



ELECTIONS OFFICE OF THE CAYMAN ISLANDS

Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the **ELECTIONS OFFICE** to making information available to the public as part of its normal business activities.

The **ELECTIONS OFFICE** will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it may be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The **ELECTIONS OFFICE** will generally not publish:

- information in draft form;
- information that is not held by the **ELECTIONS OFFICE**, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- Information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, wherever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example, where disclosure would breach the law of confidentiality, infringe personal privacy, harm the **ELECTIONS OFFICE** (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of Access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

- Online

Many of our documents are published electronically on our website and may be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you may use our website's "Search" facility at <http://www.elections.ky>. If you are still having trouble locating information listed under our scheme, please contact us at the Elections Office by calling **(345) 949-8047** or visit us on the 2nd Floor, Smith Road Centre, 150 Smith Road.

- E-Mail

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by e-mail. You may e-mail us at office@elections.ky to request the information you need. Please provide a telephone number so that we may call you to clarify details if necessary.

- Phone

Documents listed in the publication scheme may also be requested by telephone. Please call **(345) 949-8047** to request information.

- Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

P.O. BOX 10120
GRAND CAYMAN KY1-1001
CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we may call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

- Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact **(345) 949-8047**.

The **ELECTIONS OFFICE** will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the **ELECTIONS OFFICE** is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The **ELECTIONS OFFICE** strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which the **ELECTIONS OFFICE** offers for sale. This includes: **THE OFFICIAL REGISTER OF ELECTORS:**

- *West Bay North, West Bay West, West Bay Central, West Bay South, George Town North, George Town Central, George Town West, George Town South, George Town East, Red Bay, Prospect, Savannah, Newlands Bodden Town West, Bodden Town East, North Side, East End, Cayman Brac West & Little Cayman, Cayman Brac East – CI \$30.00 each*

These publications are available in both print and electronic media at the same cost.

- Reproduction costs

There are no reproduction fees as we only make copies of the original documents handed to us (e.g., Birth certificates, Status certificates, and Naturalization certificates), to be kept on file for official use only.

- Postage costs

There are no postage fees because all documents or hard copies are picked up, and not mailed out.

5. Requests for information outside the Publication Scheme

Information held by the **ELECTIONS OFFICE** that is not published under this scheme may be requested through the **FOI Manager at gina.whittaker@elections.ky or (345) 949-8047**. Your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

The **ELECTIONS OFFICE** aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact the Office Manager or the Office Staff at **(345) 949-8047** or e-mail us at office@elections.ky, and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures may be obtained from <http://www.elections.ky>.

You have legal rights to access information under this scheme, and a right to complain to the Office of the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman,
3rd floor, Anderson Square
64 Shedden Road
George Town
Grand Cayman, Cayman Islands
P.O. Box 2252
Grand Cayman, KY1-1107
CAYMAN ISLANDS

Telephone: 345 946 6283
Email: info@ombudsman.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers

8. About the Elections Office

Ministry - Office of the Deputy Governor / Portfolio of the Civil Service

Key Staff

- Wesley Howell, Supervisor of Elections
- Ernie Scott, Deputy Supervisor of Elections
- Sheena Glasgow, Deputy Supervisor of Elections
- Suzanne Bothwell, Deputy Supervisor of Elections

- GINA WHITTAKER, RECEPTIONIST/ID TECHNICIAN, office@elections.ky, (345) 949-8047

Information Manager

- Gina Whittaker, Receptionist/ID Technician
- email: gina.whittaker@elections.ky

Organisation and Functions

The vision of the Elections Office of the Cayman Islands is:

To be recognized by the electorate and by politicians as an organization dedicated to serving the people of the Cayman Islands through free and fair elections with integrity, impartiality, without fear or favour; and which activity encourages Caymanians to fully understand and to participate in the electoral process.

The functions of the Elections Office of the Cayman Islands are:

- Administering the electoral legislation of the Cayman Islands;
- Conducting all general and by-elections;
- Maintaining an accurate, complete and permanent registration system along with elector registration cards;
- Promoting public awareness of electoral and constitutional matters;
- Conducting and promoting research into electoral matters and its functions generally;
- Publishing material in a timely manner on matters that relate to elections or any part of the elections programme;
- Providing information and advice on electoral matters to the Legislative Assembly through the Deputy Governor;
- Reporting to the Governor and Deputy Governor on electoral matters.

*P.O. BOX 10120
GRAND CAYMAN KY1-1001
CAYMAN ISLANDS*

(345) 949-8047

OFFICE@ELECTIONS.KY

<http://www.elections.ky>

<u>Location and hours</u>	<u>Matters handled</u>
ELECTIONS OFFICE 2 ND Floor, Smith Road Centre 150 Smith Road George Town Monday-Friday 8:30 a.m.-5:00 p.m.	Hold the General Elections every 4 years, and the By-Elections and Referendum as required Produce 4 Official Registers of Electors each year Produce 4 Revised Registers of Electors each year Produce Electors ID Cards

A History of Elections in the Cayman Islands may be viewed on the Elections Office website, or by clicking on the link below:

<http://elections.ky/index.php/general-information/62-a-brief-history-of-elections-in-the-cayman-islands>

9. Frequently Asked Questions:

9.1. What are the 19 Single Member Electoral Districts?

The 19 Single Member Electoral Districts are:

- West Bay North
- West Bay West
- West Bay Central
- West Bay South
- George Town North
- George Town Central
- George Town West
- George Town South
- George Town East
- Red Bay
- Prospect
- Savannah
- Newlands
- Bodden Town West
- Bodden Town East
- North Side
- East End
- Cayman Brac West and Little Cayman
- Cayman Brac East

9.2. How many candidates may I vote for in the next General Election?

One candidate only. Each voter may vote for only one candidate in the single member electoral district in which the voter is registered.

