

**Presbyterian University Alumni Association
Legislative and Election Committee
Guidelines for National Executive Elections**

1. Introduction

These guidelines have been developed by the Legislative and Election Committee (LEC) of the Presbyterian University, Ghana (PUG) Alumni Association to guide the 2022 National Alumni Elections and subsequent national elections. The aim is to ensure that elections of the Association are conducted in a free, fair and transparent manner.

Candidates for the Elections shall comply with these guidelines provided herein. Ignorance of these guidelines shall not be an acceptable defense in response to any offense committed, either by the candidates themselves or by persons campaigning on behalf of a candidate.

2. Electoral Officers

The LEC has the authority and responsibility for conducting alumni elections for the national Officers shall do so every three years or when the need arises. This includes, but is not limited to:

- Developing and publishing necessary regulations, information and forms;
- Soliciting and confirming nominations;
- Issuing ballots – manual and otherwise;
- Holding the election(s);
- Tabulating and announcing the results;
- Monitoring and reviewing related processes.

3. Criteria for Candidacy

All candidates seeking to contest for any of the national positions must be members in good standing with PUG Alumni Association. In order to qualify as an officer of the Association, the candidate must be a full member as stipulated in Article 4 (a).

4. Vacant Positions

The contestable positions are the National President, National Vice President, National Secretary, National Treasurer and National Organizer.

THE NOMINATION PROCESS

5. Deciding to Become a Candidate

- i. The electoral process would begin with an official announcement or call, on all social media platforms and website of the Association and the University, for nominations.

- ii. The nomination process would last for four weeks. During this period, candidates may be nominated or may self-nominate by completing and submitting the Nomination form by the stated deadline.
- iii. The LEC shall make available to each candidate the Elections Guidelines and Nomination Form.
- iv. A complete nomination submission must contain:
 - a. Nomination Form filled out by the Nominee
 - b. Biography of Nominee
 - c. Filing fees as determined by the LEC
 - d. Any other information deemed necessary by the LEC
- v. Nominations received after the deadline will not be accepted. All information pertaining to deadlines will be posted on the University's Alumni website, social media platforms and also indicated in the Nomination Package.

6. Confirmation of Nominations

- i. The LEC will be responsible for reviewing the Nomination forms for completeness and against the criteria for candidacy.
- ii. For electoral purposes, candidates should use the name that appears on their student/alumni records. In the event a candidate wishes to use a nickname or short form name, the candidate must submit the alternate name in their Nomination Package. The LEC has the discretion to determine whether the alternate name may be used. The decision is final.
- iii. LEC will vet all nominees either face-to-face or online before confirming candidates' nominations.
- iv. Once the candidates' nominations have been confirmed by the LEC, the candidates are notified immediately.

7. Withdrawing Nomination

A person nominated as a candidate in the election may withdraw his/her nomination by submitting a signed statement to the LEC.

THE CAMPAIGN PROCESS

8. Campaigning

The campaign process begins with a nationwide-wide Proclamation announcing the names of the candidates. This Proclamation will be posted on PUG Alumni's website and social media platforms and communicated broadly.

THE ELECTION PROCESS

9. Election Date

Elections shall take place at the Annual Congress of the Association. The date for Congress shall be in the month of August or September, as may be decided by the National Council.

10. Ballots

- i. Ballot positions for the ballot used during the actual election will be based on the Nominating Committees ranking of the candidates. (Last Name, First Name, M.I.).
- ii. No phrases, slogans, nicknames, or slate names may be attached to a candidate's name on the ballot. The name that will appear on the ballot must be the name that appears on the candidate's PUG Alumni Association identification card.

11. Eligible Voter

Delegates at Congress are eligible to vote for candidates

12. Voting

For the purpose of this election, voting shall be conducted manually by secret ballot system. Members shall vote only once and only with their own Alumni (ID) number or any other mode of identification as determined by the LEC.

13. Votes Required to Win an Election

The election of officers shall be by a simple majority.

14. Recount

Should a candidate wish to call for a recount of the vote, he/she must enter into a contract with the LEC stating that if the outcome of the election changes the Alumni Association will cover the financial costs of the recount. However, should the outcome of the election not change, then it is the candidate's responsibility to cover any charges incurred in recounting the ballots.

15. Tenure of Office

- i. Those elected shall assume office forthwith.
- ii. The officers of the Association shall hold office for one term of three (3) years but shall be eligible for re-election at the annual Congress of the Association. However, no person shall be elected to more than two terms (i.e. Six consecutive years) in the same office.

Legislative and Election Committee

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|-------------------------------|---|--------|
| 1. Bright Korang-Yeboah | - | Chair |
| 2. Lawrence K. Acquaye | - | Member |
| 3. Zoltan Twum-Barimah | - | Member |
| 4. Maame Arthur Kum | - | Member |
| 5. Wendy Naa Sackiokor Dagadu | - | Member |
| 6. Godlove Tenkorang Adjei | - | Member |

Proposed Timelines for 2022 Elections

Activity	Date
Opening of Nominations	12 th September to 10 th October 2022
Outdooing of Candidates	11 th to 15 th October 2022
Campaigning	6 th October to 25 th November 2022
Elections & Declaration of Results	26 th November 2022

Supplementary Information for the 2022 Elections

Endorsement

Candidates for any of the positions would require five (5) members to endorse their candidature.

Filing Fees

The following nonrefundable filling fees shall apply:

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| ▪ President | - | GH¢1,000.00 |
| ▪ Vice President | - | GH¢700.00 |
| ▪ Other Positions | - | GH¢500.00 |

Payment should be made to the following account of the Association: GCB Bank, Abeka Lapaz – 1501010053332 or CBG Bank, Spintex – 0237945640001 or MTN Momo – 0248135930