



# THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

## **LIST OF NOMINEES** **CHAPTER GUILD OFFICERS BY-ELECTIONS** **AT THE UNIVERSITY OF TRINIDAD AND TOBAGO**

Students are asked to take **Notice** of the following information in relation to the Chapter Guild Officers **By-Elections** scheduled for **Friday 30<sup>th</sup> day of June, 2023.**

- (1) Voting will be done via “myPortal” site, which **can only be accessed** by students logging onto myPortal, using their UTT credentials.
  - (2) On UTT myPortal site, students are to use the **Student Guild Election Tab** to access the ballot paper.
  - (3) The polls will be opened from **6:00am to 6:00pm**
  - (4) **RESTRICTIONS:**
    - a. Students will be restricted to voting for nominees from **their respective campus only.** For example, ECIAF students can only vote for ECIAF nominees.
    - b. For each position, students will be restricted to **one vote only** per each position.
- (2) **Campaign Guideline:**
- a. **Campaigning must be ceased by midnight Thursday 29<sup>th</sup> June 2023.**
  - b. All campaign activities must conform to the **Campaign Guidelines in Appendix “A” attached.**

**(3)The List of Nominees is attached at Appendix “B”**

Dated this 29<sup>th</sup> day of June, 2023

**Dorwin Manzano**  
**RETURNING OFFICER**  
**CHAPTER GUILD ELECTIONS 2023**



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## **APPENDIX "A"**

### **CAMPAIGN GUIDELINE**

In accordance with the By-laws of the Executive Student Guild at The University of Trinidad and Tobago, the following guidelines shall apply to Campaigning:

- 1) For the avoidance of doubt, reference to Candidates, Campaigners and Supporters are interchangeable and these regulations apply to anyone acting on behalf of a Candidate.
- 2) Candidates must take reasonable steps to ensure that their supporter's actions always comply with these regulations and must be able to demonstrate this in the event of a complaint against them.
- 3) Campaigners should not undertake campaign activity which others could not also reasonably do.
- 4) Campaigners may only alter, move or remove their own campaign materials once in place.
- 5) Campaigners may only use UTT contact lists where lawful to do so. In most cases this will require the active consent of the Members on the list to use their details. It is not lawful to use any Executive Student Guild provided mailing lists for the purposes of election campaigning.
- 6) Campaigners must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.
- 7) Candidates and campaigners should not allow voters to cast a vote on their Personal Devices and should not touch any electronic voting device being used by a voter and should allow votes to be cast in secret.
- 8) Candidates are expected to run an ethical campaign. Negative campaigning is not allowed. A candidate may refer to his/her strengths in relation to the other candidates, but no candidate may refer to the weaknesses of any other candidate.



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- 9) Campaigners must not exceed their budget limits set by the Returning Officer.
- 10) All Candidates must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer no later than 1 hour after polls close. If candidates do not spend any money during their campaign this must be made clear on the submission.
- 11) Items freely and readily available to all campaigners can be used without itemization.
- 12) Guidance will be issued to confirm any budgetary restrictions prior to the close of nominations.

## **General Regulations.**

- 1) It is not lawful to use UTT provided contact lists for the purposes of elections campaigning.
- 2) Candidates should not:
  - a. Display campaign materials in public places off-campus, nor in residences where they can be seen from outside the premises.
  - b. Post materials through letterboxes, even where you know that students may live at the property.
  - c. Attach a poster or banner to any fixed object on campus and leave it unattended.
  - d. Use unauthorised Megaphones or sound systems to campaign.
  - e. Play amplified music where it interferes with lectures or quiet study.
  - f. Conduct a drone flight without lawful authorisation.
- 3) Campaigners will be charged for any cleaning costs, such as removing stickers, and this will be considered a campaign expense.
- 4) Campaigners may only enter Halls of Residence with the permission of residents and must leave immediately if asked to do so.
- 5) Campaigners must adhere to UTT policies.
- 6) All individuals involved with an election campaign must always conduct themselves in an appropriate manner, treating everyone with respect and dignity.



