



Fijian Elections Office

My Election. My Fiji

CANDIDATES' HANDBOOK

2022 General Election



This Booklet is developed by the Fijian Elections Office to guide Candidates and help them understand the Electoral processes in Fiji. This Booklet is for information purposes only and is subject to change and review by the Fijian Elections Office, if any amendment is made to any electoral laws, policies and procedures of the Fijian Elections Office.

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CANDIDATES' HANDBOOK

VISION

Our vision is to be recognised as a professional institution that conducts fair and credible Elections broadly representing the will of the Fijian people.

MISSION

Our mission as Fiji's election management body is to implement internationally recognized election best practices in accordance with the law, effectively regulate political parties and efficiently register eligible Fijians to ensure that we deliver the highest quality of election services under the supervision of the Electoral Commission.

GUIDING PRINCIPLES

Right to vote

Every citizen over the age of 18 years has the right to vote by secret ballot.

One person, One vote, One value

Every voter has one vote, with each vote being of equal value.

A credible single National Register of Voters

Every registered voter shall be listed on a single National Register of Voters.

Independence, Impartiality and Neutrality

The Fijian Elections Office is an independent body and shows no preference in either speech or action for any individual candidate or political party.

Excellence in Service Delivery

Provide highest quality of electoral services to all Fijians in a professional, effective and timely manner.

Good Governance

The Fijian Elections Office values accountability, honesty, integrity and transparency in all its transactions and will ensure that all legislative disclosures are properly and adequately done.

Participation

Empowering every Fijian to take ownership of the election through active involvement.

Innovation

Strive towards continuous, innovative and practical solutions to contribute towards the evolution of electoral practices in Fiji.

Verifiability

In elections, to mechanise Fijian Elections Office processes so that given the same data and assumption, an independent and impartial Observer can produce the same results.

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PRELIMINARIES

Introduction

As a democratic country, Fiji has regular elections. In order for there to be any election, there need to be candidates. It is important for Fiji to have enough candidates for voters to make a choice as to who would best represent them and their interests.

If you are thinking of standing for election this year, then this Handbook is for you. You can stand as either an independent candidate, or as a candidate who has been nominated by a party.

This Handbook will guide you through the various stages of the election process, and help you understand your role at each point.

This Handbook has five (5) main sections:

Section 1- Writ

Section 2- Nominations

Section 3- General Election

Section 4- Election Results

Section 5- Financial Disclosures

Read the whole Handbook so that you have a good understanding of all the processes required. We encourage you to keep this Handbook with you throughout the election cycle, so you can refer to it again at any point.

The Handbook is a guide for you. It needs to be read alongside the legislation - the Electoral Act 2014 ('EA'). If you are unclear about anything in the EA, you will need to get independent advice from a lawyer.

What's new in this election?

a) Covid-19 Restrictions as per MOH Guidelines

To keep everyone safe during all activities for the 2022 General Election, the Fijian Elections Office ['FEO'] will have very strict safety protocols. Everyone involved in the election – FEO staff, members of the public and all stakeholders must follow these protocols. The Ministry of Health guidelines at the time of election will apply.

b) National Candidates List

In this election, political party symbols will be included in the National Candidates List. Therefore, the National Candidates List for the 2022 General Election will

include:

- your candidate number;
- your photograph;
- your name; and
- the symbol of the political party you represent.

Electoral Commission

The Constitution and the EA establishes that the Electoral Commission ['EC'] is responsible for creating policy and overseeing the conduct of elections in Fiji. They are responsible for:

- registration of voters;
- registration of political parties;
- establishing the number of seats in parliament (section 54(2) of the Constitution);
- receiving and returning the Writ for an election from the President (see next section for information about the Writ);
- declaring the election results and allocating the seats in Parliament;
- adjudicating electoral disputes; this may be about things like a person's right to be nominated as a candidate; it does not cover petitions or disputes after the declaration of election results;
- making sure that everyone is obeying the EA and any other law about political parties; and
- creating rules and directions that make sure our elections are transparent, free and fair, as well as to ensure that order is kept.

Fijian Elections Office

The Fijian Elections Office is independent of government (see section 9 of EA). The Supervisor of Elections ['SoE'] is the head of the FEO. The SoE has responsibility for:

- political party registration;
- making sure political parties follow the rules set out for them about conduct, campaign rules and reporting requirements including funding and disclosures;
- registration of voters including maintaining the National Register of Voters
- registration of candidates;
- providing voter information through a range of education initiatives;
- running elections for members of parliament or other elections required

by the EA (section 154). This includes the conduct of voting, counting and tabulation of election results; and

- carrying out any other function required by the EA or other written laws in relation to elections.



SECTION 1: THE WRIT

Section 1: WRIT

1.1 Writ for a General Election

The Writ is an important legal document that is needed to initiate the conduct of a general election in Fiji. It is issued to the EC by the President on the advice of the Prime Minister. It must be issued within seven (7) days from when the term for Parliament expires, or from when the President proclaims the Parliament is dissolved.

The Writ tells the EC the:

- number of seats in Parliament to be voted for;
- date and time on which, and the place where nominations of candidates for the election are to be received by;
- time and date of the close of the National Register of Voters;
- date on which the poll will be held if the election is contested; and
- date on or before which the writ must be returned to the President.

Example:



1.2 Registration of Voters

Once the Writ has been issued, there is no more new registration of voters. Registration starts again once the Writ has been returned to the President. Voters who have misplaced or lost their VoterCards before the election date may still vote using another valid identification such as a Driver's License, Passport or Joint FNPF/TIN Card. Voters without their VoterCard would still need to vote at the polling station that they are registered to vote at. Elections officials will be able to assist them.

There are Voter Services Centres around the country to make it easy for citizens to register to vote or to get a replacement VoterCard. The Centres will close when the Writ is issued, but will open 10 days later to provide only replacement VoterCards.

1.3 Voter Awareness

To make sure everyone who is eligible to vote can do so, the FEO ran a voter awareness campaign alongside the Nationwide Voter Registration Drive. This was called the "Know Your Election" campaign.

The campaign reached out to all communities to inform them about:

- where, why and how to register;
- the methods of voting;
- the voting steps;
- how the results will be announced; and
- any other important general election processes.



SECTION 2: NOMINATIONS

Section 2: NOMINATIONS

2.1 Candidate Eligibility Requirements

If you wish to stand for parliament in the 2022 General Election, there are two (2) ways you can become a candidate:

1. you may be nominated by a registered political party; or
2. you may stand as an independent candidate.

