

# **BANDARI COLLEGE STUDENTS' ORGANIZATION (BACOSO)**

## **BANDARI COLLEGE STUDENTS ORGANIZATION ELECTORAL RULES, 2023**

## **BACOSO ELECTORAL RULES**

The Bandari College Students' Organization (BACOSO) is governed by BACOSO Constitution, 2023. Article 7.1(2) empowers BACOSO to prepare Election Rules for the purpose of promoting democracy, rule of law, free, fair and transparent election. It is in the exercise of this power that BACOSO electoral rules have been created.

We members of the College Students' Parliament on behalf of all Bandari College students and with the approval of the Board of Governors issued on this ..... day of ..... 2023 and do **DECLARE** the adoption of these Electoral Rules which shall regulate General and by elections conducted under the BACOSO Constitution.

.....

**Chairperson**  
**Board of Governors**

.....

**Principal**

.....

**BACOSO President**

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| <b>1.0 PRELIMINARY PROVISIONS</b>      |                                                                                                                                                        |                                              |
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| 1.1                                    | These rules may be cited as BACOSO Electoral Rules, 2023.                                                                                              | <b>Citation</b>                              |
| 1.2                                    | These rules shall regulate all BACOSO Elections for the posts of the President, Vice President, Speaker, Deputy Speaker and Programme Representatives. | <b>Application</b>                           |
| <b>2.0 GENERAL ELECTIONS</b>           |                                                                                                                                                        |                                              |
| 2.1                                    | There shall be a General Election every one year after a new government take Oath.                                                                     | <b>General Election</b>                      |
| 2.2                                    | The election period shall commence as scheduled by Bandari College Almanac.                                                                            | <b>Election Period</b>                       |
| 2.3                                    | All matters of election including announcement of results shall not exceed three (3) weeks from its beginning.                                         | <b>Announcement of Election Results</b>      |
| 2.4                                    | Election period may be changed after written approval from the Students' Affairs Officer where circumstances render it necessary.                      | <b>Change of Election Period</b>             |
| 2.5                                    | For the avoidance of doubt, the duration for every BACOSO government will be one year until a new government take oath.                                | <b>Duration of elected BACOSO Government</b> |
| <b>3.0 BACOSO ELECTORAL COMMISSION</b> |                                                                                                                                                        |                                              |
| 3.1                                    | BACOSO Electoral Commission shall carry out the functions set out in Article 17.9 of the BACOSO                                                        | <b>Composition of the Electoral</b>          |

|                               |                                                                                                                                                                 |                                              |
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|                               | Constitution. It shall have a composition of elected members in accordance with Article 17.2 of the BACOSO Constitution as follows:                             | <b>Commission</b>                            |
| (1)                           | Chairperson                                                                                                                                                     |                                              |
| (2)                           | Secretary                                                                                                                                                       |                                              |
| (3)                           | Two (2) Members from each Programme                                                                                                                             |                                              |
| 3.2                           | Members of the Electoral Commission shall be persons of good conduct, integrity and honesty. Applicant for membership to the Electoral Commission shall not be: | <b>Eligibility of Members</b>                |
| (1)                           | A contestant in any BACOSO General Election post.                                                                                                               |                                              |
| (2)                           | Affiliated with any contestant campaigns team prior and after the appointment of membership.                                                                    |                                              |
| (3)                           | A Member of Board of Trustees.                                                                                                                                  |                                              |
| (4)                           | A holder of any post in any political party.                                                                                                                    |                                              |
| <b>4.0 RETURNING OFFICERS</b> |                                                                                                                                                                 |                                              |
| 4.1                           | For the purpose of election, one officer from the Students' Affairs Office shall be the Chief Returning Officer.                                                | <b>Chief Returning Officer</b>               |
| 4.2                           | For the purpose of election, the Chairperson of the Electoral Commission shall be the Deputy Chief Returning Officer.                                           | <b>Deputy Chief Returning Officer</b>        |
| 4.3                           | The Chief Returning Officer shall have the following duties:                                                                                                    | <b>Duties of the Chief Returning Officer</b> |

