Candidate Nomination Procedures

2021 Representative By-Elections
Bomi, Bong, Grand Gedeh & Nimba Counties
Key Dates

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Candidate Registration Period

Registration of aspirants commences on **Monday, September 13, 2021 at 9:00 AM** in the James Fromayan Hall of the National Elections Commission (NEC), located on 9th & 10th Streets, Sinkor, and ends on **Friday, September 24, 2021 at 5:00 PM. Please note that the said nomination period will not be extended.**

During the said period, between the hours of 9:00 AM to 05:00 PM (**Monday through Friday**), aspirants can submit their registration application documents to the Nomination Committee of the NEC. Registration/submission cannot be done via an agent/proxy; an applicant/aspirant must personally appear at the registration center to submit his or her documents during the Nomination Period.

Nomination Package

Political parties, coalitions, alliances or independent aspirants (or a designee via a letter) can pick up the registration package in the Nomination Center, located in the James M.
Fromany Conference Hall of the NEC. The Chairperson or Secretary General of a political party, coalition or alliance may pick up the Registration Package. If another person is designated by the Chairperson, that person must present to the Help Desk Officer of the Nomination Committee a Letter issued by the party's Chairperson. The nomination forms are also available on NEC website at www.necliberia.org.

The Registration package consists of the following forms:

- Letter of Intent (CN01-HBE/2021)
- Domicile Questionnaire (CN02-HBE/2021),
- Political Party Endorsement (CN10A-HBE/2021),
- Declaration to Abide by Political Parties’ Code of Conduct (CN05-HBE/2021)
- Nomination Application Checklist (for Affiliated Aspirants) (CN06-HBE/2021)
- Nomination Application Checklist (for Independent Aspirants) (CN07-HBE/2021)

It is the responsibility of an aspirant to carefully read the nomination procedures and other information on how to complete the forms and what documents and procedures are required in order to be registered as a candidate.

**General Eligibility Criteria**

An aspirant must:

- Be a citizen of Liberia, and present proof of his/her Liberian citizenship;
- Must have attained the age of twenty-five (25) years;
- Be domiciled in the Electoral District of the By-election for not less than one (1) year prior to the said By-election;
- Be a taxpayer;
- Have a functioning office in the Electoral District of the said By-election.

**Application and Registration Fees**
An aspirant must pay a nonrefundable registration fees of $500.00 USD (Five Hundred United States Dollars) or its equivalent in Liberian Dollars into a designated account at the Central Bank of Liberia (CBL), and submit proof of this payment along with his or her completed registration application to the Nomination Committee of the NEC.

**minimum bank balance and indemnity insurance policy (Independent)**

- An Independent aspirant must submit proof of a bank account (in his or her name) issued by a banking institution registered and operating under the laws of the Republic of Liberia. The account must show a minimum balance of $10,000.00USD (Ten Thousand United States Dollars) or its equivalent in Liberian Dollars.

- An independent aspirant must submit proof of a valid indemnity insurance policy valued at not less than $100,000.00USD or its equivalent in Liberian Dollars issued by an insurance company registered and operating under the laws of the Republic of Liberia. The Insurance Policy must contain a provision, providing for the compensation of an injured person for damages or losses emanating from the aspirant/candidate’s campaign.

**Minimum Bank Balance and Indemnity Insurance Policy (Parties)**

- If contesting on the ticket of a political party, coalition, or alliance, an aspirant must submit proof of a bank account in the name of the party, coalition or alliance showing a minimum balance of $10,000.00USD (Ten Thousand United States Dollars) or its equivalent in Liberian Dollars.

