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**MESSAGE FROM THE CHIEF ELECTORAL COMMISSIONER AND  
CHAIRPERSON OF THE NATIONAL ELECTORAL COMMISSION,  
SIERRA LEONE TO POLLING OFFICIALS.**

The 17<sup>th</sup> November 2012, marks another historic event in the democracy of our country. Sierra Leoneans will be going to the polls to elect a President, members of Parliament, Mayors/Chairpersons and Councilors that will lead this nation for the next five years.

This will be the first time Sierra Leone will be conducting four elections at the same time. Elections for the Paramount Chief Members of Parliament will be conducted on the 10<sup>th</sup> November 2012.

This Polling and Counting Manual contains detailed procedures and instructions to guide all the officials who will be performing the task of conducting these elections.

The importance of the duties and responsibilities of the elections officials therefore cannot be over emphasized. It is a sacred duty for all the officials to read and familiarize themselves with the contents of this manual and to carry out their duties in an honest, credible and impartial manner.

It is a privilege to have been chosen to help carry out this all important national duty. I will therefore urge all the elections officials to study the manual very carefully and always use it as a reference guide. This will enable you to know your roles and how you relate to other members of the team.

This manual will be useful to Political Party/Independent Candidates Agents, Observers and all those who in one way or the other will be participating in the process.

On behalf of the National Electoral Commission, I want to wish everyone success in the preparation and conduct of the 2012 Presidential, Parliamentary and Local Council Elections.



Christiana A.M. Thorpe (Dr)  
Chief Electoral Commissioner/Chairperson  
National Electoral Commission (NEC), Sierra Leone.

## GLOSSARY

ADEO	Assistant District Electoral Officer
DEO	District Electoral Officer
FPTP	First Past The Post
FVR	Final Voters' Register
HQ	Head Quarters
MTF	Material Transfer Form
NEC	National Electoral Commission
PC	Polling Centre
PCM	Polling Centre Manager
PCSRs	Polling Centre Summary of Results Sheet
PCQC	Polling Center Queue Controller
PO	Presiding Officer
PP	Political Party
PS	Polling Station
PSQC	Polling Station Queue Controller
RRF	Reconciliation and Result Form
RSF	Record of Seals Form
SLP	Sierra Leone Police
TEE	Tamper Evident Envelope
TOT	Training Of Trainers
VEO	Voter Enquiry Officer
VIO	Voter Identification Officer
VR	Voter Registration
VRC	Voter Registration Centre
WC	Ward Coordinator

## **NOTES FOR ALL TRAINERS**

### **PURPOSE OF THIS MANUAL**

This manual is part of a set of materials for training those who will conduct the 2012 elections in Sierra Leone. It contains polling and counting procedures that govern, guide and regulate the conduct of polling and counting organized and managed by the National Electoral Commission (NEC).

The primary audiences of this manual are all NEC officials that will be directly involved in polling and counting at various polling centres/stations and will actually implement the procedures.

Stakeholders including political party agents, agents of independent candidates, security personnel, accredited observers and members of interested institutions will also find it very useful. It will not only enhance the cooperation, collaboration between staff at various levels and stakeholders but also give an insight into the nature and scope of the mechanism by which the will of the people is reflected in Sierra Leone.

All trainers are required to make themselves familiar with all the detailed procedures described in this manual for the successful implementation of the elections.

### **PRIMARY GOALS OF THE TRAINING OF TRAINERS (TOT)**

As a result of the training, the NEC trainers should be able to:

- Organize training sessions for all election officials, especially polling personnel;
- Lead training sessions which fully prepare polling staff to conduct the 2012 elections, count and report the result of the elections at their respective polling stations;
- Have a clear understanding of the polling and counting procedures, and serve as a resource or reference for polling day staff as they conduct the elections.

Trainers are advised to read this manual thoroughly in advance to enhance the conduct of the training and the conduct of an effective and efficient polling and counting. We hope that this manual enriches your work as a trainer.



## **PRIMARY GOALS OF THE TRAINING OF POLLING STAFF**

As a result of the training sessions, polling staff should be able to:

- Identify and implement effective polling and counting procedures including:
- Performing all the duties according to procedures;
- Setting up of the polling centre/station to ensure orderly queues outside and an easy flow of people inside it, in one direction from entry to exit;
- Processing eligible voters whose names are in the Final Voters' Register (FVR) at their respective polling stations;
- Provide guidance and assistance to eligible voters who need assistance (i.e. people with disabilities, people who cannot read or write, the elderly and first time voters);
- Identify accurately the necessary materials required to conduct polling and counting activities.
- To make returns after the polls appropriately

## **TRAINING MATERIALS**

The NEC procedures and training unit has identified a set of materials for the various trainings using the cascade strategy. The trainers will receive the following materials:

### **Training of Trainers manual and a training kit (large):**

To be used for the training of District Trainers, Ward Coordinators (WC), Polling Centre Managers (PCM), Presiding Officers (PO) and Voter Identification Officers (VIO).

### **Quick Reference Guides**

To be used, together with the Manual, during the training of the remaining polling staff (voter enquiry officers, polling centre/station queue controllers, ballot paper issuers and ballot box controllers) on the last day of training before polling.

The training kit contains all the electoral materials and forms that will be used during polling and counting, so that the staff will be familiar with them through formal presentation, practice session and role plays.

## TRAINING AGENDA

The training will be conducted in cascade manner. The first set of trainees will be the three District staff who will further train the senior polling staff (WC, PCMs, POs and VIOs). The senior polling staff will then train the other polling staff on the day before polling using the Quick Reference Guides.

The contents of the training will include but not limited to:

- Duties of various polling staff,
- Processes and procedures involved in polling,
- counting and dispatch of electoral materials,
- Description and use of all polling related documents and role plays of the processes,
- Relation with party agents, SLP, observers and media

The agenda for the training will be given to the district trainers during their training to be further disseminated for the other levels of the cascade training.

PCMs, POs and VIOs will train the other polling staff using the Quick Reference Guides extracted from this Manual.

# CHAPTER 1

## BACKGROUND AND GENERAL INFORMATION

This chapter deals with general facts and aspects of the upcoming polls in the next Presidential, Parliamentary and Local Government Elections in Sierra Leone scheduled for 17<sup>th</sup> November 2012.

### 1.1 AUTHORITY TO CONDUCT THE ELECTIONS

The National Electoral Commission (NEC) of Sierra Leone is the institution established by the 1991 Constitution with the sole authority in charge of, among others, preparing and conducting all public elections in Sierra Leone. Section 38, subsection (8) of the 1991 Constitution states that the “registration of voters and the conduct of elections in every constituency shall be subject to the direction and supervision of the Electoral Commission”.

A number of different but inter-linked electoral tasks have been completed in order to successfully conduct the upcoming polls in the Presidential, Parliamentary and Local Elections.

These electoral tasks included:

- The allocation of 2,298 voter registration centers.

*Note: The 112 constituencies and the 394 wards delimited in 2006 and 2008 respectively will be used for the 2012 elections;*

- The creation of a Biometric Voters Register, credible and acceptable to all stakeholders;
- The distribution of voter cards to all registered voters.

### 1.2 TYPES OF ELECTIONS FOR WHICH POLLING WILL BE CONDUCTED

- i. Presidential elections
- ii. Parliamentary elections (conducted in 112 constituencies)
- iii. Chairpersons/Mayors elections (conducted in 19 localities)
- iv. Councilors elections (conducted in 394 wards, out of which 20 are multi-member wards)

#### Presidential Election

In this election registered voters elect one presidential candidate (and the associated vice-president). Only candidates that are members of and nominated by registered political parties can contest such elections. There is no independent candidate for presidential election.

A presidential candidate requires 55 percent of the total valid votes cast to win the elections. If not, a runoff election will be conducted through a “simple majority/First Past the Post” (FPTP) system between the two candidates who obtained the highest number of votes in the first round. The candidate who obtains a simple majority of valid votes in runoff the second round shall be declared elected.

### **Parliamentary Elections**

This is the election in which voters elect candidates to represent them in parliament from 112 constituencies in the country. One member is elected for each constituency based on a “simple majority/FPTP” system by which the candidate who obtains the highest number of valid votes cast in the constituency is elected for a five-year term. Candidates can contest either under a registered political party or as independent candidate for a particular constituency.

### **Local Council Elections**

#### **a) Chairpersons/Mayors elections**

These are the elections conducted to choose the 19 chairpersons/mayors of the 19 localities (local councils) in which the Republic of Sierra Leone is divided. These elections are held every four years. The election of mayors/chairpersons will be conducted using a “simple majority/FPTP” system; meaning that the candidate who obtains the highest number of valid votes cast in the locality is elected. Independent candidates can also contest in these elections. While Chairpersons represent District Councils, the Mayors represent City Councils and Municipalities.

#### **b) Councilors’ elections**

In the councilors’ elections, a total of 456 councilors will be elected across 394 Wards nationwide to be part of the 19 local councils around the country. There will be one councilor elected for each ward, except in 20 wards where the number of councilors may vary from 4 to 8. 374 Councilors will be elected in single member wards and 82 from multi member wards. Elections for Councilors are based on a “simple majority/FPTP” system; meaning that the candidate/s who obtains the highest number of valid votes cast in the ward is/are elected. Both political party and independent candidates may contest these elections.

##### **▪ Councilors’ elections in single member wards**

In single member wards voters will mark the ballot only once in the box of the candidate of their choice. The candidate with the highest number of valid votes will be elected.

▪ **Councilors' elections in multimember wards**

In multimember wards voters will mark the councilor's ballot paper as many times as the number of councilors required to be elected in that particular ward. The candidates with the highest votes will be elected.

### **1.3 THE LEGAL AND REGULATORY FRAMEWORK FOR ELECTIONS**

A legal framework (i.e. the laws that deal with the electoral process/conduct of elections and related matters) is necessary for the conduct of national elections.

