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## **1.0 INTRODUCTION**

This manual is designed for use during General and Regional Elections 2006. Its main objectives are:

- To provide information concerning voting by the Disciplined Forces;
- To assist Ballot Officers and Ballot Attendants to become familiar with their functions during the process;
- To enable Ballot Officers and Attendants to assist all eligible Disciplined Forces electors to exercise their franchise.

## **2.0 ELECTORAL SYSTEM**

The Electoral System to be used for the conduct of elections in 2006 is the system of Proportional Representation with an element of geographical and gender representation. This Electoral System was first used to conduct elections in 2001.

Guyana is one single constituency for the conduct of election for the President and the election of members of the National Assembly from the National Top - up mechanism. The country is divided into ten constituencies; known as ten geographical constituencies where elections will be held to elect members of the National Assembly directly from each geographical constituency.

The New Electoral System provides for the National Assembly to be comprised at least sixty-five (65) elected members – twenty five (25) from geographical constituencies and the forty (40) from the National Top – up Lists.

The Elections Commission will exercise general direction and supervision over the conduct of the elections in 2006 for:-

1. The President
2. Members of National Assembly on the basis of:
  - (a) The Geographical Constituencies;
  - (b) The National Top-up mechanism
3. Members of Regional Democratic Councils

### **3.0 LAW GOVERNING BALLOTING**

The Representation of the People Act Cap 1:03 prescribes the procedures for voting by the members of the specified disciplined forces whose names appear on the Official List of Electors.

### **4.0 PROCEDURE FOR VOTING**

For Disciplined Forces Balloting, the following terms are referred to:-

- (a) “Ballot Attendant” means a person appointed by the Chief Election Officer;
- (b) “Balloting Place” means a place identified as a Polling Station by the Chief Election Officer;
- (c) “Ballot Officer” means a person appointed by the Chief Election Officer;
- (d) “Specified Disciplined Force” means a disciplined force specified for the purpose of voting by disciplined forces by order of the Elections Commission.

In order to allow members of the Specified Disciplined Forces to exercise their right to vote at an election without affecting the performance of their duties on election day, the Elections Commission may, by order, direct that the provision of procedure for voting by Specified Disciplined Forces shall apply to the exercise of that right in an election by any member of such Disciplined Forces as may be specified in the order. If the Elections Commission makes such an order, the provisions of procedure for voting by Specified Disciplined Forces shall apply to voting by any member of such Specified Disciplined Forces at any election held after the date of the order.

## **5.0 APPOINTMENT OF OFFICERS**

- 5:1 The Chief Election Officer shall appoint by notification in the Official Gazette:
- (a) one ballot officer for each of the specified disciplined forces;
  - (b) such number of ballot attendants as he thinks fit so that there will be one ballot attendant for each polling place; and
  - (c) such place or places as he thinks fit in each district as a balloting place(s) or polling station(s).
- 5:2 Different ballot attendants and different ballot places may be appointed in relation to electors who are members of different specified disciplined forces.
- 5:3 A ballot clerk may be appointed by the Chief Election Officer in relation to a balloting place.

## **6.0 ELECTORS ENTITLED TO VOTE**

- 6:1 Each ballot officer shall prepare a list of persons whose names are on the Official List of electors and who are members of the Specified Disciplined Force.
- 6:2 The list prepared by a ballot officer:
- (a) shall be divided into parts according to the divisions in the official list of electors for which the names of the persons mentioned are included;
  - (b) shall state:
    - (i) the identity paper number of each such person;
    - (ii) the individual's serial number in the official list of electors;
    - (iii) which division/sub-division the official list of electors relates;
    - (iv) the district, division/sub-division in which the electors is situated;
    - (v) any such other particulars as may be prescribed by regulations issued by the Elections Commission.

6:3 Each ballot officer shall forward a copy of the list prepared by him/her to the Chief Election Officer.

6:4 The Chief Election Officer shall forward those parts of the copy of the list for the division/ sub-division in any district to the Returning Officer of that district and the Returning Officer shall cause to be displayed at each polling station in the District, the names and other particulars included in the copy of the list, of those persons who are entitled to vote at that polling station.

