No. CUI-Reg/13-1(1)/Circ/22-404   June 10, 2022

CIRCULAR

Subject: **Guidelines Procedures for Counting of Votes, Compilation of Election Results and Determination of Percentage & Declaration and Publication of the Results of Election**

Following Procedures for Counting of Votes, Compilation of Election Results and Determination of Percentage & Declaration and Publication of the Results of Election are being circulated for implementation across COMSATS University Islamabad (CUI) for By election of Teachers for Statutory Bodies of CUI being held on June 14, 2022

(1) Procedure for Counting of Votes

Before election starting time and after completion of voting process, the inspection/locking the empty ballot boxes and unlocking the ballot boxes/ counting of votes respectively will be carried out at each Polling station each Polling Station(s) as below:

A. The locking of the ballot boxes/unlocking and counting of votes of ballot boxes of different statutory bodies and categories will be carried out, one by one, in the following order and suborder:
1. Syndicate.
2. Senate
   a. Lecturer;
   b. Assistant Professor;
   c. Professor;

B. Each Ballot Box, in the above said order, will be locked / unlocked, as the case may be, in the presence of polling agents, whoever is present at the time of locking/ unlocking of ballot boxes. It will be the responsibility of candidates contesting election to ensure the presence of their polling agents at the start of election (for inspecting and locking of the empty ballot boxes), during the process of vote casting and at the time of unlocking and counting of votes of each individual box of respective statutory body and respective category.

C. The verification certificates of locking the empty ballot boxes and unlocking of ballot boxes after completion of voting process, will be required to be signed by the officials conducting the election as well as by the concerned polling agents, whoever is present at the said time.

D. At the time of counting of votes for each statutory body and respective category, all the concerned authorized polling agents of candidates will be required to be present for ensuring the validity of casted votes and correctness of number of votes secured by each contestant. Polling Staff shall open the respective ballot box in the presence of authorized polling agents nominated by the concerned candidates as may be present. The Polling Officer shall examine each ballot paper and may reject any invalid Ballot Paper. The finalized election results of each statutory body and respective category will be required to be signed by the concerned Polling Officer and head of polling staff conducting the elections and by the polling agent of each candidates of respective statutory body and category, whoever is present.

(2) PROCEDURE FOR COMPILATION OF ELECTION RESULTS AND DETERMINATION OF PERCENTAGE

A. The scan copy/ soft copy of the election results of each campus (including all the polling stations, if more then one) will be sent immediately, by the concerned Polling Officer, at the completion of vote counting process to the Returning Officer (Registrar) with the following details

  a. The Number of voted casted for each Statutory Body and for each Category;
  b. Number of invalid votes declared for each Statutory Body and for each Category;
  c. Number of valid votes declared for each Statutory Body and for each Category;
  d. Number of valid votes secured by each contestant in alphabetical order as mentioned on the respective ballot paper, of each Statutory Body and for each Category;

B. The Registrar on receiving the results from all the concerned campuses shall compile the cumulative result sheet of all categories of University Teachers and for all statutory bodies of COMSATS University Islamabad (CUI)for which election are held.

C. The percentage of votes obtained by each candidate contesting election for any statutory body and for specific category (if applicable) shall be calculated by dividing the number
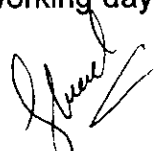
of valid votes secured by each candidate out of total number of votes casted by the electors for that particular statutory body and specific category (if applicable).

D. While calculating the percentage of votes obtained by each candidate the calculation will be done by the Registrar up to decimal places. In case of equality of valid percentage of votes between two or more then two candidates, the registrar shall finalize the results on the basis of drawing lots in the presence of the concerned candidates or their authorized agents.

(3) DECLARATION AND PUBLICATION OF THE RESULT OF THE ELECTION

A. After finalization, the registrar shall declare/announce the results of all the categories of candidates for all the statutory bodies and categories, if applicable, for which the elections are held.

B. A copy of the list having election results shall be circulated as well as posted on the website of the university, as soon as possible but not later than three working days of the elections.

(Ghazala Naz)
Assistant Program Officer

Distribution:

- All concerned

CC:

1. SO to Rector
2. PS to the Registrar