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# New Patriotic Party (NPP-USA, INC.)

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## Branch Executives Election 2022

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guidelines for the conduct of elections

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**Branch Election Committee**

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**March 12, 2022**

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## I. INTRODUCTION

### A. *Background*

In view of the directives issued by NPP, Ghana and the subsequent timeline for all Chapters and External Branches of the party to conduct election of its officers, NPP-USA Secretariat conforming in part to the rules and regulations as directed by the National Council of the party and in accordance with the Bye Laws of NPP-USA have put together rules, regulations, guidelines, and timelines for the conduct of 2022 elections of Chapter and Branch Executive officers.

NPP-USA has championed the concept of One-Member-One-Vote (OMOV) principle of electing leaders to lead our party and our great tradition. We will again use OMOV concept to ensure that every registered, good standing, active and card bearing member with the Chapter and Branch - - as defined in the Bye Laws of NPP-USA and has complied with all financial obligations as of December 31<sup>st</sup>. 2021 - - voice is heard through this democratic principle we ascribe to in electing Chapter and Branch Officers.

### B. *Scope of Work*

The Branch Elections Committee is tasked to conduct free, fair, and transparent election of Branch Executive Officers of NPP-USA by June 3 to 4, 2022.

### C. *Objectives*

- Utilize the guidelines and modalities for the conduct of the elections
- Implement the Timelines for the election of Branch Officers
- Device Electronic means for use in the conduct of the election

### D. *Branch Election Committee Members – (Proposed Members)*

1. **Mr. Richard Druyeh (Committee Chairman) (GA)**
2. **Dr. Godfried Arthur (Committee Vice Chairman) (DE)**
3. **Mr. Bright Osei Bonsu Gyimah “Levels”, Director of Research & Elections (Secretary) (MA)**
4. **Mr. Joseph Quansah (Director of IT Team) (CA)**
5. **Rep from National Steering Committee, Ghana (Yet to have the name)**

## II. GUIDELINES FOR THE ELECTION

### *A. Requirements for a Qualified Voter*

- A voter for the Branch election must be a registered member of a Chapter and the Branch for at least **one (1) year (meaning 12 months) as of the financial year ending on December 31<sup>st</sup>. 2021 as provided in Article 3.4(k) of the Bylaws.**
- “Member in Good Standing” means that, the said member has honored all financial obligations to both the local Chapter and Branch to be deemed to be in good standing.

*Exception: Known and active members of NPP-USA in State with no Chapter are exempted from the local Chapter Requirements*

### *B. Requirements for a Qualified Candidate*

- An aspirant for the Branch election must be a card bearing, dues paying, an active and known member and in good standing for at least four (4) consecutive years. An aspirant must have paid all Branch dues for the past **four (4) consecutive years (2018 to 2021) ending on December 31, 2021, as contained in Article 6.1(e) & Article 6.2(a) of the Bylaws.**
- Shall pay a non-refundable filing fee of \$500.00 for chairperson contest and \$400 for all other positions with his/her application.
- Must meet the cutoff date requirement for filing of candidature
- “Member in Good Standing” means that, the said member has honored all financial obligations to both the Local Chapter and Branch to be deemed to be in good standing.

*Exception: Known and active members of NPP-USA in State with no Chapters are exempted from the local Chapter Requirements.*

### *C. Candidate Enrollment Process*

Members who qualify by the criteria set forth shall complete an application form to contest for one of the advertised positions. The completed candidate application shall be sent to the Secretary of the Committee electronically to [elections@npp-usa.org](mailto:elections@npp-usa.org). The secretary shall in turn forward the completed application form to members of the committee for perusal, evaluation, and vetting. The candidate application shall comprise the following:

- Completed Application Form (electronic Candidate form) (See Appendix A)
- One Passport Photograph affix or downloaded with the application form

- One (1) sponsor and three (3) referees who must be of good standing
- Electronic proof of payment, Check or Money Order of the Filing Fee submitted before or on the deadline. Late submission of payment shall automatically be disqualified.
  - \$500 for Chairperson
  - \$400 for all other positions
- Signed Candidate Code of Conduct. (See Appendix C)