|                                          |                                                                                                                                                                    |                                                   |
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| (1)                                      | Prepare, print, stamp and issue ballot papers in the manner and design decided by the Electoral Commission.                                                        |                                                   |
| (2)                                      | Declare the time and location of counting votes before voting commences.                                                                                           |                                                   |
| (3)                                      | Announce polling stations after being decided by the Electoral Commission.                                                                                         |                                                   |
| (4)                                      | Issue instructions to voters regarding voting which have to be followed by them during voting.                                                                     |                                                   |
| (5)                                      | Examine election results of all candidates for all posts before being announced by the Chairman of the Electoral Commission.                                       |                                                   |
| <b>5.0 ELECTORAL COMMISSION MEETINGS</b> |                                                                                                                                                                    |                                                   |
| 5.1                                      | Electoral Commission meetings shall be convened by the Secretary to the Electoral Commission in consultation with the Chairperson and the Chief Returning Officer. | <b>Electoral Commission Meetings</b>              |
| 5.2                                      | The first meeting shall discuss and publish the following:                                                                                                         | <b>Agenda of the Electoral Commission meeting</b> |
| (1)                                      | Election time table                                                                                                                                                |                                                   |
| (2)                                      | Date of nomination of contestants                                                                                                                                  |                                                   |
| (3)                                      | Date of submission of contestants' manifestos                                                                                                                      |                                                   |
| (4)                                      | Date of start of campaigns                                                                                                                                         |                                                   |
| (5)                                      | Polling stations and Voting day                                                                                                                                    |                                                   |
| 5.3                                      | The Electoral Commission shall screen contestants appearing in Rule 8.1 (1) – (3) of                                                                               | <b>Screening of Contestants</b>                   |

|                                             |                                                                                                                                                                                                                   |                                                 |
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|                                             | these Electoral Rules.                                                                                                                                                                                            |                                                 |
| 5.4                                         | Electoral Commission may convene any special meeting where circumstances render it necessary.                                                                                                                     | <b>Special Electoral Commission Meeting</b>     |
| 5.5                                         | Allegation(s) raised against any candidate, pursuant to Rules 11.9 and 13.2 of these Electoral Rules, shall be discussed in a duly constituted Electoral Commission meeting.                                      | <b>Allegations against contestants</b>          |
| 5.6                                         | Electoral Commission shall prepare reasonable and relevant questions for contestants' posts.                                                                                                                      | <b>Preparation of Questions for Contestants</b> |
| <b>6.0 ELECTORAL COMMISSION PROCEEDINGS</b> |                                                                                                                                                                                                                   |                                                 |
| 6.1                                         | <p>Notice of at least twenty-four hours shall be issued to all members before an Electoral Commission meeting is convened.</p> <p><b>PROVIDED</b> that where exigencies exist a shorter notice may be issued.</p> | <b>Notice of Meeting</b>                        |
| 6.2                                         | The Quorum for Electoral Commission meetings shall at least be half of all members of the Commission provided that the Chairperson and Chief Returning Officer must be amongst the members present.               | <b>Quorum</b>                                   |
| 6.3                                         | All decisions shall be by majority votes of the members present and voting at the meeting. In                                                                                                                     | <b>Decision Making</b>                          |

