



MOSHI CO-OPERATIVE UNIVERSITY
CHUO KIKUU CHA USHIRIKA MOSHI



**Election Regulations of the Moshi Co-operative Students' Organisation
2015 (Made under Article 56 (2) of the MoCUSO Constitution, 2015)**

July 2021



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI



Election Regulations of the Moshi Co-operative Students' Organisation, 2015
(Made under Article 56 (2) of the MoCUSO Constitution, 2015)

JUNE, 2021

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**PART I
PRELIMINARY PROVISIONS**

- | | |
|--|----------------|
| 1. This Regulation may be cited as Moshi Co-operative University Students’ Organisation Election Regulations, 2015. | Citation |
| 2. These Regulations shall come into force upon the approval of the MoCUSO Constitution by the Council and shall be subject to review as and when need arises. | Effective date |
| 3. These Regulations shall apply to election of MoCUSO President, Vice President, Speaker, Deputy speaker Hall Representatives, Hostel Representatives, Programme Representatives and all by-elections thereof. | Application |
| 4. In these Regulations, unless the context otherwise requires:
“By –election” means a special election to replace a person whose position becomes vacant before the next general election;
“Council Governing Board” means the Council Governing Board of the Moshi Co-operative University;
“Dean” means the Dean of Students;
“DOS ‘ means Dean of Students or Assistant Dean of Students
“Election” means election of the MoCUSO President, Vice President, Hall Representatives, Hostel Representatives, Programme Representatives;
“Electoral Committee” means the members appointed by MoCUSO President in accordance with the MoCUSO Constitution to supervise Election process;
“Hall” means the Hall of residence at the main campus and other campuses of the University;
“Hostel” means the place of residence of the members approved by the Dean of Students.
“Member” means a member of the MoCUSO by virtue of the MoCUSO Constitution;
“University” means the Moshi Co-operative University;
“Voter” means any MoCUSO member who is for the time being qualified to vote at an election in accordance with the provisions of these Regulations and the MoCUSO Constitution. | Interpretation |

**PART II
THE ELECTORAL COMMITTEE**

- | | |
|--|--|
| 5. (1) The Electoral Committee shall comprise of not more than 15 membes, who shall be appointed by the MoCUSO President in consultation with the Dean. Provided that in appointing the members, he shall take regard of the members of the University Community, some with legal knowledge. | Composition of the Electoral Committee |
| (2) The Committee shall be subject to approval by the USRC or IRC. | |
| (3) The names of members constituting the Committee shall be published to the University Community before the Election Schedule under Regulation 22 of these Regulations takes effect. | |

(4) Members of the Committee appointed by the MoCUSO President shall have the following minimum qualifications:

- (a) Must be a student of the University;
- (b) Must be of proved good character and integrity;
- (c) Must be conversant with the MoCUSO Constitution; and
- (d) Must be conversant with the MoCUSO Election Regulations.

(5) Subject to the provisions of the MoCUSO Constitution, the Chairperson shall preside at all meetings of the Commission and in his absence, the Vice-Chairperson shall preside, or if he too is absent, the members present may elect one of their number to act as the Chairperson.

- 6. In the course of discharge of their duties, members of the Electoral Committee shall be immune from legal proceedings with regard to their acts and or actions within the mandate of the Electoral Committee. Immunity of members
- 7. The financial expenses by the Electoral Committee shall be borne by MoCUSO, however, the University may support as need arises and circumstances allow. Expenses of the Electoral Committee
- 8. The Chairperson, Vice-Chairperson or the temporary Chairperson presiding at any meeting of the Committee shall have a vote and, in the event of an equality of votes, shall have a casting vote in addition to his deliberative vote. Meetings and decisions
- 9. The quorum at any meeting of the Commission shall be half of the members including the Chairperson or in his absence the Vice-Chairperson or the temporary Chairperson as the case may be. Quorum of the Committee
- 10. The Electoral Committee shall have a seal which shall be used in all documents issued or used by the Electoral Committee. For avoidance of doubt, any document so issued or used by the Electoral Committee not bearing the seal shall be considered inauthentic. Seal of the Committee

**PART III
POSTS TO BE CONTESTED**

- 11. During general elections, the following posts shall be contested for: Posts to be contested
 - (a) President of MoCUSO;
 - (b) Vice President of MoCUSO;
 - (c) Speaker;
 - (d) Deputy Speaker
 - (e) Hall Representative;
 - (f) Hostel Representative; and
 - (g) Programme Representative.

