

ELECTIONS COMMISSION

LIBERIAN ASSOCIATION OF WORCESTER COUNTY

PROPOSED GUIDELINES AND PROCEDURES FOR 2012 ELECTIONS

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MEET YOUR COMMISSIONERS



Sayon Johnson
Chairman



Etta Hartman
Co. Chairman



Charles Allison
Secretary

1. Statement of Purpose

The Election Commission is mandated by the constitution of the Liberian Association of Worcester County (LAOWC) to publish Election Guidelines and to conduct all elections, as outlined in the Constitution.

The Commission's task is to work for the Liberian Association of Worcester County; by adopting guidelines and procedures for the conduction of elections aimed at electing the leaders whose responsibilities are to run the daily affairs of LAOWC. Members of the Commission are disinterested persons in the sense that they are neutral insofar as the election of officers of LAOWC is concerned. Their primary role in the electoral process is the conduction of free, fair and transparent elections.

The Commission recognizes that as human beings, its members have developed friendships over the years; moreover, friends of individual members of the Commission may participate in any given election including this election. Therefore, the Chairman and members of the Commission request that candidates contesting in this election, who are friends to any member of the Commission, desist and refrain from contacting that member to discuss any aspects of the election or the electoral process until the elections have been held and the results announced. Furthermore, any candidate who has reason to question the impartiality of any member of the commission is encouraged to file a complaint with the Commission as soon as possible.

2. Guidelines and Procedures

These guidelines and procedures were developed in conformity with the Constitution, to govern the conduct of Executive Officers and Members of LAOWC during the 2012 elections. In a situation where the constitution is silent on a given subject, the Commission will devise a rule or procedure to closely mirror the intent of the drafters of the Constitution. The Commission has drafted guidelines and procedures its members believe are in the best interest of LAOWC. These guidelines and procedures are necessary to ensure the conduct of a free, fair and transparent election.

- a. Any individual aspiring for the position of president must submit a full list of candidates on his /her team to the commission two weeks after being certified as a candidate for the election.
- b. A team for an election shall constitute the following: President, vice president, general secretary, financial secretary, treasurer and chaplain.
- c. All applications should be sent to the chairman of the commission by either certified mail or hand delivery to the following address: **67 Frank St. #155 Worcester, MA 01604**

3. **Eligibility:** Any Liberian who is 18 years or older, registered as a member of the Liberian association of Worcester County and current with membership dues, shall be eligible to register to vote.

4. **TIME TABLE**

- a. **Publication of Elections Guidelines:** The Commission shall publish guidelines leading to elections on August 8, 2012
- b. **Date of Election:** Election will be held on Saturday, December 1, 2012 at 8:00AM.
- c. **Voter Registration:** Voter registration will begin on Monday, October 1, 2012. **Note:** *During the time of voter's registration, voters are required to register with their legal names (names that are clearly written on your Driver's License, State issued identification or Passport). The commission will charge a fee of \$10.00 for any change of name after registration. The only exception will be names that were legally changed following registration.*
- d. **Deadline for registration:** Deadline for registration is on Saturday, November 28, 2012 at 6:00PM. There shall be no exception!!! The Commission reserves the right to either allow or deny late *submission*.
- e. **Venue and time of registration:** The venue and time of registration shall be decided by the commission 30 days before the date of registration. Please note that registration will only be held at the venue designated and not at the homes of commissioners.
- f. **Registration fee:** Article IX, section II b) of the Liberian Association constitution states that a non-refundable voter registration fee of \$5.00 shall be assessed.
- g. **Publication of registered voters:** The final listing of all registered voters will be posted at 9:00AM on Friday, November 30th, 2012 for nine hours. The commission will take down the publication at 6PM prompt. If there are reservations from any candidate, the commission will meet with that candidate to resolve the issues of concern without delay. Please note that the commission will not accept any reservation after 6pm concerning registration of name (s).
- h. **Submission of application:** Applicants for any of the contested positions must submit their applications to the Commission within 50 days of this publication, which is from

August 8th to September 26, 2012. Application must be accompanied by a resume and a non-refundable application fee.