|                                      |                                                                                                                                                          |                                      |
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|                                      | case the votes tally, the Chairperson will have a casting vote.                                                                                          |                                      |
| 6.4                                  | Electoral Commission proceedings shall be recorded and the Minutes shall be kept for reference.                                                          | <b>Records of Proceedings</b>        |
| 6.5                                  | The Electoral Commission may make ad hoc rules, provided that such rules do not contravene any article of the BACOSO Constitution or any electoral rule. | <b>Ad hoc Rules</b>                  |
| <b>7.0 BY – ELECTION PROCEDURES</b>  |                                                                                                                                                          |                                      |
| 7.1                                  | By – election shall be held whenever an office or seat falls vacant by reason of:                                                                        | <b>By Election</b>                   |
| (1)                                  | Successful petition                                                                                                                                      |                                      |
| (2)                                  | Cessation of studentship for whatever reasons,                                                                                                           |                                      |
| (3)                                  | Death                                                                                                                                                    |                                      |
| (4)                                  | Mental Incapacity                                                                                                                                        |                                      |
| (5)                                  | Successful Impeachment                                                                                                                                   |                                      |
| <b>8.0 POSTS TO BE CONTESTED FOR</b> |                                                                                                                                                          |                                      |
| 8.1                                  | Subject to BACOSO Constitution, the following posts shall be contested:                                                                                  | <b>Posts in the General Election</b> |
| (1)                                  | The President and Vice President                                                                                                                         |                                      |
| (2)                                  | Speaker and Deputy Speaker of CSP                                                                                                                        |                                      |
| (3)                                  | Elected Representative from each Programme                                                                                                               |                                      |
| 8.2                                  | The candidates aspiring for election posts shall fill forms as directed                                                                                  |                                      |

| <b>9.0 ELIGIBILITY OF CONTESTANTS AND ARRANGEMENT OF NAMES OF CANDIDATES</b> |                                                                                                                                                                                                      |                                                                       |
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| 9.1                                                                          | Without prejudice to the BACOSO Constitution the Electoral Commission shall have powers to screen candidates in accordance with Electoral Rules.                                                     | <b>Screening of Candidates</b>                                        |
| 9.2                                                                          | In addition to the requirements in Rules 9.3 (3) to (6), the Electoral Commission shall satisfy that nominee for Presidential candidates and Vice President meet the following eligibility criteria: | <b>Eligibility Criteria Posts of the President and Vice President</b> |
| (1)                                                                          | Be fluent in Kiswahili and English languages.                                                                                                                                                        |                                                                       |
| (2)                                                                          | A GPA of not less 3.0 in each of the last two semester reports as confirmed by the Office of the Registrar.                                                                                          |                                                                       |
| (3)                                                                          | Should not be holding any post in any political party.                                                                                                                                               |                                                                       |
| (4)                                                                          | Should have a least one hundred (100) endorsement from fellow students                                                                                                                               |                                                                       |
| (5)                                                                          | Should have paid the prescribed Form Fee of TZS 150,000 or any other Fee as approved by the Board of Trustees as need arises.                                                                        |                                                                       |
| 9.3                                                                          | The Electoral Commission shall satisfy that nominees for the remaining electable posts meet the following qualifications                                                                             | <b>Eligibility Criteria for Others Posts</b>                          |
| (1)                                                                          | Be pursuing a course of not less than one (1) academic year.                                                                                                                                         |                                                                       |
| (2)                                                                          | Good academic records with a GPA of not less                                                                                                                                                         |                                                                       |

|     |                                                                                                                                                                                                                                                |                                               |
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|     | than 2.5 in the last semester report as confirmed by the Office of the Registrar.                                                                                                                                                              |                                               |
| (3) | Exemplary character and behaviour, credible, trustworthy and capable of commanding respect of the students' community.                                                                                                                         |                                               |
| (4) | Capable of inspiring harmony, unity, peace, stability and solidarity among the students and the community.                                                                                                                                     |                                               |
| (5) | Aware, knowledgeable and committed to the aim and objectives of BACOSO.                                                                                                                                                                        |                                               |
| (6) | Not been convicted of a crime in a court of law, and/or found guilty by the Board of Trustees or Board of Governors of having committed an offence involving dishonesty, corruption, moral turpitude or any other disciplinary offence.        |                                               |
| 9.4 | In addition to the requirements set out in the BACOSO Constitution, the Electoral Commission shall satisfy that nominees for the posts of the President, Speaker, Deputy Speaker and Programme Representatives have paid prescribed Form Fees. | <b>Additional Duties Electoral Commission</b> |
| 9.5 | Depending on the post, each candidate shall pay the following prescribed Form Fee or any other fees as approved by the Board of Trustees as need arises:                                                                                       |                                               |
| (1) | TZS 150,000 for the post of the President                                                                                                                                                                                                      |                                               |

