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PUBLIC ELECTIONS REGULATIONS, 2016

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Public Elections Regulations, 2016

IN exercise of the powers conferred on the Electoral Commission by Article 51 of the 1992 Constitution these Regulations are made this ……..day of ……2016.

General Provisions

Application of Regulations

1. These Regulations apply to presidential and parliamentary elections and with the necessary modifications to other public elections that the Electoral Commission referred to in these Regulations as "the Commission" may conduct.

Appointment of returning officer

2. (1) For the purpose of holding a public election, the Commission, shall appoint

(a) a returning officer for each constituency in which the election is to be held; and

(b) any other person to assist a returning officer as determined by the Commission.

(2) A returning officer or a person appointed to assist a returning officer shall

(a) swear in the presence of a Judge or a judicial officer to faithfully and impartially fulfill the duties of that person's office;

(b) abide by the laws and regulations governing the conduct of public elections; and

(c) discharge duties under the general supervision of the District Electoral Officer of the Commission.

Duties of a returning officer

3. (1) A person appointed as a returning officer shall

(*a)* publish a notice of an election throughout the constituency in a manner determined by the Commission,

(b) receive and process the nomination forms of candidates,

(*c*) supervise the work of a presiding officer and polling assistants,

(*d*) provide polling officers with ballot boxes, ballot papers, biometric verification equipment and any other equipment or materials that the Commission considers necessary,

(e) receive from a candidate or a political party the letters of appointment of polling agents appointed by the candidate or political party,

(f) administer the required oath to polling agents ,
(g) receive and process the application of transferred voters, special voters, absent voters and proxy voters;
(h) arrange for a counting agent to swear an oath before a magistrate;
(i) assemble the results from the polling stations;
(j) publicly declare as elected in a parliamentary election the candidate who had the highest vote;
(k) forward to the Commission at the end of the poll an endorsed writ and a note of the total number of votes cast for each candidate;
(l) inform political party executives and any other interested party in the constituency of the establishment of additional new polling stations
(m) collate and forward to the Commission the endorsed writ and collated provisional results of the total number of votes cast for each candidate in respect of the presidential election as set out in Form One of the Schedule and post a copy at the constituency collation centre; and
(n) perform any other duty determined by the Commission.

(2) A person appointed to assist a returning officer shall
(a) work under the supervision of the returning officer in charge of the constituency where the election is to be held; and
(b) perform any other duty assigned by the returning officer.

(3) The Commission shall
(a) publish the names and pictures of returning officers and persons appointed to assist returning officers not later than ten days to an election; and
(b) furnish a copy of the publication to a political party contesting the election

Writ of election

4. (1) For the purpose of a public election, the Commission shall issue a writ of election to the returning officer.

(2) The writ shall be as set out in Form One of the Schedule and shall specify
(a) the period and place for the nomination of candidates; and
(b) the day on which the poll is to be taken which shall
(i) in the case of a general election not be less than thirty days or more than ninety days after the last day appointed for the nomination of candidates;

(ii) in the case of a by-election not be less than ten days and not more than fourteen days after the nomination of candidates, except that where the by-election is as a result of the death of a member of Parliament the poll shall be taken not less than ten days and not more than thirty days from the date of nomination.

(3) As soon as the Commission issues a writ, the Commission shall publish a notice in the *Gazette* stating that the writ has been issued and specify

(a) the constituency to which it relates;
(b) the day and place for the nomination of candidates; and
(c) the day on which the poll is to be taken.

Notice of election

5. (1) The returning officer shall on receipt of a writ of election publish a notice of the election throughout the constituency in a manner determined by the Commission.

(2) A notice of election shall be as set out in Form Two of the Schedule and shall specify

(a) the day, the place and time for the nomination of candidates; and
(b) the day when the poll is to be taken.

Nomination of candidates for parliamentary election

6. (1) A candidate for election to Parliament shall be nominated on a separate nomination form in a manner determined by the Commission.

(2) The nomination form shall be delivered in quadruplicate by the candidate personally or the person who proposes or seconds the candidate's nomination to the returning officer of the constituency for which the candidate seeks election on the day and at the place specified in the writ between the hours of

(a) nine in the morning and twelve noon, and
(b) two and five in the afternoon.

(3) The nomination form for each candidate in an election to Parliament shall be

(a) witnessed by the signature or mark of two registered voters as proposer and seconder and supported by eighteen other registered voters in the constituency as assenting to the nomination; and

(b) endorsed with the candidate's consent to nomination.

(4) A candidate shall not be nominated

(a) in the case of a general election to Parliament, for more than one constituency; or

(b) in the case of a by-election to Parliament, if the candidate is a member of Parliament .

(5) A person shall not nominate more than one candidate for election to Parliament.

Nomination of candidates in presidential election

7. (1) A candidate for election as President shall be nominated on a separate nomination form in a manner determined by the Commission.

(2) The nomination form for each candidate in an election for President shall

(a) be signed by the candidate;

(b) be signed by not less than two persons who are registered voters in the area of authority of each district assembly;

(c) designate a person to serve as Vice President; and

(d) be delivered to the Commission on or before the day appointed as nomination day in relation to the election.

(3) The nomination form shall be in quadruplicate and shall be delivered personally by

(*a)* the presidential candidate, or

(b) any of the persons specified under subregulation (2)(*b)* between the hours of nine in the morning and twelve noon and the hours of two and five in the afternoon on or before the nomination day.

(4) A person shall not nominate more than one candidate in a presidential election.

(5) The Chairman of the Commission shall be the returning officer for the purpose of the election of President.

Statutory declaration and deposit by presidential and parliamentary candidates

8. (1) A candidate for presidential or parliamentary election shall, at the time of the nomination of the candidate

(a) deliver or cause to be delivered to the returning officer

(i) a statutory declaration stating that that candidate is qualified to be elected as President or a member of Parliament and is not disqualified from being elected as such; and

(ii) four post card size copies of the candidate's recent photograph of bust size with red background showing the full face and ears of the candidate; and

(b) deposit or cause to be deposited an amount of money determined by the Commission.

(2) The statutory declaration shall be made before a Judge, a judicial officer, notary public, commissioner of oaths, or a person authorised by law to administer an oath who shall certify it under the person's signature.

(3) A person designated by a candidate for presidential election to serve as Vice-President shall deliver to the returning officer a statutory declaration made in accordance with subregulations (1) *(a)(i)* and (2) .

Nominated candidate

9. (1) Whenever the nomination paper and the statutory declaration of a candidate are delivered and the deposit is paid in accordance with these Regulations, the candidate shall be considered to stand nominated, unless proof is given to the satisfaction of the returning officer of the candidate's death, withdrawal or disqualification.

(2) The returning officer shall inform a candidate that the candidate's nomination is invalid where

(a) the particulars of the candidate or the persons subscribing to the nomination paper are not as required by law; or

(b) the nomination paper is not subscribed to as required by law, and

shall give the candidate an opportunity to make amendments or any alteration necessary, within the stipulated nomination period.

(3) Where a candidate fails to comply with subregulation (2), the returning officer shall consider the nomination paper of the candidate as invalid and shall

(a) endorse and sign on the nomination paper the reasons for that decision; and

(b) inform the Commission.

(4) The Commission shall take a decision on the matter within seven days.

(5) This regulation shall not prevent the validity of a nomination to be questioned on an election petition.

(6) Before the close of nominations on the nomination day,

(a) the returning officer,

(b) the candidate, if present, or

(c) persons who have nominated the candidate and are present shall sign a declaration to the effect that, at the close of nominations, the nomination of the candidate was presented and received by the returning officer.

(7) The returning officer shall state in the declaration the time at which each nomination was received and the time at which the nomination was accepted.

Withdrawal of nomination and exhibition of names of nominated candidates

10. (1) Nomination of candidates shall be submitted and concluded by close of the day for nomination.

(2) The returning officer shall compile and sign a list of the nominated candidates as at close of nomination day.

(3) The returning officer shall on the next day following the last day for nomination post at the constituency centre a notice specifying the names of the candidates nominated and the persons who have proposed and supported each candidate.

(4) Subject to subregulation (2) of regulation 13, a duly nominated candidate

(a) may withdraw as candidate at any time before election day; and

(b) write to the Commission to inform it of the decision to withdraw.

