



OFFICE OF THE ELECTORAL COMMISSION

STUDENTS' REPRESENTATIVE COUNCIL, UNIVERSITY OF GHANA

Email: ugsrc.ec23@gmail.com Website: <http://ugsrc-electoral-commission,business.site>

Our Ref:

Your Ref:

CONSTITUTIONAL INSTRUMENT (C.I 24)

Preamble:

The Electoral Commission University of Ghana Students Representative Council (UGSRRC 2012) under **Article 38 of the UGSRRC constitution** present this Constitutional Instrument (C.I 24). Recognizing the need for efficient and transparent electoral processes, we hereby establish this Constitutional Instrument to govern electronic elections to be conducted by University of Ghana Computing Systems (UGCS). With the aim of safeguarding the principles of democracy and ensuring the integrity of our electoral system, this instrument sets forth the rules and regulations for conducting electronic elections in a free, fair and impartial manner.

This C.I has been developed, taking into consideration the electoral history of UGSRRC, engagements with past aspirants and document review from tertiary institutions across the globe; how they go about electronic elections, the challenges faced and workable solutions implemented. This C.I encapsulates our aspirations as an Electoral Commission which seeks to conduct an electronic election which is free, fair and credible. A system which will be trusted by all.

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SCHEDULE ONE

Chapter I: General Provisions

Article 1: Scope

- a. This Constitutional Instrument applies to all elections to be conducted within the territory of University of Ghana SRC. The use of electronic means and technologies, including but not limited to online-offsite voting systems and digital ballot counting.
- b. C.I 24 shall have an electronic election through an online-offsite voting system. University of Ghana Computing Systems (UGCS) shall conduct the elections via an online-offsite system.
- c. The commission shall have oversight responsibility of all elections on University of Ghana campus. For avoidance of doubt; JCR, Departments and Satellite campus elections.

Article 2: Definitions

- a. "**Electronic election**" means an election conducted using software and electronic devices.
- b. "**Online-offsite**" means an election conducted using a software and where eligible voters shall cast their votes in the comfort of their halls, homes etc.
- c. "**Voter**" means any individual who is eligible to vote in the election, thus all students at the University of Ghana.

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Article 3: Principles

- a. Universal Suffrage: Every eligible student shall have the right to vote and stand for election (satisfying the eligibility criteria of the UGSRC constitution), regardless of gender, race, ethnicity, religion, or any other discriminatory factor.
- b. Secrecy of the Ballot: The privacy and secrecy of each voter's choice shall be guaranteed, ensuring that no one can be coerced or influenced.
- c. Equality: All eligible students of University of Ghana shall have an equal opportunity to participate in the electoral process.
- d. Transparency: The electoral process shall be conducted in a transparent manner, allowing for public scrutiny and oversight.
- e. Integrity:
 - i. Measures shall be in place to prevent electoral fraud, tampering, or any form of manipulation.
 - ii. The electoral process shall be transparent and credible.

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Chapter II: Electoral Administration

Article 4: Independent Electoral Commission

- a. The Electoral Commission shall be responsible for overseeing and implementing the electronic electoral process, including candidate nomination, vetting, voter education, the counting and publication of results.
- b. Nominations forms shall follow **Article 29, Clause 1, sub-section a, b and c** of the UGSRC constitution
- c. The Vetting Committee shall constitute persons as enshrined in **Article 41** of the UGSRC constitution and shall be open to general student population.
- d. (I) The vetting committee shall have the rights to disqualify an aspirant only when the said aspirant does not meet the eligibility requirement of the UGSRC constitution or voluntarily withdraws.

(II) In a case where on a ticket, especially the Presidential and Vice ticket, one of the aspirants, either the President or the Vice, does not meet any of the requirements as stated in the UGSRC Constitution, the whole ticket is therefore disqualified.

Article 5 Electoral Expenses

- a. The expenses of the electoral commission shall be charged on students' funds as enshrined in Article 39 of the UGSRC constitution.
- b. The Commission shall draw a budget for its operation, remuneration and other expenses as approved by the General Assembly.

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- c. The commission shall have the rights to engage the services of experts in the discharge of its duties.

Chapter III: Conduct of Elections

Article 6: Electoral Process

- a. The electronic election shall be conducted **ONLINE-OFFSITE** using software by University of Ghana Computing Systems (UGCS) .
- b. The Commission shall ensure that adequate training is provided to all persons involved in the conduct of the electronic election.
- c. The electronic election shall be held on the same day throughout the University of Ghana.
- d. Voting shall begin at 8:00am and end at 4:00pm, baring unforeseen circumstances.

