



GUIDELINES FOR THE ELECTIONS

of

NDC PARTY EXECUTIVES AT ALL LEVELS

Pursuant to

Articles, 14, 15, 16, 17, 18, 19, 20, 22, 36 & 40

of the

NDC CONSTITUTION.

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[A] GUIDELINES FOR THE ELECTIONS OF NDC BRANCH EXECUTIVES

1.0 INTRODUCTION

These Guidelines are made pursuant to **Article 14 of the NDC Constitution** and designed to ensure the conduct of free and fair elections for the election of Branch executives, for the NDC, across the length and breadth of the country.

There shall be Branch elections conducted by each Branch of the Party pursuant to **Article 14(2) of the Party's Constitution**. The following positions shall be contested for at the Branch elections:

- i. Chairman
- ii. Secretary
- iii. Organiser
- iv. Treasurer
- v. Communications Officer
- vi. Women Organiser
- vii. Youth Organiser
- viii. Two (2) other members

2.0 QUALIFICATION

2.1 Contesting

To qualify to contest elections at the Branch level, the aspirant:

- i. Must not be a member of any other political Party.
- ii. Must have attained the **age of 18 years and above**.
- iii. Must be a **registered member of the Party** at the Branch where he/she intends to contest the election.
- iv. Must be an **active Member in the last one (1) year** within the Branch.

- v. Must have **paid his/her dues for at least 1 year.**
- vi. Must **not have breached** any of the **provisions under Article 40(1) clauses a-f of the Party's Constitution.**
- vii. Must be either a **registered voter within the Branch** or has made an **undertaken to register anytime there is a Voters' registration** exercise. (See appendix 1 for sample of undertaking)
- viii. If an Executive member of the Branch, may stand for re-election if he/she meets the necessary qualifications.

2.2 Voting/Delegates

To qualify to vote, one must:

- i. Be a registered member of the Branch.
- ii. Have his/her name appearing in the Branch Register.
- iii. Have paid the appropriate **registration fee.**

3.0 PROCESSES LEADING TO ELECTIONS

- 3.1 Guided by the national calendar, the Constituency Executive Committee through the Chairman **shall indicate** to each Branch within the constituency, **the date, time and place the Branch elections** are to be held.
- 3.2 Nomination forms will be made available at each Branch, **at least ten (10) days** before the date of the Election, between the **hours of 9am and 5pm daily.**
- 3.3 An aspirant for any executive position shall pay a **filing fee of twenty Ghana Cedis (GHS 20.00)**
- 3.4 An aspirant shall be **proposed by at least one person** and **seconded by at least two (2) persons** all of whom shall be paid up members of the Party.
- 3.5 There shall be a **Notice of Polls** to inform the Branch about the pending Branch elections, **at least ten (10) days** (including Saturdays, Sundays and holidays) **before the date of the election.**
- 3.6 **Voting** during the Branch election shall take place **between 7am – 5pm**, at the usual meeting place of the Branch except where the Constituency Executive Committee for good reason, decides otherwise.
- 3.7 **Appointment of three (3) members** each for the following committees should be made **within 1 month after the Branch election:**
 - Research Committee

- Disciplinary Committee
- Electoral Committee

The appointments shall be made by the Branch Executive Committee in consultation with the Constituency Executive Committee.

4.0 SUPERVISION

- 4.1 A member of the Constituency Executive Committee and at least two (2) representatives of the Regional Executive Committee assisted by the Branch elections committee shall vet and approve the aspirants and also supervise the elections. Except that, **Members of the Constituency Executive Committee and the Elections Directorate who have interests in contesting the constituency elections shall not participate in the exercise.**
- 4.2 If at the close of vetting, only one person has been validly nominated, that person shall be declared elected.
- 4.3 An aspirant with the **highest number of votes** in any contest (simple majority) shall be declared elected for the position.
- 4.4 At the end of the elections, the names and contact of aspirants and the votes obtained by each of them shall be recorded and submitted to the Constituency Executive Committee and a copy kept at the Branch.
- 4.5 The Constituency Executive Committee **by a 2/3 majority at a meeting held for the purpose**, may cancel a Branch election and declare same as null and void, if it is established that the election was marred by gross irregularities. In that case, the Constituency Executive Committee shall order another election within seven (7) days.

5.0 ELECTORAL ROLL

The Elections Directorate of the Constituency shall make available a **photocopy of the Branch Register** which will then be used as the Electoral Roll alongside the original Register, in order to authenticate the Photocopied Register.

6.0 CONDUCT OF ELECTIONS

The elections shall be conducted by the Branch **Elections** Committee in conjunction with the Constituency Elections Directorate.

7.0 VOTING

Voting shall be by show of hands or by consensus. There shall be no proxy voting.

8.0 APPEALS PROCEDURE

- 8.1 Any contestant who is aggrieved by the conduct of the elections may petition in writing to the Constituency Executive Committee **after the declaration of the results.**

- 8.2 Upon receipt of the petition, the Constituency Executive Committee shall make a determination **within three (3) days**.
- 8.3 Where the Constituency Executive Committee is unable to resolve the matter, it must be referred to the Regional Executive Committee who must determine same **within four (4) days of receipt**.
- 8.4 Where the appeal is upheld, the Regional Executive Committee shall order another election **within seven (7) days of the decision**.

[B] GUIDELINES FOR THE APPOINTMENT OF NDC BRANCH COMMITTEE MEMBERS

1.0 INTRODUCTION

These Guidelines are designed to give some general criteria in the appointment of members of these specialized Committees that require certain specific skillsets, for the NDC, across the length and breadth of the country.

Each Branch is to appoint three (3) members for each of the following Committees **within 1 month after the Branch elections**.

- Research Committee
- Disciplinary Committee
- Electoral Committee

These appointments shall be made by the Branch Executive Committee in consultation with the Constituency Executive Committee.

2.0 TERM OF OFFICE

The term of office of the members of the Committees shall be **four (4) years** coterminous with the term of office of the Branch Executive Committee.

3.0 FUNCTIONS

The various committees shall operate under the supervision of the Branch Executive Committee and assist the Branch Executive Committee with issues relating to their specialized areas of expertise as assigned.

