

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 4 OF 2021

The Electoral Process Act
(Act No. 35 of 2016)

The Electoral Process (Voter Education) Regulations, 2021

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IN EXERCISE of the powers contained in section 125 of the Electoral Process Act, 2016, the following Regulations are made:

PART I

PRELIMINARY PROVISIONS

1. These Regulations may be cited as the Electoral Process (Voter Education) Regulations, 2021. Title
2. In these Regulations, unless the context otherwise requires— Interpretation
 - “associate” has the meaning assigned to the word in the Anti-Corruption Act, 2012; Act No. 3 of 2012
 - “Chairperson” means the person appointed as Chairperson of the Committee under regulation 5;
 - “citizen” has the meaning assigned to the word in the Constitution; Cap. 1
 - “Chief Electoral Officer” has the meaning assigned to the words in the Act;
 - “Code” has the meaning assigned to the word in the Act;
 - “Commission” means the Electoral Commission of Zambia established under the Constitution; Cap. 1
 - “Committee” means the National Voter Education Committee established under regulation 5;
 - “council” has the meaning assigned to the word in the Constitution; Cap.1
 - “district” has the meaning assigned to the word in the Constitution; Cap.1
 - “district chairperson” means the person appointed as chairperson of the district committee under regulation 7;
 - “district committee” means a voter education committee established under regulation 7;
 - “district electoral officer” means a person appointed by the Commission as an election officer under the Act;
 - “district vice-chairperson” means the person elected as vice-chairperson of the district committee under regulation 7;
 - “electoral process” includes the set of rules that determine how the electoral and referendum processes are conducted and how the results for the electoral and referendum processes are determined;

- Act No. 6 of 2019 “legally disqualified” means the absence of legal capacity as provided under section 4 of the Mental Health Act, 2019;
- Act No.3 of 2012 “member” means the person appointed as a member of the Committee or a district committee;
- S.I No. 37 of 2010 “relative” has the meaning assigned to the word in the Anti-Corruption Act, 2012;
- “revoked Regulations” means the Electoral (Voter Education) Regulations, 2010;
- “Secretariat” means a member of staff of the Commission or a council;
- “Vice-Chairperson” means the person elected as Vice-Chairperson of the Committee under regulation 5; and
- “voter educator” means a person appointed as a voter educator under regulation 16.
- Role of Commission in Voter education
3. (1) The Commission shall oversee and coordinate voter education for the purpose of harmonising the provision of voter education in the Republic.
- (2) Despite the generality of subregulation (1), the Commission shall—
- (a) promote the participation of a citizen in the provision of voter education;
 - (b) ensure voter education is conducted in an impartial and independent manner;
 - (c) formulate policies and strategies for voter education and dissemination of information on voter education;
 - (d) develop voter education curriculum and materials;
 - (e) monitor and evaluate voter education programmes;
 - (f) develop voter education strategies targeting persons with disabilities, youth and women; and
 - (g) collaborate with Government, institutions and other persons on voter education.
- Methods of providing voter education
4. The Commission may provide voter education through—
- (a) community outreach;
 - (b) awareness and sensitisation programs and activities;
 - (c) electronic dissemination of information; or
 - (d) any other means that the Commission may determine.

PART II

NATIONAL VOTER EDUCATION COMMITTEE AND DISTRICT VOTER
EDUCATION COMMITTEES

5. (1) There is established the National Voter Education Committee which consists of the following part-time members appointed by the Commission:
- Establishment
of National
Voter
Education
Committee
- (a) not more than ten persons from the most representative civil society organisations determined by the Commission;
- (b) five representatives of Government ministries and institutions; and
- (c) the Secretariat, as exofficio members.
- (2) The Commission shall appoint the Chairperson from among the members of the Committee.
- (3) The Committee shall elect the ViceChairperson from among the Committee Members.
- (4) A member of the Committee shall, on being appointed, sign a declaration Form set out in the Schedule.
6. The Committee shall advise the Commission on the design and dissemination of information and voter education relevant to the participation of a citizen in the electoral process.
- Functions of
Committee
7. (1) The Commission shall establish voter education committees at district level.
- Establishment
of district
voter
education
committees
- (2) The Commission may assign a member of staff of the Commission or a council to a district committee as an exofficio member.
- (3) A district committee consists of the following part-time members nominated by a district electoral officer, on behalf and approved by the Commission:
- (a) not more than five persons from the most representative civil society organisations determined by the Commission; and
- (b) four representatives of Government ministries and institutions in the district.
- (4) The relevant district electoral officer shall, subject to the approval of the Commission, appoint a district committee chairperson from among the members of the district committee.