(5) Where a duly nominated candidate whose name appears on the nominated list displayed at the constituency centre withdraws as candidate after ballot papers and related election notices have been printed, the ballot papers and related notices may continue to include the name and other particulars of the candidate.

(6) The Commission shall not refund the deposit paid by the candidate in respect of the nomination and votes cast in favour of that candidate shall be declared invalid.

Where no candidate is nominated

11. (1) Where at the end of the time allowed for delivery of nomination papers no candidate stands nominated, the returning officer shall

(a) endorse on the writ that no candidate was nominated; and

(b) forward the writ to the Commission.

(2) Within fourteen days after the receipt by the Commission of a writ under subregulation (1) in respect of a constituency, the Commission shall issue a fresh writ for an election in that constituency.

Unopposed candidate

12. Where the time allowed for delivery of nomination papers has ended and on the day before the election only one candidate stands nominated, that candidate shall be declared elected.

Contested election and death of a candidate

13. (1) Where the time allowed for the delivery of nomination papers has ended and on the day before the election two or more candidates stand nominated, a poll shall be taken in the manner provided by these Regulations and in accordance with any existing applicable law.

(2) Where for the purpose of a public election two or more candidates are duly nominated at the close of the nominations but before the day of the election only one candidate stands nominated,

(a) a further period of ten days shall be allowed for the nomination of other candidates,

(b) a candidate who withdraws his or her nomination shall not obtain a refund of the fee deposited; and

(c) where the period allowed for nomination of other candidates occurs within twenty-five days to an election the election in that constituency shall be postponed for a period of not more than twenty-one days.

(3) Where at the close of nominations and after the end of the further period of ten days under sub-regulation (2) only one candidate stands nominated, an election shall not be conducted and that candidate shall be declared elected.

(4) Where at the close of nominations, but before the election, one of the candidates dies, a further period of ten days shall be allowed for nominations.

(5) Where the death of a candidate occurs at any time within twenty-five days before the election, the election in that constituency shall be postponed for twenty-one days.

Allocation of symbols and colours

14. (1) Where an election is contested, the Commission shall, as soon as practicable after the nomination day

(a) allocate to a candidate who is sponsored by a registered political party, the symbol, colour or combination of colours of the party; or

(b) allocate to a candidate who is not sponsored by a registered political party a symbol, colour or combination of colours chosen by that candidate; or

(c) allocate a symbol, colour or combination of colours that the Commission considers appropriate in any other case.

(2) For the purpose of subregulation (1) a symbol, colour or combination of colours shall be chosen or assigned from among symbols and colours approved by the Commission for the purposes of election.

(3) The Commission shall not allocate to a candidate a symbol, slogan, colour or combination of colours

(a) which is the same as the symbol, colour or combination of colours of a registered political party;

(b) which is the same as the symbol, colour or combination of colours of the Republic; or

(c) which closely resembles the symbol, colour or combination of colours of a registered political party or the Republic which is likely to deceive or confuse members of the public.

Notice of poll

15. (1) Whenever an election is to be held, the Commission shall, as soon as practicable after the allocation of symbols, colours or combination of colours publish notice of the election in the *Gazette* and in the places in a constituency that it may direct.

(2) The notice shall state

(a) the day on which the poll is to be taken;

(b) the time at which the poll is to be taken; and

(c) the full names, photographs, symbols and colours or combination of colours of the candidates nominated for the election.

Adjournment of poll

16. (1) The Commission may, at any time between the issue of a writ and the day specified in the writ as polling day, adjourn the taking of the poll for a period of not more than thirty days after the day specified earlier.

(2) The Commission shall specify the reasons for the adjournment in the notice of adjournment and publish it in the *Gazette.*

(3) Where a notice is published in the *Gazette* the writ for the constituency to which the notice relates shall be considered as amended by the substitution of the day to which the taking of the poll is adjourned for the day specified in the writ as polling day.

Death of a candidate

17. (1) Where an election is to be held and a candidate dies on the eve of the election and proof of the death of candidate is given to the returning officer before the commencement of the poll the returning officer shall put on hold, proceedings in relation to the election and inform the Commission.

(2) The Commission shall on receipt of information under subregulation (1) adjourn the poll and allow a period of ten days for the political party to which the candidate belonged to nominate a new candidate.

(3) Where the deceased candidate was an independent candidate the Commission shall not permit the nomination of another person and proceedings in relation to the election shall continue.

(4) Where a new candidate is nominated by a political party, the Commission shall adjourn elections in the constituency of the deceased candidate for a period of twenty-one days from the day of the nomination of the new candidate.

Polling stations

18. (1) For the purpose of taking the poll all designated places to be used as polling stations for an election shall be published on the website of the Commission and a copy of the publication shall, within sixty days to an election be given to political parties.

(2) The Commission may direct a returning officer to establish additional polling station for an electoral area.

(3) Despite subregulation(2), new polling stations shall not be established within sixty days to an election.

(4) Where new polling stations are established, the returning officer shall inform political party executives and any interested parties in the constituency of the establishment of the additional new polling stations.

(5) A convenient building, except a dwelling-house or a building or class of buildings exempted by the Commission, may be designated as a polling station by the returning officer and used for that purpose without the payment of a fee.

(6) The Commission shall repair out of public funds any damage done to a building that is used as a polling station.

(7) Where two or more polling stations are established for an electoral area, the returning officer shall

(a) assign to each of the stations a number of voters registered in the electoral area subject to the approval of the Commission; and

(b) publish a notice in the electoral area to inform voters of the stations to which they have been assigned.

Presiding officers and polling assistants

19. (1) The Commission shall appoint

(a) a presiding officer to preside at each polling station; and

(b) a number of polling assistants that the Commission may consider necessary to assist the presiding officer in carrying out duties.

(2) The duties of the presiding officer include

(a) setting up the polling station;

(b) taking proper custody of ballot boxes, ballot papers, biometric verification equipment and other materials required and used for the poll;

(c) filling the relevant forms relating to the conduct of the poll;
(d) supervising the work of the polling assistants;
(e) attending to voters without identity cards;
(f) attending to proxy voters;
(g) maintaining order at the polling station;
(h) undertaking thorough counting of the votes;
(i) announcing the results of the election at the polling station;
(j) conveying ballot boxes and other election materials to the returning officer after the poll; and
(k) any other duty assigned by the District Electoral Officer.

(3) A polling assistant shall
(a) work under the supervision of the presiding officer in charge of the polling station;
(b) act as the presiding officer of a polling station in the absence or incapacity of the presiding officer; and
(c) perform any other functions assigned by the presiding officer.

(4) A person appointed as a presiding officer or polling assistant shall sign a declaration and swear an oath, before a member or an officer of the Commission not below the position of a District Electoral officer to
(a) abide by the laws and regulations governing the conduct of election; and
(b) faithfully carry out duties in a fair and impartial manner.

(5) A presiding officer or polling assistant who contravenes the laws and regulations governing the conduct of elections commits an offence and is liable to sanctions applicable under the electoral laws of Ghana.

(6) The Commission shall
(a) publish at the district office of the Commission the names and pictures of persons it proposes to appoint as presiding officers and polling assistants not later than ten days before an election; and
(b) furnish a copy of the published names and pictures of the presiding officers to a political party contesting the election.

(7) A registered political party or a person qualified to vote in an election may object to the appointment under subregulation (4) within seven days after the names of the proposed officials have been published.

(8) The objection shall be

(a) in writing to the Commission; and

(b) based on factual and verifiable evidence.

(9) An objection raised against the appointment of an election official shall not be entertained if the objection is made within seven days to an election.

(10) The Commission shall communicate its decision to the parties involved within four days after receipt of the objection.

Equipment for polling stations

20. (1) The returning officer shall provide a presiding officer with

(a) a number of ballot boxes and ballot papers;

(b) a biometric verification equipment; and

(c) any other equipment or materials that the Commission considers necessary.

(2) Each ballot box shall be of such a nature that a ballot paper can be put into it by the person voting but cannot be taken out by that person or any other person.

