



UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC)

Fostering Leadership & Innovation

STUDENT COUNCIL ELECTION GUIDELINES

These are the guidelines for conducting a Student Council Election. These guidelines also serve as a benchmark for all campuses of the UCC to follow.

The following steps are designed to ensure a free, fair, and orderly election.

Step 1: A Returning Officer is to be identified to monitor, oversee, and manage the entire election process: from Nomination of Candidates to voting on Election Day. To fill this post, applications should be open for no more than one week for students to express their interest.

At the expiration of one week, candidates should be shortlisted and have a brief interview with the Department of Student Affairs Director/Campus Manager, after which the most suitable candidate should be appointed.

Step 2: The Returning Officer, upon his/her appointment, will take over the proceedings of the election process. The Returning Officer shall then open the Nomination for one week for candidates to fill the various posts which will become vacant on the day before Nomination Day (the end of the nomination process).

Criteria All Candidates Must Meet In Order To Be Eligible For Nomination:

1. All candidates **MUST** have and maintain a G.P.A. of 3.0 or above.
2. All candidates **MUST** have completed at least one (1) year of study at UCC.
3. All candidates should be in **good** financial standing with the UCC.
4. All candidates should be **registered** students for the semester in which the nomination is opened.
5. All candidates should have a **minimum** of ten (10) registered students nominating them.
6. All candidates **MUST** ensure that their nomination form has the names and signatures of two (2) UCC lecturers.
7. All candidates **MUST** scan and email their completed nomination forms to the Returning Officer on or before the final day of nomination by 12:00 midnight.

Step 3: Where there is an Office with more than four (4) nominated candidates, the Returning Officer along with the Director/Campus Manager should shortlist and select the four (4) best candidates for the office in question no later than three (3) days after nomination has been closed. Where an office has four (4) or less nominees the short listing process will become irrelevant.

Step 4: All nominees should be formally notified via email of their nomination and the position for which they were nominated by the Returning Officer no later than three (3) days after the closing of nomination. In that same email the Returning Officer should invite all nominees to a briefing no later than two (2) days after the date on which the email was sent. The Returning Officer should also formally inform the Director/Campus Manager by email of all the nominees and the positions for which they have been nominated. The Returning Officer should also invite the Director/Campus Manager to the briefing of the nominees.

Step 5: At the briefing, the Returning Officer shall introduce him/herself to the candidates and clearly outline his/her duties in the election process. The Returning Officer shall also introduce the nominees to the Director/Campus Manager and inform the candidates of their expected role during and after the election process. Before the adjournment of the briefing, the Returning Officer shall declare a period of campaigning open for one week (7 Days).

Step 6: All Nominees shall have seven (7) clear business days to campaign to the student population.

1. All Nominees reserve the right to choose their preferred medium to campaign.
2. All Nominees must conduct their campaigns in accordance with the policies that govern the UCC.
3. All Nominees, before the beginning of the campaign process, must inform the Returning Officer of all media intended to be used for campaigning.
4. All campaign material must be vetted by the Director/Campus Manager before the campaigning process.
5. All Nominees must present their manifesto to the student population within the seven (7) day campaign period.
6. All Nominees must respect the other Nominees and their properties.
7. All Nominees must build their campaigns around facts.
8. All Nominees have the right to a free and fair campaign and election season.
9. The Returning Officer reserves the right to withdraw any Nominee from the race if he/she finds that:
 - The Nominee is hindering the process of a free and fair election.
 - The Nominee has intentionally disregarded the policies of the UCC.
 - The Nominee intentionally disrespects another Nominee in any way or defaces the property of any other Nominee.

If a Nominee has been removed from the race, it is the Nominee's responsibility to remove all campaign paraphernalia from all mediums used.

10. On the final day of campaigning all Nominees are responsible to remove all paraphernalia from **ALL** platforms used to campaign. Failure to comply with this requirement will lead to the Returning Officer withdrawing such a Nominee from the race with immediate effect.

11. Before a Nominee can be removed from the race, the Returning Officer **MUST** advise the Director/Campus Manager via email outlining the breach(s) which led to the sanction for removal. The Director/Campus Manager will make the final judgment on case. A Nominee has the right to make an appeal to the Executive VP of Academic Affairs, Internationalization and Online Programmes at the Worthington Avenue Campus.
12. The Returning Officer must organize a Debate for all candidates to present their plans to the student body on the final day of campaign. At the end of the Debate the Returning Officer **MUST** declare publicly the closure of the campaign period via email to the student body.

Step 7: Twenty Four (24) hours after the campaign has ended the Returning Officer must ensure that all election facilities are in place for all registered students of the UCC. This is to give students the opportunity to vote for their candidate of choice. Each student is entitled to one vote per Office. The student body should have a period of forty eight (48) hours in which to cast their votes.

The Returning Officer must oversee the election process on both days to ensure that the process is carried out in a free and fair manner. If the Returning Officer identifies that there are any irregularities in the election process, then he/she should report it immediately to the Director/Campus Manager for action.

Step 8: At the end of the forty eight (48) hours voting period, each Nominee shall appoint one person apart from his/herself to observe the counting of the ballots.

At the end of the counting of the ballots it is the responsibility of the Returning Officer to declare the winners of the election publicly and also via email to the entire UCC student body, the Nominees, the Director/Campus Manager and also to the Department of Student Affairs.

Step 9: All Nominees reserve the right to appeal the results with plausible reason(s) within twenty four (24) hours after the elected officials have been announced. If a Nominee wishes to make an appeal, he/she should make the request via email to the Director/Campus Manager and also copied to the Department of Student Affairs.

Step 10: Two (2) days after the Returning Officer has declared the elected members, except in the event of an appeal, the Returning Officer shall organize an inauguration ceremony at which the elected officials shall be installed to their respective offices by the President of the UCC or his/her designate.