

SAINT LUCIA NATIONAL YOUTH COUNCIL

ELECTORAL REGULATIONS AND TERMS OF
REFERENCE FOR THE ELECTORAL BOARD

ADOPTED AUGUST 2014

A. INTRODUCTION

1. The Saint Lucia National Youth Council (NYC) Electoral Regulations are devised and adopted, in accordance with the NYC Constitution.
2. These Electoral Regulations shall serve as a guide for transparent and democratic elections for NYC positions.
3. The Regulations provide the procedures and rules governing the conduct of elections including:
 - a. Complete understanding of the NYC Constitution and procedures of the NYC General Assembly procedures;
 - b. Call for candidates;
 - c. Confirmation of candidates;
 - d. Election results and appeal;
 - e. The publication of the official list of candidates;
 - f. The management and logistics of elections (Returning Officer, list of voters, ballot papers, voting facility, count of votes, minutes and other relevant matters.);
 - g. The circulation of general information about the election among the delegates, government bodies, representatives of the media and other relevant stakeholders.
4. It is, therefore, necessary for each delegate to understand the Electoral Regulations in order to ensure that the elections are transparent and democratic. In particular, this means:
 - a. Adhering to the NYC Constitution and procedures of the NYC General Assembly;
 - b. Avoiding any conflicts of interests that could discredit the impartiality of the elections.

B. APPLICATIONS

1. These Regulations shall apply to: (a) elections to the NYC Executive Board to be comprised of a **President, 1st and 2nd Vice President, General and Assistant General Secretary, Treasurer, Public Relations Officer and any other officers referred to in the NYC's Constitution.**

C. BASIC PRINCIPLES

1. The principles of democracy and transparency and rights of access to information for the electoral processes of CYRC shall be observed at all times.
2. External interference of any kind in the electoral process or composition of the elective body (NYC General Assembly or NYC Executive) shall not be permitted.
3. At the time of their election all candidates shall be in attendance at the General Assembly.
4. In extenuating circumstances only, where a candidate is unable to attend, the Electoral Board shall approve provisions for virtual representation or proxy for such representation.

D. RETURNING OFFICER AND ELECTORAL BOARD

1. The Returning Officer shall be elected from among the Electoral board Members
2. The Returning Officer with the support of the electoral board members shall organize and supervise the election process and shall take all decisions relating to the election.

3. For simplicity and efficiency, the Returning Officer shall also assign duties and responsibilities to the Electoral Board on or before the day of the NYC elections.
4. The Electoral Board shall be composed of a minimum of (5) members representing:
 - a. Ministry of Youth Development & Sports
 - b. St. Lucia Electoral Department
 - c. One Young Lawyer
 - d. One representative of the NYC General Council Body
 - e. One NYC Stalwart
5. No member of the Board shall serve on the NYC Executive.
6. No member of the Electoral Board shall be a candidate for an elected post.
7. In the event that a member of the Board stands as a candidate for an elected post, he/she shall resign from the Board. Any member who resigns shall be replaced by a substitute at the discretion of the returning officer.
8. If the Returning Officer or any member of the Electoral Board is unable to carry any of his/her duties, she/he shall be replaced by a substitute from among the remaining members or a substitute selected by the remaining members respectively.

E. DUTIES OF THE RETURNING OFFICER

The Returning Officer shall be responsible for all tasks relating to the organization, running and supervision of the NYC Executive Elections including, but not limited to the following:

1. Strictly enforcing the NYC Constitution and regulations;
2. Strictly enforcing the regulatory deadlines for elections;
3. Distributing information to the members of the general assembly as well as to government bodies, the media and the public;
4. The candidate procedure (launch, manifesto, distribution of information, evaluation, publication of official list etc.);
5. Drawing up the list of voters in accordance with the NYC's constitutional provisions
6. All matters relating to the administrative and technical organization of the General assembly that are not covered by the regulations shall be ruled upon by the Board;
7. All matters relating to the running of the elections not covered by the regulations shall be ruled upon by the Returning Officer;
8. The Returning Officer shall observe the upmost impartiality when carrying out his/her duties.
9. The Electoral Board shall publish the *Electoral Timeline Annex* and *Executive Nomination Form Annex* annually or as required to inform the conduct of elections.

F. NOMINATION PROCESS

1. Elections shall be held in harmony with the Constitution.
2. Only nominated and approved candidates shall be presented to the floor by the Returning Officer for each position to be filled.

3. The Returning Officer shall present a report of the process, results, findings and investigations about the elections.
4. The Returning Officer may re-open nominations if the candidates for the positions are not accepted by the General Assembly, or in the case where the positions cannot be filled from the previous call for nominations or where a candidate withdrew his/her nomination.
5. There shall be an option for Re-Open Nomination (RON) which shall be counted as a 'candidate' marked on the ballot, so voters may choose not to vote, wherein none of the nominated candidates are preferred.
6. Candidates can withdraw their nomination at any time, but shall do so before the counting of the votes, by notifying the Returning Officer in writing. The votes of the next preferred candidates shall be counted, and results announced.
7. The Electoral Board shall meet in closed session.

G. MANIFESTO AND CAMPAIGNS

1. Each candidate, shall submit and deliver a manifesto.
2. Each candidate shall be allocated a stipulated time slot at the General Assembly to present his/her manifesto and to answer any questions from the delegates.
3. The Returning Officer shall issue rules of engagement for campaigns, and a strict code of ethics shall be followed by all candidates. Campaigns shall be conducted in a mutually responsible and respectful manner. Where any candidate engages in misconduct or causes any disorder in the elections, he/she shall be disqualified from the elections.

