

**THE CONSTITUTION OF STATE UNIVERSITY OF ZANZIBAR
STUDENTS' ORGANIZATION**

THE ELECTIONS REGULATIONS

**PART I
PRELIMINARY PROVISIONS**

1. Short title and commencement.
2. Interpretation.

**PART II
APPOINTMENT OF ELECTORAL STAFF**

3. Appointment of Returning Officers.
4. Staff of University to participate in election.

**PART III
NOMINATION OF CANDIDATES**

5. Nomination period.
6. Types of elections.
7. Application for election.
8. Nomination for Presidential or Vice Presidential election.
9. Objection against nomination.
10. Nomination for members of the Student Representatives Council elections.
11. Objection against nomination.
12. Decision of the objection.
13. Appeal against decision of Returning Officer.
14. Summons to student or officer of the University.

PART IV
WITHDRAWAL, DEATH OR ABSENCE OF CANDIDATES

- 15. Withdrawal of candidature.
- 16. Postponement of election.

PART V
ELECTION CAMPAIGNS

- 17. Election campaign.
- 18. Campaign between the candidates not be collide.

PART VI
ELECTION DAY

- 19. Election day.
- 20. Display of nomination forms for Presidential candidates.
- 21. Election agent.
- 22. Appointment of another polling day.
- 23. Equipment and materials of election.
- 24. Form of ballot papers.
- 25. Voting procedures.
- 26. Student admitted into a polling station.
- 27. Voting in secrecy.
- 28. Recording of ballot paper account.

PART VII
COUNTING AND ADDITION OF VOTES AND DECLARATION
OF RESULTS

- 29. Counting of votes.

30. Admission to counting of votes.
31. Election Results
32. Addition of votes
33. Declaration of election results.

**PART IX
ELECTION COMPLAINS**

34. Election complains.
35. Complain Committee.

**PART X
MISCELLANEOUS PROVISIONS**

36. Pronouncing of election results.
37. Absence of agent shall not invalidate election.
38. Candidate who refused to sign election result form.
39. Election observer.
40. Powers of the Committee to take action.
41. Disciplinary action.
42. Preservation of ballot paper.

SCHEDULE

FORMS

**THE CONSTITUTION OF STATE UNIVERSITY OF ZANZIBAR
STUDENT’S ORGANIZATION**

THE ELECTIONS REGULATIONS

These Regulations made by the Students Representatives Council of the State University of Zanzibar Student’s Organization.

**PART I
PRELIMINARY PROVISIONS**

Short title and commencement.

1. These Regulations shall be cited as the Elections Regulations for the State University of Zanzibar Student’s Organization and shall come into operation on such day after being signed by the Student Representatives Council.

Interpretation.

2. In these Regulations, unless the context otherwise requires-

“ballot box” means a ballot box to be used for elections of leaders of the Organization;

“ballot paper” means a ballot paper prepared in a manner capable to be used by voters in an election;

“candidate” means a student who submits himself for election of the specified post in the leadership of the Organization;

"Complain Committee" means a complain committee established under regulation 35(1) of these Regulations;

“Committee” means the Students Electoral Committee established under article 64 of the Constitution;

“Chairman” means the Chairman of the Students Electoral Committee as appointed under article 64(1)(a) of the Constitution;

“Constitution” means the Constitution of the Organization;

“election agent” means a student appointed by a candidate as an election agent and includes counting and polling agent when the election process is at that stage and deemed as such;

“election day” means a day appointed for election of leaders of the

Organization and includes by-election;

“observer” means a student or staff of the University recognized by the Committee to be observer for election;

“voter” means any student who is registered as a student in accordance with the provision of that Act;

“voter’s card” means a student identity card.

PART II APPOINTMENT OF ELECTORAL STAFF

Appointment of
Returning
Officers

3.-(1) There shall be a Returning Officer for each polling station to be appointed by the Committee who shall be responsible for conducting election in that station.

(2) The Committee may, at any time before or during election, issue directives relating to elections to the Returning Officers.

(3) Subject to sub regulation (1) of this regulation, every Returning Officer shall be a presiding officers at a polling station.

Staff of
University to
participate in
election

4.-(1) The Committee may, when the situation so requires, in consultation with the Dean of Student, appoint any staff of the University to participate in the election.

