

INTRODUCTION

This manual is designated to assist all Polling Day Officials working in polling stations across Guyana during the General and Regional Elections of 2006. It will help these officials to follow all regulations pertaining to the polling processes. Its main objectives are:

- To develop an appreciation for the role of Election Officials
- To familiarize Polling Day Officials in become acquainted with the functions to be carried out during the process
- To assist Polling Day Officials to become familiar with the materials and equipment used in the process and
- To enable Polling Day Officials to assist all eligible voter to exercise their franchise.

The contents of the manual have been arranged to follow a chapter and section sequence that includes references to:

- The Polling Station:
 - polling officials, their positions and areas of responsibility
 - persons authorized to enter or remain in the Polling Station
- An overview of the documents, and equipment used at Polling Stations
- The voting procedure
- The counting procedure
- Transmission of Election Results
- Transportation of election materials.

BACKGROUND

Responsibility and Functions of the Elections Commission

The registration of electors and the conduct of General and Regional Elections are subject to the direction and supervision of the Elections Commission. Constitutional requirements provide that the Commission shall:

- Be responsibility for the efficient functioning of the Permanent Secretariat which shall comprise of the Official and employees of the Commission

- Appoint all staff, inclusive of all temporary staff
- Have the power to remove and exercise disciplinary control over such staff.

ELECTORAL SYSTEM

The Electoral System is conducted under Proportional representation with an element of Geographical and Gender Representation. Ballots will be cast throughout Guyana in favour of Lists of Candidates representing Political Parties for the President, sixty-five members of the National Assembly and for members of the ten regional Democratic Councils.

ORGANISATION STRUCTURE FOR ELECTIONS

(CHART)

Reference to Election Laws

The conduct of the General and Regional Elections must adhere to the Laws that are entrenched in the Statute. This manual was prepared in strict accordance with Election Laws. These Laws define the procedures to be followed by Election Officials and this manual was designed to clearly explain in full detail the regulations pertaining to Returning Officers, Deputy Returning Officers, Election Clerk, Clerical Assistants, Presiding Officers, Assistant Presiding Officer, Poll Clerk 1 & 11, Counting Assistants/Ballot Clerks and any other relevant personnel in carrying out their functions and duties.

In this manual, reference will be made to relevant enactments governing the conduct of the 2006 Elections. These are:

- The Constitution of the Co-operative Republic of Guyana;
- The Representation of the People Act Cap. 1:03
- The relevant Subsidiary Legislation mainly:
- Election Laws (Amendment) Act No. 15, 2000

Polling Districts

The country is divided into ten (10) **Polling Districts**, which coincide with the country's ten Administrative Regions. The Polling Districts will be divided into **Polling Sub-districts**, **Polling Divisions** and **Polling Sub-divisions**. Each Division may have one **Polling Place** and several **Polling Stations** for each sub-division or where the division is relatively small, one **Polling Station**.

(CHART)

THE POLLING STATION

Limits of the Polling Station

The Polling Station refers to the room set up by the electors to cast his or her vote. It also comprises an area of two hundred yards surrounding the building in which the stations(s) are located. **It is unlawful to annoy, molest or otherwise interfere with an elector who is about to vote or who has completed voting.**

Points to note

1. 200 yards limit is protected by Police Officer.
2. Canvassing by Political Parties and others are not allowed
3. Molestation of, or interference with an Elector is prohibited
4. Information on how the Elector has voted must not be divulged

The building in which one or more polling stations are located will be referred to as the **Polling Place**.

The Presiding Officer's authority extends beyond the immediate room or building and includes the queuing area and the two hundred yard limit of the Polling Place/Station.

Hours of Operation

Polling Stations **must be opened for twelve (12) consecutive hours** between 6:00 a.m and 6:00 p.m. This means that the Polling Station must **not be closed** during that period, **even if all voters appear to have voted**.

If at 6:00 p.m. voters are still **in the queue**, the poll must remain open enable them to vote.

Polling Station Officials and their Areas of Responsibilities

Polling Day Officials assigned to each station are:

- One Presiding Officer
- One Assistant Presiding Officer
- Two Poll Clerks
- One Ballot Clerk/Counting Assistant
- One Information Poll Clerk where there are several Polling Stations and one Polling Place
- One Polling Agents representing each list of contesting Parties.
- One Counting Agent representing each List of Candidates of the contesting Parties in the District
- Duly Appointed Candidates.

All Polling Day Officials must take the Oath of Office (Form 1) by committing themselves to comply with all applicable regulations in place fulfilling their roles and discharging their responsibilities in accordance with their mandate and the Law.

On Election Day, all Polling Day Officials are required to arrive at 5:00 a.m. to ensure that all necessary arrangements are made for opening of the Poll at 6:00a.m.

The Presiding Officer

The person appointed as Presiding Officer assumes responsibility for the efficient functioning of the Polling Station to which he/she is assigned. This responsibility takes effect at least seven days before the poll.

Presiding Officer's Responsibilities

The Presiding Officer must, at the opening of poll and during the poll:

- (a) ensure that the Polling Station is arranged according to the suggested layout [Pages 18 and 19]
- (b) ensure that all signs and warnings are in place – those before Polling Day and others Polling Day
- (c) determine the six-digit number for the stamp (official mark) in the presence of Polling Day Staff and Polling Agents
- (d) seal and place in position, the ballot box [Page 16]
- (e) prepare the electoral ink for staining
- (f) ensure that Polling Day Staff subscribe to the Oath of Office.
- (g) declare the poll open
- (h) sign and allow witnesses to sign the Poll Book [Form 13 – Page 1] at the opening of the poll
- (i) ensure that the Polling Station functions in an orderly manner at all times
- (j) ensure that the persons attending the Polling Station, other than voters are authorized to enter, and are in possession of a special Identity Card issued by the Guyana Elections Commission
- (k) determine when required, whether an elector is eligible to cast his/her vote
- (l) administer voting by proxies
- (m) assist blind and/or incapacitated electors to cast their votes
- (n) administer oaths/affirmation
- (o) deal with Certificates of Employment
- (p) make entries in the Poll Book

(q) manage in general, the operations of the Polling Station,
i.e.:-

- Ensure that electors requiring assistance are treated in a dignified manner
- Ensure that Polling Agents and observers are permitted to monitor the process without interfering with electors or with the proceedings
- Carry out occasional checks of the voting compartment(s) to see whether the pencils require sharpening, so that they are ready for use by electors.
- Ensure that the queues are moving smoothly and orderly
- Regulate the lunch breaks for staff to ensure that there is no interruption of the polling process
- Ensure that all envelopes of ballots cast received by him/her are opened and placed immediately in the ballot box and witnessed by all persons present (Disciplined Forces and non-resident Electors);
- Ensure that all persons waiting to vote do so before the poll is declared closed, if they are in the queue at 6:00 pm.

At the close of the poll, the Presiding Officer must:

- (1) seal the ballot box, special envelopes and packages as required by law
- (2) sign and allow witnesses to sign the entry "Closing of the Poll"
[Form 13 – Page 8]

After the close of the poll, the Presiding Officer must:

- (a) carry out the counting of votes in accordance with the provisions of the law
- (b) complete all reports including the Statement of Poll [Form 23 A], sign them and ensure that all Polling Agents present sign as witnesses
- (c) transmit results of the poll to the Deputy Returning Officer and publish same outside the Polling Station/Place
- (d) deliver the ballot box, envelopes and packages to the Deputy Returning Officer/Returning Officer
- (e) deliver all unused election materials to the Deputy Returning Officer/Returning Officer

- (f) ensure that all signs and notices are removed from the Polling Station and that the building is returned to its former state
- (g) deliver all Polling Station signs and equipment to the Deputy Returning Officer/Returning Officer.

ASSISTANT PRESIDING OFFICER

General Duties of the Assistant Presiding Officer

- (a) Before Election Day, the Assistant Presiding Officer assists the Presiding Officer with arranging the Polling Station for the conduct of the poll.
- (b) On Election Day, the Assistant Presiding Officer arrives at the Polling Station not later than 5:00 a.m. prior to the opening of poll, to assist the Presiding Officer in putting in place, arrangements for the start of the poll.
- (c) After the poll commences, the Assistant Presiding Officer assists the Presiding Officer in ensuring that the Polling Station operates smoothly.

The Assistant Presiding Officer:

- (a) deals with ordinary electors, i.e. straight forward cases;
- (b) double-checks the National Identification Card against Registration record;
- (c) enters on the counterfoil of the ballot paper, the serial number of the elector as it appears on the official List of Electors
- (d) stamp the Official Mark (Six Digit Stamp) on the back of the ballot paper [Top and bottom]
- (e) uses the specimen ballot paper [Form A4] and directions to vote, [Form 10] to show the elector how to mark the ballot
- (f) demonstrates to and instructs the elector on how to fold the ballot paper after marking vote
- (g) delivers the ballot paper to the elector and directs him/her to the voting compartment and the Counting Assistant/Ballot Clerk.

NOTE: The Presiding Officer assists with the above functions when he/she is not attending to special cases.

POLL CLERK

General Duties of the Poll Clerk

Before Polling Day, the Poll Clerk assists the Presiding Officer with arranging the Polling Station for the conduct of the poll.

At the opening, and during the Poll, the Poll Clerk 1 must:

- (a) manage the queue
- (b) interview the electors when he/she approaches the desk
- (c) request the elector to produce his/her National Identification card
- (d) check all documents to ensure that the electors is entitled to vote, whether for himself/herself, as a proxy, or to assist a blind or incapacitated person, or with a Certificate of employment
- (e) announce loudly for all to hear, the serial number and the name of the elector
- (f) place a tick () next to elector's serial number
- (g) refer ordinary electors to the Assistant Presiding Officer
- (h) refer special electors to the Presiding Officer
- (i) **direct electors listed without National Identification Cards to the section in the building housing the Polling Station or a nearby building where those cards will be available for distribution on Election Day.**

At the close of the poll, the Poll Clerk must assist the Presiding Officer with:

- (a) the count
- (b) delivery packaging and sealing of all documents, etc. for deliver to the Deputy Returning Officer/Returning Officer

Counting Assistant/Ballot Clerk

- Prior to Election Day, the Counting Assistant/Ballot Clerk assists the Presiding Officer in arranging the room in which the poll will take place.
- On Election Day, the Counting Assistant/Ballot Clerk arrived at the Polling Station not later than 5:00 a.m. He/she must assist the Presiding Officer to prepare for the prompt opening of the poll at 6:00 a.m.

During the Poll, the Counting Assistant/Ballot Clerk must:

- (a) monitor the ballot box
- (b) ensure that the elector's finger is stained with electors ink and allow him/her to cast his/her ballot
- (c) instruct the elector to leave the Polling Station.