(5) The members of a district committee shall elect the district committee vicechairperson from among themselves.

(6) A member of a district committee shall, on appointment, sign a declaration Form set out in the Schedule.

Functions of district committee

8. A district committee shall be responsible for the implementation of the decisions of the Committee and voter education programmes in the district.

Tenure of office and vacancy of Committee and district committee

9. (1) A member of the Committee or a district committee shall hold office for a term of five years from the date of appointment and may be re appointed for a further and final term of five years.

(2) On the expiration of the term for which a member is appointed, the member shall continue to hold office until another member is appointed, but in no case shall an extension of the period exceed three months.

(3) The office of a member becomes vacant if that member—

(a) dies;

(b) is adjudged bankrupt;

(c) is absent, without reasonable cause, from three consecutive meetings of the Committee or a district committee of which the member has had notice, without the prior approval of the Committee or a district committee;

(d) resigns on the expiry of one month's notice of the member's intention to resign, given by the member in writing, to the Commission;

(e) is legally disqualified from performing the functions of a member; or

(f) is convicted of an offence under the Act or any other written law and sentenced to imprisonment for a term exceeding six months without the option of a fine.

(4) The Commission may, where the office of a member becomes vacant before the expiry of the term of office, appoint another member in the place of that member who vacates office, but that member shall hold office for the unexpired part of the term.

Proceedings of Committee and district committee

10. (1) Subject to other provisions of these Regulations, the Committee or a district committee may regulate its own procedure.

(2) The Committee or a district committee shall meet as often as is necessary to perform its functions and at a place and time that the Chairperson or a district chairperson may determine.

(3) The Chairperson or a district chairperson may, on giving notice of not less than fourteen days, call a meeting of the Committee or a district committee and a meeting shall be called if not less than one third of the members so request in writing except that if the urgency of a particular matter does not permit the giving of a notice, a special meeting may be called on giving a shorter notice.

(4) Half of the members present at a meeting of the Committee or district committee shall form a quorum.

(5) There shall preside at a meeting of the Committee—

- (a) the Chairperson;
- (b) in the absence of the Chairperson, the ViceChairperson; or
- (c) in the absence of the Chairperson and the ViceChairperson, another member that the members present may elect for the purpose of that meeting.

(6) There shall preside at a meeting of a district committee—

- (a) the district chairperson;
- (b) in the absence of the district chairperson, the district vicechairperson; or
- (c) in the absence of the district chairperson and the district vicechairperson, another member that the members present may elect for the purpose of that meeting.

(7) A decision of the Committee or a district committee on any question shall be by a majority of the members present and voting at the meeting and, in the event of an equality of votes, the person presiding at the meeting shall have, in addition to a deliberative vote, a casting vote.

(8) The Committee or a district committee may invite a person, whose presence is, in its opinion, desirable to attend and participate in the deliberations of a meeting of the Committee or a district committee, but that person shall have no vote.

(9) The validity of any proceedings, act or decision of the Committee or a district committee shall not be affected by any vacancy in the membership of the Committee or a district committee, or any defect in the appointment of a member or by reason that a person not entitled to do so, took part in the proceedings.

(10) The Committee or a district committee shall cause to be kept minutes of the proceedings of a meeting of the Committee or a district committee, and of any sub-committee established by the Committee or a district committee.

Sub-
committees

11. (1) The Committee or a district committee may, for the purpose of performing its functions under these Regulations, constitute a subcommittee and delegate to the subcommittee functions of the Committee or district committee that the Committee or district committee considers necessary.