The Constitution and the EA state what you need to be eligible to stand as a candidate. You need to be able to show that you:

- are a citizen of Fiji;
- are not a citizen of any other country;
- are registered in the Register of Voters;
- have been living in Fiji for at least two (2) years immediately before you have been nominated;
- are not an undischarged bankrupt;
- are not a member of the EC either now or in the last four (4) years before being nominated;
- are not subject to a sentence of imprisonment when nominated;
- have not been convicted of any offence in the last eight (8) years before being nominated for which the maximum penalty under the law is a prison term of 12 months or more; and
- have not been found guilty of any offence under a law relating to elections, registration of political parties or registration of voters.

There is an exception to the requirement for living in Fiji for two (2) years if:

1. you have been in Fiji for an aggregate period of not less than 18 of the last 24 months; and
2. the reason you have been out of Fiji has been to travel for official government business or duties or you have been holding a government position in another country.

If you can fulfil both of these requirements, then you will be considered to have been resident in Fiji for the purposes of being nominated.

The Constitution defines what is meant by “holding a public office”.

If you hold a public office, then when your nomination is received by the SoE, you will be considered to have vacated that office.

If you continue to hold that office, then two (2) things will happen:

1. your nomination will be considered invalid (you won't be on the list of

- candidates); and
2. you could be liable for a fine of up to \$10,000 or a prison term of up to five (5) years, or both.

2.2 Becoming a Candidate

It depends on whether you wish to stand as a political party candidate or as an independent candidate, as to what the next step is for being nominated. The requirements for these two (2) types of candidates are set out below:

2.2.1 Political Party Candidate

Contact a registered political party you wish to represent if you choose this option. Each party will have its own entry requirements.

A political party may nominate up to 55 candidates – this is the approved number of Members of Parliament.

Any registered political party who wants to contest the election must ensure that it completes and files the relevant Nomination Form (see Annex A). This form has been approved by the EC and is the only one that will be accepted by the SoE.

Parties must ensure that:

- it includes the full name of each candidate on their list;
- all candidates are ranked in the order they are to be assigned seats in Parliament (this is outlined in the Constitution and the EA);
- the party list is in writing and signed by the President and the Registered Officer of the political party;
- the party list includes a certificate signed by the President and the Registered Officer of the Party confirming that the order of the candidates was agreed in accordance with the rules of the political party; and
- the party list must be submitted to the SoE before the close of nominations.

The party list must set out the following details for each of its candidates:

- i. full name (as recorded in the candidate's Birth Certificate);
- ii. residential address;
- iii. occupation;
- iv. voter number;
- v. photograph (Each candidate must submit a passport size photograph in electronic copy in high quality resolution of 300ppi either in JPEG or PNG format); and
- vi. signature of the candidate.

Note: No candidate can be nominated by more than one political party.

Once the political party nomination form is accurate and complete, it must also:

1. have a deposit of \$1,000 per candidate on the list in either cash or a banker's cheque; and
2. be submitted to the SoE before the official close of nominations.

Note: *personal cheques are not acceptable*

2.2.2 Independent Candidate

If you choose to stand as an independent candidate, you need to complete and file the EC approved Nomination Form for Independent Candidate (see Annex B).

You need to include:

- your full name (as recorded on your Birth Certificate);
- your residential address;
- your occupation;
- your voter number;
- a recent passport-sized photograph in electronic copy in high quality resolution of 300ppi either in JPEG or PNG format; and
- your signature.

As part of the form you will also need to fill out the "Statement of Demonstrated Support". This must have the signatures of at least 1,000 registered voters as supporters. The full names, residential addresses, occupations and voter numbers of the supporters are also required.

When you submit your nomination form to the SoE you must also:

1. have a deposit of \$1,000 in either cash or a banker's cheque; and
2. make sure your nomination is to the SoE before the official close of nominations.

Note: *Personal cheques are not acceptable*

2.3 Nomination Period & Place

The issuing of the Writ means that nominations are now open. Nominations close 14 days after they open. When the EC has received the Writ from the President, they will publish this information in the Gazette, national daily newspapers and broadcast on radio and free-to-air television a notice about the nomination period and where to submit your nomination.

The place of nomination for the 2022 General Election is at the FEO Headquarters at 59 – 63 High Street, Toorak or Saint Stephen's Building at Victoria Parade, Suva. This is where you take your completed nomination documents.

2.4 Display of Nominations

Once nominations have closed, all valid nominations must be publicly displayed.

For independent candidates, the EA requires that the SoE prominently displays a copy of the nomination paper at the place of nomination and publish a notice of the nomination of each independent candidate.

For political party candidates, the EA says that the SoE must prominently display the names of the party candidates in alphabetical order, with the last name of the candidate appearing before the first name.

2.5 Objections

If someone who is a registered voter knows that any candidate's nomination does not comply with the legal requirements, then that person may object to the nomination.

The person objecting must complete and file the Objection Form (See Annex C) to the EC before 4.00 pm on the day following the close of nominations. A \$100 fee must be paid for each objection that is lodged. So, for example if someone objects to two (2) candidates, the fee is \$200.

2.6 Appeals

Any person who was nominated as a candidate but was rejected by the SoE may appeal the decision of the SoE to the EC. The person must complete the Appeals Form (See Annex D) and submit it to the EC before 4.00 pm on the day following the close of nominations.

2.7 Withdrawals

If your nomination has been accepted and approved by the SoE, you have until midday the day after nominations close to withdraw your nomination. This must be made in writing to the SoE. If anyone withdraws their nomination after the

close of nominations, then no new nominations may be made to replace them.

2.8 National Candidates List

Once all nominations processes have been completed and candidate nominations are displayed, the SoE must prepare the National Candidates List containing the names of all candidates. This must be prepared within seven (7) days from the close of nominations.

In preparing the list, a Candidates' Ball Draw is held so that the order of numbering is completely random. The steps for the Ball Draw are:

1. A list of all candidates is made in alphabetical order, with their last name appearing first, followed by their first name.
2. A number of balls equal to the number of candidates is placed in a barrel and the barrel is rotated. The balls will be numbered from 173. This is the number that has been approved by the EC as the first number on the Ballot Paper.
3. The barrel is rotated again, and when it stops, a blindfolded person will draw out balls, one at a time. As each ball is drawn out, it is then passed to the SoE, who will call out the number on the ball.
4. The number that is called out is then allocated to the candidates, beginning with the first candidate on the alphabetical list, and continuing until each candidate has their unique number.
5. After the process, the SoE will prepare the National Candidates List which is arranged in sequential order commencing with the candidate who was allocated the lowest number.

If you are a candidate for the election, you will need to pay close attention to the number you have been allocated as this will be the number that will represent you and the one that voters will look out for on the Ballot Paper when they vote.