INFORMATION POLL CLERK

Where there are two more Polling Stations located in one compound, an Information Poll Clerk will be stationed there He/she will:

- (a) check for the elector's name on the list
- (b) direct the elector to the Polling Station in the compound where he/she has to vote
- (c) advise the elector to check with the hotline at the Elections Commission Secretariat/Returning Officer's Office/Deputy Returning Officers Office if his/her name is not found on any of the lists.

POLLING AGENTS

The Polling Agents for each List of Candidates present to the Presiding Officer of the Polling Station to which they have been assigned, letters of appointment from their Election Agents/Assistant Agents.

The Presiding Officer issues Polling Agents with Identity Cards to assist with their identification at the Poling Station.

A Polling Agent must:

- (a) take an oath/affirmation to perform the duties assigned to him/her at the Polling Station
- (b) witness the examination and sealing of the ballot box, the opening and closing of the poll and sign the **Poll Book** as a witness
- (c) ensure that voting is conducted in accordance with the procedures outlined in the Representation of the People Act, Chapter 1:03
- (d) witness the closure of the poll and sign the Poll Book as a witness
- (e) sign the Statement of Poll as a witness and uplift a copy for his/her Political Party
- (f) accompany the ballot box in the same vehicle **if space is available**.

POLICE OFFICER

Duties of the Police Officer at the Polling Station

A Police Officer is assigned to each Polling Station. He/she will:

- (a) provide security
- (b) assist the Presiding Officer in maintaining order
- (c) monitor and control the activities of the electors within the 200 yards limits of the Polling Station
- (d) upon instruction of the Presiding Officer stand at the end of the queue at 6:00 p.m. if necessary
- (e) at all time, be under the supervision of the Presiding Officer.

Replacing Polling Station Officials

On Election Day emergencies of several types may occur involving Polling Day Officials. The categories to be involved will be treated in the manner prescribed below.

Presiding Officer

For the above, the Assistant Presiding Officer, resumes responsibility for the operation of the Poling Station until the Presiding Officer resumes his/her duties or the Deputy Returning Officer makes final arrangements for the operation of the Polling Station.

Assistant Presiding Officer

For the above the Presiding Officer must immediately appoint a Poll Clerk to act. The Deputy Returning Officer/Returning Officer must be notified as soon as possible and a replacement Poll Clerk supplied.

Poll clerk, Counting Assisting/Ballot Clerk

For any of the above, the Presiding Officer immediately notifies the Deputy returning Officer/Returning Officer.

OTHER PERSONS AUTHORIZED TO ENTER THE POLLING STATION

Under the law several persons are permitted to visit the Polling Station mainly to observe the process. The Presiding Officer is therefore required to accept the visitors providing they are properly accredited with an Elections Commission Identity Card.

Election Agents

These are appointed for each list of candidates and may attend the poll at **any** Polling Station in **any** Polling District.

Assistant Agents

An Election Agent may appoint as Assistant Agent for each Polling District. Such a person may attend the Poll at nay Polling Station within the District.

Other Categories of Police Officers

A Police Officer, other than the one assigned, may enter the Polling Station to execute his/her lawful duties in the event of riot, bomb threat or any emergency situation warranting the attention of the Police. The Police must not interfere with any aspect of the balloting or counting.

Returning Officer

As the Officer charged with the responsibility for the conduct of the Elections in the District, the Returning Officer is expected to visit any Polling Station for which he/she has responsibility on Election Day.

Deputy Returning Officer

The Deputy Returning Officer has the responsibility for a group of Polling Divisions or sub-district. He/she will be in close contact with the Presiding Officers making arrangements for the conduct of the poll.

On Election Day, he/she will visit all of the Polling Stations under his/her supervision. The Presiding Officer will be expected to furnish him/her with details of the process of the polling activity and rely on him/her for advice and guidance, if necessary.

Election Clerk

The Election Clerk may be called upon to replace the Deputy Returning Officer/Returning Officer in case of an emergency. He/she may visit any Polling Station in the District/Sub-District during the course of Election Day.

Members of The Election Commission and Members of the Permanent Election Secretariat

The member of the Elections Commission (GECOM) and the Secretariat have the overall responsibility for the conduct of the Elections. The chairman and Members as well as Secretariat Staff may visit any Polling Station in the country on Election Day. He/she must be properly identified.

Observers

The Commission may permit persons from international organizations or local organizations to visit Polling Stations to observe the conduct of the Poll. These persons must present a GECOM Identity Card to gain entry into the Polling Station and must follow all applicable regulations.

Duly Appointed Candidates

Duly Appointed Candidates have the right to visit and observe Polling Stations. They must follow all applicable regulations.

Code of Conduct for Officials

Polling Day Officials have a major role in the election process. You, as Election Officials are very important since you have direct contact with the elections and the manner in which you fulfill your duties is essential to the degree of confidence that voters have in the electoral system and in the Guyana Elections Commission.

You should be courteous, polite and helpful at all times. Remember to treat all voters impartially and with respect.

Each of your actions must reflect the highest standards of:

- Integrity
- Neutrality
- Transparency
- Fairness

You must :

- Respect the secrecy of the vote
- Ensure the security of election material, and
- Report promptly and accurately the elections results

Overview of Documents and Equipment used at the Polling Station

Official List of Electors

The Official List of Electors contains the names of all registered voters in alphabetical; order according to surname. An elector's name must appear on the List in order for him/her to vote. The Returning Officer or his/her Deputy will supply adequate copies of the Official List of Electors to the Presiding Officer at each Polling Station. The Presiding Officer must distribute copies of the List as follows:

- One copy to each of the Poll Clerks
- One copy to the Ballot Clerk/Counting Assistant
- One copy to the Assistant Presiding Officer
- The Presiding Officer must retain one copy.

The Presiding Officer must provide a copy of the list to all Agents representing their respective Lists of Candidates.

All copies of the Official List of Electors used by Polling Day Staff must be retained and placed at the close of poll in envelope PE 9. Each Polling Agent is permitted, at the end of the day, to take possession of his/her List.

National Identification Card

Each elector must present his/her National Identification Card in order to vote.

Poll Book: Form 13

Form 13
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

POLL BOOK

Polling District:.....
Polling Place Name:.....
Polling Place Number:.....
Ballot Box Number:.....
Six-digit Number:.....
Name of Presiding Officer:.....

(BLOCK LETTERS)

Signature of Presiding Officer:.....

Ballot Paper

The ballot is used by the elector to cast his/her vote by marking an "X" in the space provided for the list of candidates of his/her choice.

The ballot will be comprised of two sections, one for General and another for Regional Elections.

Ballot Papers are distributed to Polling Stations in the form of Books of 25 ballots. Ballots are easily detached from the counterfoil (stub) because of a perforation.

Detach the Ballot Paper from the counterfoil before it is given to the Voter and include the elector's serial number on the counterfoil at the top and at the bottom.

Tendered Ballot Paper

Tendered Ballot Papers are printed in the form as the ordinary Ballot Paper but in a different colour. An elector, whose serial number has a tick that indicates he/she has already voted, uses it.

List of Proxies: Form 7

Some electors who are unable to go to the Polling Station at which they are registered to vote, for reasons specified in the law, may apply and be granted permission to vote by proxy. The list of proxies is prepared by the Returning Officer to record the names, address, number of the National Identification Cards and polling division of:-

- The electors granted proxies
 - The electors who have been appointed to vote as proxies
- The list is conclusive and nobody can apply to vote by proxy after the specified date.**

Oaths or Affirmations

Oaths or affirmation are taken by electors or companions of electors to establish identity, to interpret language, or to confirm incapacity. These oaths are affirmations are made on Forms 19, 20, 21 & 22, and should be attached to the Poll Book after the poll.

Sacred Books (Religious book for the Oaths)

Sacred book are the religious books used to administer oaths.

Certificate of Employment

Provision is made for certain electors to vote at a different Polling Station from the one at which they are registered. This arrangement applies **only** to:

- Election Officers
- Disciplined Forces personnel and
- Rural Constables on duty at Polling Stations **who have not voted prior to Election Day as members of the Disciplined Forces.**

Such persons must obtain a Certificate of Employment from the Returning Officer of the District where he/she is expected to work. A list of the persons who obtained a Certificate of Employment will be provided to the Presiding Officer by the Returning Officer.

Tally Sheets: Form A 23

Votes cast must be accurately recorded in the Tally Sheets to account for the number of votes counted for each List of Candidates. These are worksheets and result must be recorded in the Statement of Poll after the count is completed.

Ballot Paper Account: Form 23

The Presiding Officer has to account for ALL Ballot Papers used, unused, spoiled and destroyed in the course of Election Day. The same accounting applies to the tendered Ballot Papers and must also be done separately for General and Regional Elections.

Statement of the Poll: Form 23A

In the Statement of Poll, the Presiding Officer will record the following totals:

- Number of valid votes cast for each list of candidates
- Number of electors voting at a Polling Station
- Tendered Ballot Papers used
- Spoiled Ballot Papers
- Destroyed Ballot Papers and
- Rejected Ballot Papers with the reasons for rejection.

Over-Printed Envelopes – PE 1 -22

Used, unused or spoilt election documents are placed in special envelopes provided. These envelopes are clearly marked to indicate the purpose for which they are to be used. As detailed list is presented later in this manual – see appendix.

Equipment

Stamp with Numbers: Official Mark

A Unique six-digit number will be stamped on the back of each Ballot Paper at the top and at the bottom, immediately before handing it to the voter. This is considered as the **Official Mark** of the polling Station.

Voting Compartments

Tabletop booths are provided to Presiding Officers for the use of voters to mark their Ballot Papers in secrecy. These must be positioned to guarantee the secrecy of the vote.

Ballot Box

The ballot box is where voters deposit Ballot papers on Election Day. It is also used to transport election materials before and after the Elections. For these **purposes a sealing device must be in place at all times**. The ballot box has a semi-circular gadget, which opens and closes the aperture to the ballot box. Each box is numbered. (EC###).

Ballot Box Seals

The ballot box will be sealed upon arrival with the plastic Pull Tite seals. During the Poll Plastic seals must be used. The ballot box must be returned with Plastic Pull Tite seals.

Electoral Ink

The electoral ink is used to stain the right index finger of each elector before the ballot is inserted in the ballot box.

Registration Folio

A Registration Folio will be used to verify the Elector's particulars and his/her photograph.