(2) The Committee or a district committee may appoint as members of a subcommittee constituted under subregulation (1), persons who are, or are not, members of the Committee or a district committee, except that at least one member of the Committee or a district committee shall be a member of a subcommittee.

(3) A member of a subcommittee shall hold office for a period that the Committee or a district committee may determine.

(4) Subject to any specific or general direction of the Committee or a district committee, a subcommittee constituted under this regulation may regulate its own procedure.

Allowances

12. A member of the Committee, a district committee or a subcommittee shall be paid allowances that the Commission may determine.

Disclosure
of interest

13. (1) A member who is present at a meeting of the Committee, district committee or subcommittee at which a matter is the subject of consideration, and in which matter that person or that person's relative or associate is directly or indirectly interested in a private capacity shall, as soon as is practicable after the commencement of the meeting, disclose the interest and shall not, unless the Committee, district committee or subcommittee otherwise directs, take part in any consideration or discussion of, or vote on, any question relating to that matter.

(2) A disclosure of interest made under this regulation shall be recorded in the minutes of the meeting at which the disclosure is made.

14. (1) A person shall not, without the consent, in writing, given by or on behalf of the Committee or a district committee, publish or disclose to any other person, the contents of any document, communication or information, which relates to, or which has come to the knowledge of that person in the course of that person's duties under these Regulations.

Prohibition of publication or disclosure of information to unauthorised person

(2) A person who contravenes subregulation (1) commits an offence and is liable, on conviction, to a fine not exceeding two hundred thousand penalty units or to imprisonment for a term not exceeding two years, or to both.

(3) A person who, having information which to the knowledge of that person has been published or disclosed in contravention of subregulation (1), unlawfully publishes or communicates the information to another person, commits an offence and is liable, on conviction, to a fine not exceeding two hundred thousand penalty units or to imprisonment for a term not exceeding two years, or to both.

15. An action or other proceeding shall not lie or be instituted against a member of the Committee, a district committee or subcommittee, for or in respect of an act or thing done or omitted to be done in good faith in the exercise or performance of a function conferred under these Regulations.

Immunity

PART III VOTER EDUCATORS

16. (1) A district electoral office shall, on the approval of the Commission appoint a voter educator by notice of appointment at—

Appointment of voter educator

- (a) district level;
- (b) constituency level;
- (c) ward level; and
- (d) any other level that the Commission may consider necessary.

(2) A copy of the notice of appointment under subregulation (1) shall be submitted to the Chief Electoral Officer.

(3) A voter educator shall—

- (a) carry out voter education in accordance with the voter education curriculum developed by the Commission;

(b) comply with the voter education guidelines issued by the Commission;

(c) conduct voter education in an impartial and nonpartisan manner; and

(d) abide by the Code provided by the Commission.

Revocation of appointment of voter educator

17. (1) The Commission may, where a voter educator contravenes a provision of the Act, the Code or these Regulations revoke, in writing, the appointment of the voter educator.

(2) A district electoral officer may, in writing, and where the Commission directs, revoke the appointment of a voter educator in a district.

(3) A district electoral officer shall, where a district electoral officer revokes the appointment of a voter educator under subregulation (2), deliver a copy of the revocation to the Chief Electoral Officer.

PART IV

GENERAL PROVISIONS

Partnerships with institutions, etc.

18. (1) The Commission may partner with an institution or person in providing voter education.

(2) Where the Commission partners with an institution or person, that institution or person shall use the voter education curriculum developed by the Commission.

(3) The Commission shall discontinue a partnership under subregulation (1) where the institution or person

(a) contravenes subregulation (2);

(b) does not conduct voter education in an impartial and independent manner; or

(c) does not conduct voter education in a manner that promotes conditions conducive to free and fair elections.

Revocation of S.I. No. 37 of 2010

19. The Electoral (Voter Education) Regulations, 2010 are revoked.

Savings and transitional provisions

20. The National Voter Education Committee and District Voter Education Committee established under the revoked Regulations shall continue to operate until the Committee or a district committee is established in accordance with these Regulations.

