



UNITED NATIONAL CONGRESS

MANUAL AND RULES

**FOR THE
NATIONAL EXECUTIVE ELECTIONS
TO BE HELD
ON JUNE 15TH, 2024**

1.0 INTRODUCTION

- 1.1 These Rules have been issued by the Internal Elections Management Committee (“the Committee”) to regulate the process for the conduct of fair, open and transparent elections, and to ensure that all participants are aware of and acknowledge a common standard for the election proceedings.
- 1.2 The Rules that were used and accepted by all participants in the preceding internal elections in 2020 and 2022 form the basis of these Rules.
- 1.3 All persons who participate in these elections and in the activities regulated herein, in particular candidates and electors, will be deemed to acknowledge and be regulated by these Rules.
- 1.4 The Committee, as the body charged with the conduct of these elections, will be available to treat with the concerns of any of the participants in the process.

2.0 THE INTERNAL ELECTION MANAGEMENT COMMITTEE

- 2.1 The Committee was appointed by the National Executive, pursuant to Articles 12 and 23 of the Constitution and all other powers thereunto enabling with the following Terms of Reference.

2.2 Terms of Reference

- a) Have conduct of the National Executive Elections to be held on June 15th, 2024 (“the elections”).
- b) Conduct the elections in accordance with these Terms of Reference and any Rules to be made by the Committee.
- c) Do all such other things as are necessary to ensure the integrity, fairness and confidence of the membership in the conduct of the elections.
- d) Scrutinize and validate nomination forms submitted and thereafter announce the candidates who will be contesting the respective positions.
- e) Source, secure and allocate personnel and resources necessary for the efficient and fair conduct of the election on polling day.
- f) Arrange for information / training sessions for all election personnel inclusive of candidates and their agents.
- g) Secure all ballots (used and unused), ballot boxes and all other election material prior to, during and at the close of polling for requests of recounts and for other requests if necessary.
- h) Announce the results of the election and information relative to such results.

3.0 ELECTION PREPARATION DATES AND DEADLINES (2024)

Announcement of Internal Elections Management Committee	Monday May 13 th , 2024
Deadline for registration of members for inclusion on Preliminary Voters' List	Wednesday May 15 th , 2024, at 4.00 pm
Availability of Nomination Forms at UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas	From Monday May 13 th , 2024 (between the hours of 9.00 am to 4.00 pm everyday except public holidays)
Submission of Nomination Papers by prospective candidates to the Committee for verification c/o UNC Head Office	Tuesday May 21 st , 2024, by 4.00 pm
Posting of Preliminary Voters' List for each constituency at UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas	Wednesday May 22 nd – Friday May 24 th 2024, from 9.00 am – 4.00 pm
Return of Nomination Papers to prospective candidates with certification or with comments on any deficiencies to be corrected	Thursday May 23 rd , 2024
Deadline to apply for corrections to the Preliminary Voters' List	Friday May 24 th , 2024 at 4.00 pm
Nomination Day	Saturday May 25th, 2024 – 4.00 pm
Deadline for submission of application to be a Special Voter	Monday May 27 th , 2024 at 4.00 pm
Deadline for withdrawal as a Candidate	Saturday June 1 st , 2024 at 4.00 pm
Announcement of validly Nominated Candidates	Monday June 3 rd , 2024
Posting of List of Special Voters	Monday June 3 rd , 2024
Posting of Final Voters' List for each constituency	Monday June 3 rd , 2024
Voting by Special Voters	Wednesday June 12 th , 2024 from 8.00 am to 2.00 pm
Election Day	Saturday June 15th, 2024
Deadline for applications for recounts	Sunday June 16 th , 2024 at 12.00 noon
Declaration of the final results of the Elections	Friday June 21 st , 2024

4.0 VOTERS' LISTS

4.1 The Preliminary Voters' Lists

- 4.1.1 The Preliminary Voters' Lists shall contain all members of the party on the record of the Secretariat as **May 15th, 2024**. All of those members are considered to be in good financial standing.
- 4.1.2 The Preliminary Voters' Lists for each constituency shall be available for inspection by any member of the party at UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas from **May 22nd to 24th, 2024 between the hours of 9.00 am to 4.00 pm**.
- 4.1.3 Members are not allowed to obtain copies of the Preliminary Voters' Lists (whether hard copies or electronic copies) so as to protect the privacy of and duty of confidentiality to all members of the party. No mobile phones or devices shall be allowed during inspection of the lists.