|                                                 |                                                                                                                                                                                                                                                                                       |                                           |
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| (2)                                             | TZS 100,000 for the posts of the Speaker                                                                                                                                                                                                                                              |                                           |
| (3)                                             | TZS 50,000 for the post of the Deputy Speaker                                                                                                                                                                                                                                         |                                           |
| (4)                                             | TZS 20,000 for the port of Programme Representatives                                                                                                                                                                                                                                  |                                           |
| 9.6                                             | Each candidate shall pay the Prescribed Fees in BACOSO's account and submit original deposit slip to Electoral Commission at the time of collecting the Election Form.                                                                                                                |                                           |
| 9.7                                             | The fees collected from election forms shall solely be used for activities related to the General Election. The Electoral Commission shall utilize the fees collected for election activities and expenditures.                                                                       |                                           |
| 9.8                                             | Names of candidates shall be arranged alphabetically starting with surname.                                                                                                                                                                                                           |                                           |
| <b>10.0 NOMINATION AND ELECTORAL MANIFESTOS</b> |                                                                                                                                                                                                                                                                                       |                                           |
| 10.1                                            | Issuance of forms and nomination shall have a minimum of five (5) days unless circumstances render it necessary to reduce or add days.                                                                                                                                                | <b>Issuance of Forms</b>                  |
| 10.2                                            | The candidate shall pick and return the forms to the respective place announced by the Electoral Commission and shall sign. All nominations Forms and Presidential candidates' manifestos shall be submitted within the prescribed period to the Chairperson of Electoral Commission. | <b>Submission of Forms and Manifestos</b> |

| <b>11.0 CAMPAIGNS AND CAMPAIGNS PROCEDURES</b> |                                                                                                                                                                                                                                                                                                                                            |                                               |
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| 11.1                                           | The campaign opening meeting shall be held at a time decided by Electoral Commission and shall be chaired by the Chairperson of Electoral Commission.                                                                                                                                                                                      | <b>Campaign Opening Meeting</b>               |
| 11.2                                           | All candidates and Electoral Commission members shall attend the campaign opening meeting.                                                                                                                                                                                                                                                 | <b>Attendance at Campaign Opening Meeting</b> |
| 11.3                                           | An Officer from the Students' Affairs Office shall attend the campaign opening meeting as the Chief Returning Officer.                                                                                                                                                                                                                     | <b>Attendance</b>                             |
| 11.4                                           | There shall be a proposing speech by the Chairperson of Electoral Commission followed by the campaign speech by candidates for each election post.                                                                                                                                                                                         | <b>Opening Speeches</b>                       |
| 11.5                                           | The candidate mentioned above shall be required to respond to maximum of three (3) questions asked by any BACOSO members attending the campaign meeting provided that Electoral Commission members shall not be eligible to ask any question. For the avoidance of doubt, each BACOSO member shall ask only one question without sections. | <b>Questioning of Candidates</b>              |
| 11.6                                           | The Chairperson of Electoral Commission shall have the power to object or refuse any question                                                                                                                                                                                                                                              | <b>Objection and Refusal of</b>               |

|       |                                                                                                                                                                                                         |                                |
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|       | which tend to prejudice or embarrass any candidate or delay the fair campaign opening meeting unless it is on a matter of fact.                                                                         | <b>certain questions</b>       |
| 11.7  | The time to be taken by campaign speeches and responses to questions shall be set by the Electoral Commission.                                                                                          | <b>Campaign Speeches</b>       |
| 11.8  | The Chairperson of Electoral Commission shall be empowered to warn any person attending the meeting or order the removal of the person if acting disorderly or commits a misconduct.                    | <b>Misconduct</b>              |
| 11.9  | Immediately after the campaign opening meeting candidates will be at liberty to carry out their own campaign provided that no candidate shall:                                                          | <b>Prohibited Acts</b>         |
| (1)   | Use minors                                                                                                                                                                                              |                                |
| (2)   | Use abusive language against opponent. For avoidance of doubt abusive language shall include all defamatory insults and any form of harassment defined in the Students Bylaws of 2021.                  |                                |
| (3)   | Use discrimination in any form. E.g., gender, class, belief, race and tribe                                                                                                                             |                                |
| (4)   | Use physical or mental violence                                                                                                                                                                         |                                |
| 11.10 | No candidates shall be allowed to withdraw from the election after the delivery of his/her campaign speech, unless sufficient grounds in writing are given to the satisfaction of Electoral Commission. | <b>Withdrawal of Candidacy</b> |

