



FORUM FOR DEMOCRATIC CHANGE

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FDC PARTY STRUCTURE ELECTORAL GUIDELINES 2023

1.1. INTRODUCTION

These guidelines as adopted by NEC on 26th May 2023 provide reference on the structure, conduct and composition of Party Structures from the Village to District level and are based on the provisions of Chapter Five (5), Chapter Six (6), Chapter Seven (7) and Article 29 of the 2015 FDC Constitution.

The National Council sitting on 8th October 2020 extended the term of office of the current sitting structure leaders for three (3) years and the resolutions were signed, to enable the Party carry out elections in 2023.

In respect of Article 9 of the 2015 FDC Constitution, The Executive Committees of all Party Organs shall have a minimum of **40% women**.

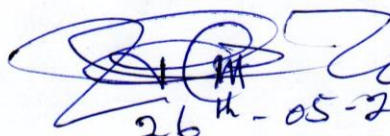
2.1. ELECTION PROCEDURE

1. All attempts must be made by the Party Electoral Commission to ensure that every registered Party member is allowed to vote or stand for an elective position.
2. Any member contesting for Structure Elections, should have the capacity to run in the same electoral area as a candidate in the National Elections
3. The Party Electoral Commission will publicize the dates and venues for each election level
4. There shall be a Party Register at every village. All party members are expected to register so as to participate in the elections.
5. For Special and fragile villages or electoral areas, all known members of the party who possess membership cards shall participate in the election either as a voter or a candidate
6. Elections at every level of the mainstream structures and youth structures, from Village to District shall observe Gender balance hence if the elected chairperson is a male then the Vice Chairperson **MUST** be female and vice versa.
7. Elections for Women and Youth Leagues shall be conducted on the same day with the mainstream.


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8. For number 7 above, elections shall start with Special Interest Groups then elect the mainstream
9. Elections at Village/Cell branch and Parish/Ward levels shall be by show of hands/lining and at Sub-County to District levels it shall be by secret ballot.
10. The elected chairperson of each level of the women league automatically becomes the secretary for women in the mainstream structure at that level.
11. For the case of Youth Structure, He or she should be between 18 to 30 years old
12. The Party Constitution provides for two slots for the youth at every level of the mainstream i.e. secretary for youth (male and female). The Elected Chairperson and Vice Chairperson of each level of the Youth League Structure will take up those positions at the Mainstream i.e. where the elected Chairperson is a male, the Vice Chairperson **MUST** be female and vice versa.
13. **Election of the two constituency Delegates.** The constituency Delegates to the National Delegates Conference shall be two per constituency i.e. the constituency Chairperson and the Constituency General Secretary. For purposes of Gender balance, where the elected Chairperson is male, the General Secretary **MUST** be female.
14. If the Chairperson of the Constituency is a female in 13 above, the Constituency Secretary can still be a female.
15. In a case where women don't show up for elections, all positions reserved for women shall be left vacant until such a time when the women show up to take up such positions
16. A three (3) member Conflict Resolution Committee of reasonable Adults shall be nominated by the electorates at Parish, Sub-County, Constituency and District levels. This committee will mainly help with conflict resolution among Party members at their respective levels. A reasonable Adult shall be a person of integrity and commands respect in the society. They shall not be in any other committee or interested in contesting for the General Elections.
17. Elections shall be presided over by a credible Party member not contesting for an executive position but designated by Electoral Commission.
18. The winner shall be determined by simple majority.
19. In case of a tie, another ballot will be conducted. If the second ballot also results in a tie, the two or more candidates will be forwarded to the next ranking executive branch to be decided.


