



Republic of Sierra Leone
National Electoral Commission



**RETURNING OFFICER'S GUIDE FOR
THE NOMINATION OF
LOCAL COUNCIL CANDIDATES**

Sierra Leone Elections 2012

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**NATIONAL ELECTORAL COMMISSION (NEC)
RETURNING OFFICER'S GUIDE FOR THE
NOMINATION OF LOCAL COUNCIL ELECTIONS 2012**

1. INTRODUCTION

The procedural guide on determination of Local Council candidate's nomination applications provides guidance and instruction to NEC personnel in receiving, scrutinizing and making determinations on applications for nomination received from aspiring candidates for the 17TH November, 2012 elections.

The Guide includes step-step procedures for staff at the NEC district offices to guide you in providing assistance to candidates in completing the required forms and preparing the nomination applications. The Guide also provides instructions to the Nomination Teams who check the applications and receive the completed applications. Please note that you will be accepting nominations both for Chairpersons of the councils and for Councillors.

Following these procedures, the Nomination, Scrutiny Officer (ADEO) will make recommendations to the Returning Officer (DEO) with regard to the candidate's eligibility to contest the elections. The Returning Officer will then accept or reject a candidate's application for nomination.

Please note that no statements should be made by you to the press or to anyone outside of the district electoral office with regard to a candidate's standing in the process. Only the Commissioners will make such statements.

On behalf of the Commission, we thank you for the important work that you're doing and the professionalism and the seriousness with which you're undertaking your responsibilities.



DR CHRISTIANA A. M. THORPE
Chief Electoral Commissioner and Chairperson,
National Returning Officer
National Electoral Commission

2. TIMELINE FOR LOCAL COUNCIL ELECTIONS

Local Council Elections

Date	Item
12 th – 23 rd Sept, 2012	Submission of nominations for Chairperson and Councillor candidates
12 th – 24 th Sept, 2012	Objections against nominated candidates received
25 th Sept, 2012	Deadline for Returning Officer's decision on all objections
27 th Sept, 2012	Deadline for appealing rejected nominations to the National Electoral Commission
29 th Sept, 2012	Deadline for National Electoral Commission to announce decision on appeals

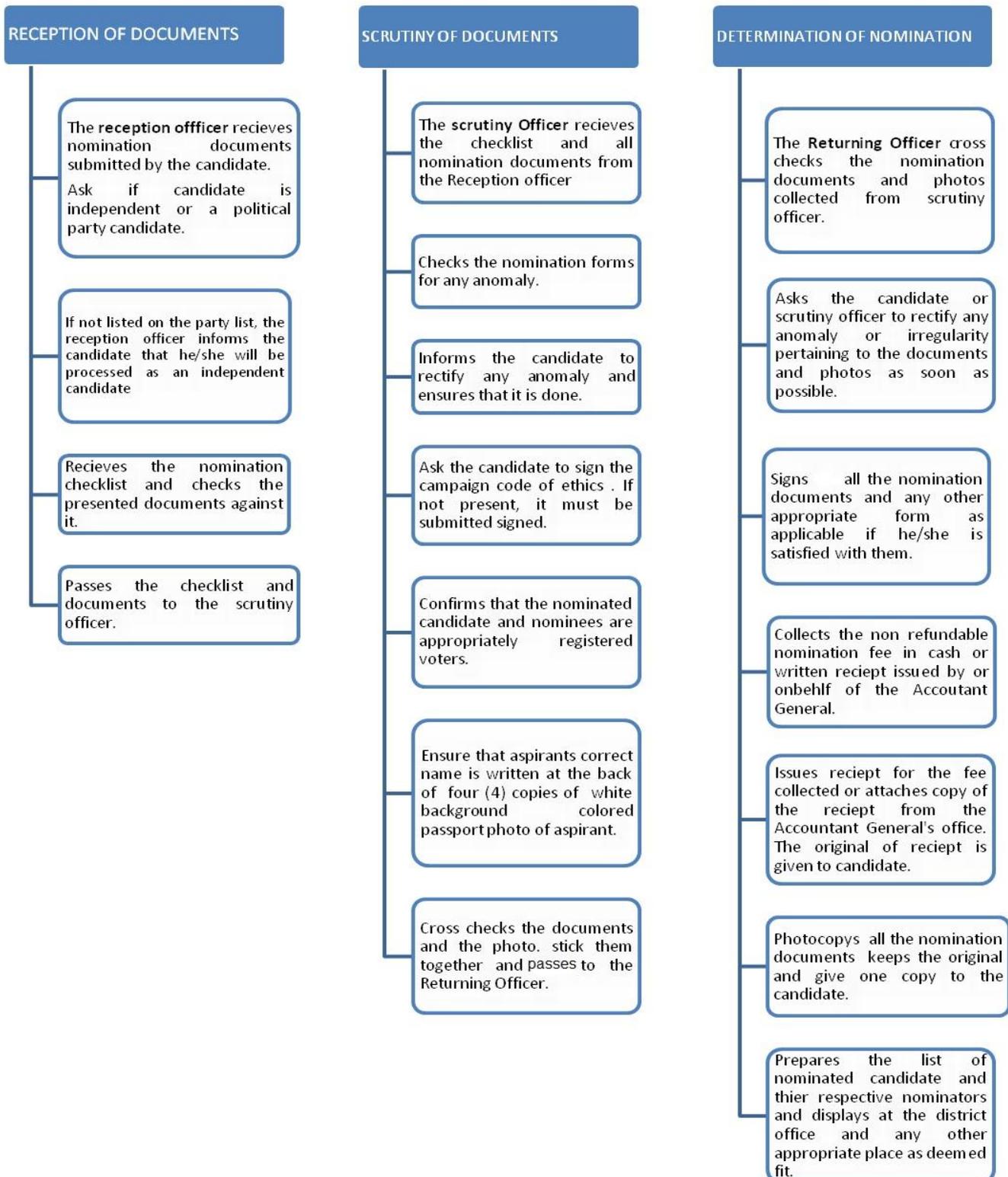
The timeline for the nomination process in regard to the Local Council elections is determined by a decision of the National Electoral Commission taken in accordance with Public Elections Act, 2012.

