

## Electoral Officers Manual for 2018 **Harmonized Elections**

## **QUICK REFERENCE GUIDE**

This reference guide must be read together with the Electoral Act and Regulations.

## 1. PREPARING FOR POLLING

## **Pre-requisites**

There are some basics you should be aware of before the Polling Process starts. You are expected to know:

- The name of your Polling Station; and
- The general location of your Polling Station.
- Familiarise with the roles and duties of the following Electoral Officers in the Polling Station: The Presiding Officer, Usher, Voters' Roll Officer, Statistics Officer, Indelible Ink Marking Officer, Ballot Paper Issuer(s), Recording Officer, and Police Officers.

The Presiding Officer must have phone numbers for the Constituency Election Officers and Ward Elections Officer and his/her deputy for communication. When you arrive at your assigned Polling Station, should any issues arise (such as any electoral material being damaged during transportation) you must inform your Ward Elections Officer immediately

On polling day, you need to periodically update the Ward Elections Officer with your polling station statistics.

The election material is received by the Presiding officer 3 days before the polling at the Constituency Election Office. After a Presiding Officer receives the election material, he or she must carefully examine the contents to ensure that all the equipment and materials for the poll as set out in the check list has been supplied. The Presiding Officer must not delegate this duty to any other officer.

The Presiding Officer must sign the Inventory List (Form PE 2005/29) after ensuring that all the equipment and materials have been supplied in the correct quantities and in usable condition. If there are items that are damaged, please replace them. Your signature confirms that the material is now in your custody.

**Checking of the Voters Rolls:** Presiding Officers shall be issued one set of the Polling Station Specific Voters' Roll. Check the condition and print quality of the Voters Roll. Report any defects on the Voters' Roll supplied to the Ward Election Officer to deal with immediately.

Check the Distinct security Features on the Voters' Rolls and if you are satisfied that the Voters' Roll supplied is in order, you must sign the relevant section on the Inventory List – PE 2005/29.

**Transport to Polling Station:** Make sure that the electoral material is stored away safely for transportation so that it is not damaged, stolen or tampered with. Presiding Officers are discouraged from using their personal vehicles to carry Election material nor should they keep the Election materials at their homes.

**Indelible Finger Marking Pens:** Ensure that the Indelible Finger Marking Pens are not dry. Each Polling Station shall have five (5) Indelible Finger Marking Pens.

**Declaration of Secrecy:** Presiding Officers and all polling officers must make a declaration of secrecy. A presiding officer must make such declaration of secrecy before a Commissioner of Oaths. Polling Officers may make a declaration of secrecy before a Commissioner of Oaths, or before the Constituency Elections Officer or before the Presiding Officer.

## 2. SETTING UP THE POLLING STATION

All staff members are urged to be at the Polling Station at least two days before the official polling time so that they can receive Postal Votes if any, and do rehearsals and practice sessions.

**Polling Booths:** There must be at least three Polling Booths in each Polling Station and they must be placed such that the voter can mark his or her Ballot Paper in complete secrecy. NOTE: Positioning of the polling booth must be as pictured below. Presiding Officer must be able to see if any untoward behavior of taking photographs with cellphones or similar gadgets is taking place although without seeing the manner in which the voter has cast his or her vote.



**Outside and around the Polling Station:** One day prior to Polling, if any Candidate campaign posters are still on the walls within 300 metres of the Polling Station, Election Agents must be instructed to remove them immediately. On Polling Day, shortly before opening of polls, the Presiding Officer must ensure that Direction Posters are put in appropriate places.

**Polling Rehearsals:** The Presiding Officer must undertake Training Rehearsals with all polling staff after the Polling Station is set up. The Polling Officers must alternate roles. All polling staff must rotate roles and familiarise themselves with the duties and responsibilities required by each position.

#### ROLE OF PRESIDING OFFICER DURING SETTING UP OF POLLING STATION:

The Presiding Officer is the Principal Administrator and supervises all activities which include supervise staff to take turns to go and feed. The Presiding Officer's seat must be strategically located to have an overview of all processes. <u>No</u> phone calls or recordings may be made inside a Polling Station. Must periodically inspect the Polling Booths.

**Implementing restrictions within 300 Meters of Polling Stations:** The Presiding Officer is in charge of a 300-meter radius of the Polling Station <u>no</u> Political Party or Candidate may on any polling day be allowed to undertake any campaigning.