4.2 Corrections to the Preliminary Voters' Lists

- 4.2.1 It is the responsibility of all members to ensure their eligibility to vote by confirming that their names are on the Final Voters' List for their respective constituency.
- 4.2.2 Applications for corrections to the Preliminary Voters' Lists will be received at UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas until **May 24th, 2024 at 4.00 pm**.
- 4.2.3 Members whose names do not appear on the Preliminary Voters' Lists and who are eligible to vote in the elections or whose particulars are in need of updating or correcting, may apply on the prescribed form (see Appendix), giving all necessary information to justify the changes or inclusion requested.
- 4.2.4 Members who wish to report the death of a member on the Preliminary Lists should provide a certified copy of that member's death certificate to the UNC Head Office.

4.3 The Final Voters' Lists

- 4.3.1 The Final Voters' Lists shall comprise the Preliminary Voters' List subject to any corrections made arising out of applications for corrections received by **May 24th, 2024**; and
- 4.3.2 The Final Voters' Lists shall be available for inspection by any member of the party at UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas from **June 3rd, 2024 to June 14th, 2024 between the hours of 9.00 am to 4.00 pm**.
- 4.3.3 Hard Copies of the Final Voters' Lists will be made available to each validly nominated candidate at a cost of \$500.00 at the UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas from **June 13th to June 25th, 2024 between the hours of 9.00 am to 4.00 pm**.

Such candidate must, as a condition of receiving such copies, agree in writing to use such information only for the purposes of his/her campaign, not to place such information in the public domain and to otherwise keep such information confidential, so as to protect the privacy of all members of the party (see Appendix).

- 4.3.4 Other than validly nominated candidates, members are not allowed to obtain copies of the Final Voters' Lists (whether hard copies or electronic copies) so as to protect the privacy of and duty of confidentiality to all members of the party. No mobile phones or devices shall be allowed during inspection of the lists.

5.0 ELIGIBILITY OF CANDIDATES AND NOMINATION PROCESS

5.1 Eligibility Requirements

5.1.1 All candidates must:

- a) be a member of the Party for at least twelve (12) months;
- b) be in good financial standing; and
- c) not be the subject of any pending disciplinary charges of the Party.

5.2 Nomination Process

5.2.1 All prospective candidates must complete a Nomination Form. Nomination Forms shall be available at the UNC Head Office.

5.2.2 Completed Nomination Forms, together with a non-refundable \$500.00 Application Fee, are to be placed in a sealed envelope and lodged at the UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas on or before 4.00 pm on May 25th, 2024.

5.2.3 Prospective candidates may submit their nomination papers to the Committee for verification on May 21st, 2024 by 4.00 pm. The Committee shall return those papers to prospective candidates on **May 23rd, 2024** with its certification that the nomination will be accepted, or with comments on any deficiencies to be corrected.

5.2.4 A candidate shall not contest more than one office or position on the National Executive.

5.2.5 The offices for which the Elections are being held are as follows:

- a) Three (3) Deputy Political Leaders
- b) Chairman
- c) Deputy Chairman
- d) Policy and Strategy Officer
- e) Education Officer
- f) Research Officer

- g) Elections Officer
- h) Treasurer
- i) Party Organizer
- j) International Relations Officer
- k) Tobago Regional Representative
- l) North Regional Representative
- m) East Regional Representative
- n) Central Regional Representative
- o) South Regional Representative

5.3 Nomination Deadline

- 5.3.1 **The deadline for receiving nominations is 4.00 pm on Saturday May 25th, 2024.**

5.4 Withdrawal of Nomination/Announcement of Candidates

- 5.4.1 The deadline for withdrawing a nomination is **June 1st, 2024 at 4.00 p.m.** Such withdrawal must be in writing, signed by the candidate wishing to withdraw and lodged at the UNC Headquarters.