3. TIME AND PLACE FOR NOMINATION

Dates of Submission	12th – 23rd September, 2012
Time of Submission	10am 5pm
Returning Officers	District Electoral Officers (DEO)
Place of Nominations	District Headquarter Towns

The nomination for each ward/locality will take place in the District Electoral Office in the district to which the ward/locality belongs, or in another Nomination Centre at district level. A list of the Nomination Centres is found in Appendix A.

4. PROCEDURES FOR THE NOMINATION OF LOCAL COUNCIL CANDIDATES



5. ABBREVIATIONS AND TERMINOLOGY

TERMS/ABBREVIATION	EXPLANATION
APPEAL	A candidate whose nomination is dismissed through a successful objection can appeal to the NEC Commissioners to be reinstated as a candidate
CHAIRPERSON CANDIDATES	Persons nominated as Chairperson candidates
COUNCILLOR CANDIDATES	Persons nominated as candidates to be members of a Local Council
LOCAL COUNCIL CANDIDATES	Refers to both Local councillor and Chairperson candidates
OBJECTION	All registered voters in the ward or council can object against the nomination of a Councillor or Chairperson candidate
RECEPTION OFFICER	NEC person who receives potential candidates
RETURNING OFFICER	NEC person (DEO) who decides on the validity of an application
SCRUTINY OFFICER	NEC person (ADEO) who scrutinizes the application documents
TEE	Tamper Evident Envelope

6. ACTIVITIES BEFORE THE NOMINATION PERIOD

- The political parties will be provided with the ‘Guide to Nomination Procedures for Local Council Elections 2012’. This should be combined with at least one briefing session for registered parties/potential candidate.
- The date, time and place of nomination will be published by government notice.
- The Code of Election Campaign Ethics will be sent to political parties (see Public Elections Act, 2012 Section 155). The Code must be published not less than 30 days before the start of the

campaigning period and must be provided to political parties and independent candidates.

- The District Electoral Officer (DEO) must be available to provide additional information to the political parties and independent candidates in order to provide for a smooth nomination process.
- The DEO selects and trains district staff (Ward Coordinators) involved in the nomination process.
- The DEO briefs political parties and interested people on the nomination process.
- Ensure availability of a photocopier machine in the office
- **Receive the following materials from HQ:**
 1. List of endorsed candidates from each political party contesting the elections in the constituencies for the district (NEC Form LG00) in duplicate. One copy will be in the position of the Reception Officer, and the other with the Returning Officer.
 2. List of symbols for independent candidates
 3. Final Voters Register for the district (electronic)
 4. List of VRCs in each ward (electronic / hard copy)
 5. Returning Officer's Guide to Nomination Procedure for Local Council Elections 2012.
 6. Nomination Guide for parties and candidates
 7. Candidate Nomination forms (NEC Form LG02) and other required documents (see the Candidate Nomination Checklists), three copies per set to be filled in the district.
 8. Envelopes (seven per set to be filled in the district).
 9. Tamper Evident Envelopes (one per council).
 10. Stationary (stapler with staples, paper clips, pens)
 11. Official receipt book for receiving the deposit from the candidates
 12. Stamp pad
 13. Stamp pad ink
 14. NEC stamp
 15. A paper copy of the 1991 Constitution of Sierra Leone

16. A paper copy of the Public Elections Act, 2012.
17. A paper copy of the 2004 Local Council Act
18. A copy of the Report on Electoral Ward Boundaries Delimitation Process.

7. ACTIVITIES DURING THE SUBMISSIONS PERIOD (12-23 September, 2012, 10AM –5M)

Each Local Council candidate and his/her nominators are met at the DEOs office and directed to the room set aside for nomination. Should more than one candidate arrive at the same time, they are received in the order they arrive. As a district may be receiving many candidates, a kind of queuing system must be put in place to make the process as smooth and conflict-free as possible.