2018 Candidates Ball Draw.

2.9 Death of a Candidate

If any candidate dies on or before Election Day, their name and number will be removed or struck out from the National Candidates List. If Ballot Papers have already been printed when candidate dies, the SoE will make sure that Notices are placed at every polling station and published in the gazette and media letting voters know of the candidate's death.

If the deceased candidate does receive any votes, these will be invalid, which means that they will not count towards deciding the results of the election.

2.10 Disqualification of a Candidate

Sometimes a nominated candidate may no longer be eligible to be a candidate (e.g. they become bankrupt). If this happens, their name and number will be removed from the National Candidates' List. If Ballot Papers have already been printed when candidate has been disqualified, the SoE will make sure that Notices are placed at every polling station and published in the media letting voters know of the candidate's disqualification.

If a disqualified candidate does receive any votes, these will be invalid, which means that they will not count towards deciding the results of the election.

2.11 Return and Forfeiture of Deposits

Deposits for the nomination of a candidate may be returned only if:

- a) a candidate withdraws their nomination;
- b) a candidate dies before Election Day;
- c) the candidate is elected or would have been had they not died between the close of polls and the declaration of election results; or
- d) the candidate is not elected, but the number of votes they received is at least 1% of the total number of votes cast in the election.

Any nomination that was rejected or was invalid will not get a refund of the deposit paid. Instead, the deposit will be forfeited to the State and paid into the Consolidated Fund.



SECTION 3: VOTING

Section 3: VOTING

3.1 Ballot Paper for the 2022 General Election

The schedule of the EA shows how the Ballot Paper is to be printed. The first number on the Ballot Paper for 2022 will be 173.

2022 GENERAL ELECTION
BALLOT PAPER FOR THE ELECTION OF MEMBERS OF PARLIAMENT
CIRCLE OR TICK OR CROSS IN THE SQUARE OR SQUARE WITH A CROSS
DO NOT WRITE, TALK OR SIGN HERE (NAME AND NUMBER)

173	193	213	233	253	273	293	313	333	353	373	393	413	433
174	194	214	234	254	274	294	314	334	354	374	394	414	434
175	195	215	235	255	275	295	315	335	355	375	395	415	435
176	196	216	236	256	276	296	316	336	356	376	396	416	436
177	197	217	237	257	277	297	317	337	357	377	397	417	437
178	198	218	238	258	278	298	318	338	358	378	398	418	438
179	199	219	239	259	279	299	319	339	359	379	399	419	439
180	200	220	240	260	280	300	320	340	360	380	400	420	440
181	201	221	241	261	281	301	321	341	361	381	401	421	441
182	202	222	242	262	282	302	322	342	362	382	402	422	442
183	203	223	243	263	283	303	323	343	363	383	403	423	443
184	204	224	244	264	284	304	324	344	364	384	404	424	444
185	205	225	245	265	285	305	325	345	365	385	405	425	445
186	206	226	246	266	286	306	326	346	366	386	406	426	446
187	207	227	247	267	287	307	327	347	367	387	407	427	447
188	208	228	248	268	288	308	328	348	368	388	408	428	448
189	209	229	249	269	289	309	329	349	369	389	409	429	449
190	210	230	250	270	290	310	330	350	370	390	410	430	450
191	211	231	251	271	291	311	331	351	371	391	411	431	451
192	212	232	252	272	292	312	332	352	372	392	412	432	452

In marking the Ballot Paper, a voter must either:

- circle, OR
- tick, OR
- cross

the number of their choice.

101	111	121	131	141
102	112	122	132	142
103	113	123	133	143
104	114	124	134	144
105	115	125	135	145

OR

101	111	121	131	141
102	112	122	132	142
103	113	123	133	143
104	114	124	134	144
105	115	125	135	145

OR

101	111	121	131	141
102	112	122	132	142
103	113	123	133	143
104	114	124	134	144
105	115	125	135	145

3.2 Polling Agents

As part of ensuring elections are run fairly and transparently, political parties and independent candidates may appoint a Polling Agent. This person's role is to act as an observer or scrutineer. There may not be more than one Polling Agent per party or independent candidate at each polling station or designated area of a polling

place.

Each party or independent candidate must appoint their polling agents using the FEO approved Appointment Form. This form must be signed by either the registered officer of a political party or the independent candidate. The Polling Agent must show the Presiding Officer (FEO appointed person in charge of the polling station) at the polling station (or designated area) their form before they will be allowed to enter the area.

Note: *A candidate may not be a polling agent.*

INSERT PARTY/INDEPENDENT CANDIDATE LETTERHEAD

2022 General Election- Polling Agent Appointment Form

Part A: Details of Polling Agent

Full Name: _____ (As in VoterCard)

Address: _____

Voter Number: _____

Part B: Register Political Party or Independent Candidate Representative

Political Party / Independent Candidate Name: _____

I certify that the person listed above is nominated to be our agent.

Signature: _____ Date: _____
(Registered Officer / Party Authorized Officer / Independent Candidate)

**Polling Agent
Appointment Form*

3.3 Campaigning

For every contested election, there will be a period of time called the Campaign Period. The EC has approved the campaign period for the 2022 General Election to commence from 26 April 2022 and end 48 hours prior to Election Day.

There are a number of things that candidates are not allowed to do during the campaign period. In the following list, where it says 'no one' that also includes you, the candidate.

- No one is allowed to publish the results of any election-related opinion poll during the seven (7) days before Election Day or on Election Day itself, until the close of all polling stations.
- No one is allowed to tear, remove or cover up any campaign material that is in a public place designated for political materials.
- All campaign posters or flags may be placed only in public places that have been specifically designated for this purpose. Campaign posters on other public buildings, or monuments or any electricity or lamp posts is not allowed.

- No one may use any state authority, including law and tax enforcement, to pressure or intimidate political opposition.
- No public officer is allowed to conduct campaign activities.
- No one may pressure in any way a public officer to participate in any kind of campaign activity, or to help any political party or candidate in their campaign at any time of the day.
- No one may conduct campaign activities in any public office.
- No one may put up or distribute any campaign material in a public office.
- No one is allowed to use a government vehicle to conduct campaign activities unless the vehicle is used for the purpose of providing security.
- No one may bribe any citizen to get him or her to vote for a political party or a candidate. This means that no one is allowed to:
 - ❖ Give or offer money or gifts
 - ❖ Provide material goods (other than campaign material)
 - ❖ Sell or promise to sell goods or services for less than their worth
 - ❖ Promise to provide any money or gifts for the purpose of gaining or influencing votes.