The conduct of the upcoming elections is governed by the following:

- a) The 1991 Constitution of Sierra Leone;
- b) The Public Election Act, 2012;
- c) The Local Government Act 2004;
- d) NEC regulations and procedures.

### **1.4 ELIGIBLE VOTERS**

All eligible Sierra Leoneans who have been registered by the NEC during the recently concluded bio metric voter registration exercise.

### **1.5 POLLING CENTRES AND POLLING STATIONS**

A "**polling centre**" (PC) is a former Voter Registration Centre (VRC) where Exhibition and distribution of Voter Cards also took place. It is defined as the location where voting for the 2012 elections will take place. Each PC has the same code as the one used during registration. Only voters bearing a specific VRC code on their voter cards are supposed to vote in that very centre. Within any particular PC there will be a number of polling stations where a number of voters will cast their ballots. A PC can have a single polling station or a number of polling stations.

A "**polling station**" (PS) is the designated place within the PC where a team of polling officials work together to issue ballot papers to voters.

Each PS will process on average **300 voters**. However, in the last PS in each PC, some deviation will occur as the last PS will not be allowed to process less than 100 voters or more than 400 voters. Below are two examples to demonstrate how voters may be assigned in the last PS:

**Example 1:** PC 1233 has 685 registered voters assigned to the respective PSs as follows:

PS 1: 300 voters and PS 2: **385 voters**.

**Example 2:** PC 1234 has 750 registered voters assigned to the respective PSs as follows:

PS 1: 300 voters, PS 2: 300 voters, and PS 3: **150 voters**.

## **1.6 DATE AND TIME FOR POLLING**

Polling will take place on **Saturday 17<sup>th</sup> November, 2012**. Voting will start at **7:00am** and end at **5:00pm**.

## **1.7 PERSONS ALLOWED TO ENTER THE POLLING CENTRE/STATION**

Only the following categories of people are allowed in a polling centre or station:

- Registered voters, voting or waiting to vote at that particular centre/station;
- polling officials;
- NEC officials with special duties relating to polling and counting;
- UN technical assistance team;
- accredited agents of political parties and independent candidates;
- accredited national and international electoral observers,;
- accredited members of the media;
- Sierra Leone Police or other security officers assigned to the polling centres.

Party/Candidate agents and observers must wear a badge issued by NEC. Also, the police or other officers must wear their official uniforms and display ID cards where available. No one may carry arms in a polling centre, with the exception of police officers, if invited into the polling centre/station by the Polling Centre Manager (PCM) or Presiding Officer (PO).

## **1.8 NEC STAFF AND POLLING PERSONNEL**

### **Ward Coordinators (WC)**

The Ward Coordinator (WC) supervises all elections in his/her area of responsibility. Each Ward Coordinator will liaise with the DEO, A/DEO, VETO, the Polling Centre Managers, Presiding Officers, Voter Enquiry Officers (VEO) and other polling staff to ensure the smooth running of the election process.

### **Polling staff:**

The polling staff are the personnel responsible for running PCs and PSs and processing voters.

#### Polling centre staff:

1. Polling Centre Manager (PCM), in centers with 2 polling stations or more.

*Note: In PCs with only one PS, the PO will act as the manager of the centre.*

2. Voter Enquiry Officer (VEO)
3. Polling centre queue controllers (PCQC)

The number of PCs staff will be based on the number of PSs in a centre as in the table below:

Number of polling stations	Number of Polling Centre Managers (PCM)	Number of Voter Enquiry Officers (VEO) per PC	Number of Queue Controllers per PC
1	0	1	0
2 - 3	1	1	2
4 -5	1	1	3
6 - 10	1	1	6
11 or more	1 + 1 deputy PCM	1 + 1 deputy VEO	8

#### Polling station staff:

1. Presiding Officer (PO);
2. Polling Station Queue Controller (PSQC);
3. Voter Identification Officer (VIO);
4. Presidential & Parliamentary Ballot Paper Issuer 1 (BPI 1);
5. Mayor/Chairperson & Councilor Ballot Paper Issuer 2 (BPI 2);
6. Presidential & Parliamentary Ballot Box Controller 1 (BBC 1);
7. Mayor/Chairperson & Councilor Ballot Box Controller 2 (BBC 2).

Polling staff	General duties
<b>Polling Centre Manager</b>	<ul style="list-style-type: none"> <li>- Manages the assigned PC and reports to the DEO through the WC</li> <li>- Trains polling staff (together with Presiding Officer)</li> <li>- Oversees the arrangements in and around the PC and PSs</li> <li>- Ensures that voting and counting take place in an orderly manner and according to procedures at the centre</li> <li>- Oversees the distribution and retrieval of materials from the WC to the PC/PS and vice versa</li> <li>- Completes the necessary forms for the centre</li> </ul>
<b>Presiding Officer</b>	<ul style="list-style-type: none"> <li>- Manages the assigned polling station</li> <li>- Trains polling staff (together with PCM)</li> <li>- Supervises polling staff to ensure the integrity and procedural accuracy of the polling operation</li> <li>- Is responsible for counting the ballots at the PS</li> <li>- Ensures that all documentation required for the PS is completed correctly</li> </ul>
<b>Voter Identification Officer</b>	<ul style="list-style-type: none"> <li>- Verifies the presence of each voter on the FVR</li> <li>- Instructs the voter to sign/thumbprint the FVR</li> <li>- Verifies that the voter has not already voted (no traces of ink)</li> <li>- Embosses the voter's ID card to prevent it from being used twice</li> <li>- Directs the voter to the Ballot Paper Issuer 1</li> </ul>
<b>Voter Enquiry Officer</b>	<ul style="list-style-type: none"> <li>- Confirms that voters with <b>missing</b> voter cards are included in the PC FVR and, <b>after confirming their identity</b>, issues receipt of confirmation and directs them to the correct polling station</li> </ul>
<b>PC Queue Controller</b>	<ul style="list-style-type: none"> <li>- Manages overall queue control at the polling centre</li> <li>- Assists voters by directing them to the correct polling station</li> <li>- Identifies and assists voters with special needs</li> </ul>
<b>PS Queue Controller</b>	<ul style="list-style-type: none"> <li>- Controls the entrance and exit of the PS so that only authorized persons enter the PS</li> <li>- Ensures that queue is maintained in an orderly manner throughout the day</li> </ul>
<b>Ballot Paper Issuer 1</b>	<ul style="list-style-type: none"> <li>- Validates the <b>Presidential &amp; Parliamentary</b> ballot papers using the NEC validation stamp</li> <li>- Issues the <b>Presidential &amp; Parliamentary</b> ballots to the voter and carefully instructs him/her on how to mark them</li> <li>- Directs the voter to a vacant voting screen 1 and shows him/her where to subsequently cast the <b>Presidential &amp; Parliamentary</b> ballot papers</li> </ul>
<b>Ballot Paper Issuer 2</b>	<ul style="list-style-type: none"> <li>- Validates the <b>Chair/Mayor &amp; Councilor</b> ballot papers using the NEC validation stamp</li> <li>- Issues the <b>Chair/Mayor &amp; Councilor</b> ballots to the voter and carefully instructs him/her on how to mark them</li> <li>- Directs the voter to a vacant voting screen 2 and shows him/her where to subsequently cast the <b>Chair/Mayor &amp; Councilor</b> ballot papers</li> </ul>
<b>Ballot Box Controller 1</b>	<ul style="list-style-type: none"> <li>- Makes sure that voters exiting from the voting screen 1 move towards the <b>Presidential &amp; Parliamentary</b> ballot boxes (flow control)</li> <li>- Guards the <b>Presidential &amp; Parliamentary</b> ballot boxes to ensure that all voters deposit their ballots in the appropriate ballot box</li> <li>- Directs the voter to the Ballot Paper Issuer 2 (flow control)</li> </ul>
<b>Ballot Box Controller 2</b>	<ul style="list-style-type: none"> <li>- Makes sure that voters exiting from the voting screen 2 move towards the <b>Chair/Mayor &amp; Councilor</b> ballot boxes (flow control)</li> <li>- Guards the <b>Chair/Mayor &amp; Councilor</b> ballot boxes to ensure that all voters deposit their ballots in the appropriate ballot box</li> <li>- Ink the voter's left index finger and ask the voter to wait for 3 minutes.</li> <li>- Invites the voter to leave the PS</li> </ul>



## **Role of polling officials'**

All polling officials are representatives of NEC and must remember to behave impartially and honestly at all times. The impartial behavior of polling officials is important for transparent, credible and acceptable elections.

When an election official has accepted to serve NEC and Sierra Leoneans, the official must sign a "declaration of secrecy" along with the contract which guarantees that s/he will:

- abide by the electoral rules and the administrative procedures governing these elections;
- maintain impartiality at all times;
- maintain the secrecy of each voter's vote;
- Count and report the results of the elections accurately and promptly.

## **1.9 ASSISTANCE TO VOTERS**

It is the policy of NEC to make the voting process as easy as possible for people with disabilities. The PCM and queue controllers should look out for voters with disabilities and accommodate their needs. PCM and queue controllers would provide assistance to voters in wheelchair in case there are steps in the PC/PS premises. Voters with disability, old people and pregnant/nursing women should be given an opportunity to go to the front of the queues.

In addition, here are some tips on respecting the human rights and dignity of people with disabilities

### **Use respectful language**

Referring to people with disabilities using derogatory language is unacceptable. Polling officials need to model how the rest of society should treat people with disabilities.

### **Do not make assumptions - ask first**

- Do not assume that people need help. The best way to provide assistance to a voter with disabilities is to ask if assistance is needed, then find out how you can be helpful. You can say something like: "Sir/Madam, my name is 'Lucy' and I am a NEC polling official. May I help/guide you to the polling station?", "Madam would you like to come to the front of the line", or "Sir, may I help you"?