## **7.0 PREPARATION FOR BALLOTING**

7.1 The Chief Election Officer shall, by notification in the Official Gazette, appoint a day, and the hours of the appointed day during which persons entitled to vote may ballot, and different days and hours may be appointed in relation to different ballot places, provided that any day appointed for balloting shall not be more than ten (1) days earlier than the election day or later than five (5) days before election day.

7:2 The Chief Election Officer shall forward to each ballot officer, a sufficient number of ballot papers in unsealed envelopes.

7:3 The Ballot Officer shall, before the hour appointed for the commencement of balloting at a balloting place, cause to be displayed, a list containing the names and other particulars of persons entitled to vote at a polling station in the district where that balloting place is situated.

7:4 The Ballot Officer shall cause to be supplied to the ballot attendant for a balloting place, the day before balloting, a sufficient number of ballot papers in unsealed envelopes having regard to the names on the list of persons entitles to vote at that polling station.

7:5 Any person whose name is included in a list prepared by a ballot officer and who desires to vote at the elections may exercise his/her right to vote at the polling station where a list containing his/her name is displayed.

7:6 Nothing shall prevent any person whose name is included in a list prepared from exercising his/her right to vote, but if any such person desires to vote in accordance with any other provision of this Act, he/she shall indicate to the ballot officer in relation to such list in which his/her name is included not later than 15 days before the day appointed for balloting at the polling station where he/she is entitled to vote. The ballot officer shall make a note of it on the list and his/her name shall not be included in the list forwarded by the ballot officer to the Chief Election Officer.

## **8.0 CASTING OF VOTES**

- 8:1 The ballot officer shall supply to every person entitled to vote at the polling station, his/her ballot paper in an unsealed envelope. On each envelope, the name, polling district, division code number and polling station will be stated.
- 8:2 Upon issuing the unsealed envelope to the person entitled to vote, such person shall cast his/her ballot and place it in the envelope which he/she shall seal before placing it in the ballot box provided by the ballot attendant.
- 8:3 Upon receipt of the envelopes containing the ballots cast, the Chief Election Officer or his duly appointed representative shall sort the envelopes with the ballots cast therein and place each envelope in a packet (envelope PE 20) for transmission to the relevant polling station in the relevant geographical district and prepare a written statement of the number of envelopes so sorted.
- 8:4 The Chief Election Officer shall transmit all sealed envelopes with the ballots cast to the respective Returning Officer for each geographical district together with a copy of the written record of the number of envelopes so dispatched.
- 8:5 The Elections Commission shall in respect of each geographical constituency publish the names of polling stations in each polling district where the sealed envelopes with the cast ballots shall be sent by the Returning Officer for the votes to be cast at such polling stations before the close of poll.
- 8:6 In the presence of the polling agents the presiding officer shall verify and record the number of envelopes with the cast ballots before casting the ballot contained in the envelopes at each polling station.
- 8:7 Before the close of the poll on election day in the presence of polling agents, the presiding officer shall:-
- (a) Verify the number of envelopes;
  - (b) check the accompanying statement of ballot paper account for verification and depositing in the ballot box;
  - (c) inform polling agents of his/her proposed action to intermix the disciplined forces ordinary ballot with the ordinary ballot of the polling station;
  - (d) open each envelope received with the marked ballot papers;

- (e) without exposing the secrecy of the ballots, stamp them with the official mark for that polling station at the top for general election and at the bottom for regional election;
- (f) insert the folded ballot paper into the ballot box in the full view of all present;
- (g) place the empty envelope (PE 20) and the emptied individual envelopes into PE 21.

8:7 these persons who balloted shall now be deemed to have cast their votes at the election in the district in which the relevant polling stations are situated.

**FORM 1**

**THE REPRESENTATION OF THE PEOPLE ACT  
GENERAL AND REGIONAL ELECTIONS**

**OATH BY ELECT OFFICER**

I,

.....

..

(NAME IN BLOCK LETTERS)

having been appointed

.....

(TITLE OF APPOINTMENT)

for polling  
district.....

swear/affirm that I will faithfully perform the duties of the said office according to law,  
without partiality, fear, favour or affection.

So Help Me God

.....

Signature of Election Officer

Sworn / Affirm before me at.....this.....day of  
.....20.....

.....

Justice of Peace  
Chief Election Officer  
Election Officer

**FORM 9**

**THE REPRESENTATION OF THE PEOPLE ACT  
GENERAL AND REGIONAL ELECTIONS**

**NOTICE OF POLL**

Polling District.....