Provide that, the Vice President shall contest as a running mate.

PART IV
ELECTION OF PRESIDENT AND VICE PRESIDENT

12. (1) The MoCUSO President shall be elected from amongst the members of MoCUSO. Election of the President
- (2) A person shall not be entitled to be elected to hold the office of the President of MoCUSO save only if:
- (a) he is a valid member of MoCUSO;
 - (b) he has expressed interest to contest for the post in the prescribed form;
 - (c) he has been screened by the Electoral Committee through the prescribed procedure;
 - (d) he is fluent in both English and Kiswahili;
 - (e) he possesses good leadership and persuasive skills.
- (3) The MoCUSO President shall be elected by members of MoCUSO eligible and registered for voting purposes by way of secret ballot;
- (4) Where a MoCUSO President candidate is declared to have been elected his running mate shall be deemed to have been elected to the office of Vice President. Provided that, the qualifications for a person to be elected MoCUSO President under Regulation 13 (2) of these Regulations shall apply *mutatis mutandis* for the Vice President contestant;
- (5) The President -elect shall assume office as soon as possible after he is declared that he has been elected President; but in any event he shall assume office before the expiration of not more than ten days;
- (6) The President shall hold office of President for period of 1 year;
- (7) Before assuming office, the President shall take oath relating to execution of the functions of his office. Such oath shall be made before the Vice Chancellor in the presence of the Dean of Students in the prescribed form and procedure. The Electoral Committee shall prepare the swearing event/ceremony.
- (8) For purposes of convenience and expediency, the maximum number of contestants in the post of President shall be not more than three (3). For avoidance of doubt, the running mates shall also be not more than three (3).
- (9) The provision of article 62(a-f) of the MoCUSO Constitution of 2015 shall apply too.

PART V
ELECTION OF HALL AND HOSTEL REPRESENTATIVES

13. (1) There shall be Hall and Hostel Representatives to be elected by secret ballot. Election of Hall and Hostel Representatives
- (2) Qualified voters for Hall Representatives will be those residing in the respective Hall being contested for.

(3) Qualified voters for Hostel Representatives will be those residing in the respective Hostel being contested for.

(4) A person shall not be entitled to be elected to hold the Office of Hall or Hostel Representative save only if:

- (a) He is a valid member of MoCUSO;
- (b) He has expressed interest of contest for the post in the prescribed form;
- (c) He has been screened by the Electoral Committee through the prescribed procedure;
- (d) He is fluent in English and Kiswahili;
- (e) He possesses good leadership and persuasive skills; and
- (f) He is a resident of the Hall or Hostel which he is contesting for;

(5) For purposes of convenience and expediency, the maximum number of contestants in this post shall be four (4) for each Hall and five (5) for the Hostel including Chairpersons and Secretaries.

PART VI

ELECTION OF PROGRAMME REPRESENTATIVES

14. (1) There shall be Programme Representatives to be elected by way of secret ballot.

Election of
Programme
Representatives

(2) Qualified voters will be members of the respective programme whose representation is being sought. For programmes with more than one stream, each stream shall elect one Representative;

(3) A person shall not be entitled to be elected to the office of Programme Representative save only if:

- (a) He is a valid member of MoCUSO;
- (b) He has expressed interest to contest for the post in the prescribed form;
- (c) He has been screened by the Electoral Committee through the prescribed procedure;
- (d) He is fluent in both Kiswahili and English;
- (e) He possesses good leadership and persuasive skills; and
- (f) He is a member of the programme whose representation is being sought.

(4) For purposes of convenience and expediency, the maximum number of contestants in this post shall be four (4) for each respective programme.

PART VII

SCREENING OF CONTESTANTS

15. Prior to the election process, the Electoral Committee shall conduct a screening activity of all the contestants with a view to assessing their credibility and suitability for the election. The screening shall also target to get the maximum required number of contestants in each contested post as set out in these Regulations.

Screening of
contestants

16. (1) In screening the contestants, the Electoral Committee shall have regard to the following matters: Things to consider in screening
- (a) Fluency in both Swahili and English;
 - (b) Personal confidence;
 - (c) Self expression ability;
 - (d) Understanding of the duties and challenges attached to the post;
 - (e) Ability to work under pressure;
 - (f) Balancing between leadership and studies; and
 - (g) Ethics of leadership.
- (2) The Committee shall assess whether the minimum qualifications for each contestant in each respective post as set out in these Regulations have been met by the contestant in question.
- (3) The Electoral Committee shall, subject to the screening form, set procedures for the assessment of the foregoing matters.

