the voter's own choice to assist him/her to cast the ballot.
4. The votes at the poll shall be taken by secret ballot and the results shall be ascertained by counting the votes for each candidate.
5. The candidate with the highest valid votes cast shall be elected for that position.
6. The ballot of every voter shall consist of a ballot paper.
7. Each ballot paper shall:
 - a. contain names and photographs of the candidates contesting a position in the election; and
 - b. have security marking or validation stamp on it.
8. The poll shall be taken between the hours of 10:00 a.m. to 3:00 p.m. at the Jophus Anamuah-Mensah Conference Centre, North Campus, University of Education, Winneba.
9. The poll shall start in the presence of two scrutineers and polling agents/observers.
10. Before the commencement of poll, scrutineers/polling agents and voters present may inspect the ballot boxes to verify that they are empty before they are closed and seals placed on them.
11. Scrutineers/polling agents shall be presented with a copy of voters' list/register. The list/register together with any valid National ID card, notably: National Identification Card, Voter Identification Card, Driver's License, and Passport shall be the principal means of identification. Systems shall be put in place to check the validity of National ID Cards presented for voting.
12. Voters' list/register shall be compiled from payment of dues from the UEW Alumni Database, and only registered and paid-up members who have fully paid their annual subscription or dues for the year 2021 shall be eligible to vote.
13. Any alumnus/alumna who desires to vote at Congress shall register with the University and make payment for annual dues/subscription through the following account outlets not later than **Friday, 19th November, 2021**:

i. Bank Account

Account Name: UEW Alumni Association

Account Number:3051010093520

Bank: GCB Bank
Branch: Winneba

ii. Mobile Money Account

- MTN MOMO

Merchant Name: UEW Alumni

Merchant ID: 146673

- VODAFONE CASH

Merchant Name: Alumni Association – University of Education, Winneba

Merchant ID/Till Number: 944982

14. All alumni members who make payment for annual dues/subscription after the deadline indicated above shall not have their names captured in the voters' list/register, and therefore, shall not be eligible to vote. Registered paid-up members shall receive email notification confirming receipt of the payment of annual dues/subscription.
15. All registered paid-up alumni shall be required to show evidence of payment of annual dues/subscription as part of the voting formalities.

Voting by Proxy

1. An eligible voter who will be unable to vote on the polling day may apply to appoint a person to vote on his/her behalf by completing a proxy form.
2. A person appointed to vote by proxy shall be an eligible voter.
3. An eligible voter shall **not** act as proxy for more than one person.
4. The applicant shall submit the completed proxy form and a copy of a National ID in a sealed envelope with the applicant's name written across the seal to the Returning Officer (Head, Department of Publishing and Web Development).
5. The envelope shall be marked PROXY.
6. A person appointed to vote by proxy shall be required to show a copy of the proxy form at the polling station.
7. A person shall not appoint more than one person at a time as proxy to vote at the election.
8. A person who has applied to vote by proxy shall not vote at the election unless he/she has cancelled the proxy.
9. The Returning Officer shall certify that the proxy and the applicant are eligible voters; the Returning Officer shall enter the details into a proxy register.

Scrutineers and Polling Agents

1. The Returning Officer shall nominate Scrutineers for appointment by the Registrar. The Scrutineers shall be of Senior Member status.
2. A candidate contesting for a position in any election may appoint one polling agent to observe the polls at the polling station. The candidate shall submit to the Returning Officer, a letter stating the name and address of his/her Polling Agent not later than a day before the elections.
3. A Polling Agent shall present a copy of the letter of appointment at the polling station.
4. The Scrutineers/Polling Agent(s) shall co-operate with the Returning Officer to ensure that the poll is conducted in a free and fair manner and in accordance with regulations governing the elections.
5. The Scrutineer/Polling agent(s) shall append their signatures to certify the results of the elections.

Election Results and Petition

Results of Elections

1. Counting of votes shall be done by the Scrutineers and any other person appointed by the Returning Officer in the presence of the Polling Agents and Voters. Polling Agents may be called to assist at the discretion of the Returning Officer and in consultation with Scrutineers. Voters present at the close of poll shall only be observers.
2. Immediately after the close of the poll, the following shall be done:
 - a) Sort out the ballot papers for each position contested for;
 - b) Sort out the ballot into valid and rejected/invalid ballot papers;
 - c) Count and record the total number of votes cast, and express the results in percentage form in favour of each candidate;
 - d) Count and record the total number of invalid/rejected ballots;
 - e) Indicate the total number of persons who were eligible to vote;
 - f) Have Scrutineers and Polling Agents to certify the results;
 - g) Give Polling Agents of candidates present during the count a copy of the results, upon request; and
 - h) Submit a copy of the results to the Registrar for publication.

Invalid Ballot Paper

A ballot paper shall be declared invalid and rejected if:

- a) it does not have security marking or validation stamp;
- b) the voter does not clearly mark to identify the candidate for whom the vote was cast or choice of voter could not be ascertained;
- c) the voter has voted for more than one candidate;
- d) the voter has voted for a candidate who has withdrawn from the elections; and
- e) no candidate has been voted for.

Storage of Ballot

Ballot shall be kept for only three (3) calendar months after the polls after which they shall be disposed of unless otherwise directed by the Registrar.

Run-Off Elections

Where, after completion of counting and recounting of votes, there is no clear winner, the Returning Officer, in consultation with Registrar and Director, Office for Institutional Advancement (OIA), shall conduct a second poll.

Election Petition

- i. The validity of an election may be questioned only by a candidate through a written petition.
- ii. The petition shall relate to the following:
 - a) Circumstances that have extensively prevailed and may have reasonably affected the results of the election; and
 - b) Elections not conducted in accordance with the laid down regulations.
- iii. Election petition shall be presented to the Registrar within five (5) working days after the end of the election.
- iv. Petition received after the period indicated above shall be dismissed.
- v. The Registrar shall set up an Independent Arbitration Committee (IAC) for hearing of the petition within seven (7) working days after receipt of petition.
- vi. The Independent Arbitration Committee (IAC) shall be required to sit for hearing of the petition and submit its report to the Registrar within a period of thirty (30) days.

- vii. Based on the report of the IAC, the Registrar, in consultation with the Director, OIA and the Returning Officer, may make any of the following orders:
 - a) Nullify the election to which the petition relates, and conduct new elections; and
 - b) Dismiss the petition and uphold the results of the election.