**Identify the type of disability and make an effort to accommodate the person's needs.**

**When communicating with a person who does not hear well:**

- Face the person and gain his/her attention before speaking and make sure he/she can see your face clearly
- Assist him/her to read your lips by keeping your hands away from your face
- Smile should be on your face and not dazzling the voter
- Speak a little more slowly than normal and as clearly as possible- there is no need to raise your voice, and to perform exaggerated gestures, and do not be patronizing
- Keep your language simple and go to the point
- Rephrase your words instead of repeating them
- If necessary, write down the important points if the voter can read.

### **When communicating with a person with visual impairments:**

A person with visual impairment needs to be guided with specific directions. Indicate whether the person should go to the right, the left, straight forward; speaking out loudly if there is a step before the voter reaches it, etc.



It is your responsibility as a representative of the NEC to ensure that every registered citizen participates in the electoral process.

**Remember:** people with disabilities have the same fundamental and constitutional right as the people without disabilities!!

### **Voters with disabilities marking the ballot papers**

A voter who has a physical disability may request the assistance of a helper of his/her own choice (i.e. either a friend or relative, but not any of the polling staff or party agents) to assist him/her mark the ballot. However, the friend or relative must:

1. assist one voter only on polling day;
2. be a registered voter.

In such a case the presiding officer (PO) must allow the voter with disability to be accompanied by the helper of his/her choice in the voting screen. The PO must however explain to the helper about the need to vote according to the voter's choice and to keep the secrecy of the vote. The person assisting the voter with disabilities shall go with him/her to an unoccupied voting screen and help him/her in the preparation and

marking of his/her ballot papers and return the ballot papers, properly folded, for deposit in the correct ballot box. The PO will also ensure that the reason for the assistance will be marked beside the voter's name on the FVR.

In the case of a voter who cannot mark the ballot with a pen, the PO must inform such voter that he/she can mark the ballots by putting a thumb print in the space provided corresponding to the candidate of his/her choice, using a pre-inked thumb pad.



**Note:** Polling staff, party/candidate agents and observers must not give assistance to a voter in marking the ballots and must not witness the process.

#### **1.10 RIGHTS AND RESPONSIBILITIES OF PARTY/INDEPENDENT CANDIDATES AGENTS**

Party/independent candidates' agents have an important role to help ensure that the elections are transparent and credible. Although two agents from each party or candidate will be assigned to individual polling stations, only one can be present at a time inside the station. Agents may only vote at the polling station for where they registered.

A party/independent candidate's agent can:

- Observe the polling exercise on behalf of her/his party/candidate;
- Bring questionable or irregular activities to the attention of the Presiding Officer and record his/her remarks in the polling centre journal;
- Observe the counting procedures, sign the appropriate Reconciliations and Result Forms (RRF) and record the results.
- Obtain a copy of the Reconciliation and Result Forms (RRF).

The party/independent candidates agents must comply with the guidelines below and the code of conduct issued by NEC, and the PO will:

- Ensure that each party/independent candidate is represented by only one agent at a time in the polling station;
- Ensure that the party/independent candidate agents carry an ID card or badge issued by the NEC and make sure that it clearly refers to the Section/Area where the polling centre is located;

- Ensure that agents do not interfere with the polling and counting processes in any way;
- Make sure that no agents display anything which indicates that s/he is a representative of a particular party/independent candidate;
- Order any agent to leave the polling station if s/he is not complying with his/her obligations.



Under no circumstances should an agent be allowed to influence the political views of any person within 400 yards of the polling centre.

The whole exercise of polling and counting won't be affected if no party/independent candidate agent is present in the polling station provided that established rules and regulations are adhered to.

## 1.11 RIGHTS AND RESPONSIBILITIES OF ACCREDITED ELECTORAL OBSERVERS

Domestic and international observers accredited by NEC can:

- Have access to the polling and counting centres at all times during the polling and counting processes;
- Observe all steps of the polling and counting processes;
- Record any questionable or irregular activities in his/her Journal;
- Sign the Reconciliation and Result Form (RRF) after counting and record results.
- Obtain a copy of the RRFs.

Observers must comply with the guidelines below (and any other code of conduct issued by NEC) and the Presiding Officer will:

- Ensure that they act in an impartial and neutral manner while observing polling and counting processes;
- Ensure that they visibly display their accreditation badges/ID Cards and that they do not wear or carry any sign that associates them with a political party or a candidate;
- Make sure that they do not interfere with the polling and counting processes in any way, or touch any polling material;
- Order the Observer to leave the polling station if s/he is not complying with his/her obligations.

## 1.12 ROLE OF MEDIA REPRESENTATIVES AT THE POLLING CENTRE/STATIONS

Mass media are natural partners in the efforts of the NEC to disseminate accurate information and relevant and effective messages to the Sierra Leone population.

Media representatives, with official press cards, can:

- Have access to the polling centre/stations at all times during the polling and counting processes to perform their tasks.

The PCM and the Presiding Officer will:

- Ensure that they act in an impartial and neutral manner inside and outside the Polling Centre/station;
- Ensure that they visibly display their valid Press Cards and NEC accreditation badges and that they do not wear or carry any sign that associates them with a political party or a candidate;
- Make sure that they do not disrupt or interfere with the polling and counting processes in any way.
- Explain the polling and counting processes, if needed but do not release statements over the process,
- Ensure that media personnel do not communicate with any voters inside the PS or photograph in such a way that the voter's choice of candidate is identified.

### **1.13 SECURITY AND SAFETY**

Before commencing polling, the PCM must, in collaboration with the SLP, ensure that the polling centre is safe for the voters and the staff. The PCM may suspend polling and counting if the station is threatened by riot, violence, storm, flood, or any other occurrence that will make the proper conduct of polling and counting impossible.

There will be SLP or other security personnel either attached to individual polling centres or patrolling them.

The security personnel will always be outside of the polling station unless their presence is required by the Presiding Officer.

### **1.14 ELECTORAL OFFENCES**

Electoral Offences are specifically breaches or violations of the 1991 Constitution of Sierra Leone, the 2012 Public Elections Act and other NEC rules and regulations. They could be committed not only by political parties, candidates and members of the public, but also by election officials/staff.

The actions below constitute an offence in connection with polling and counting procedures, which can, if convicted, result in fines and/or imprisonment or being banned from holding public office for ten years (the list is not exhaustive).

- Printing, distributing or altering of Voter's Card or ballot papers;
- Prevention of election by force;
- Impersonating another person when applying to vote;
- Voting or attempting to vote more than once;
- Hindering or obstructing a polling staff in the execution of his/her duties;
- Hindering or obstructing a voter from voting;
- Infringement of secrecy of the voters' ballot;
- Improper practice by election officials e.g. partiality and undue influence by polling staff;
- Interference with voting materials by unauthorised persons;
- Falsification of the elections results to give advantage to a particular party or candidate;
- Bribery;
- Campaigning within 400 yards of the polling centres in support for a particular party or candidate.
- Over voting.

If any of such offences occur, the PCM and POs shall collect as much information as possible about the suspect and record the incident in the journals, and hand over the suspect to the SLP security personnel.

### **1.15 DEALING WITH COMPLAINTS RECEIVED ON POLLING DAY**

Complaints regarding perceived irregularities observed during preparations for polling, polling or counting should be resolved with the complainant immediately. A voter, a party/candidate agent, an observer or even a polling official can lodge a complaint.

Complaints regarding alleged irregularities witnessed during the polling or counting processes can be made either in writing or orally to the PO or directly to the PCM at the time the irregularities are witnessed.

All formal complaints, including oral complaints, must be recorded in the PO or PCM Journal, and must be signed by both the complainant and the polling official receiving it. Any response or action by the polling official in relation to the complaint must also be recorded in the journal.

If the complaint is made to the PO, and the PO considers it necessary, a complaint can be referred to the PCM for advice. In this case the PCM will also record the complaint and the response in the PCM journal, and the entry must be signed by both the presiding officer and the PCM.

Both the PO's journal and PCM journals must remain intact throughout the election process and no pages are to be removed from the journals. At the conclusion of polling and counting, all PO journals for the

polling centre, together with the PCM Journal, must be returned, together with all other election materials, to the DEO in the tamper evident envelope provided for that purpose.

If the complainant is not satisfied with the response to the complaint from the PO and/ or the PCM, he/she must be advised to address the complaint in writing to the respective District Electoral Officer (DEO) who is the returning officer in the NEC electoral district.

If the complainant is not satisfied with the response from the DEO, he/she can appeal the complaint in writing to the NEC-HQ.

If the complainant is still not satisfied with the response from the NEC, he/she can refer the complaint to the Election Offences Court, or petition the results of the election to the High Court.

## CHAPTER 2

### ELECTORAL MATERIALS AND PREPARATION FOR POLLING

This chapter describes the materials that will be used on polling day, and the necessary arrangements of polling centres and stations for a proper conduct of the election.

#### 2.1 ELECTORAL MATERIALS

Electoral materials are categorised as either sensitive or non-sensitive.

**Sensitive materials** are those materials that, due to their specific nature and in the event of damage, non availability or misuse by non authorized people, could seriously affect the electoral process. All sensitive materials are centre specific.

**Non-sensitive materials** are important and necessary, but will not adversely affect the election process in case they are damaged or destroyed; they should, however, be replaced in a short period of time. Both, sensitive and non-sensitive materials are crucial to the election process.

##### 2.1.1 SENSITIVE MATERIALS USED ON POLLING DAY

###### Ballot papers

These are papers on which voters should mark their chosen candidate(s) for each election.

At all polling stations, there will be specific ballot papers with the details of candidates contesting for the four elections.

The four types of ballot papers for the upcoming 17<sup>th</sup> November 2012 polls are:

- Presidential. Only one type of presidential ballot paper will be made for the whole country
- Parliamentary. Ballot papers for Parliamentary elections will be made specifically for each constituency (112).
- Chairperson/Mayor. These Ballot papers will be made specifically for the municipality or district council as the case may be (19), and
- Councillors. Ballot papers for Councilors will be made specifically for each ward (Remember: there are 394 single and multi-member wards)

###### Identification of ballots

Ballot papers will have different colour and design for the four elections.

