

**OFFICE OF THE SUPERVISOR OF ELECTIONS**

**ANNUAL  
REPORT  
2011**

**Ms. Juliette Penn  
Supervisor of Elections**

**February 6, 2012**

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## **Introduction**

The Office of the Supervisor of Elections (Elections Office) continues to provide exceptional service to the public. There was an increase in activities at the office, this year being the constitutionally year due for General Elections. The number of registration and transfer applications increased significantly at the final days of the process. Focus was placed on additional preparations for the Elections, the main initiative being the Voter ID Registration System for use during the 2011 elections.

Election informational brochures and booklets were prepared and made available for the General Public and Election Officers, Candidates and Agents, respectively.

The Public was informed via media of the expectations of the Elections and the need to have persons registered as early as possible. Government Information Service (GIS) and the Cabinet Office (Gazette Unit) along with the online media and local newspapers played a vital role in the publicity of information via headlines, announcements, advertisements and bulletins.

The pending Amendments to the Elections Act were processed and passed by the First House of Assembly just a few weeks prior to the commencement of the election period.

The building that houses the Office of the Supervisor of Elections was secured with the installation of access security and fire systems at the Office which are armed in the evenings.

## **1. Office Accommodation**

The Virgin Islands Government in further agreement with Stanley Arthur Dawson, Cedric Illingsworth Dawson and Malcolm Ivor Dawson continues to lease the **Dawson Building** to house the Office of the Supervisor of Elections. This has been the venue of the Office since January 2003. The present lease which commenced September 1, 2010 is for a period of three years at a cost of \$2,400.00 per month. The Building remains in a satisfactory condition and the space provided continues to be adequate for regular Office routine working. However, it is imperative that the Office either be relocated to acquire more space for the workings of an election period or space be temporarily provided for the processing of ballot boxes in an election period.

### **1.1 Building Security**

The Office has been secured with access control and fire systems at a cost of six thousand seven hundred and six dollars and forty-five cents (\$6706.45) by S & D Security Systems. Monitoring and maintenance of the system will cost \$1800.00 per annum.

### **1.2 Storage**

The Office was unable to locate storage in 2010 but will however continue its search in 2012 with the hope of acquiring the space needed for storage, not too distant from the main Office. Currently, the requirements of the Fire Department to have the entrances and exits totally clear cannot be fully adhered to because of limited storage space.

### **1.3 Internal Office Accommodation Arrangement**

The Registrar of Interests (Mrs. Victoreen Romney Varlack) was temporarily accommodated in the Deputy Supervisor of Elections' Office from February 18, 2008 to July 30, 2011. She has relocated to accommodation within the Complaints Commissioner's Office. The transition was timely in that it allowed the additional staff during the election period to be more comfortably accommodated.

## **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. During the 2011 General Elections (September – November ) three persons were added to the Staff temporarily as follows:

- Mrs. Carolyn Stoutt Igwe - Deputy Supervisor of Elections
- Mrs. Karen Maduro - Executive Officer
- Mr. Lucas George - Messenger

### **2.2 - Equipment**

New equipment were received at the Office and assigned as follows:

- **Monitor:** Reception Area
- **CPU & Printer:** Supervisor of Elections
- **CPU, Monitor & Keyboard:** Deputy Supervisor of Elections
- **End Table:** For use with Voter ID Card System
- **Camera & Stand:** For use with Voter ID Card System
- **Card Printer:** For use with Voter ID Card System
- **Fire Proof Safe:** For Storage of Election Material
- **26 Plastic Baskets:** For temporary holding of ballots
- **Surge Protector:** For General Office Use

- **15 Hurricane Lanterns:** For use in the 2011 Elections
- **Staple Gun:** For General Office Use
- **Long Reach Stapler:** For General Office Use

### ***2.3 - Expenses***

A total of one hundred and ninety three thousand seven hundred dollars (\$190,000.00) was allocated to the Elections Office for the 2011 budget year. Three thousand seven hundred dollars (\$3,700.00) was reallocated giving a total of one hundred and ninety-three thousand seven hundred dollars (\$193,700.00). One hundred and ninety two thousand three hundred and fifty-nine dollars and fifty-seven cents (\$193,659.57) was the actual expenditure for the year; of this, one hundred and fifty eight thousand six hundred and fifty-one dollars and fifty-eight cents (\$158,651.58) was directly related to the election period ( September – November). The other expenses were used for the general day to day operations of the office.