The following steps are then followed:

STEP 1 – RECEPTION OF NOMINATION DOCUMENTS

Duties of the **Reception Officer** (Ward Coordinator)

The main responsibility of the reception officer is to issue candidate nomination forms and procedures, assist the applicant in preparing applications and answer questions about the nomination process as well as receive nominations applications.

- ✓ Receives the candidate and ask him/her if he/she is standing as independent or as a political party candidate
- ✓ If the candidate states that he/she is standing as a political party candidate, the reception officer checks the Political Party List of Endorsed Candidates |(NEC Form LG00 from the relevant political party) to confirm that the candidate is listed (checking both the name of the candidate and the voter ID number)
- ✓ If not listed, the reception officer informs the candidate that his/her application will be received as independent candidate.
- ✓ Receives the signed nomination checklist and checks it against the nomination documents received. Receives the original voter ID cards of the candidates and the three nominators.

- ✓ Passes the checklist and the documents (including the voter ID cards) to the scrutiny officer.
- ✓ Asks the candidate to have a seat while the scrutiny process is being done.

STEP 2 – SCRUTINY OF THE NOMINATION DOCUMENTS

Duties of the Scrutiny Officer (Assistant District Electoral Officer, ADEO)

The main responsibility of the Scrutiny Officer is to scrutinise all the nomination documents to ensure that all of them have been submitted and satisfactorily completed. As soon as all the documents have been checked for completeness, the scrutiny officer will tick on the check list against the completed document.

- ✓ Receives the checklist (NEC Form LG01) and all the nomination documents submitted from the reception officer.
- ✓ Checks the nomination form (NEC LG02) for completeness in case there are some omissions or obvious errors, he/she informs the candidate and his/her nominators and asks them to rectify this, preferably immediately or if they prefer they can come back at a later time (within the nomination period).
- ✓ Asks the Candidate to sign the Code of Campaign Ethics (NEC Form LG03) Signing the Code of Campaign Ethics is a requirement for being nominated as a candidate, (see the Public Elections Act, 2012 Section 155).
- ✓ Confirms that the candidate has brought a recent rates or tax clearance certificate (not more than **6 months** old) from the tax authority in the locality concerned to confirm residence in that locality.
- ✓ Confirms that the nominated candidate and his/her nominators are registered voters in the locality/ward in questions.
 - Makes a photocopy of the original voter ID cards on one page and returns the cards to the candidate.
 - Checks on the Voter Register, the voter ID numbers and particulars to confirm whether they are registered voters in

that particular locality/ward by the checking the Final Voters Register and the list of VRCs in that locality/ward. If any candidate or any of his/her nominators are not included on the Voters Register, the candidate cannot be nominated.

- ✓ If satisfied that the candidate and monitors are registered voters, the scrutiny officer confirms this by signing on the photocopy of the voters ID cards.

- ✓ When all the documents are checked, the Scrutiny Officer informs the Returning Officer that all the documents have been checked for completeness and passes all the documents to the Returning Officer.

STEP 3 – DETERMINATION FOR NOMINATION APPLICATIONS

Duties of the **Returning Officer** (District Electoral Officer)

Decision of the Returning Officer

- Receives all documents from the Scrutiny Officer. In case the candidate has indicated that (s) he wishes to stand for a political party, the Returning Officer checks if the candidate is included on the Political Party List of Endorsed Local Council Candidates (NEC Form LG00) from the relevant political party. If the candidate does not, the Returning Officer notes on the Nomination Paper that the candidate will be standing as an independent candidate.

- If the candidate will be standing as an independent, he/she is asked to select the symbol to be used on the ballot paper, choosing from the list provided by the NEC HQ. Once the candidate has chosen a symbol, the accompanying number is noted on the nomination paper, and the symbol is crossed out on the list of symbols.

- Should the Returning Officer not be satisfied with the nomination documents, he/she should explain the reason to

the candidate and ask him/her to rectify this as soon as possible (before the end of submission).

- Being satisfied with the nomination documents, the Returning Officer asks the Local Council Candidate to submit a bank deposit slip from the Sierra Leone Commercial Bank (SLCB) of payment made to the tune of Le1,000,000.00 for the Councillor Candidates and Le5, 000,000.00 for Chairperson/Mayor candidates.
- The Returning Officer must contact the candidate in the case of an objection; the candidate is required to provide a contact telephone number. This should be noted on Local Council Candidate Contact List (NEC Form LG09)
- The Returning Officer signs the Local Council Nomination Paper of Chairperson or Local Councillor (NEC Form LG02)
- After the Returning Officer has signed all the nomination documents the candidate is given a photocopy of all submitted documents, if the candidate is standing as an independent he/she is also given a copy of the chosen symbol.
- The Returning Officer declares that the candidate has been provisionally nominated pending any possible objections during the objection period. He/she also informs those present that the candidates' names will be immediately displayed on the notice board and informs those present about the procedures for objecting to the nomination. The list must be updated daily in order to allow for objections to be submitted.