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20. A member may be nominated and elected in absentia upon submission of proof of willingness and authentication through a signed letter, email, sms subject to verification by Electoral Commission.
21. All nominations and Electoral Colleges shall be documented by names and the results of the elections to be submitted to the district (in the case of Branch Elections) or to the Party Headquarters (in the case of District elections).
22. A person who loses in one position shall be eligible to contest for other positions **BUT** only at that level.
23. Once the venue for elections is set, this may not be changed unless:
Circumstances warrant such change to allow for a more inclusive environment.
24. Every attempt shall be made to notify all participants of the change.
25. City elections shall be subjected as the district structure and the Divisions shall be considered as constituencies
26. For the case of Kampala Capital City Authority, 25 above shall not apply and each Division shall be considered to be an independent district
27. In a one Constituency district, the Constituency Executive shall also be a District Executive
28. For the case of City, in a one constituency Division, the Division Executive shall also be the Constituency Executive
29. All Party leaders must take note of the two term policy in the same electoral area as per the FDC Constitution Article 32
30. The two term legal inclination shall not be binding to those leaders who served or are serving in acting capacity, or to those who have shifted to new administrative units for purposes of creation of New Administrative Units at the district/city, Constituency, Sub-County/Division, Parish/Ward, Village/Cell
31. All members, who wish to be members of National Executive Committee shall be nominated at a non-refundable fee of;
 - i. For Party President - 5,000,000/=
 - ii. Party Chairperson - 4,000,000/=
 - iii. Secretary General - 3,000,000/=
 - iv. Deputy President - 1,500,000/=
 - v. Vice Chairman - 1,500,000/=
 - vi. Deputy Secretary General - 1,000,000/=
 - vii. The rest of NEC members - 200,000/=


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32. As seen from 31 above, all continuing NEC members will have to pay a fee
- i. The MPs who are members of NEC – 200,000/=
 - ii. LCV Chairperson – 200,000/=
33. A nomination form of all National Executive Committee (NEC) aspirants must be signed by the Proposer, Secunder attached with a photo of the candidate
34. Nomination starts at 9:00am to 5:00pm
35. All members to be nominated as NEC must be proposed by one (1) proposer and seconded by two (2) seconders who are delegates
36. Refill of vacant positions shall be done after election of district leaders

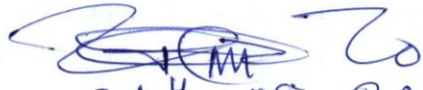
37. **CODE OF CONDUCT OF CANDIDATES AND THEIR AGENTS**

- a Candidates and their agents shall be expected to behave in a manner that promotes the Party interests.
- b During the campaign, candidates and their agents are required to uphold the principle of One Uganda One People.
- c Candidates and their agents shall not influence or induce voters with money or material things for purposes of getting their support and anyone who contravenes this provision shall be liable to disqualification.
- d Abusive language, mudslinging, hate campaign and intimidation by a candidate and or his/her agents will not be entertained in the Party elections.
- e Candidates shall control the conduct of their agents and take all necessary steps to ensure that party principles are upheld; and a candidate who contravenes this provision shall be warned in writing on the first breach and the second and; on the third breach shall be fined 3,000,000/= (three million shillings only).
- f A candidate, or his/her agent, who contravenes 38. (d) & (e) above on fourth occasion, shall be liable to disqualification.

3.1. MAINSTREAM STRUCTURE

3.2. VILLAGE BRANCH

- a) All Members, supporters and promoters of the Party assemble at their respective Parish centers.
- b) They then group themselves according to their Villages.
- c) Registered members of each Village shall elect among themselves 11 persons to constitute the Village branch; these are:
 - 1. Chairperson


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2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilisation, Information and Publicity
6. Secretary for women
7. 1st Secretary for youth (Chairperson youth league)
8. 2nd Secretary for youth (Vice Chairperson youth league)
9. Secretary for the Elderly, Veterans and Pensioners
10. Secretary for people with Disabilities
11. Secretary for Security

3.3. PARISH EXECUTIVE COMMITTEE


All elected village branch Committee members of all the villages in that Parish will then meet immediately to elect amongst themselves, the Parish executive committee composed of 11 members as follows:

1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilisation, Information and Publicity
6. Secretary for women
7. 1st Secretary for youth (Chairperson youth league)
8. 2nd Secretary for youth (Vice Chairperson youth league)
9. Secretary for the Elderly, Veterans and Pensioners
10. Secretary for people with Disabilities
11. Secretary for Security

3.4. SUBCOUNTY EXECUTIVE COMMITTEE

All Parish Executive Committee members of all the Parishes of that respective Subcounty and all the chairpersons of the village branch committees in that Subcounty will meet at the Subcounty headquarters to elect amongst themselves, the Subcounty executive committee composed of 11 members as follows:

1. Chairperson
2. Vice Chairperson


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3. General Secretary
4. Treasurer
5. Secretary for Mobilisation, Information and Publicity
6. Secretary for women
7. 1st Secretary for youth (Chairperson youth league)
8. 2nd Secretary for youth (Vice Chairperson youth league)
9. Secretary for the Elderly, Veterans and Pensioners
10. Secretary for people with Disabilities
11. Secretary for Security

3.5. CONSTITUENCY CONFERENCE:

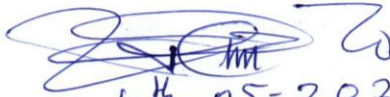
The constituency party conference is hereby established and whose membership shall compose of the following;

- i. constituency executive committee members
- ii. Sub-County Executive Committee members
- iii. Constituency member of Parliament
- iv. Local Council 5 Chairperson
- v. Woman member of Parliament
- vi. Local Council Five Councilors of that Constituency
- vii. Subcounty elected leaders i.e. LCIII councilors and LCIII Chairpersons.
- viii. All Party flag bearers who lost in the immediate past General elections from LCIII Chairperson to Member of Parliament **BUT** who are still members of the Party.

3.6. CONSTITUENCY EXECUTIVE COMMITTEE

All the above mentioned members in 3.5 meet at their respective Constituency headquarters to constitute a Constituency Conference and Electoral College and will elect among themselves the Constituency Executive Committee composed of 11 members as follows:

1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilisation, Information and Publicity
6. Secretary for women
7. 1st Secretary for youth (Chairperson youth league)


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8. 2nd Secretary for youth (Vice Chairperson youth league)
9. Secretary for the Elderly, Veterans and Pensioners
10. Secretary for people with Disabilities
11. Secretary for Security

NOTE If the Chairperson elected above is a male, the General Secretary **MUST** be a female and vice versa. This only applies to the Constituency executive.

3.7. CONSTITUENCY DELEGATES TO THE NATIONAL DELEGATES CONFERENCE.

- i. Chairperson
- ii. General Secretary

3.8. DISTRICT CONFERENCE:


The District party conference is hereby established and whose membership shall compose of the following:

- 1) District Executive Committee Members
- 2) Constituency Executive Committee Members
- 3) The Sub County Executives
- 4) Sub county elected leaders
- 5) Constituency Member of Parliament
- 6) Local Council 5 Chairperson
- 7) Woman Member of Parliament
- 8) Local government District Councilors in the constituency and
- 9) All Party Flag Bearers who lost in the immediate past General Elections from LC3 Councilors- LC3 Chairpersons, **BUT** who are still members of the Party.

3.9. DISTRICT EXECUTIVE COMMITTEE

All the above mentioned members in 3.8 meet at their respective District headquarters to constitute a district Conference and Electoral College and will elect among themselves the District Executive Committee composed of 11 members as follows:

1. Chairperson
2. Vice Chairperson
3. General Secretary


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4. Treasurer
5. Secretary for Mobilisation, Information and Publicity
6. Secretary for women
7. 1st Secretary for youth (Chairperson youth league)
8. 2nd Secretary for youth (Vice Chairperson youth league)
9. Secretary for the Elderly, Veterans and Pensioners
10. Secretary for people with Disabilities
11. Secretary for Security


**3.10. DISTRICT DELEGATES TO THE NATIONAL DELEGATES
CONFERENCE:**

- i. The Chairperson,
- ii. The General Secretary,
- iii. Secretary for Mobilisation, Information and Publicity
- iv. Secretary for women
- v. Secretary for youth (The District Chairperson of the youth league)

4.1. THE YOUTH LEAGUE

4.2. VILLAGE BRANCH

- a) All Party members, supporters and promoters of the Party between the ages of 18 to 30 years assemble at their respective Parish headquarters.
- b) They then group themselves according to their Villages.
- c) Registered members of each Village shall elect among themselves 9 persons to constitute the Village youth league branch; these are:
 1. The Chairperson
 2. Vice Chairperson
 3. General Secretary
 4. Treasurer
 5. Secretary for Mobilization and Production
 6. Secretary for Publicity
 7. Secretary for Education and Sports
 8. Secretary for Health and Hygiene


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9. Secretary for people with Disability