Article 7: Security Measures

- a. The Electoral Commission shall implement stringent security measures to safeguard the electronic voting process from external threats, including, tampering, or unauthorized access.

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b. The security measures shall include encryption of data, voter data protection, biometric authentication (to prevent one person from voting twice), audit trails (to enhance transparency and credibility), and *regular penetration testing to identify vulnerabilities when necessary.

c. The commission shall use the services of Ghana Police, internal security services, and student cadets. These security services shall be accredited by the commission. For avoidance of doubt, any unaccredited security personal shall not be involved in the electoral process.

Article 8: Voter Education

a. The Electoral Commission shall conduct comprehensive voter education campaigns to ensure that students are aware of the electronic voting process, their rights, and responsibilities.

b. The voter education campaigns shall provide information on how to use the electronic voting systems, the importance of secrecy of the ballot, and the process for reporting irregularities or concerns.

Article 9: Stakeholder Engagement

a. The Commission shall engage all stakeholders in the electoral process actively. Such stakeholders may include Office of the Dean of student affairs, UGCS, aspirants, commissioners of JCRs, Departments etc., media, civil society organizations, security and voters.

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- b. The engagement shall be done through various channels such as public forums, social media, and publications
- c. There shall be a face-face debate organized by the electoral commission for all candidates.
- d. There shall be a radio face-off organized by the electoral commission in collaboration with Radio univrs.

Chapter IV: Results, Dispute Resolution and Challenges

Article 10: Results Publication

- a. The Electoral Commission shall establish a transparent process for the counting and election results publication.
- b. The results shall be made publicly available in a timely manner, allowing for independent verification and scrutiny.

Article 11: Dispute Resolution

- a. The Electoral Commission shall establish an impartial mechanism for resolving disputes and complaints related to the electoral process.
- b. The dispute resolution mechanism shall ensure that complaints are addressed promptly, fairly, and in a transparent manner.

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Article 12: Challenges

- a. Any person who is dissatisfied with the conduct of the electronic election may challenge the election in accordance with UGSRC constitution.

Chapter V: Final Provisions

Article 13: Amendments

- a. This Constitutional Instrument may be amended through a constitutional process, ensuring broad-based consensus and public participation.

Article 14: Supremacy

- a. This Constitutional Instrument subject to the provisions in the UGSRC constitution or any other laws related to elections, shall serve as the basis to any conflict related to this election.

Article 15: Effective Date

- a. This Constitutional Instrument shall come into effect upon its promulgation by the competent authority of the General Assembly