| <b>12.0 ELECTION PROCEDURES</b> |                                                                                                                                                                                                                                                                         |                                  |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 12.1                            | Election of all posts governed by these Rules shall be supervised by Electoral Commission.                                                                                                                                                                              | <b>Supervision</b>               |
| 12.2                            | Election shall be by secret ballots.                                                                                                                                                                                                                                    | <b>Secret Ballots</b>            |
| 12.3                            | All ballot papers shall be printed and stamped by the Chief Returning Officer in the manner and design decided by the Electoral Commission.                                                                                                                             | <b>Printing of Ballots</b>       |
| 12.4                            | Ballot boxes shall be transparent and available at all polling stations.                                                                                                                                                                                                | <b>Ballot Boxes</b>              |
| 12.5                            | Polling stations shall be decided by the Electoral Commission and announced by the Chief Returning Officer.                                                                                                                                                             | <b>Polling Stations</b>          |
| 12.6                            | Voters shall read the instructions issued by Chief Returning Officer and follow them during voting.                                                                                                                                                                     | <b>Instructions to Voters</b>    |
| 12.7                            | Every candidate may have one (1) observer at every polling station to satisfy that no forged paper is in the ballot boxes before voting starts.                                                                                                                         | <b>Observers</b>                 |
| 12.8                            | Every candidate will appoint one representative to assist in counting voting tickets.                                                                                                                                                                                   | <b>Candidates Representative</b> |
| <b>13.0 DISQUALIFICATION</b>    |                                                                                                                                                                                                                                                                         |                                  |
| 13.1                            | A candidate may be disqualified at any stage of election for breach of these Electoral Rules. Any candidate who is found guilty by the Electoral Commission of offence(s) stipulated under Rule 11.9 shall be removed from the election or results nullified on appeal. | <b>Disqualification</b>          |

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| 13.2 | <p>Any complaint against a candidate before or during campaign or after announcement of the results shall be in writing and submitted to the Chief Returning Officer who shall present the case for disqualification to the meeting of Electoral Commission for decision based on evidence.</p> <p><b>PROVIDED</b> that the candidate shall be given an audience to defend himself/herself before a decision is made.</p> | <b>Complaints and Disqualification Hearing</b>      |
| 13.3 | Witnesses may be called to give evidence before the Electoral Commission.                                                                                                                                                                                                                                                                                                                                                 | <b>Witness Testimony</b>                            |
| 13.4 | All Electoral Commission members shall not be eligible to contest for any post.                                                                                                                                                                                                                                                                                                                                           | <b>Prohibition</b>                                  |
| 13.5 | A candidate who is not satisfied by the decision of the Electoral Commission may appeal in the stipulated manner and time to the Board of Trustees.                                                                                                                                                                                                                                                                       | <b>Appeals</b>                                      |
| 13.6 | Any Electoral Commission member who infringes any provision of BACOSO Constitution or Electoral Rule shall be disqualified.                                                                                                                                                                                                                                                                                               | <b>Infringement by Electoral Commission Members</b> |
| 13.7 | Written allegation against an Electoral Commission member shall be supported by evidence and presented to the Board of Trustees for a decision.                                                                                                                                                                                                                                                                           | <b>Hearing of Infringement Allegations</b>          |