- Presidential ballot papers: **Blue** frame with blue stripes on the back



- Parliamentary ballot papers: **Yellow** frame with yellow stripes on the back
- The chairperson/ mayor ballot papers: **Pink** frame with pink stripes on the back
- Councillor ballot papers: **Brown** frame with brown stripes on the back (for both single and multi-member wards).

### Structure of ballot papers

Each ballot paper for the four elections will have four columns: the first for the candidates' picture, the second for the candidate's Surname and Other Names, the third for symbol, and the fourth for the voter's mark.

### Ballot paper quota for polling stations

Each PS will receive 300 ballot papers for each election. The last PS in each PC will receive from 101 to 400 ballots depending on the total number of voters in the PC. All ballots will be packed in booklets of 50 copies each with a sequential number both on the stubs and on the ballot.

Any movement of ballot papers from polling station to polling station must be carefully documented (through the Presiding Officer's Reconciliation Form – Section A of the Reconciliation and Result Form).

**NEW Sample of the ballot papers: to be added for training purposes.**

### Final Voters' Register

Each polling station within a PC will receive its own specific Final Voter's Register (FVR), which is arranged alphabetically by surname and **also** according to the sequential Voter Card Number.

PCs with more than one station will receive a centre-wide copy of the FVR containing all voters eligible to vote at that centre.

The PC FVR will have the same format as the FVR used in polling stations and it will be used by the VEO to handle cases of eligible voters without ID cards.

### SAMPLE OF THE FVR

Both the PS and the PC FVRs will have the same layout presented below

**PC Code:** Preprinted Code    **PC Name:** Preprinted Name    **Polling Station:** Preprinted number

SN	Registration ID	Card Number	Form 1A Barcode	Surname	Other Names (First name, Middle Name)	Sex	Date of Birth	Address	Occupation	Father's Name	Mother's Name	Voter's Photo	Voter's F/print or Signature
----	-----------------	-------------	-----------------	---------	---------------------------------------	-----	---------------	---------	------------	---------------	---------------	---------------	------------------------------

## Official validating stamp

For the 2012 elections **two stamps**, with different design (see below), will be used in each polling station. One stamp is to be used for Presidential and Parliamentary ballots, while the other is to be used for the two local council elections' ballots. The stamps are used to validate all ballot papers issued to Voters. Ballot papers with no stamp will be rejected and treated as invalid. The stamp must be placed on the top right hand corner on the back (reverse side) of the ballot papers. An inkpad will be provided to stamp the ballots. See below samples of the two stamps>



## Indelible ink

Each Polling station will have indelible ink to mark the fingers of voters showing that they have voted. This is an added security feature to ensure that a voter votes only once.

Each voter will dip the left hand index finger in the indelible ink bottle after casting the votes.

*Note: To avoid spillage of ink when removing the bottle seal you are advised to use scissor (or any other sharp object) to make a hole through the seal and then remove it.*

## Embossing device

For the 2012 Elections each PS will be provided with an embossing device to impress Voter Cards with a circular mark meant to attest that the voter has voted in the 2012 Elections



## 2.1.2 ESSENTIAL NON-SENSITIVE ELECTORAL MATERIALS

### Ballot box

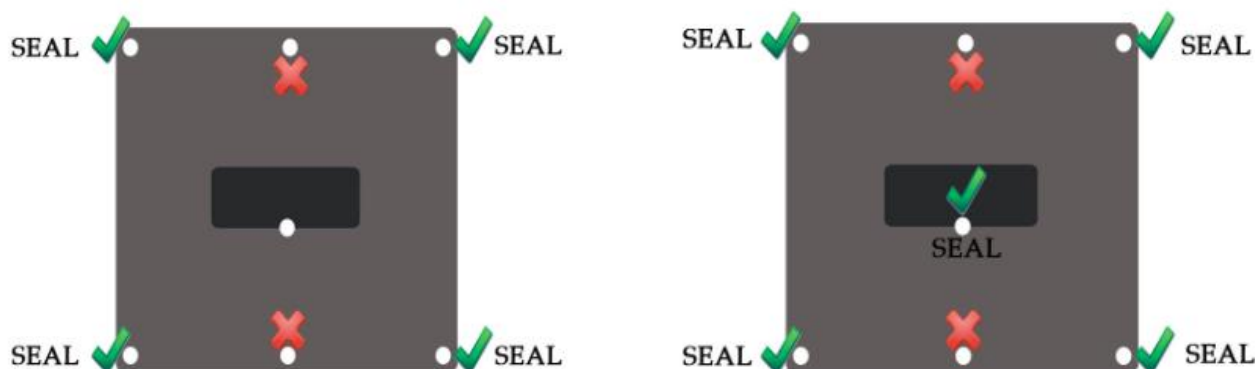
Each polling station will have **four** transparent ballot boxes, one for each election.

The two ballot boxes for the Presidential and Parliamentary elections will have white covers, while the two boxes for the local council elections will have grey covers.

Each ballot box is designed so that each of the **four corners of the cover** can be secured with plastic security seals during polling and during transportation to the NEC District Office after the completion of the election process. The two side holes do **not** need to be sealed.

The ballot box cover has a slot through which each voter must put his or her marked ballot.

This slot has a lid that must be sealed after the polling station is declared closed.



#### 1. Seals used during polling (4)

#### 2. Seals used after polling and for transportation (5)

The PO must ensure that two coloured stickers are attached to the two sides of each ballot box so that the ballot boxes can be identified by voters and officials. **Stickers will have different colours as the ones on the ballot papers for each election:** blue for Presidential ballot box, yellow for Parliamentary, pink for Chairperson/Mayor and brown for Councillor.

The PO must write (with the indelible marker) the following details on all 8 stickers before attaching them to the ballot boxes:

- **Polling centre code:** Write the five (5) digits code assigned to that PC.
- **Polling station number:** Write the two (2) digits number assigned to that particular PS.



**Important:** Ballot Boxes become **sensitive** materials as soon as ballots are cast into them

## Security seals



These seals are orange plastic pull-through strips that, once engaged, can only be released by cutting. These seals will be used to **tightly** seal the ballot boxes and therefore guarantee that the boxes remain sealed and are not tampered with at any stage of the process or even during transportation.

Each seal has a unique serial number (six digits) that has to be recorded on a specific form called Record of the Seals Form (RSF) that keeps track of all the seals used in a PS during the process. Throughout the polling and counting processes seals will be either applied or removed six times and in these circumstances seals will become sensitive materials. Each time, the seals' serial number has to be recorded in the relevant section of the RSF and party/ candidate agents and/or observers who witnessed the process will be entitled to sign the RSF. When the counting process has concluded, seals will be applied for the last time.

## Voting screens

In order to ensure the integrity of the process and the secrecy of the vote, voting screens will be delivered to all PSs which will facilitate efficient, orderly and secret voting. Each voting screen is two sided and can accommodate two voters a time. Each PS will be provided with two voting screens: the first for Presidential and Parliamentary Elections and the second for the Chair/Mayor and Councillors Election.

## Presiding officer's journal

The Presiding Officer's Journal is used to record routine as well as significant events or circumstances. The PO should manually record the following information in the PO journal:

- the PC name and code as well as the PS number;
- the names and mobile numbers of the PS staff members including him/herself;
- the time the PS opened and closed;

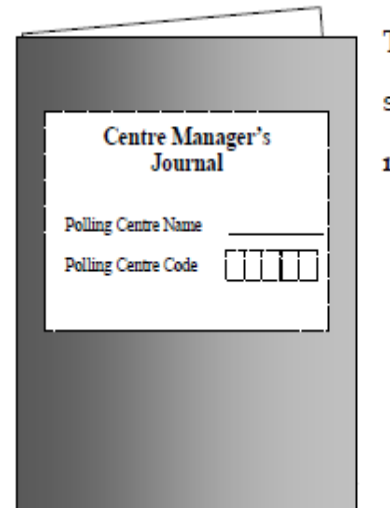
Presiding Officer's Journal	
Polling Centre Name	_____
Polling Centre Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Polling Station Number	<input type="text"/> <input type="text"/>

- the names of the party or independent candidates agents and observers present and their organizations;
- any complaints made during polling day, and how they were resolved;

### PCM's journal

The polling centre journal is used to record routine as well as significant events or circumstances. The PCM should manually record the following information in the journal:

- the PC name and code;
- The number and codes of PSs<
- the time all PSs in that center opened and closed;
- the time for the start of the counting at every PS;
- any complaints made and how they were resolved.



Both the PO's journal and PCM's journal must remain intact throughout the election process and no pages are to be removed from the journals.

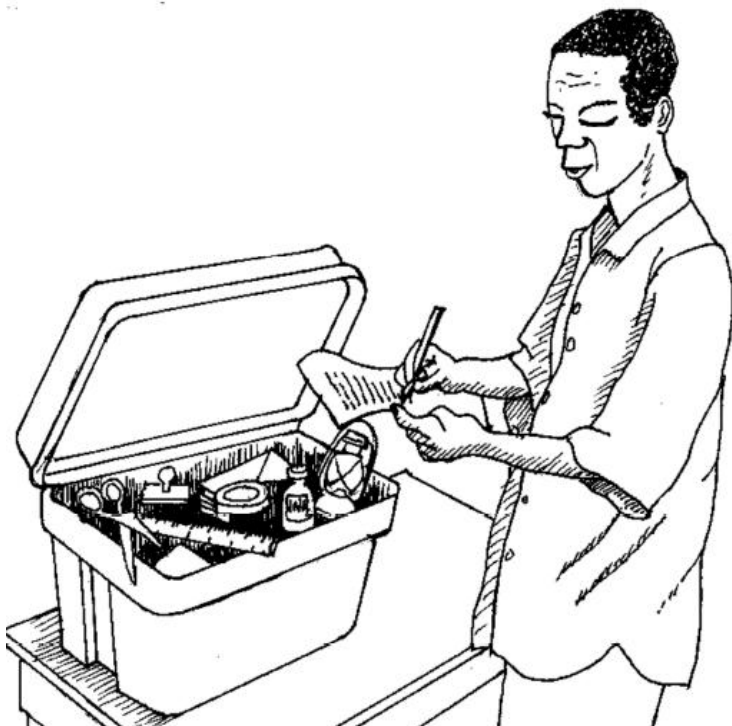
### 2.3 DELIVERY AND RECEIPT OF ELECTORAL MATERIALS

The WC is responsible for receiving the election materials from the District Electoral Offices and delivering them to the PCMs in his/her area of responsibility.

