**SECTION 1: ELECTION WORDS I NEED TO KNOW**

**Voter Register:** The names of the people who are allowed to vote are in the Voter’s register, also called the list of Voters or Voters Roll. The register is printed and used at the polling station for verification.

**Voter ID:** When I go to vote, I must prove my identity to verify who I am. My ID is the document official I use to register as a voter.

**Voting Booth:** A private place in the polling station where I mark my ballot.

**Ballot Box:**  Where I put my marked ballot paper after I make my choice.

**Polling Station:** The place where I vote.

**Presiding Officer:**  An officer at the polling station who directs voters about the proper identification to use and the procedure to follow and counts the votes after the polling station is closed.

**Candidates:** People who want to be elected. Their names are listed on the ballot.

I will cast [insert number] ballot paper(s) during the election. When I vote, I choose one candidate for each of the following positions:

* School Captain and Deputy School Captain
* Sports
* Laboratory
* Environment and Sanitation
* Time Keeper

**Voting at [insert name of school]**

Elections happen once a year and the [Insert name of School] Electoral Commission is responsible for running them. The commission is headed by a Chairperson who is appointed following a competitive interview process. The Commission Secretary heads the Secretariat.

**SECTION 2: WHAT ELECTIONS ARE ALL ABOUT**

**Voting**

Voting is about choosing leaders to represent students at various levels in the School. Candidates who get the most votes are declared the winners and become occupants of the positions they are elected in.

In the case of a tied vote, a re-run will be held. If there is still a tie, the head of the institution will have the casting vote.

A candidate may run for more than one position, but can only hold one elective position.

**Who can Vote?**

To Vote I must:

1. Be a student or staff of [insert name of school]
2. Be registered as a voter
3. Be a student registered in classes one (1) or above.

**Voting is secret**

No one can force you to vote for a particular candidate on the ballot. You can also not be forced to say whom you are going to vote for. Your vote is secret.

**The Electoral Process**

The electoral process encompasses mapping of the polling stations, voter education, voter registration, inspection of Voter Register, electoral training, election security, nominations, campaigns, voting, counting, and tallying of votes.

**SECTION 3: ELECTION DAY**

**What happens on Election Day?**

Election day is the day I vote. I have marked the date on my calendar. On Election day, I make a choice. I must choose my preferred candidates for the elective positions. I can find out more about the suitability of candidates by listening to them during campaign forums or reading election-related publications. I will take time to understand the candidate before I make my choice.

**Who will I choose?**

I will choose the candidate who will do the best job as per the role requirements.

**What do I carry on Election day?** I carry my voter’s card.

**Election Day Process**

When I get to the polling station I will find people sitting at tables working while others will be waiting in line. I will line up just like them and await my turn to vote. I will then complete the voting process in the following order

1. I will give the polling clerk my identification documents for verification.
2. The polling clerk will find my name on the voter list. If my details are confirmed, I will be issued with ballot papers which I will use to cast my vote. I must remember to take back my voter ID.
3. I will look at the ballot papers keenly to ensure that it is a genuine ballot. I understand that if the ballot paper is not genuine my vote will be rejected.
4. I will take my ballot paper to the voting table/booth so that no one can see whom I am voting for. There will be a pen there that I can use.
5. I will open the ballot to see the name of all the candidates. I will then find the name of the candidates want.
6. I make a ✓in the space beside the name of the candidate I choose. The ✓ is my vote. If I make a mistake I can take my ballot paper back and ask for another one.
7. I will fold my ballot to keep my vote a secret and cast/put it in the ballot box.
8. I will go to the polling clerk who is responsible for marking my left-hand small finger with ink. This is to confirm that I have voted.
9. I will leave the polling station and go back to class to wait for the results.

NB. Challenged voters will be assisted by the Presiding officer of the polling station in the presence of observers.

**Validity of a Ballot paper**

A ballot paper is valid if there is only one mark is placed against the name of one preferred candidate making the intention of the voter clear.

**Rejected ballot papers**

A ballot paper will be rejected if:

* It does not bear the official school stamp.
* It is blank i.e. has no mark at all on it.
* It is marked for more than one candidate.
* There is reasonable doubt as to the candidate the person voted for.
* Something that identifies the voter has been written on it.

**SECTION 4: TALLYING VOTES**

**Counting Votes**

* Counting of votes is done at the polling center. The Presiding Officer opens the ballot box and empties the contents onto the counting table.
* The Presiding Officer picks up each ballot, calls out the name of the candidate for whom it has been marked, and shows the ballot to the polling clerk and observers who must be present. Then the ballots are put in a separate pile for each candidate.
* No ballot paper will be counted as valid if:
	+ It is blank i.e. there is no mark on it at all because it does not make a choice.
	+ It is marked for more than one candidate. A voter must make only one choice.
	+ It is marked in an improper way, such as writing a name or signing on it.

**Declaration of results**

The Presiding Officer will publicly announce the results of the polling station after collecting all the results from the station. The announced results will be publicly posted in a conspicuous place at the polling school.

**Election offenses**

Some of the offenses related to voting include:

* Pretence to be unable to read or write so as to be assisted in writing.
* Pretence to be visually impaired or suffering from other disabilities so as to be assisted in voting.
* Forgery or defacing of election materials.
* Defacing or destroying ballot paper or election material.
* Attempt to buy or sell ballot papers.
* Being found in possession of ballot papers, marked or unmarked.
* Inserting or putting anything other than ballot paper in the ballot box.
* Removal of any election material from a polling station.
* Interference with any election material, used or intended to be used for an election
* Attempts to print a ballot paper.
* Making any mark on any ballot paper issued to any other person other than to oneself.
* Attempts to vote when not entitled to.
* Attempts to vote more than once.
* Interference with a voter and making it difficult to cast his/her vote in secret.

**Rights of a Voter**

As a voter, I will have the right to:

* An orderly peaceful election conducted in accordance with laid down procedures.
* Know the candidates, and through their campaigns, what they stand for.
* Choose a candidate by casting a secret ballot without any interference.
* Vote as my conscience tells me.
* Express my opinion about the candidates, their campaigns, and issues they talk about respectfully and without fear of intimidation.

**Duties of a voter**

Remember that rights go with duties. As a voter, I must:

* Keep my identification document safe.
* Vote whenever the opportunity is presented.
* Vote only once in a particular election.
* Give other voters the chance to vote.
* Use my vote wisely and not for money or other temporary material gains.

For more information please contact current [insert name of school] Electoral Commission.