3.1 Research Committee

- i. To support the Director of Research with respect to research related issues at the Branch level.
- ii. To proactively gather information and intelligence at the Branch level on issues that is likely to affect the Party at the Branch level.
- iii. To conduct any research that will be beneficial to the Party at the Branch level.
- iv. Any other duties which may be assigned by the Branch Executive Committee.

3.2 Disciplinary Committee

The discipline of any Party member at the Branch shall be exercised by the Branch Executives on the recommendation of the Disciplinary Committee with regards to the due process and rules of natural justice for the following:

- i. Breach of any of the provisions of this Constitution;
- ii. Anti-Party conduct or activities likely to embarrass the Party or bring the Party into hatred, ridicule, or contempt;
- iii. Insubordination or negligence in the execution of lawful decisions or directives of the Party by members or officers of the Party;
- iv. Unauthorised disclosure of confidential Party information; and
- v. Any other act or omission likely to impact adversely on the effectiveness of the Party's policies, programmes and strategies.
- vi. Any other duties which may be assigned by the Branch Executive Committee.

The members shall carry out any other duty as assigned by the Branch Executive Committee.

3.3 Electoral Committee

The Election Committee shall perform the functions of the Elections Directorate at the Branch level to:

- i. Co-ordinate the registration of Party members for the purposes of Party elections;
- ii. Complete, maintain and keep custody of the register of the Party members;
- iii. Co-ordinate and supervise presidential and parliamentary elections;
- iv. Issue biometric registration identity cards;
- v. Liaise with the Electoral Commission in the conduct of both National and Party elections.
- vi. Carry out any other duty as assigned by the Branch Executive Committee.
- vii. Any other duties which may be assigned by the Branch Executive Committee.

A member of the Election Committee is ineligible to contest any position at the Branch.

4.0 QUALIFICATION

4.1 General Qualification

- i. Must not be a member of any other political Party.
- ii. Must have attained the **age of 18years and above.**
- iii. Must be a registered member of the Party at the Branch in good standing.
- iv. The nominated persons should not be existing executive members of the Branch.
- v. Must have paid his/her dues for **at least 1 year.**
- vi. Must not have breached any of the provisions under **Article 40(1) clauses a-f of the Party's Constitution.**
- vii. Must be either a registered voter within the Branch or has made an undertaken to register anytime there is a Voters' Registration exercise. *(See **Appendix 1** for sample of undertaking)*

4.2 Specific Qualification

4.2.1 Research Committee

	Chairman	Member 1	Member 2
Qualification	Minimum SHS graduate	Minimum SHS graduate	Minimum SHS graduate
Experience/ Requirements	<p>Report writing skills</p> <p>Knowledge and interest in national politics and current affairs.</p> <p>Strong communication skills and confidence working with people from all backgrounds</p> <p>An understanding of the importance of confidentiality</p> <p>Computer literate/Numerical skills</p>	<p>Report writing skills</p> <p>Knowledge and interest in national politics and current affairs.</p> <p>Good communication skills and confidence working with people from all backgrounds</p> <p>An understanding of the importance of confidentiality</p> <p>Computer literate/Numerical skills.</p>	<p>Report writing skills</p> <p>Knowledge and interest in national politics and current affairs.</p> <p>Good communication skills and confidence working with people from all backgrounds</p> <p>Grassroots person who knows the Branch very well.</p>

4.2.2 Disciplinary Committee

	Chairman	Member 1	Member 2
Qualification	Senior Party Member or Cadre.	Elder or Respected Member of the Party.	Elder or Respected Member of the Party.
Experience/ Requirements	<p>Report writing</p> <p>Working knowledge of NDC Rules of Conduct and Disciplinary Code.</p> <p>Good listening skills</p>	<p>Report writing</p> <p>Working knowledge Rules of NDC Conduct and Disciplinary Code.</p> <p>Good listening skills</p>	<p>Good listening skills</p> <p>Ability to both acts, and be seen to act, in an independent and impartial manner.</p>

	Ability to both acts, and be seen to act, in an independent and impartial manner.	Ability to both acts, and be seen to act, in an independent and impartial manner.	
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4.2.3 Electoral Committee

	Chairman	Member 1	Member 2
Qualification	Senior Party Member or Cadre.	Branch Secretary	Senior Party Member or Cadre.
Experience/ Requirements	Report Writing Skills Knowledge of Party's election procedures knowledge of EC Regulation and/or procedures will be an added advantage.	Report Writing Skills Computer literacy Knowledge of Party's election procedures will be an added advantage. Working knowledge of EC Regulation and/or procedures will be an added advantage.	Report Writing Skills Computer literacy Knowledge of Party's election procedures will be an added advantage.

5.0 PROCESSES LEADING TO APPOINTMENT

- 5.1** The Branch Executive Committee shall meet to nominate persons within the Branch who fit the general and specific qualifications for each committee.
- 5.2** The Branch Executive Committee shall consult the nominated person for his/her consent.
- 5.3** The Branch Executive Committee shall forward to the Constituency Executive Committee the list of nominated persons with recommendations for clearance.
- 5.4** The Constituency Executive Committee shall meet to consider the recommended persons to make sure the persons are fit for the appointments and to give the necessary clearance for their appointment.

- 5.5 Upon clearance by the Constituency Executive Committee, the recommended persons shall be appointed in writing by the Branch Executive Committee.
- 5.6 The appointed persons shall in writing accept to be members of the committees.
- 5.7 The Branch Executive Committee shall collate details of each of the appointees in the format for collation of biodata and forward to the Constituency Executive Committee for onward submission to the Regional Executive Committee and finally to the National Executive Committee.