(3) The returning officer shall provide each polling station with

(a) materials for voting;

(b) validating stamps for validating the ballot paper;

(c) instruments for marking the means of identification of the voter in accordance with subregulations (1) and (2) of regulation 33; and

(d) a copy of the register and the transferred voters list, the proxy voters list, and the absent voters list if any, relating to the polling station.

(4) A notice giving directions for guidance of the voters in the voting shall be exhibited in each electoral area as directed by the Commission.

Polling agents

21. (1) A candidate for parliamentary election may appoint one polling agent to attend at each polling station in the constituency for which the candidate is seeking election.

(2) A candidate for presidential election may appoint one polling agent in every polling station nationwide.

(3) An appointment under subregulations (1) and (2) is for the purpose of detecting impersonation and multiple voting and certifying that the poll was conducted in accordance with the laws and regulations governing the conduct of elections.

(4) A presiding officer shall give a polling agent the necessary access to enable the polling agent to observe election proceedings at a polling station.

(5) A candidate shall submit in duplicate to the returning officer in charge of the constituency in which the candidate seeks election, not later than four days to an election,

(a) letters of appointment stating the name and address of each polling agent appointed by the candidate; and

(b) the polling station to which a polling agent is to be assigned.

(6) The returning officer shall set a date on which the polling agents shall appear before the returning officer to swear an oath to the effect that the polling agent shall abide by the laws and regulations governing the conduct of elections.

(7) After the oath is taken by the polling agent the returning officer shall sign both the original and duplicate copies of the appointment letter and issue to the polling agent the duplicate copy.

(8) The polling agent shall present the duplicate copy of the letter of appointment to the presiding officer of the polling station to which the agent is assigned on the day of the poll.

(9) Despite subregulation (7) a candidate may change an agent under special circumstances and a new agent appointed by the candidate shall swear an oath before the presiding officer in charge of the polling station where that agent is assigned.

(10) If a polling agent dies or becomes incapacitated from acting as a polling agent, the candidate who appointed the polling agent may appoint another polling agent.

Transferred voters list

22. (1) A registered voter who before an election is resident for not less than twelve months in a constituency other than that in which the registered voter is registered, may apply to the returning officer of the constituency where the registered voter is resident for the name to be entered on the transferred voters list of a polling station in that constituency.

(2) The registered voter shall provide physical proof of the new residence in addition to signing a declaration.

(3) An application under subregulation (1) shall be as set out in Form Three of the Schedule and shall be made

(a) not less than forty-two days before the last day of nomination to the constituency where the applicant resides and where the application relates to a nomination; or

(*b)* not less than forty-two days before election day to the constituency where the applicant resides and where the application relates to voting.

(4) A returning officer shall, on receipt of an application enter the applicant's registration details in the transferred voters list for the assigned polling station in the constituency where the applicant resides if the returning officer is satisfied that the applicant has met the residency requirement specified under subregulation (1).

(5) Whenever a returning officer enters the name of a person on the transferred voters list, the returning officer shall

(a) assign that person to a polling station in that person's constituency; and

(b) send a copy of the entry to the returning officer of the constituency where the person whose name has been entered is registered.

(6) A person whose registration details are entered on the transferred voters list is entitled to vote at the election in the polling station to which that person is assigned as if it were the polling station where that person registered and the provisions of regulation 33 apply.

(7) A returning officer shall give a copy of the transferred voters list to all political parties on request each time that there is a transfer of vote.

Special voters list

23. (1) A voter may apply to the returning officer of the constituency in which the voter is registered to be entered as a special voter if as a result of election duties the voter will not be able to be present at the polling station where the voter is registered on the day of election.

(2) An application under subregulation (1) shall be as set out in Form Four of the Schedule and shall be

(a) made not later than forty-two days before the polling day in the constituency of the applicant except in the case of an applicant who is a returning officer, and

(b) accompanied by a certificate from the applicant's employer where the applicant is not a returning officer stating that

(i) the applicant is registered at a polling station in the constituency of the returning officer to whom the application is made; and

(ii) the applicant's duties will prevent the applicant from being present on polling day at the polling station where the applicant is registered.

(3) A returning officer who receives an application under subregulation (2) shall, where the applicant is a person whose duties are related to the elections, ascertain from the applicant

(a) where the applicant will be working on election day;

(b) if the applicant will be working in the same constituency where the applicant is registered but at a polling station other than where the applicant is registered or in a different constituency.

(4) The returning officer shall

(a) issue the applicant, a certificate that entitles the applicant to vote on a day set aside for special voters;

(b) enter the registration details of the applicant on the special voters list;

(c) enter the registration details of the applicant on the absent voters list of the polling station where the applicant is registered; and

(d) inform the applicant, political parties and other persons of the date and time set aside for special voting.

(5) Where an application is made to a returning officer under subregulation (1) and the applicant is a person other than an election officer the returning officer shall

(a) enter the name and other registration details of the applicant on the special voters list for the constituency;

(b) enter the name and other registration details of the applicant on the absent voters list of the polling station in which the applicant is registered; and

(c) inform the applicant, political parties and other persons of the date and time set aside for special voting.

(6) The returning officer shall give a copy of the special voters list to all political parties on request.

(7) A person whose name is entered on the special voters list shall vote at a polling station specified by the Commission and on a day which is not more than seven days before the polling day appointed by the returning officer and advertised in a manner that the Commission may direct.

(8) A person whose name is transferred to the special voter's list shall not vote on election day.

(9) A person shall not vote at a polling station as a special voter unless that person's name is on the special voters list for that polling station.

(10) Subject to subregulation (11) voting at a polling station for special voters shall be conducted in the same manner as voting on polling day.

(11) The returning officer shall at the end of the special voting

(a) ensure that the ballot boxes are kept in safe custody after the poll has closed;

(b) ensure that the ballot boxes are sealed with the seals of the Commission and any candidates who wish to add their seal; and

(c) arrange for the ballot boxes to be opened at the time of the counting of the votes cast on the polling day and the ballot papers shall be counted in the same manner as those contained in the ballot boxes used on the polling day.

Absent voters list

24. (1) A returning officer shall, not later than fourteen days, before polling day, make available to political parties,candidates and to each polling station in the constituency of the returning officer an absent voters list containing

(a) the names of persons registered in the station whose names have been entered on the transferred voters list for another constituency as set out in Form Three of the Schedule; and

(b) the special voters list for the returning officer's constituency as set out in Form Five of the Schedule.

(2) A person whose name is entered on the absent voters list for a polling station shall not vote in that station and the provisions of regulation 33 shall apply.

Voting by proxy

25. (1) A registered voter who

(a) due to ill-health will not be able to vote on the polling day; or

(b) is absent from the constituency and will be unable to vote on polling day may not less than forty-two days before the poll in the constituency apply to the returning officer of the constituency or to the Commission for the name of the registered voter to be entered on the proxy list.

(2) The applicant shall complete a proxy form as set out in Form Six of the Schedule.

(3) The returning officer or the representative of the Commission shall endorse the proxy form and distribute it as follows:

(a) the original to the returning officer of the constituency where the applicant wishes the proxy to vote;

(b) the duplicate copy to the Commission;

(c) the triplicate copy to the person appointed as proxy; and

(d) the quadruplicate copy to the applicant.

(4) Where the returning officer or a representative of the Commission is satisfied that the proxy is qualified to be registered as a voter and that the applicant is a registered voter, that officer shall enter the name and the particulars of the applicant and the proxy on the proxy list and

(a) assign the proxy to the a polling station of the applicant;

(b) indicate on the proxy list the polling station of the applicant; and

(c) forward a copy of the list to the presiding officer for the polling station to which the proxy is assigned.

(5) A person appointed as a proxy may vote in the elections at the polling station where that person is assigned to vote and the provision relating to voting procedure under these Regulations shall apply.

(6) A person shall not appoint more than one person at a time as a proxy to vote for that person at the election.

(7) A person whose application to vote by proxy is accepted and endorsed by the returning officer of the constituency or the Commission, shall not vote at the election in respect of which the application was granted.

(8) The returning officer or the Commission shall cancel the appointment of a proxy where an application is made for cancellation by the person who made the application for the appointment of the proxy.

(9) An application for the cancellation of proxy shall be made

(a) within seven days of the acceptance and endorsement of the proxy by the Commission; and

(b) in a form determined by the Commission.