PCMs will receive the kits for the polling centre and for the various stations; additionally, they will receive ballot boxes and voting screens for the whole centre. Quick Reference Guide for the training of PCQC, VEOs, BPIs, BBCs and PSQC will be included in this transfer of materials.

**Polling centre kit** will include all items required for setting up and managing the center including materials for establishing queue control systems, forms and **all** sensitive materials required for the polling stations.

Each polling station will be issued with a **polling station kit**. The PS kit will include all non-sensitive items required to carry out the polling and counting processes in a station. The PS kits are not polling-station specific, and therefore any PS kit can be delivered to any polling station.



It is the duty of the PCM to carefully check and sign for the materials delivered to them against the list of items that have been provided, before distributing them to the POs in that centre. In case there are some materials missing, the PCM must immediately notify the WC.

When opening the PC kit to check the materials received, the PCM will cut only one seal, retrieve the materials that can be used for the setting up of the centre (like signs and barrier tape) and then seal the kit back (with the dedicated seal).



- PC kits containing ballot papers cannot be unsealed overnight

The safekeeping of the election materials is the responsibility of the PCM and SLP until the materials are delivered to the POs for each polling station before 7am on polling day.

The PO will, as well, check and sign when they receive the election materials for their polling station from the PCM.



*Upon receipt of the materials, the PCM and the PO will:*

- *check the contents of material kits;*
- *sign the “Material Transfer Form before polling”*

### **2.3.1 INTRODUCTION TO THE “MATERIAL TRANSFER FORM BEFORE POLLING” MTF 1**

The MTF 1 is the form that will be used by different levels of the NEC structure (NEC HQ, DEO, WC and PCM) to keep track of sensitive and/or non-sensitive materials handed over and received before polling.

The MTF 1 comes in triplicate (one original and two copies) and each form is to be used for one single movement of materials from one level to another of the NEC structure. In some cases the transfer of materials will occur through a **cargo monitor** that would be responsible for the transport.

If a cargo monitor is involved in the transfer, the second copy (pink) goes to the first officer handing over the materials to the monitor (**first transfer**). The first copy (blue) goes to the cargo monitor doing the second hand-over while the officer receiving the materials will keep and safely store the original (white) MTF 1 (**second transfer**).

If **no** cargo monitor is involved in the transfer, the second copy (pink) goes to the officer handing over the materials while the first copy (blue) together with the original (white) MTF 1 will stay with the officer receiving the materials (**first - and only - transfer**).

The MTF 1 is used to transfer the following items. Unlisted items, if any, can also be added in the **Other (please specify)** rows.

- |  |  |
|--|--|
| 1. Polling Station Kit                   | 2. Presidential Election Ballot papers |
| 3. Parliamentary Elections Ballot papers | 4. Chair/Mayor Elections Ballot papers |
| 5. Councilors' Elections Ballot papers   | 6. Polling Station FVR                 |
| 7. Polling Centre FVR                    | 8. Voting Screens                      |
| 9. Ballot Boxes                          | 10. Polling Centre Kit                 |
| 11. Other (please specify)               | 12. Other (please specify)             |
| 13. Other (please specify)               |  |

### HOW TO FILL IN THE MTF 1

All details below must be carefully entered for the **first transfer** of materials

<b>From:</b> <i>Tick 1 box only</i>		<b>To:</b> <i>Tick 1 box only</i>		
NEC HQ	<input type="checkbox"/>	NEC HQ	<input type="checkbox"/>	
DEO	<input type="checkbox"/>	DEO	<input type="checkbox"/>	District Name
WC	<input type="checkbox"/>	WC	<input type="checkbox"/>	Ward Number
PCM	<input type="checkbox"/>	PCM	<input type="checkbox"/>	PC Code

**(Tick 1 box only):** Tick the level of the NEC structure that is handing over the materials and write in the corresponding box the relevant detail (District Name or Ward Number or PC Code);

**To (Tick 1 box only):** Tick the level of the NEC structure that is receiving the materials and write in the corresponding box the relevant detail (District Name or Ward Number or PC Code);

**Items Description:**

In the quantity column, carefully write the exact number of each item (see list of items in the table above) that is being handed over. If available (i.e. for ballot papers), also carefully write the first and last serial number in the dedicated column.

**1<sup>st</sup> Transfer:**

**Handed over by:** It is the portion where the officer handing over the materials writes his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.

**Received by:** It is the portion where the officer receiving the materials will write his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.

If a cargo monitor is in charge of the transfer the section below would also be filled:

**2<sup>nd</sup> Transfer:**

**Handed over by:** It is the portion where the cargo monitor handing over the materials writes his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.

**Received by:** It is the portion where the officer receiving the materials will write his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.



## 2.3.2 INTRODUCTION TO THE “MATERIAL TRANSFER FORM BEFORE POLLING” (FROM PCM TO PO) MTF 2

This Form is specifically used by the PCM to hand over all polling materials (sensitive and non-sensitive) to the PO. The form is in duplicate. The original (white) goes to the official receiving the materials and the first copy (blue) goes to the official handing over the materials.



PCMs and POs must safely and orderly keep all copies and originals of the MTF 2. DEO may request such copies if there is a need to run any cross-check.

### HOW TO FILL IN THE “MTF BEFORE POLLING” (FROM PCM TO PO) – MTF 2

**District:** Write the name of the district where the polling centre is located;

**Constituency number:** Write the constituency number where the polling centre is located;

**Ward number:** Write the ward number where the polling centre is located;

**Polling centre name:** Write the name of the polling centre assigned to that particular location;

**Polling centre Code:** Write the 5 digits code of the polling centre as it is assigned to that centre;

**Polling station number:** Write the two digits number assigned to that particular polling station;

#### Items:

1. **Polling station kit:** Write the total number of PS kits received/handed over in the quantity column;
2. **Presidential Election ballot papers** Write the total number of ballot papers received/handed over in the quantity column, and the serial number of first and last presidential ballot papers in the serial number column;
3. **Parliamentary Elections ballot papers** Write the total number of ballot papers received/handed over in the quantity column, and the serial number of first and last Parliamentary ballot papers in the serial number column;
4. **Chairperson/mayor Elections ballot papers:** Write the total number of ballot papers received/handed over in the quantity column, and the serial number of first and last chairperson/mayor ballot paper in the serial number column;

5. **Councilors Elections ballot papers:** Write the total number of ballot papers received/handed over in the quantity column, and the serial number of first and last councilors ballot paper in the serial number column;
6. **Polling Station Final Voters' Register:** Write the number of FVRs received/handed over in the quantity column;
7. **Indelible ink:** Write the number of indelible ink bottles received/handed over to that particular station in the quantity column;
8. **Voting screens:** Write the total number of voting screens received/handed over in the quantity column;
9. **Ballot boxes:** Write the total number of ballot boxes received/handed over in the quantity column;
10. **Stamps:** Write the total number of stamps received/handed over in the quantity column;
11. **Embossing device:** Write the total number of device/s received/handed over in the quantity column.

**Handed over by:** It is the portion where the officer handing over the materials will write his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter ID card.

**Received by:** It is the portion where the officer receiving the materials will write his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter ID card.



**Whenever you sign a 'Material Transfer Form before polling' you will be held accountable for the materials received.**

**PCMs and POs must keep safely all copies and original of the MTF**

## 2.4 PREPARATIONS IN THE POLLING CENTRES AND STATIONS

Preparations for the polling stations within a center must take into consideration the space needed for sitting accommodation of polling staff, polling agents and accredited observers.

PCMs and POs must plan the layout of the PCs and PSs well in advance of polling day. All polling staff must help in the arrangement of the setting up. The polling staff must arrive at the PC/PS no later than **6am** on polling day to make the final preparations in the polling station.

Any rearrangement of the room or open space that may be necessary before the polls open must not delay the opening of the polling stations at 7am on polling day.

#### **2.4.1 POLLING CENTRE LAYOUT CONSIDERATIONS**

PCMs must plan the arrangement for the centre regarding the entry and exit points, the queue control for the centre and for the stations, a place to keep the polling centre kit (it could be one of the polling stations), and a place/table for the PCM and VEO to assist voters who have lost their voter cards.

