

THE REPUBLIC OF UGANDA
THE ELECTORAL COMMISSION

Telephone: +256-41-337500/337508-11
Fax: +256-31-262207/41-337595/6
E-mail: secretary@ec.or.ug
Ref: **VRG 37/144/01**



Plot 55 Jinja Road
P. O. Box 22678 Kampala, Uganda
Website: www.ec.or.ug
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GUIDELINES FOR THE DEMARCATION OF ELECTORAL AREAS FOR GENERAL ELECTIONS, 2021

1.0 Introduction

The Constitution mandates the Electoral Commission to demarcate electoral areas (EAs) for local government councils' elections to form local government councils under the legal framework below.

The purpose for demarcation of local government electoral areas is to clearly define the areas of representation for Directly Elected Councilors and Women Councilors forming one-third of councils to each local government. This is done in accordance with section 109 of the Local Governments Act which states that "The demarcation of electoral areas shall ensure that; -

- a. In case of a district, every subcounty or municipal division is represented at the district council and that no subcounty or division shall be subdivided for purposes of adding part of it to another subcounty or division;
- b. In case of a city, every division is represented at the city council and that no division shall be subdivided for purposes of adding a part of it to another division;
- c. In case of a subcounty, municipality, city division or town, every parish or ward shall be represented at the relevant local government council and that no parish or ward shall be subdivided for the purpose of adding a part of it to another parish or ward".

Demarcation of Electoral Areas for women councillors shall ensure that whenever there are fewer women seats than lower local government units, the electoral areas for women councillors derived from section 10(e) may bring together two or more lower local council units using a population quota determined by the Electoral Commission (LGA, Section 110).

1.1 Legal Framework for Demarcation of Local Government Electoral Areas

- i. Article 180 and 181 of the Constitution of the Republic of Uganda, 1995;
- ii. Sections 4, 10, 23, 108, 109 and 110 of the Local Governments Act [Cap, 243]
- iii. Kampala Capital City Authority Act, 2010

1.2 Local Government Levels

Local Government Councils exist at the following levels as provided in Section 4 of the Local Governments Act [Cap, 243];

- i. District/City

- ii. Municipality/City Division
- iii. Sub-county/Town/Municipal Division

2.0 Elective Offices in Local Government Councils

The composition of local governments councils as provided under section 4, 10 and 23 of the Local Governments Act [Cap 243] is as follows:

2.1 Composition of District Council

- (a) District Chairperson (**DCP**);
- (b) Directly Elected District Councilors representing Sub-counties/Towns/Municipal Divisions or part of Sub-counties/Towns/Municipal Divisions (**DEC**);
- (c) Two youth councilors representing the youth one of whom shall be female (**YC**);
- (d) Two councilors with disabilities representing PWD's one of whom shall be female (**PWDC**);
- (e) District Woman Councilors forming one third of the council representing Sub-counties/Towns/Municipal Divisions or part of Sub-counties/Towns/Municipal Divisions (**WC**) such that councilors in (b), (c) and (d) form two thirds of the council;
- (f) Two older persons a male and a female above the age of sixty years (**OP**); and
- (g) Two members representing workers one of whom shall be a female.

2.2 Kampala Capital City Authority

Composition of the Authority

- (a) The Lord Mayor;
- (b) One Councilor directly elected to represent each electoral area in the capital city;
- (c) Two councilors representing the youth one of whom shall be female;
- (d) Two councilors with disabilities representing persons with disabilities PWD's one of whom shall be female.
- (e) Women Councilors forming one third of the Authority such that the councilors under (c) and (d) shall form two thirds of the Authority,
- (f) One councilor representing each of the following professional bodies; -
 - Uganda Institution of Professional Engineers;
 - Uganda Society of Architects;
 - Uganda Medical Association; and
 - Uganda Law Society.

