

U.G. S.S ELECTIONS **2016/2017**

INSTRUCTIONS TO RETURNING OFFICERS

1. Elections for the Office of President and three (3) representatives for each Faculty/School to form the Executive Council of the University of Guyana Students' Society for 2016/2017 will be held as follows:

- a) **Wednesday, September 28, 2016** - **For students in all Faculties**
from noon to 19:00 h **and students on the Occupational Health & Safety programme.**
- b) **Friday, September 30, 2016** - **For students at the Berbice Campus**
from 11:00 h to 18:00 h
- c) **Saturday, October 1, 2016** - **For students in the Graduate Diploma in Education, the CMBA/CMPA Masters programmes and the Master in Education.**
from 09:00 h to 16:00 h

2. There will be polling rooms across the University of Guyana Campuses for students in all six (6) Faculties, the one (1) School and the Occupational Health & Safety programme as follows:

Faculty of Agriculture & Forestry	Room A104, Faculty of Agriculture & Forestry Building ✕
Faculty of Education & Humanities & students on the Occupational Health & Safety Programme	History Society Room (Arts Building); and Staff Lounge (Education Building) ✕
Faculty of Health Sciences	To be determined; & GPHC ✕
Faculty of Natural Sciences	To be determined
School of Earth & Environmental Sciences	History Society Room ✕

Faculty of Social Sciences

Room F55 and UGIAA Rm, Faculty of Social Sciences✘

Faculty of Technology

To be determined

Berbice Campus

Registry Complex & John's ✘

✘To be confirmed

3. Returning Officers must be in their respective polling rooms at least twenty (20) minutes before the start of the elections, that is, at 11:40 h on Wednesday, September 28, 2016 10:40 h on Friday September 30, 2016 and 08:40 h on Saturday, October 1, 2016 to receive the ballot papers, voters' lists, official university stamp and stamp pad for the academic year 2016/2017.
4. The Returning Officers will permit each candidate or his representative to examine the ballot boxes five (5) minutes before voting begins, that is at 11:55 h on Wednesday, September 28, 2016 10:55 h on Friday September 30, 2016 and 08:55 h on Saturday, October 1, 2016. The boxes shall thereafter be padlocked/sealed appropriately.
5. Each candidate will be allowed one (1) representative in the polling rooms at any time during the course of the Elections.
6. **VOTING SHALL BE DONE IN PERSON.** Students must present to the Elections/Returning Officers their University identification/registration card for the academic year 2016/2017 as evidence of their eligibility to vote. **NO PROSPECTIVE VOTER WILL BE PERMITTED TO TAKE ANYTHING INTO THE POLLING ROOM EXCEPT HIS/HER UNIVERSITY IDENTIFICATION/REGISTRATION CARD/RECEIPT FOR 2016/2017 AND A PEN OR PENCIL TO MARK HIS/HER BALLOT PAPER.**
7. The Returning Officer shall check the Students' University Identification/Registration Card against the Voter's Lists provided, and after being satisfied as to the eligibility of the voter, shall give the voter a ballot paper, stamped appropriately for:
 - a) The Presidential Candidate;
 - b) The Faculty Representatives as necessary and cross the name of the Voter off the Voter's list.
8. The voter shall indicate his/her choice of candidate in private placing an **X** or tick (✓) in the box before the name of the candidate/s of his/her choice. He/She shall fold his/her ballot paper so that the stamp is visible on the outside, have his/her right index finger stained with ink provided, then place the ballot paper in the appropriate ballot box and proceed to leave the polling room immediately.
9. The ballot papers should not be marked in any other way, as this will invalidate it.
10. Voting in all polling rooms on Wednesday, September 28, 2016 shall end at 19:00 h at which time the door to the polling room shall be closed. No prospective voters, not there in the polling room, shall be allowed to vote. Voting on Saturday, October 1, 2016 shall end at 16:00 and Friday, September 30, 2016 at the Berbice campus at 18:00 h.
11. The counting of votes shall begin at the place of polling immediately after the voting is completed. No person other than the Elections Officials, the Candidates and their representatives shall be present in the polling room during the counting of votes.

12. The Returning Officer shall call the name of the candidate for each vote cast. The valid votes shall be placed in separate heaps (according to candidates) in public view and the count shall be indicated by strokes put in chalk on a blackboard. The spoilt votes shall be placed in a separate heap in public view.
13. The Returning Officer shall prepare a short report, which shall be signed by him/her and the candidates or their representatives(s) after all the votes have been examined and counted.
14. The Returning Officers' Reports shall then be taken to the designated venue, to be announced later, for tallying of votes for the President and the declaration of the Elections results, so far.

Daniella King
Assistant Registrar (Students' Welfare)
f. Registrar
7.9.2016