SCHEDULE
(Regulations 5 (4) and 7 (6))

The Electoral Process Act, 2016
(Act No. 35 of 2016)

The Electoral Process (Voter Education) Regulations, 2021

DECLARATION

I.....do solemnly and sincerely declare that—

1. I am a **Zambian** citizen and my National Registration Card Number is.....;
2. I have been appointed as a member of the National Voter Education Committee/District Voter Education Committee* by the Commission or District Electoral Officer*;
3. I shall perform the functions that are assigned to me by these Regulations and by the Commission;
4. I shall be impartial, nonpartisan, objective and transparent in the discharge of my functions;
5. I shall not make any press statement or make any promise for, or on behalf of the Commission; and
6. I shall abide by the provisions of the Electoral Process Act, 2016 and the Electoral Process (Voter Education) Regulations, 2020.

I do solemnly declare believing the same to be true to the best of my knowledge and belief.

Signed:

Declared before me this..... day of 20.....

.....

Commissioner for Oaths

Delete whichever does not apply

SCHEDULE
(Regulations 6, 10, 11, 12, 13, 14, 19, 20, 21, 22 and 26)

Form I
(Regulation 6)



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OATH OR AFFIRMATION

Ihaving been appointed as
.....swear
solemnly/ sincerely affirm that I will carry out the duties required of me as a result of my appointment,
impartially and to the best of my ability without favour to any person or persons, and that I will not
directly or indirectly reveal to any person or persons any matter that may come to my knowledge or
notice as a result of my appointment unless so authorised by law.

*Sworn/Affirmed before me this day of 20

Signed:

.....

NAME IN BLOCK LETTERS:

.....

* Magistrate/Local Court Magistrate/District Electoral Officer/District Registration Officer /Head
of a Government School/Principal of a College/Commissioner for Oaths.

*Delete which do not apply



Republic of Zambia

The Electoral (Registration of Voters) Regulations, 2021



APPLICATION TO REGISTER AS A VOTER

Registration No:

(1) Surname: First name:

Other names (initials only):

.....

(2) Gender Male Female

(3) Date of Birth:/...../..... Adult (if DOB unknown)

(4) Residential address:
.....
.....

(5) Postal address:
.....

(6) Mobile telephone number:
.....

(7) National registration card number:/...../.....

(8) Polling District

(i) Name:

(ii) Number:/.....

(iii) Polling Station:

- (9) Type of disability
- (i) Blind: Yes/No iterate in Braille Yes/No
 - (ii) Without hand: Yes/No
 - (iii) Other disability

Date 20

Signature or thumbprint of applicant

Official use only

Voters' card number:

.....

Name of Registration Officer

.....

Signature of *Registration Officer*

SPACE FOR
THUMB PRINT



SPACE FOR
PORTRAIT



Date 20



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VOTER'S CARD

1. THE FRONT SHALL CONTAIN THE FOLLOWING DETAILS:

- (a) Voter's card number;
- (b) Voter Portrait;
- (c) Surname;
- (d) First name;
- (e) Initials;
- (f) Issuing registration/polling station; and
- (g) Date the card was issued.

2. THE BACK SHALL CONTAIN THE FOLLOWING DETAILS:

- (a) Gender;
- (b) Date of birth;
- (c) Residential Address;
- (d) Polling District;
- (e) Disability;
- (f) Signature or Thumb Print of Voter; and
- (g) Signature of Registration Officer.

Form IV
(Regulation 11 (4))



Republic of Zambia

The Electoral (Registration of Voters) Regulations, 2021



REJECTION OF APPLICATION TO REGISTER AS A VOTER

Polling District:

District:

To (Applicant).....
(Full names in BLOCK CAPITALS)

of (Address of Applicant):
.....

I hereby refuse to register you in the above polling district on the grounds that:

- *(a) I am not satisfied as to your identity
- *(b) I am not satisfied that you are ordinarily resident in the said polling district
- *(c) I am not satisfied that you are qualified for registration
- *(d) I am not satisfied that you have attained the age of 18 years

For the following reason(s):

.....
.....
.....

