



Duties and Responsibilities of Returning Officers

A Returning Officer shall be appointed to each Local Authority Area under the authority of the Elections Commission. He /she shall be responsible for the administration of the Local Government Elections in his/her Local Authority Area. The Returning Officer must therefore ensure that he/she is fully knowledgeable of the Laws governing the Elections and the procedures involved in the conduct of the Local Government Elections. It is his/her duty to ensure that all Election Officers under his/her supervision have the fullest understanding of the Laws and that they observe the directives issued by the Elections Commission relating to the proper conduct of Local Government Elections.

Functions – He/she:

1. Establishes office in his/her Local Authority Area.
2. Maintains close liaison with the Elections Commission (E.C), the Chief Election Officer (CEO), Deputy Election Officer (DCEO), Assistant Chief Election Officer (ACEO) and the Election Officers in his/her Local Authority Area (LAA).
3. Ensures that the offices are open at the prescribed time.
4. Identifies and inspects buildings to be used as Polling Places.
5. Advises the Elections Commission on the need and justifications for Geographical/Alphabetical splits to facilitate the smooth casting of ballots.
6. Prepares budgetary estimates and submits same with justifications for every aspect of the conduct of the Elections within his /her Local Authority Area.
7. Maintains adequate and accurate records with respect to materials / equipment and finance received and accounts for their distribution and usage.
8. Administers Oath of Office to all Officers under his/her supervision as duly authorized by the Elections Commission.
9. Conducts continuous orientation of his/her staff throughout his/her Local Authority Area.
10. Supervises the Deputy Returning Officers and other Election and Pooling Place Officers in his/her Local Authority Area.
11. Receives and examines the Lists of Candidates from the various political parties, voluntary groups and individuals contesting the Elections in his/her Local Authority Area.
12. Receives corrections to lists of Candidates and ensures prompt communication/transmission to the Elections Commission.

13. Receives lists of Election Agents, Polling and Counting Agents and Candidates to Poll.
14. Publishes the Notice of Poll (Form 19) on at least two (2) buildings within each Polling Division by the 10th day before Elections.
15. Investigates all applications for Proxies before issuing approvals and disapprovals.
16. Ensures that all lists of proxies are posted up as per deadline.
17. Publishes the approved list of Candidates, List of Polling Places, List of Proxies, List of Election Agents, Assistant Agents, Counting and Polling Agents.
18. Issues Certificate of Employment.
19. Acquires and distributes Election materials to the various Polling Places in his/her Local Authority Area.
20. Identifies safe storage area in his/her Local Authority Area to facilitate the safety of Ballot Boxes and Election materials before and after poll.
21. Provides transportation of Ballot Boxes and other Election materials/equipment to and from the Polling Places in his/her Local Authority Area.
22. Ensures that all Polling Places are established and are operational during the prescribed period and time.
23. Supervises the overall Polling Place arrangements and the conduct of poll within the Local Authority Area.
24. Treats with requests for recounts as prescribed in Chapter 28:03, Local Authorities (Elections) Amendment Act 26 of 2009. [Section 94 D (4-13)]
25. Calculate seats allocation based on valid votes cast.
26. Declares publicly and publishes the results of the election.
27. Communicates all results to Elections Commission and maintains the relevant records so as to facilitate the preparation and submission of his/her report at the conclusion of the Election.
28. Returns all used and unused materials and equipment to the Elections Commission.
29. Prepares and submits a general report on the election to the Chief Election Officer.
30. Receives and distributes Discipline Services Ballots accounts for all ballots.