As a candidate it is important that you know what you must do and what you should not do whilst campaigning. In the table below, it lists the Do's and Don'ts during campaigning:

DO's – what you must do	DON'Ts – what you must not do
<ul style="list-style-type: none"> • Respect the rights and freedoms of all other political parties and candidates to campaign, and to publish their political ideas and principles without fear; • Conduct yourselves in a manner that respects the rights of other political parties and candidates, and respects the rights of voters; • Co-operate with election officials in order to ensure a peaceful, orderly polling and complete freedom for voters to exercise their right to vote without being subjected to any annoyance, harassment or obstruction; 	<ul style="list-style-type: none"> • Prevent the distribution of handbills and leaflets, or the display of posters of other parties and candidates; • Vandalize or destroy the posters of other parties and candidates; • Use any language or publish or distribute pamphlets, newsletters or posters or make any broadcast containing language or material that amounts to racial or religious vilification or that threatens or incites violence against any group of people; • Prevent any other party from holding rallies, meetings, marches or demonstrations;

DO's – what you must do	DON'Ts – what you must not do
<ul style="list-style-type: none"> • Ensure the safety and security of electoral officials before, during and after polling; • Respect and co-operate with observers; • Maintain and aid in maintaining the secrecy of the vote; and • Organise and conduct your election campaign in a manner that contributes towards a friendly and peaceful atmosphere during the campaign. 	<ul style="list-style-type: none"> • Imitate the symbols of another political party or candidate, or steal, vandalize or destroy political or campaign materials of another political party or candidate; • Encourage, engage in or permit any kind of violent activity to demonstrate party strength or to prove supremacy; • Cause damage to any public or private property during any campaign; • Induce voters to vote for or against a particular party or candidate, or to abstain from voting, by offering them money or any other kinds of incentives; • Coerce or offer money or other kinds of direct inducements to anyone for them to stand or not to stand as candidates, or to withdraw or not to withdraw their candidacies; • Procure the support or assistance of any election official or public servant to promote or hinder the election of a candidate; • Prevent any person from attending the political rallies of another party; • Encourage, incite or permit its supporters to do anything that is prohibited by this subsection; • Procure votes by forcible

DO's – what you must do	DON'Ts – what you must not do
	<p>occupation of polling stations or through illegal activities in the polling stations;</p> <ul style="list-style-type: none"> • Interfere with the duties of election officials, • Disturb the process of casting or counting of votes; • Falsely inform voters that their votes will not be secret; or • Use any language or publish any document that seeks to threaten or incite hatred or violence in any form against any other person or group of people or which may amount to racial or religious vilification.

Furthermore, a political party, candidate or representative making financial commitments during campaign must give a written explanation of:

- how revenue for the financial commitment is to be raised;
- how expenditure for the financial commitment is to be made;
- how expenditure is to be allocated to different sectors and budget sector agencies; and
- if expenditure exceeds revenue, how the deficit is to be financed.

A financial commitment refers to any commitment made as part of a general election campaign.

It is also important to note that a person or a political party must not publish any information that contains a false statement which is likely to influence the outcome of an election or diminish public confidence in the performance of any duty or functions of the SoE or the EC. The SoE may direct the removal or correction of such statements or information.

3.4 Methods of Voting

3.4.1 Postal Voting

Postal Voting in Fiji is available only to voters who:

- are living outside of Fiji or who will be outside of Fiji on the day of polling; or
- have a serious illness or other infirmity which means that they cannot travel from their home to the polling station that has been assigned to them; or
- are in prison, including pre-trial detention; or
- cannot attend a polling station because of their religious beliefs or membership of a religious order; or
- would be away from where they usually live due to work commitments on Election Day and their workplace is not a place that is convenient for them to travel to their assigned polling station.

You may apply to the FEO for postal voting once the date of the election is announced. Your application must be received by the FEO no later than 5.00 pm, three weeks (21 days) prior to Election Day.

There is an approved form available on the FEO Website to complete and sign to apply for postal voting. When you send or deliver it to the FEO, you must also include a copy of your VoterCard with the application.

The Postal Vote application form is checked to make sure that it has been completed correctly and all the requirements are met. If everything is in order, then the voter will be included in the Register of Postal Voters. The voter will then be sent a postal Ballot Paper and the other materials they need so that their vote will be a valid one. It is important that the correct address is put onto the application as this is where the postal voting package will be sent.

There are a few steps the postal voter needs to take to make sure their vote counts.

1. Circle, cross or tick the number representing their preferred candidate on the Ballot Paper.
2. Fold the completed Ballot Paper and place it in the Secret Envelope.
3. Complete and sign the postal declaration form.
4. Put the Ballot Paper in the secret envelope and the declaration form into the Transmission Envelope.
5. Send the Transmission Envelope by registered post or by courier or hand delivered to the FEO.

All postal Ballot Papers must be received at the FEO by 6.00 pm on Election Day.

3.4.2 Pre-poll Voting

Pre-poll voting means that some voters may vote before Election Day. The EC decides which voters may vote in advance of Election Day.

Pre-poll voting may be made available to only those who:

- live in a remote area or where the number of voters in the area is not enough to set up a polling station on Election Day; or
- are living in a nursing home or a health care facility; or
- are members of the disciplined forces; or
- are in prison under pre-trial detention or a sentence of imprisonment within the legislative eligibility requirement; or
- are living in places approved by the EC.

Within a week after nominations are closed, the EC will publish the list of venues where pre-poll voting will take place. The list will include the dates and hours that the FEO teams will be at each venue. Voters must attend at the time that is given for their vote to count in the election.

In a pre-poll station, voting will take place as follows:

Pre-Poll Voting Steps

STEP 1: Inside Queue Control

Voter must wear a proper mask at the Polling Station. Fingers are checked for ink marking, before being hand sanitized. Also, voter is reminded to have their VoterCard or valid photo ID ready before being issued with a Voter Instruction Booklet by the Inside Queue Controller.



STEP 2: Identification

Voter shows VoterCard or valid photo ID to ID Officer/ Ballot Paper Issuer who will confirm the Voter's name before drawing a line through the Voter's name on the Voter List using the Voter List Stencil.



STEP 3: Signature

Voter signs the Voter List in the 'Signature' column using the Voter List Stencil.



STEP 4: Issuing the Ballot Paper & Secret Envelope

Voter issued **1** Ballot Paper and **1** Secret Envelope before instructions on marking and folding of the Ballot Paper into 2 is explained by the ID Officer/Ballot Paper Issuer.