Preparing for the Poll before Polling Day

Arrangements for the Polling Station

At least, forty-eight (48) hours before polling day, the Presiding Officer and Polling Day Staff along with the District Returning Officer **must** visit the Polling Station to ensure that the furniture and other conveniences are in place for the conduct of the poll. During this visit, arrangements are made to have tables and chairs available for the Presiding Officer, the Assistant Presiding Officer, Poll Clerks and Counting Assistants, as well as facilities for writing Polling Agents.

Presiding Officer are to make careful study of the following Diagrams "Recommended Polling Station Lay-Outs" and try arranging their Polling Stations, accordingly. Since Polling Agents are not allowed to interact with electors, they must be so positioned to avoid contact with them.

Polling Station with one entrance and exit only

The Presiding Officer must make that he/she has keys for the building/room in which voting will take place.

The Presiding Officer will instruct Polling Station Staff to arrive at the Polling Station at 5:00 a.m. on Elections Day. He/she will also instruct them to make arrangements to have their lunch breaks with the premises of the Polling Station (only one at a time).

Posting of Signs and Notices outside the Polling Station

The Returning Officer would have already posted the following:-

- (a) Notices of the Poll (Form 9)
- (b) A copy of each Lists of Candidates
- (c) Notifications of joinder of any such lists and
- (d) A copy of the Official List of Electors for the Division or part thereof.

The Presiding Officer ensures that all other required signs and notices are posted outside the Polling Station prior to opening of Poll. These include:

The Presiding Officer ensures that all other required signs and notices are posted outside the Polling Station prior to opening of Poll. These include:

- (a) Directors for voting
- (b) List of Candidates
- (c) Form A 8 – Polling Place Sign
- (d) Form A 9 – Poling Place Notice
- (e) Form A 10 – “IN” Sign
- (f) Form A 11 – “OUT” Sign
- (g) Form A 12 – “Tearing Down of Election Notice
- (h) For A 13 – Maintenance of Secrecy at Polling Place
- (i) Form A 14 – Molestation of Electors and Preservation of Orders at Polling Places and
- (j) Signs, indicating a split Polling Division or location serving more than one division.

The Presiding Officer ensures that the Police Officer is apprised of the 200 yards limit and the Notice dealing with the Molestation of Election and the Preservation of Order at the Polling Stations. **(FORM A 14)**

Examination of List of Electors

The Presiding Officer should satisfy himself/herself before the opening of the poll as to whether the List of Electors includes a list of omissions or carries an attachment in the forms of Supplemental List. A search for the name of a prospective voter, therefore, should not be confined to the main body of the list, but should be extended to any attachments which the List may carry

Lists of Electors – Polling Place serving more than one Division

The Official Lists of Electors for all Polling Divisions or parts thereof being served must be displayed at the **host Polling Station**.

Prepare the Electoral Ink Container

On Election Day, the seal of the bottle with ink should be broken in the presence of Polling Station Staff and any Observer/Agent present. The bottle of ink should be shaken to ensure that the sponge in it is thoroughly soaked.

The stained finger of the elector must not be wiped. It must be allowed to dry naturally.

The waste provided is to be used for wiping the mouth of the bottle of ink, for cleaning up any spillage, and mopping the tip of the finger if excessively inked.

Choosing the number for the Stamp (Official Mark)

The objective is to arrive at a unique six-digit number for each Polling Station. On the morning of Election Day and before the official opening of the poll, the Presiding Officer:

- (a) writes the numbers 0 to 9 on separate slips of paper
- (b) places them in a paper bag; and
- (c) requests any six persons present to alternately take a slip each from the bag.

The six-digit number is made by commencing from the right with the first number drawn until the sixth number is drawn. Whenever a number is drawn, it is replaced in the bag for the next drawing. The Presiding Officer sets the stamp provided for this purpose to reflect the digits in the order they were chosen. The six digits form the number (the official mark) to be used at the Polling Station. The numbers drawn should be recorded from right to left.

The Presiding Officer ensures that the six-digit number is recorded on the cover of the Poll Book. He/she also makes a record on Page 7 of the Poll Book as to how the drawing of the six-digit number was exactly done.

Synchronization of Watches

It is advisable that the Assistant Presiding Officer, Poll Clerks, Counting Assistant/Ballot Clerk, Polling Agents and Police Officer on duty synchronize their watches with that of the Presiding Officer before the declaration of the opening of the poll.

Examination of the Ballot Box

Before the hour specified in the Notice of Poll for the opening of the poll (6:00 a.m.), the Presiding Officer, in the presence of all members of the Polling Station Staff and Polling Agents displays the empty ballot box for witnesses within the Polling Station to see.

If no Election Agent is present to witness the examination of the ballot box, the Presiding Officer shall invite three electors in the queue as witnesses.

After the examination, the Presiding Officer:

- (a) places the polyurethane cover the box
- (b) uses the recommended plastic Pull Tite seal the Ballot Box;
- (c) opens the aperture to the ballot box by turning the semi-circular cover and tapes it to prevent any accidental closure
- (d) places the ballot box on a small table between the Counting Assistant/Ballot Clerk and the Presiding Officer.

The Presiding Officer:

- (a) makes an entry in the Poll Book to the effect that the ballot box was properly examined and sealed before the opening of the poll;
- (b) invites the witnesses to sign the Poll Book. (Page 1)

Opening and functioning of the Polling Place

At 6:00 a.m. the Presiding Officer announces the opening of the poll and invites electors into the Polling Station, e.g. "The Poll is now open. May I invite you to enter to cast your vote."

Step 1 - Elector enters polling station compound

- (a) Generally, the elector checks the Official List of Electors posted outside the Polling Station to see whether his/her name is on the list.
- (b) He/she then joins the queue at the entrance to the Polling Station
- (c) If there is more than one polling station in the same compound, an Information Poll Clerk stationed at a convenient location will give directions to voters to proceed to the respective stations where they are required to vote.

Step 2 - Electorate enters the Polling Station

The elector whose name is on the Official List of Electors enters the Polling Station.

Step 3 (A) - Electors with name on official list of Electors and with National Identification Card.

- (a) Elector presents his/her National Identification Card to Poll Clerk 1.

- (b) Poll Clerk 1 checks the List of Electors to ensure that the elector's name appears therein.
- (c) Poll clerk 11 checks Registration Record and makes comparison for purpose of identity, with the person and his/her National Identification Card.
- (d) Poll Clerk 1 announces loudly the elector's serial number and name as they appear on the list.
- (e) Poll Clerks place a tick () next to the serial number on the list
- (f) Poll Clerk 1 instructs the elector to take his/her National Identification Card to the Assistant Presiding Officer and apply for a ballot paper.
- (g) Assistant Presiding Officer takes the National Identification Card and makes comparisons for purposes of identity with the person and his/her Registration Folio.
- (h) Assistant Presiding Officer inspects elector's finger for Electoral Ink, and once satisfied, displays National Identification Card to Polling Agents.
- (i) Assistant Presiding Officer returns the National Identification Card to the elector.
- (j) Assistant Presiding Officer writes the elector's serial number on the counterfoil (stub) of the ballot paper to be issued at the top for General and at the bottom for Regional Elections.
- (k) Assistant Presiding Officer detaches ballot paper from counterfoil by tearing along the perforation
- (l) Assistant Presiding Officer stamps the six-digit number (official mark) on the back of ballot paper at the top for General and at the bottom for Regional Elections.
- (m) Using **Form A 4 and Form 10**, the Assistant Presiding Officer directs elector "how to vote"
- (n) Assistant Presiding Officer shows the elector how the ballot paper should be folded when the elector would have marked the ballot
- (o) Assistant Presiding Officer delivers folded ballot paper to the elector and directs him/her to the voting compartment and the Ballot Clerk
- (p) Assistant Presiding Officer places a tick () next to the elector's serial number to indicate that a ballot paper was issued.
- (q) Meanwhile the elector marks his/her ballot in the compartment, then proceeds to the Ballot Clerk.

- (r) The Ballot Clerk must be satisfied that:
 - (i) the ballot is the same ballot issued to the elector by his/her displaying the Official Mark (six-digit number)
 - (ii) the ballot is folded correctly, the Ballot Clerk shall direct the elector to return to the voting compartment to fold the ballot as directed by the Assistant Presiding Officer.

- (s) Having seen the Official Mark both sides, the Ballot Clerk directs the elector to immerse his/her right index finger in the electoral ink. The ink must reach beneath the fingernail and cover the first phalanx (segment) of the finger. The elector then drops his/her ballot into the Ballot Box.

NOTE: Where the elector is suffering from an injury to that finger and it cannot be stained with ink, the Ballot Clerk will require the elector to stain any other finger on a priority basis.

The electoral ink must be allowed to dry naturally on the finger of the elector. Blotting of the finger is allowed only to remove the excess ink from the tip.

- (t) The Ballot Clerk directs the electorate to the exit of the Polling Station.

Step 3 B - Elector with name on List of Electors, National Identification Card, but data does not correspond.

- (a) Elector presents his/her National Identification Card.
- (b) Poll Clerk 1 checks the Official List of Electors to ensure that the elector's name appears while Poll Clerk 11 checks Registration record Folio.
- (c) Poll Clerk discovers discrepancy that the data does not correspond
- (d) Poll Clerk 1 announces aloud, serial number and name as they appear on the

Official List of Electors.

- (e) Poll Clerk informs the elector that a discrepancy exists and directs the elector to go to the Presiding Officer with National Identification Card
- (f) Elector presents National Identification Card to Presiding Officer
- (g) Presiding Officer makes comparisons for purposes of identity and inspects elector's finger for Electoral Ink stain
- (h) Presiding Officer explains to elector about the discrepancy, then displays National identification card to the Polling Agents
- (i) Presiding Officer requires elector to take an Oath Affirmation of Identity using Form 19
- (j) Presiding Officer writes the elector's serial number on the counterfoil of the ballot paper to be issued at the top (General Election) and at the bottom (Regional Elections)
- (k) Presiding Officer detaches ballot paper from counterfoil
- (l) Presiding Officer stamps the six-digit number on the back of the ballot paper at the top for General Election and at the bottom for Regions Elections
- (m) Using **Form A 4** and **Form 10**, the Presiding Officer directs elector on how to vote
- (n) Presiding Officer demonstrates to the Elector how the ballot should be folded when the elector would have marked the ballot paper
- (o) Presiding Officer delivers the ballot paper to elector and directs him/her to the voting compartment and Ballot Clerk
- (p) The elector proceeds to the polling compartment to mark his vote
- (q) Presiding Officer marks lists to indicate ballot paper was issued and directs all concerned to place a tick () next to the elector's serial number
- (r) Presiding Officer causes an entry to be made in Poll Book on Page 2
- (s) the elector proceeds to the Voting Compartment where he/she marks his/her ballots continues to the Counting Assistant/Ballot Clerk who stains his/her right index finger. The elector drops the ballot in the ballot Box.

