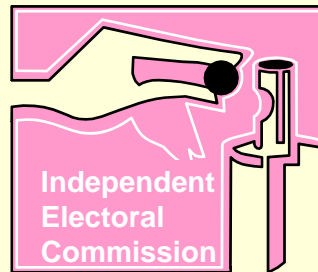


INDEPENDENT ELECTORAL COMMISSION



HANDBOOK
FOR POLLING OFFICIALS
TRAINING

Chapter 1

**YOU ARE PART OF A
TEAM...**

YOU ARE PART OF A TEAM...

1 THESE ARE THE MEMBERS OF THE POLLING TEAM:

- Each polling team is composed of a Presiding Officer, an Assistant Presiding Officer and a Polling Officer.
- The Presiding Officer is the head of the team, and the person in charge of the polling station.

YOU ARE PART OF A TEAM...

- Each member of the team has different functions, but they are all expected to work together harmoniously.
- That way, we will be able to have a smooth election day.

YOU ARE PART OF A TEAM...

2 FIND OUT WHO YOUR PARTNERS ARE

- It is important to know, before polling day, who you will work with.
- The Presiding Officer should find out from the Assistant Returning Officer who the other members of his polling team are.
- The team should meet as soon as possible, and arrange to hold a polling rehearsal.
- This will make it easier for you to work on Election Day.

YOU ARE PART OF A TEAM...

3 POLLING REHEARSALS:

- Arrangements have been made to train all polling personnel in how to run the polling station.
- The team should meet as soon as possible to practice what they have learned, and discuss their responsibilities.
- Do this on the day before the poll, preferably at the site of the polling station.
- Presiding Officers and Assistant Presiding Officers should encourage the Polling Officers to read this handbook.

Chapter 2

RECEIVING YOUR POLLING MATERIALS...

1 CHECK CAREFULLY WHAT YOU ARE GIVEN:

- The Assistant Returning Officer will provide the Presiding Officer with all the materials needed to run the polling station.
- **Review the checklist of polling materials.**
- Inspect them as soon as you receive them; any problems should be reported to the Assistant Returning Officer immediately.

RECEIVING YOUR POLLING MATERIALS...

Do the following, it is very important:

- Make sure that all the materials have been received, and in the right quantities.
- **Count the number of ballot tokens** you are given and make sure they are not less than the number of voters indicated in the voter roll of your polling station.
- Check to ensure that the bells of the ballot drums are working, and that they produce the same sound;

RECEIVING YOUR POLLING MATERIALS...

- Make sure that the holes for inserting ballot tokens are wide enough;
- Ensure that the voter roll you receive is for the polling station you will work at; be sure that the register is complete, without any missing pages.

Chapter3

BEFORE THE POLL...

BEFORE THE POLL...

1 INSPECT THE POLLING STATION:

- You should visit the site of the polling station the day before polling day.
- Any difficulties you think you might face should be reported to the Assistant Returning Officer immediately.

BEFORE THE POLL...

2 FIND A CONVENIENT WAY TO GET THERE:

- You should have a good idea of the route to follow and the time needed to get to the polling station.
- If any member of the team expects to have difficulty in getting there on time on polling day, he/she should spend the night at the polling station or somewhere nearby.
- If you have to stay at or near the polling station, do not forget to ensure the safety of the polling materials.

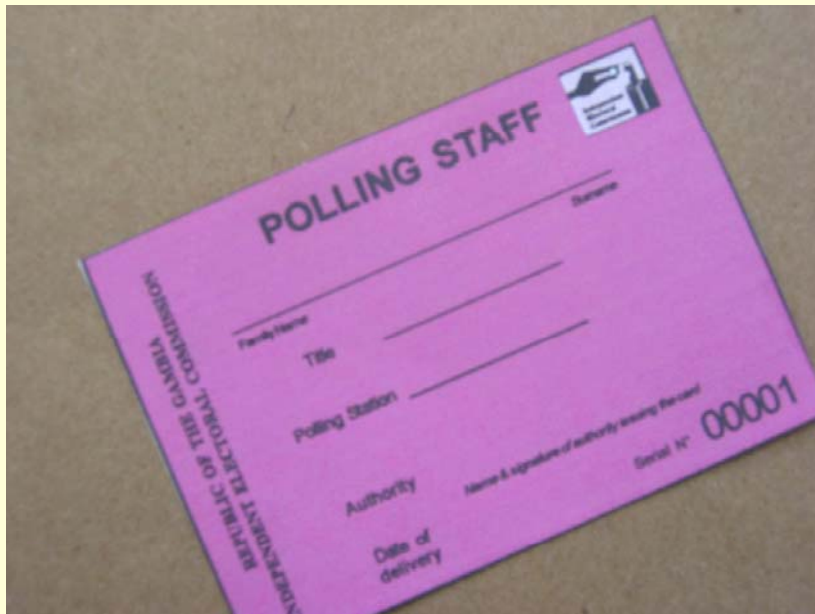
BEFORE THE POLL...

3 ARRIVE EARLY AT THE POLLING STATION:

- The Presiding Officer and the team of polling officials should be at the polling station by 6 am (one hour before polling commences). This will give you enough time to prepare the polling station.

BEFORE THE POLL...

- **Wear your official T-shirt (or armless blouse) and display your badge.**



BEFORE THE POLL...

4 WHAT TO DO IF A MEMBER OF THE POLLING TEAM IS ABSENT

- If the Polling Officer is absent, the Presiding Officer can appoint another person to replace him/her.
- That person should be a registered voter in the same polling station.
- He/she should be impartial and competent to perform the job of a Polling Officer

BEFORE THE POLL...

- If the Presiding Officer is absent, the Assistant Presiding Officer should act as the Presiding Officer.
- He/she should appoint a new Polling Officer, since the initial Polling Officer will now act as the Assistant Presiding Officer.
- All cases of absence of polling staff should be reported to the Assistant Returning Officer, together with the full names and addresses of any persons appointed as substitute polling staff.

Chapter 4

Setting up the Polling Station

SETTING UP THE POLLING STATION...

1 WHAT THE POLLING STATION SHOULD LOOK LIKE:

- When you first arrive at the site of the polling station, you should inspect it carefully.
- The Presiding Officer may make some modifications in the actual set-up of the polling station.
- These are some things you should ensure:

SETTING UP THE POLLING STATION...

- Outside the polling station, there is enough space for voters waiting:
- If necessary, arrange with improvised barriers / ropes for the queue of voters to be orderly channelled to the polling station entrance
- Pay attention to sun (or rain) exposure, as people may have to queue long time

SETTING UP THE POLLING STATION...