TAKE NOTICE that a poll will be held on the.....day  
of.....20.....

Between the hours of.....a.m. and.....p.m. to elect.....  
members of the National Assembly and the members of the regional democratic council  
for each region of Guyana.

The situation of each polling place in the.....

Polling District and names of the electors who are entitled to vote there are given in the  
papers attached hereto.

.....  
.....  
Returning Officer

.....  
Date

## FORM 10

### GENERAL AND REGIONAL ELECTIONS DIRECTIONS FOR VOTING

1. The ballot sheet that is issued to you is divided by a horizontal perforated line into two ballot papers of different colours. The top ballot paper relates to the National Assembly election and the bottom ballot paper relates to the Regional Democratic Council election.
2. You can vote for only one list of candidates on each ballot paper.
3. You should see that each ballot paper, before it is handed to you, has been stamped with the official mark at the back.
4. You are to go into one of the compartments, and there, place a cross within the blank space opposite the name and symbol of the list of candidates for which you wish to vote. You are to make the cross like this “X”.
5. When you have marked both of your votes, fold your ballot paper so as to conceal your two votes but so as to show the official mark appearing at the back of each ballot paper. Then, show that mark to the officer presiding and permit your finger to be immersed in electoral ink. After that, fold the folded ballot sheet a second time and put your ballot sheet in the ballot box and leave the polling place.
6. If you accidentally spoiled a ballot paper, you may return your ballot sheet to the Presiding Officer, who, on being satisfied of the fact, will give you another.
7. If you vote on any ballot paper for more than one list of candidates your vote on the ballot paper will be void and will not be counted. Likewise, both of your votes will be void and will not be counted if you place any mark on the ballot sheet by which you can afterwards be identified.
8. You must not tear or cut the ballot sheet,

Chief Election  
Officer.

**FORM 11**

**THE REPRESENTATION OF THE PEOPLE ACT  
GENERAL ELECTION**

**FORM OF BALLOT PAPER**

Counterfoil No.	1	C.O.N The Conservative Party Candidates' List		
	2	L.A.B The Labour Party Candidates' List		
	3	L.I.B The Liberal Party Candidates' List		

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(Perforated line)

REGIONAL ELECTION

FOR REGION NO.....

	1	F.A.R. The Farmers' Party Candidates' List		
	2	M.I.N The Miners' Party Candidates' List		
..... Elector's No. in Official List .....	3	L.O.G The Loggers' Party Candidates' List		

FORM 17D

THE REPRESENTATION OF THE PEOPLE ACT

GENERAL AND REGIONAL ELECTIONS

DISCIPLINED FORCES BALLOT ENVELOPES ACCOUNT

- 1. Ballot Place.....
- 2. Number of electors on Disciplined Forces Roll
- 3. Number of envelopes received
- 4. Number of envelopes issued to electors on Disciplined Forces Roll
- 5. Number of envelopes not issued to electors on Disciplined Forces Roll

I certify that this statement is true and correct.

Ballot Officer/  
Ballot Attendant

FORM 17 E

GENERAL AND REGIONAL ELECTIONS

STATEMENT OF ENVELOPES ACCOUNT

DISCIPLINED FORCES BALLOTING

Polling District.....

Number of envelopes for District.....

Number of envelopes for under-mentioned Polling Stations

POLLING DIVISION NAME AND NUMBER	POLLING STATION NAME	NUMBER OF ENVELOPES

I hereby certify that the envelopes were sorted and packed by me for Polling District No.....on the.....day of....., 20

Chief Election Officer/  
Authorised person.

The envelope for Polling District No.....has been witnessed and certified in the presence of:

DESIGNATION OF WITNESS	NAME IN BLOCK LETTERS	SIGNATURES
Polling/ Counting Agent		
Candidates		

**FORM 17 F**  
**GENERAL AND REGIONAL ELECTIONS**  
**STATEMENT OF ENVELOPES ACCOUNT**  
**DISCIPLINED FORCES BALLOTING**

Polling District.....No. ....

Polling Station.....No. ....

Ballot Box No.