4.3. PARISH YOUTH LEAGUE EXECUTIVE COMMITTEE

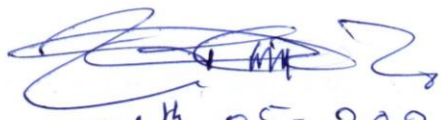
All elected village branch Committee members of all the villages in that Parish will then meet immediately to elect amongst themselves, the Parish executive Youth league committee composed of 9 members as follows:

1. The Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilization and Production,
6. Secretary for Publicity ,
7. Secretary for Education and Sports
8. Secretary for Health and Hygiene
9. Secretary for people with Disability

4.4. SUBCOUTY YOUTH LEAGUE EXECUTIVE COMMITTEE

All Parish youth league Executive Committee members of all the Parishes of that respective Subcounty and all the chairpersons of the village branch committees in that Subcounty will meet at the Subcounty headquarters to elect amongst themselves, the Subcounty Youth league executive committee composed of 9 members as follows:

1. The Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilization and Production,
6. Secretary for Publicity
7. Secretary for Education and Sports
8. Secretary for Health and Hygiene
9. Secretary for people with Disability


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4.5. CONSTITUENCY YOUTH LEAGUE EXECUTIVE COMMITTEE


All the Subcounty youth league executive committee members meet at their respective Constituency headquarters to constitute an Electoral College and will elect among themselves the Constituency youth league Executive Committee composed of 9 members as follows:

1. The Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilization and Production,
6. Secretary for Publicity
7. Secretary for Education and Sports
8. Secretary for Health and Hygiene
9. Secretary for persons with Disability

4.6. DISTRICT YOUTH LEAGUE EXECUTIVE COMMITTEE

All the Constituency youth league executive committee members and chairpersons of the Subcounty youth league meet at their respective District headquarters to constitute an Electoral College and will elect among themselves the District youth league Executive Committee composed of 9 members as follows:

1. The Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilization and Production,
6. Secretary for Publicity ,
7. Secretary for Education and Sports ,
8. Secretary for Health and Hygiene, and
9. Secretary for persons with Disability


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4.7. NATIONAL YOUTH LEAGUE EXECUTIVE

The National youth league executive will be elected at the National youth league conference which shall be constituted by;

- i. Two Delegates from every District i.e. Chairperson and Vice Chairperson
- ii. 20 representatives from the students Union approved by the National youth league Executive committee
- iii. All members of the National youth Executive.


This shall constitute an Electoral College and will elect among themselves the National youth league Executive Committee composed of 15 members as follows:

1. The Chairperson,
2. Four Vice Chairpersons
3. General Secretary
4. Treasurer
5. Secretary for Mobilization,
6. Secretary for Research and Publicity,
7. Secretary for Legal, human rights and Constitutional affairs,
8. Secretary for Women,
9. Secretary for People with disability,
10. Secretary for Education, Sports and Students affairs
11. Secretary for Health
12. Secretary for Environment

5.1. THE WOMEN LEAGUE

5.2. VILLAGE BRANCH

- a) All women party members, supporters and promoters of the Party assemble at their respective Parish headquarters.
- b) They then group themselves according to their Villages.
- c) Registered Members of each Village shall elect among themselves 9 persons to constitute the Village Women league branch; these are:
 1. The Chairperson,
 2. Vice Chairperson,
 3. General Secretary,


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4. Treasurer,
5. Secretary for Mobilization and Production,
6. Secretary for Publicity.
7. Secretary for Education and Sports
8. Secretary for Hygiene and Health.
9. Secretary for people with Disability

5.3. PARISH WOMEN LEAGUE EXECUTIVE COMMITTEE

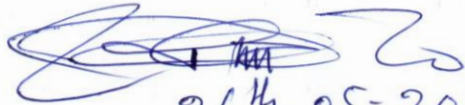
All elected village branch Committee members of all the villages in that Parish will then meet immediately to elect amongst themselves, the Parish executive Women league committee composed of 9 members as follows:

1. The Chairperson,
2. Vice Chairperson,
3. General Secretary,
4. Treasurer,
5. Secretary for Mobilization and Production,
6. Secretary for Publicity ,
7. Secretary for Education and Sports
8. Secretary for Hygiene and Health.
9. Secretary for people with Disability

5.4. SUBCOUTY WOMEN LEAGUE EXECUTIVE COMMITTEE

All Parish Women league Executive Committee members of all the Parishes of that respective Subcounty and all the chairpersons of the village branch committees in that Subcounty will meet at the Subcounty headquarters to elect amongst themselves, the Subcounty Women league executive committee composed of 9 members as follows:

1. The Chairperson.
2. Vice Chairperson.
3. General Secretary.
4. Treasurer.
5. Secretary for Mobilization and Production.