### ***2.4 - Training***

Ms. Juliette Penn and Mrs. Sharon Jennings attended the 2011 Womans' summit organized by Oyster Publications Inc. at the Eileene Parsons Auditorium. Thanks to the Deputy Governor's Office for their financial assistance.

### ***2.5 - Service Evaluation Forms***

Provision of a service evaluation form was a new initiative for 2011. The form was finalized and will be available to the public in 2012 for the commencement of the evaluation process.

## **3. Voter Registration**

On-going voter registration continued at the Office throughout the year; but saw its peak during the election period. September 15, 2011 was the deadline for registration and transfer of voters who intended to vote in

the 2011 General Elections. The registration increased significantly as this was an election year. The issue of quarterly notices encouraging persons to register to vote continued via GIS and the Cabinet Office (Gazette Unit) to the media. One thousand nine hundred and forty (1,940) persons were registered in 2011.

#### **4. Voter Registration Cards**

The Voter Registration Card System was developed to the point where the cards could be generated. However, the material on hand was not sufficient to begin the process of the registration. The available material was used to generate ID cards for Election Officers and Observers of the 2011 General Elections. The old form of voter identification at the polls was reverted to in the absence of the voter identification cards.

Mr. Collin Scatliffe agreed to provide the balance of the material that were included with the contract but was not delivered. These were eight (8) rolls of laminating film and eight (8) ribbons, which were expected to be delivered before the balance payment due to him could be processed.

#### **5. Voters' List**

A challenge developed with the generation of the voters' list which resulted from the incompleteness of the database system. Personnel from the Department of Information Technology were contacted to assist with the process so that the Voters' list could be made available for the elections. The generation of the lists was successful.

#### **6. Elections Act**

The draft amendments to the 1994 Elections Act submitted to Cabinet by the Elections Legislation Committee, were approved by the First House of Assembly on August 12, 2011 a few weeks prior to the commencement of the General Elections. The amendments ( No. 14 of 2011) were used during the 2011 General Elections.

## **7. Voters' Database**

Amendment to the Elections Act No. 14 of 2011 now requires that the voter database be updated by September of each year which will commence in 2012. Voters will be required to submit notices of claim or transfer of registration applications to have their information updated. In addition they will be required to submit proof of their residential location by providing a copy of a utility bill as proof.

## **8. Transfer of Voters**

Three hundred and ninety-eight (398) persons requested transfer of their names from one district to another. Three hundred and eighty-five (385) of the transfers were approved and thirteen (13) denied. **(See Appendix I of breakdown by districts)**

## **9. Removal of Names from the Voter's List**

One hundred and twenty-three (123) deceased persons were removed from the Voter's List in 2011. **(See Appendix II for breakdown by districts)**

## **10. Public Relations**

The Communications Officer within the Deputy Governor's Office and the Cabinet Office (Gazette Unit) continued to provide assistance with processing of election information to the general public via the media and the Virgin Islands Gazette. During the 2011 General Elections, they assisted greatly with publicity and the design and printing of informational brochures for the public. The local online media, radio stations and newspapers were also instrumental in dispersing information.



## 11. Financial Report

The 2011 budget for the Elections Office is summarized as follows:

Budgeted Amount	-	\$190,000.00
Reallocation	-	\$3,700.00
<b>Total-</b>		<b>\$193,700.00</b>

Actual Expenditure		<b>\$193,659.57</b>
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Remaining Budget		<b>\$40.43</b>
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**(See Appendix III for a breakdown of the expenses)**

**TRANSFER OF VOTERS FOR 2011**

<b>District</b>	<b>Transfers approved to district</b>	<b>Transfers denied</b>
First District	24	1
Second District	48	1
Third District	103	3
Fourth District	44	0
Fifth District	43	0
Sixth District	32	1
Seventh District	22	2
Eighth District	57	2
Ninth District	12	3
<b>Sub-Total</b>	<b>385</b>	<b>13</b>
<b>Total</b>	<b>398</b>	

**REMOVAL OF NAMES FOM VOTERS LIST 2011**

<b>District</b>	<b>Reason for Removal</b>
	<b>Death</b>
First District	16
Second District	30
Third District	12
Fourth District	15
Fifth District	22
Sixth District	1
Seventh District	2
Eighth District	8
Ninth District	17
<b>Total</b>	<b>123</b>