**PART VIII
ELECTION CAMPAIGNS**

17. (1) There shall general election campaigns prior to each general election. Campaign and commencement date of the campaign
- (2) The date for commencement and end of such campaigns shall be set by the Electoral Committee subject to the approval by Dean of Students
- (3) The conduct of campaigns should not in any way cause breach of peace. The following conducts are strictly prohibited during election campaigns:
- (a) Use of abusive language;
 - (b) Tarnishing the reputation of opposing contestants;
 - (c) Campaigning before announcement of commencement by the Electoral Committee;
 - (d) Campaigning after the closure of campaigns; and
 - (e) Use of conducts against general public policy.
 - (f) To engage him/herself in religious and political affiliations
- (4) Any contestant or person who will commit any of the foregoing prescribed acts will be withdrawn from the contest. For avoidance of doubt, if such acts are committed by the campaign team of the contestant, there will be a rebuttable presumption that they were committed by the contestant himself.

**PART IX
ELECTION SCHEDULE**

18. (1) The Electoral Committee shall set an election schedule comprising of the series of activities to take place, persons responsible for such activities and the time they are to take place. Election Schedule

(2) The Election schedule shall be published to the University Community one week before the formal commencement of the election activities.

(3) Without prejudice to the powers of the Electoral Committee, the Election Schedule shall contain the following matters:

- (a) Preparation of the Voters' Register;
- (b) Release of contesting forms;
- (c) Return of contesting forms;
- (d) Screening of contestants;
- (e) Publication of qualified contestants;
- (f) Commencement of general election campaigns;
- (g) Closure of general election campaigns;
- (h) Election day;
- (i) Voting place and procedures;
- (j) Counting and announcement of results;
- (k) Swearing ceremony; and
- (l) Filling of verification declarations

19. Prior to the general elections, all eligible students shall be registered for the purpose of voting. The Dean of students in collaboration with Director of Undergraduate Studies and Director of Postgraduate Studies shall prepare or cause to be prepared the Register of Voters
- Registration of voters

**PART X
VOTING AND COUNTING PROCEDURES**

20. (1) In all MoCUSO elections votes shall be casted through ballot papers or online system or both.
- Voting procedures
- (2) Where the Electoral Committee resolve that votes are to be casted through ballot papers in designated voting stations, it shall prepare or cause to be prepared ballot papers for such purposes of voting. The Ballot paper shall contain the Seal of the Electoral Committee for authenticity purposes.
- (3) The ballot papers/online system shall contain the names of the contestants in each respective post with a blank box after each name in which the voter shall be required to tick the contestant of his choice.
- (4) A ballot paper not bearing the fingerprint of the voter or improperly completed shall be considered invalid.
- (5) After voting the voter shall put his folded ballot paper in the designated place and leave the voting room.
- (5A) For the case of an online voting system, the voter shall submit the response as may be prescribed in the online system and determined by the Electoral Committee.
- (6) The Dean of Students shall facilitate the presence of a security guard or Police Officer at the voting station/place who shall be mandated to put under control any voter or any other person who conducts himself in a way that is likely to disrupt the voting exercise. The Chairperson of the Electoral Committee is equally

mandated to direct the security guard or Police Officer to put under control any voter or any other person who is not at disobeying election rules and procedures in manner likely to disrupt the voting exercise.

(7) Where votes are to be casted through an online system, the Electoral Commission shall use the MUSARIS account or existing system for the time being, avail the necessary details to the voters regarding its use and grant access to authorised voters.

(8) The use of online system besides the ballot papers shall be for purposes of allowing the voters who are unable to physically cast their votes at the designated stations or in other University campuses/institutes to exercise their voting rights which ordinarily would not be possible for want of their physical presence at the main campus.