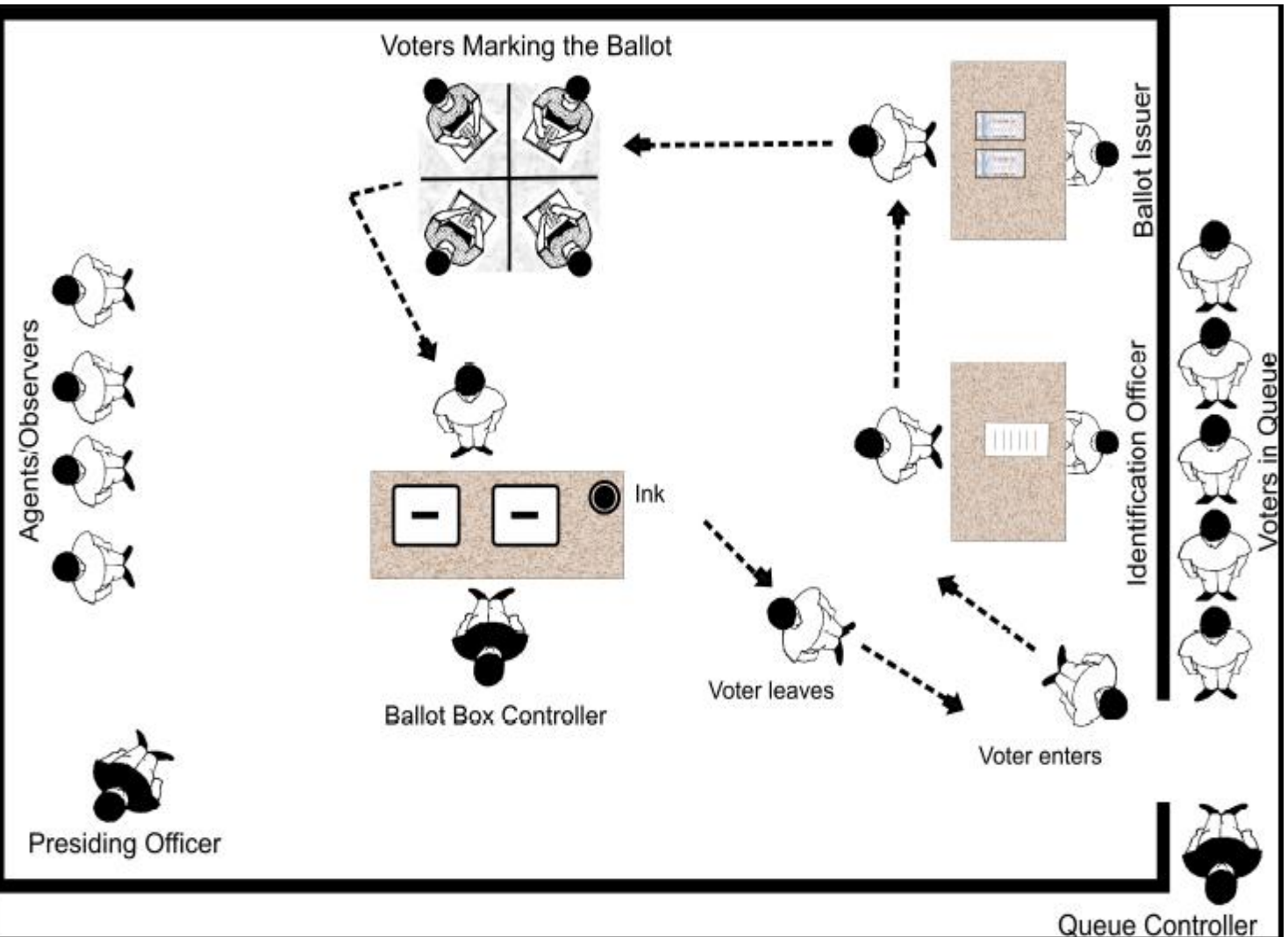
#### **2.4.2 POLLING STATION LAYOUT CONSIDERATIONS**

The polling station must be organized to allow the most efficient flow of voters, from entry to exit, throughout the day. The set up of the polling station will depend on the size and shape of the room or open space, the location of the entrance and exit doors, and the tables and chairs or benches available.

#### **TO ADD NEW POLLING STATION LAYOUT**

The following diagram illustrates one possible polling station layout.

#### **POLLING STATION LAYOUT**



- a) Seating should be arranged so that the polling staff, party/candidate agents and observers are able to view the entire voting process and have a clear view of the ballot boxes at all times;
- b) All polling staff should be able to see the voters entering the polling station;
- c) Position the various tables so that voters move in a logical order from one table to the next, without crossing in front of other voters;
- d) BBC1 and BBC2 carefully monitor that each voter casts the ballots in the correct boxes.
- e) Position the dedicated voting screens(1 & 2) so that the secrecy of the vote is ensured, and voters and polling officials can see which compartment is free;
- f) Set up the room so that voters complete a circle that allows them to complete all steps in the process in a single direction before exiting;
- g) Set up the station in a way that allows free movement for voters with disabilities (as far as possible).

## **POSITIONING:**

### **PS Queue Controller**

The PS Queue Controller will be stationed at the entrance of the PS and will move in its surroundings to keep the queue orderly and to check that voters queuing do belong to the PS.

### **Presiding Officer**

The PO makes sure that the PS is set up and functioning appropriately all day long according to the instructions and procedures provided. His/her desk, if available, should be positioned in a place where s/he can have a clear view of the entire polling station. In addition, the PO should assist in controlling the queue outside the PS.

### **Voter Identification Officer**

The table of the VIO should be positioned as the very first point after the entrance in the PS. The VIO must have sufficient workspace to maintain the FVR.

### **Ballot Paper Issuer 1**

The BPI 1 must have adequate workspace to ensure that ballots can be maintained in good order and out of the reach of voters or other persons not authorized to handle them. The BPI 1 must also have sufficient workspace to pre-fold and stamp ballot papers for presidential and parliamentary elections with the official stamp.

### **Ballot Paper Issuer 2**

The BPI 2 must have adequate workspace to ensure that ballots can be maintained in good order and out of the reach of voters or other persons not authorized to handle them. The BPI 2 must also have sufficient workspace to pre-fold and stamp ballot papers for Chair/Mayor and Councilors elections with the official stamp.

### **Voting Screens 1 & 2**

The voting screens 1 & 2 should be positioned as the next point the voter goes to after receiving his/her ballot papers from the two Ballot Paper Issuers. Voting screens should remain in full view of all polling station staff and accredited party agents and observers. However, care must be taken to ensure that voting screens are situated appropriately so that the secrecy of the votes is maintained.

The voting screens must also be checked regularly during the day to ensure that there are no political materials left in the screens and that marking tools provided (pen and inkpad) are available.

**Ballot Boxes 1 & 2**

The ballot boxes 1 & 2 must remain in clear view of the PO, the other PS staff, and party/candidates agents and observers at all times. The ballot boxes must be placed nearby the relevant voting screen 1.

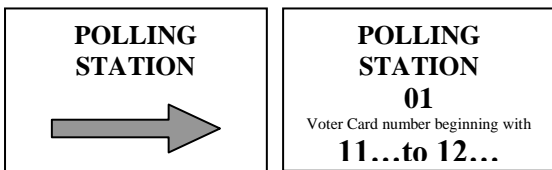
**Ballot Boxes 3 & 4**

The ballot boxes 3 & 4 must remain in clear view of the PO, the other PS staff, and party/candidates agents and observers at all times. The ballot boxes must be placed nearby the relevant voting screen 2. The table with Ballot Boxes 3 & 4 would need enough space to place the ink bottle.

**Ballot Box Controller 1 & 2**

The two BBC will stand by the relevant ballot boxes and simultaneously have a clear view and control of their respective voting screen.

**2.4.3 POSTING SIGNS AND EDUCATIONAL POSTERS**



The NEC directional signs and educational posters provided must be posted **inside and outside** the PC and PSs. On the exterior of the building, appropriate signs should be posted to

identify it as a polling centre. Additional signs should be posted to clearly mark the route to specific PSs when voters have been split numerically.

**Strategically placed signs identifying which voters go to which polling stations (according to their Voter Card numbers) within the polling centre are critical to the successful management of large crowds and long queues on polling day.** Each polling station will be clearly marked to identify which voters have been allocated to it. In addition, this information will be posted outside the polling centre. POs, together with other polling staff, are responsible for posting these signs. The following notices must be displayed in the most visible and appropriate locations both inside and outside the building:

- The polling centre number
- Polling station number signs (with the range of Voter Card numbers for that station)
- Directional arrow signs
- Voter educational posters, if available

#### **2.4.4. POLITICAL CAMPAIGN MATERIALS**

In complying with the 24 hours silent period, no campaign materials will be allowed anywhere in or around PCs.

Polling staff are to remove any campaign material found less than **400 yards** from the PC the day before polling day, and must check on polling day to ensure that no new campaign materials have been posted.

## CHAPTER 3

### POLLING

This chapter deals with the procedures to process voters and other related activities connected to polling, which must be followed by the polling officials on polling day.

#### 3.1 GENERAL RULES FOR PROCESSING VOTERS

In order to process the voters, polling staff must follow the rules that are mentioned below:

- a) Each voter must vote in person. Voting on behalf of another person is not allowed.
- b) Before voting, each eligible voter will sign/thumbprint the FVR and s/he will have his/her voter card embossed to prevent double voting.
- c) Voters will vote at the respective polling centres (formerly registration/exhibition centres) where they registered and collected their voter cards.
- d) Each voter must mark his/her ballots in secret behind the dedicated voting screen provided for this purpose.
- e) More than one voter behind the voting screen at a time is not permitted, except when a voter with disabilities is being assisted.
- f) All voters will be inked before leaving the polling station.
- g) The elderly, people with disabilities, nursing and pregnant women will be given assistance and preferential treatment in the queue.

#### 3.2 WHO QUALIFIES TO VOTE?

All registered Sierra Leoneans with valid Voter Cards whose names are in the FVR for a particular polling station are qualified to vote.

##### Exceptional cases

In some cases, the polling staff will have to deal with unusual situations. Below are some of these exceptional cases:

1. The voter with missing voter card must approach the VEO. Entry on the FVR will be searched and additional ID document will be requested. Detailed procedures on how to process these voters are provided in the paragraph covering the VEO's tasks.



2. The voter holding a voter card with unclear or missing picture will be required to produce either one of the following ID documents ( National ID Card, National Passport or Driver-s License) or a witness attesting the voter's identity (accepted witness are: paramount and section chiefs, religious leaders or village headmen)
3. The voter whose picture is on the FVR but whose particulars (age, sex or misspelled name) do not match, will be allowed to vote.
4. The voter whose photo on the voter card is damaged but the photo on the FVR can identify him/her will be allowed to vote.

### **3.3 BEFORE POLLING BEGINS**

On polling day, POs and all polling officials must arrive no later than 6am to set-up the final preparations at the polling station before the opening of the poll.