5.5 Announcement of Validly Nominated Candidates

- 5.5.1 The Committee shall declare all candidates to contest the Elections on **June 3rd, 2024.**

6.0 ELIGIBILITY OF PERSONS TO VOTE ON 15th JUNE 2024

6.1 Eligibility Requirements

- 6.1.1 All members whose names appear on the Final Voters' Lists are eligible to vote at that constituency election venue provided such member:

- i) is eligible to vote at a National Election;
- ii) has not been deemed to be expelled by virtue of Clause 21(A) of the party's Constitution;
- iii) has not been suspended from membership pending the investigation and determination of a disciplinary charge; and
- iv) does not appear on the List of Special Voters.

6.2 Proof of Identification of Voter

- 6.2.1 Voters **must** produce a form of Photo Identification (National ID, Driver's Permit or Passport) on Voting Day.

6.2.2 **The possession of a membership card does not entitle an individual to vote.** It is the responsibility of all members to ensure their eligibility to vote by confirming that their names are on the Final Voters' List for their respective constituency.

7.0 THE PRODUCTION OF THE BALLOT

7.1 After Nomination Day, the names of all persons who have been validly nominated, shall be placed on the ballot paper along with the respective offices being contesting. Ballot papers shall not be numbered, but each ballot paper shall have a detachable counterfoil or stub, which shall bear a unique number.

7.2 The Committee shall be solely responsible for the production, printing and safe custody of the ballot papers and ballot boxes throughout the election process.

8.0 VENUE/POLLING STATION PREPARATION

8.0.1 The Liaison Officers, who are appointed by the Election Management Committee, shall have the responsibility of preparing the polling venues/polling stations prior to Election Day as well as making any arrangements deemed necessary for efficient operation at the polling venue on the day of election

8.0.2 Their responsibilities shall include the provision of tables, chairs, proper voting cubicles, other materials and adequate refreshments for the Polling Staff throughout the proceedings on Election Day.

8.1 Requirements for Venues

8.1.1 The venue for election must:

- i. Be within an enclosed area and protected from the elements of the weather
- ii. Be secure and safe for elections personnel and voters
- iii. Be available for the entire duration of election proceedings (including at least two hours before the opening of the polls and four hours after the closing of the polls)
- iv. Have the following basic facilities – water, toilet, electricity, lighting, soap, medicine kit, torchlight, garbage bags and garbage bins
- v. Not be in or at the office of a Member of Parliament, a Shadow Member of Parliament or a Local Government Councillor.

9.0 MATERIALS

9.1 The following items should be provided to the Committee for use in the elections: -

- a) Final Voters' Lists of Electors
- b) Ballot Boxes
- c) Registration and verification desks
- d) Adequate desk and chairs for election personnel and machinery
- e) Stationery
- f) Tally Sheets
- g) Adequate refreshments for election personnel through the entire day's proceedings

10.0 SPECIAL VOTERS AND SPECIAL VOTING

10.1 The following categories of members are eligible to vote as Special Voters:

1. Candidates
2. Agents of Candidates
3. Members of the Committee
4. Liaison Officers
5. Presiding Officers
6. Deputy Presiding Officers
7. Poll Clerks
8. Other Polling Day Personnel

10.2 The Committee will prepare a List of Special Voters which will be available for inspection by any member of the party at UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas from **June 3rd, 2024 to June 11th, 2024 between the hours of 9.00 am to 4.00 pm**. No mobile phones or devices shall be allowed during inspection of the lists.

10.3 Hard Copies of the List of Special Voters will be made available to each validly nominated candidate at the UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas from **June 3rd, 2024 to June 11th, 2024 between the hours of 9.00 am to 4.00 pm**. Such candidate must, as a condition of receiving such copies, agree in writing to use such information only for the purposes of his/her campaign, not to place such information in the public domain and to otherwise keep such information confidential, so as to protect the privacy of all members of the party (see Appendix).