- Inside the polling station there is enough space for voters to enter and leave the room freely.
- You may achieve this by tying some rope to create an entrance and an exit, through the same door of the polling booth.
- There should **always be enough space for free flow of voters** from the time they enter the polling station to the time they leave, to avoid disorderly movement of people within the polling station.

SETTING UP THE POLLING STATION...

- Polling officials, including the Presiding Officer, are seated in such a way that they are not able to see the voter when he is casting his ballot; such as to uphold the electoral principle of secrecy of the voting process.
- Polling agents are seated in such a way that they can see voters' faces as they enter the polling station.
- This will allow them to challenge the identity of a voter, if they need to, and to hear the sound produced by the bell as the tokens drop into any of ballot drum.

SETTING UP THE POLLING STATION...

- The **area where the ballot drums are kept is well lit** so that voters can easily see the colour, photos and writing on the ballot drums.
- **No unauthorised materials**, slogans relating to the elections or photographs of party leaders or candidates are exhibited inside or outside the polling station.
- If they are already there, remove them until polling is over.
- No smoking, cooking or lighting of any fire should take place inside the polling station during the poll.

SETTING UP THE POLLING STATION...

2 ITEMS TO BE DISPLAYED AT THE POLLING STATION:

- The materials you will receive from your Assistant Returning Officer include:
- Two copies of a notice giving “Directions to Voters”, in English and Arabic;
- One should be displayed inside and
- The other outside the polling station;

SETTING UP THE POLLING STATION...

- A List of polling stations in your constituency, giving the particulars of voters to be served by the polling stations;
- Use it to help direct voters who come to your polling station, while they are not registered there, to the right station they have been registered.
- You should always exercise patience in this election duty.

SETTING UP THE POLLING STATION...

- An “How to vote” illustration to be displayed inside the polling compartment



SETTING UP THE POLLING STATION...

- A polling station sign, to be displayed outside the polling station where it can be easily visible by anyone passing by.



SETTING UP THE POLLING STATION...

- **Ensure that all of these items are displayed prominently in the appropriate places.**

Chapter 5

HOW TO CONDUCT
THE POLL...

DUTIES OF POLLING
OFFICIALS

1 ASSISTANT RETURNING OFFICER

- The Assistant Returning Officer is in charge an **electoral division**.
- He/she is usually trained and appointed prior to the other election officials.
- He/she is to acquaint himself/herself with the electoral division where he/she is posted.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- The Assistant Returning Officer is to ensure that the materials for each polling station are timely and effectively delivered and intact.
- Few days before polling (3 to 3 days at most) he/she meets with the Presiding Officer to cross-check all materials delivered to the latter.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- The Assistant Returning Officer makes all logistical arrangements for polling, including deployment of polling staff, availability of polling booths, and delivery of polling materials
- He/she must ensure that the Village Heads are informed of the arrival of the polling team.
- He/she makes frequent trips before and on Election Day to and from the polling stations to check whether problems have arisen and see how to solve them.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

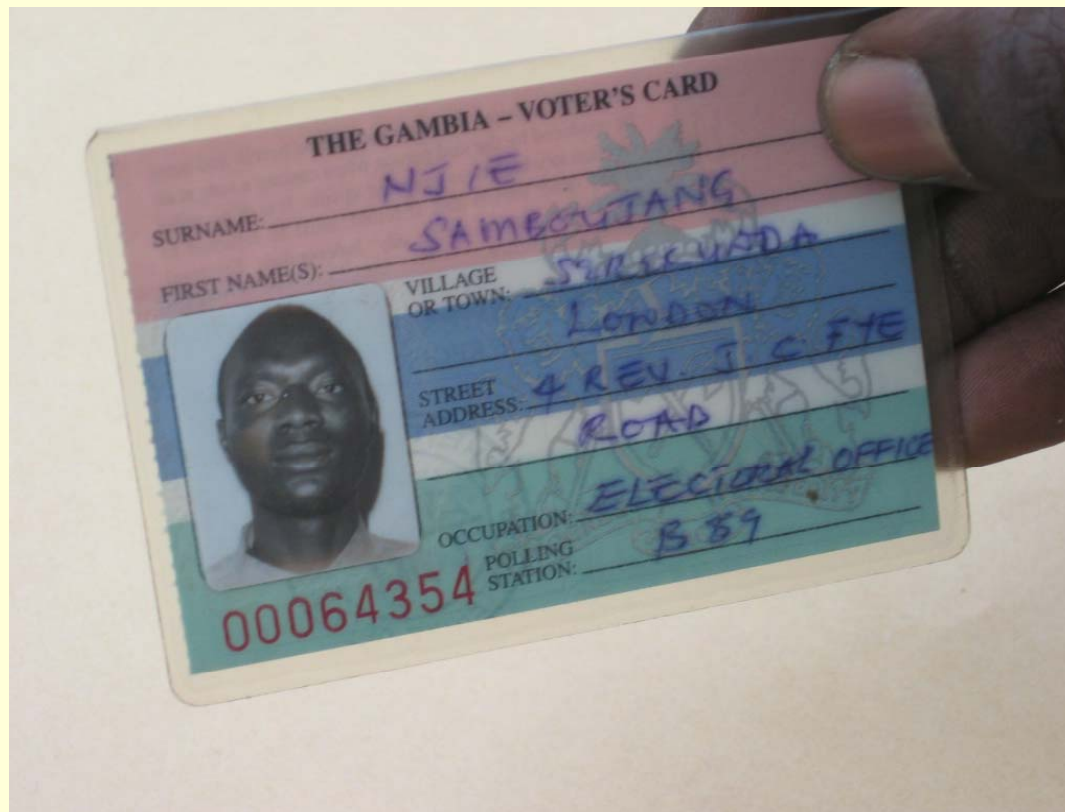
- After closure of polling the Assistant Returning Officer must facilitate the transportation of the ballot drums to the counting centre
- The Assistant Returning Officer presides over the counting of ballots
- He/she takes the results to the collation centre after counting.
- The Assistant Returning Officer ensures that all Presiding Officers return all the materials given to them before payment is effected.

2 POLLING ASSISTANT (QUEUE CONTROLLER)

- Outside the Polling Station
- When there is more than one polling station at one place you have
- A Polling Assistant who is in charge of **directing voters** to the right Polling Station.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- The Polling Assistant checks the voter card, verifies which Polling Station the voter is allocated to and indicates to him/her which queue to join.



HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- Inside the Polling Station
- These are the voting procedures to be followed, and the duties to be performed by each polling official (in the order that the voters meet them):

3 ASSISTANT PRESIDING OFFICER

- When a voter enters a polling station, he/she will first go to the Assistant Presiding Officer (APO), who will be in charge of the **voter roll**.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- The voter should have his card ready.
- The Assistant Presiding Officer will first check the details in the register of voters.
- Check the register carefully, so that voters are not turned away unnecessarily.
- To make things easier, a second copy of the voter roll; which lists the voters in the order of their card numbers; will be provided.
- Use this one (Numerical Voter Roll) to check the card number if you cannot find the voter's name in the main register (Alphabetical Voter Roll).

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- Then, if the Assistant Presiding Officer is satisfied:
 - that the **voter card is genuine,**
 - about the **identity of the voter,** and
 - that the voter is allocated to the **right polling station**

HOW TO CONDUCT THE POLL... DUTIES OF POLLING OFFICIALS

- The Assistant Presiding Officer will draw a line through the serial number of the voter in the voter roll.



HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- The voter will now proceed to the Polling Officer
- If, after exhaustive checking of both the alphabetical and numerical voter rolls, the Assistant Presiding Officer is convinced that a voter with a valid voting card for the constituency is **definitely not on the voter roll**,
- he/she **should check the voter's name on the counterfoil** of voter registration provided with the voter roll.
- If the voter's name is found on the counterfoil, the **voter should be allowed to vote**

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- The Assistant Presiding Officer must **write down all the particular of that voter on the back of the voter roll**
- If the Assistant Presiding Officer doubts that the voter's card is genuine or is not convinced about the identity of the voter, he/she should refer the voter to the Presiding Officer.
- With the exception of those who have been issued with the relevant **duty certificate by the IEC**, and those found on the **counterfoil** of the voter registration,
- no person whose name is not on the voter roll for a polling station should be allowed to vote.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- If the Assistant Presiding Officer doubts that the voter's card is genuine or is not convinced about the identity of the voter, he/she should refer the voter to the Presiding Officer
- The Assistant Presiding Officer must note down all the particulars of that person on the back of the voter roll.

4 POLLING OFFICER

- Polling Officer will be in charge of the **indelible ink**
- The Polling Officer will dip **the forefinger on the left hand** of the voter in the indelible ink bottle up to the first line on the left forefinger.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- Ensure that the ink spreads to the place where the skin meets the root of the nail.
- A clear mark should be left on the finger.



HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- The voter will then move to the Presiding Officer.
- If a voter has applied any oil or greasy substance on his/her finger (so as to neutralise the indelible ink to be put on his/her finger),
- the oil or greasy substance should be wiped off before putting the indelible ink on the finger.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- If a voter does not have a forefinger on his/her left hand,
- put the ink on any of the remaining fingers on the left hand, starting with the finger next to the forefinger.
- If a voter has no finger on his/her left hand,
- the ink should be put on one of the fingers on the right hand starting from the forefinger.
- If a voter has no finger on either hand,
- apply the ink on the extremity (stump) of his/her left or right hand.

5 SECOND POLLING OFFICER

(For Local Government Elections only)

- The Second Polling Officer will be issuing out tokens to voters for the second vote taking place during Local Government Elections.
- This is done for an election that is being conducted for Chairperson / Mayor and Councillors.

6 PRESIDING OFFICER

- The Presiding Officer is in charge of the polling station and
- is responsible for the smooth conduct of the polling exercise at the polling station.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- Specifically, the Presiding Officer is in charge of **ballot tokens**.



HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- the Presiding Officer will first of all check the voter's finger to ensure that the indelible ink has left a mark on the finger, and that the ink has dried.
- If the ink mark has been wiped off or is not clear,
- the voter should be sent back to the Polling Officer, for the indelible ink to be reapplied.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- When the Presiding Officer is satisfied with the mark,
- he/she should inform the voter **that only the ballot token is to be put into the ballot drum**, and not any other item.



HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- The Presiding Officer will ensure that the voter has voted by listening to the sound produced by the bell of the ballot drum, as it is hit by the ballot token.
- Before polling ensure that bells in all drums are producing similar sound.
- Then, the voter shall leave the voting compartment.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- If the Presiding Officer thinks that a voter has not put the token in any of the drums,
- he/she should take the voter back to the voting compartment to check whether the ballot token has fallen on the floor or has been left in some other place.
- If so, the Presiding Officer should remind the voter to place the token in the drum of his/her choice

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- If the Presiding Officer notices at any time (or if someone brings it to his notice) that
- **a ballot token is lying on the floor or is placed somewhere else inside the voting compartment (polling booth),**
- and the voter who did so has already left the polling station,
- he/she should keep the token with the other unused tokens.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- In such a case, the Presiding Officer should make a note on this in the ballot token account (part of a form which you will fill at the end of the day).
- This becomes an **invalid vote**.

HOW TO CONDUCT THE POLL...
DUTIES OF POLLING OFFICIALS

- The Presiding Officer may delegate some of his/her functions to the Assistant Presiding Officer.
- This does not relieve the Presiding Officer of his responsibility as the person in overall charge of the polling station.

Chapter 6

POLLING AGENTS...

1 IDENTIFICATION OF POLLING AGENTS (or PARTY AGENTS)

- Do remember that polling agents have an important role to play in the polling exercise.
- The polling agents function is to see that things are done correctly at the polling station; if they see anything wrong, they can report on it.

POLLING AGENTS...

- **Every candidate may appoint two polling agents for each polling station.**
- Only one of them (for each candidate) can sit inside the polling station at a time.
- Polling agents must arrive early.
- They have been advised to reach the polling station at least half an hour before the start of the poll in order to witness the preparation of the polling station.

POLLING AGENTS...

- You should not repeat any preparatory procedures because any late comer.
- However, note that the law does not specify any time limit for polling agents to arrive at a polling station;
- Therefore even if a polling agent arrives late he/she should be allowed to come in and participate in the remaining proceedings.

POLLING AGENTS...

- A polling agent must produce his/her Letter of appointment.
- The letter must be shown to the Presiding Officer.
- The letter should be signed by the candidate who appointed him/her as an agent.
- A specific form has been made available by the IEC to candidates for that purpose.

POLLING AGENTS...

- The submitted letter should be compared with the copy received from the Returning Officer (as part of the materials in the kit).
- All appointment letters are to be retained by the Presiding Officer and sent back to the Assistant Returning Officer with the other election materials upon completion of the polling exercise.

POLLING AGENTS...

- The Presiding Officer should confirm the polling agent's identity with his/her voting card or another suitable identity document.
- The polling agent should then take the Oath of secrecy.

POLLING AGENTS...

- The Presiding Officer should give him/her a badge which is to be worn by the polling agent whilst on duty.