Number of sealed envelopes received with ballots  
cast from Returning Officer or Authorised person

Number of sealed envelopes opened and placed in the ballot box

I hereby certify that all envelopes received were opened and placed immediately in the  
ballot box at.....hours on the .....day of ..... ,  
20

Presiding Officer

The envelopes received, opened and placed in the ballot box have been witnessed and  
certified in the presence of:

DESIGNATION OF WITNESS	NAME IN BLOCK LETTERS	SIGNATURES
Polling/ Counting Agent		
Candidates		

FORM 19

THE REPRESENTATION OF THE PEOPLE ACT  
GENERAL AND REGIONAL ELECTIONS

OATH IDENTITY

I do swear that I am the person whose name appears and referred to by the Official list of electors whose name is given as .....whose occupation is given as.....whose address is given as .....and whose identity paper is given as .....and that I have not already voted at either of these elections.

SO HELP ME GOD

.....  
Signature of person

NOTE:

In the case an affirmation, substitute “solemnly and sincerely declare” for “swear” and omit “SO HELP ME GO”

**FORM 20**

**THE REPRESENTATION OF THE PEOPLE ACT  
GENERAL AND REGIONAL ELECTIONS**

**INTERPRETER'S OATH**

I do swear that I will interpret the means of communication between the presiding officer.....

(NAME)

and the elector.....

(NAME)

to the best of my knowledge and belief.

SO HELP ME GOD

.....  
Signature of person

NOTE:

In the case of an affirmation, substitute "solemnly and sincerely declare" for "swear and omit "SO HELP ME GOD"

**FORM 21**

**THE REPRESENTATION OF THE PEOPLE ACT  
GENERAL AND REGIONAL ELECTIONS**

**OATH OF BLIND AND INCAPACITATED ELECTOR**

I do swear that I am incapable of voting without assistance by reason of physical incapacity/blindness.

SO HELP ME GOD

.....  
Signature of person

**NOTE:**

In the case of an affirmation, substitute “solemnly and sincerely declare” for “swear” and omit “SO HELP ME GOD”

**FORM 22**

**THE REPRESENTATION OF THE PEOPLE ACT  
GENERAL AND REGIONAL ELECTIONS**

**OATH OF FRIEND OF INCAPACITATED OR BLIND ELECTOR**

I do swear that I will keep secret, the name of the candidate's paper for whom I mark the ballot papers of the incapacitated/blind elector on whose behalf I act AND that I have not already marked the ballot paper of any other such incapacitated/blind elector at either of these two elections.

.....  
Signature of person

**SO GOD HELP ME GOD**

**NOTE:**

In the case of an affirmation, substitute "solemnly and sincerely declare" for "swear" and omit "SO HELP ME GOD"

GENERAL AND REGIONAL ELECTIONS, 2006  
SCHEDULE TIMEFRAME

DISCIPLINED FORCES BALLOTING

NO.	ACTIVITIES	BY WHOM	REMARKS	DEADLINE
1.	Order specified Disciplined Forces	Commission Section 65 H	Order published in the Official Gazette.	
2.	Appointment of Ballot Officer and Ballot Attendant.	Chief Election Officer Section 65 I	Notification in the Official Gazette.	
3.	Preparation of List of Electors to vote by Disciplined Forces	Ballot Officer Section 65 J	<ul style="list-style-type: none"> <li>i. Each Ballot Officer prepares list for his/her specified Disciplined Forces from the Official List;</li> <li>ii. Ballot Officer forwards a copy of the prepared list to the Chief Election Officer;</li> <li>iii. Chief Election Officer forwards those parts of the copy of the list to the Returning Officers;</li> <li>iv. Returning Officer causes to display at each Polling Place, the copy of the list received.</li> </ul>	
4.	Appointment of Balloting Day for Disciplined Forces	Chief Election Officer Section 65 K	<ul style="list-style-type: none"> <li>i. Notification in the Official Gazette a day on which and the hour on which persons entitled to vote shall do so;</li> <li>ii. The day appointed shall not be more than ten days earlier than election day or later than five days before the election day;</li> <li>iii. Supply to each Ballot Officer, sufficient amount of ballot paper;</li> <li>iv. Disciplined Forces electors have the right to vote on election day provided that not later than 15<sup>th</sup> day before election day, he/she informs the Ballot Officer of his/her desire to vote on election day. His/her name will not be extracted, but remains on the Official List for his/her division or part thereof.</li> </ul>	

MAP OF GUYANA SHOWING GEOGRAPHICAL CONSTITUENCIES

5. Casting of Disciplined Forces  
vote for Geographical  
Constituencies.

Ballot Attendant;  
Ballot Officer;  
Chief Election Officer;  
Returning Officer; and  
Presiding Officer.