(10) A proxy whose appointment is cancelled shall cease to have the right to vote for the applicant whether or not the proxy is aware of the cancellation.

The Poll

Number of votes and place of voting

26. (1) A voter shall not cast more than one vote when a poll is taken except appointed as a proxy.

(2) Subject to the provisions on transferred voters list, special voters list, and absent voters list under regulations 22, 23 and 24 a voter shall vote at the polling station allotted to the voter.

Poll to be taken by ballot

27. (1) The votes at the poll shall be taken by ballot and the results shall be ascertained by counting the votes cast for each candidate.

(2) The candidate who receives the highest valid votes cast shall be declared elected in the case of a parliamentary election.

Ballot papers

28. (1) The ballot of every voter shall consist of a ballot paper.

(2) Each ballot paper shall

(a) contain the names, photographs, symbols and colours or combination of colours of the candidates contesting the election in the constituency;

(b) be capable of being folded up;
(c) have a number printed on it; and
(d) have attached to it a counterfoil with the same number printed on the ballot paper.

Polling hours and admission to polling station

29. (1) The poll shall be taken between the hours of seven in the morning and five in the evening.

(2) A voter who arrives at a polling station after five in the evening shall not be allowed to vote.

(3) The presiding officer shall regulate the number of voters to be admitted to the polling station at each time, and shall exclude other persons except

(a) the candidates, their spouses and their polling or counting agents;
(b) election officers;
(c) security officers on duty;
(d) persons authorised by the Commission; and
(e) persons accompanying voters who are visually impaired or physically challenged.

Keeping order at polling station

30. (1) The presiding officer shall maintain order at the polling station assigned to the presiding officer.

(2) The presiding officer may authorise a security officer to immediately remove from a polling station a person

(a) who behaves in a manner to disrupt proceedings at the polling station; or
(b) who fails to obey the lawful orders of the presiding officer and that person shall not be allowed to enter the polling station on the polling day without the permission of the presiding officer.

(3) Where the person removed under subregulation (2) is an agent of a candidate or a political party the presiding officer shall immediately inform the candidate or the representative of the political party who appointed the agent to replace the agent.

(4) A person who has been removed from a polling station may, if charged with the commission of an offence, be dealt with as a person taken into custody by a police officer for an offence without a warrant.

(5) The powers conferred by this regulation shall not be exercised to prevent a voter who is entitled to vote at a polling station from having the opportunity to vote at that station.

Sealing of ballot boxes

31. (1) The presiding officer shall immediately before the commencement of the poll

(a) show the transparent ballot boxes to the persons present at the polling station so that they can verify that the ballot boxes are empty;

(b) close the ballot boxes and place a seal on them in a manner to prevent the ballot boxes from being opened without breaking the seal; and

(c) place the ballot boxes in the full view of the public for the receipt of ballot papers.

(2) Polling agents of candidates may affix their seals on the ballot boxes after the seals of the Commission have been affixed.

Identification and verification of voters

32. (1) A polling assistant may, before delivering a ballot paper to a person who is to vote at the election, require that person to produce a voter identification card in order to establish that the person is the registered voter whose name and voter identification number and particulars appear in the Register.

(2) In the absence of a voter identification card, the polling assistant shall identify the name and particulars of the voter as recorded in the name reference list.

(3) The polling assistant shall scan the barcode of the voter in order to establish by facial recognition the identity of the voter.

(4) The voter shall go through a biometric verification process through the use of the biometric verification device.

(5) Where the biometric verification device fails to verify a registered voter and the red light is shown with a voice message "REJECTED," the polling assistant shall

(a) inform the agents of the political parties present at the polling station;

(b) complete a Verification Form, as set out in Form Seven of the Schedule in the presence of the party,s candidate or agent; and

(c) hand over the completed Verification Form to the Verification Officer.

(6) The Verification Officer shall draw a horizontal line across the voter's barcode in the register to indicate that the voter has been manually verified.

(7) At the end of the voting and before counting of the ballots, the number of persons manually verified shall be entered in the second box in C6 on the Statement of the Poll and Declaration of Results Form as set out in Form Eight of the Schedule.

Voting

33. (1) A voter who desires to vote shall be present at the allotted station and the presiding officer or a polling assistant, shall after being satisfied that

(a) the voter is registered and has not already voted; or

(b) is voting as a proxy;

deliver the ballot paper to the voter.

(2) Immediately before the ballot paper is delivered to the voter

(a) it shall be marked with the official validating stamp of the Commission;

(b) a mark shall be placed on the copy of the register against the number of the voter to indicate that the ballot paper has been received; and

(c) a mark which shall, so far as possible be permanent shall be made on the voter.

(3) The voter on receiving the ballot paper shall

(a) immediately proceed to one of the places set aside in the polling station for the thumb printing of the ballot paper; and

(b) secretly make on the ballot paper an imprint of the voter's thumb in the box and column provided for that purpose directly against the name and symbol of the candidate for whom the voter wishes to vote.

(4) The voter shall then fold up the ballot paper and in the presence of the presiding officer and the polling agents and in full view of the general public cast a vote by putting the folded ballot paper into the ballot box and leave the polling station.

(5) This regulation applies subject to the provisions on transferred voters list and special voters list as specified under regulations 22 and 23.

Assistance in voting

34. (1) The presiding officer, shall on request permit a voter who is visually impaired or physically challenged to be assisted by a person of the voter's own choice to vote in a manner different from voting procedures specified in these Regulations.

(2) Where the presiding officer accepts the request of a voter under sub-regulation (1), the presiding officer shall record in the register opposite the name of the voter that the voter was assisted and the reason for the assistance.

Spoilt ballot papers

35. (1) A voter who inadvertently deals with a ballot paper given to the voter in a manner that the ballot paper can no longer be used as a ballot paper shall

(a) deliver the spoilt ballot paper to the presiding officer;

(b) prove to the satisfaction of the presiding officer that the ballot paper was inadvertently spoilt; and

(c) obtain another ballot paper in place of the spoilt ballot paper delivered to the presiding officer.

(2) The spoilt ballot paper shall be immediately cancelled and the counterfoil marked accordingly.

Interruption or obstruction of poll

36. (1) Where the proceedings at a polling station are interrupted or obstructed by

(a) riot or open violence,

(b) storm, flood, or other natural catastrophe, or

(c) the breakdown of an equipment

the presiding officer shall in consultation with the returning officer and subject to the approval of the Commission, adjourn the proceedings at the polling station to the following day.

(2) If the returning officer is satisfied that, as a result of an occurrence under subregulation (1) it is or will be impossible or impracticable for proceedings which have been adjourned to be continued on the day to which it has been adjourned, the returning officer shall, with the approval of the Commission, further adjourn the proceedings for not more than seven days.

(3) Where a poll is adjourned

(a) an account of the ballot papers provided to the station shall be taken, recorded and certified by the presiding officer in accordance with Form Nine of the Schedule and party agents and a copy given to the party agents;

(b) the ballot box shall be sealed and the ballot box together with the remaining election materials shall be kept at the nearest police station for voting to continue on the adjourned date; and

(c) the hours of polling on the day to which it is adjourned shall be the same as on the original polling day.

After the Poll

Appointment of counting agents and counting of votes

37. (1) A candidate for parliamentary elections may appoint a counting agent to attend at the counting of votes at each polling station in the constituency which the candidate is seeking election.

(2) In the case of a candidate for presidential election, the candidate may appoint a counting agent in every polling station nationwide.

(3) A candidate for parliamentary or presidential election shall not later than four days to an election submit in duplicate to the returning officer in charge of the constituency a letter of appointment stating

(a) the name and address of the counting agent; and

(b) the polling station to which the counting agent is to be assigned.

(4) The returning officer shall set a date for the swearing in of the counting agent upon penalty of perjury that the counting agent

(a) shall abide by the laws and regulations governing the conduct of elections; and

(b) will sign the declaration of results following the count of the ballot, or state in writing to the presiding officer the reason for failing to do so.

(5) The counting agent shall authenticate the oath taken under subregulation (4) and the returning officer shall sign both the original and duplicate copies of the appointment letter and issue to the counting agent the duplicate copy.

