

# ELECTIONS AND BOUNDARIES DEPARTMENT

*Accuracy \* Efficiency \* Compliance \* Credibility*

## EBD...Setting the Vision

*“To promote and safeguard a transparent and efficient electoral process”* is the newly formulated vision statement of the Elections and Boundaries Department. At a meeting held on Thursday, 28 January 2005, staff examined the department’s purpose as articulated in its functions, and reflected in its mission, motto, goal, and objectives. From the various suggestions submitted by each office, the staff modified and deliberated and at the end of the day, voted unanimously for the vision statement.

As a prelude to the formulation of the vision statement, the staff discussed some shared values, namely credibility, transparency, efficiency, impartiality, integrity and self-governance.

The staff takes the responsibility as guardians of the democratic process very seriously. The vision statement reflects their commitment to play their roles in enhancing democracy for future generations of Belizeans.

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## *Editorial*



Kudos to the Belize City staff for coordinating and participating in BDF day.

The display depicted relevant information and was well organized. The staff really capitalized on the space provided.

What impressed me most was the individual treatment visitors got. I observed members of staff taking visitors around the booth, explaining each poster and responding to questions. Each tour lasted about 3 to 5 minutes. Imagine that in a 10 x 10 booth.

The level of enthusiasm displayed by the staff as they conducted their tour was also impressive.

Camaraderie among staff was exceptional. It was a real EBD family day.

Congratulations on a job well done.

*Sharole Saldívar*

## **BIG UP MRS. SOLEDAD ALONZO AND BELIZE CITY STAFF**

Mrs. Alonzo is commended for her initiative in participating at the BDF fair on Saturday, January 29, 2005.

Congratulations to all Belize City Registration Officers for spearheading this venture, particularly the leaders Mr. Francisco Zuniga and Ms. Rosalba Vasquez. Thanks also to all staff who supported in any way by sending posters, manning and visiting the booths etc.

**A very super BIG UP to Belize City  
Registration Officers.**

*I. Myrtle Palacio*  
*Chief Elections Officer*

## **Vision Statement**

To promote and safeguard a transparent and efficient electoral process.

**Elections and Boundaries Department**  
***Awarding Excellence 2004***

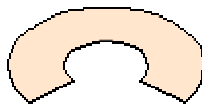
*Press Release*  
*21 December 2004*

In awarding excellence for 2004, the Elections and Boundaries Department recognized the commitment of staff members, criteria for awards is based on five predefined areas initiative and creativity, productivity, leadership, professional competence and service delivery. Individuals as well as entire units who excelled in 2004 received certificates, gifts and plaques as follows:

- ❖ Data Entry Unit--Most Productive
- ❖ Orange Walk Office--Most Initiative
- ❖ Toledo Office--Most Enhanced Office
- ❖ Eneida Vargas of Orange Walk--Best Community Outreach
- ❖ Gustavo Pech of San Ignacio--Continuous Data Accuracy and Reliability
- ❖ Ernie Carballo--Best Support

The most coveted award "***The Staff of The Year***" was won by Ms. Shelmadine Bowden who holds the post of Secretary III at the Central Office in Belize City.

Awards were distributed during the Department's Retreat and General Assembly on Friday December 17, 2004, and initiated in 1999; the objective of the award system is to encourage efficiency, initiative, team spirit and professionalism in the work place. The theme for this year's retreat was "***None of us is as good as all of us: Each One Teach One is Empowerment for Success***".



***Mission***

*The Elections and Boundaries Department is committed to the enhancement of democracy through the promotion of voter education and the maintenance of a legitimate, impartial, valid electoral process.*



**“None of Us is as Good as All of Us: Each One Teach One is Empowerment for Success”**

Contributed by Rose Elaine Reid, Assistant Registering Officer



This theme shows that we are equal; share the same responsibilities regardless of who we are. We should share with one another, cooperate with one another, and help one another for the success of our workplace, the community and ourselves.

Sir Colville Young, Governor General, once told a story about this gentleman that died, he had a choice between heaven and hell. His first choice was hell, when he got there, he saw this long table, around the table there was a lot of people sitting with long forks so large that they could not feed themselves and the table was filled with rich foods.