**Disorder during polling:** Presiding Officers has the power of arresting any person committing Electoral Offences such as, impersonation, obstruction and preventing others from voting. The Presiding Officer with the assistance of the Police shall restore order.

**Polling Station Visitors:** The Presiding Officer is advised to give factual information as last reported to the Ward Elections Officer when requested of visitors such as ZEC Officials, Observers, Candidates, Chief Election Agents and Roving Agents, Journalists and Senior Police Officers. **No** phone calls or recordings, pictures may be made inside a Polling Station except by an accredited journalist. <u>No</u> photographing of a person marking his/her Ballot Paper. All visitors must sign the Attendance Register.

**Communication during polling process:** A Presiding Officer must give Polling Station Statistics at periodic intervals with Command/Collation Centres and such statistics must also be recorded on the Statistics Form.

At periodic intervals the Presiding Officer should give a Cumulative Statistics Report to the Ward Elections Officer on how many voters have voted e.g. at 1000 hours 70 have voted, at 1200 hours 200 voters have voted – Profoma 2005/9.

## **Electoral Staff and Accredited Personnel in Polling Stations**

There should be 10 electoral staff/personnel at polling stations with voters above 500 persons on the voters roll; 8 officials when persons registered are below 500; and 6 officials when persons of voters roll are below 200. These staff/officials would be responsible for ushering, checking names in voters roll; applying indelible inking; issuing ballots; recording statistics; recording occurrences; and providing security. When inside a Polling Station, all polling officers shall exercise their duties under the direction and instruction of the Presiding Officer.

**Disorder during polling:** It is an offence for any person, without lawful excuse to cause disorder at a polling station.

**Intoxication:** *Presiding Officers must enforce this provision decisively and without fear or favour. Anyone* intoxicated by liquor or drugs or considered to be violent or disorderly in or around the vicinity of the polling station must be removed from the polling station.

Agents: <u>Check agents name on list provided and allow only one per party. Note: only ONE election agent per political party contesting the election</u> is permitted inside the Polling Station at any single time. Election agents can witness all processes carried out by each polling officer within the polling station e.g. confirmation that a voter appears on the voters roll and crossing out of the name etc.

Presiding Officer should collect a duly completed Declaration of Secrecy Form (Form V19) from all Election Agents <u>before the opening of poll</u>, failure to complete a declaration of secrecy by election agents should result in exclusion of the Agent from the counting and collation of results.

**Election Observers:** Presiding Officer should verify credentials of observers. If the Polling Station is inundated with large numbers of Observers, then one observer per Organization may be inside the Polling Station. Presiding Officer must be prepared to manage the number of people in the polling station by requesting observers to rotate.

Note: Observers are not required to complete the Declaration of Secrecy Form.

### 3. POLLING DAY

**Preparations:** This starts from 6:00 am to 6:30 am. *Declaring all Ballot Boxes Empty and Sealing them is f*rom 6:30 a.m. to 7:00 a.m. *Be careful* padlocks do not damage the lid during subsequent closing and opening.

• Seal ballot boxes and give Election Agents and Observers the Seal Straps' Serial Numbers. Agents can place their signatures on the envelope containing the keys (if they wish to do so).

• The Presiding Officer must ensure that the Ballot Box for the Polling Station has been appropriately labeled: Polling Station Name; Ward Number; Local Authority Name; Constituency Name; and Election Name. Properly open ballot box aperture.

**Ballot Papers Serial Numbers:** The Presiding Officer must then announce the Ballot Paper Serial Numbers to everyone and which book will be used first. Use ballot books sequentially according to their series numbers.

Attendance Register: The Presiding Officer, Polling Staff, Police, Election Agents and Observers (if any) and all other persons entering the Polling Station must sign the Attendance Register.

Absence of Election Agent at Commencement of Poll: If at the time 7 o' clock when the Ballot Boxes are to be declared/demonstrated to be empty before sealing, any Elections Agents are not present, their names must be recorded on Proforma PE2005/7. For the avoidance of doubt it is declared that the failure by any person (other than an electoral officer) to be present at the commencement of any activity within the polling station **shall not** prevent the presiding officer or electoral officer concerned from proceeding in the absence of such person.

