

**OFFICE OF
THE SUPERVISOR OF ELECTIONS**

***ANNUAL
REPORT
2013***

**Ms. Juliette Penn
Supervisor of Elections**

February 5, 2014

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, and is 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.

The Office envisions an organization that operates a well-developed, recognized and influential Electoral System that will enhance the Electoral process and the development of the Territory.

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 by governing authorities and comments and suggestions received from the Public.

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Introduction

The Office of the Supervisor of Elections continues to strive to provide exceptional service to all its customers.

Acquiring appropriately spaced accommodation for the Office encountered a further set back.

S & D Security & Alarm Systems continues to provide security for the Office.

The 2013 revision of the Voters' list was successful making it the Official list of the Territory.

A Standard Operating Procedural Manual has been developed to assist with a smoother flow of processes in the Office.

The finalizing of the Voter Registration card system is still in the decision making process.

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 The booklet was completed and is entitled "Election Information and Results 1950 – 2011.

1. Office Accommodation

The Office of the Supervisor of Elections is accommodated at the Ulric Dawson Building #6 at Russell Hill Road since January 2003. The lease of September 1, 2010 continues at \$2,400.00 per month. The building is regularly assessed and remains in a satisfactory condition. Acquiring new accommodations has met with financial challenges and could not be made possible this year.

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. There has not been any major issue with the services to date.

2. Administration

2.1 - Staff

Ms. Juliette Penn, Supervisor of Elections, Mrs. Sharon Jennings, Administrative Officer and Mr. Kiel Julian, Clerical Officer/Messenger comprises the current staff of the Office. Janitorial services continue to be provided by Ms. Jennifer M. Vanterpool.

2.2 - Equipment

Equipment were replaced at the Office as outlined:

Lenovo Computer:

Mr. Kiel Julian (Clerical Trainee/Messenger – April 11, 2013

Lenovo Computer, Computer Mouse and APC Backup battery:

Ms. Sharon Jennings (Administrative Officer – June 12 & 13, 2013

2.3 - Expenses

Twenty thousand three hundred dollars (\$20,300.00) was allocated to the Elections Office for the 2013 budget year. Nineteen thousand one hundred and eight-three dollars and fifty-nine (\$19,183.59) was the actual expenditure for the year. There was a savings of One thousand one hundred and sixteen dollars and forty-one cents (\$1116.41) in the budget

2.4 - Training

Mrs. Sharon Jennings and Mr. Kiel Julian attended training sessions organized by the Training Division and in conjunction with Department of Information Technology (DoIt). Mrs. Sharon Jennings attended Managing your data like never before using Excel 2010 Advance on August 12 - 14, 2013 at DoIt computer room (RFG Place) and Mr. Julian attended Motivation and Work life balance and Managing change and stress on March 12-13, 2013 at the Training Division conference room.

2.5 - Publications

Two compiled documents were completed this year: The "Election Information and Results, 1950 – 2011" on February 19, 2013 and the "Standard Operating Procedures" Manual on November 11, 2013.

3. Voter Registration

Thirty-five (35) new persons were registered in 2013. (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 2013 Revised Voter's Lists were processed and posted on September 27, 2013. This list now stands as the official voters' list of the territory.

5. Voters' Database Template

A template of voters' information (by districts and polling divisions) was completed on July 10, 2013. Future updates are to be arranged through contact with Department of Information Technology.

6. Transfer of Voters

Six (6) persons requested transfer of their names from one district to another and were approved. **(See Appendix I for breakdown by districts)**

7. Notices of Claim

Seven (7) notices of claim were received at the Office for processing and were approved. (See Appendix for more details)

8. Removal of Names from the Voters' List

Eighty-six (86) persons were removed from the Voter's List in 2013; eighty-two (82) accounted for deaths while four (4) were duplicate of persons whose names were registered twice in the system.. **(See Appendix II for breakdown by districts)**

9. Election Report

The 2011 Election Report is still awaiting passage by the House of Assembly.

10. Public Relations

Notices of Registration and transfers, claims and objections and Voters' lists continue to be published via the Communications Officer of the Deputy Governor's Office. The Elections Office is truly appreciative of the assistance rendered by the Communication Officers at both Deputy Governor's Office and Government Information Service (GIS).