After seeing this he was not happy, so he left hell and went to heaven, but when he got there, he saw the same settings like what was in hell. The same long table filled with rich foods, lots of people sitting around with huge forks but to his amazement, those in heaven held their forks and started feeding those on the other side. They helped one another and everyone was happy.

So then, in our everyday lives, it is very important to do as those in heaven did in the story.

“Share with one another.”



*On Democracy...*

***"The highest level of democracy is neither the 'extent of freedom' nor the 'extent of equality' but rather the highest measure of participation." A.d. Benoist***

***"Democracy is not something you believe in or a place to hang your hat, but it's something you do. You participate. If you stop doing it, democracy crumbles." Abbie Hoffman***

***"In a democracy, the individual enjoys not only the ultimate power but carries the ultimate responsibility." Norman Cousins***

***"To safeguard democracy the people must have a keen sense of independence, self-respect, and their oneness." Mohandas K. Gandhi***

***"The spirit of democracy cannot be superimposed from the outside. It must come from within." Mahatma Gandhi***

## **WHAT IS AND WHO FORMS A GOVERNMENT?**

*From A Framework for Voter Education, I. Myrtle Palacio*

The words govern and governance mean:

- To guide
- To direct
- To manage

Generally it is to legislate the affairs and policies of a country through a body or organization called Government.

There are three arms or branches of Government, namely:

1. The Legislative
2. The Executive
3. The Judicial

### 1. ***The Legislative Branch/Arm***

This is the National Assembly and comprises of two houses or two chambers called bi-cameral. The two houses or chambers are:

- The House of Representatives
  - The Senate
- a. *The House of Representatives*

There are 29 members in the House of Representatives. Each is elected by the people to represent them at General Elections held at intervals of five years. The Meetings of the House are presided over by a Speaker who is elected by members of the House. If the Speaker is not an elected member of the House, he/she then becomes a member but cannot vote. The Speaker is responsible for the smooth running of the meetings of the House of Representatives.

The functions of the House of Representatives include:

- Introducing new laws by passing Bills or proposed Laws in the House
- Proposing and debating the annual budget
- Proposing and debating administrative policies

### b) *The Senate*

The Senate consists of twelve members referred to as Senators. Each member is appointed by

the Governor General with the advice of different persons and/or organization as follows:

- Six members with the advice of the Prime Minister
- Three members with the advice of the Leader of the Opposition
- One member with the advice of the Belize Council of Churches and Evangelical

*(Continued on page 7)*

## Putting a Positive Attitude at Work

*Contributed by Staff, Vernon Street Registration Office*

Do you know what it someone says, "you'd attitude?" Have you your attitude? Well, if get the success we organization, we are



m e a n s    w h e n  
b e t t e r   c h e c k   y o u r  
b e e n   t o l d   t o   c h e c k  
w e   r e a l l y   d e s i r e   t o  
d e s e r v e   a s   a n  
g o i n g   t o   n e e d   t o

constantly check our attitude, and our approach as servants of the people. By the time we enter the civil service work force, we have already developed a certain personal attitude and approach towards whatever we do in life. Depending on our personal background, experience (s) , this attitude and approach will (or won't) easily fit into the world of work. We learn from our parents, guardians, teachers and our day-to-day interactions with others. Furthermore, a lot depends on our previous employment and how we functioned at the institution. All these people teach us some of the skills needed to be able to fit in with others and the routines of the work world.

Whatever we desire to do in the work world, there is one thing we need to understand and accept first and foremost, that the world of work is made up of people, and most of them are like you and me. Most of them are doing the best they can do. We will help the institution in dealing with all of these people if we always remember to get what we want in life; we need to help others get what they want. This means discipline, personal and professional, if we desire to succeed as a premier institution with effect from now. Let's make a consorted effort and pledge that we will adopt a new approach to our jobs.

What do we need to do? First, we need to re-evaluate ourselves by researching and analyzing what is required of us, then let's 'tailor' ourselves to adopt a good attitude and approach to fit our Department's mission statement and our job specifications. Therefore, when we adopt this new approach and practice our positive attitude, more often than not we will find that by helping our management staff and the general public at large first, they will be more willing to help us in return in achieving the Department's goal. In other words--when we present ourselves to the general public and our management staff as a person who cares about their needs, they will likely present you with what you need -- a good and prosperous career.