POLLING AGENTS...

- When the second polling agent of the candidate reports to the polling station, repeat the same procedure.
- But, only one of them can sit in the polling station at a time.

POLLING AGENTS...

- The Presiding Officer may **allow a polling agent to vote if**
 - **the polling agent has a valid voter card for the constituency**
 - but is not on the Voter Roll for the polling station where he is on duty.
- But verify that he/she has not voted before!

POLLING AGENTS...

2 DUTIES OF POLLING AGENTS

- A polling agent has the right to do the following at a polling station to which he/she is assigned:

POLLING AGENTS...

- **Observe all polling proceedings**
- But a polling agent cannot go inside the voting compartment (polling booth) while a voter is there.
- He/she is not allowed to handle voters' cards,
- but he/she may check voter's details on his/her copy of the voter roll as names and numbers are called out.
- A polling agent can note down the serial numbers of all the security seals used on the ballot drums.

POLLING AGENTS...

- Challenge the identity of a voter, if he/she believes that the person is voting with another person's card
- what is called impersonation
- Call the Presiding Officer's attention if he/she believes that a voter has taken out a ballot token from the voting compartment.
- Sign the "Close of Polls Report" form when it has been completed by the Presiding Officer,
- Copy down the account of ballot tokens which is recorded in the form.

POLLING AGENTS...

- Accompany the vehicles carrying the polled ballot drums to the Counting Centre
- After the counting accompany the results to the Administrative Area Office.
- Presiding Officers should be given priority in boarding the vehicles carrying their ballot drums.
- Candidates may provide other vehicles to carry their polling agents,
- they should be allowed to stay close to the vehicles carrying the ballot drums.

POLLING AGENTS...

- **No polling official should do or say anything which may be interpreted as favouring any candidate and/or party.**
- You must cooperate with the polling agents!
- They are an important part of the process;
- **But do not allow polling agents to take over the running of the polling station!**

POLLING AGENTS...

- Remember that the Presiding Officer is in charge of the polling station
- He/she should maintain control at all times
- He should not let polling agents to intervening and/or disturbing the voting process.

Chapter 7

OTHER PEOPLE WILL BE
WITH YOU AT THE
POLLING STATION...

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

1 WHO ELSE CAN OBSERVE THE VOTING?

- On polling day, besides voters and polling officials, the following individuals are authorized to be in the Polling Station and **observe the voting process:**

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

- IEC Commissioners
- Other officials from the IEC.
- Special guests of the IEC.

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

- No more than two observers from each observer group accredited by the IEC.
- In case of overcrowding, the Presiding Officer will regulate the presence of observers to maintain order at the Polling Station.
- The Presiding Officer must establish a schedule allowing Observers equal access to the Polling Station.

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

- One polling agent representing each candidate
- One journalist from each Media organization.
- However each journalist can be accompanied by a photographer or an operator.
- **All persons authorized to be in the Polling Station must wear identification badges indicating their identity.**

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

2 DOMESTIC & INTERNATIONAL OBSERVERS

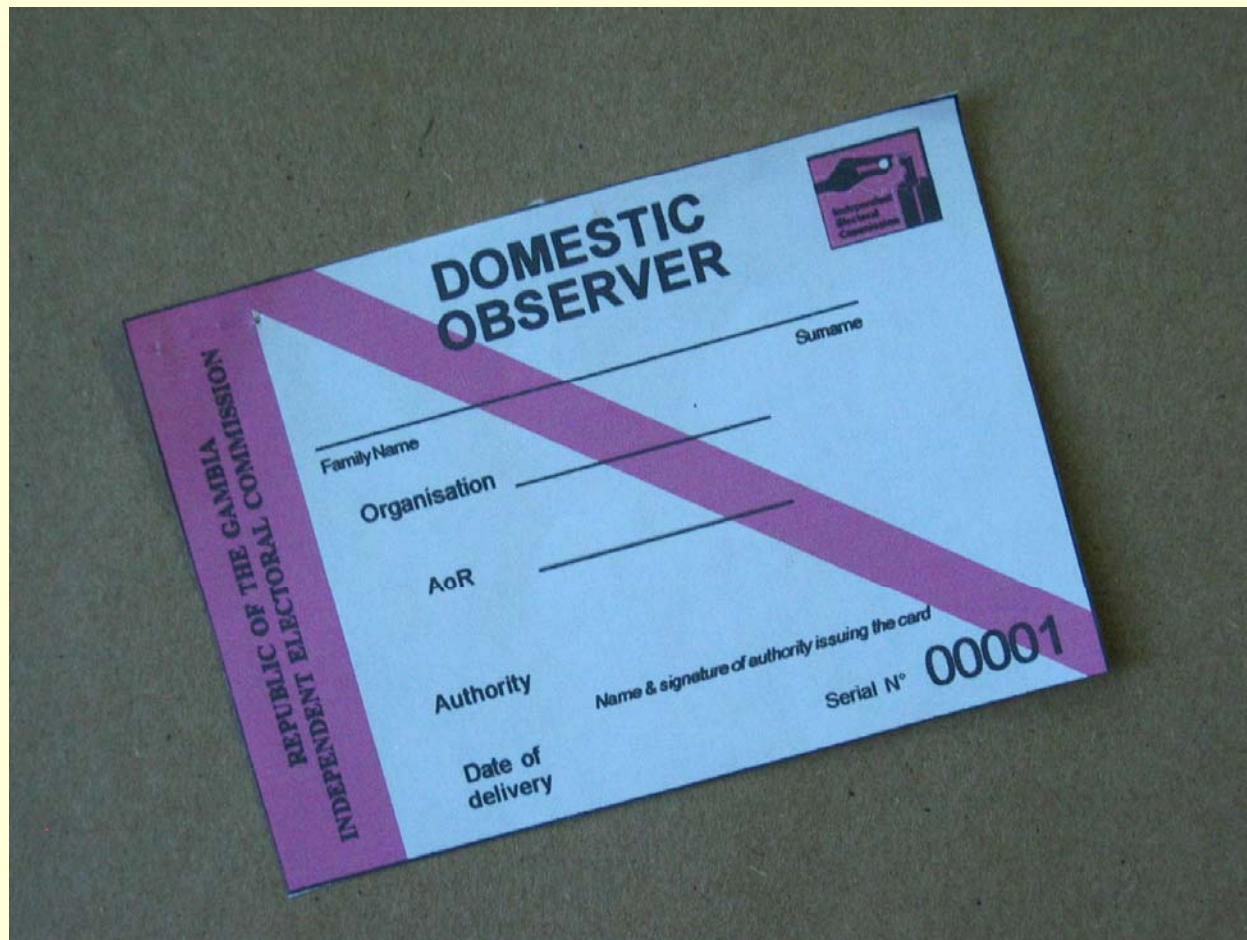
- An Observer has the right to
- Be in the Polling Station **at any time on polling day**
- **Observe all stages of the voting process** without violating the secrecy of the vote.
- Participate in checking the ballot drum before it is sealed and record seal numbers.