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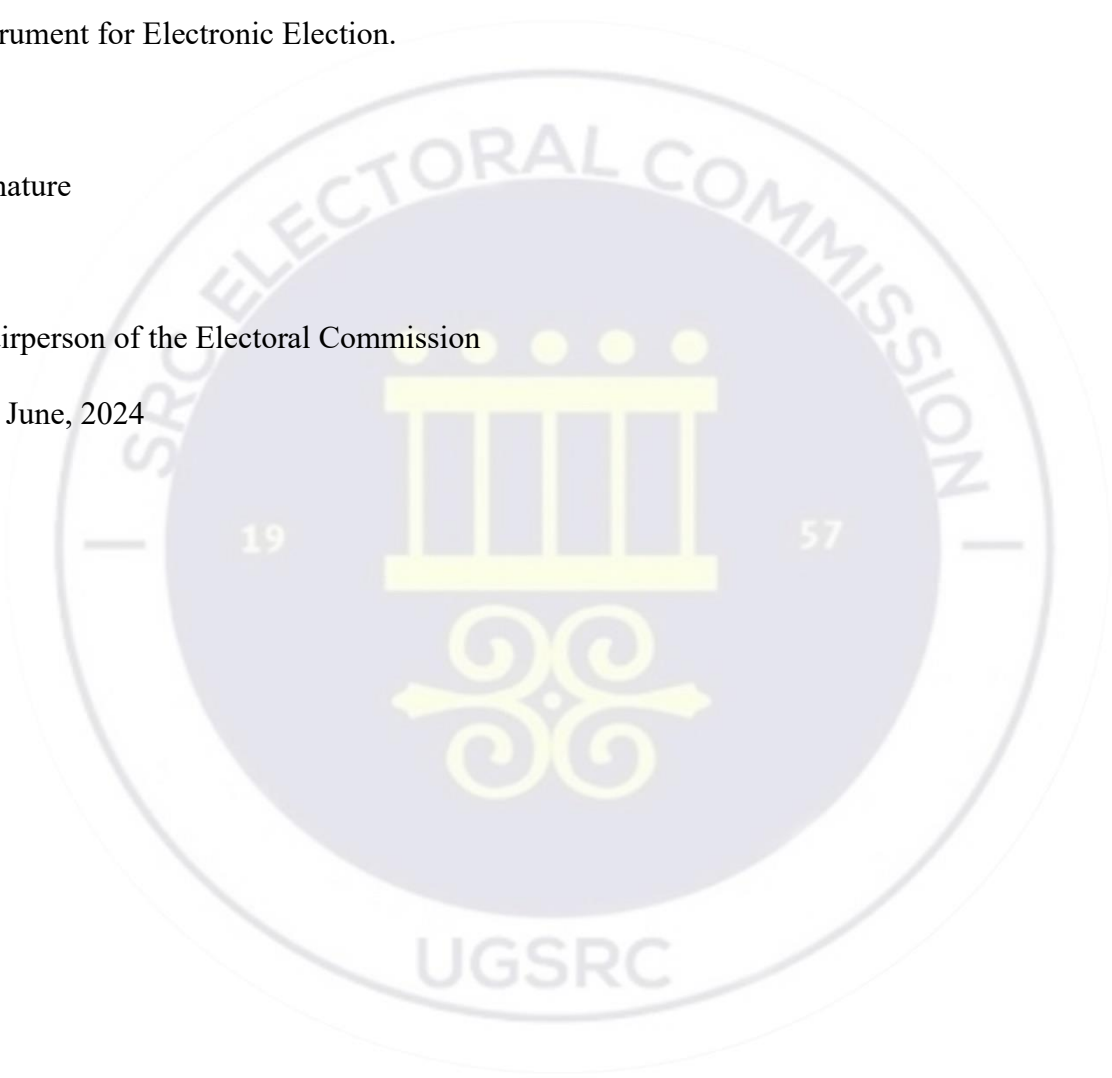
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In witness whereof, the representatives of the people have adopted this Constitutional Instrument for Electronic Election.

Signature

Chairperson of the Electoral Commission

24th June, 2024



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SCHEDULE TWO

A. Electoral Operations.

- i. The electoral commission shall give out accreditation. These accreditations shall indicate the level of access to such accreditation.
- ii. There shall be accredited 'Observers' who shall be allowed to observe the electoral process.
- iii. For the avoidance of doubt only accreditations with the inscription 'PROTOCOL' shall be allowed to restricted areas. This accreditation shall come with pictorial features for identification purposes.
- iv. Restricted areas are strong room and demarcated areas where elections are taking place.
- v. Individuals accredited to be at these areas will be indicated as 'STRONG ROOM agents' and 'POLLING AGENT' respectively.
- vi. Accredited security shall have accreditation for identification purposes.
- vii. Candidates shall be permitted to have two polling agents, however, only one shall be allowed to act as a polling agent at a time.
- viii. The strong room shall have one agent per candidate.
- ix. All agents must satisfy the considerations of being a student at the University of Ghana.

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B. Voting.

- i. Aspirants or their Supporters are not allowed to engage in any campaigning activities on the day of Voting.
- ii. During voting; voters, observers, candidates, agents and other stakeholders with complaints should address them to the Chairperson of the Electoral Commission.
- iii. The commission shall have UGCS representatives on stand-by during the elections.

C. After Voting Provisions.

- i. Polling agents who have issues with the process shall have a complaint form which shall be attached to the declaration sheet submitted to the commission.
- ii. All complaints shall be addressed in the strong room accordingly.
- iii. After investigations into alleged complaints, the commission shall have the rights to annul results and have re-elections.
- iv. Parties dissatisfied with the arbitration process shall have the rights to seek redress. However, this shall not halt the declaration processes of the commission.
- v. The Chairperson of the Electoral Commission shall be the chief returning officer for the elections.
- vi. The Chairperson shall have within 24 hours after close of polls to declare the provisional results of the elections.

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CONCLUSION

It is the utmost conviction of the Electoral Commission that this document shall be profitable and instrumentally relevant for supervising and conducting the 2024 SRC elections in a free and fair, credible and transparent manner on parity levels. The Commission is committed to conducting a transparent election that will bring peace to the university community.

DOCUMENTED BY: UG SRC ELECTORAL COMMISSIONERS- 2023/2023

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YEMOH THERESAH AYORKOR— 2ND DEPUTY CHAIRPERSON

Mudassir-Ibn Ibrahim

(Chairperson, Electoral Commission)

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