



ELECTORAL COMMISSION OF ZAMBIA

ECZ/DISTRICT POLITICAL PARTIES LIASON COMMITTEE

TERMS OF REFERENCE

In pursuance of Section 9 of the Electoral Commission Act No. 24 of 1996, the Electoral Commission of Zambia hereby establishes District Political Parties Liaison Committees.

1. COMPOSITION

- (i) District Electoral Officer.
- (ii) Deputy Council Secretary.
- (iii) Legal Officer.
- (iv) Treasurer.
- (v) Chief Administrator/Public Relations Officer
- (vi) District Chairman from each registered Political Party in good standing , which has continued to be registered with the Registrar of Societies.

2. TERMS OF REFERENCE

- (a) To be a forum for consultation and co-operation between the Commission and registered political parties on all electoral matters at district level.
- (b) To promote harmony, trust and confidence among stakeholders in the electoral process.
- (c) To enhance members' understanding of the role of the Electoral Commission and the political parties in the process.
- (d) To share knowledge, skills and strategies of participation in the Electoral process and acknowledgement of dissenting view points.

3. ALLOWANCES

- (a) Members shall be paid such allowances as determined by the Commission from time to time.
- (b) Political Parties shall be responsible for all other expenses incurred by their representatives in respect of their participation in Committee meetings.
- (c) Allowances shall be paid by the commission but for other expenses shall be borne by respective Political Parties (eg. Transport to and from)

4. MEETING

The Committee shall hold quarterly meetings, provided that the Commission or five (5) political parties may call for an extra-ordinary meeting.

The District Electoral Officer will notify the office of the Director whenever an extraordinary meeting shall be held.

5. PROCEEDINGS

- (a) The District Electoral Officer shall be the Chairperson of the Committee. In his/her absence, the Deputy Council Secretary or any of the Directors shall chair the meeting.
- (b) The Committee shall adopt its own procedures for holding meetings provided that during voting, the Commission shall have only one vote exercised by the Chairperson.
- (c) 50% of members present shall constitute a quorum of a meeting, at least five (5) should be political party representatives.

6. REPORTS TO THE COMMISSION

The Committee shall provide minutes of their quarterly meetings to the office of the Director.