As quickly as possible, and at least at the end of each day during the submission period the Returning Officer shall post information about all provisionally nominated candidates in a conspicuous manner outside the NEC District Office, using the Posting of Provisionally Nominated Local Council Candidates (NEC Form LG10). This shall include the name of the candidate and the names of the electors nominating him/her and the party/independent symbol of the candidate.

ACTIVITIES AFTER THE NOMINATION

STEP 4 – DEALING WITH OBJECTIONS

- Handling of Objections

At any time during the nomination period, and up till 24th September, 2012 5PM, any registered voter from the locality/ward in question can object in person against any candidate being nominated.

Receiving Objectives

- ✓ **Until 24th September, 2012, 5pm**, the Returning Officer shall receive objections using the prescribed Objection to Nomination of Candidate (NEC LG04)
- ✓ The Returning Officer will complete the Objection to Nomination of Candidate Form (NEC Form LG06) in duplicate, entering the Voter Identification number of the person objected to, as well as the address of the person objected to, the grounds for objection. The person making the objection will then sign the forms and the Returning Officer will sign the forms and return one copy to the objector. The signature of the Returning Officer only means that the objection has been received, it has no connection to his/her judgement as to the validity of the objection.
- ✓ The information of the objector and the candidate being objected to is recorded on the Summary of Objections Form (NEC Form LG05)
- ✓ The Summary of Objections Form is displayed at an appropriate place for public display.

- ✓ The Returning Officer informs the candidate objected to about the objection using the information on the Local Council Certificate Contact List (NEC Form LG09)
- ✓ The Returning Officer sets a date and time for the hearing and informs both objector and the candidate objected to.

Decisions on Objections to Nominations

- ✓ Before 5pm on 25th September, 2012 the Returning Officer shall conduct hearings on the objections to nominations regarding locality/ward in that District.
- ✓ The objectors shall appear in person, with any supporting evidence of the objection.
- ✓ The Returning Officer shall hear and inspect the evidence provided by the person making the objection and may uphold or reject the objection based upon the evidence and the validity of the grounds for objection.

According to Section 6 of the Local of Government Act, these are the criteria for eligibility and disqualification:

6. (1) A person qualified to be elected to a Local Council if the person-

- (a) is a citizen of not less than 21 years of age
- (b) is on the Register of Electors and is ordinarily resident in the ward in which he seeks election; and
- (c) has paid all taxes and rates in that locality as required by law

(2) A person shall be disqualified for election to a local council if the person –

- (a) is employed by the Local Council,
- (b) will be unable to perform the functions of his office by reason of infirmity of mind or body.
- (c) has been sentenced to death or imprisonment for an offence involving fraud, dishonesty or violence or has been

convicted of an offence relating to or connected with elections under any enactment, and has not received a free pardon;

(d) being a practicing professional, is disqualified (otherwise than at his own request), from practising his profession by order of a competent authority.

(e) is a member of-

(f) Parliament;

(g) the Armed Forces;

(h) the Sierra Leone Police;

(i) the Judiciary;

(j) the National Electoral Commission;

(k) the Civil Service, or

(l) is a-

a. Paramount Chief, or a

b. Chiefdom Speaker

c. Minister

STEP 5 – DELIVERY OF NOMINATION MATERIALS TO NEC HQ

The District Electoral Officer ensures that all nomination documents are properly packed in accordance with the below instructions and are sent to NEC HQ immediately after completion of the objection period. Please refer to the DEO Checklist for sending nomination materials to HQ (NEC Form LG12).

1. Create one envelope per candidate. Mark the envelope with:

- Name and voter ID card number of the candidate
- Council or Ward contested
- District
- “Chairperson” or “Councillor”, depending on the types of candidacy.

These envelopes are called “Chairperson and Councillor Candidate envelopes.

2. Place the following documents in the candidate envelope:

1.	Checklist for Local Council Candidates	NEC Form LG01
2.	Nomination Paper for Local Council Candidates	NEC Form LG02
3.	Code of Election Campaign Ethics (signed)	NEC Form LG03
4.	Signed photocopy of the voter ID cards	

3. Create one envelope per Ward, called ‘Ward envelope’,

Label the envelop with Ward number, In the Ward envelope, you place:

- **All Councillors candidate envelopes for that Ward**
- **All forms relating to the objection process against Councillor candidates for that ward.**

1.	Objection forms regarding Local Council Candidates	NEC Form LG04
2.	Summary of Objections against Local Council Candidates	NEC Form LG05
3.	Disposal of Objections against the Nomination of a Local Council Candidates (Upheld)	NEC Form LG06
4.	Disposal of Objections against the Nomination of a Local Council Candidates (Rejected)	NEC Form LG07

- **Other documents relating to Councillor candidates for that Ward**

1.	Local Council Candidates Contact List	NEC Form LG09
2.	Provisional List of Nominated Local Council Candidates per Ward	NEC Form LG11

4. Create one TEE per Council, called “Council envelope”

Label the Envelope with Council name and District in the Council envelope, you place.