[C] GUIDELINES FOR MEMBERSHIP REGISTRATION, REGISTER AUTHENTICATION AND CLEARANCE

1.0 INTRODUCTION

- 1.1 **Eligible members for voting shall have their names in the Green Book and Authorized Exercise Books as at January 2026.**
- 1.2 These Guidelines are designed to ensure that all Branch membership registers, Green Book and Authorized Exercise Books, have been duly verified, updated, authenticated and cleared to conduct a free and fair elections for Branch executives, for the NDC, across the length and breadth of the country.
- 1.3 The verification and update is to ensure all eligible voters have their names in the registers which is to be used as the Electoral Roll for the election of the Branch executives. The authentication and clearance exercise is to ensure that the photocopied registers, Green Book/Authorized Exercise Books, have been duly verified by the Branches. **The process shall be supervised by the Constituency Executive Committee**

2.0 VERIFICATION AND UPDATE OF REGISTERED MEMBERS AS AT 31ST JANUARY 2026

- 2.1 Photocopies of the registers should be sent to the Branches for verification **by 10th March 2026.**
- 2.2 The Photocopied register should be opened at the Branch for verification between, **12th -26th March 2026.**
- 2.3 Where it is known that a member is deceased his/her name should be crossed out **with Red ink.**
- 2.4 Where the person is known to have defected to another Party, his/her name should be crossed out **with green ink.**
- 2.5 The Branch Chairman and the Secretary must initial each page and sign off the verified register and send to the Constituency Executive Committee **30th March 2026.**

3.0 REGISTER AUTHENTICATION AND CLEARANCE

- 3.1** The Constituency Executives must check to ensure the registers received have been **signed by the Branch Chairman and the Secretary.**
- 3.2** The Constituency Executives must resolve all matters arising from the authentication and verification of the membership register **5th March 2026.**
- 3.3** The Constituency Executives must authenticate and give clearance by the Constituency Chairman and Secretary initialing each page and signing off on the verified Branch register **10th March 2026.**
- 3.4** The cleared photocopied register should be sent to the Branch for the purposes of the election March 15th **2026.**

[D] GUIDELINES FOR THE ELECTION OF NDC WARD CO-ORDINATORS

1.0 INTRODUCTION

- 1.1** Each Ward of the Party shall be constituted by all the Branches within the Electoral Area. These Guidelines are designed to ensure the conduct of free and fair elections for the election of Ward Co-Ordinator and appointment of other members of the Ward Co-ordinating Committee, for the NDC, across the length and breadth of the country.
- 1.2** There shall be Ward Coordinating Committee made up of:

- | | | |
|------|----------------------|--|
| i. | Ward Co-Ordinator | (To be contested and elected) |
| ii. | Ward Secretary | (To be recommended and appointed) |
| iii. | Ward Organiser | (To be recommended and appointed) |
| iv. | Ward Women Organiser | (To be recommended and appointed) |
| v. | Ward Youth Organiser | (To be recommended and appointed) |

2.0 TERM OF OFFICE

The term of office of the Ward Co-Ordinator and other members of the Ward Coordinating Committee shall be four (4) years and shall be coterminous with the term of office of the Constituency Executives.

3.0 FUNCTIONS

3.1 The Ward Co-Ordinator shall be responsible for Co-Ordinating the activities of the Branches within the Ward with the assistance of other members of the Ward Co-ordinating Committee.

3.2 The Ward Co-ordinating Committee shall operate under the supervision of the Constituency Executive Committee.

4.0 APPOINTMENT OF OTHER MEMBERS

The other members (Ward Secretary, Ward Organiser, Ward Youth Organiser, Ward Women Organiser) of the Ward Co-ordinating Committee shall be appointed by the Constituency Executive Committee in consultation with the Regional Executive Committee and on the recommendation of the Ward Co-Ordinator. This must be done **at least one (1) month** before the Constituency elections.

5.0 QUALIFICATION

5.1 Contesting

To qualify to contest as a Ward Co-Ordinator, the aspirant:

- i. Must have attained the **age of 18 years and above**.
- ii. Must be a **fully paid-up member** of the Party.
- iii. Must be **from the Ward**. Any member within the Ward including Branch executives are eligible to contest.

NB: Any Branch Executive who contests and wins, must resign his/her position at the Branch.

- iv. Must be either a **registered voter within the Ward** or has made an undertaken to register anytime there is a voters' registration exercise. (See Appendix 1 for sample of undertaking)

5.2 Voting

To qualify to vote:

- i. One must be a member of the Branch executive within the Ward.

6.0 PROCESSES LEADING TO THE ELECTION

- 6.1** The Constituency Executive Committee shall convene a meeting of all the Branch executives of a Ward for the sole purpose of electing the Ward Co-Ordinator and appointing other members of the Ward Co-ordinating Committee.
- 6.2** The date and the venue of the meeting shall be announced at **least one (1) week before the date set for the elections**. Voting during the Ward election shall take place between **7am – 5pm**, at the usual meeting place of the Ward except where the Constituency Executive Committee for good reasons, decides otherwise.
- 6.3** The Constituency Electoral Committee shall be responsible for the conduct of the Ward elections. The Constituency Director of Elections shall be the chairman of the Electoral Committee.
- 6.4** Members of the Electoral Committee are not eligible to contest the election unless they resign their positions on filing their nominations.
- 6.5** Each contestant shall file his/her nomination at **least three (3) days** before the date set for elections.

7.0 VOTING

Voting shall be by show of hands and the results determined by simple majority of members present. **There shall be no proxy voting**

[E] GUIDELINES FOR THE CONDUCT OF A CONSTITUENCY CONFERENCE

1.0 INTRODUCTION

- 1.1 Pursuant to Article 15 of the Party's Constitution**, a Constituency Conference shall be held to elect Party officers at a venue within the constituency.
- 1.2** Guided by the National Calendar, the Constituency Conference shall be convened by the Chairman of the Constituency Executive Committee in consultation with the Constituency Executive Committee.
- 1.3** Where the Chairman fails to convene a Constituency Conference, the General Secretary shall direct as to the convening of such Conference venue, time and agenda.
- 1.4** Where for sufficient reasons a Constituency Conference cannot be organized as required, the National Executive Committee on the recommendation of the Regional Executive Committee may authorize the organization of a Constituency Conference at a subsequent date.

2.0 DELEGATES TO THE CONSTITUENCY CONFERENCE

The following persons shall attend and vote at a Constituency Conference: -.