(2) Staff of the University appointed under sub regulation (1) of this regulation, shall work under the direct supervision and upon such terms, conditions and directives of the Committee.

(3) The Committee may revoke the appointment of staff of the University when it discovers that, such a staff contravenes or perform his duties contrary to the rules of these Regulations.

PART III NOMINATION OF CANDIDATES

Nomination
period

4. The Committee shall announce the election period by publish in the University notice board specifying the date for issuing and submitting of application forms.

Types of
elections

5. Subject to the provision of the Constitution, there shall be two categories of elections as follow:-

(a) elections for Presidential and Vice Presidential post; and

(b) election for members of the Student Representatives Council.

Application for election

6.-(1) In case of Presidential and Vice President election any student who intends to participate in the Presidential or Vice presidential election shall submit his application by filling **nomination form No. A/P/VP/01** as prescribed in the schedule to these Regulations, to the Committee.

(2) A student applying for Presidential or Vice Presidential election shall, on submitting the nomination forms to the Committee attach two recent colour postcard size photographs and pay a particular sum of money to the Committee as shall be determined by the Student Representative Council.

Nomination for Presidential or Vice presidential election

7.-(1) The Committee shall, upon being satisfied that a student qualifies to be nominated in presidential or Vice Presidential election, certify as such in writing and notify the student.

(2) The Committee shall display copies of the nomination forms of candidates who have been nominated to contest in presidential or Vice presidential election on the notice board of the University for 24 hours after nomination.

Objection against nomination

8.-(1) Any candidate nominated to contest in presidential or Vice presidential election may lodge an objection against another candidate in **form No. ON/P/VP/02** as prescribed in schedule to these regulations, to the Committee at any time within 24 hours after the nomination of candidates.

(2) The Committee shall, before determining on the validity of any objection-

(a) notify in writing the candidate against whom the objection is made together with objection form and other information which indicate date, place and time when the objection shall be heard.

(b) avail such candidate an opportunity to be heard.

(3) Where the Committee decides on any objection, it shall inform in writing the parties concerned of its decision, grounds for the decision and the decision of the Committee shall be final and conclusive.

(4) Where the Committee has accepted the objection against a candidate, it shall remove the name of such candidate from the list of

nominated candidates.

Nomination for
members of the
Student
Representatives
Council

9.-(1) In case of elections for members of Student Representatives Council, any student who intends to contest in that election, shall be required to submit his application by filling **nomination form No. AP/SRC/03** as prescribed in the schedule to these Regulation, to the Returning Officer of a respective election station.

(2) A student who intends to contest for members of the Student Representatives Council election shall, upon submitting his nomination forms to the Returning Officer under sub regulation (1) of this Regulation, attach recent four coloured post card size photographs and pay a sum of money as shall be determined by the Student Representatives Council.

(3) The Returning Officer shall upon being satisfied that the candidate qualifies to be nominated, certify as such in writing and notify the candidate.

(4) The Returning Officer shall display copies of nomination forms of every candidate who has been nominated on the notice board of the University offices for twenty four hours after nomination.

Objection
against
nomination

10.-(1) Any candidate for Student Representatives Council may lodge object against the nomination of other candidate of a respective station.

(2) The objection shall be lodged to the Returning Officer by stating reasons for the objection and any other information relating to that objection.

(3) The Returning Officer shall, immediately after receiving the objection and before deciding the validity of any objection shall-

(a) notify in writing a candidate against whom the objection is made, together with objection and other information which indicate date, place and time when the objection shall be heard; and

(b) avail such candidate an opportunity to be heard.

Decision of the
Returning
Officer

11.-(1) Subject to the provisions of regulation 10, the Returning Officer shall determine the objection subject to the relevant facts, information obtained based on the election principles and practices.

(2) Where the Returning Officer has determined objection shall inform in writing the parties concerned on the decision and grounds for

such decision.

(3) Where the Returning Officer has accepted the objection against a candidate, shall remove the name of such candidate from the list of nominated candidates.

Appeal against
decision of
Returning
Officer

12.-(1) Any candidate who becomes aggrieved by the decision of the Returning Officer made under regulation 10, may appeal to the Committee within twenty four hours from the time of such decision.