#### *D. Positions for Contest*

- Branch Chairperson
- Branch 1st Vice Chairperson
- Branch 2nd Vice Chairperson
- Branch Secretary
- Branch Treasurer
- Branch Organizer
- Branch Women Organizer
- Branch Youth Organizer
- Branch Nasara Coordinator

#### *E. Vetting and Verification of Candidate*

- Chapter Membership Verification
- Branch Dues Payment Verification from Treasurer
- One (1) Sponsor and Three (3) Seconders Verification

#### *F. Web Based Voting System*

- Web Based Electronic Voting System shall be used for the entire exercise
- One Member One Vote principle shall be utilized
- The Voting System shall not allow multiple voting by any member

### *G. Documents/Information Needed to Vote*

- NPP-USA Branch Issued Membership ID Card Number
- Name
- Email Address
- Chapter of Membership
- **Voter must obtain a Voter ID and Voter Key from the Voting system. The voter ID and Voter Key will be emailed to voter at open of voting system on June 3, 2022, 12:00AM**

## **III. THE ELECTION PROCESS AND TIMELINES**

### *A. Enrollment Process*

- Open Enrollment for Candidates – **Friday April 8<sup>th</sup> – Friday April 15<sup>th</sup>, 2022**
- Deadline for Enrollment of Candidates Close – **Friday April 15<sup>th</sup>, 2022 @ 12:00AM (Dependent on Time Zone of Applicant)**
- Vetting and Verification of Sponsor/Seconders – **Friday April 15<sup>th</sup> - Sunday April 17<sup>th</sup>, 2022**
- Publication of Qualified Candidate Close – **Tuesday April 19<sup>th</sup>, 2022**

### *B. Voter Register Compilation*

- Lists of Good Standing and Active Member from Branch Treasurer closed – **Friday, December 31<sup>st</sup>, 2021.**
- Publication of **Provisional** Voter Register – **Wednesday April 20<sup>th</sup>, 2022**
- Completion of Reconciliation of Voter Register – **Sunday April 24<sup>th</sup>, 2022**
- Publication of Final Register – **Wednesday April 27<sup>th</sup>, 2022**

### ***C. Ballot Process***

- Positioning of Candidates on Ballot – Will be determined by order of receipt of Candidate application
- Publication of Candidates Position on the ballot – **Thursday April 21<sup>st</sup>, 2022**

### ***D. Campaign Process***

- Official Awareness Campaign by Candidates Commence – **Friday April 22<sup>nd</sup>, 2022**
- Presentation of Vision from Candidates to Members via Conference Calls - Schedules for presentation for the various positions are as follows.
  - Branch Women’s Organizer - **Saturday May 14<sup>th</sup>, 2022 @ tbd**
  - Branch Youth Organizer - **Saturday May 14<sup>th</sup>, 2022 @ tbd**
  - Branch Nasara Coordinator - **Saturday May 21<sup>st</sup>, 2022 @ tbd**
  - Branch Organizer – **Saturday May 21<sup>st</sup>, 2022 @ tbd**
  - Branch Treasurer - **Sunday May 22<sup>nd</sup>, 2022 @ tbd**
  - Branch Secretary- **Sunday May 22<sup>nd</sup>, 2022 @ tbd**
  - Branch 2<sup>nd</sup>. Vice Chairperson - **Saturday May 28<sup>th</sup>, 2022 @ tbd**
  - Branch 1<sup>st</sup> Vice Chairperson – **Saturday May 28<sup>th</sup>, 2022 @ tbd**
  - Branch Chairperson – **Sunday May 29<sup>th</sup>, 2022**
- End of Campaigning and canvassing for votes – **Thursday June 2<sup>nd</sup>, 2022 @ 11:59 PM EDST**

### ***E. Start of Voting Process***

- Voting through Electronic Voting System begins – **Friday June 3<sup>rd</sup> 12:00AM EST– Saturday June 4<sup>th</sup>, 2022 @12:00 AM EST**
- Close of Voting – **Saturday June 4<sup>th</sup>, 2022 @ 12:00AM EST** in Cincinnati, Ohio (OH)