- 10.4 Members (other than duly nominated candidates) are not allowed to obtain copies of the List of Special Voters (whether hard copies or electronic copies) so as to protect the privacy of and duty of confidentiality to all members of the party.
- 10.5 **The voting of Special Voters will take place at UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas on Wednesday June 12th, 2024 from 8.00 a.m. to 2.00 p.m. and will be done under the supervision of a Presiding Officer appointed by the Committee. He may be assisted by other persons appointed by the Committee.**
- 10.6 Any eligible person desirous of voting as a Special Voter must make an application in writing on the prescribed form (see Appendix) to the Chairman of the Committee by **4.00 pm on May 27th, 2024.**
- 10.7 Persons whose names appear on the List of Special Voters shall not be entitled to vote on **Election Day June 15th, 2024.**

11. ELECTION PERSONNEL

- 11.1 The Committee shall appoint from members of the party who are qualified to vote a Presiding Officer, a Deputy Presiding Officer and a Liaison Officer for each Election venue.
- 11.2 The Committee shall appoint Poll Clerks and such other Election Day Personnel as it sees fit from members of the party who are qualified to vote.
- 11.3 All Presiding Officers, Deputy Presiding Officers, Liaison Officers, Poll Clerks and Election Day Personnel shall conduct their duties in accordance with these Rules and under the directions of the Committee.
- 11.4 The Committee shall arrange adequate facilities for the accommodation of all Election Personnel including meals, security and general support in case of emergencies.

12. POLLING STATION/VENUE MANAGEMENT

- 12.1 The Committee through its Liaison Officers shall ensure that permissions for the use of all venues is obtained, the facilities prepared for the elections and the proper return of the venues after the elections.

- 12.2 The Committee shall ensure that venues are equipped with voting booths so as to maintain the secrecy of the ballot. Venues must be ready for the opening of the polls.

13. DUTIES OF THE PRESIDING OFFICER

- 13.1 The Presiding Officer supervises the overall voting process and the management of venues/polling stations, including:

- a) Ensuring that the venue is ready for the opening of the polls
- b) Declaring the poll open
- c) Maintaining polling day integrity and compliance with these Rules
- d) Deciding whether any ballot or part thereof is rejected after hearing representations from candidates or their agents
- e) Handling and recording queries, problems and general events
- f) Organizing human resources and needs
- g) Declaring the close of the polls
- h) Supervising the counting of the votes
- i) Preparing the Statement of the Poll
- j) Securing the ballots and relevant instruments
- k) Returning to the Committee the Statement of the Poll and relevant instruments

- 13.2 The Deputy Presiding Officer apart from assisting the Presiding Officer in his duties, shall perform the duties of the Presiding Officer in his absence.

14. PREPARATION FOR THE POLLS

- 14.1 The Committee shall prior to Election Day furnish each Presiding Officer with a supply of ballot papers which shall contain a numbered counterfoil for the purposes of accounting for them. The Committee will also provide each Presiding Officer with a Ballot Paper Control Sheet, a Polling Station Diary, a Personnel Attendance Register and other recording materials.

- 14.2 Immediately upon the opening of the polls, the Presiding Officer shall open and inspect the ballot box to ascertain that there are no ballots or other material therein in the presence of Polling Day Personnel, candidates or their agents. The box shall then be locked and placed in a conspicuous place at the venue. The keys are to be kept by the Presiding Officer.

14.3 All Election Day Personnel are to arrive at **6:30 a.m.** at the Polling Station on Election Day.

15. TIME OF THE POLLS

15.1 **On Election Day the polls shall be open from 8.00 am to 6.00 pm precisely. All persons in the line waiting to vote at 6.00 pm shall be allowed to vote. No persons other than electors waiting to vote, members of the Committee, Election Day Personnel, candidates, or their agents shall be allowed to remain in the venue/Polling Station after 5.00 pm.**