(2) The appeal to the Committee shall be made by filling appeal **Form No. A/N/SRC/04** as prescribed in the schedule to these Regulations.

Summons to
student or
officer of the
University

13.-(1) The Committee may, before determination of any appeal, summons any student or require information or clarification in whatever way from any student or officer of the University.

(2) Failure to appear of any student summoned under sub-regulation (1) of this regulation shall not affect or invalidate the proceedings or decision of that appeal.

(3) The Committee may in determining any appeal, reject or accept the appeal as the case may be.

(4) Where the Committee has determined an appeal shall reinstate or remove the name of the candidate concerned from the list of nominated candidate and inform the parties in writing of its decision and grounds for such decision.

(5) The decision of appeal made by the Committee shall be final and conclusive.

PART IV

WITHDRAWAL, DEATH OR ABSENCE OF CANDIDATES

Withdrawal of
candidature

14. A candidate may withdrawal from contestant by notice in writing signed and delivered by him to the Committee within six hours after nomination.

Postponement
of election

15.-(1) Where, after nomination day and before the election day, a candidate become unable to stand for election for any reason whatsoever, the Committee shall upon satisfied of that fact, postpone an election.

(2) Where the election is postponed, under sub regulations (1) of this

regulation, the Committee shall, not later than seven days after such postponement appoint another day for the nomination of a candidate.

PART V ELECTION CAMPAIGNS

Election
campaign

16.-(1) There shall be a campaign period for each election for such time as shall be determined by the Committee.

(2) The Committee shall be responsible to arrange, coordinate and supervise the election campaign in order to ensure that, all election campaign are conducted fairly and peacefully.

Campaign
between the
candidates not
collide

17.-(1) The Committee and candidates shall prepare an election campaign in such a manner that, one candidate shall not collide with other during the campaign session.

(2) Election campaign shall be conducted in such areas of the University as shall be determined by the Committee.

PART VI ELECTION DAY

Election day

18. There shall be an election day for Presidential and Vice Presidential election and members of the Student Representatives Council election in a manner as shall be declared by the Committee.

Display of
nomination
forms for
Presidential
candidates

19.-(1) The Committee shall issue a notice of Presidential or Vice Presidential election and election for the members of the Student Representatives Council three days before election day.

(2) The notice of election under sub regulation (1) of this regulation, shall be displayed in a conspicuous place at the University and shall contains-

(a) date and times for commencement and close of poll;

(b) addresses of each polling station; and

(c) full names and photographs of candidates.

Election Agent

20.-(1) Each candidate involved in an election shall, not later than three days before election day, inform in writing the Returning Officer the names of his agents.

(2) The election agent shall be allowed to present in polling station

to observe all election proceedings on behalf of the candidate and shall have power to report to the Returning Officer any election irregularity when so arises.

Appointment of another polling day

21.-(1) Where before election day for any election, an event which prevents that election to take place, the Committee shall revoke the originally appointed day and appoint another election day.

(2) Where on the election day an election fails to be conducted in such election station, the Returning Officer shall immediately inform the Committee which shall appoint another election day in respect of that particular election station.

Form of ballot papers

22.-(1) The Committee shall prepare ballot papers which shall be used in election.

(2) Every ballot paper shall-

(a) contain the full names, photographs, addresses and other particulars of the candidates as shown in their respective nomination papers;

(b) be capable of being folded up;

(c) have a serial number printed thereon; and

(d) have seal of the Organization.

Equipment and materials of election

23. All the election equipment and materials shall be supplied by the Committee to the Returning Officer, and the Committee shall issue directions relating to utilization, distribution and safe custody of such election equipment and materials.

Voting procedures

24.-(1) Every student of the University shall be allowed to vote once at a polling station assigned to him in a particular polling station.

(2) A student who appears at a polling station, shall not be allowed to vote unless he submit his student identity card to the Returning Officer.

(3) For the purpose of election under these Regulations, the student identity card shall be considered as voter's card.