2.3 Composition of City Council

- (a) Mayor;
- (b) Directly Elected Councilors representing City Divisions or part of City Divisions (**DEC**);
- (c) Two youth councilors representing the youth one of whom shall be female;
- (d) Two councilors with disabilities representing (PWDs) one of whom shall be female;
- (e) Woman Councilors forming one third of the council representing City Divisions or part of City Divisions (**WC**) such that councilors in (b), (c) and (d) form two thirds of the council;

- (f) Two older persons a male and a female above the age of sixty years; and
- (g) Two members representing workers one of whom shall be a female

2.4 Lower Local Government Councils

The composition of each lower local government is as follows: -

2.4.1 Municipality

- (a) A Chairperson
- (b) A Directly Elected Councilor representing each parish/ward or part of a parish/ward;
- (c) Two youth councilors representing the youth one of whom shall be female;
- (d) Two councillors with disabilities representing PWD's one of whom shall be a female;
- (e) Two older persons a male and a female above the age of sixty years; and
- (f) Women Councilors forming one-third of the council derived from (b), (c) and (d).

2.4.2 City Division

- (a) A Chairperson
- (b) A Directly Elected Councilor representing each parish/ward or part of a parish/ward;
- (c) Two youth councilors representing the youth one of whom shall be female;
- (d) Two councillors with disabilities representing PWD's one of whom shall be a female;
- (e) Two older persons a male and a female above the age of sixty years; and
- (f) Women Councilors forming one-third of the council derived from (b), (c) and (d).

2.4.3 Sub-county

- (a) A Chairperson;
- (b) A Directly Elected Councilor representing each parish/ward or part of a parish/ward;
- (c) Two youth councilors representing the youth one of whom shall be female;
- (d) Two councillors with disabilities representing PWD's one of whom shall be a female;
- (e) Two older persons a male and a female above the age of sixty years; and
- (f) Women Councilors forming one-third of the council derived from (b), (c), (d) and (e).

2.4.4 Town

- (a) A Chairperson
- (b) A Directly Elected Councilor representing each parish/ward or part of a parish/ward;
- (c) Two youth councilors representing the youth one of whom shall be female;
- (d) Two councillors with disabilities representing PWD's one of whom shall be a female;
- (e) Two older persons a male and a female above the age of sixty years; and
- (f) Women Councilors forming one-third of the council derived from (b), (c), (d) and (e).

2.4.5 Municipal Division

- (a) A Chairperson;
- (b) A Directly Elected Councilor representing each parish/ward or part of a parish/ward;
- (c) Two youth councilors representing the youth one of whom shall be female;
- (d) Two councillors with disabilities representing PWD's one of whom shall be a female;
- (e) Two older persons a male and a female above the age of sixty years; and
- (f) Women Councilors forming one-third of the council derived from (b), (c), (d) and (e).

3.0 The need to Demarcate Local Government Electoral Areas for the 2020/2021 General Elections

The boundaries of a Local Council unit may be altered or a new Local Council unit may be formed in accordance with Section 7 of the Local Governments Act [Cap, 243].

The mandate to approve alteration of boundaries or creation of a new local council unit is vested in Parliament and/or the Minister of Local Government.

Therefore, no new local council unit shall be communicated and/or have its data processed by the Commission without attaching authority supporting its creation by Parliament or the Minister of Local Government

NB: The new administrative units considered in demarcation of Local Governments Electoral Areas are those received by the Electoral Commission by 31st July 2019.

The demarcation of Local Governments electoral areas arose out of the following:

- (i) Creation of new districts whose councils have to be formed for the first time;
- (ii) Creation of new Municipalities, Sub-counties/Towns/Municipal Divisions with the following effects: -
 - Councils have to be formed for the first time
 - Representation of the Sub-counties/Towns/Municipal Divisions in the district council;
 - Impact on the original local council(s) where the new unit has been carved from.
- (iii) Creation of new Parishes/Wards affecting representation at Municipal and Sub-county/Town/Municipal Division levels; and
- (iv) Increase in population of Sub-counties/Towns/Municipal Divisions and Parishes/Wards

NB: The five (5) new cities commencing 2020 shall be included in the demarcation of Local Government Council Electoral Areas.

4.0 Phases in Demarcation of Local Government Electoral Areas

Demarcation of Electoral Areas is done in two main phases.

Phase I comprises determining the sizes of the councils and the numbers of the electoral areas for each category of representation. This is done at the Commission headquarters.

