

JAMAICA CIVIL SERVICE ASSOCIATION
ELECTION OF OFFICERS

Rule 20 (IV)

REGULATION FOR ELECTION OF OFFICERS

APPROVED AT THE SPECIAL GENERAL MEETING
HELD ON SEPTEMBER 16, 1969 AND FEBRUARY 23, 1978
JUNE 1992 AND ANNUAL GENERAL MEETING MAY 26, 1994

1. These Regulations shall be known and referred to as “The Regulation for the Election of Officers of the Jamaica Civil Service Association”.
2. The Executive Committee of the Jamaica Civil Service Association, hereinafter referred to as “**The Executive Committee**” shall appoint a day to be known as **Nomination Day, not less than twenty-eight (28) days before the date fixed for the opening of the Annual General Meeting, the day appointed shall be publicized to all members and the Daily Newspaper.**
3. Executive Committee, subject to the approval of General Council, shall appoint an Honorary Election Officer. Such Assistants may be found necessary for the conduct of the election, may be appointed by the Honorary Election Officer, subject to the approval of Executive Committee, such Assistants to be known as Election Officers.
4. On Nomination Day the Honorary Election Officer shall receive at a place to be designated, nominations from duly qualified members of the Association for the Officers of President, First Vice President; Second Vice President, Third Vice President and Honorary Treasurer.
5. All Nominations shall be in writing, on a prescribed form, shall be proposed and seconded by two (2) members of the Association in good financial standing and shall be signed by the proposer and seconder, provided the Nomine is qualified as specified under Rule 20 (ii) of the Rules of the Association but may hold more than one (1) office. The Election Officer shall notify the person nominated in writing and he/she in turn shall signify his/her assent or otherwise.

6. No persons, other than those nominated on Nomination Day, shall stand as a candidate for election to any of the officers named in Regulation 4 above.
7. All members of the Association, not disqualified under any other rule of the Association and in good financial standing, shall be entitled to vote.
8. Every member of the Association, not disqualified under any rules of the Association and in good financial standing shall be entitled to vote ONCE for each officer.

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9. Voting shall be in person and by secret Ballot.
 - a. Voting shall take place at the Annual General Meeting of the Association or at adjournment thereof provide that voting in the Parishes listed in the schedule to these Regulations shall take place simultaneously in the main town of those parishes not later than seven (7) days before them date of the formal opening of the Annual General meeting.
 - b. Balloting shall be conducted by the Honorary Election Officer and his Assistants at the place of the Annual General Meeting and as provided at sub-paragraph (a) Regulation.
 - c. Upon presentation of his/her Membership Card, Passport, National Identification and/or Driver's License, to the Honorary Election Officer or any of his/her Assistants, a member of the Association shall be entitled to receive the appropriate ballot.
10. The Honorary Election Officer shall receive all ballots cast, shall declare the poll closed at the end of the designated voting period, shall count and record the ballots cast for each candidate at the place of the Annual General Meeting and shall announce the results of the ballot tom the members assembled at the Annual General Meeting.
11. General Council shall have the right to add to these Regulations form time to time as it seems necessary in accordance with Rule 20 (iv) of the Constitution.
12. Nothing in these Regulation shall be construed as preventing the Annual General Meeting from validated any election or authorizing an election or alternative method of election at such meeting.
13. No officer except those retiring at the Annual General Meeting shall be eligible for election to any of the posts becoming vacant at that meeting unless, not less than thirty (30) days prior to the date appointed for Nomination there shall have delivered to the Election Officer, a letter tendering his/her resignation from the position he/she holds with effect from a date not later

than that of the Annual General Meeting at which the Election of Officers will take place, so that once resignation is accepted in cannot be withdrawn.