Step 3 C - Elector with Name on List but no National Identification Car

- (a) Elector states his/her name to Poll Clerk, but has no National Identification Card.
- (b) Poll Clerk checks the Official List of Electors to ensure that the name appears

- (c) Poll Clerk enquires about elector's National Identification Card
- (d) If elector states that he/she has not uplifted his/her National Identification Card, the Poll Clerk will direct him/her to another section of the building or to a nearby building where he/she should his Identification Card.
- (e) If elector states that he/she has misplaced his/her Identification Card for whatever reasons, he/she is referred to the Presiding Officer
- (f) The Presiding Officer shall interview the elector in accordance with directions from the Commission, and after he/she is satisfied with the identity of the elector, he/she shall permit the elector to vote in the same manner as if his National identified card was produced.

Step 3 D – Elector Voting as Proxy

- (a) Elector presents both National Identification Cards and Appointment as Proxy to Poll Clerk.
- (b) Poll Clerk 1 checks the Official List of Proxies to ascertain that names are listed.
- (c) Poll Clerk 1 checks the List of Electors to ensure that both elector's names appear
- (d) Poll Clerk 11 checks Registration record contained in Folio.
- (e) Poll Clerk 1 calls out:
 - (i) the serial number and elector's name and
 - (ii) the same particulars of the person for whom he/she is voting
- (f) Poll Clerk 1 places ticks () next to the serial numbers of **both** electors on the Official List of Electors.
- (g) Poll Clerk instructs elector to take national Identification Cards and Appointment of Proxy to Presiding Officer.
- (h) Elector presents National Identification Cards and Notice of Appointment as proxy to the Presiding Officer who then inspects elector's fingers for Electoral Ink stain and verifies the List of Proxies (Form 7).
- (i) President Officer makes comparisons for purpose of identity. Having satisfied himself/herself, he/she displays the National Identification Cards to the Polling Agents.
- (j) Presiding Officer retains Appointment as proxy and places it in PE 10.

- (k) Presiding Officer writes the elector's serial number at the top for (General Election) and at the bottom (Regional Elections) on the counterfoils of the ballot papers.
- (l) Presiding Officer detaches the first ballot paper from the counterfoil along the perforation.
- (m) Presiding Officer writes the second elector's serial number, (i.e., the elector on whose behalf the proxy is voting), on the counterfoil of the second ballot paper to be issued, at the top (General Election) and at the bottom (Regional Elections).
- (n) Residing Officer detaches the second ballot paper from the counterfoil along the perforation.
- (o) Presiding Officer stamps the six-digit number (Official Stamp) on the back of the two ballot papers at the top (General Election) and at the bottom (Regional Elections).
- (p) Using Form A 4 and Form 10, the Presiding Officer gives directions to the elector on how to vote.
- (q) Presiding Officer instructs the elector on how the ballot should be folded when the elector would have marked the ballot.
- (r) Presiding Officer delivers the ballot papers to elector and directs him/her to the compartment and Ballot Clerk.
- (s) The elector marks the two ballots and returns with them showing the official marks on both sides. The Ballot Clerk then stains the elector's right index finger and allows him/her to drop the ballot in the Ballot Box.
- (t) The Presiding Officer marks Official List of Electors with ticks () to indicate that ballot papers were issued and so directs the Polling Officials to do likewise.
- (u) The Presiding Officer places a tick () against the name on the list of Proxies.

Step 3 E - Elector with Certificate of Employment

- (a) Elector states his/her name to the Poll Clerk
- (b) Elector presents his/her National Identification Card and Certificate of Employment to the Poll Clerk 1
- (c) Poll Clerk 1 adds name to Official List of Electors and records the next serial number.
- (d) Poll Clerk announces elector's serial number and name and indicates that, the elector will vote at the Poll Station with Certificate of Employment.
- (e) Poll Clerk instructs elector to take National Identification Card and Certificate of Employment to the Presiding Officer.
- (f) Presiding Officer makes comparison for purposes of identity, inspects elector's finger for Electoral Ink stain and once satisfied, displays the National Identification Card to the Polling Agents.
- (g) Presiding Officer adds name of elector to copy of List of Electors and instructs all persons in the station to do likewise.
- (h) Presiding Officer writes the elector's serial number on the counterfoil of the ballot paper to be issued at the top for (General Election) and at the bottom for (Regional Elections).
- (i) Presiding Officer detaches ballot paper from the counterfoil along the perforation.

- (j) Presiding Officer stamps the six-digit number (Official Mark) on the back of the ballot paper at the top for (General Election) and at the bottom for (Regional Elections).
- (k) Using Form A4 and Form 10, the Presiding Officer gives directions to the elector on how to vote.
- (l) Before the elector marks his/her ballot the Presiding Office shows him/her how to fold same.
- (m) Presiding Officer delivers the ballot paper to the elector and directs him/her to the voting compartment and Counting Assistant/Ballot Clerk.
- (n) The elector marks the ballot paper and returns with it folded, showing the official marks on both sides to the Ballot Clerk.
- (o) Presiding Officer places a tick () beside the serial number of the elector to show that the ballot paper has been issued.
- (p) The Ballot Clerk ensures that the elector stains his/her finger with the electoral ink before he/she drops in the Ballot Box.
- (q) Presiding Officer causes an entry to be made in the Poll Book at Page 6 and attaches Certificate of Employment.

Step 3 F - Blind or Incapacitated Elector accompanied by a friend on the same Official List of Electors

- (a) Elector is accompanied by a friend who is eligible to vote at the same Polling Station.
- (b) Friend presents both National Identification Cards to the Poll Clerk
- (c) Poll Clerk 1 checks Official List of Electors to ensure that both names appears
- (d) Poll Clerk 11 checks Registration Record for both electors.
- (e) Poll Clerk 1 announces loudly, the serial numbers and names of the blind/incapacitated elector and his/her friend.
- (f) Poll Clerk place a tick () next to the serial numbers of both electors.
- (g) Poll Clerk refers both electors to the Presiding Officer
- (h) Friend and elector present National Identification Cards to Presiding Officer.
- (i) Presiding Officer makes comparisons for purposes of identity, inspects electors' fingers for Electoral Ink stain and once satisfied, displays National Identification Cards to Polling Agents.
- (j) Presiding Officer stamps and issues ballot paper and allows friend to vote on his/her own behalf. He/she will have his/her finger immersed in the electoral ink before returning to the incapacitated elector.
- (k) Presiding Officer administers Oath of a Blind or Incapacitated elector [Form 2] Poll Book, Page 3.
- (l) Presiding Officer administers Oath of Friend of Incapacitated or Blind elector. [Form 22] Poll Book, Page 3.
- (m) The friend returns to Polling Compartment with the elector and marks the ballot as directed by the elector. On return to the Ballot Clerk, the blind or incapacitated elector's finger is stained.

NOTE: In both cases, the back of the top (General Election) and the bottom (Regional Election) of the Ballot Paper will be stamped with the Official Mark.

(n) Presiding Officer marks the Official List of Electors to indicate that Ballot Papers were issued.

(o) Presiding Officer causes entry to be made in the Poll Book, Page 3.

NOTE: Should a situation arise where an elector has no finger, the nature of the incapacity must be entered in the Poll Book, Page 7.

Step 3 G - Blind or Incapacitated – Elector Unaccompanied

(a) Elector states hi/her name and address to Poll Clerk 1

(b) Elector hands his/her National Identification Card to Poll Clerk 1

(c) Poll Clerk 1 checks list to ensure name appears on same

(d) Poll Clerk 11 compares registration Record with National Identification card and the elector

(e) Poll Clerk 1 announces loudly, the serial number and name of the elector

(f) Poll Clerk 1 places a tick () next to the serial number of the elector.

(g) Poll Clerk 1 leads unaccompanied incapacitated elector to the Presiding Officer with National Identification card.

(h) Elector presents National Identification Card to Presiding Officer

(i) Presiding officer makes comparison for purpose of identity, inspects elector's finger for Electoral Ink stain and once satisfied displays the National Identification Card to the Polling Agents.

(j) Elector makes a request to the Presiding Officer for assistance in helping him/or to vote.

(k) Presiding Officer announces for all to hear, the request made by the unaccompanied incapacitated elector.

(l) Presiding Officer administers Oath of the Blind and Incapacitated Elector **[Form 21]**.

(m) Presiding Officer follows established procedure for issuing ballot paper

(n) Presiding Officer accompanies the blind/incapacitated elector to the voting compartment

(o) Presiding Officer marks the ballot paper as instructed by elector

- (p) Presiding Officer folds the ballot paper and goes with the elector to the Ballot Clerk.
- (q) Ballot Clerk ensures that the finger of the incapacitated elector is stained and directs his hands to the aperture of the ballot box
- (r) Presiding Officer makes entry in Poll Books at **Page 3**
- (s) Elector is assisted out of the Polling Station by Presiding Officer.

Step 3 H - Elector with the same particulars as someone who appears to have voted before at the Polling Station.

- (a) Elector presents his/her National Identification Card or any other validation document to Poll Clerk1.
- (b) Poll Clerk 1 checks List of Electors to ensure that the name appears.
- (c) Poll Clerk announces aloud that a tick () has already been placed against the serial number of the elector.
- (d) Poll Clerk instructs elector to go to the Presiding Officer.
- (e) Elector presents National Identification Card to Presiding Officer who inspects elector's fingers for Elector Ink stain.
- (f) Presiding Officer checks List and finds name already ticked () and counterchecks with the counterfoils and finds the Serial Number already entered.
- (g) Presiding Officer now confirms that a mark has already been laced against the name of the elector.
- (h) Presiding Officer explains to the elector that he/she will be allowed to vote using the Tendered Ballot Paper.
- (i) Once agreed, the Presiding Officer displays the National Identification Card to the Polling Agents and returns same to the elector.
- (j) Presiding Officer administers oath of Identity [Form 19].
- (k) Presiding Officer writes the serial number on the counterfoil of the Tendered Ballot Paper at the top (General Election) and at the bottom (Regional Elections).
- (l) Presiding Officer detaches Tendered Ballot Paper from counterfoil by tearing along perforation.
- (m) Presiding Officer stamps six-digit number (Official Mark) on the back of the Tendered Ballot Paper at the top (General Election) and at the bottom (Regional Elections).
- (n) Presiding Officer instructs the elector on how the ballot should be folded when the elector has marked the ballot.
- (o) Presiding Officer delivers Tendered Ballot Paper to the elector and directs him/her to the voting compartment.
- (p) Presiding Officer instructs elector to return ballot papers to him/her.
- (q) When the elector returns from the polling compartment, the Presiding Officer endorses the back of the ballot paper by affixing his initials or signature and writes the elector's serial number and name.
- (r) Presiding Officer directs the elector to Ballot Clerk to have index finger immersed in the electoral ink.
- (s) Presiding Officer places Tendered Ballot Paper in envelope **PE 5**.