The PO, in full view of party/candidate agents and observers present, will:

1. remind the polling staff working in that station about their duties and responsibilities;
2. put up directional signs on the building or around the area housing the polling station with the assistance of the polling staff;
3. make sure that the voting screens are well assembled and have pens and thumbprint pads (Note: PO, from time to time, checks if these items are still in the voting screen);
4. write the station/centre particulars (PC name and code and PS number) on the cover page of the PO's journal;
5. prepare the two stickers for each of the four ballot boxes and the four envelopes for spoiled ballot papers for each election;
6. hand over to each polling staff the required materials to perform their duties;
7. write the Polling Station number on the four Reconciliation and Result Forms (RRF) and write the number of ballots received for each of the four elections on the relevant "Presiding officer's ballot paper reconciliation" form (Section A of the RRF);
 

*Note 1: Apart from the PS number, the other five PS identification details (District name, Constituency number, Ward number and Polling Centre name and code) will be pre-printed.*

*Note 2: Whenever filling the NEC set of RRFs also copy the same details on the two sets of RRFs for agents and observers*
8. Write all the required information on the four envelopes for Spoiled ballot papers
9. hand over the first booklet of 50 ballot papers for Presidential and Parliamentary elections, beginning with the lowest serial number, to the BPI 1. Also hand over the first booklet of 50 ballot

papers for Chairperson/Mayor and Councilor elections, beginning with the lowest serial number, to the BPI 2.

10. Confirm with the 2 BPIs, that each of the 4 booklets contains 50 ballots

11. BPIs must carefully count the number of ballots before they start using a new booklet.



- BPIs open and count ballot papers booklets only when it is needed. Do not open ballot paper booklets in advance.
- BPIs must carefully count the number of ballot papers whenever they start a new booklet.

### 3.4 OPENING THE POLL

At 7 am, in full view of party/independent candidate agents and observers who are present, the PO will:

- open the ballot boxes one after the other and allow those present to see the empty boxes;
- Seal the four corners of each ballot box using the security seals. The seals must be tightened firmly to ensure that the top of each box is held securely and there are no gaps along the edge of the top through which any material could be inserted;
- Record the seal numbers used to secure the four ballot boxes in the relevant sections of the “Record of the seals” form (Before Polling) and announce the numbers to all present.
- Party agents and observers will be invited to sign the form and record the numbers in their journals after physically inspecting the seals;
- Handover the four sealed ballot boxes to the ballot box controller 1 (Presidential and Parliamentary ballot boxes) and ballot box controller 2 (Chairperson/Mayor ballot boxes)
- Announce that the polling station is open for voting.

### 3.5 VOTING BY POLLING OFFICIALS, SLP MEMBERS AND POLLING AGENTS

1. **Party agents and observers** will be allowed to vote before the general public votes only if they are on the FVR for that polling station.

**2. Polling staff** as well as **SLP members** on duty in the **same polling center** where they registered would be allowed to be the first to vote in their respective polling stations.

**Polling staff** would also be allowed to vote later when their polling station is less busy, provided that the PO is informed and s/he can replace the officer.

**3. Polling staff** as well as **SLP members** on duty in a **different polling center** from the one they registered would be allowed to vote according to the following exceptional procedures.

**SLP members** voting in a different polling station are allowed to **vote only for Presidential elections**.

**Polling staff** are allowed to vote for each of the four elections based on whether the polling center they work on polling day is within the same constituency, locality and ward of the polling center they registered.

SLP members and Polling staff voting in a different center than the one they registered have to show their voter card (no Form 1A or 1 B is accepted as proof or registration). In addition SLP members' name must be found in the list provided by the relevant authority. Voter's details will then be carefully handwritten in the **"Additions to the FVR" form** that is meant to list the names and details of all eligible voters (polling staff and SLP members) allowed to vote in a PC different from that they registered. The Additions to FVR" form will be attached at the end of the FVR in each polling station.

#### 1. ELEGIBILITY TO VOTE FOR PRESIDENTIAL AND PARLIAMENTARY ELECTIONS

NEC polling staff	PRESIDENTIAL	PARLIAMENTARY
In the same polling centre (they go to the respective PS as detailed above)	✓	✓
In a different polling centre within the same Constituency	✓	✓
In a different polling center located in a different constituency	✓	Should not vote for parliamentary

#### 2. ELEGIBILITY TO VOTE FOR CHAIR/MAYOR AND COUNCILORS ELECTIONS

NEC polling staff	Chairperson/mayor	Councilors
In the same polling centre (they go to the respective PS as detailed above)	✓	✓
In a different polling centre within the same ward	✓	✓

In a different polling centre located in a different ward	✓	Should not vote for councilors
In a different polling center located in a different locality	Should not vote for chairperson/mayor	Should not vote for councilors

### 3.6 POLLING OFFICIALS AND VOTING STEPS

#### 3.6.1 POLLING CENTER STAFF

##### POLLING CENTRE MANAGER (PCM)

- Manages and maintains order in the centre
- Sets up the PC with assistance of the other polling staff, so that polling can start on time(7 am)
- Writes the particulars of the centre in the PCM journal at the beginning of polling
- Ensures timely distribution of election materials to the POs responsible for the PSs
- Provides assistance to voters when necessary
- Monitors and ensures that POs and other polling staff follow all polling and counting procedures accurately
- Deals with the media, observers and party/candidate agents at the centre
- Deals with complaints raised at the polling centre level
- Records relevant/important events and complaints in the PCM journal, and refers issues which cannot be resolved within the polling centre to the WC
- Oversees the polling and counting processes at the various polling stations
- Completes the four “Polling Centre Summary of Results Sheets” (PCSRs) and tallies results for the four elections for each PS in his/her centre
- Collect all election materials from POs and from his/her centre and hands them all over in a timely manner to the WC for further delivery to the District Electoral Offices.

##### Voter Enquiry Officer

The VEO receives all enquires and processes voters who miss voter cards at the PC level according to the following procedures:

1. VEO requests identity documentary proof (National ID Card, National Passport or Driver-s License). If documentary proof is not available a witness is allowed to attest the voter's identity (accepted witnesses are: paramount and section chiefs, religious leaders or village headmen).
2. If the VEO is satisfied with the identity proof provided by the voter, s/he will search the voter's entry in the PC FVR. If entry is not found the voter will be politely asked to leave the PC as no proof of registration is available. If, instead, the entry is found and name and picture of the voter match, then the voter will be asked to sign/thumbprint against his/her name in the FVR.
3. VEO writes the following details on a piece of paper and gives it back to the voter: voter's name, voter card number, page of the FVR containing the voter's entry and the polling station number where the voter has been allocated.
4. VEO directs the voter to the correct polling station.
5. The voter joins the queue of the respective PS and hand over the piece of paper to the VIO.

*Note: Party/candidate agents and/or observers are allowed to witness all steps of the process carried out by the VEO.*

#### **Polling centre queue controllers:**

- Ensures that only authorized people enter the centre and that voters do not remain at the centre after voting;
- Checks that voters have brought their Voter Cards and directs them to the correct PS;
- Refers voters with missing voter cards to the VEO;
- Closes the gate of the polling centre at 5pm. No more voters will be allowed to enter, except those already in the queue.
- Controls the entrances of the PC until the counting process has finished in all polling stations and all POs have handed over materials to the PCM.

### **3.6.2. POLLING STATION STAFF**

#### **PRESIDING OFFICER (PO)**

- Is responsible for maintaining order inside the polling station
- Sets up the PS with assistance from the other polling staff, so that polling can start at 7am
- Supervises PS staff to ensure that correct procedures are followed and that sensitive materials can be accounted for at all times
- Ensures that the voting screens always have pen(s) and thumbprint pad(s)

- Ensures that the voters queuing at the station are within the range of voter card numbers for that station
- Provides assistance to voters when necessary, except marking of ballots
- Deals with political parties and independent candidates agents, observers and the media at the polling station
- Records important events in the PO's journal
- Deals with complaints raised at polling station level
- Refers issues which cannot be resolved within the polling station to the PCM
- Closes the polling station after the last voter in the queue has voted
- Completes the Reconciliation and Result Forms and other necessary forms
- Ensures that the polling station is ready for reconciliation and counting at the end of polling
- Undertakes thorough and accurate reconciliation and counting of the votes cast and recording of the results
- Reports the results of the polling station in an accurate and timely manner to the PCM
- Ensures that all sensitive and non sensitive materials are ready for transportation to the NEC District Office after counting.

### **3.6.3 VOTING STEPS**

A simple voting process has been designed to safeguard against impersonation and multiple voting while ensuring strict secrecy of the ballot. Essentially, the voting process will involve a series of steps shown below

#### **Step 1. Voter enters the polling station**

##### **Polling station queue controllers:**

- Organises queues so that the PS does not become crowded
- Allows only authorised people inside the PS and checks that the voters' card number is within the range assigned to the PS;



- Takes position at the entrance of the polling station and keeps voters in an orderly line outside the polling station;
- Ensures that the flow of voters to the identification officer is constant;
- Gives priority to the aged, voters with disabilities, pregnant voters and parents with babies;
- Reminds voters with disabilities in line that they can be accompanied by any person of their choice if they need assistance to mark their ballots. It should be made clear that nobody can assist more than one voter;
- Stays in contact with the PO who will indicate to him/her to slow down or to speed up the voter's flow into polling station;
- From time to time informs the voters in queue about the range of voter card numbers assigned to that specific station;
- Directs voters one at a time to the VIO and asks them to have their voter card ready;
- Keeps the entrance to the PS clear at all times;
- Ensures that voters leave the PS as soon as they finish voting;
- Reports any security concerns to the PO.

