

OFFICE OF THE SUPERVISOR OF ELECTIONS

**ANNUAL
REPORT
2010**

**Ms. Juliette Penn
Supervisor of Elections**

January 5, 2011

Contents

Introduction

1. Office Accommodation

- 1.1- Storage

2. Administration

- 2.1- Staff
- 2.2- Equipment
- 2.3- Filing System
- 2.4- Expenses
- 2.5- Training

3. Voter Registration

4. Transfer of Voters

5. Removal of names from the Voter's List

6. Public Relations

7. Emergency Response and Contingency Plan

- 7.1- Disaster Liaison Officer
- 7.2- Disaster Supplies

8. Elections Act

9. Voter Registration Cards

10. Constituency Boundaries Commission Review

Appendices

- Appendix I- Financial Report for 2010
- Appendix II- Voter's Registration and Transfers for 2010
- Appendix III- Removal of names from Voter's List for 2010

Introduction

The Office of the Supervisor of Elections works closely with the Governor and Deputy Governor's Office on the Electoral Process and continues to encourage continuous voter registration and transfer requests to encompass free and fair as well as a smooth Election.

Registration of eligible voters, 18 years and older can be archived Mondays through Fridays, 8:30 a.m. to 4:30 p.m. at the Elections Office.

The implementation of Voter Registration Cards was initiated and approved by the House of Assembly and the Cards should be available for use in the 2011 General Elections.

The Constituency Boundaries Commission's Review was approved by Cabinet but is still awaiting debate and approval in the House of Assembly.

The Law Reform Commission embarked on a review of the 1994 Elections Act which is expected to culminate in recommendations and draft legislation.

Preparation has begun for the 2011 General Elections and will continue until the Elections are completed.

1. Office Accommodation

The Office of the Supervisor of Elections is located in Ulric Dawson's Building #6, Russell Hill Road, Road Town. It currently houses all the staff of the Office along with the Registrar of Interest as a temporary arrangement. The Building remains in a satisfactory condition and the space provided continues to be adequate for the staff.

Approval was obtained from Premier's Office for rental accommodation fees for the Office of the Supervisor of Elections to be increased by ten percent (\$200.00).

The Fire and Rescue Department made recommendations to the Office in 2010 to have an AC Outlet made secure in the roof and damaged ceiling tiles changed. The AC outlet matter was corrected and the damaged tiles will be installed by personnel from Public Works Department in 2011.

1.1 – Storage

The need for storage for use by the Office of the Supervisor of Elections is still a matter to be addressed. Previous suggested plans did not come to fruition which resulted in the matter being still outstanding. An important reminder is that the Administrative Officer who is expected to work in the area of storage cannot work from the basement of the Central Administration Complex store room where most of the equipment is

presently stored. The approval to acquire the desperately needed space is still anticipated.

2. Administration

2.1 - Staff

The Staff of the Elections Office comprises the Supervisor of Elections, Ms. Juliette Penn, an Administrative Officer, Mrs. Sharon Jennings, a Clerical Officer/Messenger, Mr. Kiel Julian and a custodial worker, Ms. Jennifer Vanterpool. There are vacancies for three (3) other posts, which are usually filled during an Election year.

2.2 - Equipment

The Office was enhanced with the following pieces of equipment and supplies this year:

- AC Unit (Replacement)
- Bull Horn - \$168.00
- Hoover Vacuum - \$164.10
- Dehumidifier - \$314.10
- 4' Ladder - \$119.65
- 20 Bibles - \$400.00
- 28 Master Padlocks - \$291.00

The Bull Horn, Vacuum, Dehumidifier and Ladder were in keeping with the Emergency Response and Contingency Plan for the Office. The Bibles and padlocks are for use in the 2011 General Elections.

Permission was sought from the Ministry of Finance Procurement Unit to have a damaged water cooler disposed of. The request was granted and the cooler was given to the BVI Technical Vocational Institute for use in their Technical field of study.

2.3 - Filing System

The Archives and Records Management Unit introduced a new filing system with General and Mandated Sections for all Government Departments and Units. The GENERAL Section of the System was circulated to the various Department and Units and was expected to be in use by March 1, 2010. With that new introduction, there was need for the Filing System at the Office of the Supervisor of Elections to be revised. This revision was completed by April of 2010 and is currently in use.

2.4 - Expenses

A total of \$25,000 was allocated to the Elections Office for the 2010 budget year; \$5000 was reallocated, giving a total of \$30,000.

The expenses incurred covered utilities: electricity, telephone and water, membership fees, newsletter subscription, reprography, election material, maintenance, publicity, shipping and handling charges and General Office supplies. (see **Appendix I** for the Summarized Budget and break down of expenses)

2.5 - Training

Mrs. Sharon Jennings attended a fire extinguisher training session on November 24, 2010.

The Staff of the Elections Office continues to take advantage of the courses being offered by the different Government Departments based on interest and the nature of the courses being offered.

3. Voter Registration

On-going voter registration continues at the Office with reminders being sent to the media on a quarterly basis for publication. One hundred and sixty-three (163) persons were registered for 2010 (see **Appendix II** for the breakdown by districts).