(t) Presiding Officer causes an entry to be made in Poll Book Page 4.

Step 3 (l) Elector who does not understand the language spoken to him/her

- (a) Poll Clerk 1 refers elector to Presiding Officer.
- (b) Elector approached Presiding Officer.
- (c) Presiding Officer appoints an interpreter if available.
- (d) Interpreter takes Oath. **[Form 20]**
- (e) Elector presents National Identification card.
- (f) Presiding Officer takes National Identification card and makes comparison with Registration record for purpose of identity. He/she then inspects the elector's finger for Electoral Ink stain and once satisfied, displays National identification Card to the Polling Agents.
- (g) Presiding Officer calls out serial number and name of the elector.
- (h) Presiding Officer elector's serial number on the top and bottom of the counterfoil of the ballot paper to be issued.
- (i) Presiding Officer detaches ballot paper from the counterfoil along the perforation.
- (j) Presiding Officer stamps the six-digit number (Official Mark) on the back of the ballot paper at the top and at the bottom.
- (k) Presiding Officer demonstrates to the elector on how the ballot papers should be folded when the elector has marked the ballot.
- (l) Presiding Officer delivers the ballot paper to the elector and directs him/her to the voting compartment and the Ballot Paper.
- (m) Presiding Officer marks Official List of Electors to indicate ballot paper has been issued.
- (n) Presiding Officer causes entry to be made in Poll Book at **Page 7**.

NOTE: In the event an interpreter has not accompanied the elector, the Presiding Officer, using sign language, will assist the elector.

Problems to be resolved by the Presiding Officer.

Spoiled Ballots

- (a) An elector may spoil inadvertently, his/her ballot paper and approaches the Presiding Officer for a replacement.
- (b) The Presiding Officer, on being satisfied that it was not intentionally done:
 - Takes the Spoiled Ballot from the elector
 - Cancels the counterfoil and Ballot Paper by writing the word "cancelled" and
 - Places the Spoiled Ballot Paper in envelope PE 3 marked **Spoiled Ballot Paper and Spoiled Tendered Ballot Paper.**
- (c) The Presiding Officer issues a new ballot paper, properly stamped, to the elector and redirects him/her using **Form 10** and Form A 4. An entry is made in Poll Book Page 7.

Omission of Official mark from Ballot Paper.

- (a) The elector shows his/her folded ballot to the Ballot Clerk and no Official Mark is visible.
- (b) The Ballot Clerk redirect the elector to the polling compartment to refold the ballot correctly
- (c) If the Official Mark is still absent, the Presiding Officer treats the re-occurrence as a spoiled ballot.
- (d) The Presiding Officer issues a new ballot paper, properly stamped, to the elector, makes an entry in the Poll Book [**Page 7**] and re-directs elector using Form 10 and Form A4

Conditions under which the Presiding Officer directs elector to leave.

The Presiding Officer will require an elector to leave the Polling Station if he/she refuses to:

- (a) produce his/her National Identification Card

- (b) stain his/her finger
 - (c) be sworn in/take Oath of identity when necessary
 - (d) answer questions when legally required to do so.
- When an elector refuses to stain his/her finger, the Presiding Officer seizes the ballot paper, destroys
 - It and places it in envelope PE 16
 - In all cases, the elector must be directed to leave and the appropriate entries made in the Poll Book, Page 5, "Ballot Papers refused."

Electors whose finger appears to have been stained

- (a) Presiding Officer observes that the right index finger or any other finger of the elector appears to have been stained with Elector Ink.
- (b) Presiding Officer seeks from elector to account for his/her stained finger.
- (c) (i) Should the Presiding Officer have doubts about the staining of the finger, he/she allows the elector to proceed with the process.
- (ii) If however the Presiding Officer is convinced that the elector had cast a ballot at the Polling Station and directs him/her to leave the Polling Station forthwith.
- (d) An appropriate entry is made on Page 7 of the Poll Book.

Intermixing of Ballot Papers of special electors – the disciplined forces and Non-residents

The counting of Disciplined Forces ballots and No-resident ballots will take place at one Polling Station in each Pooling District (Geographical Constituency) as selected by the Returning Officer.

Prior to Elector Day, the Chief Election Officer will cause to be delivered to the Returning Officer of each Polling District concerned, sealed PE 20 envelopes containing ballot cast by members of the Disciplined Forces and Non-Resident electors, accompanied by sealed PE 12 envelopes containing the Ballot Paper Account.

The ballots of the Disciplined Forces and Non-resident Electors will be counted with the ballots cast on Election Day at one Polling Station. At some convenient time before the close of the poll, the Presiding Officer on receipt of the ballot in envelopes PE 20 will:

- (a) verify the number of envelopes
- (b) open the envelopes received with the marked ballot papers and Tendered Ballot Papers
- (c) without unfolding the Ballot Papers and Tendered Ballot Papers, count them
- (d) check the accompanying Ballot Paper Account [Form 23] to verify that the total is correct
- (e) inform Polling Agents of his/her proposed action to intermix the Disciplined Forces Ordinary Ballots with the Ordinary Ballots of the Polling Station
- (f) stamp each of the ballot paper at the top for General Election and at the bottom for Regional Elections in its folded state
- (g) insert folded ballot papers in the ballot box
- (h) place the Disciplined Forces Tendered Ballot Papers if any in envelope PE 5 with the Tendered Ballot Papers cast at that station.
- (i) adjust Form 23 belonging to that Station to accommodate the votes cast.

Activities at the close of the Poll

The Presiding Officer at 6:00 p.m.

- (a) checks the number of persons in the queue at that time if there is any
- (b) records the name of the last person in the queue
- (c) places Police Officer at the end of the queue
- (d) allows all persons in queue to vote
- (e) **announces the closure of the poll and makes entry in Poll Book – Page 8, “Closing of the Poll”**
- (f) request all Polling Agents to sign as witnesses
- (g) closes the Ballot Box and affixes the appropriate seals
- (h) completes Form 23 Ballot Paper Account.

Preparations for counting the votes at the close of the Poll

Arranging the room for the count

- The Presiding Officer must make a careful study of Diagram 6 and arrange the room accordingly
- The positioning of the Counting Officials to face the polling Agents and Appointed Candidates if any is intended to facilitate the display of the front of the ballot paper to the Polling Agents and the Appointed Candidates during the counting process.

Persons entitled to be present at the Count

The persons who may be present to witness the counting of the votes are same which were identified on **Page 6** above.

Counting Procedure to Complete Form 23

Step 1 Count Spoiled Ballot Papers

The Presiding Officer:

- (a) counts the number of spoiled ballot papers
- (b) replaces them in special envelopes **PE 3**
- (c) writes on the outside of the envelope, the number of spoiled ballot papers.

NOTE: If there are Destroyed Ordinary Ballot and destroyed Tendered Ballots, they must be counted and replace in Envelope PE 16 with a record of the number.

Step 2 – Counts spoiled Tendered Ballot Papers

The Presiding Officer:

- (a) counts the number of spoiled tendered ballot paper
- (b) replaces them in special envelopes PE 3
- (c) writes on the outside of the envelopes, the number of spoiled tendered ballot papers
- (d) seals envelop **PE 3**.

Step 3 -Counts used Tendered Ballot Papers

The Presiding Officer:

- (a) removes used Tendered Ballot Papers from envelope PE 5
- (b) does not unfold ballots
- (c) counts ballots
- (d) replaces folded ballots in envelope PE 5
- (e) writes on the outside of envelopes PE 5, the total number of Used Tendered Ballot Papers
- (f) seals the envelopes **PE 5**.

Step 4 – Count unused Ballot Papers and unused Tendered allot Papers

Presiding Officer:

- (a) counts the unused ballot papers undetached from the book (s)
- (b) places them with their counterfoils in envelopes PE 4
- (c) writes on the outside of the envelope, the number of Unused Ballot Papers
- (d) treats with Unused Tendered Ballot Papers in the same way.

Step 5 – Accounts for all Ballot Papers supplied by Returning Officer including disciplined forces and Non-resident Electorate ballots [Form 23]

Presiding officer accounts for:

- (a) (i) Ballot Papers received
- (a) (ii) Disciplined Forces/Non-Resident electors' ballot envelopes received
- (b) Tendered Ballot Papers received
- (c) Spoiled Ballot Papers
- (d) Spoiled Tendered Ballots Papers
- (e) Unused Ballot Papers
- (f) Unused Tendered Ballot Papers
- (g) destroyed Ballot Papers recorded in Poll Book
- (h) Destroyed tendered Ballot Papers recorded in Poll Book
- (i) Electors who voted at the Polling Station using the total number of counterfoils of Ballot Papers and Tendered Ballot Papers as well as the Ballot paper Account for Disciplined Forces and Non-resident Electors' Ballot.

NOTE: Use only the total votes cast found in the Ballot Box and PE 5 and record figure in lead pencil.

Counting the votes cast at the Polling Station

The Presiding Officer would announce the commencement of the count after the Polling Day Officials would have rested for at least half of an hour.

Step 1 – Open Ballot Box

Presiding Officer:

- (a) briefs all persons entitled to be present at the count

- (b) opens the ballot box
- (c) empties its contents on a table
- (d) places the used seals in envelopes PE 17.

NOTE: if the Counting Assistant is used, then he/she must be authorized in writing by the Presiding Officer.

Step 2- Distributes Tally Sheets [Form a 23]

Presiding Officer distributes Sheets [Forms A 23] to:

- (a) Assistant Presiding Officer
- (b) Counting Assistant
- (c) Poll Clerks 1 and 11
- (d) Duly Appointed Candidates
- (e) Polling Agents/Counting Agents.

Step 3 – Count and Record number of Ballot Papers in the Ballot Box

Presiding Officer and Counting Assistant:

- (a) count the number of ballot papers in batches 25
- (b) record the number of ballot papers which were in the ballot box and verify with Form 23
- (c) complete Ballot Paper Account by indicating:
 - (i) the number of Ballot Papers in the box;
 - (ii) the number of Tendered ballot Papers in the envelope PE 5.

Step 4 – Sort out votes on basis of General and Regional Elections

Presiding Officer and Counting Assistant:

- (a) tear along perforation to separate ballots for General Election from ballots for regional Elections.
- (b) maintain same batches of twenty five for both sets of ballots
- (c) recount to ensure accuracy of totals.