### *F. Counting & Declaration of Results*

- Counting will begin immediately voting ends on Saturday **June 4th, 2022, at 12:05AM EDST**
- Opening of the Web Based Electronic Voting System for Counting - Candidates or their agents shall be present with the Election Committee members to complete this exercise.
- The Director of Research & Elections shall lead candidates or their agents to log into the Electronic Voting System to see votes obtained by respective candidates and to do the initial declaration of the results
- Official Declaration of Election Results, shall be announced the evening of the Conference – **Saturday June 4, 2022 (Time of the announcement will be subject to Conference program of activities for the night)**

### *G. Termination & Celebration*

- Swearing in of New Executive Officers – **Saturday June 4, 2022**
- Ceremonial Handing Over to the New Leadership – **Saturday June 4, 2022**

\*See appendix B for a tabulated version of the election activities and timelines.

### *H. Dispute Resolution Process*

- Pre-Voting disputes - Shall be handled by the Contesting Candidates and the Branch Election Committee for amicable resolution by – **Saturday May 28<sup>th</sup>. 2022 (or shall be referred to the Legal Committee if beyond the scope of the Branch Election Committee)**
- Post-Voting related disputes - Shall be referred to the Legal Committee of NPP-USA for resolution with the help of the Branch Election Committee and the aggrieved party(ies).

## **IV. LESSONS LEARNED**

- Branch Election Committee will document all complaints, before, during and after elections
- Branch Election committee will perform lessons learned session and document it for subsequent elections.



## V. CONCLUSION

The Branch Election Committee, through this democratic process, shall provide an equal playing field for all candidates in the conduct of the elections being guided by the principles of free, fair and transparent elections.

The party wishes to once again, make a passionate appeal to all stakeholders especially the would-be candidates for the various positions in the upcoming primaries and their supporters to respect the rules of engagement and conduct of this exercise with the necessary maturity so that we would have an incident-free election.

Thank you.

Bright Osei Bonsu Gyimah "LEVELS"

## APPENDIXES

*Appendix A: Application Form*

**APPLICATION FORM**  
**FOR THE ELECTION OF BRANCH EXECUTIVES FOR**  
**2022-2026**

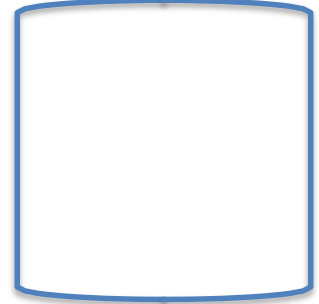


**(DATE: 3<sup>rd</sup>, June – 5<sup>th</sup>, June 2022)**



**NEW PATRIOTIC PARTY-USA**  
**NOMINATION FORM FOR THE SELECTION OF CHAPTER EXECUTIVES JUNE, 2022-2026**

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*(Attach passport photos)*

1. APPLICANT'S FULL NAME: .....
2. NAME OF CHAPTER: .....
3. MEMBER SINCE: .....
4. POSITION BEING SOUGHT FOR: .....
5. LAST POSITION HELD IN THE BRANCH: .....
6. MEMBERSHIP ID CARD NO. ....
7. RESIDENTIAL ADDRESS: .....
8. EMAIL: ..... TEL: .....

**SPONSOR/SECONDRERS:**

- 1) SPONSOR: ..... PARTY ID NO..... PHONE.....
- 2) 1<sup>ST</sup>. SECONDER: ..... PARTY ID NO..... PHONE.....
- 3) 2<sup>ND</sup>. SECONDER: ..... PARTY ID NO..... PHONE.....
- 4) 3<sup>RD</sup>. SECONDER: ..... PARTY ID NO..... PHONE.....

