

UNIVERSITY OF EDUCATION, WINNEBA
ELECTION OF CONVOCATION REPRESENTATIVES ON
UEW GOVERNING COUNCIL

Guidelines

The Poll

1. The poll will be conducted by manual voting
2. A voter shall not cast more than three votes 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 first three candidates with more valid votes cast shall be declared elected for the positions
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.
 - b. Have security marking or validating stamp on it.
8. The poll shall be taken between the hours from **8:30 a.m. to 4:00 p.m.** at the venues
9. The poll will start in the presence of two scrutineers and polling agents/observers.
10. Before commencement of the poll, scrutineers/polling agents and voters present may inspect the ballot boxes to verify that they are empty before they are closed and a seal placed on it.
11. Scrutineers/polling agents shall be presented with a copy of voters list/register. The list/register and/or ID cards shall be the principal means of identification.

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 should submit the proxy form in a sealed envelope with the applicant's name, written across the seal to the Returning Officer to the Department of Publishing and Web

Development (Publications Unit) Winneba Campus, College Registrar's Office, Ajumako Campus (whichever is applicable). Application to vote by proxy sent by e-mail, text message and phone calls will not be accepted.

5. A person appointed to vote by proxy will be required to show a copy of the proxy form at the polling station.
6. A person shall not appoint more than one person at a time as proxy to vote at the election.
7. A person who has applied to vote by proxy shall not vote at the election unless he has applied for cancellation of the proxy, which cancellation should be done one clear day before the day of election.
8. An application for the cancellation of the proxy shall be in writing to the Returning Officer (Registrar).
9. A proxy whose appointment is cancelled shall cease to have the right to vote for the applicant whether or not proxy is aware of the cancellation.
10. Proxy forms shall be opened in the presence of observers/candidates who may choose to witness it.
11. The Returning Officer (Registrar) shall certify that the proxy and the applicants are eligible voters after which the details shall be entered into a proxy list.

Eligibility

1. Convocation Members, including Casual staff who are Non-Biometric Senior Members are eligible to vote.

Scrutineers and Polling Agents

1. The Registrar shall nominate Senior Members who shall be scrutineers for the election. The scrutineers shall be of Senior Member status or senior staff where necessary.
2. A candidate contesting for a position in any election may appoint one polling agent to observe the poll at the polling station. The candidate shall submit to the Registrar, a letter stating the name and address of his/her polling agent(s) not later than **Thursday, 13th August, 2026**.
3. A polling agent shall present a duplicate copy of the letter of appointment at the polling station.
4. The scrutineers/polling agents(s) shall co-operate with the Returning Officer or his appointee to ensure that the poll is conducted in a free and fair manner and in accordance with any regulations governing the elections.

5. The Scrutineer(s) shall sign to certify the result of the elections. Polling agents may also sign to ensure the result of the election.

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's appointee 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 papers into valid and rejected/invalid ballot papers.
 - c. Count and record the total number of votes cast (as well as percentage) in favour for each candidate.
 - d. Count and record the total number of invalid/rejected ballots.
 - e. Indicate the total number of persons eligible to vote.
 - f. Have scrutineers to certify the results.
 - g. Give the polling agents of candidates present during the count a copy of the results upon request.
 - 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. The voter does not clearly mark to identify the candidate for whom the vote was cast or choice of voter could not be ascertained.
- b. The voter has voted for more than three candidates.
- c. The voter has voted for a candidate who has withdrawn from the elections.
- d. No candidate has been voted for.

Storage of Ballot

Ballot shall be kept for only three calendar months after the polls after which they would 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 shall conduct a second poll.

Election Petition

1. The validity of an election may be questioned only by a written petition.
2. The petition shall relate to:
 - a. Circumstances that have extensively prevailed that may have reasonably affected the result of the election.
 - b. The fact that the elections were not conducted in accordance with the laid down regulations and that such non-compliance has affected the result of the election.
3. An election petition shall be presented by a person who has the right to vote or elected to a position.
4. Every election petition shall be presented to the Registrar within one week five (5) working days after the end of the election.
5. The Registrar shall set up an Independent Arbitration Committee (IAC) for hearing of the case.
6. Based on the IAC Report, the Registrar in consultation with the relevant officers and the Returning Officer may make any of the orders below:
 - a. Declare that the election to which the petition relates is void
 - b. Dismiss the petition and uphold the result of the election.