(6) Unless otherwise directed by the candidate, a polling agent appointed by a candidate shall act as a counting agent at the counting of the votes at the assigned polling station.

(7) The returning officer shall

(a) make arrangements for counting the votes at each polling station in the constituency of the returning officer in the presence of the counting agents as soon as practicable after the close of the poll; and

(b) give notice to the counting agents of the time at which the counting of the votes will commence.

Result of elections

38. (1) The presiding officer shall immediately after the close of the poll, in the presence of the candidates or their representatives and counting agents

(a) open each ballot box and take out all the ballot papers in the box;

(b) sort out the ballot papers into valid ballot papers and rejected ballot papers in accordance with regulation 39;

(c) proceed to count the ballot papers at the polling station;

(d) record the total number of votes cast in favour of each candidate; and

(e) record the total number of rejected ballots.

(2) The presiding officer, the candidates, or their representatives and the counting agents shall then sign a declaration as set out in Form Eight of the Schedule stating

(a) the name of the polling station;

(b) the total number of persons entitled to vote at that polling station;

(c) the number of votes cast in favour of each candidate; and

(d) the total number of rejected ballots.

(3) The presiding officer shall

(a) then announce the results of the voting at that polling station before communicating the results to the returning officer;

(b) give each candidate, or the representative of each candidate or the counting agent a copy of the declaration of results;

(c) post the results at the polling station.

(4) A candidate or a representative of a candidate or a counting agent may, if present when the counting of the ballots is completed, request the presiding officer to

(a) recount the ballots; and

(b) again recount the ballots for a second time.

(5) The presiding officer may refuse to comply with the request to recount the ballots for a second time if, in the opinion of the presiding officer the request is unreasonable and shall report the matter to the returning officer; who shall recount the ballots for that polling station only at the constituency collation centre.

(6) The presiding officer shall as soon as practicable after the announcement of the results of the voting at the polling station in the presence of any of the candidates, the representatives of the candidates and the counting agents make up into separate packets sealed with the presiding officer's own seal and the seals of the counting agents who wish to affix their seals

(a) each ballot box used at the station, in order to prevent the introduction of additional ballot papers;

(b) the unused and spoilt ballot papers placed together; and

(c) the marked copies of the register and the counterfoils of the used ballot papers.

(7) The presiding officer shall deliver the packets and the ballot boxes specified under subregulation (6) to the returning officer with a statement indicating

(a) the number of ballot papers entrusted to the presiding officer; and

(b) an account of unused and spoilt ballot papers.

Rejected ballot papers

39. (1) A ballot paper shall, subject to subregulation (2), be void and not counted if the ballot paper

(a) does not bear the official mark of the Commission; or

(b) is not thumb printed by the voter to clearly identify the candidate for whom the vote was cast; or

(c) is not thumb printed at all; or

(d) has on it a writing or mark by which the voter could easily be identified.

(2) The presiding officer shall before rejecting a ballot paper as void,

(a) take proper precautions to prevent a person from seeing the serial number printed on it,

(b) show the paper to each candidate or the counting agent of the candidate if present; and

(c) give the candidate or the counting agent of the candidate an opportunity to express an opinion on the matter.

(3) The presiding officer shall

(a) endorse the word "REJECTED" on a ballot paper which is not to be counted, and

(b) add to the endorsement the words "REJECTION OBJECTED TO" if an objection is made by a candidate or the counting agent in respect of the rejected ballot paper.

(4) The presiding officer shall prepare a statement showing the number of ballot papers rejected under the following headings and a candidate or a counting agent may copy the statement:

(a) want of an official mark;

(b) voting for more than one candidate;

(c) writing or mark by which a voter could easily be identified;

(d) unmarked; or

(e) choice of voter could not be ascertained.

(5) The presiding officer shall keep ballot papers marked "REJECTION OBJECTED TO" in a separate envelope and deliver it to the returning officer who may re-examine the ballot paper and take a decision on it.

Decision on ballot papers

40. The High Court may on an election petition, review the decision of the returning officer on a question arising in respect of a ballot paper under these Regulations.

Equal number of votes in parliamentary elections

41. (1) Where in a parliamentary election after the completion of the counting of votes including a re-count, there is an equality of votes between the candidates and the addition of a vote would entitle one of the candidates to be declared elected, the returning officer shall

(a) certify that fact by endorsing the writ; and

(b) forward the endorsed writ to the Commission.

(2) The Commission shall within thirty days after receipt of an endorsed writ in respect of a constituency, conduct a second parliamentary election.

(3) The candidates for election under sub-regulation (2) shall be the candidates who obtained equal votes at the previous election and the candidate who obtains the highest number of valid votes shall be declared elected.

Declaration and publication of parliamentary election results

42. (1) Subject to regulation 41, immediately after the results of the poll for all the polling stations in the constituency of the returning officer have been given to the returning officer the returning officer shall, in the presence of the candidates or the representatives of the candidate or not more than two counting agents appointed by each candidate

(a) assemble the results from the polling stations without recounting the ballots in the ballot boxes, except where there is a challenge by a candidate or a counting agent in respect of a specific ballot box;

(b) give public notice of the total number of votes cast for each candidate;

(c) publicly declare as elected in a parliamentary election the candidate who had the highest votes;

(d) invite the counting agents of the candidates to sign the declaration of result form and when signed post a copy at the constituency collation centre;

(e) endorse on the writ specified in Form One of the Schedule the name of the person elected; and

(f) forward to the Commission, the endorsed writ and a note of the total number of votes cast for each candidate.

(2) The Commission shall, on receipt of an endorsed writ

(a) publish in the *Gazette* a notice stating the name of the person elected and the total number of votes cast for each candidate; and

(*b)* inform the Clerk to Parliament soon after that, of the name of the candidate elected.

Declaration and publication of presidential election results

43. (1) In a presidential election, the candidate who receives more than fifty percent of the valid votes cast shall be declared elected as President.

(2) Where in a presidential election there are more than two candidates and none of the candidates obtains the percentage of votes specified in sub-regulation (1), the Commission shall conduct a second election within twenty-one days after the previous election.

(3) The candidates for a presidential election held under sub regulation (2) shall be the two candidates who obtained the two highest number of votes at the previous election.

(4) Where in a presidential election three or more candidates obtain the two highest number of votes the candidates shall, subject to any withdrawals, be the candidates in the subsequent election and the same process shall be continued until a President is elected.

(5) A presidential candidate under sub regulation (3) or (4) may, by writing and signed by the candidate withdraw the candidature at any time before the election.

(6) If after a second presidential election the two candidates obtained an equal number of votes, despite any withdrawal, the Commission shall conduct an election within twenty-one days after the previous election and the two candidates shall be the only candidates and the same process shall, subject to any withdrawal, be continued until a President is elected.

(7) An instrument which

(a) is executed under the hand of the Chairman of the Commission and under the seal of the Commission; and

(b) states that the person named in the Instrument was declared elected as the President of Ghana at the election, is prima facie evidence that the person named was elected.

Offences and Miscellaneous Provisions

Offences relating to elections

44. (1) The provisions in relation to election offences specified in the Representation of the People Act, 1992 (PNDCL 284) apply to these Regulations.

(2) An election officer who is required to perform a function under these Regulations but fails to perform, that function commits an offence

and is liable on summary conviction to a fine of not more than five hundred penalty units or to a term of imprisonment of not more than two years or to both and shall for a period of five years from the date of expiration of the term of imprisonment be disqualified from being engaged as an election official.

Disposal of deposit

45. (1) Subject to regulation 13, a deposit made by a candidate under these Regulations shall, as soon as practicable after the result of an election is declared, be returned to

(a) the candidate or the personal representative of the candidate, or

(b) forfeited to the State.

(2) Where a candidate is not shown as standing nominated in the notice of a poll specified under regulation 13 or if the poll is made inapplicable by reason of the death of the candidate, the Commission shall as soon as practicable after the publication of the notice or after the death of the candidate return the deposit to the person making it or to the personal representative of the candidate.