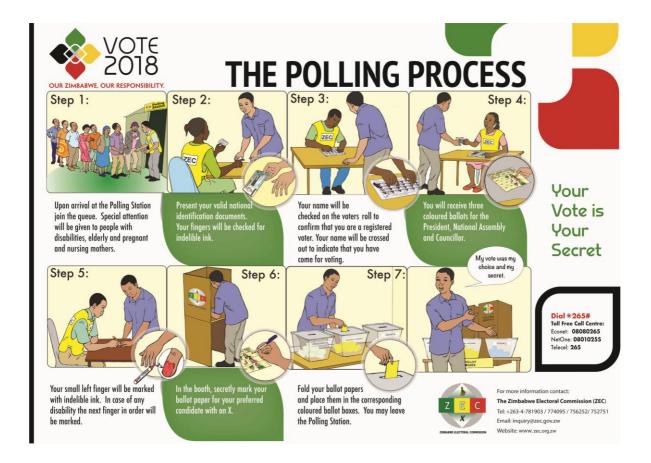
**Delayed Opening:** When a Polling Station cannot open on time and instead has to open later, the Presiding Officer must inform the Ward Elections Officer as soon as possible. Presiding Officer must ensure that the polling station remains open for a continuous period of 12 hours even if there is a delayed opening.

## **Beginning of Polling (7:00AM)**

Any Election Agents, Local Observers, Police and Electoral Officers registered to vote at that particular Polling Station (that are not listed as Postal Voters) must be given the opportunity to vote gradually as the day progresses. Casting their votes first may be misconstrued by the voting public who may allege ballot box stuffing.

A Voter Registration Certificate will not be accepted as a valid document for voting.

## 4.4 Steps in the Polling Process



A voter's identity document that is badly damaged, defaced, appears to have been intentionally tampered with or is not readable will not be accepted.

When a married woman states that she was registered under her maiden name, the Voter's Roll Officer must check whether the name exists on the Voters Roll and compare the National Identity number on the ID Document to the one in the Voters Roll -- if these numbers match allow the voter to vote and pass it over to the Statistics Officer for recording.

**Ballot Paper Issuer:** The Ballot Paper Issuer must make sure that each Ballot Paper is free from noticeable defects and then proceed to stamp the back of the Ballot Paper with the Polling Station's Secret Mark.

**Voter makes a mistake:** If a voter makes a mistake when marking the ballot he/she must fold this particular Ballot Paper and return it to the Presiding Officer and ask for a Replacement Ballot Paper. The Presiding Officer must keep the paper folded and must draw double lines across the spoilt Ballot Paper and write the word "Cancelled" on the ballot as well as on the counterfoil.

**Assisted Voter:** If a visually impaired person or an illiterate person brings a confidente for assistance then the Presiding Officer must <u>NOT</u> observe how such person is being assisted. The confidente can only assist one person and must not be a minor.

Record details of Assisting Person on the List of Assisting Persons. Record details of assisted on the Register of Assisted Voters.

If a voter wants to be assisted but has no Confidant, the Presiding Officer may assist such a voter in the presence of two additional Electoral Officers and a Police Officer.

## 3. CLOSING THE POLLING STATION

Closing Instructions: At 1855 hours, the Presiding Officer should announce that polling will close in 5 minutes. At 1900 hours the Presiding Officer declares the Polling Station officially closed for polling. This must be announced both inside and outside the Polling Station. Only the voters who are already in the queue may vote after the end of the polling time; and if the processing of all these voters will take an excessive amount of time, the Presiding Officer should notify the Ward Elections Officer.

## **Steps Immediately after Close of Poll Time:**

- Inform the Ward Elections Officer closing time of the Polling Station.
- Dismantle the Polling Booths and check if any Ballot Papers have been deposited therein.
- If any Ballot Papers are discovered they must be checked to ensure they have been stamped with that Polling Station's Secret Mark and, if so, then the Ballot must first be shown to agents before inserting them in the appropriate Ballot Box.
- In the case where Postal Votes were received, the Presiding Officer must process them before sealing the Ballot Box.
- If there are no postal votes for that Polling Station the Ballot Boxes will then be closed by having their apertures closed and sealed.

## 4. POSTAL VOTING

As soon as a the Presiding Officer firms up at the Polling Station, he/she must look up the names on the Polling Station Postal Vote Register on the Polling Station Voters' Roll. Make sure the details on the Polling Station Postal Vote Register, the Polling Station Voters' Roll and the envelope match. *If it is not already done, write the initials 'PV' next to the name of the Postal Voter on the Polling Station Voters' Roll*. Take due precaution not to mark an incorrect voter entry.