H. VOTING PROCESS- GENERAL ASSEMBLY

1. Voting shall be by secret ballot except by ruling of the Returning Officer or by the majority vote of the delegates present and voting.
2. When voters enter the polling station, they shall present themselves to the Returning Officers with a valid form of I.D. The Returning Officers shall then check to determine that each elector's name appears on the voters' register.
3. Nominations for all positions will be publicized for the benefit of the General Assembly.
 - a. Nomination forms shall be filled completely and submitted to the returning officer (see annex 2)

I. TRADITIONAL VOTING

1. The voting process shall be first past the post system where the candidate with the majority of votes wins.

J. ELECTIONS RESULTS AND APPEALS

1. After the polls close, the Returning Officer, assisted by the appointed secretary and witnessed by the candidates or their representatives, shall record the number of votes received by each candidate and the number of rejected ballots on a Statement of the Vote.
2. Results of the elections shall be announced at the General Assembly. The candidates who receive the highest votes shall be elected and announced as having been elected.
3. The Returning Officer shall then deliver a certificate announcing the validated results to the candidates.
4. At election time, results shall be announced and published on online or by any other means of notification. Election results shall be announced as soon as they have been verified by the Electoral Board.
5. Any complaints concerning the elections other than those against the conduct of the Returning Officer or members of the Electoral Board, shall be addressed in writing to the Returning Officer.

ANNEX 1: ELECTORAL TIME LINE

Tuesday January 24th , 2017	Opening of nominations and Press Conference
Monday April 17th , 2017 at 11:59pm	Closure of period for submitting Nominations
Thursday, April 27 th , 2017	Notification and presentation of candidates (Press Conference) + Opening of campaigning
	Formal Introduction and Presentations of Candidates
Saturday, May 6 th , 2017	Public presidential debates
Friday, May 12 th , 2017	Deadline for submission of delegates List
Saturday, May 27 th , 2017	General assembly & elections
	Formal Announcement of Election Results
	Oath of Office/ Installation Ceremony

K. CONFIRMATION OF NOMINEE

A Nominee shall be confirmed based on the documents submitted and eligibility and suitability of nominee for the position nominated for.

L. DELEGATION

Approved candidates will automatically be part of the delegation to the General Assembly. Candidates or their proxy shall be physically present at the General Assembly.

Please return this form to the Returning Officer.

ANNEX 2: NOMINATION FORM

(To be completed by the organizations submitting the nomination)

SECTION 1: CANDIDATE DETAILS

Nominated Position	
Full Name of Nominee	
Date of Birth (DD/MM/YYYY)	
Address	
Telephone Number/s	
Email	

Nominating Organization 1 Details:

Nominating Organization	
Name of Nominator	
Address of Organization/ Institution	
Telephone Number	
Email	

Nominating Organization 2 Details:

Nominating Organization	
Name of Nominator	
Address of Organization/ Institution	
Telephone Number	
Email	

Any Supporting documents may be attached to this application form as necessary (eg. Qualifications)

SECTION 2: ACCEPTING OF NOMINATION

By signing this document, the nominee confirms that he/she accepts this nomination and agrees to the following:

- The NYC reserves the right to withdraw my nomination with or without in cases where:
 - It is discovered I do not have the claimed qualification or experience.
 - I have not obtained, for whatever reason, any appropriate nomination requirements.
 - If the nomination is subject to background checks, the understanding that, the nominee must disclose details of any criminal records, including convictions, cautions, reprimands and final warning and any other information that may have a bearing on their suitability for the position.
 - The nominee understands that producing false or misleading information will disqualify them for the nomination process, or if elected, will render them liable to immediate dismissal.
 - The nominee acts in contravention to the NYC election regulations and NYC Constitution
- The nominee understands that no person on the Executive shall be under the age of 18 years or over 35 years during their term.
- The nominee understands that if elected, they will be required to participate in an official installation ceremony where an oath will be administered.
- The nominee understands that if their nomination is approved, they will have to be physically present at the NYC General Assembly.
- The nominee declares that the information given may be used by the NYC for administration or public relations purposes under the relevant Data Protection Laws.

Signature of Nominee: _____

Date /Stamp: _____

Signature of Nominator 1: _____

Date/ Stamp: _____

Signature of Nominator 2: _____

Date/ Stamp: _____

All nominations should be submitted in a sealed envelope to the returning officer:

ANNEX 3: VERIFICATION REQUIREMENTS

- The nominee for any position on the NYC Executive must be:
 1. A registered member of a youth organization registered under a District Youth and Sports Council in accordance with the NYC Constitution Article 3: Membership or,
 2. A member of a recognized youth-led organization registered with the Saint Lucia National Youth Council or the Ministry of Youth Development and Sports
 3. Between the age of 18 and 35

Note¹- Membership organisations may include sports, cultural, religious and community groups as well as student councils, uniform groups and the youth section of political parties.

Note²- For an organisation to qualify for membership, it must have a minimum of ten (10) members, and the majority of its members must be between the ages of twelve (12) and thirty (30) years, and it must be democratic, voluntary and self-governing

- The nominee is responsible for ensuring that all documents and information required to determine that their nomination have met the conditions set out in the Electoral Regulations be submitted by the stipulated deadline. Incomplete or late nominations will be rejected.

Upon satisfactory completion of all verification checks and nomination requirements, successful nominees will be notified. Nomination for NYC will take effect on the date the nominee is notified of their candidature.

Checklist:

Please provide copies of the following documents where applicable (please do not send original copies)

- Completed nomination form
- A short manifesto/ statement of intent
- A passport sized photo of nominee
- Any relevant supporting documents
- Please submit nominations via email to nominations.nyclu@gmail.com or in hardcopy to the Saint Lucia Electoral Department, High Street, Castries. All applications must be submitted in a sealed envelope addressed to **“The Returning Officer- Saint Lucia National Youth Council- 2017”**