Section 65 L  
as amended by Act  
No. 15 of 2000.

- i. Ballot Officer supplies ballot paper in an unsealed envelope;
- ii. Disciplined Forces elector casts his/her ballot which he/she shall seal and places it in the ballot box;
- iii. The sealed ballot box containing the sealed envelopes with the marked ballots are sorted for Polling Districts and Places;
- iv. Written statements of the number of envelopes sorted are prepared;
- v. Chief Election Officer transmits sealed envelopes with cast ballots of Returning Officer;
- vi. Returning Officer transmits sealed envelopes with cast ballots to Presiding Officer;
- vii. Presiding Officer, in the presence of Polling Agents, verifies the number of envelopes and cast the votes contained in those envelopes;
- viii. The votes are counted by the Presiding Officer in accordance with Section 83 of the Principal Act.

GENERAL AND REGIONAL ELECTIONS, 2006

SCHEDULE TIMEFRAME

DISCIPLINED FORCES BALLOTING

NO.	ACTIVITIES	BY WHOM	REMARKS	DEADLINE
1	Order specified Disciplined Forces.	Commission Section 65 H	Order published in the Official Gazette.	2/8/2006
2	Appointment of Ballot Officer	Chief Election Officer Section 65 I	Notification in the Official Gazette.	2/8/2006
3	Appointment of Ballot Attendant	Do	Do	10/8/2006
4	Preparation of list of Electors to vote by Disciplined Forces.	Ballot Officer Section 65 J	<ul style="list-style-type: none"> <li>i. Each Ballot Officer prepares list for his/her specified Disciplined Forces from the Official lists;</li> <li>ii. Ballot Officer forwards a copy of the prepared list to the Chief Election Officer;</li> <li>iii. Chief Election Officer forwards those parts of the copy of the list to the Returning Officer;</li> <li>iv. Returning Officer causes to display at each Polling Place, the copy of the list received.</li> </ul>	<ul style="list-style-type: none"> <li>02/08/2006</li> <li>13/08/2006</li> <li>15/08/2006</li> <li>8/25/2006</li> <li>8/8/2006</li> </ul>
5	Appointment of Balloting Day for Disciplined Forces	Chief Election Officer Section 65 K	<ul style="list-style-type: none"> <li>i. Notification in the Official Gazette a day on which and the hour on which persons entitled to vote shall do so;</li> <li>ii. The day appointed shall not be more than ten days earlier than election days or later than five day before the election day;</li> <li>iii. Supply to each Ballot Officer sufficient amount of ballot paper;</li> <li>iv. Disciplined Forces electors have the right to vote on election day provided that not later than 15<sup>th</sup> day before election day, he/she informs the Ballot Officer of his/her desire to vote on election day. His/her name will not be extracted, but remains on the official list for his/her division or part thereof.</li> </ul>	<ul style="list-style-type: none"> <li>10/8/2006</li> <li>21/08/2006</li> <li>19/08/2006</li> <li>13/08/2006</li> </ul>

6.	Casting of Disciplined Forces vote for Geographical Constituencies	Ballot Attendant; Ballot Officer	i. Ballot Officer supplies ballot paper in an unsealed envelope;	13/08/2006
		Chief Election Officer Returning Officer; and Presiding Officer	ii. Disciplined Forces elector casts his/her ballot which he/she shall seal and places it in the ballot box;	21/08/2006
		Section 65 L as amended by Act No. 15 of 2000	iii. The sealed ballot box containing the sealed envelopes with the marked ballots are sorted for polling Districts and places;	27/08/2006
			iv. Written statements of the number of envelopes sorted are prepared;	27/08/2006
			v. Chief Election Officer transmit sealed envelopes with cast ballots to Returning Officer;	28/08/2006
			vi. Returning Officer transmits sealed envelopes with cast ballot to Presiding Officer	28/08/2006
			vii. Presiding Officer, in the presence of the Polling Agent, verifies the number of envelopes and cast the votes contained in those envelopes.	28/08/2006
			viii. The votes are counted by the Presiding Officer in accordance with Section 83 of the Principal Act.	28/08/2006