Remember: maintaining a positive attitude at work is essential to our overall well-being. If we are unhappy with our jobs and harbor a negative attitude, it can affect us both emotionally and physically.

## Association of Churches

- One member with the advice of the Belize Chamber of Commerce and Industry and the Belize Business Bureau
- One member with the advice of the National Trade Union Congress and the Civil Society Steering Committee

The President of the Senate presides over the meetings of the Senate, and is elected from among the membership or nominated from outside the Senate. Presently, the Senate comprises twelve members and one President.

Besides debating and confirming Bills passed by the House of Representatives, the Senate has other functions, including:

- Authorising the ratification of any treaty by the Government of Belize, including any treaty for the final settlement of the territorial dispute between Belize and the Republic of Guatemala
- Approving the establishment in Belize of any new military base of operations for any foreign military forces after the 15th day of January 2002
- Approving the appointment of an Ambassador, a High Commissioner, the Chief Justice, a Justice of the Supreme Court, a Justice of the Court of Appeal, the Contractor General and the Ombudsman

## ***2. The Executive Branch/Arm***

The Executive Branch of government consists of the Governor General, the Prime Minister and the Cabinet. There are also other Agencies of Government such as the Public Service and the Local Government Bodies.

### *a) The Governor General*

The executive authority of Belize is vested in the Queen as the head of state, who appoints a Governor General to represent her in Belize. One executive duty of the Governor General is the appointment of important positions in government, such as:

- The appointment of the Prime Minister
- The appointment of Ministers of Government and Members of the Services Commission on the advice of the Prime Minister

### *b) The Prime Minister and the Cabinet*

The Prime Minister is appointed by the Governor General from among members of the House of Representatives. It is the Leader of the Political Party which commands the support of the majority of the members of the House who becomes the Prime Minister. The Prime Minister is the Head of Government and therefore heads the Cabinet.



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The Cabinet is the chief policy-making body in the government machinery. The members of Cabinet are drawn from the National Assembly which comprises of two houses namely:

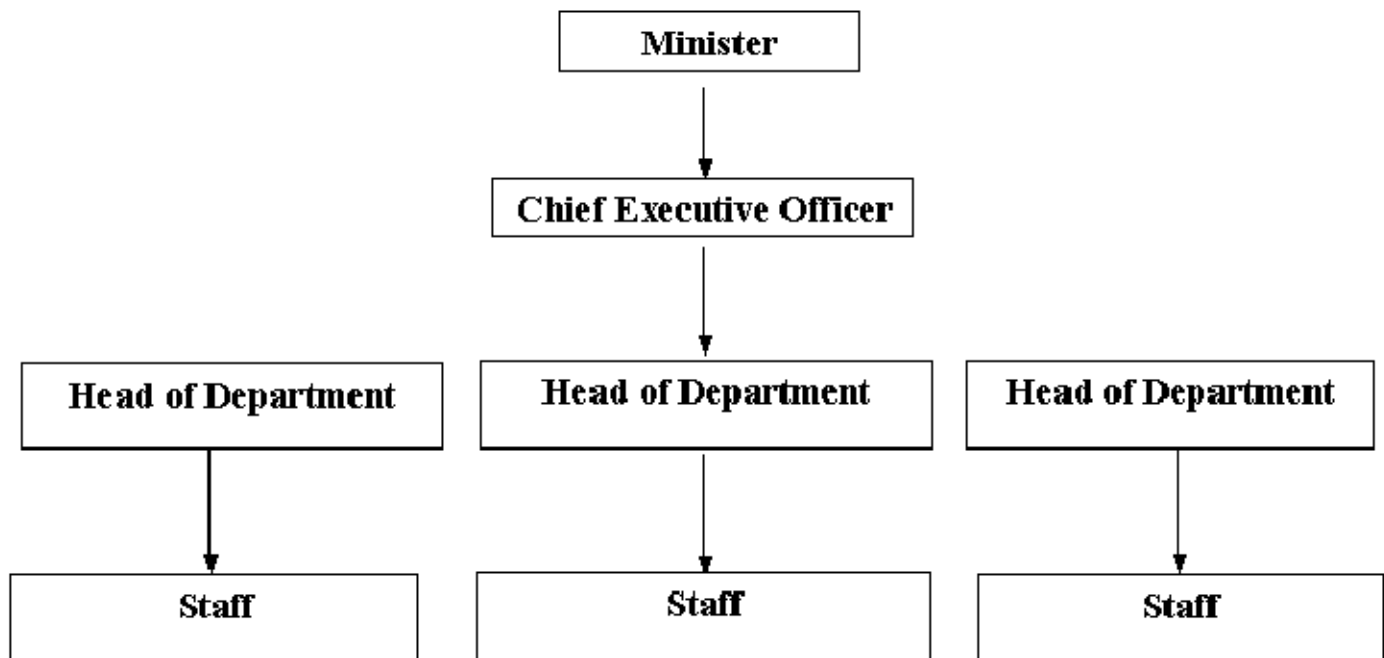
- σ The Senate
- σ The House of Representatives