16. PROCEDURE FOR VOTING (ELECTION DAY AND SPECIAL VOTING)

** note that the masculine "he" includes the feminine "she"*

- a. No mobile phones or devices shall be allowed inside the venue/polling stations.
- b. The Poll Clerk checks the voter's photo identification (expired documents shall be accepted provided the identity of the voter can be verified)
 - T&T Identification Card
 - Driver's Permit
 - T&T Passport
- c. At the Poll Clerk's Desk, the voter produces his photo identification. A person whose name appears on the **Final Voters' List** and whose identity is verified by a form of photo identification will be allowed to vote, **however, a person whose name appears on the List of Special Voters will not be allowed to vote, except on the day designated for Special Voters.**
- d. The Voter then affixes his signature next to his name on the Final Voters' List.
- e. The voter then proceeds to the Presiding Officer/ Deputy Presiding Officer.
- f. The Presiding Officer/ Deputy Presiding Officer:
 - i. Fills out the Ballot Stub
 - ii. Detaches the Ballot
 - iii. Folds the Ballot and affixes his initials on the visible portion

- iv. Instructs the voter to fold in the same manner so that the said initials are visible (No ballot shall be placed into the ballot box unless the ballot is properly folded, and the initials are visible)
- v. Instructs the voter that all separate sections shall count as separate ballots
- vi. Instructs the voter that he / she should put an X in only one box in each section, except for the position of Deputy Political Leader, in which case he / she should put an X for a maximum of three (3) candidates
- vii. Directs the voter to proceed to on the Voting Booth and after voting, to then return to the Presiding Officer/ Deputy Presiding Officer to place the ballot paper in the ballot box
- viii. The voter will be provided with a pen. The voter then votes in the secrecy of the voting booth and returns to the Presiding Officer with ballot properly folded.
- ix. The pen that is used is returned.
- x. Before the voter places his ballot paper in the ballot box, he is required to have electoral ink applied to his right index finger. The voter then places the ballot paper in the ballot box. No voter shall be allowed to place a ballot paper in the ballot box without first having electoral ink applied his right finger.
- xi. Spoilt Ballots – If a voter spoils his Ballot, he shall return it and be given a replacement ballot. A voter is only allowed one replacement ballot if he spoils his ballot.
- xii. Where a Voter has indicated that he has spoilt his ballot paper, before a new ballot paper is issued to him, the Presiding Officer shall mark the ballot paper with an “S” across the entire paper and place it in the envelope labeled “Spoilt Ballots”. Upon doing so, the Presiding Officer shall make an entry of that event in the Station Diary.

17. THE COUNTING OF BALLOTS

17.1 At the Close of Poll, the following procedure will be adopted:

- a. No mobile phones or devices shall be allowed in the venue/polling station during the count.
- b. The Presiding Officer/ Deputy Presiding Officer of a voting venue/polling station will distribute Tally Sheets to all Poll Clerks, candidates or their agents who are present at the count.
- c. The Ballot Box is opened in the presence of the candidates or their agents and the Election Staff.
- d. The Presiding Officer/ Deputy Presiding Officer, the candidates or their agents and the Election Staff shall begin counting of the ballots in full view of the Election Staff, candidates or their agents who are present. The counting shall take place in a manner

- in which all persons can adequately see and hear the votes counted in order for them to be recorded.
- e. The ballot paper contains a number of separate ballots.
 - f. **REJECTED BALLOTS** – The Presiding Officer officiating at the count shall, after hearing representations from the candidates or their agents, decide whether any ballot is rejected. **The decision of the Presiding Officer in that regard is final for all purposes.**
 - g. A ballot is rejected when:-
 - i. It cannot be fully established for whom the elector has voted; or
 - ii. When the ballot bears any mark by which the elector can be identified.
 - h. All rejected ballots shall be recorded in the Polling Station Diary. If all of the ballots on the ballot paper are rejected, the ballot paper should be placed in the envelope for “Rejected Ballots”.
 - i. If any ballot on the ballot paper is rejected, the ballot paper is marked by the Presiding Officer with a capital letter “R” and the ballot kept with those ballots which are not rejected.
 - j. All Ballots counted shall be placed in an envelope which shall be sealed and signed by the Presiding Officer officiating at the count and also signed by the candidates or their agents and placed in the Ballot Box.
 - k. After completion of the count, the Presiding Officer shall complete the Statement of Poll in the prescribed form (see Appendix) and prepare and certify a sufficient number of copies for distribution as follows:
 - i. one copy to be placed in an envelope labeled “BALLOT BOX” together with the name of the Constituency and deposited in the Ballot Box.
 - ii. one copy to be placed in an envelope addressed to the Chairman of the Committee.
 - iii. one copy to be kept by the Presiding Officer.
 - iv. one copy to each of the candidates or their agents as are present.
 - l. The Presiding Officer shall certify each copy of the Statement of Poll by affixing his signature thereon in the presence of candidates or their agents who were present at the count.
 - m. On completion of count, the Presiding Officer/Deputy presiding Officer shall:
 - 1 Place all election material, envelopes with the ballots (used and unused) and one Statement of the Poll in the Ballot Box. The key, ink and inkpad should NOT be placed in the Ballot Box
 - 2 Lock and seal the Ballot Box