Phase II comprises of determining the actual combination or splitting of basic administrative units for formation of electoral areas for representation where this is required. This is done in the field in meetings with the following stakeholders: -

- Chief Administrative Officers (CAOs);
- Subcounty Chiefs (Senior Assistant Secretaries);
- Sub-county Supervisors;
- Parish Chiefs; and
- Parish Supervisors

5.0 Preparatory Work for Demarcation of Electoral Areas for Representation at Local Government Councils at the Commission Headquarters

5.1 General principles and steps followed for demarcation of Local Government Electoral Areas for Directly Elected Councillors

Step I: Consider the basic local council unit for representation as provided under Section 109 of the Local Governments Act, CAP. 243 (see annex I).

Step II: Consider the total population (2014 population census data) of the relevant basic local council unit in step I above and compare with the population quota as provided under Section 108 (1) of the Local Governments Act, CAP. 243. This will determine the number of electoral areas to be demarcated out of the basic local council unit.

- The Population quotas in the annex II are those provided under sec 108(1) of the Local Governments Act, [Cap 243];
- The basic administrative units for representation are those provided for under Sec 109 of the Local Governments Act, [Cap 243]. These serve for both Directly Elected and Women Councilors forming one third of Councils.

NB Local Government electoral areas are demarcated in such a manner that the number of inhabitants in each electoral area should be approximately equal to the population quota.

Step III: Determine that the total number of councillors for a Local Government Council shall not be less than ten as provided for under section 108(4) of the Local Governments Act, CAP. 243.

Step IV: Consider Electoral Areas that may be created after taking into account means of communication, geographical features and population size.

5.2 General Principles and steps followed for demarcation of Electoral Areas for Women Councillors forming one third of Local Government Councils.

5.2.1 District/City Level

Step I: (i) Establish the composition of the **two thirds** ($\frac{2}{3}$) of the total Council;
[Directly Elected Councillors + two Councillors representing the Youth + two Councillors representing persons with disabilities] = $\frac{2}{3}$ of the Council

Step II: (ii) Derive the **one third** of the women quota i.e. ($\frac{1}{3}$ of the Council) as follows: -

Let: DEC = Number of electoral areas for Directly Elected Councillors;

Y = Councillors representing Youth to the respective Local Government;

PWD = Councillors representing Persons With Disabilities to the respective Local Government;

Then, the number of Women Councillors forming one third ($\frac{1}{3}$) of the council

$$WC = \frac{DEC+Y+PWD}{2}$$

For each Local Government Council, there are 2 councillors representing the youth and 2 representing persons with disabilities as provided for under Sections 10 (c), (d) and 23(c), (d) of the Local Governments Act, CAP 243.

Therefore, at all Local Government Councils, Y=2 and PWD= 2

The number of Women Councillors forming one third of the Council

$$WC = \frac{DEC + 4}{3} \quad (\text{Since, } DEC+Y+PWD = \frac{2}{3} \text{ of the Council})$$

5.2.2 Kampala Capital City

Step I: (i) Establish the composition of the **two thirds** ($\frac{2}{3}$) of the total Council;
[Directly Elected Councillors + two Councillors representing the Youth + two Councillors representing persons with disabilities] = $\frac{2}{3}$ of the Council

Step II: (ii) Derive the **one third** of the women quota i.e. ($\frac{1}{3}$ of the Council) as follows: -

Let: DEC = Number of electoral areas for Directly Elected Councillors;

Y = Councillors representing Youth to the respective Local Government;

PWD = Councillors representing Persons With Disabilities to the respective Local Government;

Then, the number of Women Councillors forming one third ($\frac{1}{3}$) of the council

$$WC = \frac{DEC+Y+PWD}{2}$$

Therefore, at all Local Government Councils, Y=2 and PWD = 2.

The number of Women Councillors forming one third of the Council

$$WC = \frac{DEC + 4}{2} \quad (\text{Since, } DEC+Y+PWD = \frac{2}{3} \text{ of the Council})$$

5.2.3 Municipality/City Division and Subcounty/Town/Municipal Division levels

Step I: (i) Establish the composition of the **two thirds** ($\frac{2}{3}$) of the total Council
(ii) Derive the **one third** of the women quota i.e. ($\frac{1}{3}$ of the Council) as follows: -
[Directly Elected Councillors + two Councillors representing the Youth + two Councillors representing persons with disabilities] = $\frac{2}{3}$ of the Council

Step II: Derive the number of Women Councillors, which will form one third of the Council and therefore the number of electoral areas for representation at the respective Council as follows: -

Let: DEC = Number of electoral areas for Directly Elected Councillors;