STEP 5: Marking the Ballot Paper

Voter goes to the Cardboard Voting Booth, looks through the Voter Instruction Booklet to identify the number of the candidate they would like to vote for and either **Circle** or **Tick** or **Cross** the number on the Ballot Paper before folding it into 2.



STEP 6: Placing of Ballot Paper into the Secret Envelope

Voter will fold the Ballot Paper into 2 and put it inside the Secret Envelope before sealing it. Voter will now proceed to the Inker.



STEP 7: Inking

Voter has their index finger or little finger on the left hand marked by the Inking Officer.



STEP 8: Placing Secret Envelope in the Ballot Box

Voter puts the Secret Envelope in the Ballot Box.



STEP 9: Leaving the Polling Venue

Voter receives "I VOTED" sticker before leaving the Polling Station and Polling Venue.



3.4.3 Election Day Voting

You may vote only at the polling station assigned to you on Election Day. Voting will open at 7.30 am on Election Day and will close at 6.00 pm, or after the last voter who was in the queue at 6.00 pm has voted.

During Election Day, polling will take place as follows:

9 Steps of the Voting Process

STEP 1: Venue Queue Control

Voter is directed to the correct Polling Station by the Venue Queue Controller.



STEP 2: Inside Queue Control

Voter is wearing a mask properly and fingers are checked for ink marking, before being hand sanitized. Also, voter is reminded to have their VoterCard or valid photo ID ready before being issued with a Voter Instruction Booklet by the Inside Queue Controller.



STEP 3: Identification

Voter shows VoterCard or valid photo ID to ID Officer/ Ballot Paper Issuer who will confirm the Voter's name before drawing a line through the Voter's name on the Voter List using the Voter List Stencil.



STEP 4: Signature

Voter signs the Voter List in the 'Signature' column using the Voter List Stencil.



STEP 5: Issuing the Ballot Paper

Voter issued 1 Ballot Paper and instructions on marking and folding of the Ballot Paper into 2 is explained by the ID Officer/Ballot Paper Issuer.



STEP 6: Marking the Ballot Paper

Voter goes to the Cardboard Voting Booth, looks through the Voter Instruction Booklet to identify the number of the candidate they would like to vote for and either **Circle** or **Tick** or **Cross** the number on the Ballot Paper before folding it into 2.



STEP 7: Inking

Voter has their index finger or little finger on the left hand marked by the Inking Officer.

**STEP 8: Placing Ballot Paper in the Ballot Box**

Voter puts the folded Ballot Paper in the Ballot Box.

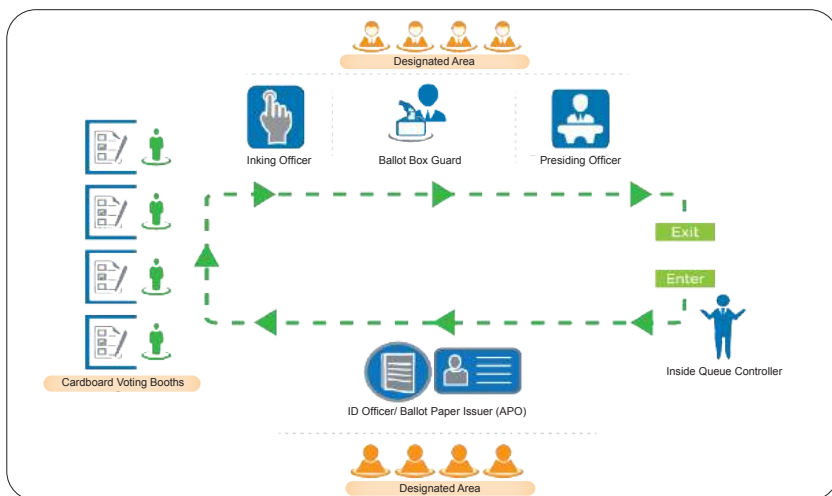
**STEP 9: Leaving Polling Station and Polling Venue**

Voter receives "I VOTED" sticker before leaving the Polling Station and Polling Venue.



3.5 Polling Station Layout

Below is a standard polling station layout:





SECTION 4: ELECTION RESULTS

Section 4: Election Results

4.1 Counting

All votes cast on Election Day at polling stations will be counted there by election officials, once polling has closed.

Ballot Papers from the pre-poll and postal votes will be counted at the National Count Centre. The SoE identifies the time and date that this is to be carried out after Election Day.

Polling agents may observe the counting process. They may not touch any Ballot Papers at any time during the count. Candidates may not observe the counting process.

4.2 Declaration of Results

Once counting is finished at each polling station, the Presiding Officer will put the number of votes for each candidate into a document called the Protocol of Results. The Presiding Officer then signs the Protocol Results, takes the picture of the same on their smart phone and uploads to the Presiding Officer's app which is directly transmitted to the National Results Centre. If there are issues in uploading the Protocol of Results on to the app, the Presiding Officer can then submit the Results to the Call Centre via telephone call.

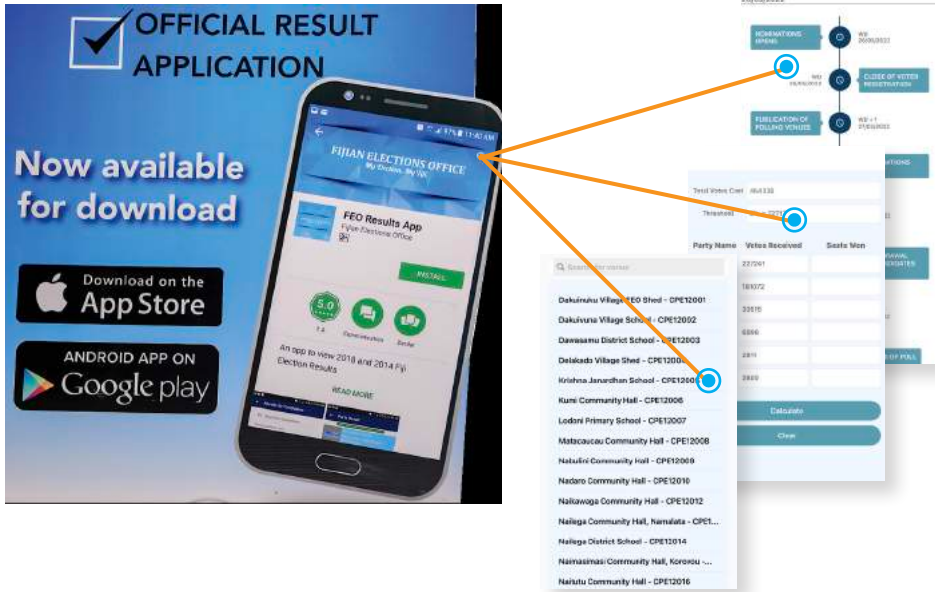
This is where the results from all the polling stations and the Count Centre are received. The results are released as provisional results until 7.00 am on the day following Election Day. The national results are announced after this time.

