

U.G. S.S ELECTIONS

2018/2019

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 2018/2019 will be held as follows:

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| a) Wednesday, September 26, 2018
from noon to 19:00 h | - | For students in all Faculties and students on the Occupational Health & Safety programme. |
| b) Friday, September 28, 2018
from 11:00 h to 18:00 h | - | For students at the Berbice Campus |
| c) Saturday, September 29, 2018
from 09:00 h to 16:00 h | - | For students in the Graduate Diploma in Education, the CMBA/CMPA Masters programmes and the Master in Education. |

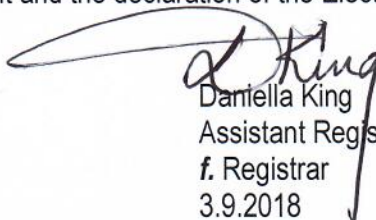
2. There will be polling rooms across the University of Guyana Campuses for students in all Faculties, the one (1) School and the Occupational Health & Safety programme as follows:

Faculty of Agriculture & Forestry	Room A104, Faculty of Agriculture & Forestry Building✘
School 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 ✘
Faculty of Earth & Environmental Sciences	History Society Room✘
Faculty of Social Sciences	Room F55 and UGIAA Rm, Faculty of Social Sciences✘
School of Entrepreneurship & Business Innovation	To be determined
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 26, 2018 10:40 h on Friday September 28, 2018 and 08:40 h on Saturday, September 29, 2018 to receive the ballot papers, voters' lists, official university stamp and stamp pad for the academic year 2018/2019.
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 26, 2018 10:55 h on Friday September 28, 2018 and 08:55 h on Saturday, September 29, 2018. 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 2018/2019 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 2018/2019 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, in private, his/her choice of candidate, by 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 26, 2018 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, September 29, 2018 shall end at 16:00 and Friday, September 28, 2018 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
3.9.2018