



GUIDELINES FOR HANDLING COMPLAINTS ARISING FROM THE WOMEN'S COUNCILS AND COMMITTEES ELECTIONS FROM VILLAGE TO DISTRICT LEVEL

1.0 Law Applicable

The following laws shall guide the handling of complaints arising from the election of Women Councils and Committees from Village to District level:

- a) The Constitution of the Republic of Uganda, 1995 (As amended);
- b) The Electoral Commission Act Cap. 140 [ECA] (as Amended);
- c) The National Women's Council Act Cap.318 (as Amended); and
- d) The National Women's Council (Councils and Committees) (Elections), Regulations, 2011.

2.0 Constituting the Parish/Ward Complaints Committee

The Returning Officer in each District shall manage and supervise the complaints handling process in relation to the election of Women Councils and Committees from Village to District level.

- (a) Subject to Section 6B of the National Women's Council Act, the Commission shall constitute the Parish/Ward Complaints Committees for purposes of handling election complaints arising from election activities for Village Women Committees.
- (b) Each Parish/Ward Complaints Committee shall comprise of the Parish/Ward Election Official as the Chairperson and Village Election Officials of the respective villages within the Parish/Ward as members.

3.0 Constituting Subcounty/Town/Division Complaints Committee

- (a) Subject to Section 6B of the National Women's Council Act, the Commission shall constitute the Sub county/Town/Division Complaints Committees for purposes of handling election complaints arising from the election activities for the election of the Parish/Ward Women Councils and Committees and Sub county/Town/Division Women Councils and Committees.
- (b) Each Complaints Committee shall comprise of the Sub county Election Official as the Chairperson and Parish/Ward Election Officials of the respective Parishes/Wards within the Sub county/Town/Division as members.
- (c) The Complaints Committees shall transmit their reports on complaints handled and recommendations, if any, to the respective Electoral District Returning Officers, for further management.

4.0 Complaints arising from the Women Councils and Committees election at the District level

In accordance with Section 6B of the National Women's Council Act, the Returning Officer in each Electoral District shall handle complaints arising from the Women Councils and Committees election at the District level.

5.0 Procedure for lodging and handling of complaints

(a) Complaints related to registration and display of the Register

- (i) All complaints on registration, display shall be lodged formally and in writing by the complainant, using the prescribed Form provided by the Commission, addressed to the Returning Officer through the Village Election Official for the attention of the Parish Complaints Committee.
- (ii) The Village Election Official shall transmit the Complaint Forms to the Parish Complaints Committee which shall immediately convene to resolve the complaints raised from the respective villages.

- (iii) The Parish Complaints Committee shall compile a report on all complaints handled and submit a report to the Returning Officer indicating action taken and recommendations, if any.
- (iv) Recommendations on objections to the inclusion and/or non-inclusion in the register shall be compiled by the Parish/Ward Complaints Committee and the list submitted to the Returning Officer with a copy to the Village Election Official.
- (v) The Village Election Official shall, for public scrutiny, display the said list in a convenient public place within the village for two (2) days.
- (vi) The Village Election Official shall update the Register accordingly (guided by the recommendations from the displayed list in (v) above), clearly indicating the dead (D), those that have left the village or non-residents (NR), the underage (UA) and non-citizens (NC) in the column of the Register Book.
- (vii) A copy of the final list for inclusion and exclusion shall be submitted to the Returning Officer for record purposes through the Sub county Election Officers (SEOs) by the respective Village Election Officers, after updating the Register.

(b) Complaints related to the campaigns process

Complaints on the campaign process shall be lodged with the Village Election Officer who shall submit the complaint to the Parish Complaint Committee for determination.

NB. These guidelines shall apply with necessary modifications in subsequent elections at the Parish/Ward, Sub-county/Town/Division and District level.

(c) Complaints related to the polling process

All polling day complaints shall be handled by the Presiding Officer of a given election. The Commission shall provide an Official Report Book for documenting complaints lodged and any incident that may have occurred, and action taken, during the voting process.

6.0 Complaints handling by the Returning Officer

- (a) Any complaint submitted in writing alleging any irregularity with any aspect of the electoral process, if not satisfactorily resolved by the respective Complaints Committee, shall be determined by the Returning Officer.
- (b) The Returning Officer shall, expeditiously submit a report on the complaints handled within the District to the Commission highlighting action taken as well as matters requiring the attention of the Commission.
- (c) The Commission shall handle all complaints received in accordance with Section 15 of the Electoral Commission Act.



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