- The aspirant must submit a copy of a valid indemnity insurance policy in the name of the party, coalition, or alliance valued at not less than $100,000.00USD or its equivalent in Liberian Dollars. The Insurance Policy must contain a provision, providing for the compensation of an injured person for damages or losses emanating from the aspirant and/or party’s campaign.
Additionally, each aspirant must submit the following documents to the Nomination Committee of the NEC during the Nomination period:

<table>
<thead>
<tr>
<th>Aspirant applying to contest on a Political Party’s, Coalition’s, or Alliance’s ticket</th>
<th>Independent Aspirant</th>
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| 1. Letter of Intent;  
2. Proof of Liberian Citizenship;  
3. Sworn Declaration or Affidavit attesting to Citizenship;  
4. Sworn Declaration or Affidavit attesting to Domiciliary;  
5. Tax Clearance from the LRA;  
6. Aspirant Residency/Domicile Questionnaire;  
7. Receipt showing payment of registration fee;  
8. Endorsement Form;  
9. Proof of the Party’s minimum bank balance of $10,000USD;  
10. Proof of the Party’s insurance policy with a value not less than $100,000USD;  
11. Information on established office in the Electoral District of the said By-Election;  
12. Notarized letter authorizing the NEC to verify the submitted bank statement;  
13. Notarized letter authorizing the NEC to verify the submitted insurance policy. | 1. Letter of Intent;  
2. Proof of Liberian Citizenship;  
3. Sworn Declaration or Affidavit attesting to Citizenship;  
4. Sworn Declaration or Affidavit attesting to Domiciliary;  
5. Tax Clearance from the LRA;  
6. Aspirant Residency/Domicile Questionnaire;  
7. Receipt showing payment of registration fee;  
8. Aspirant’s Objective Statement;  
9. Information on established office within the Electoral District in which aspirant wants to contest;  
10. Bank receipt showing a bank balance not less than: $10,000USD;  
11. Proof of the Aspirant’s indemnity insurance policy with a valued not less than $100,000USD;  
12. Notarize petition listing of 300 qualified voters for house of representatives in the district, including the names, genders, telephone NUMBER(s) (if applicable), addresses, voters’ ID numbers, photograph, signatures or fingerprint(s) of the PETITIONERS.  
13. Notarized letter authorizing the NEC to verify the submitted bank statement; |
14. Notarized letter authorizing the NEC to verify the submitted indemnity insurance policy;
15. Declaration by Aspirant to abide by the political party code of conduct;
16. $500 USD Non-Refundable Processing fee for publication of Petition Listing of Voters by NEC.

COVID-19 MEASURES

Aspirants are required to fully comply with all measures and procedures of the MOH and NPHIL relative to the COVID-19 measures, including the following:

1. Wash hands or use hand sanitizers before entering the Registration Center;
2. Have and keep on a face mask at all times during processing at the Registration Center (except during photographing);
3. Observe social distancing;

UPON ENTERING THE NOMINATION CENTER

An Aspirant will:

- Proceed to the Help Desk and write his or her name in the register.
- Be escorted by the Protocol Officer to the Document Verification desk where verification officers will confirm that the aspirant has been nominated by a political party or is applying as an independent aspirant.
- Hand over the completed registration application package to the Verification Officer. If the verification officer finds that the aspirant does not have all the required forms and documentation in his/her package, the Document Verification Officer will return the package to the aspirant. The aspirant may return to the Nomination Center, during the nomination period, with all the necessary forms and/or documents. If the Documentation Verification Officer confirms that the
aspirant has all required forms and documentation, the aspirant will be escorted to an area in the Nomination Center to wait for his/her turn to be processed.

**USE OF SYMBOLS**

1. If an aspirant is endorsed by a political party, coalition or alliance, he/she shall use the symbol of the party, coalition, or alliance. These symbols will be available with the NEC and will be attached to the application form of the aspirant by the Data Entry Officer;

2. In the case of an independent aspirant, he/she may provide the Aspirant Desk Officer with a CD containing his/her symbol. If the aspirant does not provide the NEC with his/her symbol, he/she will have the option of selecting from three (3) symbols drawn from the Symbols Box provided by the NEC. The number corresponding to the symbol will be recorded on the electronic form (printout).