**DECLARATION:**

By appending my signature below, I declare faithfully that I have provided all the required information. I further declare that I will abide by the outcome and accept the results of the election as announced by the Branch Election Committee. Any false declaration shall lead to my **DISQUALIFICATION**.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

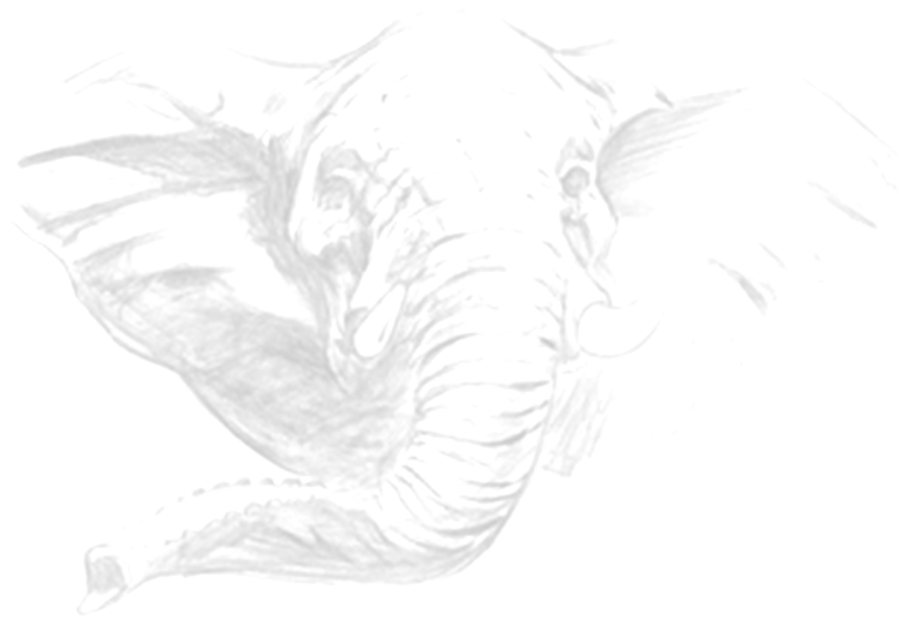


**OFFICIAL USE ONLY BY BRANCH ELECTION COMMITTEE:**

VERIFICATION:

1. Financial Obligation for 4 years as of December 31<sup>st</sup>.  
2021.....
2. Sponsor & Seconders Verification: .....
3. Criminal Conviction Verification: .....

HAVE THE APPLICANT MET THE REQUIREMENTS: YES,                      NO QUALIFIED TO CONTEST:  
NOT QUALIFIED TO CONTEST:



## Appendix B: Election Timetable

### NPP-USA ELECTION 2018 ACTIVITIES TIMETABLE & TIMELINES

Activities	Timelines
<b>Election Guideline Approved</b>	
■ BEC Approval of Election Guidelines	Sunday, 20 <sup>th</sup> March, 2022
<b>Enrollment Process</b>	
■ Open of Enrollment for Candidates	Friday April 8 <sup>th</sup> – Friday April 15 <sup>th</sup> , 2022
■ Deadline for Enrollment of Candidates	Friday April 15 <sup>th</sup> , 2022 @ 12:00AM (Dependent on Time Zone of Applicant)
■ Verification of Referees check	Friday April 15 <sup>th</sup> - Sunday April 17 <sup>th</sup> , 2022
■ Publication of Qualified Candidates	Tuesday April 19 <sup>th</sup> , 2022
<b>Voter Register Compilation</b>	
■ Good Standing Members list from Treasurer Closed	Tuesday April 19 <sup>th</sup> , 2022, per Branch Byelaws
■ Publication of Provisional Voter Register	Wednesday, April 20 <sup>th</sup> , 2022
<b>Completion of Reconciliation of Voter Register</b>	Sunday, April 24 <sup>th</sup> , 2022
<b>Publication of Final Register</b>	Wednesday, April 27 <sup>th</sup> , 2022
<b>Ballot Process</b>	
■ Publication of Candidates Positions on ballot	Thursday, April 28 <sup>th</sup> , 2022
<b>Campaign Process</b>	
■ Awareness Campaign Take Off	Friday, April 22 <sup>nd</sup> , 2022
■ Branch Women’s Organizer	■ Saturday, May 14 <sup>th</sup> , 2022 @ tbd
■ Branch Youth Organizer	■ Saturday, May 14 <sup>th</sup> , 2022 @ tbd
■ Branch Nasara Coordinator	■ Saturday, May 21 <sup>st</sup> , 2022 @ tbd
■ Branch Organizer	■ Saturday, May 21 <sup>st</sup> , 2022 @ tbd
■ Branch Treasurer	■ Saturday, May 22 <sup>nd</sup> , 2022 @ tbd
■ Branch Secretary	■ Saturday, May 22 <sup>nd</sup> , 2022 @ tbd
■ Branch 2 <sup>nd</sup> . Vice Chairperson	■ Saturday, May 28 <sup>th</sup> , 2022 @ tbd
■ Branch 1 <sup>st</sup> Vice Chairperson	■ Saturday, May 28 <sup>th</sup> , 2022 @ tbd
■ Branch Chairperson	■ Sunday, May 29 <sup>th</sup> , 2022 @ tbd
■ End of Campaigning and canvassing for votes	Thursday, June 2 <sup>nd</sup> , 2022 @ 11:59 PM EST
<b>Start of Voting Process</b>	
■ Electronic Voting Commence	Friday, June 3 <sup>rd</sup> 12:00AM EST– Saturday June 4 <sup>th</sup> , 2022 @12:00 AM EST
■ Close of Voting	Saturday, June 4 <sup>th</sup> , 2022 @ 12:00AM EST
<b>Counting &amp; Declaration of Results</b>	
■ Counting of the Votes	June 4 <sup>th</sup> , 2022, at 12:05AM EST
■ Official Declaration of Election Results	Saturday June 4 <sup>th</sup> , 2022
<b>Termination &amp; Celebration</b>	