(3) Where a poll is taken and after the completion of the counting of the votes, including a recount, a candidate is found not to have polled

(a) in a parliamentary election, more than twelve and a half percent of the total valid votes cast within the constituency; or

(b) in a presidential election, more than twenty-five percent of the total valid votes cast in the election

the candidate shall forfeit a deposit made and it shall be paid into the Consolidated Fund.

Disposal of documents

46. (1) The returning officer shall on the completion of the counting of votes at an election seal up in separate packets the counted and rejected ballot papers in respect of each candidate and forward to the Commission the following documents:

(a) the sealed packets of counted and rejected ballot papers;

(b) an account on the ballot papers and the statement on rejected ballot papers;

(c) the packets of ballot papers counterfoils; and

(d) the packets containing marked copies of the register.

(2) The returning officer shall

(a) endorse on each packet a description of the contents, the date of the election to which they relate and the name of the constituency for which the election was held; and

(b) prepare a statement in respect of the specified documents which may be copied by a candidate or a counting agent.

(3) The Commission shall, subject to the provisions of these Regulations

(a) retain for a year, documents forwarded to the Commission; and

(b) destroy the documents after a year unless otherwise directed by a court.

(4) The Commission shall not destroy documents relating to an election in respect of which legal proceedings have been instituted until the end of the proceedings.

(5) A court trying an offence relating to an election or the High Court hearing an election petition may make an order for a document retained by the Commission to be inspected, copied or produced at a time and place and subject to the conditions that the Court considers necessary.

(6) The Court shall not make an order under subregulation (5) unless the court is satisfied that the inspection, copying or production of the document is required to institute, maintain, defend, or prosecute a matter in respect of an election petition and the election to which the document relates.

(7) A person shall not inspect or copy a document retained by the Commission except as provided under subregulation (5).

Absence of candidate or agent

47. (1) In these Regulations where an expression is used that requires, authorises, or implies that an act or thing is to be done in the presence of the candidates or the polling agents or counting agents of the candidate, those expressions shall be construed as a reference to the presence of the candidates or the polling agents or counting agents of the candidate authorised to attend and have attended at the time and place where the act or thing is being done.

(2) The non-attendance of the candidate or the polling agent or counting agent of the candidate at the time and place shall not invalidate the act or thing done.

Publication in the *Gazette*

48. A matter required to be published in the *Gazette* under these Regulations by the Commission may, in addition to the publication in the *Gazette,* be published

(a) on the radio;

(b) on television;
(c) on the website of the Commission;
(d) in the national newspapers; or
(e) in any other medium of mass communication.

Interpretation

49. (1) In these Regulations, unless the context otherwise requires,

"absent voters list" means the absent voters list specified under regulation 24;

"allotted station" means in relation to the voter the polling station of the electoral area in which the voter is registered or, in the case of an electoral area for which two or more stations have been established, the station to which the voter is assigned;

"biometric verification device" means a device provided at a polling station by the Commission for the purpose of establishing by fingerprint the identity of the voter;

"close of the poll" means the conclusion of the poll in all polling stations of the constituency including polling stations where the poll has been adjourned;

"constituency collation centre" means a location established by the Commission in a constituency where all the results from the polling stations are brought for the purpose of adding up and declaring election results in that constituency;

"Commission" means the Electoral Commission;

"election officer" means a member of the office of the Commission, or any other person engaged by the Commission to be present at a polling station in an official capacity;

"judicial officer" means a person presiding over a Magistrate Court, the Judicial Secretary or the Registrar of a Superior Court;

"special voter" means a person registered as a voter who is

(a) a security officer,
(b) an election officer; or
(c) a media personnel accredited by the National Media Commission;

"constituency collation sheet" means the sheet that contains the results of all polling stations within the constituency

"special voters list" means the special voters list specified under regulation 23;

"spoilt ballot paper" means a ballot paper inadvertently dealt with in a manner that it cannot be conveniently used as a ballot paper;

"superior officer" means in relation to

(a) a member of the Police Service a police officer or above the rank of superintendent;

(b) a member of the Armed Forces of Ghana, the adjutant of the battalion or an officer holding a comparable rank;

(c) an election officer, not being the returning officer of the constituency in which the election officer will be on duty;

(d) any other person, as the Commission may determine.

"transferred voters list" means the transferred voters list specified under regulation 22; and

"voter" means a person whose name appears on the certified voters register.

(2) Reference in these Regulations to a contested election or to an election being contested shall be construed as a reference to an election in which a poll is taken.

Revocation and savings

50. (1) The Public Elections Regulations, 2012 (C.I. 75) is hereby revoked.

(2) Despite the revocation under subregulation (1) the provisions relating to the nomination of candidates as contained in C.I. 75 shall continue to be valid until this Instrument comes into force.

ELECTORAL COMMISSION
GHANA

FORM OF WRIT

PUBLIC ELECTIONS REGULATIONS, 2016, (C.1....)

REGULATION 4 (2)

PART I

WRIT OF ELECTION

TO THE RETURNING OFFICER FOR THE ……..……..

……..……CONSTITUENCY

WHEREAS elections are to be held for the election of members of Parliament /

WHEREAS there exist a vacancy in the membership of Parliament for

the……..…… Constituency

NOW THEREFORE I do hereby command you that you do cause the election of a member of the said Parliament to be held according to law for the said constituency and that you do certify on this writ the name of the person elected AND

I DO HEREBY DIRECT that the nomination of candidates shall take place from the…… day of……..……

to the…….. day of …….. at …….. ……..…..

and that the poll shall be taken, if necessary, on the……day of…… ……

……

Chairman, Electoral Commission

{P.T.O.}

PART II
CERTIFICATE TO BE ENDORSED ON WRIT

I HEREBY CERTIFY that the member elected for the.....
Constituency in pursuance of this writ is .....
And the number of votes cast in respect of each of the candidates at the election is as follows:

	Candidates	**Votes Obtained**
1.	.....	.....
2.	.....	.....
3.	.....	.....
4.	.....	.....
5.	.....	.....
6.	.....	.....
7.	.....	.....
8.	.....	.....
9.	.....	.....
10.	.....	.....

Date..... .....
Returning Officer

OR

I HEREBY CERTIFY that at the expiration of the time allowed for the delivery of nomination papers no candidate stood duly nominated in the .....
Constituency.

Date..... .....
Returning Officer

OR

I HEREBY CERTIFY that, by reasons of the fact that an equality of votes was found to exist between the following candidates.....
.....
and by reason of the fact that the addition of a vote would have entitled any one of those candidates to be elected no member has been elected for the .....
Constituency.

Date..... .....
Returning Officer

E.L.1A

FORM ONE

ELECTORAL COMMISSION
GHANA

PARLIAMENTARY ELECTIONS-RESULT COLLATION FORM

REGULATION 3 (1) (m)

NAME OF CONSTITUENCY..... DISTRICT.....

S/N	POLLING STATION CODE	CANDIDATES' NAMES OR PARTY INITIALS								REJECTED VOTES	TOTAL VOTES

ELECTORAL COMMISSION
GHANA

FORM OF WRIT
PRESIDENTIAL ELECTIONS LAW, 1992
AND

PART 1

WRIT OF ELECTION

TO THE RETURNING OFFICER FOR THE.....

.....CONSTITUENCY

WHEREAS elections are to be held for the office of President of Ghana.

NOW THEREFORE I do hereby command you that you do cause the election of President of Ghana to be held according to law in the said constituency and that you do certify on this writ the number of votes cast in favour of teach candidate.

GIVEN under my hand this ..... day of .....

.....
Chairman, Electoral Commission
{P. T. O.}

PART II

CERTIFICATE TO BE ENDORSED ON WRIT

I HEREBY CERTIFY that the number of votes cast in respect of each of the candidates at the election is as follows:

Candidates	Votes Obtained
1.	.....
2.	.....
3.	.....
4.	.....
5.	.....
6.	.....
7.	.....
8.	.....
9.	.....
10.	.....
11.	.....
12.	.....

Date: .....

.....

Returning Officer

FORM ONE

ELECTORAL COMMISSION
GHANA

PRESIDENTIAL ELECTIONS-RESULT COLLATION FORM

REGULATION 3 (1) (m)

NAME OF CONSTITUENCY..... DISTRICT.....