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

- Observe ballot token issuance and voter's verification without disturbing the voting process.
- Observe the completion of Presiding Officer Notebook.
- Address the Presiding Officer about issues relating to polling procedures.
- Follow the vehicle carrying election sensitive materials for counting.
- Attend and observe the counting process at the Counting Centre.

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

- Observers must **display their badges** for all times in the Polling Station



OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

- An observer is not allowed to:
- Interfere with or obstruct the functions of the Polling Officials.
- Observe a voter casting a ballot token in the voting compartment.
- Influence a voter's choice.
- Campaign for any candidate and/or party in any way.

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

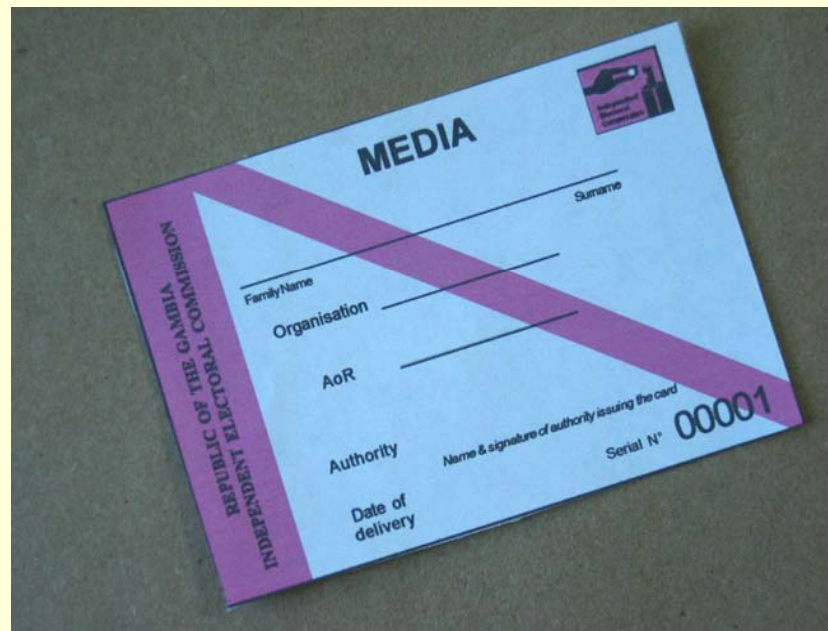
- An observer is not allowed to:
- Interfere with or obstruct the functions of the Polling Officials.
- Observe a voter casting a ballot token in the voting compartment.
- Influence a voter's choice.
- Campaign for any candidate and/or party in any way.

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

- Communicate with voters at any time inside the Polling Station.
- Issue complaints.
- An observer may draw the attention of the Presiding Officer on irregularities but should not make any open statement.

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

- The Presiding Officer has the right to instruct observers to cease any action, which is a misuse of an observer's rights.
- The Presiding Officer may remove an offender from the Polling Station for ignoring such an instruction.



OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

3 MEDIA REPRESENTATIVES

- **Only Media representatives accredited by the IEC** may observe polling in the Polling Station.
- The number of journalists allowed in the Polling Station is at the discretion of the Presiding Officer.

OTHER PEOPLE WILL BE WITH YOU AT THE POLLING STATION...

- **It is not allowed to film or photograph a voter casting a ballot token in the voting compartment (polling booth).**
- But taking photos at the Polling Station is allowed as long as it doesn't disturb the voting process.
- The Media is not allowed to interview any voter, polling agent, observer and/or polling staff at the Polling Station during the polling, except the Presiding Officer.

Chapter 8

**JUST BEFORE
STARTING...**

JUST BEFORE STARTING...

1 THE OATHS:

- When first reaching the polling station the Presiding Officer, the Assistant Presiding Officer and the Polling Officer (and if applicable, the Second Polling Officer) should subscribe to the
 - Oath for Due Execution of Office and
 - the Oath of Secrecy.

JUST BEFORE STARTING...

- They are contained on a form, which is to be signed by each polling official.
- The Presiding Officer should forward signed copies of the oaths to the Assistant Returning Officer along with other papers.
- Polling agents should also subscribe to the Oath of Secrecy.

JUST BEFORE STARTING...

2 PREPARING THE BALLOT DRUMS:

- There will be **one drum for each candidate.**



JUST BEFORE STARTING...

- The body of each drum is painted in the colour of the candidate or candidate's party.
- Notification of candidates' colour is provided by the IEC.
- The Presiding Officer may begin preparing the drums 30 minutes before the start of voting.

JUST BEFORE STARTING...

- What to do:
- Open the drums, and show that they are empty to the people present at the polling station;
- Put about three inches of saw dust or sand inside each drum;
- The polling materials will include two labels for each ballot drum.
- Complete both labels and place one inside the drum and sellotape the other to the outside;

JUST BEFORE STARTING...

- Seal the drums, using four coloured security seals on each drum.
- During polling day, you should check periodically to make sure that the photographs and symbols, on the ballot drum have not been destroyed or removed.

JUST BEFORE STARTING...

3 **SEALING THE DRUMS:**

- This is how to seal a drum:
- Close the drum with the lid; the four holes on the lid and on the drum must match



JUST BEFORE STARTING...

- Insert a seal in each pair of holes and secure them as shown here.
- Make sure that the seals are secured as tightly as possible.



JUST BEFORE STARTING...

- You may tie two pieces of wire on opposite sides of the drums as extra security;
- Write down the numbers on the security seals used, and allow the polling agents to write them down too.
- Repeat the process for the other drums.

JUST BEFORE STARTING...

- Attach the photographs and symbols for each candidate on his/her ballot drum with sellotape.
- One photograph should be attached to the body of the drum and the other to the lid.
- Place the drums inside the voting compartment or room in the alphabetical order of the candidates' surnames.

JUST BEFORE STARTING...

- Keep the drums as close as possible, in such a way that no body can say that you have given preference to any of the drums.



JUST BEFORE STARTING...

- If possible, the drums should be tied together by their handles to prevent any drum from being rotated (this would prevent voters from seeing the candidates' photographs).
- **Now the drums are ready for polling. .**

Chapter 9

OPENING THE POLL...