- i. A member of the Branch Executive Committee in the Constituency;
- ii. The Member of Parliament from the Constituency;
- iii. A member of the National Executive Committee both elected and co-opted who is a member of a Branch in the Constituency;
- iv. A member of the Regional Executive Committee both elected and co-opted who is a member of a Branch in the Constituency;
- v. A member of the Constituency Executive Committee both elected and co-opted who is a member of a Branch in the Constituency;
- vi. A member of the National and Regional Council of Elders who is a member of the Party and hails from the Constituency;
- vii. Current Minister and Deputy Minister of State who is member of the Party and who is a member of a Branch in the Constituency;
- viii. A former Minister and Deputy Minister of State who is member of the Party and who is a member of a Branch in the Constituency;
- ix. A former Member of Parliament who is member of the Party and who is a member of a Branch in the Constituency;
- x. A former Ambassador and High Commissioner who is a member of the Party and who is member of a Branch in the Constituency;
- xi. A former Presidential Staffer who is a member of the Party and who is a member of a Branch in the Constituency;
- xii. A former Member of Council of State who is member of the Party and who is a member

of a Branch in the Constituency;

- xiii. A Founding Member of the Party who is member of the Party and who hails from the Constituency; and
- xiv. A former Metropolitan, Municipal and District Chief Executive who is a member of the Party and who is member of a Branch in the Constituency;

3.0 FUNCTION OF CONSTITUENCY CONFERENCE

The Constituency Conference shall;

- i. Review the activities of the Party in the Constituency and plan for the Party generally in the constituency;
- ii. Elect members of the Constituency Executive Committee; and
- iii. Propose resolutions for discussion at the National Congress.

4.0 POSITIONS TO BE CONTESTED FOR AT CONSTITUENCY CONFERENCE

In pursuant to **Article 16 (2) of the Party's Constitution**, the following members of the Constituency Executive Committee shall be elected at the Constituency Conference:

- i. Chairman;
- ii. Vice Chairman;
- iii. Secretary;
- iv. Deputy Secretary;
- v. Treasurer;
- vi. Deputy Treasurer;
- vii. Constituency Organizer;
- viii. Deputy Constituency Organizer;
- ix. Communication Officer;
- x. Deputy Communication Officer;
- xi. Zongo Caucus Co-Ordinator;
- xii. Eight (8) other members;

5.0 POSITIONS TO BE ELECTED BY THEIR RESPECTIVE ORGANS

The following members of the Constituency Executive Committee shall be elected by their respective organs:

- i. Constituency Youth Organizer;
- ii. Deputy Constituency Youth Organizer;
- iii. Constituency Women Organizer; and
- iv. Deputy Constituency Women Organizer;

The Constituency Youth Conference shall be attended by all Branch Youth Organizers. The Constituency Women Conference shall be attended by all Branch Women Organizers.

6.0 QUALIFICATION TO CONTEST CONSTITUENCY ELECTIONS

- 6.1** An aspirant must be a registered voter in the Constituency where he/she is seeking to contest for the position or show proof of transfer of votes to the constituency.
- 6.2** An aspirant must be a Party member of good standing who has paid his/her dues **from January 2021 to December 2024.**
- 6.3** Meet all the provisions under **Article 40(1) of the NDC Constitution.**
- 6.4** A member of the Branch Executive Committee who intends to contest for Constituency executive position shall submit his/her resignation upon filling.
- 6.5** Any person who contested, proposed, endorsed, seconded or openly supported any other candidate other than the NDC candidates (Presidential and Parliamentary) in the 2024 general elections, is not qualified to contest as branch executive, constituency executive, regional executive and national executive.

7.0 PROCEDURE

- 7.1** Prior to the date of opening of nominations, each Constituency Executive Committee shall be required to conduct an **exhibition of the Register.** This exhibition shall be for **Five (5) days at the Ward level between the hours of 9.00am and 5.00pm each day.**
- 7.2** The Constituency Chairman shall on behalf of the Constituency Executive Committee **announce the date for the constituency Conference** guided by the national calendar. This announcement shall include date of opening and closing of nomination. Nominations shall remain open for **at least five (5) days between the hours of 9.00am and 5.00pm each day.**
- 7.3** Party members desirous of contesting any position shall purchase and pay for nomination forms at **GHS200.00** from the Constituency Electoral Committee.
- 7.4** Fill forms in triplicate and submit with proof of payment of filing fee as approved by NEC for respective positions to the designated officer in the constituency.

8.0 ENDORSEMENT OF ASPIRANTS

- 8.1** To qualify to propose, second or endorse the nomination form of any aspirant, one must be a paid up member. **It is the responsibility of aspirants to check on status of a member proposing, seconding and endorsing.**

- 8.2 No member can endorse more than one person.** It shall be an offence for any member of the Party to propose, second or endorse more than one person.
- 8.3 Each aspirant must have thirty (30) endorsers from at least 1/3 of the Branches** in the Constituency, who are paid-up members of the Party.
- 8.4 The endorsers must be registered members of the Party.**

9.0 VETTING

- 9.1** There shall be established a **three (3) member Vetting Committee** of which **one shall be a representative of the Regional Executive Committee** to vet the eligibility or otherwise of all aspirants.
- 9.2** Vetting of aspirants shall take place at a venue agreed by the Constituency Executive Committee in consultation with the Regional Executive committee.
- 9.3** The Vetting Committee shall at the end of the vetting, communicate its conclusions to each aspirant with a copy to the Regional Executive Committee.
- 9.4** Balloting for positions shall take place **immediately after all aspirants have been vetted.**

10.0 APPEALS PROCEDURE

- 10.1** An aspirant who is dissatisfied with the outcome of his or her vetting shall have the **right of appeal in writing** to the Regional Executive Committee **within 3 days for determination.**
- 10.2** The Appeals Committee will be made up of **three (3) members** and shall be **chaired by a representative of the National Executive Committee.**

11.0 ELECTORAL COMMITTEE

- 11.1** There shall be a **three (3) member Electoral Committee** consisting of the **Election Director and two (2) others to be constituted by the Constituency Executive Committee** to oversee all the necessary administrative requirements and duties relating to the elections prior to the Conference.
- 11.2** The Electoral Committee shall also oversee the Youth and Women Conferences.
- 11.3** **Members of the Electoral Committee are not eligible to contest in the election.**

12.0 CONDUCT OF ELECTIONS

- 12.1** Where at the close of nomination only one person files for a position and such aspirant is successful at vetting, the aspirant shall be deemed to have been duly elected by Conference.
- 12.2** In a contest, an aspirant with a simple majority of votes cast and counted shall be declared elected.
- 12.3** The election shall be conducted by the Electoral Commission under the supervision of the Electoral Committee.
- 12.4** The Conference shall be supervised by a representative of the Regional Executive Committee.