- i. **Debates:** There will be one presidential debate which will last for 2 hours, and one vice presidential debate which will last for an hour. The commission will communicate with each of the candidates or their designated representatives the guidelines and procedures governing the debates. The debates will be held on **Saturday, October 27, 2012**. Venue and time will be determined by the commission two weeks prior to the debate.
- j. **Presidential Campaign:** Presidential campaign begins November 1, 2012
- k. **Deadline for Presidential Campaign:** November 30, 2012 at 11:59pm
- l. **Casting of Ballots:** Registered voters will cast ballots in person and each voter will be entitled to one vote per position; there will be no voting by proxy. Each qualified voter is required to present photo identification at the time of voting.
- m. One of the following forms of identification is required
 - i. Driver's License
 - ii. State issued identification or
 - iii. Passport
- n. **Elections Day:** Each registered voter, conforming to LAOWC's constitution, will be provided a polling station for ballots casting. The address of the polling station will be communicated by the Election Commission 30 days prior to Election Day. The elections will be held on **Saturday, December 1, 2012. Polling station will be opened from 8:00am to 6:00pm.**
- o. **Counting of ballots:** The Commission will begin the counting ballots immediately after the polls are closed. The ballots will be counted in the presence and full view of representatives of contesting candidates and observers in a secured area void of interference from the general public.
- p. **Announcement of results:** The commission will announce the results of the elections at least two hours following the casting of ballots.
- q. **Representatives:** Each candidate and team will be represented by 2 observers at the polling station. The Liberian spiritual leaders and elders will be represented by 1 observer each. These observers should not be related to members of the commission.

- r. **Complaints:** Complaints arising from the Elections elections must first be filed (written) with the Election Commission within twenty four (24) hours following the pronouncement and verification of the elections results. **A non-refundable filing fee of \$250.00** will be charged by the commission. Ruling on complaints will be made at least seven days after the complaint is filed. Candidates or individuals dissatisfied with the ruling of the Elections Commission on the complaint filed, should petition the Board of Directors for redress.

5. ADMINISTRATIVE POSITIONS

Below, please find the list of Administrative positions open for grasp for qualified individuals.

- a. President,
- b. Vice President,
- c. Secretary,
- d. Financial Secretary,
- e. Treasurer, and
- f. Chaplain.

6. APPLICATION & REGISTRATION FEES

- a. The following fees and a resume shall accompany each application for positions being sought. Any application that is not accompanied by these requirements shall be rejected. The Commission will inform applicants of any rejected application within 72 hours of receiving said application.

i. President	\$250.00
ii. Vice Presidents	200.00
iii. Treasurer	100.00
iv. Secretary	100.00
v. Financial Secretary	100.00
vi. Chaplain	100.00

- b. **The Board of Directors:** Any person aspiring for the position of the Board of Directors should meet the criteria according to Article X, section I of the constitution.
- c. **The application fee for board members:** Application fee for board member is **\$200.00** and must be accompanied by a resume. Any application that is not accompanied by the applicable fee and resume shall be rejected. The Commission will inform applicants of any rejected application within 72 hours of receiving said application.

- d. **Payments:** All application fees must be in money order payable to the Liberian Association of Worcester County. Cash or personal checks are not acceptable.
- e. **Board Election:** The Board election will take place during the first Community meeting following the inauguration of the new administration.

QUALIFICATIONS OF OFFICERS:

PRESIDENT: Any individual aspiring for the position of president must meet the following requirements:

Applicants for this position must be Liberians, at least 24 years and older who have been residing in Worcester County for at least (2) two years and have participated in the association by either volunteering his/her services or attending the association meeting for at least half of the minimum required time. He/she must be current with membership due; must have a minimum of high school diploma and be of good moral standing in the community.

VICE PRESIDENT: Any individual aspiring for the position of vice president shall have the same qualifications and meet the same requirements as the President.

SECRETARY GENERAL: Any individual aspiring for the position of Secretary shall have the same qualifications and meet the same requirements as the President.

FINANCIAL SECRETARY: Any individual aspiring for the position of Financial Secretary shall have the same qualifications and meet the same requirements as the President.

TREASURER: Any individual aspiring for the position of Treasurer shall have the same qualifications and meet the same requirements as the President.

Chaplain: Any individual aspiring for the position of Chaplain shall have the same qualifications and meet the same requirements as the President.

Code of conduct: Candidates are not allowed to write, publish, or say anything profane, scandalous, or assassinate the character of any other candidate or a commissioner in this election. Any candidate exhibiting such behavior will be disqualified from contesting in this election. Any candidate submitting false document to meet the Election Guidelines will be disqualified. ***Each candidate upon being certified by the commission shall sign a consent form indicating that he/she will not engage in any of the above listed behaviors.***

Submitted by:

Sayon Johnson – Chairman

Etta Hartman – Co-Chairman

Charles Allison – Secretary

Election Commission

Liberian Association of Worcester County