MAINTAIN PEACEFUL
CLIMATE IN AND
AROUND THE POLLING
STATION.

OPENING THE POLL...

1 AT 07.00 START ATTENDING TO THE VOTERS

- According to the Elections Decree, polling should commence at 7 am.
- All the preliminary work should be completed by then.
- Ask the Police Officer(s) at the entrance to allow two or three voters into the polling station at a time.
- Other voters should stand in the queue outside.

OPENING THE POLL...

- Ask the Police Officer (s) to tell them to keep their voters' cards ready.
- Candidates, voters who are unwell, female voters bearing babies, and persons in uniform (on production of election duty certificates from their commanding officer), may be given priority over other voters in the queue.

OPENING THE POLL...

- If for any reason, the preliminaries are not over, admit 3 or 4 voters at that time (7 o'clock);
- the other members of the team should attend to them while the Presiding Officer completes the preliminaries.
- If polling cannot commence at 7 am, this should not be taken as a reason to extend polling beyond 4 pm.

OPENING THE POLL...

- YOUR ATTITUDE IS IMPORTANT:
- You should **be polite, tactful, firm and impartial;**
- these are your most important safeguards against any breach of peace.
- The correct attitude will earn you the respect of the public.

2 PERSONS ENTITLED TO ENTER THE POLLING STATION:

- Apart from the voters allocated to the polling station,
- the following persons can be admitted within a polling station:
- Candidates;
- Polling agents;
- Persons authorised in writing by the IEC;

OPENING THE POLL...

- Infant children in the company of voters;
- A companion of a blind or infirm voter who cannot move without assistance;
- Domestic and International Observers
- The Media;

OPENING THE POLL...

- Except when they come to cast their votes,
- no police, military or other security personnel should be allowed to enter the polling station.
- When they are entering for the purpose of voting, police,
- military or other **security personnel should not be allowed to enter with their arms.**

OPENING THE POLL...

- The Police Officer (s) on duty at the polling station should enter the polling station only if invited by the Presiding Officer to remove or arrest a person or for maintenance of law and order inside the polling station.

3 WHAT IS PROHIBITED BY LAW ON POLLING DAY:

- Under the Elections Decree the following activities should not take place on election day:
- Holding public meetings, processions or demonstrations;
- Making speeches or announcements in a public place; most particularly at a polling station;

OPENING THE POLL...

- Using a loudspeaker, loud hailer or other instrument of public address;
- Drumming or singing in a public place;
- Displaying a flag, banner or slogan in any public place;
- Canvassing (asking people to vote for a particular candidate);
- Ringing a bell or making any sound resembling that of a bell within five hundred metres radius of a polling station;

OPENING THE POLL...

- Riding or parking a bicycle within five hundred metres radius of a polling station;
- Selling or distributing alcoholic drinks;
- Arriving at a polling station in a state of inebriation (drunkenness);
- Forming groups around polling stations, except joining the queue to cast a ballot;
- Entering a polling station armed; and
- Carrying out any other activity which may disturb the normal voting process.

OPENING THE POLL...

- Ensure that nobody engages in above listed prohibited activities, and if they do, ask them to stop.
- If they persist, call on the police to help maintain order at the polling station.
- You should be very firm in maintaining calm in and around the polling station; but you should **order arrests only in very extreme cases.**
- If you do order an arrest, prepare a written report addressed to the police, and send a copy to your Assistant Returning Officer.

Chapter 10

WHAT IF...

**DEALING WITH
SPECIAL SITUATIONS**

1 A VOTER NEEDS ASSISTANCE!

- If the Presiding Officer perceives that a voter is unable to recognise the ballot drums
- or is not in a position to cast his/her vote without assistance (due to blindness or other physical infirmity),
- he/she or any other member of the polling team may accompany the voter into the voting compartment and assist him/her to cast his/her vote.

OPENING THE POLL...

- If the voter comes to the polling station with a **companion**,
- the companion may be allowed to go inside the voting compartment along with the voter to assist him to cast his vote.
- A polling agent may act as the companion for an infirm or blind voter.
- The same person should not be allowed to accompany more than one voter.

OPENING THE POLL...

- You should remind a companion who casts a vote on behalf of a blind or disabled person of the need to maintain the secrecy of the vote.
- The Presiding Officer should make a record in his/her notebook of voters whose votes have been cast by companions.

2 A VOTER DOES NOT HAVE HIS/HER CARD!

- **If a voter is unable to show you his/her voting card,**
- **he/she should NOT be allowed to vote.**
- Politely but firmly drive the voter out of the polling station.
- Do not start arguing, just abide by the rules.

3 A VOTER'S CARD IS DAMAGED!

- If a voter comes to the polling station with a mutilated card, the Assistant Presiding Officer should check if it is still possible to identify the voter despite the mutilation.
- If the card number and the voter's photograph and name are clear, the voter should be allowed to vote.
- If the card is so damaged to prevent reading the data, the voter should not be allowed to vote.

4 THERE ARE ERRORS ON A CARD!

- If there are minor clerical errors (such as a misspelled name, address or wrong registration number) on a valid voting card or on the voter roll,
- if you are able to establish the voter's identity and are convinced he/she is the person whose name(s) are in the alphabetical voter roll,
- allow the voter to vote.

OPENING THE POLL...

- If you are in doubt, check the numerical voter roll (where voters are listed in the order of their card numbers).
- If the voter's identify can be clearly established, proceed with the vote.

5 A VOTER IS “MUSA”!

- Someone may try to use another person's card; this is called **impersonation**.
- A polling agent may challenge the identity of such a person, before he/she leaves the polling station.

OPENING THE POLL...

- If the polling agent undertakes in writing to substantiate this in court,
- and if the Presiding Officer is convinced that
- he/she is not the same person he/she claimed to be,
- he/she shall not permit the person to vote,
- if he/she had not already done so, the Presiding Officer may order the voter's arrest.
- The Presiding Officer shall send a report on the matter to the Assistant Returning Officer for onward transmission to the IEC.

OPENING THE POLL...

- If the Presiding Officer is not convinced that the person has committed the offence of impersonation,
- he/she shall permit him/her to vote, but he/she shall write the words “*protested against for impersonation*” against the name of the person in the voter roll.

OPENING THE POLL...

- The Presiding Officer shall write a note against the name of any person in the voter roll, who is prevented or allowed to vote under these circumstances.
- If a polling agent objects to any of the above actions of the Presiding Officer,
- this should also be recorded in the Presiding Officer's notebook (and/or the voter roll).