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6. Secretary for Publicity.
7. Secretary for Education and Sports.
8. Secretary for Hygiene and Health.
9. Secretary for people with Disability.

5.5. CONSTITUENCY WOMEN LEAGUE EXECUTIVE COMMITTEE

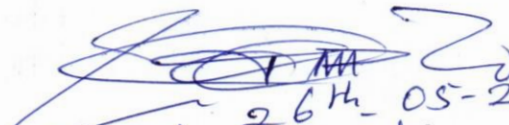
All the Subcounty Women league executive committee members meet at their respective Constituency headquarters to constitute an Electoral College and will elect among themselves the Constituency Women league Executive Committee composed of 9 members as follows:

1. The Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilization and Production
6. Secretary for Publicity
7. Secretary for Education and Sports
8. Secretary for Hygiene and Health.
9. Secretary for people with Disability

5.6. DISTRICT WOMEN LEAGUE EXECUTIVE COMMITTEE

All the Constituency Women league executive committee members and chairpersons of the Subcounty women league meet at their respective District headquarters to constitute an Electoral College and will elect among themselves the District Women league Executive Committee composed of 9 members as follows:

1. The Chairperson,
2. Vice Chairperson,
3. General Secretary,
4. Treasurer,
5. Secretary for Mobilization and Production,
6. Secretary for Publicity ,
7. Secretary for Education and Sports


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8. Secretary for Hygiene and Health.
9. Secretary for people with Disability

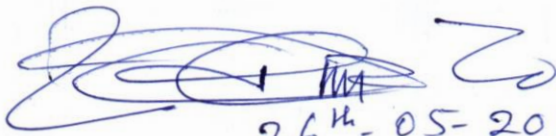
5.7. NATIONAL WOMEN LEAGUE EXECUTIVE

The National Women league executive will be elected at the National Women league conference which shall be constituted by;

- i. Two delegates from each District i.e. Chairperson and the General Secretary
- ii. National Executive committee members and will elect among themselves the National Women league Executive Committee composed of 14 members as follows:
 1. The Chairperson
 2. Four Vice Chairpersons
 3. General Secretary
 4. Treasurer
 5. Mobilization
 6. Secretaries for Research and Publicity
 7. Legal, human rights and Constitutional affairs,
 8. Secretary for People With Disabilities,
 9. Secretary for Education, Sports and Students affairs
 10. Secretary for Health and
 11. Environment

6.1. PERSONS WITH DISABILITY

- i. There shall be a special organ known as Persons with disability League formed by all persons with disability in the party.
- ii. The organ shall be constituted at the District and national levels. The organ shall have a constitution to manage its affairs approved by the National Executive Committee and in alignment with and subordinate to the Party Constitution.
- iii. There shall be a district conference that shall be represented by one person from each sub county.
- iv. There shall be a Regional Conference at which each district shall be represented by two members.
- v. There shall be a National Conference in which, each region shall be represented by one member.


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6.2. THE WORKERS' LEAGUE

- i. There shall be a Workers' League formed by all Unionised members of the party who are workers.
- ii. The Workers' League shall be constituted at the District and National Levels:
- iii. The league shall have a constitution to manage its affairs as approved by the National Executive Committee and in alignment with and subordinate to the Party Constitution;
- iv. Each District Executive shall send three delegates to the National Conference. These will be the Chairperson, Treasurer and the Woman Representative.


7.0. THE DIASPORA CHAPTERS

There shall be established Diaspora Chapters for the effective organization and management of party activities in the Diaspora. The Diaspora shall be organized in Chapters approved by the National Executive Committee. A Chapter will establish its leadership in accordance with the party constitution and regulations made by the National Executive Committee. The National Executive Committee will also nominate 10 members from the Diaspora executive to the National Delegates Conference in line with the provisions of the party constitution.