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## Breaches

There are three types of resolutions which can be applied to remove any specific advantages gained from misconduct in Campaigning:

- 1) **Campaign Penalty** - Confiscation of campaign materials, or instructions to alter or remove a social media post.
- 2) **Campaign Ban** - To prevent a team campaigning for a period, or in a method;
- 3) **Disqualification** - This is the strongest punishment, applied only in the most serious circumstances.

## Complaints

Complaints regarding Elections are dealt with solely by the process outlined below and cannot be reviewed by any other policy or procedure:

- 1) Complaints will not be accepted in person - they must be made by email or using the form advertised.
- 2) Complaints made during a specific election must be made before a deadline of 1 working day after the voting period closes. Complaints made after this deadline will not be accepted.
- 3) Results will not be announced until all complaints relating to that position have been resolved.
- 4) The process for dealing with complaints is as follows:
  - a. Establish if the complaint is valid.
  - b. If not valid, the complaint is closed.
  - c. If valid, the complaint should be investigated.
  - d. Complaint is investigated.
  - e. Resolutions suggested to inform decision-making process.
  - f. The suggestions made are non-obligatory and do not bind the Returning Officer.
  - g. The Returning Officer will review the investigation and any supporting evidence and decide.

## Appeals

- 1) Any decision is open to appeal within two working days of the decision being made – any right to appeal will be disclosed to any relevant party; this would normally be the complainant and the campaigner being complained against, when a decision is issued.



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- 2) In the case of an appeal, the Returning Officer will analyze the fairness of the original decision.
- 3) Appeals may be allowed on the grounds of unfair decision-making, quality of investigation, new information coming available or a punishment being too harsh under the circumstances.
- 4) If the Returning Officer believes there to be a reason to allow the appeal, a new resolution will be sought. The Returning Officer will then issue a new decision (which may be the same as the original decision), considering the reasons given for allowing the appeal.
- 5) Any further appeals can be made to UTT Vice President – Research, Academic and Student Affairs or similar office within 1 working day from decision made by the Returning Officer. The office of UTT Vice President, Research, Academic and Student Affairs would decide following similar process of the Returning Officer, after which such decision would be deemed final.

**Dated this 29<sup>th</sup> day of June, 2023.**

**Dorwin Manzano  
RETURNING OFFICER  
CHAPTER GUILD ELECTIONS 2023**



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### APPENDIX "B"

## **REVISED LIST OF NOMINEES** **UTT CHAPTER GUILD BY-ELECTIONS**

CAMPUS	POSITION	FIRST NAME	LAST NAME
Academy for the Performing Arts (APA)	TREASURER	NIL	NIL

CAMPUS	POSITION	FIRST NAME	LAST NAME
Eastern Caribbean Institute of Agriculture and Forestry (ECIAF)	PRESIDENT	Shennelle	HERBERT
		Jarryd	HOLDIP
	DORM REP. MALE	Tshaka	WALROND
	DORM REP MALE	Brent	CUPID
	DORM REP. FEMALE	Adriana	BOWEN

CAMPUS	POSITION	FIRST NAME	LAST NAME
John S. Donaldson (JohnD)	PRESIDENT	NIL	NIL
	VICE PRESIDENT	NIL	NIL
	SECRETARY	NIL	NIL
	TREASURER	NIL	NIL
	P.R.O.	NIL	NIL

<b>CAMPUS</b>	<b>POSITION</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>
TOBAGO	PRESIDENT	NIL	NIL
	VICE PRESIDENT	NIL	NIL
	SECRETARY	NIL	NIL
	TREASURER	NIL	NIL
	P.R.O.	NIL	NIL

<b>CAMPUS</b>	<b>POSITION</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>
Point Lisas	ASST. TREASURER	NIL	NIL

<b>CAMPUS</b>	<b>POSITION</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>
San Fernando Campus (SFTI)	PRESIDENT	Kavish	RAMKISSOON
	VICE PRESIDENT	NIL	NIL
	SECRETARY	NIL	NIL
	ASSIST. SECRETARY	NIL	NIL
	TREASURER	NIL	NIL
	ASST. TREASURER	NIL	NIL
	KINESIOLOGY REP.	NIL	NIL

Dated this 29<sup>th</sup> day of June, 2023

**Dorwin Manzano**  
**RETURNING OFFICER**  
**CHAPTER GUILD OFFICERS**  
**BY-ELECTIONS**