21. (1) When the voting exercise is over, the members of the Electoral Committee shall thereafter count the votes in the presence of the contestants' representatives; Counting of the votes
- (2) All votes considered invalid by virtue of these Regulations shall be counted separately;
- (3) The Electoral Committee shall prepare a result sheet indicating the total number of votes cast in each post, the number of valid votes, number of invalid votes and the winner;
- (4) In case of equality of votes between two or more contestants, the votes in that particular post shall be re-counted. If after re-counting the votes remain equal then the election with regard to that post shall be postponed.
- (5) After counting and preparation of the result sheet, the Electoral Committee in consultation with the Dean of Students shall publish the results as soon as possible unless there is a supervening inconvenience necessitating the postponement of the publication of the results.

PART XI BY-ELECTIONS

22. (1) In the event any of the posts to which these Regulations apply becomes vacant by virtue of the MoCUSO Constitution, a by-election shall be held to cover the said vacant post. Provided that no by-election shall be held in the event a post becomes vacant three (3) months before the next general election. By-election
- (2) The Electoral Committee shall publish the vacant post (s) with a view to informing the relevant voters and to welcome interested contestants wishing to vie.
- (3) The Electoral Committee shall follow the same procedure in practice during general election and any departure or change shall require the consent of the Dean.

PART XII
MISCELLANEOUS PROVISIONS

- | | |
|--|---|
| 23. The announcement by the Electoral Committee of the results shall be final and conclusive and shall not be questioned or challenged anywhere. | Announcement of results |
| 24. In case of death or withdrawal of a contestant before the election process, the Electoral Committee shall call upon the next with highest screening points to cover the gap. If no one is found to qualify to cover the gap, such election shall be postponed and notice to that effect should be published by the Electoral Committee. | Effect of death or withdrawal of the contestant |
| 25. All elected candidates shall assume office soon after being sworn in. | Elect candidate to assume office |
| 26. The various standard forms and documents under the Schedule to these Regulations form part of these Regulations and should be used without any apparent or non-apparent alteration. | Effect of forms and document under the Schedule |
| 27. The “first-past-the-post” system shall apply in the determination of winners in the general elections and by-elections. | Application of first-past-the-post |
| The Amendment to this Regulation is approved by the Council this ... day of, 2021 | Approval and Authentication of this Regulation |

SCHEDULE
(Under Regulation 34)

Moshi Co-operative University Students' Organisation (MoCUSO)

MoCUSO Electoral Committee

President /Vice President/Speaker/ Deputy Speaker contest Application Form

1.0 Student Particulars:

First Name:

Middle Name:.....

Surname:.....

Sex:.....

2.0 Educational Particulars:

Programme Pursuing:

Year of Study:

Registration No.:

3.0 Post Particulars:

Post aspiring of contest for (tick appropriate)

President:

Speaker:

Vice President:

Deputy Speaker

4.0 Declaration of Authenticity

I.....hereby solemnly declare that the information I have provided above is true to the best of my knowledge and that in an event the information is found to be false and therefore misleading, I accept to face appropriate legal procedures applicable to the false information in question.

.....
Signature

.....
Date

5.0 Receipt of the Form (FOR OFFICIAL USE ONLY)

I,, Chairperson of the Electoral Committee, hereby acknowledge receipt of this form dully complete.

.....
Signature
Official Seal

.....
Date

Moshi Co-operative University Students' Organisation (MoCUSO)

MoCUSO Electoral Committee

Hostel/hall Representative Contest Application

1.0 Student Particulars:

First Name:

Middle Name:.....

Surname:

Sex:

2.0 Educational Particulars:

Programme Pursuing:

Year of Study:

Registration No.:

3.0 Post Particulars:

Post aspiring of contest for (tick appropriate)

Hall:

Hostel:

Proof/Evidence of Residence:

4.0 Declaration of Authenticity

I.....hereby solemnly declare that the information I have provided above is true to the best of my knowledge and that in an event the information is found to be false and therefore misleading, I accept to face appropriate legal procedures applicable to the false information in question.

.....
Signature

.....
Date

5.0 Receipt of the Form (FOR OFFICIAL USE ONLY)

I....., Chairperson of the Electoral Committee, hereby acknowledge receipt of this form dully complete.

.....
Signature

.....
Date

Moshi Co-Operative University Students' Organisation (MoCUSO)

MoCUSO Election Electoral Committee

Programme Representative Contest Application Form

1.0 Student Particulars:

First Name:
Middle Name:.....
Surname:.....
Sex:

2.0 Educational Particulars:

Programme Pursuing:
Year of Study:
Registration No:

3.0 Post Particulars:

Post aspiring of contest for (tick appropriate)

Programme whose representation is sought:

Proof of membership:

4.0 Declaration of Authenticity

I.....hereby solemnly declare that the information I have provided above is true to the best of my knowledge and that in an event the information is found to be false and therefore misleading, I accept to face appropriate legal procedures applicable to the false information in question.