After closing the Polling Station including dismantling the Polling Booths, the Presiding Officer must announce to the Candidates, Election Agents and Observers who are present

that there are some Postal Votes to be processed. Inform them about the number and names on the Polling Station Postal Vote Register and how many Postal Vote Envelopes have been received.

- a) The Voters Roll Officer will now locate the voter's record and confirm that it is indeed marked as "P.V."
- b) The Presiding Officer must then open the envelope.
- c) Without unfolding the Ballot Papers, stamp each one with the *appropriate* Secret Mark for the Election;
- d) Place the Ballots in the *appropriate* Ballot Boxes, to be counted along with the votes cast at the Polling Station in the Elections concerned;

All such Rejected Postal Voters Envelopes must remain sealed and no-one is permitted to find out how the voter marked his/her Ballot Paper.

After all the Postal Votes have been processed, the Ballot Boxes will be closed by having their apertures closed and sealed in preparation for results counting. A Postal Voter Applicant who turns up at a polling station must be turned away.

#### 5. COUNTING AND DISPLAYING OF RESULTS

Before counting it is important to consider a short break (10-15mins). Counting and verification is done at the Polling Station and no one can enter or exit the room, once counting has commenced and until results are finalized and captured on the V.11 Form.

The Presiding Officer will proceed by giving to all those that are present and wish to do so the opportunity to check that the seals are intact and to verify the serial numbers.

The ballot boxes will be opened and counted in the following order: 1) Presidential Election; 2) National Assembly Constituency Election; 3) Local Authority Election.

Check that the Number of Ballot Papers match with the number of ballot papers issued.

Try as much as possible to accommodate the processing of incorrectly inserted/deposited ballots. Therefore, you are advised not to seal any Ballot Box until after all three Election ballots have been processed.

**Unaccounted for Ballot Papers:** If at the end of processing ballots for all the three Elections you cannot account for all the Ballots ('Unaccounted for Ballots,') you <u>must</u> write a report to that effect for the Ward Elections Officer. The report should be attached to the Polling Station Return Form, Form V.11, which goes to the Chief Elections Officer.

**Ballot Papers Not Bearing Official Mark:** Do not reject the ballot papers which do not bear the Polling Station Official Mark if the aggregate of the Ballot Papers which do not bear the Official Mark of the Presiding Officer, does not **exceed five per cent (5%)** of the votes cast at that polling station; and together with all the other Ballot Papers, does not exceed the total number of Ballot Papers issued by the Presiding Officer for that polling station.

#### **Valid Votes**

In marking the Ballot Paper the voter is supposed to place a cross (an  $X_2$ ). The voter can use a mark other than an X in the marking space, provided that it clearly indicates the intention of the voter. This would include marks such as  $\sqrt{2}$ ,  $\sqrt{2}$ 

#### **Invalid votes**

The voter must not place his or her signature, or initials or fingerprint in the marking space as this could lead to the identification of the voter and the vote would no longer be secret. When the Presiding Officer has rejected as invalid a Ballot Paper, he or she must *write* the word "Rejected" on it'. The presiding officer must add to the endorsement "Rejection Objected To" if an objection to his or her rejection is made by a candidate or the candidates' election agent. Rejected ballots must **not** be included in the count of valid ballots.

In the examples given below the ballots are invalid as they do not clearly indicate which candidate the voter wished to vote for.

Name of candidate	Name of Party	Symbol	Photograph	Marking space
XYZ	Telephone	2	☺	
ABC	Book	Щ	<b>(4)</b>	
GKV	Plane	<b>→</b>	☺	
LPD	Bicycle	ф.	<b>(4)</b>	
OPU	Computer	旦	©	

Name of candidate	Name of Party	Symbol	Photograph	Marking space
XYZ	Telephone	2	☺	
ABC	Book	Щ	<b>(2)</b>	X
GKV	Plane	<b>+</b>	☺	
LPD	Bicycle	ф.	⊕	X
OPU	Computer		<b>©</b>	

#### Valid Votes

If the presiding officer accepts as valid a ballot paper on which an objection has been raised by a candidate or the candidates election agent the presiding officer must **write** "Acceptance Objected To," at the back of the ballot and place the ballot in an envelope *marked with the words* "Acceptance Objected To," and all such ballot papers **must be counted** among valid ballots before deposited in an envelope.

**Recording of the Results of the Count:** The Presiding Officer must record the details of the counting on a Polling Station Return, Form V.11. Care should be taken to ensure that there are **NO MISPOSTINGS** of results. The results on the Form V.11 must follow the same sequence as appears on the ballot paper.