13.0 VOTING

- i. Voting shall be by Secret ballot
- ii. There shall be no proxy voting
- iii. Sorting and counting of ballot shall be done immediately after the close of polls and the winner declared after the count of valid votes.
- iv. Delegates must present their Party membership card or Voter's ID card for identification.

14.0 FILING FEES:

Female candidates and Persons with Disability (PWDs) shall pay half of the under-listed fees:

i.	Chairman	GHS 5,000.00
ii.	Vice Chairman	GHS 3,000.00
iii.	Secretary	GHS 3,000.00
iv.	Organizer	GHS 3,000.00
v.	Treasurer	GHS 1,500.00
vi.	Communication Officer	GHS 2,500.00
vii.	Zongo Caucus Co-Ordinator	GHS 1,500.00
viii.	Youth/Women Organizer	GHS 1,500.00
ix.	All Deputies	GHS 1,000.00
x.	Eight (8) Others Elected	GHS 500.00

Payment shall be made by bankers' draft or cash **by order of the contestant/aspirant** into the Party's account details at GCB as provided below and the pay-in slip attached to the forms.

Account Name: National Democratic Congress
Bank Name: Ghana Commercial Bank Account
Branch: Accra New Town
Account Number: 1181130011568

SECRETARIAT
NATIONAL DEMOCRATIC CONGRESS
NATIONAL HEADQUARTERS
ADABRAKA - ACCRA

[F] GUIDELINES FOR THE CONDUCT OF A REGIONAL PARTY CONFERENCE

1.0 INTRODUCTION

1.1 Pursuant to Article 18 of the Party's Constitution, a Regional Conference shall be a held in each Region of Ghana at least two weeks before the National Congress at a venue within the Region.

1.2 The Regional Party may hold its Conference **if two-thirds of constituencies in the Region have held Conferences**. The Regional Party Conference shall be convened by the **Chairman of the Regional Executive Committee in consultation with the Regional Executive Committee**.

1.3 Where the Chairman fails to convene a Regional Party Conference, **the General Secretary shall direct the convening of the Conference, giving the venue, time, and agenda**.

2.0 DELEGATES TO THE REGIONAL CONFERENCE PURSUANT

In pursuant to **Article 18 (5) of the Party's Constitution**, the following persons shall attend and vote at a Regional Party Conference:

- i. Every Constituency Executive Committee Member from each constituency in the Region;
- ii. The members of Parliament from the Region;
- iii. Members of the National Executive Committee who hail from the Region;
- iv. Each member of the Regional Executive Committee, both elected and co-opted;
- v. Founding Members of the Party who hail from the Region;
- vi. Members of the National and Regional Council of Elders who hail from the Region;
- vii. Five (5) representatives of (TEIN) Tertiary Educational Institutions Network in the Region, at least two of whom shall be women;
- viii. Current Ministers and Deputy Ministers who are members of the Party and who hail from the Region;
- ix. Former Ministers and Deputy Ministers who are members of the Party and who hail from the Region;
- x. Former Members of Parliament who are members of the Party and who hail from the Region;
- xi. Former Metropolitan, Municipal and District Chief Executives who are members of the Party and who hail from the Region;
- xii. Former Members of the Council of State who are members of the Party and who hail from the Region;

- xiii. Members of the Council of state who are members of the Party and who hail from the Region.
- xiv. Former Presidential Staffers who are members of the Party and who hail from the Region.

3.0 FUNCTION OF REGIONAL CONFERENCE

The Regional Party Conference shall:

- i. Review the activities of the Party in the Region and plan for the Party generally in the Region;
- ii. Elect members of the Regional Executive Committee under clause 2 of Article 19 and
- iii. Receive reports on activities of the constituencies in the Region not more than 2 weeks after the Regional Conference.

4.0 POSITIONS TO BE CONTESTED FOR AT REGIONAL CONFERENCE

In pursuant to **Article 19 (2) of the Party's Constitution**, the following members of the Regional Executive Committee shall be elected by the Regional Party Conference:

- i. Chairman;
- ii. Two Vice-Chairman;
- iii. Secretary;
- iv. Deputy Secretary;
- v. Treasurer;
- vi. Deputy Treasurer;
- vii. Regional Party Organiser;
- viii. Deputy Regional Party Organiser;
- ix. Regional Communication Officer;
- x. Deputy Regional Communication Officer;
- xi. Regional Zongo Caucus Coordinator

5.0 POSITIONS TO BE ELECTED BY THEIR RESPECTIVE ORGANS

The following members of the Regional Executive Committee shall be elected by their respective organs:

- i. Regional Youth Organiser;

- ii. Two Deputy Regional Youth Organizers;
- iii. Regional Women Organiser; and
- iv. Two Deputy Regional Women Organizers;

6.0 ATTENDANCE AND VOTING AT YOUTH AND WOMEN CONFERENCE

6.1 Regional Youth Conference

The following shall attend and vote at the Regional Youth Conference:

- i. The Regional Youth Organiser;
- ii. The Deputy Regional Youth Organiser;
- iii. Every Constituency Youth Organiser in the Region;
- iv. Every Deputy Constituency Youth Organiser in the Region;
- v. One representative from each constituency in the Region elected at the Constituency Youth Conference at which the Constituency Youth Organiser and the Deputy Constituency Youth Organiser were elected; and
- vi. One representative from each TEIN accredited institution in the Region.