Step 5 – General Election – Sort out votes on basis of Lists of Candidates for which the votes have been cast

(1) Presiding Officer first counts ballots for General Election:

He/she:

- (a) picks up a ballot paper and checks for the Official mark
 - (b) unfolds the ballots and calls out the name of the party for which the vote was cast
 - (c) displays the front of each ballot papers as well as the Official Mark on the back to Polling Agents and Polling Station Officials.
 - (d) directs staff and Polling Agents/Counting Agents to record votes on Tally Sheets – Form a 23 after a careful demonstration has been done.
 - (e) records decision questioned by writing “Q” at the back of the Ballot Paper and marking his/her initials if the ballot is allowed.
 - (f) places ballots in separate heaps for each List of Candidates
 - (g) rejects Ballot Papers if necessary
 - (h) places all rejected ballots in a heap separate from the valid votes cast.
- (11) Assistant Presiding Officer and Poll Clerks, when the name of the Political party is called, mark a stroke (/) in one of the small squares under that party’s name on the Tally Sheet and repeat that action. The fifth stroke is drawn diagonally to complete the small box. This action is repeated until all the votes are counted.

1. Rejected Ballots

An irregular or invalid ballot will be rejected either by the Presiding Officer on his own initiative or upon objection to be made by Polling Agents or Candidates present at the count and sustained by the Presiding Officer.

Presiding Officer shall reject a ballot paper:

- (a) which has no Official Mark (six-digit number)
- (b) which has not been marked for any candidate
- (c) if it cannot be established for whom the elector has voted
- (d) which has been marked for more than one List of Candidates
- (e) which is marked in such a way that the elector can be identified

2. Questioned Ballots

It is the responsibility of the Presiding Officer to decide whether a ballot is:

- (a) valid and must be counted for one list of candidates; or
- (b) rejected and placed in the envelope for rejected ballots PE 8

Questioned ballots are marked "Q" on the back by the Presiding Officer to indicate that a Duly Appointed Candidate or Polling Agent has questioned the decision of the Presiding Officer.

After the "Q" ballot has been endorsed (initialed) by the Presiding Officer, he/she places it with the valid ballots for the List of Candidates he determined it represents.

The decision of the Presiding Officer is subjected to the review by the Returning Officer **only if a Counting Agent for the district requests a limited or general recount by noon of the next day.**

Step 6 – Count Number of votes cast for each list of candidates – General Election

When all the names have been called, each Election Officer with a tally sheet [Form A 23] must:

- (a) count votes recorded for each List of Candidates
- (b) **compare and verify totals with Polling Agent and** Counting Agents
- (c) place votes counted for each List of Candidates in separate envelopes (PE 7), records the names for each List of Candidates and the number of votes obtained
- (d) count rejected ballots and place them in envelope PE 8 and record the number on envelope, giving a breakdown of the five types of Rejected Ballots.

Step 7 – Statement of Poll – Form 23 A – For General Election

The Presiding Officer completes Form 23 A – Statement of Poll by recording:

- (a) number of valid votes cast for each list of candidates
- (b) total valid votes cast for all lists
- (c) total number of rejected ballots
- (d) grand total of persons who voted including Disciplined Forces and Non-resident electors
- (e) total number of spoiled ballot papers
- (f) total number of destroyed ballot papers
- (g) total number of Tendered Ballot Papers
- (h) total number of rejected ballot papers, with tabulation by reason for rejection.

Step 8 – Count Number of votes for each List of Candidates for regional Elections

Repeat processes in Steps 5, 6 and 7.

Step 9 - Certify and distribute Form 23 A

- (a) The Presiding Officer prepares and certifies a sufficient number of copies of Form 23 A for both the General and Regional Elections. He/she requests witnesses to the count to countersign and proceeds to distribute to all authorized persons presents. A copy each must also be made for the Deputy Returning Officer, Returning Officer and the Chief Election Officer.
- (b) The Presiding Officer shall declare and publish the results of the Election. **A copy of Form 23 A [Statement of Poll] will be displayed outside the Polling Station.**

Sealing Procedures

Envelope PE 7 with Valid and "Q" Ballot Papers

The Presiding Officer:

- (a) would have already placed in separate envelopes, **PE 7**, votes cast for each list of candidates including ballot papers marked "Q"
- (b) would have already indicated on the outside of the envelopes:
 - The number of questioned ballot papers
 - The total number of ballot papers contained inside
- (c) seals all the PE 7 envelopes for each List of Candidates
- (d) Endorses each PE 7 envelope and **invites all presents to sign** as witnesses to the sealing
- (e) affixes Presiding Officer's seal to the molten sealing wax
- (f) invites duly appointed candidates and Polling Agents to affix their seals simultaneously.

Envelope PE 8 with rejected Ballot Papers

The Presiding Officer:

- (a) places all rejected ballot papers in envelope **PE 8** separately for General and Regional Elections.
- (b) indicates on the outside, the number of ballot papers in the envelope and a breakdown of the reasons for rejection:

- (c) seals the envelopes **PE 8**;
- (d) endorses by initialing or signing the outside of the envelope and invites others present to sign as witnesses;
- (e) affixes Presiding Officer's seal and simultaneously allows Poling Agents to affix their seals;

Sealing the Ballot Box

The Presiding Officer

- (a) places in ballot box, sealed envelopes **PE 7** and **PE 8** containing counted and rejected ballot papers respectively as well as **PE 3, PE 5, PE 9, PE 10 and PE 15** which contains **PE 4 and 6, PE 16** which contains **Destroyed Ballot** Papers and Destroyed Tendered Ballot Papers, PE 17 – Used Plastic Seals, PE 18 – Six Digit Stamp, PE 21 – Used Envelopes for Disciplined Forces and Non-Resident Electors.

NOTE: Please see Appendix 111 "C" – Envelopes"

- (b) seals the ballot box with appropriate seal, close the aperture and seal
- (c) makes entry in Poll Book Page 7, signs same and invites Polling Agents to witness same.

Other Election Materials

The Presiding Officer:

- (i) makes up prescribed envelopes and places them in special envelopes as follows:
 - PE 4 and PE 6 already placed in **PE 15 and PE 3, PE 5, PE 9, PE 10, PE 15, PE 16, PE 17 and PE 21** containing **PE 20 and 22** already placed in ballot box;
 - PE 11 – Poll Book with Oaths/Affirmations, Certificate of Employment, PE 12 – Ballot Paper Account and Tendered Ballot Paper Account – Form 23, PE 13 – Statement of Poll – Form 23 A, all placed in PE 2** Returning Officer's package.
- (ii) seals envelopes/packages with his seal and invites all Polling Agents to affix their seals

Reporting the Results

Once the results have been tallied, they need to be reported.

The Presiding Officer:

- (a) declare the results through an announcement
- (b) post a copy of the Statement of Poll outside of the Polling Station
- (c) deliver package PE 2 to the Deputy Returning Officer
- (d) deliver copies of Form 23 and Form 23 A to the Deputy Returning Officer for transmission to the Returning Officer and the Chief Election Officer.

Post Poll Activities

Delivery of Ballot Box and sealed Packages to Deputy Returning Officer/Returning Officer

The Presiding Officer must transport the ballot box and sealed packages safely to the Deputy Returning Officer/Returning Officer.

The items to be delivered are:

- (a) sealed ballot box
- (b) sealed envelope, PE 2
- (c) a sealed kit/carton (PE 19) containing properly packaged Electoral Ink and all other election supplies and materials posted in and out of the Polling Station

The Presiding Officer must leave the building in a tidy condition.

APPENDICES

1	Election Don'ts
11	Diary of Duties of Presiding Officer and other Polling Place Staff
111	Lists of Forms and Supplies for Presiding Officer:
		(a) Statutory Forms
		(b) Administrative Forms
		(c) Envelopes
		(d) Supplies and Equipment
1VForm 1	- Oath by Election Officer
VForm 4	- Certificate of Employment
V1Form 6	- Appointment of Proxy
V11Form 7	- List of Proxies
V111Form 9	- Notice of Poll
1XForm 10	- Directions for Voting
XForm 11	- Form of Ballot Paper
X1Form 13	- Poll Book
X1(i)Form 1	- Opening of Poll Book
X1(ii)Form 2	- Verification of Elector's Identity
X1(iii)Form 3	- Blind or Incapacitated Electors
X1(iv)Form 4	- Tendered Ballots
X1(v)Form 5	- Ballot Papers Refused
X1(vi)Form 6	- Certificates of Employment
X1(vi)Form 7	- entries directed by the Presiding Officer
X1(viii)Page 8	- Closing of Poll
X11Form 19	- Oath of Identity
X111Form 20	- Interpreter's Oath
X1VForm 21	- Oath of Blind and Incapacitated Elector
XVForm 22	- Oath of Friend of Incapacitated or

XV1(i)Form 23	-	Blind Elector Ballot Paper Account (General Election)
XV1(ii)Form 23	-	Ballot Paper Account (Regional Elections)
XV11(i)Form A 23	-	General Elections Tally Sheet for the counting of votes
XV11(ii)Form A23	-	Regional Elections Tally Sheet for the counting of votes
XV111(i)Form 23(A)	-	Statement of Poll (General Election)
XV111(ii)Form 23 A	-	Statement of Poll(Regional Elections)
X1X(i)Form A4	-	Specimen Ordinary Ballot
XIX (ii)Form A4	-	Specimen Tendered Ballot

APPENDIX 1

ELECTION DON'TS

FOR PRESIDING OFFICERS, ASSISTANTS PRESIDING OFFICERS, POLLING CLERKS, COUNTING ASSISTANTS/BALLOT CLERKS.

1. **DO NOT** allow the elector to place his/her ballot into the ballot before dipping his/her right finger or other finger into the container with electoral ink.
2. **DO NOT** allow the elector to immerse only the tip of his/her finger into the electoral ink. The ink must reach beneath the finger nail and corner the first phalanx of the finger.
3. **DO NOT** detach the ballot paper at the point where it is stapled to the book of ballot papers. Detach at the point next to the stub where a thick darkened line separates ballot paper from stub. Remember that the stub is your guide to the next consecutive number to be used.

4. **DO NOT** allow yourself to be drawn into lengthy discussion with Polling Agents. It impedes the quick dispatch of electors.
5. **DO NOT** allow polling place staff to leave the polling place unnecessarily.
6. **DO NOT** allow candidates and agents to be together in the polling place more than 10 consecutive minutes.
7. **DO NOT** call a lunch break. There is no provision for lunch time closure of the polling place.
8. **DO NOT** allow the elector to fold his/her ballot paper at the desk of the Presiding Officer. All voting must be done in the voting compartment.
9. **DO NOT** allow canvassing by political parties and others in the confines of the Polling Station and within 200 yards thereof.
10. **DO NOT** allow the news media into the polling place.
11. **DO NOT** allow anyone to join the line of electors after 6:00p.m.
12. **DO NOT** allow Polling Agents to conduct the count. They must only witness the count.