6 **FRAUDULENT VOTING!**

- A voter may be seen taking the ballot token out of the voting compartment.
- If a polling agent declares this to the Presiding Officer before the voter concerned has left the polling station,
- and the agent undertakes to substantiate this in court,
- the Presiding Officer should order the arrest of that person.

OPENING THE POLL...

- The Presiding Officer should question the person;
- if he/she is then satisfied that the voter took the token out without any intention to defraud,
- he/she may allow the voter to vote or to leave the polling station without voting, as the voter wishes.

OPENING THE POLL...

- If such a voter is not allowed to vote
- an entry should be made in the voter roll against his/her name that he/she was not allowed to vote.
- When such a person is not allowed to vote,
- the ballot token should be taken back and kept along with the unused ballot tokens.

OPENING THE POLL...

- If the Presiding Officer is convinced, after questioning him/her, that the voter was trying to defraud,
- he/she may order a Police Officer to arrest him/her and also make a written report to the Police with a copy to the Assistant Returning Officer.

7 A VOTER REFUSES TO VOTE!

- If a voter receives the ballot token and then decides not to vote,
- the token should be taken back from him/her and
- an entry made against his/her name in the voter roll that he/she refused to vote.
- The ballot token should be taken back and kept along with the unused ballot tokens.

8 VOTING AT A DIFFERENT POLLING STATION!

- Many people will be working at Polling Stations different from the ones at which they are expected to vote.
- In this case, if they are employed at a Polling Station within their constituency,
- they may be given an Election Duty Certificate allowing them to vote.

OPENING THE POLL...

- If any members of the polling team, uniformed personnel on election duty working under the command of the Inspector General of Police,
 - or polling agents have such a certificate,
 - they should cast their vote at that polling station.
-
- The names of such persons and other details should be entered at the end of the voter roll relating to that polling station.

OPENING THE POLL...

- Presiding Officers will be provided in advance with the details of election officers and polling agents who have been given Election Duty Certificates.
- Advance information may not be available in the case of police officers.

9 POLLING CANNOT CONTINUE!

- Violence might erupt around your Polling Station; or there may be a heavy storm.
- If polling is obstructed or interrupted by natural or man-made calamities,
- the Presiding Officer should announce postponement or adjournment of the poll.

OPENING THE POLL...

- A passing shower or wind will not be sufficient cause for postponement or adjournment of the poll.
- If polling cannot continue the Presiding Officer should immediately report such unfortunate circumstances to the Assistant Returning Officer, who will inform the IEC through the Returning Officer of that Constituency.
- Do your best to notify without delay the IEC.

OPENING THE POLL...

- **The mouth of the ballot drums shall be sealed if voting is being adjourned.**
- In the case of an adjournment, the seal numbers shall be noted down by the Presiding Officer and the agents until the resumption of the poll.

Chapter 11

**AT THE END OF THE
POLLING DAY...**

AT THE END OF POLLING DAY...

1 CLOSING THE POLL

- **4.00 pm** is the time stipulated for closing the polls.
- **If there are voters waiting to vote at that time, they should be allowed to vote.**
- Voting should continue until such a time as all voters in the queue have been allowed to vote.

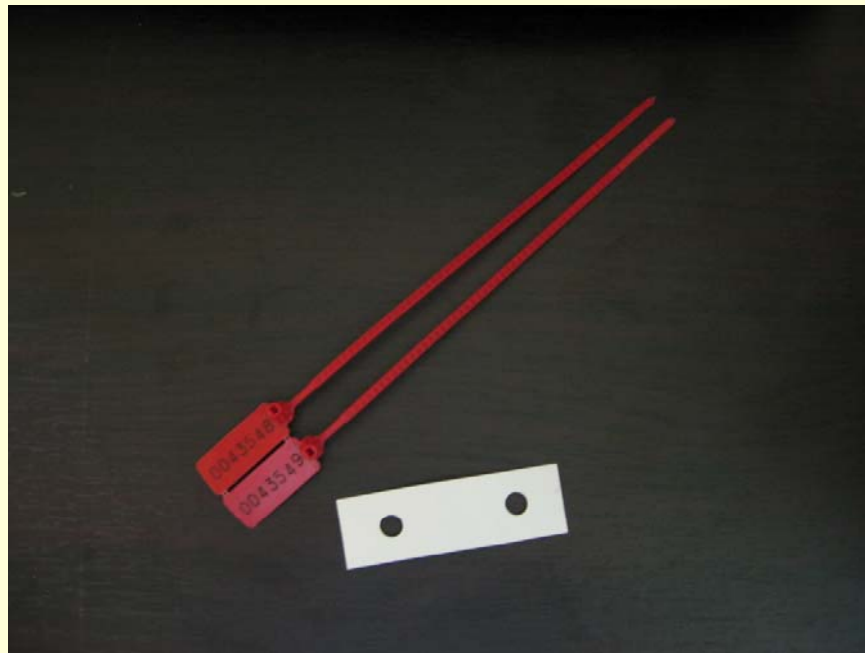
AT THE END OF POLLING DAY...

- Do not allow late comers to enter the queue after 4.00 pm
- If all the voters allocated to the polling station have voted before 4 pm,
- the Presiding Officer may close the poll earlier than the scheduled time.

AT THE END OF POLLING DAY...

2 SEALING THE BALLOT DRUMS

- Once the Presiding Officer has closed the poll, the polling team should **seal ALL the ballot drums** to prevent any more tokens being put into them (for this purpose, use coloured seals only).



AT THE END OF POLLING DAY...

- This will involve closing the hole through which tokens are inserted with the white rectangular seal and coloured seals provided.
- Take note of the numbers of the coloured seals used. Polling agents are also allowed to write down these numbers.



AT THE END OF POLLING DAY...

3 COUNTING UNUSED BALLOT TOKENS

- The next thing to do is to **count the number of unused ballot tokens.**
- Write the number on a piece of paper together with the polling station identification number (label supplied)
- and then place it inside the bag containing the unused ballot tokens.
- Do not forget to secure the bag with string or sellotape.

AT THE END OF POLLING DAY...

- Attach another label with the identification number of the polling station to the neck of the bag.
- The sealed bag is to be placed inside the equipment box.
- The Presiding Officer should then complete the “Close of Poll Report” form.
- When completed, the Presiding Officer and candidates’ polling agents should sign the “Close of Poll Report” form.

AT THE END OF POLLING DAY...

- The “Close of Poll Report” form,
 - all Oath Forms,
 - Election Duty Certificates,
 - the Voter Roll
 - and the Presiding Officer’s Notebook
-
- are to be sealed in the temper evident bag (or large brown envelope) provided.

AT THE END OF POLLING DAY...