- All Ward envelopes for wards within that council
- All chairperson candidate envelopes for that Council
- All forms relating to the objection process against Chairperson candidate for the Council (same forms as above).

1.	Local Council Candidates Contact List	NEC Form LG09
2.	Provisional List of Nominated Local Council Candidates per Council	NEC Form LG11

*A photocopy of the documents marked with *should be kept in the District Office to facilitate contacts with candidates.

5. Create a marked and sealed bag for the district, send to HQ

The TEE(s) are placed in the prescribed bag together with the DEO Checklist for sending candidate nomination materials to HQ (NEC Form LG12), labelled with district name, and send to the NEC HQ data centre.

The completed nomination forms must reach the NEC HQ by 26th September, 2012.

Appendix forms for the nomination of Local Council Candidates

Forms for the nomination of Local Council candidates

Checklist for Local Council Candidates	NEC Form LG01
Nomination Paper of Local Council Candidate	NEC Form LG02
Code of Election Campaign Ethics	NEC Form LG03

Forms relating to Objections & Appeals of Local Council candidates

Objection forms regarding Local Council Candidates	NEC Form LG04
Summary of Objections against Local Council Candidates	NEC Form LG05
Disposal of Objections against the Nomination of a Local Council Candidates (Upheld)	NEC Form LG06
Disposal of Objections against the Nomination of a Local Council Candidates (Rejected)	NEC Form LG07
Appeal against upheld objections to the nomination of Local Council candidates	NEC Form LG08

NEC internal forms for the Local Council nomination process

Local Council Candidates Contact List	NEC Form LG09
Posting of Provisionally Nominated Local Council Candidates	NEC Form LG10
Provisional List of Nominated Local Council Candidates	NEC Form LG11

Other NEC internal forms

DEO Checklist for sending nomination materials to HQ	NEC Form LG12
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APPENDIX A.**LIST OF ADDRESSES OF NOMINATION CENTERS****DISTRICT: LOCATION/ADDRESS**

REGION	DISTRICT	ADDRESS
EAST	Kailahun	Old Barrack Road, Kailahun
	Kenema	64 Hanga Road, Kenema
	Kono	8 Gandhi Fania Street, Koidu
NORTH	Bombali	5 Gibrilla Street, Makeni
	Kambia	District Council Area, Kambia
	Koinadugu	Main Makeni Road-One Mile, Kabala
	Port Loko	24, New London, Off Kambia Road, Port Loko
	Tonkolili	Kono-Makeni Highway, Magburaka
SOUTH	Bo	79 Tikonko Road, Bo
	Bonthe	13 Classin Lane, Bonthe Island
	Moyamba	62 Congowo Road, Moyamba
	Pujehun	Minkailu Street, Pujehun
WEST	Western Rural	Old Main Motor Road, Waterloo
	Western Urban	7 Henry Street, Freetown

**NATIONAL ELECTORAL COMMISSION
CHECKLIST FOR LOCAL COUNCIL CANDIDATES**

We hereby confirm that the below items have all been submitted and received as part of the nomination of the Local Council candidate. *(Please tick for each item)*

Name of candidate _____

Election (circle as appropriate) CHAIRPERSON/MAYOR COUNCILOR

Council _____

Ward _____ (if appropriate)

Documents	Received
Local Council candidate nomination checklist, NEC/LG 01	
Nomination paper of Local Council candidate, NEC/LG 02	
Code on election campaign ethics, NEC/LG 03	
Candidate nomination fee (Le5,000,000.00 / Le1,000,000.00)	
Rate or tax clearance certificate	
Voter registration card of the Candidate and those of the three electors (original)	
Sierra Leone Commercial Bank (SLCB) deposit slip of candidate nomination fee	

Submitted by _____ Date _____
Signature of candidate

Received by _____ Date _____
Signature of Returning Officer

**NATIONAL ELECTORAL COMMISSION
NOMINATION PAPER OF LOCAL COUNCIL CANDIDATES**

Election for which candidate seeks election (circle)

CHAIRPERSON/MAYOR COUNCILOR

Council/Ward for which candidate seeks election_____

District_____

Date of Election: November 17th, 2012

1. I, the undersigned, am the Local Council candidate to whom this nomination paper relates and I hereby certify that I am willing to stand for election for councilor or Chairperson / Mayor for the _____ Ward/District
2. I also hereby state that I am qualified and not disqualified for election to the office in accordance with the requirement of section 75 and 76 of the Constitution.