At polling stations the Presiding Officer will put up the pink copy of the results just outside the polling station where it is easy for people to see. The original copy goes into a Tamper Evident Envelope which will be taken to the Count Centre.

The results will also be available on the FEO App which is downloadable from Google Play Store and Apple Store.



FEO Result App



A national results tally will be prepared by the SoE and it will contain the total number of votes cast for each candidate from all the polling stations and it will be available on the FEO App and will also be prominently displayed at the National Results Centre. The Tally will be progressively updated as results are received from each polling station.

4.3 Final National Results Tally

Once original copies of Protocol of Results from all polling stations have been received and all votes for each candidate have been recorded in the National Results Tally, the SoE will then prepare the Final National Results Tally. This will contain the total number of votes for each candidate and the total number of votes for each political party.

The Final National Results Tally will contain the party lists of all political parties. The party candidate who received the most votes will be at the top of the list; the candidate who received the next highest number of votes will be next, and so on. The SoE will publicly announce the results from the National Results Tally, after it has been prepared, signed and sent to the Electoral Commission.

4.4 Allocation of Seats

The Electoral Commission is responsible for determining the names of the candidates who have been elected as Members of Parliament. Once the EC gets the Final National Results Tally from the SoE they calculate the total number of votes received by each political party and each independent candidate. This is the total number of votes cast in the election. Then the EC applies what is known as 'the 5% threshold'.

To qualify for a seat in Parliament, a political party or an independent candidate must receive a minimum of 5% of the votes cast,

This is how the Electoral Commission will allocate seats:

1. The totals for each party and for any independent candidates are recorded in separate columns. The document this is recorded on is called the Candidate Allocation Form.
2. Any political party or independent candidate who does not receive at least 5% of the total of all votes cast will have their votes disregarded.
3. Each of the remaining totals is then divided by one (1), and the results (which will be the same number) is written on the first row under the names of any remaining political party or independent candidate.
4. For political parties, the results for that party are then divided by two (2) and placed on the next line. The next line has the total divided by three (3), and so on up to the number of candidates that the party has nominated. If there is a fraction with the division, this is rounded up or down to the nearest whole number.
5. The EC then identifies the 55 highest numbers across all of the calculations that have been made by putting a circle around them. This will provide the proportional share to which each party is entitled. Independent candidates who have reached 5% of the vote will become members of Parliament.
6. The total number of seats for each party is then written at the bottom of each column. The total at the bottom of the independent candidate's column will of course be one (1).
7. The names of the candidates of the political parties who are entitled to become Members of Parliament are then identified from the National Results Tally.
8. Once all the successful candidates have been identified, the Electoral Commission publicly declares this by a notice in the Gazette, in daily newspapers and in other media. The Commission has to declare the results and names of the new Members of Parliament within 24 hours of receiving the Final Protocol of Results from all polling stations.

4.5 Electoral Disputes

If you, as a candidate, are not happy with the results of the election and would like to contest it, then you can file a petition with the Court of Disputed Returns. You must ensure that the petition is filed within 21 days of the results being declared by EC.

All candidates are advised to engage independent legal advice prior to filing a petition with the Court of Disputed Returns.

Complaints against a decision of the SoE or any FEO employee in relation to Part 3 of the EA may be made in a written complaint to the Electoral Commission. Any complaint must be submitted within two (2) days of the complainant becoming aware of the decision, action or inaction made by the SoE or FEO employee. If you wish to make a complaint, you must include:

- your name;
- the position you hold in your political organization;
- political party (if any);
- contact information; and
- facts of the complaint.

The Electoral Commission will issue a decision within three (3) days of receiving the complaint.



SECTION 5: FINANCIAL DISCLOSURES

Section 5: Financial Disclosures

5.1 Candidate Financial Disclosures

Political parties and candidates are required by the Political Parties (Registration, Conduct, Funding and Disclosures) Act 2013 ["PPA"] to submit certain financial disclosures during a General Election. The table below outlines the different disclosures that need to be submitted:

GENERAL ELECTION DISCLOSURES- PPA		
Who is required to submit?	Disclosures required to be submitted	Due Date
S24(2) – Any Candidate:	Submit their statement of total assets and total income as well as that of their spouse and their children. Complete Declaration Form (See Annex E)	Within 7 days of nomination
S24(2A) – Any Candidate:	Submit their statement of total assets, total income, directorships or offices held in Fiji and any assets acquired by them or immediate family members between the date of nomination and the 30th day after Election Day. The statement must include similar information relating to their spouse and children. Complete Declaration Form (See Annex E)	No later than the 60th day after Election Day
S24(2B) – Any Candidate:	Declare amount of money received by them including source of any donation, income and expenditure as at the 30th day after Election Day. Complete Declaration Form (See Annex E)	No later than the 60th day after Election Day

S25(1) – Political Parties:	Submit Statement of Assets and liabilities	At least 30 days before the general election
S25(1A) – Political Parties:	Declaration of Assets, liabilities, income and expenditure including all contributions, donations or pledges made to the party from the date the Writ is issued to the 30th day after Election Day	No later than the 60th day after Election Day.

5.2 Sources of Funds for Political Parties and Independent Candidates

The Political Parties Act clearly outlines what are considered to be the sources of funds for a political party and independent candidate as identified in the following table:

Political Party Sources of Funds	Independent Candidate Sources of Funds
Membership fees, voluntary contributions, donations, bequests, and grants from a lawful source (not from a foreign government, an inter-governmental or non-governmental organisation) and income derived from any building owned by a political party.	Voluntary contributions, donations, bequests and grants from lawful sources (not from a foreign government, an inter-governmental or non-governmental organisation).

All independent candidates, political parties and their candidate must disclose fully to the Registrar the particulars of all funds and other resources they have received from any source. The name and address of the source must also be provided. To make a donation to a political party or candidate, you must be a current Fijian citizen.

No one may make a donation of more than \$FJ10,000 to any party or candidate.

If you do not comply with what the law requires of candidates, there are strict penalties in place.