9.3. How do I vote in the next General Election?

There are 19 polling stations situated throughout each of the 19 electoral districts. Once you register to vote and provide your street address the Elections Office will assign you to a polling station. On Election Day you will have to attend this assigned polling station and you will be directed to your polling station. The presiding officer will provide you with a ballot paper, after you have shown your Elector Registration card or otherwise identified yourself. You will then be instructed on the election voting procedures and advised that you may vote for only one candidate. You will subsequently enter a poll booth and mark your ballot paper by putting an X to the right of the candidate that you are voting for.

You must hand your ballot paper to the presiding officer who will then detach the counterfoil and return the ballot paper to you for you to deposit into the ballot box. After doing so, you will then leave the polling station through the exit door.

9.4. Do I need any form of identification when I show up to vote?

Yes. The preferred form of identification will be the Cayman Islands Elector Registration Card. Other forms of identification such as a valid Driver's License or Passport will also be accepted.

9.5. What time do the polls open and close?

The polls in all 19 electoral districts will open promptly at 7:00 A.M. and close at 6:00 P.M.

9.6. Am I eligible to vote by postal ballot?

If you are off-island on Election Day for any reason whatsoever, you may apply for a postal ballot using Form B. Postal ballots will only be issued after Nominations Day.

9.7. Do I qualify for mobile voting?

It depends. Mobile voting is only available in special cases i.e. if you are blind, incapacitated, reside in a rest home or are hospitalized on Election Day.

9.8. To view more FAQ's, please insert the link below:

<http://elections.ky/index.php/fag>

10. Strategic Management

This category applies to the governance and management of the department.

Governance

- Organisation chart – www.gov.ky
- The Elections (Amendment) Law, 2016
- Elections Law (2013 Revision)
- The Referendum (Single Member Constituencies) Law, 2012 (Law 4 of 2012)
- The Referendum (Constitutional Modernisation) Law, 2009
- The Referendum (Constitutional Modernisation) (Referendum Day) Notice 2009
- The Referendum (Constitutional Modernisation) Law, 2009 (Amendment of Schedule 2) (No.2) Order, 2009
- Freedom of Information Law, 2018 (Law 10 of 2007) (Law 19 of 2012) (Law 27 of 2017)
- Freedom of Information (General) Regulations (2008)
- The Freedom of Information Law, 2007 (Commencement) Order (2008)
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007
- Public Service Management Law (2011 Revision)
- Public Service Personnel (Regulations) (2013)
- Public Management and Finance Law (2012 Revision)

Corporate Management

- Governor's Office
- Office of the Deputy Governor/ Portfolio of the Civil Service
- Supervisor of Elections
- Deputy Supervisors of Elections

11. Finance & Administration

This category applies to internal support functions within the Department, relating to finance, personnel and business administration.

- Approved Budget FY2018 ***office@elections.ky***
- Approved Budget FY16/17 ***office@elections.ky***
- Approved Budget FY15/16 ***office@elections.ky***
- Approved Budget FY14/15 ***office@elections.ky***
- Approved Budget FY13/14 ***office@elections.ky***
- Approved Budget FY12/13 ***office@elections.ky***
- Approved Budget FY11/12 ***office@elections.ky***

Administration

- Press Releases see: <http://www.elections.ky>
- Job Vacancies see: www.recruitment.gov.ky
- Staff Pay see: www.gov.ky

12. Policies & Procedures

- *See Elections (Amendment) Law 2016*
- *See Elections Law (2013 Revision)*
- *Cayman Islands Constitutional Order (2009)*

13. Decisions & Recommendations

- *Supervisor of Elections – Report on Elections*
- *Elections (Amendment) Law 2016*
- *Elections Law (2013 Revision)*
- *Grand Court – Cayman Islands*
- *International Observer Mission report*
- *Domestic Observer team report*
- *Report of the Cayman Islands Electoral Boundary Commission 2015*
- *Electoral Boundary Commission 2015 Draft Maps*

Lists & Registers

- **Official Register of Electors** – quarterly basis (1st of January, April, July and October)

May be viewed at all Post Offices in the 6 traditional districts

Accessed on <http://www.elections.ky>

- **Register of Political Parties**

Accessed on <http://www.elections.ky>

14. Our Services

Our services include registering qualified voters and providing them with the necessary forms and information to vote.

- **Elections Office Forms**

Accessed on <http://www.elections.ky>