



MALAWI ELECTORAL COMMISSION

TERMS OF REFERENCE (TORs) FOR THE ELECTORAL SERVICES COMMITTEE

The Electoral Services Committee shall give the general direction and means of achieving the mandate of the Electoral Commission. The Committee`s objective is to provide policy direction in the planning and implementation of all electoral activities in the Electoral cycle which the Commission has adopted focusing on Pre, Electoral and Post Electoral activities.

1.0 COMPOSITION

- 1.1 The Committee shall be appointed amongst Commissioners and shall consist of not less than two members.
- 1.2 The Chairperson of the Commission shall not be a member of the Committee.
- 1.3 The Commission shall appoint the Chairperson of the Committee; and in the absence of the Chairperson, the remaining members present shall elect one amongst or between themselves to chair the proceedings.
- 1.4 The members may co-opt other suitably qualified persons as the Commission may deem fit to transact the business.

2.0 SECRETARY

- 2.1 The Director of Electoral Services (DES) shall be the secretaries for the Committee and the Director of Information and Communication Technology (DICT) shall be the alternate.

3.0 QUORUM

- 3.1 A quorum shall be three members.

4.0 FREQUENCY OF MEETINGS

- 4.1 The Committee shall meet at Committee meetings that shall be held not less than four times in a year at such a time and place as the Chairperson may determine.
- 4.2 The Chairperson, having consulted the Chairperson of the Commission, shall convene other meetings upon request by members of the Committee or by the Secretariat.

5.0 NOTICE OF THE MEETINGS

- 5.1 Meetings of the Committee shall be organized by the Chief Elections Officer in consultation with the Chairperson of the Committee.
- 5.2 The Chief Elections Officer may delegate the organization to any of the Committee secretaries at 2.1
- 5.3 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with the agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend the meeting not less than seven days before the date of the meeting.
- 5.4 Other meetings to address urgent needs shall require shorter notice.

6.0 MINUTES OF THE MEETING

- 6.1 The Secretary shall minute the proceedings and resolutions of all deliberations of the Committee, including recording names of those present and in attendance.
- 6.2 Minutes of the Committee meetings shall be circulated to all members of the Committee not later than 7 days from the date of the meeting.
- 6.3 Minutes of the meetings shall be confirmed and signed at the next meeting and kept by the Chief Elections Officer.

7.0 RESPONSIBILITIES OF THE COMMITTEE

The Committee shall be responsible for (but not limited to) and recommend to the Commission on the following:-

- 7.1 Planning for the Electoral Cycle and electoral phases.
- 7.2 Demarcation and/or refinement of wards and constituency boundaries.
- 7.3 Voter registration and voters register.
- 7.4 Nomination of candidates.
- 7.5 Elections materials and equipment.
- 7.6 Campaigning.
- 7.7 Polling and vote counting.

- 7.8 Results management.
- 7.9 Electoral Observation.
- 7.10 Conflict resolution.
- 7.11 Electoral petitions and litigations.
- 7.12 Electoral logistics –transport and warehousing.
- 7.13 Research and evaluations.
- 7.14 Any other duties as the Commission may delegate from time to time.