Student admitted into a polling station

25.-(1) Subject to regulation 24 of these Regulations, a student other than the following shall not be admitted into a polling station during election-

- (a) Returning Officer;
- (b) Agent of candidate;
- (c) voter;
- (d) observer duly authorized in writing by the Committee;
- (e) candidate;
- (f) member of the Committee; and
- (g) any staff of the University as may be allowed by the Committee.

(2) Without prejudice sub regulation (1) of this regulation, the security officer of the University may be allowed into polling station if the situation so required for the purpose of keeping security.

(3) Any student other than specified under sub regulation (1) of this regulation, who present himself at a polling station, may be refused to vote.

Voting in
secrecy

26. A voter shall vote in secrecy and recoding his vote, and shall not be allowed to place any mark or writing by which he may be identified who has voted.

Recording of
ballot paper
account

27. The Returning Officer shall before and after completion of voting, record the ballot paper account and record the same indicates the followings-

- (a) ballot papers issued to him by the Returning Officer;
- (b) used ballot papers;
- (c) spoilt ballot papers; and
- (d) the remaining ballot papers.

PART VII COUNTING AND ADDITION OF VOTES AND DECLARATION OF RESULTS

Counting of
votes

28.-(1) The Returning Officer shall, soon after the close of the poll and in the presence of election agent, count all votes at the polling station.

(2) After the process of polling is completed the election agent shall deemed to be accounting agent for the respective candidate.

Admission to counting of votes

29. A student other than the following shall not allowed to be present at the counting of votes-

- (a) Returning Officer;
- (b) Counting Agent;
- (c) candidate or his agent;
- (d) member of the Committee;
- (e) Observer authorized by the Committee; and
- (f) any other staff of the University.

Election results

30.-(1) The Returning Officer at the polling station shall, after counting all votes, record election results for the polling station in respect of Presidential election, Vice Presidential election and members of the Student Representatives Council election and sign an election result form.

(2) The election results forms for each election shall be signed by the Returning Officer and accounting agents or candidate if any, and every agent or candidate shall be given a copy of the results.

(3) The Returning Officer shall, after recording the election results in an election result form, submit the same to the Committee.

Addition of votes

31.-(1) The Committee shall, after receiving election results from all polling stations notify the candidates on the time and venue for addition of votes.

(2) The Committee shall conduct the addition of votes from all polling stations in the presence of candidates or accounting agent if any.

Records of results to be signed by Chairperson

32.-(1) The Committee shall, after the addition of all votes, records the results in the specified form to be signed by the Chairperson of the Committee and all agents of the candidates.

(2) A copy of the result form shall be issued to the candidates of agents and other shall be displayed at the notice board of the University.

Declaration of election results

33.-(1) The Committee shall, subject to the provisions of regulation 32 of these Regulations, after addition of all election results declare a candidate who has obtained the majority of valid votes casted to him as a

winner.

(2) The Committee shall, immediately after making the declaration of election results, issue a certificate in **form No. CS/E/W/05** as prescribed in the Schedule to these Regulations indicating-

- (a) full name of the elected candidate;
- (b) date of election;
- (c) the title acquired by the elected candidate; and
- (d) the signature of the Chairman.

(3) In any election, after adding the result of votes, when it appears equality of votes between the candidates, election shall be repeated until the winner is obtained.

PART VIII ELECTION COMPLAINS

Election
complains

34.-(1) Any student or candidate who become aggrieved with the results of election, may submit his complains by filling results complain **form No. R/C/F/06** to the Committee within the period of seven days from the day of announcement of the results.

(2) All election complains shall be in writing and identify the procedures of which they are violated during the election.

Complains
Committee

35.-(1) The Committee shall select a Complain Committee to deal with election complains, and such a Committee shall be composed of one person who is a lawyer from any of the recognized Institution who shall be a chairperson and not exceeding three other members with experience in election disputes.

(2) The Complain Committee shall hear election complains and make decision within a period of not more than fourteen days from the day of submitting that complains.

(3) The Complain Committee in determining election complain shall consider the provisions of the Constitution, Regulations and any other relevant facts.

(4) The decision of the Complain Committee shall be final and conclusive.

**PART IX
MISCELLANEOUS PROVISIONS**

Pronouncing of
election results

36. The election results shall be pronounced starting from the one who obtained the few votes and to end up with the winner.