ANNEXURES

Annex A: Nomination Form for Political Parties

Annex B: Nomination form for Independent Candidates

Annex C: Objection to Nomination Form

Annex D: Appeals against Rejection of Nomination Form

Annex E: Declaration of Assets, Liabilities and Income Form

Annex A: Nomination Form for Political Parties

Fijian Elections Office
My Election My Fiji

2022 GENERAL ELECTION

PARTY LIST

FOR NOMINATION OF PARTY CANDIDATES BY A POLITICAL PARTY

INSTRUCTIONS:

1. Write in **BLOCK LETTERS**.
2. Place a tick (✓) in a box when required.
3. For full name, ensure to insert the name as recorded in the Birth Certificate.
4. This nomination form must be accompanied by FJD1,000 for every candidate nominated.
5. Each candidate must submit a passport size photograph in electronic copy in high quality resolution of 300ppi either in JPEG or PNG format.

Annex A: Nomination Form for Political Parties

PARTY LIST

**To the Supervisor of Elections,
Fijian Elections Office,
Suva,
FIJI.**

We hereby nominate each of the persons in this Party List to be a candidate for the 2022 General Election for our Party.

We declare and certify that the order in which the candidates appear on the attached ranking certificate pursuant to section 26(5) of the Electoral Act, 2014 was agreed to in accordance with the rules of procedure of our Party.

We enclose and attach a bank cheque of FJD being deposit for each candidate at FJD 1,000 per candidate nominated by the Party.

Dated this day of 20.....

Name of the Political Party:

Name of President: Signature:

Name of Registered Officer: Signature:

<i>FEO Official</i>	<i>Date & Time Received</i>	<i>Accepted/ Rejected</i>	<i>Amount Received</i>	<i>Receipt Number issued</i>

Annex A: Nomination Form for Political Parties

Certificate of Ranking of Party Candidates

In accordance with section 26(5) of the Electoral Act, 2014, we certify that the ranking of the party candidates, as set out below, was agreed to in accordance with the rules of procedure of the Political Party.

Name of President: Signature:
Name of Registered Officer: Signature:

Ranking	Full Name	Residential Address	Occupation	Voter Number	Signature
1st					
2nd					
3rd					
4th					
5th					
6th					
7th					
8th					
9th					
10th					
11th					
12th					
13th					
14th					
15th					

Annex A: Nomination Form for Political Parties

Ranking	Full Name	Residential Address	Occupation	Voter Number
16th				
17th				
18th				
19th				
20th				
21st				
22nd				
23rd				
24th				
25th				
26th				
27th				
28th				
29th				
30th				
31st				
32nd				
33rd				
34th				

Annex A: Nomination Form for Political Parties

Ranking	Full Name	Residential Address	Occupation	Voter Number
35th				
36th				
37th				
38th				
39th				
40th				
41st				
42nd				
43rd				
44th				
45th				
46th				
47th				
48th				
49th				
50th				
51st				

Annex A: Nomination Form for Political Parties

<i>Ranking</i>	<i>Full Name</i>	<i>Residential Address</i>	<i>Occupation</i>	<i>Voter Number</i>
52nd				
53rd				
54th				
55th				

Annex A: Nomination Form for Political Parties

DECLARATION BY PARTY CANDIDATE

INSTRUCTION:

1. WRITE IN BLOCK LETTERS USING A BLACK OR BLUE PEN
2. PLACE A TICK (✓) ON THE DECLARATION BOX TO CONFIRM YOUR DECLARATION
3. FULL NAME SHOULD BE THE NAME AS STATED IN THE BIRTH CERTIFICATE.

Place a Passport
Size
Photo Here

Candidate Details			
Full Name			
Residential Address			
Occupation			
Voter Number		Passport Number	

I consent to be a candidate for the 2022 General Election for _____.
(Name of Political Party)

I declare that to the best of my knowledge and belief that:

- ☐ I am a citizen of Fiji and I do not hold citizenship of any other country;
- ☐ I am registered in the Register of Voters;
- ☐ I have been ordinarily resident in Fiji for at least 2 years immediately before being nominated;
- ☐ I am not an undischarged bankrupt;
- ☐ I am not a member of the Electoral Commission, and I have not been a member of that Commission at any time during the 4 years immediately before being nominated;
- ☐ I am not subject to a sentence of imprisonment when nominated;
- ☐ I have not, at any time during the 8 years immediately before being nominated, been convicted of any offence under any law for which the maximum penalty is a term of imprisonment of 12 months or more;
- ☐ I have not been found guilty of any offence under a law relating to elections, registration of political parties or registration of voters, including any offence prescribed under the Electoral Act, 2014;
- ☐ I am qualified under the Constitution and the Electoral Act, 2014 to be elected as a member of Parliament in the election to which the nomination relates. I do not intend to be nominated as an independent candidate or as a Party candidate for any other Political Party in the election to which the nomination relates; and
- ☐ I confirm that the nomination is accompanied by FJD 1,000 and a passport size photograph as required by the Supervisor of Elections.

I solemnly and sincerely declare and affirm the above as true.

Declared at.....

this.....day of.....,

20..... before me and I certify that the declaration
was read over in the
language to the declarant who appeared fully to
understand the meaning thereof.



.....
Signature of Candidate

.....

Commissioner for Oaths/ Authorised Officer

Annex B: Nomination form for Independent Candidates



Fijian Elections Office
My Election My Fiji

2022 GENERAL ELECTION

NOMINATION FORM

INDEPENDENT CANDIDATE

INSTRUCTIONS:

1. Write in **BLOCK LETTERS**.
2. Place a tick (✓) in a box when required.
3. For full name, ensure to insert your name as recorded in your Birth Certificate.
4. This nomination form must be accompanied by FJD1,000.
5. You must submit a passport size photograph in electronic copy in high quality resolution of 300ppi either in JPEG or PNG format.

Annex B: Nomination form for Independent Candidates

INDEPENDENT CANDIDATE NOMINATION

INSTRUCTION:

1. WRITE IN BLOCK LETTERS USING A BLACK OR BLUE PEN
2. PLACE A TICK (✓) ON THE DECLARATION BOX TO CONFIRM YOUR DECLARATION
3. FULL NAME SHOULD BE THE NAME AS STATED IN THE BIRTH CERTIFICATE.

Place a Passport
Size
Photo Here

Candidate Details			
Full Name			
Residential Address			
Occupation			
Voter Number		Passport Number	

I consent to be a candidate for the 2022 General Election.

