

USE OF PROXY VOTER - ELECTION OF PRO-VICE-CHANCELLOR

In connection with the election of Pro-Vice-Chancellor scheduled to take place on **Thursday, 20th March 2025**, we wish to communicate the procedure for the use of proxy votes to electorates as follows:

1. An eligible voter who will be unable to vote on the polling day shall apply **in-person** to appoint a person to vote on his/her behalf by completing a proxy form.
2. The applicant should be **at post** (including those on study leave in Ghana).
3. A person appointed to vote by proxy shall be an **eligible voter**.
4. An eligible voter shall **not** act as proxy for more than one person.
5. The applicant should submit the proxy form in a **SEALED ENVELOPE WITH APPLICANT'S NAME, SIGNATURE, AND TELEPHONE NUMBER WRITTEN ACROSS THE SEAL** to the **Department of Publishing and Web Development (Publications Unit), Winneba Campus, or College Registrar's Office, Ajumako Campus** (whichever is applicable).
 - Duly completed proxy forms should be submitted by **12:00 noon on Tuesday 18th March, 2025**.
 - A copy of the proxy form can be downloaded from the University's website.
 - **Applications to vote by proxy sent via email, text message, or phone calls will not be accepted.**
6. A person appointed to vote by proxy will be required to **show a copy of the proxy form at the polling station**.
7. A person shall not appoint **more than one person** as proxy to vote at the election.
8. A person who has applied to vote by proxy **shall not vote at the election** unless they have applied for cancellation of the proxy, which should be done **one clear day before the day of election**.
9. An application for the **cancellation of the proxy** shall be made in writing to the **Returning Officer**.
10. A proxy whose appointment is **cancelled** shall cease to have the right to vote for the applicant, whether or not the proxy is aware of the cancellation.
11. Proxy forms shall be **opened in the presence of scrutineers**. Observers/candidates may choose to witness it.
12. The **Returning Officer shall certify** that the proxy and the applicants are **eligible voters**, after which the details shall be entered into a proxy list.