- 3 Sign on the seal of the Ballot Box
- 4 Transmit to the Committee, the following:
 - i. Sealed Ballot Boxes with all of the election material enclosed
 - ii. Statement of Poll in the envelope for the Chairman of the Committee
 - iii. the key for the Ballot Box

18. THE COUNTING OF SPECIAL BALLOTS

- 18.1 After the close of the poll for Special Electors, the Presiding Officer appointed by the Committee to officiate at the poll for Special Electors shall seal the Ballot Box by affixing his signature in the presence of candidates or their agents, who will be invited to also sign the seal.
- 18.2 The locked Ballot Box and its key shall then be handed over by the Presiding Officer to the Chairman of the Committee who will keep in safe custody, together with the keys until counting.
- 18.3 The Ballot Box shall be produced to the Presiding Officer at the counting of ballots at the San Fernando West polling venue/polling station, where it shall be opened in the presence of the candidates or their agents who are present, and the contents thereof mixed with the ballots from the Ballot Box for that polling venue/polling station. The count then proceeds in accordance with Rule 17.0 above.

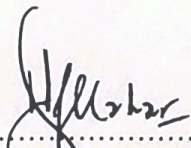
19. DECLARATION OF THE PRELIMINARY RESULTS OF THE ELECTION

- 19.1 A nationwide tally of the results from all polling venues, shall be conducted by the Committee. The declaration of the preliminary results of the Elections will be made by the Chairman of the Committee.

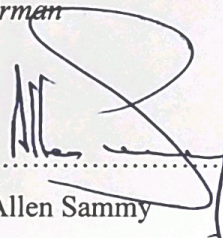
20. RECOUNT PROCEDURE

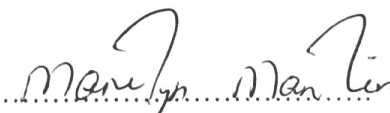
- 20.1 Any candidate or his agent may request a recount of the votes cast at any venue/polling station by writing to the Chairman of the Committee **by 12.00 noon on June 16th, 2024 provided the preliminary results of the Elections are declared on 15th June, 2024 or in any event by 12.00 noon on the day immediately following the declaration of the preliminary results of the Elections.**
- 20.2 Upon receiving such a request, the Committee shall arrange an appropriate venue for the recount and notify the candidate requesting the recount who shall be entitled to be present at the recount personally or through his agent.
- 20.3 The Committee shall designate a Presiding Officer to recount the ballots in question and the Ballot Box shall be opened in the presence of the candidate who has requested the recount or his agent. No mobile phones or devices shall be allowed in the venue/polling station during the recount.
- 20.4 For the removal of any doubts, the recount shall only be a recount to verify the results that were recorded on the Statement of the Poll on the basis of the ballots found in the Ballot Box. The recount is not for the purpose of determining whether any ballot is spoilt or rejected, since that determination would have already been made by the Presiding Officer and the ballot paper marked accordingly.
- 20.5 At the conclusion of all recounts, the Chairman of the Committee shall, subject to the results of those recounts, declare the **final results** of the Elections and publish those results.