6.2 Regional Women Conference

The following shall attend and vote at the Regional Women Conference:

- i. The Regional Women Organiser
- ii. The Deputy Regional Women Organiser
- iii. Every Constituency women organizer in the Region
- iv. Every Deputy Constituency women Organiser in the Region
- v. One Woman Commissioner from each TEIN accredited institution in the Region
- vi. Women Members of Parliament from the Region

7.0 QUALIFICATIONS TO CONTEST REGIONAL EXECUTIVE POSITIONS

An aspirant for any position as a member of the Regional Executive Committee, in addition to meeting all the provisions under **Articles 8 (2) and 40 (1) a-f of the NDC Constitution**;

- i. Must be a registered Party member within the Region in which he/she is seeking to contest the election.
- ii. Must be an active member of the Party for the **past four (4) years**
- iii. Must be a member of good standing. **Paid dues from January 2021 – Date**
- iv. Should have held an **executive position** within the Party or NDC Government

- v. In the case of the Regional Youth Organiser and Deputy Regional Youth Organizers, aspirants shall **not be more than 40 years of age** at the time of filing his/her nomination

8.0. PROCEDURE

- 8.1** The Regional Chairman shall in his Regional Conference announcement statement include the opening and closing dates for nominations guided by the overall national calendar.
- 8.2** Nomination shall remain open for **eight (8) days** between the hours of **9.00am and 5.00pm** each day during the period for nomination.
- 8.3** Aspirants will pick appropriate nomination forms from the Regional Secretariat of the Party after paying **GHS 1,000.00** for the forms.
- 8.4** Completed nomination forms, which shall be **filled in triplicate**, shall be returned to the **designated officer** together with proof of payment of filing fees as determined by National Executive Committee for filing, **on or before the closing date for submission of completed forms** and it shall be received by the **designated officer** who shall issue a receipt

9.0 ENDORSEMENTS OF ASPIRANTS

- 9.1** An aspirant shall be proposed by one person and seconded by five persons who shall be current or former Constituency Executive Committee members of good standing or current/former Regional and National Executive Committee members who are of good standing or former NDC Government Appointees who are members of the Party and are in good standing.
- 9.2** An aspirant shall be endorsed by **at least one hundred (100) members** of the Party in good standing within the Region who shall come from **at least one third of the constituencies in the Region**. It is the responsibility of the aspirants to confirm status of endorsers.
- 9.3** **No member can propose, second or endorse more than one aspirant at the same level.**

10. VETTING

10.1 There shall be a **five (5)-member Vetting Committee** to vet the eligibility of aspirants as follows:

- i. A member of National Executive Committee
- ii. A member of the Elections Directorate
- iii. A member of the Legal Committee
- iv. One person who shall be a woman
- v. One other person who is not a member of the Regional Executive Committee.

10.2 The Vetting Committee shall communicate its conclusions to each aspirant and copy the National Executive Committee.

10.3 Qualified aspirants shall ballot for positions on the ballot paper as soon as the vetting is completed.

11.0 APPEALS PROCEDURE

11.1 Any aspirant who is dissatisfied with the outcome of his or her vetting shall have the right appeal to the National Executive Committee in **writing within 5 days**. The National Executive Committee shall make a determination on the matter.

11.2 For purposes of making a determination under clause (i) above, the National Executive Committee shall constitute an Appeals Committee made up of the following:

- i. A member of the Regional Council of Elders
- ii. A member of the Legal Committee of the Party
- iii. One other person who shall be a woman

12.0 ELECTORAL COMMITTEE

12.1 There shall be an **Electoral Committee of five (5)** to be constituted by Regional Executive Committee to oversee all the necessary administrative requirements relating to the elections prior to Conference. **The Committee shall include a member of the Elections Directorate and at least one woman.**

12.2 The Electoral Committee shall also oversee the Youth and Women Conferences.

12.3 Members of the Electoral Committee are not eligible to contest in the election.

13.0 CONDUCT OF ELECTION

- 13.1** The election shall be **conducted by the Electoral Commission** under the **supervision of the Electoral Committee**.
- 13.2** Where at the close of nominations only one person files for a position and such aspirant is successful at vetting, the aspirant shall be deemed to have been duly elected by Conference.
- 13.3** In a contest, an aspirant with a **simple majority of votes cast** and counted shall be declared elected.

14.0 VOTING

- 14.1** Voting shall be **by Secret ballot** and conducted in a free and fair atmosphere.
- 14.2** **There may be proxy voting.** Any delegate desirous of exercising this right shall **apply** to the Electoral Committee of the Party **in writing**, stating his/her details and the **particulars of the person nominated to exercise the proxy**, except that the **nominated person to exercise the proxy must be a delegate** to the Conference and has not been nominated by another person to exercise a proxy already. **A delegate is entitled to only one proxy.**
- 14.3** Proxies shall be lodged with the Electoral Committee of the **Party 48 hours prior to voting.**
- 14.4** Sorting and counting of ballot shall be done in the open immediately after close of polls and the winner shall be declared after the count of valid votes.
- 14.5** Aspirants shall be provided with a PDF copy of the delegate list after paying the **accepted fee**.

15. SUPERVISION OF PARTY CONFERENCE

The Regional Party Conference shall be supervised by a representative of the National Executive Committee

16. FILING FEES

Female candidates and Persons with Disability (PWDs) shall pay half of the under-listed fees:

1. Chairman	GHS 50,000.00
2. Vice-Chairman	GHS 30,000.00
3. Secretary	GHS 30,000.00
4. Organiser	GHS 30,000.00
5. Treasurer	GHS 20,000.00
6. Communication Officer	GHS 20,000.00
7. Regional Zongo Caucus Coordinator	GHS 15,000.00
8. Youth/Women Organiser	GHS 15,000.00
9. All Deputies	GHS 10,000.00

Payment shall be made by bankers' draft or cash **by order of the contestant/aspirant** into the Party's account details at GCB as provided below and the pay-in slip attached to the forms.