Certification of Polling-Station Return, Form V.11: After completing the Polling Station Return, Form V.11, the Presiding Officer must certify as correct the Polling Station Return Form as the correct record of what transpired at the station at which he/she was a Presiding Officer.

**Display the completed Polling-Station Return:** The Presiding Officer must show the completed Polling-Station Return, Form V.11, to those present.

**Declaration by Candidates/ Election Agents:** The Presiding Officer must request each Candidate or his/her Election Agent to append their signatures to the Polling Station Return Form, Form V.11.

**Presiding Officer's Seal:** The V.11 Form and all documents originating from the Polling Station must be stamped with the Presiding Officer's Seal. The presiding officer must then:

- ➤ provide a copy of the Polling Station Return, Form V.11, to each Candidate or his or her Election Agent; (enough copies must be made in order to give a copy to each candidate or election agent)
- ➤ affix (display) a copy of the Polling-Station Return, Form V.11, on the outside of the Polling Station so that it is visible to the public and shall ensure that it remains there.

Transmission of Polling Station Return & Other Essentials: Immediately after affixing a Polling-Station Return on the outside of the Polling Station, the Presiding Officer must personally transmit the Polling Station Return certified by himself or herself to be correct, specific Protocol Register extractions, Voter Statistics Tally Form, HR-Attendance Register and the sealed Ballot Box to the Ward Elections Officer. The Presidential Results MUST be announced within five days by the Chairperson of the Commission. Therefore all Presiding Officers must work meticulously and with haste to ensure that they transmit results to the Ward Elections Officer within the earliest possible time and NO LATER THAN 31 JULY 2018!!

**Summary to Close of Poll:** Finally, prepare or package all other remaining items for their return. For example,

- Presiding Officer's Seal, Polling Station Secret Stamp(s), Stamp Pads, Polling Booths, Indelible Ink Marking Pens, Gas Cylinders and Lamps, and so on.
- Ensure that no flammable material (e.g., Acetone) is leaking if it cannot be resealed securely so that it does not leak then it must not be placed inside the cardboard box as it presents a fire risk.
- Do not return any unused matches because they are fire hazard

• Ensure that gas lamps are properly packaged to prevent them from being damaged during transportation.

# TRANSMISSION OF POLLING STATION RESULTS AND HANDOVER OF ELECTION MATERIAL TO THE WARD ELECTIONS OFFICER

#### **Election Material sent to the Ward Elections Officer**

The Presiding Officer must personally ensure the secure transportation of all Election Residue. The Presiding Officer at the Polling Station must send to the *Ward Elections Officer* the following:

- a) the duly completed Ballot Paper accounts, Form V.11s;
- b) stapled together, the duplicate of the following Profomas from the Protocol Register:
  - 1) PE2005/1: Register of Assisted Voters [Section 61(b)(iii)]
  - 2) PE2005/1a Register of Persons Assisting To Vote [Section 59(3)
  - 3) PE2005/4: Register of Persons Denied To Vote
  - 4) PE2005/30: Register of Complaints Received During Poll
  - 5) PE2005/32: Gender Statistics Form
- c) Gender Tally Forms
- d) A sealed ballot box with:
  - Ballot Papers: Spoilt, Unnumbered, Mismatched, Unused, Used and All Counterfoils.
  - Polling Station Return for the Election, Form V.11;
  - Original Polling Station Protocol Registers and any Exercise Book used to record activities at the Polling Station;
  - Badges for Polling Officers;
  - Completed and signed Declaration of Secrecy Forms;
  - Voters' Roll to be enclosed in the Local Authority Ballot Box.
- e) Indemnity Forms

The sundry items must be returned to the *Constituency Elections Officer* for use during any subsequent Elections. *Used and finished indelible marker pens must be labelled 'Used & Finished.' Used but not finished indelible marker pens must be labelled 'Used.'* 

## **8.3** Ward Collation Centres and Their Responsibilities

- Being a conduit between the Presiding Officer and the Constituency Elections Officer at the Constituency Command Centre.
- Receiving, collating and transmitting Polling Station Results and Ballot Boxes to the Constituency Command Centre.
- Collating Local Authority results and announcing the winner

• Compiling Ward National Assembly Constituency and Presidential results on Form V.23A and transmitting them to the Constituency Elections Officer

## Handover procedure from the Presiding Officer to Ward Election Officer

Ward Elections Officer must ensure all Forms have been completed to satisfaction. Before leaving, the Presiding Officer and any Election Agents that accompanied him/her must handover their badges to the Ward Elections Officer who will place them in an envelope with the other electoral material for that specific Polling Station.

