

**OFFICE OF
THE SUPERVISOR OF ELECTIONS**

ANNUAL REPORT

2012

**Ms. Juliette Penn
Supervisor of Elections**

January 23, 2013

About Us

The Office of the Supervisor of Elections is a member of the Governor's Group and a unit that functions under the umbrella of the Deputy Governor's Office, located at Building #6 Russell Hill Road , Road Town.

The Election process is governed by two authorities: The Elections Act No. 16 of 1994 and Amendments and The Virgin Islands Constitution Order 2007.

The Mission of the Office is to provide with integrity, general direction and supervision over the registration of voters and the administrative conduct of free and fair Elections in the Virgin Islands; and to impart efficient, reliable and courteous service to the General Public in the process.

We offer exceptional services in the areas of

- Continuous Voter Registration and transfers
- Provision of Elections Data
- Administering and overseeing the Electoral Process
- Educating the Public on the Electoral process and voting procedures
- Issuance of Voter Registration cards

Our services are reviewed and improved by taking into consideration changes and amendments in governing authorities and comments and suggestions received from the Public.

Contents

Introduction

1. Office Accommodation

- 1.1- Building Security

2. Administration

- 2.1- Staff
- 2.2- Equipment
- 2.3- Expenses
- 2.4- Training
- 2.5- Overseas Engagements
- 2.6- Service Evaluation Form

3. Voter Registration

4. Voters' List

5. Voters' Database Template

6. Transfer of Voters

7. Notices of Claim

8. Removal of names from the Voters' List

9. Election Report

10. Public Relations

11. Financial Report

Appendices

- Appendix I- Transfer of Voters for 2012
- Appendix II- Removal of names from Voters' List for 2012
- Appendix III- Notices of Claim for 2012
- Appendix IV- Breakdown of Expenditure

Introduction

The Office of the Supervisor of Elections saw a smooth flow of activities for the 2012 academic year. Though slow paced, the Office continues to provide exceptional service to all customers of the Office.

Another attempt has been made to acquire a more spacious environment for the Office. One possibility is currently being explored.

S & D Security & Alarm Systems continues to be the provider of security for the Office.

For the first time the Voters' list would be revised on a yearly basis as was passed in the 2011 Amendments of the Elections Act, this being the first year since its inclusion in the Act. The process was timely and successful. Another change has been the submission of notices of claim which are now processed on a yearly basis also.

A decision with the continued processing of the Voter Registration System to completion is still in limbo as the way forward is yet to be decided.

The passage of the 2011 Elections Report is still outstanding.

The Office undertook the task to compile as much information as possible on Elections in the Territory for future reference by the Office and for availability to the General Public.

1. Office Accommodation

Accommodation for the Office of the Supervisor of Elections remains at the Ulric Dawson Building #6 at Russell Hill Road since January 2003. The present lease of September 1, 2010 continues at \$2,400.00 per month. The building remains in a satisfactory condition but a more spacious environment that can accommodate storage of election material and adequate space for holding meetings continues to be explored. One of the possibilities is with Edward DeCastro in a building that is now being erected at Tobacco Wharf in Road Town. Perhaps, in an effort to save Government some money, the possibility of utilizing the space vacated by the Post Office and the Treasury Department in the Old Administration building can be explored for use by the Elections Office.

1.1 Building Security

The Office continues to have its security system managed and maintained on a monthly basis by S & D Security Systems. Monitoring and maintenance of the system continues at a cost of \$1800.00 per annum.

2. Administration

2.1 - Staff

Three members of Staff continue to administer the workings of the Office: Ms. Juliette Penn, Supervisor of Elections, Mrs. Sharon Jennings, Administrative Officer and Mr. Kiel Julian, Clerical Officer/Messenger. The janitorial services continue to be provided by Ms. Jennifer Vanterpool.

2.2 - Equipment

- No new equipment was received by the Office for the 2012 year.

2.3 - Expenses

Twenty thousand three hundred dollars (\$20,300.00) was allocated to the Elections Office for the 2012 budget year. Twenty-one thousand three hundred and eight dollars (\$21,308.09) was the actual expenditure for the year. The difference of One thousand and eight dollars and nine cents (\$1008.09) was reallocated to cover the over expenditure.

2.4 - Training

Ms. Juliette Penn and Mrs. Sharon Jennings both attended training sessions this year. Mrs. Sharon Jennings attended Mistake Free Grammar on April 4, 2012 and Proof Reading and Office Procedures on June 19, 2012 and Ms. Penn attended the Employee Assistance Programme Supervisory Referral Training on September 27, 2012. All sessions were held at the Training Division Conference Room.

A new Government training program – “Civil Service Learning” has been introduced and the Elections Office Staff was oriented on access and use of the system in October 2012. The Staff was encouraged to enroll and start courses immediately at their individual pace.

2.5 – Overseas Engagements

Invitations were received at Elections Office for the 2012 IFES Election Programme and the 2012 Turks and Caicos Elections. Ms. Juliette Penn with the approval of the Deputy Governor’s Office was able to attend both activities. Financial assistance was received from the Virgin Islands Government for the IFES Election Programme while funding for the Turks and Caicos Election were funded by Foreign and Commonwealth

Office and the Local Government of Turks and Caicos. The two activities spanned over the period November 3- 12, 2012.

Ms. Juliette Penn served on the Observer Mission for the Turks and Caicos elections.