Full name_____ Sex_____
(Last name, first name, middle initial)

Address_____

Occupation_____

Voters' ID Cards Number

--	--	--	--	--	--	--	--	--

Symbol (Party/Independent)_____

Date_____

Signature of candidate

Received by Returning Officer (signature)_____

Candidate will be standing for the following political party / independent_____
(to be entered by RO)

If independent, the candidate will use the following symbol_____
(to be entered by RO)

**NATIONAL ELECTORAL COMMISSION
STATUTORY DECLARATION FOR PURPOSES OF NOMINATION
AT A LOCAL COUNCIL ELECTION**

I of do here by solemnly and sincerely declare as follows:

1. I hereby consent to my nomination as a candidate at the Local Council election to be held in Council/Ward (delete as appropriate).
2. I am an ordinary resident in the above council/ward (underscore as appropriate).
3. I am qualified by law for election as a Councillor/Chairperson/Mayor (delete as appropriate).
4. I am a registered voter with ID card number.....issued to me at Registration Center in the District
5. The particulars entered in this form are in every respect true and correct.
6. I make this declaration believing the same to be true according to the Oaths and Statutory Declaration Act.

Declared at

Thisday of2012

.....
Signature thumbprint of Declarant

A Magistrate/Commission of Oaths/Justice of the Peace

Received today the day of 2012

.....
Returning Officer

We, the undersigned are the three (3) nominators of the above candidate and are electors of the Ward/ Council for which this candidate seeks election.

1. Full name _____

Address _____

Occupation _____

Voters' ID Cards Number

--	--	--	--	--	--	--	--	--

Date _____ Signature _____

2. Full name _____

Address _____

Occupation _____

Voters' ID Cards Number

--	--	--	--	--	--	--	--	--

Date _____ Signature _____

3. Full name _____

Address _____

Occupation _____

Voters' ID Cards Number

--	--	--	--	--	--	--	--	--

Date _____ Signature _____

NATIONAL ELECTORAL COMMISSION
CODE OF ELECTION CAMPAIGN ETHICS

PREAMBLE

1. Noting the recent violent past of Sierra Leone, and the need for continued peace; and given the desirability for a free, fair, peaceful and well-regulated election and the avoidance of aggravation of ethnic tension and political discord, we agree and accept:-
 - a. That a Code of Conduct for Campaign Activities, taken to mean all activities undertaken in furtherance of the electoral campaign for a political party or candidate will generally respect and contribute to the holding of a free and fair election,
 - b. To subscribe to the Code of Conduct and to the very best of our ability, to comply with and to take all reasonable steps to ensure its full observance,
 - c. To adhere/uphold conditions conducive to the conduct of free, fair and democratic elections within a climate of democratic tolerance in which political activities may take place without fear of coercion, intimidation or reprisals.

APPLICATION OF THE CODE

2. In this Code, “Party” includes –
 - a. any entity that subscribed to this Code of Conduct, including independent candidates, political parties, alliances or coalitions of parties, and political movements other than parties; and
 - b. the candidate, leader, officials, members, agents, representatives and supporters of any entity that subscribed to this Code of Conduct.
3. “Campaign period” refers to:-

The period of time during which the election campaign activities can legally take place as announced by the National Electoral Commission.
4. “Campaign Activities” refer to:-

Any and all actions undertaken in the furtherance or promotion of a political party or candidate for election.

COMPLIANCE WITH THE CODE

5. All Parties that have subscribed to this “Code”:-
 - a. Are bound by the Code,
 - b. Will take decisive steps to prohibit leaders, officials, candidates and members from infringing the Code; and
 - c. Must, therefore, instruct its leaders, officials, candidates and members to adhere to the terms of the Code; and dissuade its supporters from breaching the Code.
 - d. Will be responsible for breaches of the Code undertaken by supporters, officials, members, agents, and representatives.
 - e. Will not make false, frivolous or vexatious complaint or generally abuse the right to complain about violations of the Code.

6. The political party as represented by the Candidate who has subscribed to this Code will instruct party officials, members and supporters to observe the Code to ensure compliance.

PERMITTED CAMPAIGN ACTIVITIES

7. All Parties that have subscribed to this Code are entitled to undertake activities normally associated with election campaigns, including the publication of materials, use of national and local media, and the organization of campaign events as per the existing laws, rules and regulations.

COMPLIANCE WITH THE ELECTION PROCESS

8. All Parties that have subscribed to this Code will co-operate with election officials to ensure:-
 - a. The safety, security and integrity of voters, electoral officials, party agents, accredited elections observers and election materials such as ballot papers, ballot boxes, etc, before, during and after the polls;
 - b. All Parties that have subscribed to this Code shall accept that voters have complete freedom to exercise their franchise in secret without being subjected to any annoyance or obstructions.
9. A Party that has subscribed to this Code will not –
 - a. Procure votes by forcible occupation of polling stations or through illegal activities in the polling stations;
 - b. Interfere unjustifiably or in bad faith with the duties of election officials, disturb the process of casting or counting of votes; or
 - c. Provide false information to voters in relation to the voting process or in any way attempt to inform voters that their votes will not be secret.