11. Membership

The Office of the Supervisor of Elections continues membership with The **Association of Electoral Organizations (ACEO)** at an annual fee of \$500.00 and **Election Administration Reports** at an annual fee of \$219.00. The Supervisor of Elections patronizes attendance to Annual General Meetings of ACEO whenever financially possible. Newsletters are received regularly from Election Administration Reports.

12. Financial Report

The 2013 budget for the Elections Office is summarized as follows:

Budgeted Amount	-	\$20,300.00
Actual Expenditure	-	\$19,183.59
Savings	-	\$ 1,116.41

(See Appendix IV for a breakdown of the expenses)

TRANSFER OF VOTERS (DISTRICT TO DISTRICT) FOR 2013

RECORD OF TRANSFERS	
From District	To District
6	8
3	4
8	7
4	5
5	3
4	6
Total transfers: 6	

District	Total transfers from district	Total transfers to district	Transfers denied
First District	0	0	0
Second District	0	0	0
Third District	1	1	0
Fourth District	2	1	0
Fifth District	1	1	0
Sixth District	1	1	0
Seventh District	0	1	0
Eighth District	1	1	0
Ninth District	0	0	0
Total transfers received	6		

REMOVAL OF NAMES FROM VOTERS' LIST 2013

District	Reason for Removal	
	Death	Duplicate Name
First District	9	0
Second District	11	0
Third District	8	0
Fourth District	14	1
Fifth District	9	0
Sixth District	6	3
Seventh District	6	0
Eighth District	9	0
Ninth District	9	0
Total names removed from list	81	4
Grand Total	85	

NOTICES OF CLAIM FOR 2013

District	Reason for Claim	Decision Made		Reason for denial of claim
		Approved	Denied	
First District	-	-	-	
Second District	Name and occupation wrongly stated	1	-	
Third District	Name and occupation wrongly stated	1	-	
Fourth District	-	-	-	
Fifth District	Name and occupation wrongly stated	1	-	
Sixth District	Occupation wrongly stated	1	-	
Seventh District	Name and occupation wrongly stated	2	-	
Eighth District		-	-	
Ninth District	Name and occupation wrongly stated	1	-	
Total claims approved		7		
Total claims denied			0	

BREAKDOWN OF EXPENDITURE FOR 2013

Description	Amount	Explanation
Utilities		
BVI Cable TV	\$480.00	
Cable and Wireless	\$1,541.61	
BVI Electricity Corporation	\$9,030.37	
CCT Global Communication	\$752.20	
Qwomar Trading Ltd.	\$90.00	Drinking water
Road Town Wholesale	\$90.24	Drinking water
K-Marks Foods	\$114.37	Drinking Water
Total	\$12,098.79	
Equipment & Maintenance		
Department of Information Technology (DOit)	\$464.00	Computer & Printer Supplies
Data Pro	\$104.00	Paper
Infinite Solutions	\$1,800.00	Copier Service Contract
Infinite Solutions	\$250.00	UPS battery
Todman Air Conditioning	\$95.00	AC Maintenance
Total	\$2,713.00	
Office Supplies		
Road Town Wholesale	\$415.30	General Supplies
Total	\$415.30	
Transportation		
Simplicity Car Rental	\$60.00	Posting of Voters' list
Total	\$60.00	
Security		
S & D Security and Alarm Systems	\$1800.00	Maintenance of Security services
Total	\$1800.00	

Description	Amount	Explanation
Publicity		
The Virgin Islands Standpoint	\$525.00	Continuous Voter Registration & Posting of 2013 Voters' lists
The BVI Beacon	\$700.00	"
Sun Enterprises BVI Ltd. (Island Sun)	\$390.00	"
Sub-Total	\$1615.00	
Credit	\$58.50	Discount
Total	\$1556.50	
Subscription		
Virgin Islands Daily News	\$540.00	Subscriptions
Total	\$540.00	
TOTAL EXPENSES	\$19,183.59	
TOTAL BUDGET	\$20,300.00	
SAVINGS IN BUDGET	\$1,116.41	