- The temper evident bag (or envelope) is to be sealed,
- and the Presiding Officer and the polling agents are to **sign their names over the sealed edges** of the temper evident bag (or envelope).

AT THE END OF POLLING DAY...

- The sealed edges of the temper evident bag (or envelop) and the signatures are then to be covered with sellotape.
- Write the name of the constituency and the name and identification number of the polling station clearly on the tamper evident bag (or envelope).
- Pack all other materials into the equipment box.

AT THE END OF POLLING DAY...

- Complete the form "List of Equipment for Polling Station",
- after indicating all remaining items, which you will hand over to the Assistant Returning Officer.
- Sign the form and place it into the box.
- Seal the equipment box with padlock.

AT THE END OF POLLING DAY...

4 TRANSPORTING THE DRUMS

- The Assistant Returning Officer will make arrangements to collect
 - the ballot drums,
 - the equipment box,
 - and the tamper evident bag (or envelop) and
 - any other materials.
-
- All of these will be transported to the Counting Centre.

AT THE END OF POLLING DAY...

- **The Presiding Officer must accompany these materials**
- Candidates' polling agents may accompany the ballot drums to the Counting Centre.
- Upon arrival, they would be required to sign an affirmation that they have accompanied the ballot drums to the counting centre.

AT THE END OF POLLING DAY...

5 EQUIPMENT AND POLLING MATERIAL RETRIEVAL

- Any other polling station equipment not delivered to the Administrative Area Office shall be returned to the IEC in accordance with the instructions of the Assistant Returning Officer

AT THE END OF POLLING DAY...

- Prior to receiving their fees, Presiding Officers will be required to check the returned polling equipment and materials in the presence of the Assistant Returning Officer.
- Remember that you may be charged for any losses of equipment

Chapter 12

COUNTING PROCESS...

1 THE COUNTING CENTER

- The Assistant Returning Officer is responsible of the counting centre
- The counting centre is set in such a way that people sit in a circle form or face each other with space in the middle for the counting
- Upon arrival at the counting centre, Presiding Officers shall convert to counting officials – while the polling agents hand over to counting agents.

COUNTING PROCESS...

- Upon arrival at the counting centre, the polling agents sign the Escort Delivery Form to ascertain that the drums have arrived safely.
- Safe Delivery form will be provided at the counting centre by the Assistant Returning Officer.

COUNTING PROCESS...

- The people to be allowed in the counting centre include:
- Only Counting officers (former Presiding Officers, Assistant Returning Officers and IEC officials)
- Local Authorities, such as Governors, council Mayors/Chairpersons, District Seyfo
- TWO counting agents per Candidate
- Accredited domestic and international observers
- Accredited media
- Security personnel
- Candidates if they so wish.

COUNTING PROCESS...

- No other person should be allowed in the counting centre unless duly authorized by the IEC.

Counting Procedures

- There are two different methods for counting ballot tokens

A SUCCESSIVE COUNTING

B SIMULTANEOUS COUNTING

3 SUCCESSIVE COUNTING

- Pack equipment boxes in a corner of the counting centre
- Arrange ballot drums in rows.
- Counting officers (former Presiding Officers) read and loudly announce for each Polling Station:

COUNTING PROCESS...

- Polling station name and number;
- Number of tokens as received from Assistant Returning Officer;
- Number of tokens issued to voters (ballot token cast);
- Number of tokens un-issued (remaining in the token bag);

COUNTING PROCESS...

- Counting agents cross-check seals numbers with their notes as seal numbers are read.
- The Assistant Returning Officer shall then identify and select:
 - 1 Counting Officer for each Polling Station;
 - 1 Removing Officer for each Polling Station;
 - 1 Recording Officer for the Constituency;

COUNTING PROCESS...

- **Counting begins with one drum**
- Removing Officers break seals, pour the tokens into the sieve and filter.



COUNTING PROCESS...

- Removing Officers arrange token in a counting tray.



COUNTING PROCESS...

- Removing Officers show the filled counting tray to:
- counting agents and/or
- domestic / international observers present after reading the polling station name and number again.
- Showing of the counting tray should be done one after the other.
- Recording Officers record votes polled by each candidates on the Result Form.

COUNTING PROCESS...

- Removing Officers return tokens to original ballot drum
- Removing Officers take counted drum to a separate corner/place and seal (Removing officers)
- **Repeat above procedures for each candidate ballot / token drum**
- Recording Officers add the totals for each column of the Result Form to get the final result of each candidate for the constituency.

3 SIMULTANEOUS COUNTING / MULTI-COUNTING

- Arrange ballot drums in rows.
- Pack equipment boxes in a corner of the counting centre
- Counting officers (former Presiding Officers) read and loudly announce for each Polling Station:

COUNTING PROCESS...

- Polling station name and number;
- Number of tokens as received from Assistant Returning Officer;
- Number of tokens issued to voters (ballot token cast);
- Number of tokens un-issued (remaining in the token bag);
- Counting agents cross check seals numbers with their notes as seal numbers are read

COUNTING PROCESS...

- The Assistant Returning Officer shall then identify and select:
 - 2 Counting Officers for each Polling Station;
 - 1 Removing Officer for each Polling Station;
 - 1 or 2 Recording Officers for the Constituency;

COUNTING PROCESS...

- **Counting begins**
- Removing Officers break seals, pour the tokens into the sieve and filter.
- Removing Officers arrange tokens in a counting tray.
- Removing Officers show the filled counting tray to:
 - counting agents and/or
 - domestic / international observers present after reading the polling station name and number again.

COUNTING PROCESS...

- Showing of the counting tray should be done one after the other.
- Recording Officers record votes polled by each candidates on the Result Form.
- Removing Officers return tokens to original ballot drums.
- Removing Officers take counted drum to a separate corner/place and seal (Removing officers)

COUNTING PROCESS...

- **Repeat above procedures for each candidate ballot / token drum**
- Recording Officers add the totals for each column of the Result Form to get the final result of each candidate for the constituency.

Results

4 TRANSMISSION OF RESULTS

- The results are then transmitted by the Assistant Returning Officer to the **Collation Centre** in a sealed envelope in the presence of :
 - counting agents,
 - domestic and/or observers and
 - accredited members of the Press

COUNTING PROCESS...

- Counting agents can accompany the Assistant Returning Officer to ensure that the results have not been tampered with along the way to the collation centre.
- The collation centre will then verify, certify and fax the results to the IEC Headquarters for announcement by the Chairman over Gambia Radio Television Services (GRTS).
- **Proper care must always be maintained when results are being tabulated to ensure that all figures are correct.**

THE END