■ Swearing in of New Executive Officers	<a href="#">Saturday June 4<sup>th</sup>, 2022</a>
■ Official Handing Over	<a href="#">Saturday June 4<sup>th</sup>, 2022</a>
<b>Dispute &amp; Grievance Resolution</b>	
■ Pre-Voting Disputes & Concerns	<a href="#">Saturday June 4<sup>th</sup>, 2022</a>
■ Post Voting Disputes	<a href="#">Refer to the Legal Committee of NPP-USA for Resolution</a>

### *Appendix C: Code of Conduct for The Candidates*

- No candidate shall include in any activity which may aggravate existing differences or create mutual hostility or cause tension between fellow candidates, religion, or tribe.
- Criticism of other candidates, when made, shall be confined to their policies, program, and record. Candidates shall refrain from criticism of all aspects of private life, not connected with the campaign activities of the candidates or their opponents. Criticism of other candidates, their spouses or family members based on unverified allegations or distortion shall be avoided.
- All candidates shall avoid scrupulously activities which are “corrupt practices” under these election guidelines, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing for vote must end exactly on **[Thursday, June 2<sup>nd</sup>, 2022 @ 11:59 PM EST](#)**
  - Before voting begins, and the transport and conveyance of voters to and from one chapter to another or illicit non-chapter members to register in a particular chapter for purposes of voting for certain candidate(s).
  - The right of every individual qualified candidate contesting in the elections shall be respected, however much the candidate(s) may resent his/her political opinions or activities. Organizing individuals by way of protesting their opinions or activities during debates shall not be resorted to under any circumstances.
  - Candidates shall ensure that their supporters do not create obstructions in or break up debates organized by the elections committee. Sympathizers of a candidate shall not create disturbances before, during and after elections organized by the elections committee by putting questions orally without the permission of the elections committee during debate.



**A. PLEDGE OF CANDIDATE**

I, \_\_\_\_\_ **SHALL ADHERE VOLUNTARILY TO THE GUIDELINES AND CODE OF CONDUCT OF THE “Branch Election Committee”** and will always comply with the rules regulations prior to and during the elections until elections are conducted and results declared.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Appendix D: Approval and Adoption of Guidelines*

This document as put forth by the Branch Election Committee of NPP-USA was Approved and Adopted by NPP-USA Branch Executive Committee at its meeting on the **20<sup>th</sup> of March 2022** as the Official 2022 Branch Election Guidelines for the Selection of NPP-USA Branch Officers.

Obaa Yaa Frimpong  
(Branch Chairperson)

Mr. Richard Druyeh  
(Branch Election Committee, Chairman)

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