SYMBOLS

10. A Party that has subscribed to this Code will not –
 - a. imitate the symbols of another Party;
 - b. steal, disfigure or destroy political or campaign materials of another Party; or
 - c. Permit its supporters to do anything prohibited by this section.

CAMPAIGN CONDUCT

11. No Party that has subscribed to this Code shall indulge in any activity which may create, or aggravate, tension between race, gender, ethnicity, language, class, region or religion.
12. All Parties that have subscribed to the Code of Conduct shall have the right to present their political principles and ideas without fear of intimidation or threat. However, criticism of other parties, when made, shall be confined to their policies and programmes, past record and work. Parties and candidates shall refrain from unfounded criticism of any aspect of private life, not connected with public activities of the leaders or workers of other parties. Criticism of other parties or their workers based on unverified allegation or distortions shall be avoided.

13. All Parties that have subscribed to this Code shall respect the rights and freedoms of other political parties to campaign and to disseminate their political ideas and principles without let or hindrance. There shall be equal access to the state media. Journalists who are engaged in their professional activities shall have a free hand to do so without any intimidation.
14. All Parties, candidates, agents and party entities that have subscribed to this Code shall not obstruct, disrupt, break up or cause to be broken up, meetings or rallies organized by other political parties and candidates; nor should they interrupt or prevent speeches and cause the destruction of handbills, leaflets, and the pasting of posters by other political parties and candidates. However, the posting of these handbills, leaflets, and posters must be with the consent of the owners of the properties.
15. All Parties that have subscribed to this Code shall in accordance with the Public Order Act of 1965 notify the Inspector General of Police/Paramount Chiefs of any meeting or rally. The Police/Paramount Chief should ensure that no preferential treatment is accorded to one party or particular candidate to the detriment of other parties that have subscribed to this Code of Conduct.
16. All Parties that have subscribed to this Code of Conduct shall not use state power, privilege or influence or other public resources for campaign purposes.
17. All Parties that have subscribed to this Code shall desist from coercing or offering pecuniary gains or other kinds of inducements to individuals to vote for or particular party or candidate, or to abstain from voting.
18. All Parties will refrain from acts of forgery, destruction, fraud, unauthorized removal, or concealment of election materials.
19. All Parties will respect the secrecy of the ballot and will refrain from any act likely to threaten or compromise said secrecy.

INTIMIDATION AND VIOLENCE

20. All Parties that subscribe to this Code accept that intimidation, coercion or threatening behaviour, in any form, is unacceptable, and leaders of these parties will direct their officials, candidates, members and supporters not to intimidate or undertake acts of violence against any person at any time.
21. All Parties that have subscribed to this Code shall ensure that they do not coerce or intimidate Paramount Chiefs or their sub-chiefs, or any other authority to deny any Party the right of access to any chieftom for political functions.
22. All Parties that have subscribed to this Code shall not raise any private force or militia or use the regular army or other forces to intimidate and gain political or electoral advantage.

ACCEPTANCE OF THE OUTCOME OF A FREE AND FAIR ELECTION

23. All Parties that have subscribed to this Code will accept the outcome of the election as certified. Should controversy arise, all Parties will submit any grievances to the relevant Courts, the National Electoral Commission or the Political Parties Registration Commission as appropriate and shall accept and comply with the final decisions set down.

CAMPAIGN SILENCE PERIOD

- 24.All Parties that have subscribed to this Code shall not make use of the radio/television stations or convene or hold political activity twenty four hours prior to polling day.
- 25.All Parties shall abide by the prohibition on campaigning within four hundred yards of a place of voting on polling day.
- 26.No Party which has signed this Code will permit supporters, officials, candidates, members, agents, representatives to undertake any action in contravention of this Code.

COMMUNICATION AND MONITORING ADHERANCE TO THE CODE

- 27.All Parties that have subscribed to this Code will make every effort to maintain communications with other Parties that have subscribed to this Code.
- 28.Breach of this Code can result in prosecution before the Electoral Offences Court.
- 29.All Parties that have subscribed to this Code, civil society and the media shall ensure the dissemination of the issues raised in the Code widely throughout the length and breadth of the country.

COMPLIANCE WITH THE LAW

- 30.All Parties that have subscribed to this Code will adhere to existing laws, rules and regulations.