APPENDIX 11

DIARY OF DUTIES OF PRESIDING OFFICER AND OTHER POLLING DAY STAFF

DUTIES	NOTES
I – BEFORE E-DAY	
1. Take Oath of Office or make Affirmation.	
2. Ensure Assistant Presiding Officer, Poll Clerk and Counting Assistant/Ballot Clerk have taken Oath of Office or made Affirmation.	
3. Review main duties of Assistant Presiding Officer, Poll Clerk and Counting Assistant/Ballot Clerk.	
4. Receive ballot box (es) other supplies and give instructions.	
5. Check supplies with emphasis on electoral ink, receptacle for staining finger.	
6. Inspect Polling Place not later than three days before the poll is done.	
7. Know where to find the person who unlocks the building. Take possession of keys if practicable.	

11 ELECTION DAY – PRE POLL ACTIVITIES

1. Ensure all Election Officials arrive not later than 5:00a.m.
2. Inspect Polling Place.
3. Arrange furniture and voting compartments.
4. Post notice to electors.
5. Post Polling Station sign (s).
6. Post Notice of Poll.
7. Ensure all electoral supplies are received and checked.
8. Admit Election Agents.
9. Collect and file letters of appointment from Agents.
10. Choose six-digit number (official mark) to be stamped on ballots, with participation of Assistant Presiding Officer, Poll Clerks and Counting Assistant/Ballot Clerk.
11. Examine List of Electors.
12. Check names of persons excised from List.
13. Discuss security measure with police officer on duty; demarcate limits of polling place.

14. Inspect Ballot Box at 5:45 a.m. in the presence of Election Agents and witnesses.
15. Secure aperture of ballot box to prevent accident closure.
16. Seal ballot box with appropriate plastic seal, make entry in Poll Book, page 7
17. Synchronize clocks/watches
18. Declare poll open at 6:00 a.m. and complete Poll Book entry on opening of the Poll.
19. Invite electors in.

111 CONDUCT OF THE POLL

1. Supervise the conduct of the poll.
2. Observe instructions on:
 - a) Admission of electors to poll;
 - b) Receiving National Identification card, etc., and finding name on list;
 - c) Examining of fingers for electoral ink;
 - d) Administering Oaths/Affirmations when required;
 - e) Making entries in the Poll Book throughout the day;
 - f) Variance from List of Electors as to wrong spelling of name, address, occupation.
 - g) Instructing electors how to vote;
 - h) Challenging electors in questionable cases;
 - i) Blind or otherwise incapacitated elector;

- j) Proxy voting;
- k) Certificates of employment;
- l) Voting with assistance of friend;
- m) Voting with assistance of Presiding Officer;
- n) Writing the serial number on the counterfoil of ballot paper;
- o) Stamping official mark on back of ballot paper;
- p) Secrecy of the poll;
- q) Staining electors' fingers with electoral ink;
- r) Insertion of the ballot in the box;
- s) Spoiled ballots;
- t) tendered ballots;
- u) Voting after 6:00p.m;
- v) Receiving special electors' ballot.

IV AFTER CLOSE OF POLL

1. Count spoiled ballot papers and place them in special envelope.
2. Count used tendered ballots and places them in special envelope.
3. Count unused ballot papers and tendered ballots and place them with counterfoils of all used ballot papers and tendered ballot papers in separate special envelopes; indicate on envelopes the number of used ballot papers and tendered ballot papers.
4. Account for all ballot papers received from Returning Officer.
5. Distribute tally sheets to officials and agents present.
6. Open ballot box and empty contents on table.
7. Count all ballot papers and record number of ballots in the ballot box.
8. Separate General Ballot Papers from Regional Ballot Papers.
9. Sort ballot papers for General Elections on basis of List of Candidates for which votes are cast.
10. Call out the votes for each List of Candidates, showing face of each ballot to all officials and agents.
11. Keep tally/score of votes cast for each List of Candidates.

<p>12. Repeat 9 – 11 for the count of Regional Ballots.</p> <p>13. Complete Ballot Paper account. [Form 23]</p> <p>14. Complete Statement of Poll [Form 23 A]</p> <p>15. Repeat the process of counting votes cast for Lists of Candidates in the Regional Elections.</p> <p>16. Report results to Elections command Centre by radio, telephone or courier, using Authentication Code.</p> <p>17. Prepare sets of Forms of Statement of the Poll, Ballot Papers Account and Tendered Ballot Paper Account for Distribution or dispatch to Returning Officer, Assistant Presiding Officer, Duly Appoint Candidates, Polling Agents and Chief Election Officer.</p> <p>18. Put envelope containing ballots marked for various Lists of Candidates and rejected ballot into the ballot box.</p> <p>19. Seal ballot box – with appropriate seal. Make entry on page 7 in Poll Book and invite Polling Agents to sign as witnesses.</p> <p>20. Prepare packets containing Official Lists of Electors, notices</p>	
--	--

of appointment to vote as proxy, copies of lists of proxies, Poll Book, ballot paper account. Seal packets and invite Appointed Candidates and Polling Agents to affix their signature and seals.

21. Keep ballot box and sealed packets in safe place until delivery.

22. Deliver ballot box and sealed packets to Returning Officer

APPENDIX 111

LIST OF FORMS AND SUPPLIES FOR PRESIDING OFFICERS

FORM NO.	DESCRIPTION (A) <u>STATUTORY</u>	QUANTITY REQUIRED	QUANTITY SUPPLIED	QUANTITY RETURNED	REMARKS
1	Oath by Election Officer				
4	Certificate of Employment				
6	Appointment as Proxy				
7	List of Proxy				
9	Notice of Poll				
10	Directions for Voting				
12	Tendered Ballot Paper				
13	Poll Book				
19	Oath of Identity				
20	Interpreter's Oath				
21	Oath of Blind and Incapacitated Elector				
22	Oath of Friend of Incapacitated or Blind Elector				
23 A	Statement of Poll				
	B ADMINISTRATIVE FORMS				
A 8	Polling Place Sign				
A9	Polling Place Notice				
A 10	"IN" Sign				
A 11	"OUT" Sign				
A 12	Tearing Down of Election Notice				
A 13	Maintenance of Secrecy at Polling				
A 14	Molestation of Electors and Preservation of Order at Polling Place				
A 23	Tally Sheets				
A 36	Ballot Box Packing Form				

FORM NO.	DESCRIPTION C ENVELOPES	QUANTITY REQUIRED	QUANTITY SUPPLIED	QUANTITY RETURNED	REMARKS
PE 1	Registration record or Folio				
PE 2	Returning Officers Package				
PE 3	Spoiled Ballot Paper				
PE 4	Unused Ballot Papers				
PE 4	Unused Tendered Ballot Papers				
PE 5	Used Tendered Ballot Papers				
PE 6	Counterfoils of Used Ballot Papers and Counterfoils of Used Tendered Ballot Papers				
PE 7	Ballot Papers cast for each List of Candidates				
PE 8	Rejected Ballot Papers				
PE 9	Marked List of Electors				
PE 10	Proxy Documents – Notice of Appointment List of Proxies				
PE 11	Certificates of Employment and Form 4 – Oaths/Affirmations Poll Book – Form 13				
PE 12	Ballot Paper Account – Form 23 and Tendered Ballot Paper Account				
PE 13	Statement of Poll – Form 23 for both National and Regional Elections				
PE 15	Unused Ballot Papers PE 4 and Tendered Ballot Papers – PE 4 Counterfoils of Used Ballot Paper and Counterfoils of Used Tendered Ballot Papers – PE 6. PE 4 and PE 6 should be placed in this envelope.				
PE 16	Destroyed Ballot Paper and Destroyed Tendered Ballot Papers				
PE 17	Used Ballot Box, Plastic Seals and wire seals				
PE 18	Six Digit Number & P.O seal				
PE 19	Carton with other Election materials				

FORM NO.	DESCRIPTION C ENVELOPES	QUANTITY REQUIRED	QUANTITY SUPPLIED	QUANTITY RETURNED	REMARKS
PE 20	Disciplined Services Ballot and Non-residents Ballot envelopes				
PE 21	Used envelopes of Disciplined Services Ballot and Non-Residents Ballot including PE 20				
	D SUPPLIES AND EQUIPMENT				
1.	Voting Compartments (Card Board)				
2.	Electoral Ink				
3.	Six-digit Numbering Stamp (Official Mark)				
4.	Ink Pad				
5.	Stamp Pad Ink				
6.	Plastic Pull-tite Seals for sealing Ballot Box				
7.	Plain Envelopes				
8.	Note Paper				
9.	Pens				
10.	Pencils				
11.	Pencil Sharpener				
12.	Waste Bin/Tissue				
13.	Sealing Wax				
14.	Matches				
15.	Thumb Tacks				
16.	Paper Tape				
17.	Twine				
18.	Candles				
19.	Fluorescent Battery Lamp				
20.	Batteries				
21.	Polling Place Badges				
22.	To be determined				

23.	Presiding officer's Seal				
24.	Holy Bible				
25.	Koran				
26.	Ramayan				
27.	Gita				
28.	Rulers (Cards Board)				
29.	Markers				
30.	List of Candidates				
31.	Official List of Electors				
32.	Ballot Pencils				
33.	Staple Machine				
34.	(To be Identified)				
35.	Staples				
36.	A pair of Scissors				
37.	Rubber Band				
38.	Ordinary Ballot Papers				
39.	Tendered Ballot Papers				
40.	Ballot Box				

I hereby acknowledge that this box was packed with the above quantities.

Signature of PackerDate.....

Signature of Supervisor.....Date.....

I hereby acknowledge the receipt of the quantities shown above.

Signature of Returning OfficerDate.....

I hereby acknowledge return of the quantities shown above.

Signature of PackerDate.....

Signature of Packer's Supervisor.....Date.....

Signature of Storekeeper.....Date.....

APPENDIX IV

FORM 1

THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

OATH BY ELECTION 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 Office
Election Officer

APPENDIX V

FORM 4

THE REPRESENTATION OF THE PEOPLE ACT GENERAL AND REGIONAL ELECTIONS

CERTIFICATE OF EMPLOYMENT

In the.....Polling District, I certify that name.....who
holds identity paper No.....and is registered under serial No.....
in the No.....Polling Division of thePolling District is
likely to be unable to go in person to the Polling Place allotted to him/her for the election to be held on the.....
day of 20.....by reason of his/her employment on that date at the Polling Place
as a.....