2.6 - Service Evaluation Form

This form continues to be available to the General Public for evaluation of services offered at the Elections Office.

3. Voter Registration

Fifteen (15) persons have been registered in 2012. (See Appendix for more details with respect to registration by districts.

The Supervisor of Elections have been in communication with the Permanent Secretary of the Deputy Governor's Office (Mr. David Archer) with respect to the way forward for the Voter Registration System which fell short of its completion prior to the 2011 General Elections. A decision is yet to be made.

4. Voters' List

The 2012 Revised Voter's Lists were processed and generated by September 27, 2012. The combined lists now stand as the official voters' list of the territory.

5. Voters' Database Template

The Office has begun work with the Department of Information Technology to re-acquire a template that will reflect voters' information by districts and polling divisions. This will allow for speedy access to the information and enrichment to customer service.

6. Transfer of Voters

Three (3) persons requested transfer of their names from one district to another. **(See Appendix I for breakdown by districts)**

7. Notices of Claim

Eight (8) notices of claim were received at the Office for processing. Seven of them were approved and one (1) denied. (See Appendix for more details)

8. Removal of Names from the Voters' List

Ninety-six (96) deceased persons were removed from the Voter's List in 2012. **(See Appendix II for breakdown by districts)**

9. Election Report

The 2011 Election Report is still awaiting passage by the House of Assembly. The thirty (30) copies that are normally required by Cabinet for the process have been prepared for the time of request.

10. Public Relations

Notices of continuous Voter Registration continues to be published quarterly via the Communications Officer of the Deputy Governor's Office. Assistance was also received with the publication of notices during the processing of the 2012 Voters' Lists. Thanks to the Communication Officers at both Deputy Governor's Office and Government Information Service (GIS) who continues to give needed assistance in disseminating information to the General Public via the Medias.

11. Financial Report

The 2012 budget for the Elections Office is summarized as follows:

Budgeted Amount	-	\$20,300.00
Actual Expenditure	-	\$21,308.00
Amount Reallocated	-	\$ 1,008.09

(See Appendix IV for a breakdown of the expenses)

TRANSFER OF VOTERS FOR 2012

RECORD OF TRANSFERS	
District Voters transferred from	District Voters transferred to
4	3
6	5
4	7

District	Total transfers from district	Total transfers to district	Transfers denied
First District	0	0	0
Second District	0	0	0
Third District	0	1	0
Fourth District	2	0	0
Fifth District	0	1	0
Sixth District	1	0	0
Seventh District	0	1	0
Eighth District	0	0	0
Ninth District	0	0	0
Total transfers received	3		

REMOVAL OF NAMES FROM VOTERS' LIST 2012

District	Reason for Removal
	Death
First District	14
Second District	7
Third District	15
Fourth District	11
Fifth District	16
Sixth District	5
Seventh District	5
Eighth District	10
Ninth District	13
Total names removed from list	96

NOTICES OF CLAIM FOR 2012

District	Reason for Claim	Decision Made		Reason for denial of claim
		Approved	Denied	
First District	-	-	-	
Second District	-	-	-	
Third District	Occupation wrongly stated	2		
Fourth District	-	-	-	
Fifth District	Name wrongly stated Occupation wrongly stated	1 2		
Sixth District	Name wrongly stated	-	1	Claim form completed incorrectly
Seventh District	Name and occupation wrongly stated	1	-	
Eighth District	Name wrongly stated	1	-	
Ninth District	-	-	-	
Total approved claims		7	-	
Total denied claims			1	

BREAKDOWN OF EXPENDITURE FOR 2012

Description	Amount	Explanation
Utilities		
BVI Cable TV	\$440.00	
Cable and Wireless	\$654.99	
BVI Electricity Corporation	\$10,419.60	
CCT Global Communication	\$345.00	
BVI Spring Water	\$20.00	
Total	\$11,879.59	
Equipment & Maintenance		
Computer & Printer Supplies	\$842.00	
Infinite Solutions	\$1,800.00	Copier Service Contract
Todman Air Conditioning	\$315.00	AC Maintenance
Wickham's Cay Service Station	\$50.00	Gasoline for rental
Total	\$3,007.00	
Office Supplies		
Islands Services	\$84.72	Magazine Holder
Sharon Jennings	\$36.00	Re-imburement
Road Town Wholesale	\$1020.88	Cleaning Supplies & drinking water
Total	\$1,141.60	
Transportation		
Duane Maduro	\$250.00	Disposal of 2011 Election Material
National Car Rental	\$124.90	Rental to post Voters' List
Total	\$374.90	
Security		
S & D Security and Alarm Systems	\$1800.00	Maintenance
Total	\$1800.00	

Description	Amount	Explanation
Transportation		
Publicity		
The Virgin Islands Standpoint	\$430.00	Continuous Voter Registration & Posting of 2012 Voters' lists
The BVI Beacon	\$570.00	"
Sun Enterprises BVI Ltd. (Island Sun)	\$730.00	"
Virgin Islands Daily News	\$216.00	"
Total	\$1946.00	
Subscription		
Election Administration	\$219.00	Newsletter
Salaries		
Shawn Chinnery	\$300.00	Outstanding 2011 Election Officers remuneration
Jacinta I. Smith	\$320.00	"
Shanique Walters	\$320.00	"
Total	\$940.00	
TOTAL EXPENSES	\$21,308.09	
Total Allocated	\$20,300.00	
Reallocated	\$1,008.09	