Absence of
agent shall not
invalidate
election

37. The absence of polling agent or counting agent, or a candidate at the appointed time and place of voting shall not stop, delay or invalidate the election process.

Candidate who
refused to sign
election result
form

38.-(1) Where a candidate, polling agent or a counting agent refuses to sign any prescribed election result form during polling or counting of votes, he shall state in writing reasons for such refusal.

(2) Where a candidates, polling agent or a counting agent does not comply with sub regulation (1) of this regulation, he shall be stopped from raising any complaint regarding the voting and counting procedure in that particular station.

Election
Observer

39.-(1) Any student other than candidate or election agent may apply to the Committee to be election observer.

(2) A student who is allowed to be election observer shall be given special election identity card and shall be allowed to participate in voting process at a polling station and all other election processes.

Powers of the
Committee to
take action

40.-(1) In the polling station, when it happen any student or staff of the University, attempt to do anything contrary to the provisions of these Regulations, the Committee shall have power to take action against that student of staff as the case may be, including order him to get out of the polling station.

(2) Any student ordered to get out of polling station under sub regulation (1) of this regulation, shall have no right to vote, and if he is a candidate, his candidature may be canceled and his name shall be deleted from the list of candidates.

Disciplinary
action

41. The Organization may take any disciplinary action against any student who contravened the provisions of these Regulations.

Preservation of
ballot paper

42. All ballot papers used in election shall be preserved for the period of thirty days after election, and after that period they may be destroyed.

SCHEDULE

FORMS



STATE UNIVERSITY OF ZANZIBAR

STUDENT ORGANIZATION

STUDENT ELECTORAL COMMITTEE

**NOMINATION FORM (FORM No. A/P/VP/01)
[Made under rg. 6(1)]**

A. PARTICULARS OF THE STUDENT

NAME OF THE STUDENT

STUDENT REGISTRATION NUMBER

STUDENT ID CARD NUMBER

DATE OF BIRTH *day/month/year*/...../.....

PLACE OF BIRTH

MOBILE NO.

EMAIL ADDRESS

SEX: FEMALE MALE

B. ACADEMIC PARTICULARS

NAME OF THE APPLICANT.....

GPA of the last academic year (if any)

GPA of the current academic year

C. COLLEGE/SCHOOL/INSTITUTE ADDRESS

NAME OF THE COLLEGE/SCHOOL/INSTITUTE

POSTAL ADDRESS

EMAIL ADDRESS

E. REASONS FOR APPLICATION

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Signature of the Student DATE: *day/month/year*/...../.....

FOR OFFICIAL USE ONLY

Students Electoral Committee:

Signature:

Date: *day/month/year*/...../.....

Seal of the Organization



STATE UNIVERSITY OF ZANZIBAR

STUDENTS ORGANIZATION

STUDENTS ELECTORAL COMMITTEE

**OBJECTION AGAINST NOMINATION (FORM No. ON/P/VP/02)
[Made under rg. 8(1)]**

A. PARTICULARS OF THE CANDIDATE

NAME OF THE CANDIDATE

STUDENT REGISTRATION NUMBER

STUDENT ID CARD NUMBER

POST HE STAND FOR

NUMBER OF NOMINATION FORM

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DATE: *day/month/year*/...../.....

B. PARTICULARS OF A CANDIDATE AGAINST WHOM OBJECTION IS PREFERRED

NAME OF THE CANDIDATE

STUDENT REGISTRATION NUMBER

STUDENT ID CARD NUMBER

POST HE STAND FOR

NUMBER OF NOMINATION FORM

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C. REASONS FOR OBJECTIONS

1.
2.
3.
4.

Signature of the Objector Date: *day/month/year*/...../.....

D. FOR OFFICIAL USE ONLY

Decision of the Student Electoral Committee:

.....
.....

Reasons for such decision:

1.
2.
3.
4.

Student Electoral Committee:

Signature: Date *day/month/year*...../...../.....

Seal



STATE UNIVERSITY OF ZANZIBAR

STUDENT ORGANIZATION

STUDENTS ELECTORAL COMMITTEE

**APPLICATION FOR SRC MEMBERS (FORM No. AP/SRC/03)
[Made under rg. 9(1)]**

A. PARTICULARS OF THE STUDENT

NAME OF THE STUDENT

STUDENT REGISTRATION NUMBER

DATE OF BIRTH *day/month/year*/...../.....