8.0. COMPOSITION OF THE NATIONAL DELEGATES CONFERENCE

The membership of the National Delegates Conference shall consist of the following:

- 1) The Chairperson
- 2) The Vice Chairpersons
- 3) All members of National Council
- 4) All Members of the National Executive Committee
- 5) Four representatives from each of the special interest groups
- 6) The Chairperson, General Secretary, Secretary for mobilization, Secretary for Women and Secretary for Youths from each district
- 7) All Members of Parliament
- 8) Two representatives from each parliamentary constituency being the **Chairman** and the **General Secretary** one of whom shall be female
- 9) Ten Eminent members of the Party nominated by the National Executive Committee and approved by the National Council


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10) Ten representatives of the Diaspora
9.0. Sample of Return Forms

FORM - MV

VILLAGE Serial No.

FORUM FOR DEMOCRATIC CHANGE

THE NATIONAL PARTY STRUCTURES/ GRASS-ROOT ELECTIONS 2023 FOR SUB-COUNTY

DISTRICT CONSTITUENCY.....

SUB-COUNTY PARISH VILLAGE.....

MAIN STREAM
 POLLING RETURNS

POSITION.	NAME OF ELECTED PERSON.	MEMBERSHIP CARD NO.	NIN NO.	CONTACT.
1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilisation Information and Publicity
6. Secretary for Women (Chairperson Women League)
7. 1st Secretary for Youth (Chairperson Youth League)
8. 2nd Secretary for Youth (Vice Chairperson Youth League)
9. Secretary for the Elderly Veterans and Pensioners
10. Secretary for Persons With Disabilities
11. Secretary for Security

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FORM - YV

YOUTH LEAGUE

POSITION.	NAME OF ELECTED PERSON.	MEMBERSHIP CARD NO.	NIN NO.	CONTACT.
1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilisation and Production
6. Secretary for Publicity
7. Secretary for Education and Sports
8. Secretary for Health and Hygiene
9. Secretary for Persons With Disability

FORM - WV

WOMEN LEAGUE

POSITION.	NAME OF ELECTED PERSON.	MEMBERSHIP CARD NO.	NIN NO.	CONTACT.
1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilization and Production
6. Secretary for Publicity
7. Secretary for Education and Sports
8. Secretary for Health and Hygiene
9. Secretary for PWDs

PRESIDING/RETURNING OFFICER.

NAME	PHONE CONTACT	DATE	SIGNATURE
.....

FORM - MV

PARISH Serial No.

FORUM FOR DEMOCRATIC CHANGE

THE NATIONAL PARTY STRUCTURES/ GRASS-ROOT ELECTIONS 2023 FOR SUB-COUNTY

DISTRICT CONSTITUENCY.....

SUB-COUNTY PARISH VILLAGE.....

MAIN STREAM
 POLLING RETURNS

POSITION.	NAME OF ELECTED PERSON.	MEMBERSHIP CARD NO.	NIN NO.	CONTACT.
1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilisation Information and Publicity
6. Secretary for Women (Chairperson Women League)
7. 1st Secretary for Youth (Chairperson Youth League)
8. 2nd Secretary for Youth (Vice Chairperson Youth League)
9. Secretary for the Elderly Veterans and Pensioners
10. Secretary for Persons With Disabilities
11. Secretary for Security

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FORM - YV

YOUTH LEAGUE

POSITION.	NAME OF ELECTED PERSON.	MEMBERSHIP CARD NO.	NIN NO.	CONTACT.
1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilisation and Production
6. Secretary for Publicity
7. Secretary for Education and Sports
8. Secretary for Health and Hygiene
9. Secretary for Persons With Disability

FORM - WV

WOMEN LEAGUE

POSITION.	NAME OF ELECTED PERSON.	MEMBERSHIP CARD NO.	NIN NO.	CONTACT.
1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. Secretary for Mobilization and Production
6. Secretary for Publicity
7. Secretary for Education and Sports
8. Secretary for Health and Hygiene
9. Secretary for PWDs

PRESIDING/RETURNING OFFICER.

NAME	PHONE CONTACT	DATE	SIGNATURE
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