**BREAKDOWN OF EXPENDITURE FOR 2011**

<b>Description</b>	<b>Amount</b>	<b>Explanation</b>
<b>Utilities</b>		
BVI Cable TV	\$384.00	
Cable and Wireless	\$2,697.49	
BVI Electricity Corporation	\$9,482.75	
CCT Global Communication	\$759.00	
BVI Spring Water	\$467.00	
IDD and Local Call	\$6.00	
<b>Total</b>	<b>\$13,796.24</b>	
<b>Equipment &amp; Maintenance</b>		
Computer & Printer Supplies	\$383.00	
Infinite Slutions	\$1,800.00	Copier Service Contract
Todman Air Conditioning	\$160.00	Maintenance
Cool Refrigeration	\$160.00	Maintenance
Infinite Solutions	\$125.00	Rental of Copier
Wickham's Cay Service Station	\$238.00	Gasoline for rentals
Al's Marine Ltd.	\$6,176.00	AC Unit Supply & Installation
<b>Total</b>	<b>\$9,042.00</b>	
<b>Election Supplies</b>		
Islands Services	\$2,862.55	
Sharon Jennings	\$130.29	Re-imbusement
Infinite Solutions	\$1,009.00	
Data Pro	\$600.00	
Roas Town Wholesale	\$1,091.53	
Qwomar Trading	\$1,078.65	
Bolo & Brother Department Store	\$459.77	
Clarence Thomas Ltd.	\$14.60	
Ns Cleaning & Imports	\$400.00	
Bolos Hi-Tech Printery	\$85.19	Envelopes

<b>Description</b>	<b>Amount</b>	<b>Explanation</b>
Ollie's Landscaping Services	\$60.00	Paper Towel
<b>Total</b>	<b>\$7,791.58</b>	
<b>Transportation</b>		
Smith's Ferry Services	\$40.00	
Virgin Gorda Transport	\$359.00	
VI Air Link	\$2,200.00	Chartered Airplane
New Horizon Ferry	\$25.00	
Nathaniel Penn	\$1,350.00	Chartered Boat
Key Rentals & Charters	\$300.00	Chartered Boat
Kirby Hodge	\$500.00	Chartered Boat
Tropical Rental Ltd.	\$4,401.00	Vehicle Rentals for Election
Avis Car Rentals	\$1,160.23	Vehicle Rentals for Election
Stinky's Car and Jeep Rental	\$900.00	Vehicle Rentals for Election
Courtesy Car Rentals	\$1,750.00	Vehicle Rentals for Election
<b>Total</b>	<b>\$12,985.23</b>	
<b>Rental Services</b>		
Naaman Chalwell	\$735.00	Tents and tables
Glenford Maduro	\$300.00	Tents
Popeye Rental Service	\$9,333.75	P.A. System., podium, drinks
		lights
<b>Total</b>	<b>\$10,368.75</b>	
<b>Accommodation</b>		
Seven Jewels Manor	\$750.00	
Marias-by-the-Sea	\$304.20	
Olde Yard Village	\$160.50	
Bay View Hotel	\$134.40	
Methodist Church	\$375.00	
Church of God of Prophecy-Hope Hill	\$375.00	
Catholic Community Centre	\$375.00	
<b>Total</b>	<b>\$2,474.10</b>	
<b>Shirts</b>		
Kenny Tees	<b>\$3,334.00</b>	

<b>Description</b>	<b>Amount</b>	<b>Explanation</b>
<b>Meals</b>		
Dotsy's Bakery	<b>\$60.00</b>	
<b>Publicity</b>		
The BVI Beacon	\$1,620.00	
BVI Standpoint	\$175.00	
Sun Enterprises (Island Sun)	\$270.00	
Virgin Islands Community Radio	\$192.00	
VI Broadcasting Ltd.	\$300.00	
Caribbean Broadcasting Network Ltd.	\$3,000.00	
VI Standpoint	\$87.50	
<b>Total</b>	<b>\$5,644.50</b>	
<b>Membership Fees</b>		
Association of Caribbean Electoral Organizations (ACEO)	\$512.00	
Election Administration	\$219.00	News Letters
<b>Total</b>	<b>\$731.00</b>	
<b>Printing</b>		
Caribbean Printing Company	<b>\$17,530.28</b>	Ballots, Brochures, poll books
		Folders
<b>Security</b>		
S& D Security Systems	\$1,050.00	
Lewis and Associates	\$6,706.45	
<b>Total</b>	<b>\$7,756.45</b>	
<b>Decorations</b>		
Balloon Affaire	<b>\$100.00</b>	HR Talk
<b>Reimbursements</b>	<b>\$750.00</b>	Meals & Transportation
<b>Salaries</b>	<b>\$100,038.33</b>	Election Officers
<b>Total Expenses</b>	<b>\$194,039.17</b>	<b>Credit (\$379.60)</b>

