

ELECTIONS DAY COUNTING PROCEDURES

Steps of Counting (for Desk Supervisor):

- Open the Box
- Count the ballots
- Record total number on the tally sheet.
- Start counting votes in presence of at least two candidates (candidates may record the votes). A minimum of two persons: two faculty members or one faculty member and one staff representing the faculty student services and/or from the Office of Student Affairs should be present at each box.
- Only candidates can attend the counting process
- Candidates must remain quiet: Inform them that talking, SMS texting or making phone calls is not allowed. Any concern must be addressed to the Dean of Student Affairs or his delegate if candidates refuse to comply with counting regulations or if their behavior is deemed disrupted to the count.
- Only a circle around the number of the chosen candidate will be accepted as a vote. No other sign or symbol will be accepted, including the circling of number and name.
- After counting is over, close the Box containing the ballots.
- Record the results.
- Sign the tally sheet. Ask at least two of the present candidates to sign before they leave. (Ideally all candidates present should sign but this is not obligatory for the validity of the vote).
- Submit the results to the assigned Student Affairs staff.
- Inquiries or disputes should be taken to Dean of Student Affairs for final settlement.

Void Ballots

Generally, the following ballots will be considered void ballots and will not be counted:

- Have been crossed out,
- Include more votes than permitted,
- List additional (write-in) candidates.
- Incorrect sign on candidate name. Examples: ticks, circling only name or name and number, Xs, underlining or other unclear symbols or markings.

NB: In case of any dispute with regard to the validity of a ballot, only the Dean of Student Affairs may decide during the count.

Appeals

If a candidate believes that s/he has grounds to contest the elections procedure an appeal letter may be submitted to the Dean of Student Affairs within 48 hours of the elections. The appeal must present evidence and a clear argument of a blatant violation of the rules as above.