S/N	POLLING STATION CODE	CANDIDATES' NAMES OR PARTY INITIALS								REJECTED VOTES	TOTAL VOTES

FORM TWO

ELECTORAL COMMISSION
GHANA

NOTICE OF ELECTION

REPRESENTATION OF THE PEOPLE LAW, 1992
AND PUBLIC ELECTIONS REGULATIONS 2016, C.I.....
REGULATION 5 (2)

The Chairman of the Electoral Commission,

1. Having issued a writ for the election of a President, I will from the ..... day of.....to the.....day of..... between the hours of 09:00 GMT to 12:00 GMT and 14:00 hrs to 17:00 hrs in each day at:.....proceed to the nomination of candidates, and thereafter to the election of a member for the said constituency.

2. Each candidate must be nominated on a separate nomination form. Forms of nomination may be obtained free of charge during office hours at the office of the Returning Officer at .....
3. Every nomination must be proposed and seconded by two registered voters and supported by eighteen (18) registered voters from the constituency and the consent of the candidate must be endorsed thereon.
4. Completed nomination papers must be delivered to me with the required deposit of ..... Ghana Cedis (Bankers draft) between the above – mentioned hours from the ..... day of ..... to the ..... day of ..... at the office of the Returning Officer as stated above.
5. Four recent Post-Card size photographs (bust only) in colour with red background showing the full face and ears of the candidate must be submitted with the nomination forms to me.
6. The poll will be taken at all polling station in the..... Constituency between
   the hours of seven o'clock in the morning and five o'clock in the evening on .....the.....day of .....
7. All question relating to the elections should be addressed to the Returning Officer at .....

DATE..... .....

RETURNING OFFICER.

E.L.2A

FORM TWO

ELECTORAL COMMISSION
GHANA

NOTICE OF ELECTION

REGULATIONS 5 (2)

PUBLIC ELECTIONS (PRESIDENT)

THE CHAIRMAN OF THE ELECTORAL COMMISSION

1. Having issued a writ for the election of a President, I will from the ..... day of.....to the.....day of..... between the hours of 09:00 GMT to 12:00 GMT and 14:00 hrs to 17:00 hrs in each day at:.....proceed to the nomination of candidates, and thereafter to the election of a member for the said constituency.

2. Each candidate must be nominated on a separate nomination form. Forms of nomination may be obtained free of charge during office hours at the office of the Returning Officer at .....

3. Every nomination must be supported by two (2) registered voters in each of the administrative Districts and the consent of the candidate must be endorsed thereon.

4. Completed nomination papers must be delivered to me with the required deposit of ..... (**Bankers draft**) between the above-mentioned hours from the.....day of..... to the.....day of ..... at the office of the Returning Officer as stated above.

5. Two clear and recent Post-Card size photographs (bust only) in colour with red background must be submitted with the nomination forms to me.

6. The poll will be taken at all polling stations in the..... Constituency between the hours of seven o'clock in the morning and five o'clock in the evening on.....the.....day of.....

7. All questions relating to the election should be addressed to the Returning Officer at .....

DATE:.....

.....
RETURNING OFFICER

E.L.2B

FORM THREE

ELECTORAL COMMISSION
GHANA

FORM OF APPLICATION FOR THE TRANSFER OF VOTE

Regulation 22 (3)

PART 1

(To be filled in Duplicate)

To The Returning Officer
Electoral Commission
Constituency: .....
Region: .....

1,.....hereby apply for the transfer of my vote.
(Full Name of Applicant)

I am registered as a voter at Polling Station Code ..... in the.....Region.

My voter ID Number is.....

I am now resident at .....
(Residential Address including Locality)

Of ..... Constituency since..... day of..... 20.....

.....
(Signature/Thumbprint of Applicant)

PART II

To The Returning Officer
Electoral Commission

Constituency: .....
Region: .....

(To be detached and given to Applicant)

Application is: Accepted { } Rejected { }

Polling Station Assigned.....

Centre Code.....

Constituency.....

Name of Returning Officer.....

Signature..... Date .....

E.L.6

FORM FOUR

ELECTORAL COMMISSION
GHANA

SPECIAL VOTERS' LIST

Regulation 23 (2)

Notice hereby given that the names of the following persons have been entered on the Special Voters' List.

NAME OF REGION: .....

NAME OF CONSTITUENCY: .....

NAME OF POLLING STATION: .....

Name of Voter	Voter ID No.	Occupation of Voter	Polling Station in which Voter is Registered

.....

Signature of Returning Officer

E.L. 8

FORM FIVE

ELECTORAL COMMISSION
GHANA

ABSENT VOTERS' LIST

Regulation 24 (1) (b)

REGION: .....

CONSTITUENCY: .....

POLLING STATION: .....

Name of Absent Voter	Voter ID No.	Date on which Application for Names to be entered on the Transferred Voters' List / Special Voters' List was received.	Remarks

.....

Signature of Returning Officer

E.L. 9

FORM SIX

ELECTORAL COMMISSION
GHANA

FORM OF VOTING BY PROXY

Regulation 25 (2) of C.I...

PART 1

(To be filled in Triplicate)

To The Returning Officer

Electoral Commission

.....

Region: .....

1,..... hereby apply
(Full Name of Applicant)
to vote by proxy. My Proxy is .....
(Full Name of Applicant)
of.....
(Residential Address of Proxy)

Who, to the best of my knowledge and information, is qualified to be registered as a voter under the electoral law in force in Ghana. I am a citizen of Ghana and I am registered as a voter at.....

Polling Station..... in ..... Constituency.

My Polling Station Code is.....

My Voter I.D. Number is.....

.....

Signature/Thumbprint

FORM SEVEN

ELECTORAL COMMISSION
GHANA

MANUAL VERIFICATION FORM

Regulation 32 (5) (b)

This form must be completed by the Presiding Officer, signed or thumb printed by the Voter and endorsed by the Presiding Officer and Agent in the event the Biometric Verification Device (BVD) fail to verify the fingerprints of a voter

1. Date ☐☐ / ☐☐ / ☐☐☐☐ (dd / mm / yy)
2. Constituency Name..... Region: .....
3. Polling Station Name..... Polling Station Code .....
4. Name of Voter .....
5. Voter Identification Number ..... ☐☐☐☐☐☐☐☐☐☐
6. Signature of the Voter .....
   Or
   Thumbprint of the Voter (Right Thumbprint Only) ☐ RTP

VOTER VERIFICATION PROCESS
Mark the appropriate in the steps below

1.	Name and picture tally with Voters Register	Yes ☐	No ☐
2.	Voter's barcode in the register was successfully scanned	Yes ☐	No ☐
3.	None of the Voter's fingerprints was successfully scanned	Yes ☐	No ☐

DECLARATION BY PRESIDING OFFICER

Having gone through the verification steps; I solemnly swear or affirm that I know that Mr./Mrs./Miss..... is qualified to vote and has been manually verified

NAME OF THE PRESIDING OFFICER.....

SIGNATURE OF PRESIDING OFFICER: ..... DATE: .....

NAME AND SIGNATURE OF PARTY AGENTS (To be written and signed at the back of the form)

FORM EIGHT

ELECTORAL COMMISSION
GHANA

Statement of Poll for the Office Member of Parliament

SRN. 000000000000

POLLING STATION NAME---------- POLLING STATION CODE _____

A. BALLOT INFORMATION (To be filled in at START of poll)

1. What is the total number of Ballots issued to this polling station? A1
2. What is the range of serial numbers of the ballot papers issued to the polling station? A2

RANGE OF 100 BOOKLETS	RANGE OF 50 BOOKLETS	RANGE OF 25 BOOKLETS	RANGE OF 10 BOOKLETS

B. INFORMATION ABOUT THE REGISTER AND OTHER LISTS AT THE POLLING STATION

1. What is the number of voters on the polling station register? B1
2. What is the number of voters on the Proxy Voters List? B2
3. What is the number of voters on the Absentee Voters List? B3
4. What is the number of voters on the Transfer Voters List? B4
5. What is the serial number of the BVD..... What is the serial number of the 2nd BVD **Validating Stamp No.**

C. BALLOT ACCOUNTING (To be filled in at the END of the poll before counting commences)

1. What is the number of ballots issued to voters on the polling station register? C1
2. What is the number of ballots issued to voters on the Proxy Voters List? C2
3. What is the Total number of SPOILT ballots? C3
4. What is the Total number of UNUSED ballots? C4
5. Sum up (**C1 + C2 + C3 + C4**) (This number should equal **A.** 1 above) C5
6. What is the total number of people verified to vote (press F2 on the BVD) **No. of Persons Manually Verified**

D. REJECTED BALLOT REPORT (To be filled at the **END** of poll after the counting is completed) D

1. What is the TOTAL number of Rejected Ballots?

EL. 21A

PARLIAMENTARY ELECTION - POLLING STATION RESULTS FORM

POLLING STATION NAME _____ **POLLING STATION CODE** _____

S/N	NAME OF CANDIDATE (In the order in which they appear on the Ballot Paper)	PARTY INITIALS	VOTES OBTAINED (IN FIGURES)	VOTES OBTAINED (IN WORDS)
1.				
2.				
A	**Total Valid Votes**			
B	**Total Rejected Votes (from D above)**			
C	**Total Votes in Ballot Box (A+B)**			

DECLARATION

We, the undersigned, do hereby declare that the results shown above are a true and accurate account of the ballots in this polling station.