.....
Signature

.....
Date

5.0 Receipt of the Form (FOR OFFICIAL USE ONLY)

I,, Chairperson of the Electoral Committee, hereby acknowledge receipt of this form dully complete.

.....
Signature

.....
Date

Official Seal

Moshi Co-operative University Students' Organisation (MoCUSO)

MoCUSO Electoral Committee

Contestant Screening Form

1.0	CONTESTANT'S PARTICULARS	
	NAME	
	SEX	
	PROGRAMME	
	YEAR OF STUDY	
	POST CONTESTING	(tick appropriate)
	PRESIDENT	
	VICE PRESIDENT	
	HALL REPRESENTATIVE CHAIRPERSON	
	HALL REPRESENTATIVE SECRETARY	
	HOSTEL REPRESENTATIVE CHAIRPERSON	
	HOSTEL REPRESENTATIVE SECRETARY	
	PROGRAMME REPRESENTATIVE CHAIRPERSON	
	PROGRAMME REPRESENTATIVE SECRETARY	

2.0 CONTESTANT ASSESSMENT

S/No.	Areas of Assessment	Poor [1 point]	Satisfactory [2 points]	Good [3 points]	Very good [4 points]	Excellent [5 points]
1.	Personal appearance					
2.	Personal confidence					
3.	Self-expression					
4.	Knowledge of duties and challenges of the post					
5.	English language proficiency					
6.	Kiswahili language proficiency					
7.	Mental agility					
8.	Mannerisms					
AGGREGATE OF POINTS						

3.0 OTHER OBSERVATIONS (IF ANY)

.....

DATE:

SEAL OF THE ELECTORAL COMMITTEE

Moshi Co-operative University Students' Organisation (MoCUSO)

Verification and Declaration Form

(Pursuant to the MoCUSO Constitution)

I, who has been elected to hold the post ofwithin the MoCUSO, hereby verify and declare that, I contested for this post willingly and the having won I hereby express my willingness to act in the said post and to undertake the responsibilities attached thereto. This declaration shall act as estoppels in the event I later decline to have accepted to act in the post I have been elected to.

.....
Signature

.....
Date

.....
DEAN OF STUDENTS

Moshi Co-operative University Students' Organisation (MoCUSO)

MoCUSO Electoral Committee

Oath of Office

I,..... do swear/affirm that I will faithfully discharge my duties and perform my functions in the office of.....by virtue of the Constitution of MoCUSO, Regulations made thereunder and all other binding instruments governing the conduct of Universities and the University. I promise to discharge my duties openly and efficiently to the best of my ability for the betterment of MoCUSO, the University and the nation at large.

So help me God.

.....
Signature

.....
Date

.....
DEAN OF STUDENTS

.....
VICE CHANCELLOR

Moshi Co-operative University Students' Organisation (MoCUSO)

MoCUSO Electoral Committee

Ballot Paper

Date of Election:

Type of Election:

Post(s):

CONTESTANTS:

- 1.
- 2.
- 3.
- 4.
- .

SEAL OF THE ELECTORAL COMMITTEE

VOTER'S FINGERPRINT

.....

.....

Moshi Co-operative University Students' Organisation (MoCUSO)

MoCUSO Electoral Committee

Personal Covenant for Members Electoral Committee

1. I of being a Member of the Electoral Committee DO HEREBY state as follows:-
 - (a) That, I do not have any interest, pecuniary or otherwise, directly or indirectly to candidates that have submitted their applications for various posts.
 - (b) That, as a Member of the Electoral Committee shall at all times adhere fully with the terms and conditions contained in the Universities Act, 2005 and its Regulations, Universities Charter, 2015 and any other Laws and directives issued by the University.
 - (c) That, the breach of this Covenant or the Universities Act, 2005 and its Regulations, Universities Charter, 2015 and any other Laws and directives issued by the University shall not preclude the institution of disciplinary and/or criminal proceedings pursuant to the Universities Act, 2005 and its Regulations, Universities Charter, 2015 and any other Written Law against me.

2. Signed (*Signature*) by the said
this day of, 20.....