The Prime Minister submits a list of names to be so appointed, to the Governor General. The Governor General then appoints the persons, who are charged with various Ministries as Ministers of Government.

*c) The Public Service*

Each Ministry is divided into Departments and is staffed by Public Officers. Public Officers are responsible for the day-to-day administration of policies made by Cabinet. Some Public Officers are appointed to the Public Service by the Office of the Public Services Commission or the Security Services Commission, or the Judicial and Legal Services Commission. The Chairman of the Public Services Commission is a member of the other two Commissions. Each Ministry is supervised by a Chief Executive Officer. Chief Executive Officers have, since 2001, been responsible to appoint junior Public Officers up to Payscale 9.

**The Hierarchy of the Public Service**



*(Continued on page 9)*

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*d) Local **Government Bodies***

Local Government Bodies consist of:

- \* Alcalde System in Toledo District
- \* Town Councils
- \* Village Councils
- \* City Councils

**3. The Judicial Branch**

a. *The Magistrate's Court*

Belize is divided into six judicial districts over which Magistrates preside. There is a Magistrate's Court in every district town and the two cities of Belmopan and Belize. Each Court is presided over by a Magistrate and in Belize City by the Chief Magistrate, who is assisted by eight other Magistrates. Magistrates' Courts have jurisdiction to hear and determine complaints or information for summary conviction offences; and to inquire into charges of indictable offences. Magistrates have wide powers under the Summary Jurisdiction Act to impose fines or imprisonment and to grant bail. The Judicial and Legal Services Commission appoints Magistrates and deals with other conditions of their service.

b) *The Supreme Court*

The Supreme Court of Judicature is a Superior Court which has jurisdiction as follows:

- **Original Jurisdiction**, for example, in matrimonial and constitutional matters
- **Appellate Jurisdiction**, for example, appeals from Inferior Courts.

The Supreme Court is made up of the Chief Justice and other Justices. The Chief Justice is appointed by the Governor General acting in accordance with the advice of the Prime Minister given after consultation with the Leader of the Opposition. The other Justices are appointed by the Governor General acting in accordance with the advice of the Judicial and Legal Services Commission, and with the concurrence of the Prime Minister, after consultation with the Leader of the Opposition. There are also provisions relating to the qualifications of Justices of the Supreme Court as well as their removal.

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**MOTTO**

***ACCURACY \* EFFICIENCY \* COMPLIANCE \* CREDIBILITY***

# Staff Profile



*Pearl Lizama*

My name is Pearl Lizama. I was born in the Belize District on the 30th day of November 1961. I am the second eldest of a family of five. I was fortunate to be blessed with an extended family of beautiful Godparents who love me and care for me like their own. Hence, I was given the opportunity by them to attend primary school at St. Joseph and later Pallotti High School from where I graduated in 1980. I recently completed the Para Legal Programme at the University of Belize.

On February 14, 1984 I was blessed with my first beautiful child, a son, Aaron and again on September 18, 1997 with a beautiful daughter Amber.

At Elections and Boundaries Department I have had the opportunity to work with some really great people. Many thanks to the first Chief Elections Officer, Mr. Roy Young, who gave me an opportunity to enter the working world and to gain some great experience. I have had the privilege to work in the Records Section, as Acting Secretary, Acting Registering Officer and presently as an Assistant Registering Officer. I have worked in all of the Registration Offices in Belize City and at present I am working at the Orange Walk Registration Office. These moves have given me a wealth of experience and an opportunity to meet and deal with a host of people from different walks of life and to interact with people of different culture. I have even learnt to speak a little Spanish. I mispronounce some words at times but thanks to my co-workers who laugh with me and correct me as I go along.