Name of Presiding Officer _____ Signature _____ Date _____ Time _____

S/N	NAME OF POLLING AGENT	NAME OF PARTY OR CANDIDATE	SIGNATURE	REASON, IF REFUSED TO SIGN
1.				
2.				

EL 22A

FORM EIGHT

ELECTORAL COMMISSION
GHANA

Statement of Poll for the Office of President

SRN. 000000000000

POLLING STATION NAME---------- POLLING STATION CODE _____

A. BALLOT INFORMATION (To be filled in at START of poll)

1. What is the total number of Ballots issued to this polling station? A1
2. What is the range of serial numbers of the ballot papers issued to the polling station? A2

RANGE OF 100 BOOKLETS	RANGE OF 50 BOOKLETS	RANGE OF 25 BOOKLETS	RANGE OF 10 BOOKLETS

B. INFORMATION ABOUT THE REGISTER AND OTHER LISTS AT THE POLLING STATION

1. What is the number of voters on the polling station register? B1
2. What is the number of voters on the Proxy Voters List? B2
3. What is the number of voters on the Absentee Voters List? B3
4. What is the number of voters on the Transfer Voters List? B4
5. What is the serial number of the BVD..... What is the serial number of the 2nd BVD Validating Stamp No.

C. BALLOT ACCOUNTING (To be filled in at the END of the poll before counting commences)

1. What is the number of ballots issued to voters on the polling station register? C1
2. What is the number of ballots issued to voters on the Proxy Voters List? C2
3. What is the Total number of SPOILT ballots? C3
4. What is the Total number of UNUSED ballots? C4
5. Sum up (C1 + C2 + C3 + C4) (This number should equal **A. 1** above.) C5
6. What is the total number of people verified to vote (press F2 on the BVD) **No. of Persons Manually Verified**

D. REJECTED BALLOT REPORT (To be filled at the **END** of poll after the counting is completed) D

1. What is the TOTAL number of Rejected Ballots?

EL. 21B

PRESIDENTIAL ELECTION - POLLING STATION RESULTS FORM

POLLING STATION NAME _____ POLLING STATION CODE _____

S/N	NAME OF CANDIDATE (In the order in which they appear on the Ballot Paper)	PARTY INITIALS	VOTES OBTAINED (IN FIGURES)	VOTES OBTAINED (IN WORDS)
1.				
2.				
A	**Total Valid Votes**			
B	**Total Rejected Votes (from D above)**			
C	**Total Votes in Ballot Box (A+B)**			

DECLARATION

We, the undersigned, do hereby declare that the results shown above are a true and accurate account of the ballots in this polling station.

Name of Presiding Officer _____ Signature _____ Date _____ Time _____

S/N	NAME OF POLLING AGENT	NAME OF PARTY OR CANDIDATE	SIGNATURE	REASON, IF REFUSED TO SIGN
1.				
2.				

EL 22B

FORM NINE

ELECTORAL COMMISSION
GHANA

Adjournment of Poll (Ballot Accounting Form)

Office of the President

SRN. 000000000000

Regulation 36 (3) (a)

POLLING STATION NAME---------- POLLING STATION CODE _____

A. BALLOT INFORMATION (To be filled in at START of poll)

1. What is the total number of Ballots issued to this polling station? A1 [ ]
2. What is the range of serial numbers of the ballot papers issued to the polling station? A2 [ ]

RANGE OF 100 BOOKLETS	RANGE OF 50 BOOKLETS	RANGE OF 25 BOOKLETS	RANGE OF 10 BOOKLETS

B. INFORMATION ABOUT THE REGISTER AND OTHER LISTS AT THE POLLING STATION

1. What is the number of voters on the polling station register? B1 [ ]
2. What is the number of voters on the Proxy Voters List? B2 [ ]
3. What is the serial number of the BVD.... [ ] B4. What is the serial number of the replaced BVD, if any? [ ] Validating Stamp No. [ ]

C. BALLOT ACCOUNTING (To be filled in after the adjournment of poll

1. What is the number of ballots issued to voters on the polling station register? C1 [ ]
2. What is the number of ballots issued to voters on the Proxy Voters List? C2 [ ]
3. What is the Total number of SPOILT ballots? C3 [ ]
4. What is the Total number of UNUSED ballots? C4 [ ]
5. Sum up (C1 +C2 +C3 + C4) (This number should equal (A 1 above.) C5 [ ]
6. What is the total number of people verified to vote (press F2 on the BVD) [ ] No. of Persons Manually Verified [ ] C6 [ ]

DECLARATION

We, the undersigned, do hereby declare that the Ballot information shown above are true and accurate account of the ballots at the Adjournment of Poll.

Name of Presiding Officer _____ Signature _____ Date _____ Time _____

S/N	*NAME OF POLLING AGENT*	*NAME OF PARTY OR CANDIDATE*	*SIGNATURE*	*REASON, IF REFUSED TO SIGN*
1.				
2.				
3.				

EL 22B

FORM NINE

ELECTORAL COMMISSION
GHANA

Adjournment of Poll (Ballot Accounting Form)

Office of the President

Regulation 36 (3) (a)

SRN. 000000000000

POLLING STATION NAME---------- POLLING STATION CODE _____

A. BALLOT INFORMATION (To be filled in at START of poll)

1. What is the total number of Ballots issued to this polling station? A1
2. What is the range of serial numbers of the ballot papers issued to the polling station? A2

RANGE OF 100 BOOKLETS	RANGE OF 50 BOOKLETS	RANGE OF 25 BOOKLETS	RANGE OF 10 BOOKLETS

B. INFORMATION ABOUT THE REGISTER AND OTHER LISTS AT THE POLLING STATION

1. What is the number of voters on the polling station register? B1
2. What is the number of voters on the Proxy Voters List? B2
3. What is the serial number of the BVD.... B4. What is the serial number of the replaced BVD, if any? Validating Stamp No.

C. BALLOT ACCOUNTING (To be filled in after the adjournment of poll

1. What is the number of ballots issued to voters on the polling station register? C1
2. What is the number of ballots issued to voters on the Proxy Voters List? C2
3. What is the Total number of SPOILT ballots? C3
4. What is the Total number of UNUSED ballots? C4
5. Sum up (C1 +C2 +C3 + C4) (This number should equal (A 1 above.) C5
6. What is the total number of people verified to vote (press F2 on the BVD) No. of Persons Manually Verified C6

DECLARATION

We, the undersigned, do hereby declare that the Ballot information shown above are true and accurate account of the ballots at the Adjournment of Poll.

Name of Presiding Officer _____ Signature _____ Date _____ Time _____

S/N	NAME OF POLLING AGENT	NAME OF PARTY OR CANDIDATE	SIGNATURE	REASON, IF REFUSED TO SIGN
1.				
2.				
3.				

EL 22B

MRS. CHARLOTTE OSEI
Chairman of the Electoral Commission

Date of *Gazette* notification:

Entry into force:

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Website: www.ghanapublishingcompany.com E-mail: info@ghanapublishingcompany.com