..... *Registration Officer/ Chief
Electoral Officer

Date: 20.....

An appeal against this refusal to register may be lodged on Form X in accordance with Regulation 21.

*Delete which do not apply
Copy to: Chief Electoral Officer



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APPLICATION TO REPLACE A VOTER'S CARD

Surname: First name:
Other names (initials only):
Current residential address:
Postal address:
National registration card number:/...../.....
Voters' card number (if known):
Mobile number:

I declare that:-

- *(i) my voter's card has been *lost/destroyed/defaced and I am applying for a replacement. A police report and a copy of my national registration card are attached. *My defaced voter's card is attached.
- *(ii) I have changed my name, which was formerly: I have attached copies of *deed poll/ national registration card/ marriage certificate and my voter's card.
- *(iii) I have changed my residential address to that shown above since (approximate date) and have attached my voter's card.

I apply for transfer toPolling District.

- *(iv) My voter's card has expired and is attached.

Date 20

Signature or thumbprint of applicant

Application *accepted/rejected. If rejected - for the following reason:

*Replacement voter's card issued on (Date): 20
.....Date 20.....

Registration Officer

*Delete which do not apply



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APPLICATION TO TRANSFER TO ANOTHER POLLING DISTRICT

Surname: First name:

Other names (initials only):
.....

Current residential address:
.....
.....

Postal address:
.....

National registration card number:/...../.....

Voter's card number (if known):

Mobile number:

I declare that:-

*(i) I am duly registered in the polling district mentioned above.

*(ii) I have changed my address, which was formerly:
.....
..... in thePolling District.

*(iii) I apply for transfer toPolling District.

..... Date 20

Signature or thumbprint of applicant

Application *accepted/rejected. If rejected - for the following reason:
.....
.....

Registered in new polling district on (Date): 20

.....Date 20

Registration Officer

*Delete which do not apply

Form VII
(Regulation 14 (1))



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NOTIFICATION OF DEATH OF A REGISTERED VOTER

To: The Registration Officer:
Polling District

I wish to notify the Electoral Commission of Zambia that the following registered voter is deceased:

Surname: First name:

Other names (initials only):
.....

National registration card number of deceased:
.....

Voter's card number of deceased (if known):
.....

Date of death: Place of death:
.....

Names of person notifying the death:
Surname: First name:

Other names (initials only):
.....

Physical address of person notifying the death:
.....

Mobile number of person notifying the death:
.....

I *have/have not attached the deceased person voter's card.

I *have/have not attached a copy of the *burial permit/*death certificate/*affidavit.

..... Date: 20

Signature or thumbprint of applicant

Penalty for making a false entry - By virtue of the Electoral (Registration of Voters) Regulations, the penalty for making false entry shall be as prescribed by the Commission.

In accordance with the above regulation, I am satisfied that the aforementioned registered voter is deceased. I have taken action to have the deceased voter deleted from the Register of Voters, and I *have/have not returned the voter's card to the Chief Electoral Officer.

..... Date20

Registration Officer

*Delete which do not apply



Republic of Zambia

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APPEAL AGAINST REJECTION OF APPLICATION TO REGISTER AS A VOTER

The Chairperson

Electoral Commission of Zambia

Surname: First name:

Other names (initials only):
.....

National Registration Card number:
...../...../.....

Residential address
.....
.....

Postal address
.....

Mobile number:
.....

(i) I, the above-mentioned appellant, applied to be registered as a voter under the Electoral (Registration of Voters) Regulations, 2021 in the Polling District but the *Registration Officer/Chief Electoral Officer rejected my application to be so registered on the following grounds:
.....

(ii) I have*attached/ *not attached a copy of Form IV given to me by the *Registration Officer/Chief Electoral Officer.

(iii) I hereby appeal against the rejection of my application on the following grounds:
.....

..... Date 20.....

Signature or thumbprint of Appellant

*Delete which do not apply



Republic of Zambia

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DETERMINATION OF AN OBJECTION OR APPEAL BY THE COMMISSION

The Commission has considered the *Objection/Appeal by:

Surname: First name:

Other names (initials only):
.....