Issued this 12th day of May, 2024.


.....
Mr. Darrell Allahar

Chairman


.....
Dr. Allen Sammy


.....
Mrs. Marilyn Martin

APPENDICES

Notice of Internal Elections

Application for correction to Preliminary Voters' List

Confidentiality Agreement

Application to be a Special Voter

Sample Ballot Paper

Statement of the Poll



NOTICE

**UNITED NATIONAL CONGRESS
NATIONAL EXECUTIVE ELECTIONS 2024**

The election of Officers for the National Executive of the United National Congress (UNC) will be held on Saturday June 15th, 2024 between the hours of 8:00 a.m. and 6:00 p.m. A listing of the Polling Station Venues will be published subsequently. Hereunder is a list of important dates to be noted: -

Announcement of Internal Elections Management Committee	Monday May 13 th , 2024
Deadline for registration of members for inclusion on Preliminary Voters' List	Wednesday May 15 th , 2024, at 4.00 pm
Availability of Nomination Forms at UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas	From Monday May 13 th , 2024 (between the hours of 9.00 am to 4.00 pm everyday except public holidays)
Submission of Nomination Papers by prospective candidates to the Committee for verification c/o UNC Head Office	Tuesday May 21 st , 2024, by 4.00 pm
Posting of Preliminary Voters' List for each constituency at UNC Head Office, #31 Mulchan Seuchan Road, Chaguanas	Wednesday May 22 nd – Friday May 24 th 2024, from 9.00 am – 4.00 pm
Return of Nomination Papers to prospective candidates with certification or with comments on any deficiencies to be corrected	Thursday May 23 rd , 2024
Deadline to apply for corrections to the Preliminary Voters' List	Friday May 24 th , 2024 at 4.00 pm
Nomination Day	Saturday May 25th, 2024 – 4.00 pm
Deadline for submission of application to be a Special Voter	Monday May 27 th , 2024 at 4.00 pm
Deadline for withdrawal as a Candidate	Saturday June 1 st , 2024 at 4.00 pm
Announcement of validly Nominated Candidates	Monday June 3 rd , 2024
Posting of List of Special Voters	Monday June 3 rd , 2024
Posting of Final Voters' List for each constituency	Monday June 3 rd , 2024
Voting by Special Voters	Wednesday June 12 th , 2024 from 8.00 am to 2.00 pm
Election Day	Saturday June 15th, 2024
Deadline for applications for recounts	Sunday June 16 th , 2024 at 12.00 noon
Declaration of the final results of the Elections	Friday June 21 st , 2024

Approved by the Elections Management Committee



UNITED NATIONAL CONGRESS

UNC Head Office

#31 Mulchan Seuchan Road, Chaguanas
Telephone (868) 636-8145 / 9923 Fax (868) 636-6048
E-Mail: thebest.unc@gmail.com

Application by a Member Omitted from the Preliminary List for Inclusion on the Revised List

Constituency of:

From:

Of:.....
(Address)

Phone Nos.: Home..... Cell

Email Address:

To: Chairman of Membership Committee, United National Congress

1. I hereby inform you that my name does not appear on the Preliminary List of Members for the above mentioned Constituency
2.
 - i. I am a Life Member of the UNC*
 - ii. I am a Member of the UNC*
 - iii. I applied for membership on on Form #
 - iv. My membership number is
3. I hereby apply to have my name included in the Revised List for the said Constituency

Dated this day of 2024

Signature of Applicant.....

*Delete where inapplicable

CONFIDENTIALITY AGREEMENT

I, _____ of _____,
a member of the United National Congress political party (“UNC”), having membership
no. _____, and being a candidate / agent of candidate
_____ (*delete where necessary*), in consideration of the
UNC supplying to me a copy of the Final Voters’ List/the List of Special Voters (*delete
where necessary*) hereby agree as follows:

1. The information contained in the List shall remain the property of the UNC and I shall acquire no proprietary interest in such information.
2. The List contains confidential information and shall not be disclosed, traded, published or divulged in any manner whatsoever save and except that I am entitled to make sufficient copies of same for use by members of the UNC who are assisting in my campaign.
3. I undertake to ensure that those members of the UNC who may be given copies of the List by me observe the conditions of this agreement. I will be liable to the UNC if any of those members breach the conditions herein.
4. I acknowledge that any breach of this Agreement will not be in the interests of the UNC or its members and disciplinary proceedings may be taken against me by the UNC.