Y = Councillors representing Youth to the respective Local Government;

PWD = Councillors representing Persons With Disabilities to the respective Local Government;

Then, the number of Women Councillors forming one third ($\frac{1}{3}$) of the council

$$WC = \frac{DEC+Y+PWD +OP}{2}$$

Therefore, at all Local Government Councils, Y=2, PWD= 2 and OP = 2

The number of Women Councillors forming one third of the Council

$$WC = \frac{DEC + 6}{2} \quad (\text{Since, } DEC+Y+PWD+OP = \frac{1}{3} \text{ of the Council})$$

NOTE

- i: Compare the total number of basic local council units for representation with the number of electoral areas (seats) for women councillors.
 - If the number of electoral areas (seats) women councillors is equal to the number of basic local council units, then each basic local council unit will be represented by one Woman coucillor;
 - If the number of women councillors is less than the number of basic local council units, it implies that some local council units shall be combined to form electoral areas.
 - If the number of women coucillors is greater than the number of local council units, it implies that some basic local council units shall be split to form electoral areas. Therefore, ensure that each basic local council unit is represented.

- ii: Derive the Population Quota to be used for demarcation for the relevant Local Government, which shall be;

Total Population (National Population and Housing census 2014) of a Local Government Unit

Number of Electoral Areas reserved for women councillors

Use the derived population quota to demarcate electoral areas by either splitting or merging basic local council units.

Example to determine the women quota for Subcounty A

Table: I

Sub-county	Parish	Population
A	1	4,000
	2	2,500
	3	6,000

$$WC = \frac{DEC+6}{2} = \frac{3+6}{2} = \frac{9}{2} = 4.5$$

Therefore, the Women quota would be rounded off to five (5). The three parishes therefore have to be split to form five electoral areas for the women councillors for Sub-county A.

The population quota to be used for sub-county A shall be: $(4,000+2,500+6,000)/5 = 2,500$

Divide the individual parish population by the computed population quota to get number of electoral areas for women councillors each parish would be split into as indicated in table III.

Table II

Sub-county	Parish	Population	Computed Women EAs	Determined EAs for women
A	1	4,000	1.6	2
	2	2,500	1	1
	3	6,000	2.4	2

Therefore, this illustrates how Subcounty A will be demarcated to form 5 electoral areas for women.

iii: Use the total population (National Population and Housing census 2014) of the basic local council units for representation and the population quota derived in (ii) above to demarcate electoral areas reserved for women councillors taking proximity into consideration. The following three scenarios may be achieved: -

- A basic local council unit forming an electoral area for representation
- Combining two or more basic local council units to form one electoral area for representation by a woman councillor
- Splitting one basic local council unit into two or more electoral areas for representation

6.0 Procedure for Demarcation of Electoral Areas in the Field (Phase two)

Work in this phase shall be done in the field by the District Returning Officers/ District Registrars. The documents listed in 6.0 shall be used in the exercise and the following steps shall be followed; -

Step1: Study the documents carefully.

- Establish the composition of the various Local Government Councils in your district
- Establish whether the composition of the councils for the forthcoming general elections is different from that of the existing councils which were elected in 2016. If the composition has changed, establish the reasons for the change. If there is change proceed and follow the guideline to re-demarcate, and if there is no change then there is no need for demarcation.

Step 2:

a. District Councils

Electoral Areas for Directly Elected and Women Councillors forming one third of councils.

- The basic local council unit for representation is Sub-county/Town/Municipal Division
- If the number of Sub-counties/Towns/Municipal Divisions is greater than the number of seats reserved for women councillors, look out for Sub-counties/Towns/Municipal Divisions to be combined and combine appropriately taking into consideration proximity/neighborliness, geographical features and population size using **FORM A1**.
- If the number of Sub-counties/Towns/Municipal Divisions is less than the number of seats reserved for Women Councilors, look out for Sub-counties/Towns/Municipal Divisions to be subdivided to form electoral areas and subdivide listing the names of parishes in each electoral area in the space provided on **FORM A2**.
- If the number of Sub-counties/Towns/Municipal Divisions is less than the number of Directly Elected Councillors to be elected, look out for Sub-counties/Towns/Municipal Divisions to be subdivided into electoral areas and subdivide listing the names of parishes in each electoral area in the space provided **FORM A3**.

b. Municipality/City Division Councils

The local council unit for representation at this level is the Parish/Ward.

