

ELECTIONS DAY RULES

A - Elections site voting procedures (for election monitors):

VERIFY BOXES ARE EMPTY

Before voting begins, at least one faculty member/or designated staff (as approved by the Dean of Student Affairs) and one student must verify that each box is empty by signing the “Ballot Box Verification Form” then placing it in the ballot box.

Boxes should then be padlocked and voting shall begin at 10:00 am.

VOTING STEPS for supervising faculty/designated staff:

- Request and obtain AUB student ID
- Check that the name appears on list of eligible students provided by Registrar
- **If name appears, give out ballot form but retain ID**
- If it does not appear, ask voter to leave (if voter claims to be eligible to vote refer him/her to The Office of Student Affairs)
- Send voter to booth ALONE to complete ballot. Only one student at a time may enter voting booth. If more than one voter enters booth ballot will be annulled.
- Voter returns with completed ballot and places it in box
- **Voter signs against his/her name on list to confirm vote is complete**
- Verify that signature is next to correct name
- Return ID to voter
- Ask Voter to leave voting room

Please make sure the ballot boxes and ballot forms are never left unattended.

CLOSING DOWN

- At 5:00 pm (i.e. Closing hour) voting ends except for students already present in the voting room.
- Once the last student votes sign and tape a closing seal over the top opening of each ballot box.
- Record total number of voters on voter lists by counting signatures. Place voters list in a separate Manila envelope that will be provided.
- Voter lists, unused ballots and the ballot boxes should then be transported by Protection Office staff to West Hall from other voting locations.

B - Election Day Voting Procedures (for Voters)

REQUIRED IDENTIFICATION: Voters must present a current (2011-12) valid AUB ID card ONLY. No other ID shall be accepted. It is the responsibility of the voters and candidates to make sure they bring their AUB ID with them during elections day.

Upon entering the voting hall, proceed to your appropriate elections desk

- Show AUB student ID to ballot box supervisor
- **If name appears on voting list, receive ballot form leaving your AUB ID with the voting supervisor**
- If it does not appear, leave the voting area and refer to the Office of Student Affairs.
- Voter must enter booth ALONE to complete ballot. Only one student at a time may enter voting booth and entering with another student will annul the vote
- Please **circle only the number of your chosen candidate**. No other sign or symbol will be accepted, including the circling of number and name.
- Return with completed ballot and place it in your class box
- **Make sure you sign against your name on the list to confirm vote is complete**
- Verify that signature is next to correct name
- Take back your ID and immediately leave the voting room

C - Election Day Voting Procedures (for Candidates)

- On the Day of Elections, candidates must pick up at 2:00pm an approved badge from West Hall to be eligible to attend the counting of ballots.
- Candidates can only attend the counting operation of their class.
- Candidates must have their Badge and ID for verification on them during the count otherwise they will be asked to leave.
- Mobile phones must be switched off while ballots are being counted. Use of telephones, BBs or other communication devices is strictly prohibited during the count.