National Registration Card number:/...../.....
.....

or

*by the Registration Officer for
.....
Polling District or

*by the Chief Electoral Officer that:

- (i) The application to register as a voter was rejected
- (ii) A name should be removed from the Register of Voters

The Commission has determined that the *Objection/Appeal has been *Successful/
Unsuccessful. Accordingly

..... (Full name in BLOCK
CAPITALS) should be *added/removed *to/from the Register of Voters for
..... Polling District
..... District.

..... Date
..... 20

Commission Secretary

Reason for decision:

.....
.....
.....

..... Date: 20.....

Commission of Secretary

Copy to: Chief Electoral Officer
District Registration Officer
Registration Officer
Appellant

*Delete which do not apply

Form X
(Regulation 21 (2))



Republic of Zambia

The Electoral (Registration of Voters) Regulations, 2021



CLAIM FOR INCLUSION IN REGISTER OF VOTERS

Surname: First name:

Other names (initials only):
.....

National Registration Card number:
...../...../.....

Voter's card number:

Residential address
.....
.....

Postal address
.....
.....

Mobile number :
.....

I, hereby claim that:

- (i) I, the above mentioned claimant applied to be registered under Electoral (Registration of Voters) Regulations, as a voter in Polling District of District and I have been given a Voter's card which bears the number set out above.
- (ii) My name should be included in the register of voters for Polling District of District.

..... Date20.....

Signature or thumbprint of claimant

I am *satisfied/*not satisfied that the aforementioned registered voter was omitted in from the register of voters and the claim is *upheld/*rejected.

..... Date
..... 20

Registration Officer

*Delete which do not apply

Form XI
(Regulation 22 (1))



Republic of Zambia

The Electoral (Registration of Voters) Regulations, 2021



OBJECTION BY A REGISTERED PERSON TO THE RETENTION OF A NAME ON

The Registration Officer:
Polling District

Surname: First name:

Other names (initials only):
.....

Residential address:
.....
.....

Postal address
.....
.....

Mobile number:
.....

National Registration Card No.:/...../.....

Voter's card No:
.....

(i) I, the above-mentioned objector, being registered under the Electoral (Registration of Voters) Regulations, 2021 in the above mentioned Polling District, do hereby object to the retention in the Register of Voters forPolling District.

Surname: First name:

Other names (initials only):
.....

Voters' card number:
.....

National registration card number:/...../.....

(ii) The grounds of objection are:
.....
.....
.....

..... Date: 20

Signature or thumb-print of objector

Form XII
(Regulation 22 (2))



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OBJECTION BY A REGISTRATION OFFICER TO THE RETENTION OF A NAME ON THE REGISTER OF VOTERS

The Chief Electoral Officer I, Surname:

First name:.....

Other names (initials only):

being the Registration Officer for.....Polling District

in.....District

Mobile number:

(i) I do hereby object to the retention of...Surname:

First name: Other names (initials only):

.....

in the Register of Voters forPolling District

in.....District, bearing the following details

Voter's card number:

National registration card number:/...../.....

(ii) The grounds of objection are:

.....
.....
.....

Date: 20

Signature or thumb-print of Registration Officer

*Delete which does not apply

Form XIII
(Regulation 26 (1))



Republic of Zambia

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CERTIFICATE

I HEREBY CERTIFY that this is a true copy of the Register of Voters prepared in respect of the above named polling district in accordance with the Electoral (Registration of Voters) Regulations and that this register will come into force with effect from..... replacing all previous registers and shall remain legally in force until a new Register of Voters is prepared and certified in accordance with the Regulations.

.....

Chief Electoral Officer

Made by the Electoral Commission of Zambia at Lusaka this day of
..... 20.....

JUSTICE E. E. CHULU,
Chairperson

E. J. SIKAZWE,
Member

A. D. SIMWINGA,
Member

V. M. Mukanda,
Member

N. M. MUTITI,
Member,

Electoral Commission of Zambia

LUSAKA
4th Janaury, 2021
[EC/101/5/2/Conf]