Account Name: National Democratic Congress
Bank Name: Ghana Commercial Bank Account
Branch: Accra New Town
Account Number: 1181130011568

SECRETARIAT
NATIONAL DEMOCRATIC CONGRESS
NATIONAL HEADQUARTERS
ADABRAKA - ACCRA

[G] GUIDELINES FOR THE CONDUCT OF THE NATIONAL CONGRESS

1.0 INTRODUCTION

The National Congress is the highest decision- making body of the Party. **Pursuant to Article 20 of the Party's Constitution**, the General Secretary acting on the direction of the National Executive Committee shall convene the National Congress to be held **atin December 2026.**

2.0 DELEGATES TO THE NATIONAL CONGRESS

The following are entitled to attend and vote at the National Congress:

- i. Each Constituency Executive Member from every Constituency; both elected and co-opted;
- ii. Each Regional Executive Member from every Region;
- iii. Each member of the National Executive Committee;
- iv. Past Presidents and Vice Presidents of the Republic who are members of the Party;
- v. Members of the National and Regional Council of Elders;
- vi. Every member of the Parliamentary Group;
- vii. Every Founding Member of the Party;
- viii. Fifteen (15) representatives of each External Chapter of the Party including the Youth Organizer, and Women Organizer of that Chapter;
- ix. Five (5) representatives of the Tertiary Educational Institutions Network within each Region, two of whom shall be women;
- x. Current Ministers of State and Deputy Ministers who are members of the Party;
- xi. Former Ministers of State and Deputy Ministers who are members of the Party;
- xii. Former Members of parliament who are members of the Party;
- xiii. Former Ambassadors and High Commissioners who are members of the Party;
- xiv. Former Metropolitan, Municipal and District Chief Executives who are members of the Party;
- xv. Members of the Council of State who are members of the Party;
- xvi. Former members of the Council of State who are members of the Party;
- xvii. Former Presidential Staffers who are members of the Party;
- xviii. Former National Executive Committee members who are members of the Party

- xix. Two representatives from affiliated Organizations

3.0 NATIONAL EXECUTIVE COMMITTEE POSITIONS TO BE CONTESTED FOR

In pursuant to **Article 22 (2), (4), (5), (6) & (8) of the Party's Constitution**, the following members of the National Executive Committee shall be elected by the National Congress at elections to be supervised by the Electoral Commission:

- i. National Chairman;
- ii. Vice-Chairmen Three (3);
- iii. General Secretary;
- iv. Deputy General Secretaries Two (2);
- v. National Organizer;
- vi. Deputy National Organizers Two (2);
- vii. National Communication Officer;
- viii. Deputy National Communication Officers Two (2)
- ix. National Zongo Caucus Co-Ordinator
- x. Five (5) other members Elected.

4.0 STANDING ORDERS COMMITTEE

The National Congress shall:

- i. Elect a Standing Orders Committee at the commencement of Congress which shall be responsible for matters of procedure at the Congress.
- ii. Consider proposals for Constitutional Amendment or for the review of the Standing Orders, Rules and Regulations.

5.0 POSITIONS TO BE ELECTED BY THEIR RESPECTIVE ORGANS

The following members of the National Executive Committee shall be elected by their respective organs except that their elections shall be held simultaneously at the same venue and time as election of other national officers:

- i. National Youth Organizer;
- ii. Deputy National Youth Organizer-two (2);
- iii. National Women Organizer;
- iv. Deputy National Women Organizers-two (2); and

6.0 ATTENDANCE AND VOTING AT YOUTH AND WOMEN CONFERENCE

6.1 Regional Youth Conference

The Following shall attend and vote at the National Youth Conference to elect the National Youth Organizer and two Deputy National Youth Organizers:

- i. National Youth Organizer;
- ii. Deputy National Youth Organizers-two (2);
- iii. Every Regional Youth Organizer;
- iv. Every Deputy Regional Youth Organizer;
- v. Every Constituency Youth Organizer;
- vi. Every Deputy Constituency Youth Organizer;
- vii. Tein President (One representative) from each accredited TEIN institution.
- viii. Every Youth Organizer from each foreign Chapter;
- ix. One (1) other person elected at the Constituency Youth Conference at which the Youth Organizer and Deputy Youth Organizer were elected.

6.2 Regional Women Conference

- i. The following shall attend and vote at the National Women's Conference to elect the National Women Organizer and two Deputy National Women Organizers:
- ii. National Women Organizer;
- iii. Deputy National Women Organizers two (2);
- iv. Each Regional Women Organizer;
- v. Each Deputy Regional Women Organizer;
- vi. Each Constituency Women Organizer;
- vii. Each Deputy Constituency Women Organizer;
- viii. One Woman Commissioner from each accredited TEIN Institution
- ix. Two Women Organizers from each foreign Chapter
- x. All women Members of Parliament who are members of the Party.

7.0 ELECTORAL COMMITTEE

- 7.1 There shall be an Electoral Committee of **seven (7)** to be constituted by the **Functional Executive Committee/National Executive Committee** to oversee all the necessary administrative requirements relating to the elections prior to Congress.
- 7.2 The Electoral Committee shall also oversee the Youth and Women Conferences. The 7-member Electoral Committee shall include **a representative from the Legal Committee of the Party and at least one woman.**
- 7.3 **The members of the Electoral Committee are ineligible to contest in the election.**

8.0 OPENING OF NOMINATIONS

- 8.1 Nominations shall be opened between the hours of **9.00am and 5.00pm in October 2026.**
- 8.2 Aspirants shall purchase nomination forms at the cost of **GHS2,000.00** from the National Secretariat of the Party.
- 8.3 Nominations shall be filed at the National Secretariat of the Party from the hours of **9:00am to 5:00pm in October 2026.**
- 8.4 For the avoidance of doubt, filing of nominations shall mean the **completion of nomination forms in total and the payment of the appropriate filing fees by 5:00 pm on the last day of filing.**
- 8.5 Nominations shall not be accepted after 5pm on the last day of filing.
- 8.6 Payment shall be made by bankers' draft or cash **by order of the contestant/aspirant** into the Party's account details at GCB as provided below and the pay-in slip attached to the forms.