I declare that to the best of my knowledge and belief that:

- ☐ I am a citizen of Fiji and I do not hold citizenship of any other country;
- ☐ I am registered in the Register of Voters;
- ☐ I have been ordinarily resident in Fiji for at least 2 years immediately before being nominated;
- ☐ I am not an undischarged bankrupt;
- ☐ I am not a member of the Electoral Commission, and I have not been a member of that Commission at any time during the 4 years immediately before being nominated;
- ☐ I am not subject to a sentence of imprisonment when nominated;
- ☐ I have not, at any time during the 8 years immediately before being nominated, been convicted of any offence under any law for which the maximum penalty is a term of imprisonment of 12 months or more;
- ☐ I have not been found guilty of any offence under a law relating to elections, registration of political parties or registration of voters, including any offence prescribed under the Electoral Act, 2014;
- ☐ I am qualified under the Constitution and the Electoral Act, 2014 to be elected as a member of Parliament in the election to which the nomination relates. I do not intend to be nominated as a Party candidate for any other Political Party in the election to which the nomination relates; and
- ☐ I confirm that the nomination is accompanied by FJD 1,000, a passport size photograph as required by the Supervisor of Elections and a statement of demonstrated support from at least 1,000 registered voters.

I solemnly and sincerely declare and affirm the above as true.

Declared at.....
this.....day of.....,
20..... before me and I certify that the declaration
was read over in the
language to the declarant who appeared fully to
understand the meaning thereof.

}

.....
Signature of Candidate

.....
Commissioner for Oaths/ Authorised Officer

Annex B: Nomination form for Independent Candidates

Personal Candidate Details <i>(not for public display)</i>	
Phone Number:	Mobile:
Email:	Alternative Mobile:
Address for service of documents :	

FEO Official	Date & Time Received	Accepted/Rejected

Annex B: Nomination form for Independent Candidates

**To the Supervisor of Elections,
Fijian Elections Office,
Suva,
FIJI.**

STATEMENT OF DEMONSTRATED SUPPORT

We, the undersigned, nominate and support the nomination of....., as an Independent Candidate in the 2022 General Election.

Please complete in CAPITAL LETTERS.

[illegible]

Page of (Copy this page in sufficient quantities to meet the 1,000 supporter requirement)

**To the Electoral Commission
59-63 High Street
TOORAK**

1. Write in **BLOCK LETTERS** using black or blue pen.
2. Place a tick (✓) in a box when required.
3. This form must be completed and submitted before 4.00pm on the day following the close of nominations for the election.
4. A fee of \$100 (FJD) is applicable per candidate being objected.

Objected Candidate's Details

Objected Candidate's Details	
Full Name	

Objector's Details

Objector's Details	
Full name <i>(as recorded in your Birth Certificate)</i>	
Residential address	
Voter Number	

I propose the following facts and evidence to support my objection (if insufficient space attach additional pages):

[illegible]

Annex C: Objection to Nomination Form

Statutory Declaration

I
(Full Name as recorded in your Birth Certificate)

of.....
(Residential Address)

do declare that the facts relating to my objection are true to the best of my knowledge and belief.

Declared at.....
this.....day of.....,
20..... before me and I certify that the declaration
was read over in the
language to the declarant who appeared fully to
understand the meaning thereof.

}

.....
Signature of Objector

.....

Commissioner for Oaths/ Authorised Officer

Affix stamp

For Official Use Only:

Date & Time Received by Electoral Commission	Date Objection Determined	Objection Decision	Date Objector/ Candidate/SoE Advised

Fee Paid:

Receipt No:

Date:

Signature:

Annex D: Appeals against Rejection of Nomination Form

EC-01

To the Electoral Commission
59-63 High Street
TOORAK

INSTRUCTIONS:

1. Write in **BLOCK LETTERS**
2. Place a tick (✓) in a box when required
3. For full name, ensure to insert your name as recorded in your Birth Certificate.
4. This form must be completed and submitted by 4.00pm on the day following the close of nominations

Appeal on Nominations

I appeal against the decision of the Supervisor of Elections to not accept my nomination as a candidate for the 2022 General Election.

Rejected Candidate's Details

Full Name	
-----------	--

☐ Political Party: _____ ☐ Independent

Date of the Decision of the Supervisor of Elections: _____

The Supervisor of Elections has not accepted my nomination on the following ground(s):

I ask the Electoral Commission to overturn the decision of the Supervisor of Elections. In support of my appeal I provide the following information and or documents (if insufficient space attach additional pages):

Signed: _____ Date: ____/____/20____ Time: _____

For Official Use Only:

Date & Time Received by Commission	Date Appeal Determined	Appeal Decision	Date Candidate / SOE Advised

Annex E: Declaration of Assets, Liabilities and Income Form

Declaration pursuant to Section 24 of Political Parties (Registration, Conduct, Funding and Disclosures) Act, 2013

Information about the Form:

1. The Form is in Microsoft Word version to allow you to add more details if the space provided is not sufficient.
2. For the purposes of the declaration, 'children' means any child, step child or adopted child who is –
 - a. under the age of 18 years
 - b. over the age of 18 years and is dependent on his or her parents for support.
3. According to section 24 (5), any person who submits any information that is false, commits an offence and shall be liable upon conviction to a fine not exceeding \$50,000 or to a term not exceeding 10 years or both.

Annex E: Declaration of Assets, Liabilities and Income Form

DECLARATION OF ASSETS, LIABILITIES AND INCOME AS AT: ____/____/____

Name of Declarant: _____ Political Party: *[if applicable]* _____

Residential Address: _____

Position held in Political Party: *[if applicable]* _____ Date of Appointment: ____/____/____ *[if applicable]*

Particulars of Spouse & Dependent Children

Name of Spouse: _____

1. Name of Child: _____

3. Name of Child: _____

2. Name of Child: _____

4. Name of Child: _____

Particulars of Income *[Salaries, Wages, Fees, Gratuities, Allowances, Dividends, Interest, etc. from Fiji & Abroad]*

Type of Income	Name of Person Receiving	Source of Income	Value Declared - \$

Particulars of Assets in Fiji or Abroad *[Property, Vehicles, Cash, Shares, Bonds, etc.]*

Type of Asset	Details or Description of Asset	Holder / Recipient	Value Declared - \$

Particulars of Liabilities in Fiji or Abroad *[Loans, Creditors, Debts, etc.]*

Type of Liability	Particulars of Liability	Holder / Recipient	Value Declared - \$

Other details: *[Particulars of any other business connections, directorships, transactions or gifts in Fiji or Abroad]*

Description	Details	Holder / Recipient	Value Declared - \$

Annex E: Declaration of Assets, Liabilities and Income Form

Statutory Declaration

I solemnly and sincerely declare that the above particulars are true and complete declarations as required under the Political Parties (Registration, Conduct, Funding and Disclosures) Act 2013.

Declared at _____ this _____ day of _____, 20__ before me and I }
 certify that the declaration was read over in the _____ language }
 to the declarant who appeared fully to understand the meaning thereof } *[Signature of person]*

[Person authorized to take statutory declarations.]

Notes:

[illegible]

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





Contact us

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