Dated this day of , 2024

.....
Signature of Candidate or Agent

.....
Signature of Witness
Name of Witness [Block letters]



UNITED NATIONAL CONGRESS

Application to vote as a Special Elector

Name of Applicant	
Home Address	
Date of Birth	
Membership No.	
National ID No.	

Please tick the appropriate box that applies to you.

CATEGORIES OF SPECIAL ELECTORS

- Candidate
- Agents of Candidate
- Member of the Internal Elections Management Committee
- Liaison Officer
- Presiding Officer
- Deputy Presiding Officer
- Poll Clerk
- Other Polling Day Personnel (describe)

I certify that the above information does not contain any false statement.

Dated: _____

Signature of Applicant: _____

BALLOT NO.:

ID CARD #:

DATE

NAME:

POLL CLERK SIGNATURE:

DEPUTY POLITICAL LEADER (CHOOSE 3)			
Surname	First Name	Symbol	Vote
IJ	KL		
MN	OP		
QR	ST		
UV	WX		
YZ	AB		
ZA	CD		

CHAIRMAN			
Surname	First Name	Symbol	Vote
BA	DC		
FE	HG		

DEPUTY CHAIRMAN			
Surname	First Name	Symbol	Vote
JI	LK		
NM	PO		

POLICY & STRATEGY OFFICER			
Surname	First Name	Symbol	Vote
JI	LK		

EDUCATION OFFICER			
Surname	First Name	Symbol	Vote
RQ	TS		
VU	XW		

RESEARCH OFFICER			
Surname	First Name	Symbol	Vote
AA	BB		
CC	DD		

ELECTIONS OFFICER			
Surname	First Name	Symbol	Vote
EE	FF		
GG	HH		

TREASURER			
Surname	First Name	Symbol	Vote
II	JJ		
KK	LL		

PARTY ORGANIZER			
Surname	First Name	Symbol	Vote
MM	NN		
OO	PP		

INTERNATIONAL RELATIONS OFFICER			
Surname	First Name	Symbol	Vote
QQ	RR		

CENTRAL REGIONAL REPRESENTATIVE			
Surname	First Name	Symbol	Vote
UU	VV		
WW	XX		

NORTHEAST REGIONAL REPRESENTATIVE			
Surname	First Name	Symbol	Vote
YY	ZZ		
ZAB	CC		

NORTHWEST REGIONAL REPRESENTATIVE			
Surname	First Name	Symbol	Vote
DEF	GHI		
JKL	MNO		

SOUTH REGIONAL REPRESENTATIVE			
Surname	First Name	Symbol	Vote
PQR	ST		
UVW	AB		

TOBAGO REGIONAL REPRESENTATIVE			
Surname	First Name	Symbol	Vote
PED	AB		
ZED	TR		

NATIONAL EXECUTIVE ELECTIONS

DATE

Presiding / Deputy Presiding Officer's Signature

STATEMENT OF POLL

Constituency of _____

Polling Station Venue _____

Number of Ballot Papers received _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

Number of Ballots cast for _____

- a. Total number of Ballots supplied to venue _____
- b. Total number of Ballot Papers found in box _____
- c. Total number of Spoilt Ballot Papers _____
- d. Total number of unused Ballot Papers with stubs attached _____
- e. TOTAL (b + c + d) _____
- f. Number of totally rejected Ballot Papers found in box _____
- g. Number of partially rejected Ballot Papers found in box _____
- h. Number of other Ballot Papers found in box _____
- i. TOTAL (f + g + h) _____

Signature of Presiding Officer / Deputy Presiding Officer officiating at the count

Dated at _____ this _____ day of _____.

Certified in the presence of:

Candidates / Agents _____