4. Transfer of Voters

Twenty-nine (29) persons requested transfer of their names from one district to another as a result of change of residence. (see **Appendix II** for breakdown by districts)

5. Removal of Names from the Voter's List

Sixty-four (64) deceased persons were removed from the Voter's List (see **Appendix III** for the breakdown by districts).

6. Public Relations

The GIS Representative within the Deputy Governor's Office continues to process information to the media and the general public relating to continuous voter registration and any other information relevant to the Elections Office on a quarterly basis.

7. Emergency Response and Contingency Plan

The emergency response and contingency plan for the Office of the Supervisor of Elections was approved by the Department of Disaster Management on April 21, 2010. An electronic version was forwarded to the Office and hard copies distributed to the Deputy Governor and Permanent Secretary in the Deputy Governor's Office.

7.1 Disaster Liaison Officer

Ms. Sharon Jennings, Administrative Officer, has been nominated as the Disaster Liaison Officer for the Office of the Supervisor of Elections. This was in response to a request by Director of Disaster Management in October, 2010.

7.2 Disaster Supplies

In relation to the Disaster Contingency Plan, a number of supplies were made available at the Office of the Supervisor of Elections to accommodate any form of disaster experienced at the Office.

8. Elections Act

A final draft of the amendments to the 1994 Elections Act, made by the Elections Legislation Committee, was submitted to Cabinet. The amendments approved by Cabinet will be taken to the House of Assembly for debate and approval. This process is currently still on-going.

9. Voter Registration Cards

There has been significant progress in acquiring the Voter Registration Cards for use in the up-coming 2011 General Elections. A contract was issued to Data Pro Ltd., Mr. Collin Scatliffe being the Contact, for procurement of the necessary equipment and accessories needed to get the cards in place. The Equipment and supplies were purchased by October 2010. The final processes for the setting up of the system and generating and issuing the cards was scheduled for completion by the end of 2010. The Deputy Governor and Governor Offices received sample ID cards in late October and November 2010.

The Voter ID System has been linked to the existing Database that is being used by the Office of the Supervisor of Elections. The system is now ready

for processing of the voter registration cards. A decision will be made with respect to the process of the issuance of the cards.

10. Constituency Boundaries Commission Review

Cabinet accepted the report of the Boundaries Commissioner. The said report was taken to the House of Assembly early this year; however, the report was not debated in the House of Assembly and was taken from the order paper until a later date. No final decisions have been made with respect to the results from the Public meetings and the review to date.

FINANCIAL REPORT FOR 2010

Budget Summary for 2010

Budgeted Amount -	\$25,000.00
Reallocation -	<u>\$ 5,000.00</u>
	\$30,000.00
Actual Encumbrance	\$28,443.49
Remaining Budget	\$ 1556.61

Breakdown of Expenses Incurred for 2010

Utilities

BVI Cable TV	\$ 384.00
Cable and Wireless	\$ 6,647.23
BVI Electricity Corporation	\$ 8,529.56
CCT Global Communication	\$ 965.28
Water (Cus # 98834 LSE#1)	\$2,005.53
BVI Spring Water	\$341.50
TOTAL	\$18,873.10

Shipping and Handling

Sharon Jennings (KRS Services)	\$29.90
TOTAL	\$29.90

Maintenance

Department of Information Technology (Computer & Printer Services)	\$196.00
Infinite Solutions	\$2100.00
TOTAL	\$2296.00

Publicity

BVI Beacon	\$525.00
StandPoint	\$262.50
Sun Enterprises (Island Sun)	\$195.00
TOTAL	\$982.50

Reprography

GIS	\$187.50
Caribbean Printing	\$911.32
TOTAL	\$1098.82

Membership

Association of Caribbean Electoral Organization	\$507.50
TOTAL	\$507.50

Subscription

Election Administration	\$219.00
TOTAL	\$219.00

Election Material

American Casting and Manufacturing Corporation (Security seals)	\$986.00
Methodist Church (Bibles)	\$400.00
TOTAL	\$1386.00

General Office Expense

Road Town Wholesale	\$667.32
Island Services (BVI) Ltd	\$482.23
Global Enterprise Services	\$168.00
NS Cleaning & Imports	\$500.00
DeCastro Marking Products Ltd.	\$70.00
Clarence Thomas Ltd.	\$928.75
Qwomar Trading Ltd.	\$234.37
TOTAL	\$3050.67

TOTAL EXPENSES INCURRED - \$28,443.49

Expense covers the period January 1 – December 23, 2010

VOTERS REGISTRATION and TRANSFERS FOR 2010

District	New Registered Voters	Transfer of Voters	
		Transfers from district	Transfers to district
First District	22	4	4
Second District	7	5	5
Third District	22	5	5
Fourth District	32	4	6
Fifth District	13	2	4
Sixth District	17	4	1
Seventh District	13	3	1
Eighth District	24	2	2
Ninth District	13	0	1
Total	163	No. of persons requesting transfers	
		29	

**REMOVAL OF NAMES FOM VOTERS LIST
2010**

District	Reason for Removal
	Death
First District	6
Second District	13
Third District	8
Fourth District	5
Fifth District	12
Sixth District	5
Seventh District	9
Eighth District	4
Ninth District	6
Total	68