Consider Electoral Areas for Directly Elected Councilors and Women Councillors forming one third of councils.

- If the number of Parishes/Wards is greater than the number of seats reserved for women councilors, look out for Parishes/Wards to be combined to form electoral areas and combine appropriately taking into consideration proximity/neighborliness, geographical features and population size using **FORM B1**.
- If the number of parishes/wards is less than the number of seats reserved for Women Councilors, look out for parishes/wards to be subdivided to form electoral areas and subdivide listing the names of villages and polling stations in each electoral area in the space provided on **FORM B2**.
- If the number of parishes/wards is less than the number of Directly Elected Councillors to be elected, look out for parishes/wards to be subdivided into electoral areas and subdivide listing the names of villages and polling stations in each electoral area in the space provided **FORM B3**.

c. Subcounty/Town/Municipal Division Councils

(basic unit for representation is the Parish/Ward).

Consider Electoral Areas for Directly Elected and Women Councillors forming one third of councils.

- If the number of Parishes/Wards is greater than the number of women councillors to be elected, look out for Parishes/Wards to be combined and combine appropriately taking into consideration neighborliness, geographical features and population size using **FORM C1**.
- If the number of parishes/wards is less than the number of Women Councillors to be elected, look out for parishes/ward to be subdivided into electoral areas and subdivide listing the names of villages and polling stations in each electoral area in the space provided on **FORM C2**.
- If the number of parishes/wards is less than the number of Directly Elected Councillors to be elected, look out for parishes/wards to be subdivided into electoral areas and subdivide listing the names of villages and polling stations in each electoral area in the space provided **FORM C3**.

7.0 Confirmation of important documents

The following information must be confirmed by the Returning Officer: -

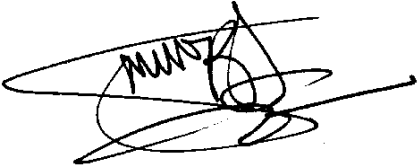
- a) List of names of local council i.e. Counties, Municipalities, City Divisions, Sub-counties, Towns, Municipal Divisions, Parishes/wards and Villages in the district provided.
- b) Confirm that each electoral area at Sub-county, Town or Municipal Division has at least one polling station.

The district Returning Officer/and Registrar shall certify all working documents in the spaces provided and submit them to the Electoral Commission. Demarcation returns will be delivered at the Electoral Commission headquarters **two days** after completion of the exercise.

8.0 Steps in handling Demarcation Returns

The District Returning Officer shall: -

- (i) compile and file dully filled forms A1, B1, B2, B3, C1, C2, C3 and the list of administrative units that was provided;
- (ii) Verify the completeness of the all the forms used; and
- (iii) Submit Returns to the Statistics Unit in Election Management Department for processing.

A handwritten signature in black ink, appearing to read 'MUGENYI SIMON', with several large, sweeping loops and a horizontal line crossing through the middle.

Justice Byabakama Mugenyi Simon
CHAIRPERSON, ELECTORAL COMMISSION

ANNEX I

Summary of Administrative Units in Uganda since February 2016

Category	No. of Units as of Feb 2016	No. of Units as of 31 st July 2019
Districts	112	135
Cities	1	1
City Divisions	5	5
Constituencies	290	296
Municipalities	34	41
Municipal Divisions	99	125
Sub-counties/Towns	1,299	1,924
Parishes/Wards	7,431	10,013
Villages	57,842	68,695

Source: Electoral Commission

ANNEX II:

Basic Local Council Units of Representation and Population quotas for various Local Government Levels

NO.	LOCAL GOVERNMENT	BASIC LOCAL COUNCIL UNIT FOR REPRESENTATION	POPULATION QUOTA
1.	District	Sub-county/Town/Municipal Division	30,000
2.	Kampala Capital City Authority	City Division	50,000
3.	City	City Division	50,000
4.	Municipality	Parish/Ward	6,000
5.	City Division	Parish/Ward	6,000
6.	Sub-county	Parish	10,000
7.	Town	Parish/Ward	3,000
8.	Municipal Division	Parish/Ward	3,000

Source: Local Governments Act [Cap 243], Section 108 (1)