I am a very friendly and outgoing person. My motto, "smile and the world smiles back at you." I enjoy dancing and reading. Many of my weekends are spent at the park with my beautiful daughter Amber who loves outdoor activities. My future? - "One never knows where the road may lead." My prayer: - "With God's help, all things are possible."

# Staff Corner



*Happy Birthday*

*Adrian Rosalba*

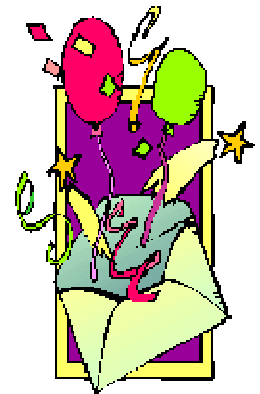


*Welcome*

*Elsworth*



*Wishes  
for a  
Happy and Prosperous New Year*



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*c) The Court of Appeal*

The Court of Appeal is a Superior Court. It has jurisdiction to hear and determine Appeals from Inferior Courts in civil and criminal matters. The Judges of the Court of Appeal consist of a President and other Judges. They are appointed by the Governor General acting in accordance with the advice of the Prime Minister given after consultation with the Leader of the Opposition. There are also provisions governing the qualifications and removal of Judges of the Court of Appeal.

*d) The Privy Council*

The Privy Council is the final Court of Appeal in the hierarchy of the Courts. Appeals are placed before the Privy Council from the Court of Appeal, after decisions in cases involving any civil, criminal or other proceedings pertaining to the interpretation of the Constitution.

Also, Appeals are placed before the Privy Council from decisions of the Court of Appeal with leave of the latter (Court of Appeal), in certain cases such as, decisions in civil proceedings where the matter involved is one of general or public importance.



**Words of Wisdom**

*Contributed by Staff, Orange Walk Registration Office*

People are often unreasonable and self centered  
Forgive them anyway

If you are kind, people may accuse you of ulterior motives.  
Be kind anyway

If you are honest, people may cheat you  
Be honest anyway

If you find happiness, people may be jealous  
Be happy anyway

The good you do today may be forgotten tomorrow  
Do good anyway

Give the world the best you have and it may never be enough  
Give your best anyway

For you see, in the end, it is between you and God  
It never was between you and them anyway

*Mother Teresa*

## Recipe Corner



### Chicken and Macaroni

1- 3 lb. Chicken, 3/4 lb. Macaroni, 2 tbsp. Butter, 1 cup full cream, pepper and salt

METHOD: Boil chicken until tender, remove bones and shred meat finely. Boil 3/4 lb macaroni which has been broken into 1 inch lengths. Butter a casserole dish, place a layer of cooked macaroni, then a layer of minced chicken, bits of butter, pepper and salt, some of the chicken broth. Repeat the same until all is used up. Pour a cup of cream over the whole and bake 30 minutes. Serve hot.



### Study: Positive Attitude Slows Ageing

Contributed by Mr. Francisco Zuniga, Registering Officer



Is Ageing inevitable? You may be as young as you feel, but research has found that a positive attitude may delay the ageing process.

The researchers say their findings suggest that if older people are treated like they are competent, productive members of society, then they perform that way too.

Extracted from Reporter Newspaper, Sunday, 19 September 2004

# Publications



## **Brochures**

About Us Voter Registration - All You Want To Know  
The Election Process The Referendum Act  
Boundary Redistricting

## **Reports**

End of Year Report 1999 Annual Report 2000  
Annual Report 2001 Annual Report 2002  
Accomplishments in Financial Management 1999 - 2003  
Voter Education and Community Outreach Initiatives 1999 - 2004  
Report on the Elections: Parliamentary, City and Town Council April 2003  
Report on Cayo South By - Elections November 2003  
Annual Report 2003

## **Manuals**

Policies and Procedures on the EBC Database System Administrative Manual  
Election Day Guidelines for Polling Agents Guide To Election Officials  
A Guide For New Entrants A Quick Reference For Registering Officers  
Writing for the Office: A Guide for Staff

## **Books**

Selecting Our Leaders – Past and Present  
A Framework For Voter Education

Calendar 2004

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