Presiding Officer should keep his/her mobile phone charged and switched on in case there is an urgent need to be contacted.

## **Processing of results at Ward Level**

The Ward Elections Officer will receive and check that the following are there:

- A sealed Ballot Box <u>for each Election.</u>
- Six V.11 Forms *for each Election* have been duly completed and signed.
- All original V.11 Forms show precisely the same information;
- That all V.11 calculations have been correctly made.
- That the following Protocol Attachments are there:
  - 1) PE2005/1: Register of Assisted Voters [Section 61(b)(iii)]
  - 2) PE2005/1a Register of Persons Assisting to Vote [Section 59(3)
  - 3) PE2005/4: Register of Persons Denied to Vote,
  - 4) PE2005/30: Register of Complaints Received During Poll
  - 5) PE2005/32: Gender Statistics Form,
- Gender Tally Form,
- Indemnity Forms, and
- Human Resources Attendance Register, and shall verify that writing on all Forms is clearly legible.

The Ward Elections Officer will make use of one of the original V.11 Forms for each Polling Station to complete entries on the V23A Forms for the three Elections. Under no circumstances is the Ward Elections Officer permitted to complete an entry for any Polling Station on the V23A Form without having on hand its original V.11 Form.

The Ward Elections Officer must double-check the result tally that has been captured and relevant stakeholders must sign the V23A Form.

The ward elections officer must ensure that all Polling station Returns, Form V.11 equivalent to the number of polling stations in his or her ward have been submitted before making the final tally.

The Ward Elections Officer must personally ensure the secure transportation of all Electoral Material and Equipment (both used and unused) to his/her Constituency Command Centre, accompanied all the way by his/her Deputy and at least two Police Officers.

## **Day after Elections**

On the day after Elections, the Presiding Officers, as well as, the Ward Elections Officers must wind up decamping and debriefing.

Presiding officers and Ward elections officers are reminded that they remain on call should there be a need for recounting of votes in the ward or at a particular polling station.

# TRANSMISSION OF POLLING STATION RESULTS AND HANDOVER OF ELECTION MATERIALS TO THE CONSTITUENCY ELECTIONS OFFICER

## Handover procedure from Ward to Constituency Election Officer

The Constituency Elections Officer will only open the envelope with the original V23A Forms to which the original V.11 Forms have been attached. The Constituency Elections Officer must ensure that the required number of **original** V23A Forms has been handed over by the Ward Elections Officer. These original V23A Forms will be required by the Constituency Elections Officer to complete Form V23B – also called, the Constituency Collation Form.

The Constituency Elections Officer will then verify that each original V23A Form:

- Has been correctly filled in,
- All original Forms show precisely the same information;
- All the information on every Form is clearly legible;
- All V23A Form additions have been accurately calculated; and
- All Forms have been duly signed by the Ward Elections Officer and all other relevant stakeholders.

After all the results of every Ward in that Constituency have been captured, only then are the Ward entries on the V23B Form deemed to be complete. The totals must thereafter be summed up and double-checked. The winner of the National Assembly Election for that Constituency **only** can be announced and the V23B Form affixed at the entrance of the Constituency Command Centre.

Through the Offices of the District Elections Officer, the relevant original Forms will subsequently be transported to the ZEC Head Office in a similar secure manner.

## **IMPORTANT REMINDER:**

Ward Elections Officers and Constituency Elections Officers are advised to deal with the results of the Presidential Election first as these will need to be quickly transmitted to the next level. Remember the Presidential Election must be announced within five days from the date of the election so all Ward Elections Officers and Constituency Elections Officers must work meticulously and with haste to ensure that they transmit Presidential results within the earliest possible time!!

Wards Elections Officers MUST transmit the Presidential Result to the Constituency Elections Officer NO LATER THAN 1 AUGUST 2018!!!

Constituency Elections Officer MUST transmit the Presidential Result to the District Elections Officer NO LATER THAN 2 AUGUST 2018!!!

The District Elections Officer upon receipt of results from Constituency Elections Officer MUST proceed forthwith to the National Results Centre i.e. ON 2 AUGUST 2018!!!!!