Date.....

Signed.....
Returning Officer

APPENDIX

FORM 6

THE REPRESENTATION OF THE PEOPLE ACT GENERAL ELECTION

APPOINTMENT AS PROXY

Polling District.....

Polling Division No.....

Polling Place.....

Name of Proxy.....

No. of Identity Paper.....

No. on Official List.....is hereby appointed as Proxy for

Name of Voter.....

No. on Official List.....to vote for him/her at the elections to

Be held on theday of.....20.....

.....
Returning Officer

L.R.O 1/19/73

APPENDIX V11

S 32 (3)

Form 7

THE REPRESENTATION OF THE PEOPLE ACT GENERAL AND REGIONAL ELECTIONS.
LIST OF PROXIES

POLLING DISTRICT.....

Elector's Name	Elector's Address	Elector's Identity Paper No.	Proxy's Name	Proxy's Address	Proxy's Identity Paper No.	Polling Division of Elector and Proxy

I hereby certify that proxy papers were issued to the electors whose names appear in the fourth column above the vote as proxies on behalf of the electors whose names appear opposite thereto in the first column.

Returning Officer

APPENDIX V111

S 34 (1)

Form 9

THE REPRESENTATION OF THE PEOPLE ACT GENERAL ELECTION

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 thereat is given in the papers attached hereto.

.....
Returning Officer

.....
Date

APPENDIX 1X

S 38 (a)

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 been 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 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 in the ballot box and leave the polling place.
6. If you accidentally spoil 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 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.

APPENDIX X

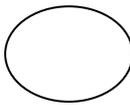
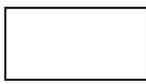
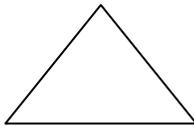
FORM 11

THE REPRESENTATION OF THE PEROPLE 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		
Elector's No. in Official List				

Perforated Line

REGIONAL ELECTIONS				
FOR REGION NO.				
	1	F.A.R The Farer's 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		

APPENDIX X1

FORM 13

THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

POLL BOOK

Polling District:

Polling Place Name:

Polling Place Number:

Ballot Box Number:

Six-digit Number:

Name of Presiding Officer:.....

(BLOCK LETTERS)

Signature of Presiding Officer:.....

FORM 13

S (68)

PAGE 1

OPENING OF POLL
(SECTION 68)

Entries on this page to be made by all election officials and such persons who are present at the opening of the as required under Section 68.

Record time poll open:

No.	Person Present (Name In Block Letters)	Status	Signature

FORM 13

PAGE 2

VERIFICATION OF ELECTOR'S IDENTITY

(Section 69 (3) and 76 (b))

Entries on this page to be made when a voter is required under section 69 (3) to take the oath identity because his name or other particulars in the official list do not quite correspond with those in his identity paper.

Name of Elector	No. on official list	No. of identity paper	Oath of identity (Form 19) sworn or refused

FORM 13

Page 3

BLIND OR INCAPACITATED ELECTORS

(SECTION 73 (3) AND 76 (B))

Entries on this page only to be made to show:

- (1) the name, etc. of any blind or incapacitated elector whose ballot papers is marked by a friend or by the Presiding Officer;
- (2) the reason thereof (i.e. the nature of his incapability);
- (3) the oath taken by such elector and his friend, and the friend's particulars.

Name of Elector	No. On Official List	Whether Marked By Friend or P.O	Reason For Marking	Oath Form 21 Sworn Or Refused	Oath Officer Friend Form 22 Sworn Or Refused. Friend's Name and Serial No.

L.R.O 1/1973

TENDERED BALLOTS

(SECTION 74 (3) AND 76 (B))

Entries on this page made to show the name etc. of any elector who is given a tendered ballot paper and the oath by such elector.

Name of Elector	No. of Official List	No. of identity Paper	If Tendered Paper Marked	Reason for issuing of Tendered Paper	Oath of identity (form 19) sworn or refused

FORM 13

Page 5

BALLOT PAPERS REFUSED

(SECTIONS 71 AND 72 (5))

Entries on this page only to be made show the name etc. of an elector to whom a ballot paper of any kind (ballot or tendered ballot) Was refused by the Presiding Officer under section 71 (1) or 72 (5).

Name of Elector	No. on Official List	Identity Paper No. (if any)	Regulation under which refused	Reason for refusal

FORM 13

PAGE 6

CERTIFICATES OF EMPLOYMENT

(SECTION 69 (4))

Entries on this page only to be made of persons submitting Certificates of Employment.

Name of Elector	Reference to certificate of employment or other particulars

FORM 13

PAGE 7

ENTRIES DIRECTED BY THE PRESIDING OFFICER
(SECTION 76 (a))

Entries on this page to be made as required and directed by the Presiding Officer.

Name of Elector	No. on List	Particulars	Presiding Officer's Action

FORM 13

PAGE 8

CLOSING OF POLL
(SECTION 68)

Entries on this page to be made by all election officials and such other persons who are present at the closing of the poll as required under Section 68.

Record time poll close:

No.	Person Present (Name in Block Letters)	Status	Comments & Signature

APPENDIX X11

S 69 (3) and 74 (1)

FORM 19

THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

OATH (A) OF 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
.....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: (a) In the case of an affirmation, substitute "solemnly and sincerely declare" for "swear" and omit
"SO HELP ME GOD"

APPENDIX X111

S 72 (1)

FORM 20

THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

INTERPRETER'S OATH (a)

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:

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

APPENDIX X1V

S 73 (2)

FORM 21
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

OATH (a) 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:

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

APPENDIX XV

S 73 (2)

FORM 22

THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

OATH (a) 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 HELP ME GOD

NOTE:

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

APPENDIX XV1

FORM 23

THE REPRESENTATION OF THE PEOPLE ACT
GENERAL ELECTION
BALLOT PAPER ACCOUNT

Ballot Box Number No.
Regional Elections 20.....
Polling District.....
Polling Place.....

Ballot Paper Account

- (1) Number of ballot papers received.....
Serial Numbers
from.....
to.....
- (2) Ballot Paper.....
 - (a) Unused.....
 - (b) Spoiled.....
 - Total.....
- (3) Number of Ballots in ballot box.....
[Subtract (2) from (1)]
- (4) Number of envelopes with ballot papers cast.....
 - (a) Disciplined Forces.....
 - (b) Non-Resident Electors.....
- (5) Total Ballot Papers in the ballot box.....
[Add numbers (3) and (4)]

Tendered Ballot Paper Account

- (1) Number of ballot papers received.....
Serial numbers
from.....
to.....
- (2) Ballot papers used.....
- (3) Ballot Papers unused.....
- (4) Ballot papers spoiled.....
- (5) Ballot papers destroyed.....

Date this.....day of....., 20.....

.....
Presiding Officer

APPENDIX XV1

FORM 23

THE REPRESENTATION OF THE PEOPLE ACT

REGIONAL ELECTIONS
BALLOT PAPER ACCOUNT

Ballot Box Number No.
Regional Elections, 20.....
Polling District.....
Polling Place.....

Ballot Paper Account

- (1) Number of ballot papers received.....
Serial Numbers

from.....

to.....
- (2) Ballot Paper.....
 - (a) Unused.....
 - (b) Spoiled.....
 - (c) destroyed.....
 - Total.....
- (3) Number of Ballots in ballot box.....
[Subtract (2) from (1)]
- (4) Number of envelopes with ballot papers cast.....
 - (a) Disciplined Forces.....
 - (b) Non-Resident Electors.....
- (5) Total Ballot Papers in the ballot box.....
[Add numbers (3) and (4)]

Tendered Ballot Paper Account

- (1) Number of ballot papers received.....
Serial numbers
from.....
to.....
- (2) Ballot papers used.....
- (3) Ballot papers unused.....
- (4) Ballot papers spoiled.....
- (5) Ballot papers destroyed.....

Date this.....day of....., 20.....

.....
Presiding Officer

Appendix XV111 (i)

FORM 23 A

THE REPRESENTATION OF THE PEOPLE ACT
GENERAL ELECTION
STATEMENT OF POLL

Poling District of:No.....

Polling Station name:No.....

Name of Presiding Officer:

(BLOCK LETTERS)

1. Name of valid votes cast for each Party List of Candidates

Name of party.....	totalvotes

2. Number of valid votes for all Parties Lists of Candidates

3. Number of spoilt ballot papers

4. Number of destroyed ballot papers

5. Number of tendered ballot papers used.

6. Rejected Ballot Papers

- (a) want of official mark
- (b) unmarked or void for uncertainty
- (c) marked for more than one Party of Candidates
- (d) marked so that the Elector can be identified

Total

7. Number of persons appeared to have voted in the Polling Station.
(Add numbers 2 and 6)

I hereby certify that the above statement is correct.

Dated this.....day of....., 2006

.....
Signature Presiding Officer

The count for Polling Station No.....has been witnessed and certified in the presence of:

Designation	Name	Signature
Polling Agents/Counting Agents		
Candidates		

(The Presiding Officer shall place a copy of this form after the conclusion of the count at a conspicuous place outside the Polling Station at a suitable height in the presence of all witnesses as evidence of the results of the elections for that Polling Station).

APPENDIX XV111 (ii)

FORM 23 A

THE REPRESENTATION OF THE PEOPLE ACT
REGIONALE LECTION
STATEMENT OF POLL

Poling District of:No.....
Polling Station name:No.....
Name of Presiding Officer:

(BLOCK LETTERS)

- 1. Name of valid votes cast for each Party List of Candidates
Name of party..... totalvotes
2. Number of valid votes for all Parties Lists of Candidates
3. Number of spoilt ballot papers
4. Number of destroyed ballot papers
5. Number of tendered ballot papers used.
6. Rejected Ballot Papers
(a) want of official mark
(b) unmarked of void for uncertainty
(c) marked for more than one Party of Candidates
(d) marked so that the Elector can be identified
Total
7. Number of persons appeared to have voted in the Polling Station.
(Add numbers 2 and 6)

I hereby certify that the above statement is correct.

Dated this.....day of....., 2006

.....
Signature Presiding Officer

The count for Polling Station No.....has been witnessed and certified in the presence of:

Table with 3 columns: Designation, Name, Signature. Rows for Polling Agents/Counting Agents and Candidates.

(The Presiding Officer shall place a copy of this form after the conclusion of the count at a conspicuous place outside the Polling Station at a suitable height in the presence of all witnesses as evidence of the results of the elections for that Polling Station).