PLACE OF BIRTH

MOB. NO.

EMAIL ADDRESS

SEX: FEMALE MALE

B. ACADEMIC PARTICULARS

NAME OF THE APPLICANT.....

SCHOOL/COLLEGE/ INSTITUTION.....

CLASS

GPA of the last academic year (if any)

GPA of the current academic year

C. COLLEDGE/SCHOOL/INSTITUTION ADDRESS

NAME OF THE COLLEDGE/SCHOOL/INSTITUTION

POSTAL ADDRESS

EMAIL ADDRESS

D. REASONS FOR OBJECTION

I, submit the following objection and the reasons for that objection against the aforementioned candidate:

1.
2.
3.
4.
5.

Signature of the Objector DATE: *day/month/year*...../...../.....



STATE UNIVERSITY OF ZANZIBAR

STUDENT ORGANIZATION

STUDENTS ELECTORAL COMMITTEE

**APPEAL AGAINST NOMINATION (FORM No. A/N/SRC/04)
[Made under rg. 12(2)]**

A. PARTICULARS OF THE CANDIDATE (*Appellant*)

NAME OF THE STUDENT

STUDENT REGISTRATION NUMBER

DATE OF BIRTH *day/month/year*/...../.....

PLACE OF BIRTH

MOB. NO.

EMAIL ADDRESS

SEX: FEMALE MALE

B. PARTICULARS OF THE CANDIDATE APPEAL LIES (*Respondent*)

NAME OF THE CANDIDATE

CANDIDATE/STUDENT REGISTRATION NUMBER

DATE OF BIRTH *day/month/year*/...../.....

SEX: FEMALE MALE

POST HE HAS NOMINATED TO STAND FOR:

C. REASONS IN WHICH THE APPEAL IS BASED UPON:

I, submit this appeal against the nomination of the aforementioned candidate for the following reasons:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of the candidate (*Appellant*)

DATE: *day/month/year*...../...../.....

FOR OFFICIAL USE ONLY

A. STUDENT ELECTOTAL COMMITTEE

a. Decision of the Student Electoral Committee

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.....
.....
.....

b. Reasons for such decision

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.....
.....
.....
.....
.....
.....

Name of the Student Electoral Committee-
.....

Signature Date: *day/month/year*/...../.....

Seal



STATE UNIVERSITY OF ZANZIBAR

STUDENT ORGANIZATION

STUDENTS ELECTORAL COMMITTEE

**CERTIFICATE OF STUDENTS ELECTION WINNER (FORM No. CS/E/W/05)
[Made under rg. 33(2)]**

THIS is to certify that, Mr/Ms..... elected as in the Student Election held on, day of

Signed by:

Chairman of the Student Electoral Committee:

.....

Signature of the Chairman:

.....

Date: *day/month/year*/...../.....

Seal of the Student Organization



STATE UNIVERSITY OF ZANZIBAR

STUDENT ORGANIZATION

STUDENTS ELECTORAL COMMITTEE

**RESULTS COMPLAIN FORM (FORM No. R/C/F/06)
[Made under rg. 34(1)]**

A. PARTICULARS OF THE STUDENT

NAME OF THE STUDENT

STUDENT REGISTRATION NUMBER

DATE OF BIRTH *day/month/year*/...../.....

PLACE OF BIRTH

MOB. NO.

EMAIL ADDRESS

SEX: FEMALE MALE

B. REASONS FOR ELECTION COMPLAIN

I hereby submit this complain against election results for the reason as follows;

1.
2.
3.
4.
5.

Signature of the Student

DATE: *day/month/year*...../...../.....

FOR OFFICIAL USE ONLY

A. COMPLAIN COMMITTEE

a. Decision of the Complaint Committee

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.....
.....
.....
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.....

b. Reasons for such decision

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.....
.....

Chairman of the Complain Committee-.....

Signature Date: *day/month/year*/...../.....

Seal

Passed by the Students Representatives Council on, day of, 2017

(.....)
CLERK
STUDENTS REPRESENTATIVES COUNCIL