**Scrutiny of an Aspirant’s Registration Package**

- Receipt of the completed forms and documents does not constitute an acceptance of the aspirant’s registration as additional processes, scrutiny and display must be completed. The NEC may take all lawful steps which it deems necessary, including the holding of investigation/hearing to verify the accuracy of the information and/or documentation submitted by an aspirant, political party, coalition or alliance so as to ascertain whether same is authentic and whether the aspirant is qualified under the Liberian Constitution, the Elections Law, National Code of Conduct, and/or the Regulations.

- The Candidate Nomination Committee of the NEC shall notify an aspirant of its decision to accept or reject his or her nomination/registration application. An aspirant whose application has been rejected by the Committee may, within 24 hours following receipt of the said decision, perfect his/her appeal to the NEC Board of Commissioners. An aspirant dissatisfied with the rejection decision of the Board may, within 48 hours following receipt of the said decision, perfect his/her
appeal to the Honorable Supreme Court. An appeal filed beyond the period(s) stated herein shall be dismissed for lack of jurisdiction.

**Publication of the Provisional List of Candidates**

- After the Candidate Nomination Period ends and after the scrutiny, the NEC will publish the Provisional List of Candidates on the NEC website at necliberia.org.

**Corrections to the Provisional List of Candidates**

- Aspirants are encouraged to review the Provisional List for any inaccuracies made by the NEC. An Aspirant whose information on the Provisional List is incorrect may within two (2) days of the publishing of the Provisional List, request in writing that the Commission correct the information.
- Corrections may only be made on the following grounds:
  1. Incorrect recording or publication of the aspirant’s name;
  2. Incorrect or misplacement of the party’s/aspirant’s symbol;
  3. Incorrect or misplacement of the party’s/aspirant’s photograph; and/or
  4. Incorrect county/district assignment.

**Challenge to Name on the Provisional List**

An accepted aspirant, political party, coalition or alliance participating in the said By-election may challenge the eligibility of an aspirant/candidate from the beginning of the registration process up to two (2) days after the publication of the Provisional List of Candidates. The following are the only grounds for challenge:

1. That the aspirant/candidate is not a Liberian citizen;
2. Has not attained the age of 25 years; and/or
3. Has not been domiciled in the Electoral District one year prior to the time of the said By-election;

Any challenge to a candidate on the Provisional List must be submitted to the NEC within two (2) days of the publication of the Provisional List. A challenger must state in writing...
all grounds for the challenge and attach (to the complaint) all relevant documents/evidence in support of its allegation. The Nomination Committee will make a decision on the issue after evaluating and reviewing the matter.

**Appeal Period**

If a challenger or the challenged aspirant/candidate is not satisfied with the Committee’s decision, that challenger or the challenged aspirant/candidate may, within 24 hours following receipt of the said decision, announce and perfect its appeal to the NEC Board of Commissioners. A challenger or challenged aspirant/candidate dissatisfied with the Board’s decision may, within 48 hours following receipt of the said decision, announce and perfect its appeal to the Honorable Supreme Court. An appeal filed beyond the period(s) stated herein shall be dismissed for lack of jurisdiction.

**Withdrawal of Registration Application**

An Independent aspirant, a political party, coalition or alliance or its aspirant, may withdraw his/her registration/application not later than seven (7) days after the last day for receiving registrations by submitting to the NEC a written notice of the withdrawal.

- The signature of an independent aspirant shall be sufficient to effect his/her withdrawal.

- If the aspirant is endorsed by a political party, coalition or alliance, said withdrawal can only be affected under the joint signatures of the aspirant and chairperson of the party.

- Registration and/or processing fees once paid is non-refundable.

Hon. Josephine Kou Gaye
COMMISSIONER

Hon. Basse L. Kpangbai
COMMISSIONER

Cllr. Ernestine Morgan-Awar
COMMISSIONER

Hon. Floyd Oxley Saylor
COMMISSIONER

Hon. Boakai A. Dukuly
COMMISSIONER

Cllr. P. Teplah Reeves
CO-CHAIRPERSON

Hon. Davidetta Browne Lansanah
CHAIRPERSON