Account Name:	National Democratic Congress
Bank Name:	GCB Bank Ltd.
Account Branch:	Accra New Town
Account Number:	1181130011568

9.0 QUALIFICATION TO CONTEST FOR NATIONAL POSITIONS

Pursuant to **Article 40(1) a-f of the Party's Constitution** a person shall not be qualified to hold office as a member of the Executive Committee of the Party at any level if he/she:

- i. Does not meet the conditions of membership as set out in **Article 8(2) of the Party's Constitution, or**
- ii. Has been adjudged by a court of competent jurisdiction to have committed fraud, an act of dishonesty or moral turpitude,
- iii. Has been found to have contravened the **code of discipline** of the Party as contained in **Article 48 of the Party's Constitution** or any other decision confirmed by the National Executive Committee,
- iv. Has been convicted for an offence involving the security of the state, fraud, dishonesty, or moral turpitude
- v. Has been convicted of any other offence punishable by death or by a sentence of **not less than ten (10) years, or**
- vi. Is not qualified to be registered as a voter under any law related to public elections

In addition to above qualifications, the aspirant,

- i. Must be a registered member of the Party
- ii. Must be a paid-up member who has paid his/her dues from **January 2021-Date**
- iii. Should have held an **executive position** within the Party for a minimum of four (4) years or must have served in an NDC Government.
- iv. Should have been an active member of the Party for the **past four (4) years**

Executive position means a full term of Four (4) years from Constituency and above, or a minimum of Two (2) years of Article 71 office holders of the 1992 Constitution.

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10.0 FILING FEES

Female candidates and Persons with Disability (PWDs) shall pay half of the under-listed fees:

i.	National Chairman	GHS 100,000.00
ii.	National Vice Chairman	GHS 60,000.00
iii.	General Secretary	GHS 80,000.00
iv.	Deputy General Secretary	GHS 60,000.00
v.	National Organizer	GHS 70,000.00
vi.	National Communication Officer	GHS 50,000.00
vii.	National Women Organizer	GHS 40,000.00
viii.	National Youth Organizer	GHS 40,000.00
ix.	National Zongo Caucus Coordinator	GHS 40,000.00
x.	All Other Deputies	GHS 30,000.00
xi.	National Executive Committee Members	GHS 10,000.00

Payment shall be made by bankers' draft or cash **by order of the contestant/aspirant** into the Party's account details at GCB as provided below and the pay-in slip attached to the forms.

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11.0 DUAL POSITIONS

Any member of the Regional Executive Committee or the Constituency Executive Committee who wants to contest for any position as a member of the National Executive Committee shall resign his/ her position at the Regional Executive Committee or Constituency Executive Committee as the case may be upon filing of his/her nomination.

12.0 CONDUCT OF ELECTIONS

The elections shall be conducted by the Electoral Commission of Ghana.

13.0 VOTING

13.1 Voting shall be by Secret ballot and shall be conducted in a free and fair atmosphere.

13.2 For purposes of voting for National Vice-Chairmen and all deputies, each voter shall be entitled to vote for one contestant **ONLY** in the elections.

14.0 NOTICE OF ELECTION

The General Secretary shall on the authority of the National Executive Committee issue **Notices to all structures of the Party on the opening of nominations** for election of National Officers of the Party declaring the positions or offices to be contested for.

15.0 PROXY VOTING

15.1 Proxy voting may be allowed for voting provided the proxy holds a letter of authorization signed by the delegate and **also signed by the Electoral Committee authorizing the proxy.**

15.2 Proxies are to be lodged with the Electoral Committee **forty-eight (48) hours prior to voting.**

15.3 To qualify to exercise a proxy **one must first be a delegate to the Congress.**

15.4 No delegate shall have **more than one (1) proxy.**

15.0 ENDORSEMENT OF ASPIRANT

16.1 An aspirant shall be **proposed by one person and seconded by three (3) persons** who shall be current or former Constituency Executive Committee members of good standing or current/former Regional and National Executive Committee members who are of good standing or former NDC Government Appointees (Article 71) office holders, who are members of the Party in good standing.

15.1 An aspirant shall be **endorsed by at least one hundred and sixty (160) members** of the Party in good standing, **at least ten (10) of them from each Region** in the country who shall come **from at least six (6) constituencies in the Region.**

16.2 It is the responsibility of aspirants to check on the status of a member proposing, seconding and endorsing.

16.3 No member can propose or second more than one aspirant.

16.4 No member can endorse for more than one aspirant at the same level and more than two (2) aspirants of different levels.

17.0 VETTING

There shall be a **7-member Vetting Committee** to vet aspirants to determine their eligibility for the various positions.

17.1 The Vetting Committee shall be composed of representatives from the;

1. Parliamentary Group (2)
2. Council of Elders (1)
3. Legal Committee (1)
4. National Elections Directorate, (1) and
5. Two (2) other members, one of whom shall be a woman.

17.2 Vetting of all contestants shall be **done in October 2026**.

18.0 APPEALS PROCEDURE

18.1 Any aspirant who is dissatisfied with the outcome of his/her vetting shall have the right of appeal in writing to the National Executive Committee **within three (3) days**.

18.2 The National Executive Committee shall make a determination on the matter **within two (2) days of receipt of the appeal**.

18.3 For purposes of determining any appeal brought under clause 18 (i) above, the National Executive Committee/Functional Executive Committee shall constitute **a five (5) member Committee at least one of whom shall be a member of the Legal Committee**.

19.0 CAMPAIGNING PROCESS

19.1 The campaign shall be conducted in a civil manner devoid of mudslinging, political vilification. Insults, acrimony and rancor.

19.2 All aspirants shall have equal and unfettered access to delegates.

19.3 Any person or aspirant who flouts these regulations shall be subject to disciplinary action in accordance with the Constitution of the Party.

19.4 No aspirant shall display more than Two (2) banners or post more than Twenty (20) A3 posters at Congress venue.

19.5 No aspirant should mount bill-boards in any part of the country.

[H] GENERAL PROVISIONS

1.0. Any person contesting any position in the party who is holding an office to which he or she was appointed by the president or government shall resign **at least six (6) clear months** from the said office or appointment prior to the filing of the nomination forms for the party position he or she desires to contest.

2.0 A person appointed as a chairperson or member of any Board, or any analogous position shall be exempt from the restrictions imposed by paragraph (1) of this section.

3.0 Persons who are affected by the restrictions specified in the paragraph (1) of this section shall include the following:

- (a) Ministers and deputy Ministers
- (b) Chief Executive Officers or Managing Directors and Deputy Chief Executive Officers or Deputy managing Directors, or analogous officers.
- (c) Metropolitan, Municipal, and District Chief Executives of Metropolitan, Municipal and District Administrative units of the Government of Ghana.