I hereby commit to adhere to the Code of Election Campaign Ethics

Name_____ Party/Independent_____

Election contesting_____ Council/Ward_____

Voters' ID Cards Number

--	--	--	--	--	--	--	--	--

Signature

Date

**NATIONAL ELECTORAL COMMISSION
OBJECTION TO NOMINATION OF LOCAL COUNCIL CANDIDATE
Public Elections Act, 2012 (Section 63)**

TO: THE RETURNING OFFICER

DISTRICT _____

Election (circle as appropriate) CHAIRPERSON/MAYOR COUNCILOR

Name of objector (in CAPITALS) _____

Address of Objector _____

Voter ID Card Number _____

I, the above-named objector being registered pursuant to the provisions of the Public Elections Act, 2012 as an elector in the register of electors for the above-named district with voter identification card number _____ do hereby object to the nomination of the following person:

<i>Council / Ward</i>	<i>Name of person objected to</i>	<i>Voter Identification Card of Person objected to</i>	<i>Political party (or "independent")</i>

The ground (s) of my objection is (are)-

Dated this day _____ of September, 2012

Signature or thumbprint of the objector

Received by (Returning Officer)

**NATIONAL ELECTORAL COMMISSION
SUMMARY OF OBJECTION AGAINST LOCAL COUNCIL
CANDIDATE**

CHAIRPERSON

DISTRICT _____

No	OBJECTOR		Council	PERSON OBJECTED		
	Voter ID Card No.	Name		Voter ID Card No.	Name	Political Party/ Candidate
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Name of Returning Officer

Received by (Returning Officer)

Date

**NATIONAL ELECTORAL COMMISSION
SUMMARY OF OBJECTION AGAINST LOCAL COUNCIL
CANDIDATE**

COUNCILLORS

DISTRICT _____

No	OBJECTOR		Council	PERSON OBJECTED		
	Voter ID Card No.	Name		Voter ID Card No.	Name	Political Party/ Candidate
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Name of Returning Officer

Received by (Returning Officer)

Date

**NATIONAL ELECTORAL COMMISSION
DISPOSAL OF OBJECTION AGAINST NOMINATION OF A LOCAL
COUNCIL CANDIDATE (UPHELD)**

To _____

Of _____

TAKE NOTICE that:-

Your objection to the nomination of _____ has been determined and your objection has been **upheld**.

I have deleted the name from the list and the concerned Political Party/Candidate is notified accordingly.

The reason(s) for my decision is (are):

Copy to _____Candidate / Political Party

Address _____

Dated this day _____ of September, 2012

Returning Officer

**NATIONAL ELECTORAL COMMISSION
DISPOSAL OF OBJECTION AGAINST NOMINATION OF A LOCAL
COUNCIL CANDIDATE (REFUSED)
Public Elections Act, 2012 (Section 63)**

To _____

Of _____

TAKE NOTICE that:-

Your objection to the nomination of _____ has been determined and your objection has been **refused**.

My reason(s) for my refusal is (are):

Copy to _____ Candidate / Political Party

Address _____

Dated this day _____ of September, 2012

Received by (Returning Officer)

**NATIONAL ELECTORAL COMMISSION
APPEAL AGAINST UPHELD OBJECTIONS TO THE NOMINATION
OF A LOCAL COUNCIL CANDIDATE
Public Elections Act, 2012 (Section 63)**

To: The National Electoral Commission

DISTRICT _____ WARD/COUNCIL _____

PARTY _____

Name of appellant (in CAPITALS) _____

Address of appellant _____

I, the above named appellant, having been provisionally nominated in accordance with the Public Elections Act, 2012 in the above named District and Ward with voter identification card number _____ do hereby appeal against the upheld objection against me.

The grounds(s) for appealing the upheld objections is (are)-

Dated this day _____ of September, 2012

Signature of the appellant

**NATIONAL ELECTORAL COMMISSION
POSTING OF PROVISIONALLY NOMINATED LOCAL COUNCIL
CANDIDATES – CHAIRPERSON / MAYOR**

DATE _____

DISTRICT _____ COUNCIL _____

Party/Independent Symbol	Titles	Names and Addresses
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	

**NATIONAL ELECTORAL COMMISSION
POSTING OF PROVISIONALLY NOMINATED LOCAL COUNCIL
CANDIDATES - COUNCILLOR**

DATE _____

DISTRICT _____ WARD _____

Party/Independent Symbol	Titles	Names and Addresses
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	
	Candidate	
	Nominator 1	
	Nominator 2	
	Nominator 3	

**NATIONAL ELECTORAL COMMISSION
DEO CHECKLIST FOR SENDING CANDIDATE NOMINATION
MATERIALS TO HQ**

Please see step 5 – delivery of nomination material to NEC HQ in the “Returning Officer guide for the nomination of Local Council candidates” for further instructions. Please

ITEM	INCLUDED
One envelope per candidate with all forms received from the candidate and the photocopy of candidate/nominator voter ID cards	
One envelope per ward with: All Councilor candidate envelopes, Received Objection Forms and Disposal of Objection Forms for Councilor candidates in the ward: Provisional list of candidates and contact list for Councilor candidates in the ward	
One TEE for each councilor with; All ward envelopes from that council Received Objection Forms and Disposal of Objection Forms for Chairperson candidates in the council: Provisional list of candidates and contact list for Chairperson candidates in the council	
TEEs labeled with District and Council	
All TEEs placed in the prescribed bag, labeled with District	
This form placed in the bag	

District _____

Signature _____

District Electoral Officer