|                                                            |                                                                                                                                                                                                  |                                |
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|                                                            | <b>PROVIDED</b> that the Electoral Commission Member shall be given an audience to defend himself/herself before a decision is made.                                                             |                                |
| <b>14.0 DISCIPLINARY PROCEDURES</b>                        |                                                                                                                                                                                                  |                                |
| 14.1                                                       | Any candidate who is found guilty of breach of any of these Electoral Rules shall be subjected to disciplinary action.                                                                           | <b>Breach of Rules</b>         |
| 14.2                                                       | The disciplinary action may be that of disqualification or where any further measure is required the matter shall be handled in accordance with provisions in the Students' Bylaws, 2021.        | <b>Disciplinary Action</b>     |
| <b>15.0 ANNOUNCEMENT OF THE RESULTS</b>                    |                                                                                                                                                                                                  |                                |
| 15.1                                                       | The representatives or observers of all candidates shall sign on the election results forms to express their participation and acceptance of the results.                                        | <b>Signing of Forms</b>        |
| 15.2                                                       | The Chief Returning Officer shall examine the results of all candidates for all posts and the candidates with more votes shall be declared a winner by the Chairman of the Electoral Commission. | <b>Examinations of Results</b> |
| 15.3                                                       | The winner shall be obtained by simple majority vote.                                                                                                                                            | <b>Simple Majority Vote</b>    |
| <b>16.0 APPEALS AGAINST ELECTORAL COMMISSION DECISIONS</b> |                                                                                                                                                                                                  |                                |
| 16.1                                                       | Any party who is aggrieved by the decision of the Electoral Commission may appeal in writing with supporting documents to the Secretary of the                                                   | <b>Period for Appeals</b>      |

|                                                                 |                                                                                                                                                                                                                                 |                                                  |
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|                                                                 | Board of Trustees within forty-eight (48) hours after Electoral Commission has announced the results.<br><br><b>PROVIDED</b> that the Chief Returning Officer shall provide such information required by the Board of Trustees. |                                                  |
| 16.2                                                            | The Board of Trustees shall be the final appellate body on all matters related to elections.                                                                                                                                    | <b>Finality of Decision</b>                      |
| <b>17.0 HANDING OVER AND INAUGURATION OF THE NEW GOVERNMENT</b> |                                                                                                                                                                                                                                 |                                                  |
| 17.1                                                            | The Students Affairs Officer shall coordinate the handing over process within ten (10) days after announcing the results.                                                                                                       | <b>Handing Over</b>                              |
| 17.2                                                            | The outgoing BACOSO government shall cease to hold the office as soon as the new President and Vice President take Oath.                                                                                                        | <b>Dissolution of Outgoing BACOSO Government</b> |
| <b>18.0 MISCELLANEOUS</b>                                       |                                                                                                                                                                                                                                 |                                                  |
| 18.1                                                            | BACOSO members shall be given an opportunity to submit written statement of allegations supported by evidence on any candidate(s) to the Electoral Commission at any time before nomination of candidates for election.         | <b>Allegations against Candidates</b>            |
| 18.2                                                            | The Electoral Commission shall declare areas for displaying candidates' materials.                                                                                                                                              | <b>Display of Candidates</b>                     |

|      |                                                                                                                                                                                                        |                                                           |
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|      | For the avoidance of doubt the materials being referred to shall be confined to pictures and manifestos                                                                                                | <b>Materials</b>                                          |
| 18.3 | The election of the Speaker and Deputy Speaker shall take place five (5) days after the President and Vice President take Oaths.                                                                       | <b>Election of the Speaker and Deputy Speaker</b>         |
| 18.4 | Appointment of Prime Minister shall take place within two (2) days after the Speaker, Deputy Speaker and CSP Secretary take Oaths and the name shall immediately be submitted to CSP for confirmation. | <b>Appointment and Confirmation of the Prime Minister</b> |
| 18.5 | Members of the Electoral Commission will cease to operate once all elected members have taken Oaths.                                                                                                   | <b>Dissolution of the Electoral Commission</b>            |