## **Step 2. Identification**

### **Voter identification officer:**

- Does not allow two voters at the table unless one voter has a disability and is being assisted;
- Checks the left hand index finger for traces of ink before start identifying the voter in the FVR. *If the voter has been inked s/he cannot vote again.*
- Examines the voter card to ensure the voter's identity (photo match) and checks that the voter the card has not been embossed for these elections. **Note:** *Voters with missing card **must** hand over the piece of paper produced by the VEO containing the name of the voter, the voter card number, the polling station number and the FVR page where the voter's entry is located.*
- If s/he doubts the voter's identity, asks the voter's name to ensure that the card belongs to the voter;
- Checks the FVR to ensure that the voter's name is included in the FVR for that PS. **Note:** *If a voter's name is not found in the FVR, but has a card for that PS, s/he should not be allowed to vote*
- Confirms that the details in the voter card match the details in the FVR;



Ref Voting step 2

- Asks the voter to sign/thumbprint the FVR in the dedicated space. *Note: if voter chooses to thumbprint make sure to carefully dry/remove ink with the cloth provided so to avoid any unwanted stain/mark on the ballot papers;*
- Embosses the voter card exactly on the first circle in the bottom left corner
- Directs the voter to the ballot paper issuer 1.

### Exceptional procedures for polling staff and SLP members

As introduced in par. 3.5 polling staff and SLP members on duty on election day, will be allowed to vote in a different PC from the one they registered. All Polling Stations in each PC will be provided with the “Additions to the FVR” form where details of these voters must be recorded.

*Note: The “Additions to the FVR” Form contains exactly the same kind of entries as in the FVR*

The VIO will process these voters according to the following steps:

- Checks the left hand index finger for traces of ink. *If the voter has been inked s/he can't vote again.*
- Examines the voter card to ensure the voter’s identity and that the card has not been embossed for these elections. If s/he doubts the voter’s identity, asks the voter’s name to ensure that the card belongs to the voter;
- **For SLP members only**, carefully checks that the name of the officer is included in the list provided by the relevant authority. If the name is not found, informs the voter that s/he cannot vote. If the name is found, makes a tick against the name and proceeds with the following steps;

**Remember:**

1. **SLP Members** voting in a PC different from the one they registered would be allowed to vote only for Presidential elections.
2. For **Polling staff** the following eligibility criteria will apply:
  - All will be allowed to vote for presidential elections provided they have a voter card.
  - Those registered in the same constituency of the PC where they are voting will be allowed to vote for the parliamentary elections (check voter card);
  - Those registered in the same locality of the PC where they are voting will be allowed to vote for the chair/mayor elections (check list of wards per locality);



- Those registered in the same ward of the PC where they are voting will be allowed to vote for the councillors elections (check voter card).

○ **Carefully fills out all details in the “Additions to FVR” form:**

- **Registration ID:** This is the **Voter Card Barcode Number**. Copy this detail from the voter card

- **Card Number:** Copy this detail from the voter card

- **Form 1A Barcode:** **Strike a line throughout this box.** No Form 1A would be accepted for additions to the FVR (only voter cards!), thus no detail must be entered in this box

- **Surname:** Copy this detail from the voter card

- **Other Names:** Copy this detail from the voter card

- **Sex:** Copy this detail from the voter card

- **Date of Birth:** Copy this detail from the voter card

- **Address:** Copy this detail from the voter card

- **Occupation:** Ask the voter and write this detail in the relevant box

- **Father's Name:** Ask the voter and write this detail in the relevant box

- **Mother's Name:** Ask the voter and write this detail in the relevant box

- **Voter F/print or Signature:** Asks the voter to sign/thumbprint the “Additions to the FVR” form in the dedicated space.

*Note: if voter chooses to thumbprint make sure to carefully dry/remove ink with the cloth provided so to avoid any unwanted stain/mark on the ballot papers;*

○ Embosses the voter card exactly on the first circle in the bottom left corner

○ Carefully informs BPI 1 and BPI 2 on the type of ballots to be issued to the voter present

○ Directs the voter to the ballot paper issuer 1.



**If there is a problem with the identification of the voter,** the PO/PCM's decision is final. The person may be reported to the police officer if this is considered to be an appropriate action.

### Step 3. Issuing of Presidential and Parliamentary ballot papers

#### The ballot paper issuer 1 :

- Checks whether the voter card has been embossed;
- Detaches the two ballot papers (Presidential and Parliamentary) from the respective books;  
**Remember:** Voters going through exceptional procedures (SLP members and polling staff) may receive less than two ballots. In these cases, carefully follow the instructions received from the VIO;
- Stamps the back top right hand corner of each of the two ballot papers with the dedicated official validating stamp;
- Shows the two ballots and explains to the voter that the blue one is for Presidential elections and the yellow one is for Parliamentary;
- Explains that the voter's choice is secret and no one has the right to know how s/he voted.
- Explains the method of voting. **The explanation must be completely impartial:**



- a. Show the Parliamentary and Presidential ballots and instruct the voter to make only one mark on both ballots;
- b. Explain to tick or mark with a thumbprint against the candidate of choice in the blank box that corresponds to the symbol/photo of the candidate;
- c. Explain that once the voter has made a mark, especially by thumbprint, s/he has to wait a moment till the mark becomes dry before folding;
- d. Show how to fold the ballots (pre-folds first vertically if needed and then horizontally as in the drawing) making sure the stamp remains visible (if the voter is blind, explain verbally) and then unfold the ballot papers;
- e. Fold each ballot separately and instruct the voter to deposit each in the dedicated ballot box when leaving the voting screen. Reminds the voter that the BBC 1 will be there to assist in casting the ballots;

- f. Gives the two ballot papers to the voter (one ballot paper at a time)
- o Directs the voter to a vacant voting screen 1;
- o Ensures that only one voter goes into one portion of the voting screen at a time, unless the voter needs help;
- o Is responsible for the security of the ballots at all times. If s/he needs to leave the polling station, the PO takes her/his place.

### How the BPI 1 deals with spoiled ballots

- o If a ballot paper is torn as it is being removed from the booklet or destroyed or soiled, writes “SPOILED” on the back of it (**with red pen**), places it in the corresponding envelope for spoiled ballots (Presidential or Parliamentary) and gives the voter a new ballot;
- o If a voter claims that s/he has mis-marked his/her ballot, retrieves it without looking at the front of the ballot, writes the word “SPOILED” on the back of it, puts it in the corresponding envelope for spoiled ballot papers (Presidential or Parliamentary) and gives the voter a new ballot;

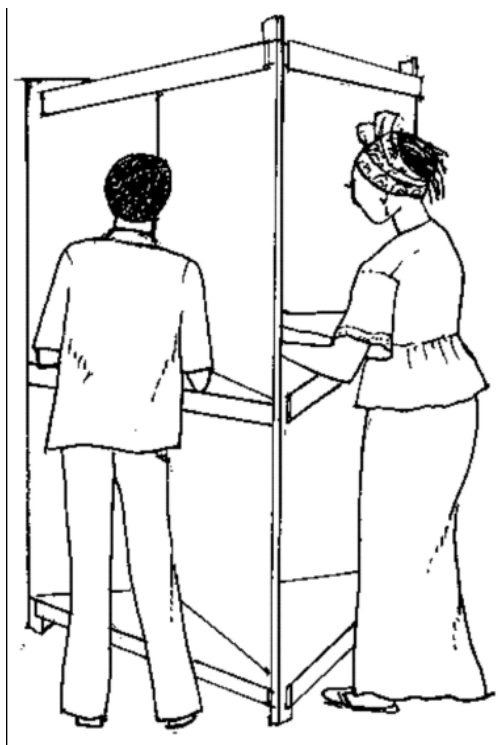


- ✓ Ballot papers with no stamp will be treated as invalid
- ✓ Do not pre-stamp ballot papers. Stamping has to be in front of the voter

### Step 4. Marking the Presidential and Parliamentary ballots

#### Voter:

- o Enters voting screen 1;
- o Marks each ballot with pen or a thumbprint only once in the box of the candidate(s) of choice;
- o Folds each ballot paper separately, first vertically and then in half, so that it is impossible to see which candidate(s) was marked;
- o Leaves the screen and deposits each ballot in the dedicated ballot box.





A voter with disabilities has the right to be aided by another elector of his/her choice marking the ballots.

## Step 5. Casting the Presidential and Parliamentary ballots

### **The ballot box controller 1:**

- Makes sure that voters exiting from the voting screen 1 moves towards the Presidential and Parliamentary boxes;
- Ensures that the voter places folded and stamped ballot papers in the correct ballot box. *Note: If the voter folds the ballot in such a way that the stamp is not visible, ask the voter to refold it so the stamp can be seen.*
- Directs the voter to the Ballot Paper Issuer 2;
- Ensures that the secrecy of the vote is always protected;
- Guards the Presidential and Parliamentary ballot boxes at all times. If s/he needs to leave the polling station, the PO takes his/her place;
- Does not admit more than one voter to the ballot box area (except a helper for a voter with disability);
- Ensures that NO ballot paper is taken out of the polling station or dropped on the floor;
- Ensures that the ballot boxes do not get too congested, by shaking them at intervals in order to re-distribute the ballots inside the boxes;
- Ensures that no unauthorized materials are deposited in the ballot boxes and that no one tampers with the ballot boxes.



**Remember:** under no circumstances should a polling official inspect a marked ballot paper.

## Step 6. Issuing of ballot papers for local elections (Chair/Mayor and Councillors)

### **The ballot paper issuer 2:**

- Detaches the two ballot papers (Chair Mayor and Councillors) from the respective books.  
**Remember:** Voters going through exceptional procedures (polling staff only) may receive less than two ballots. In these cases, carefully follow the instructions received from the VIO;
- Stamps the back top right hand corner of each of the two ballot papers with the dedicated official validating stamp;

- Shows the two ballots and explains to the voter that pink one is for Chair/Mayor elections and brown is for Councillors;
- Explains that the voter's choice is secret and no one has the right to know how s/he voted.
- Explains the method of voting. **The explanation must be completely impartial:**
  - a. Show the Chair/Mayor and Councillors ballot papers and instructs the voter to make only one mark on both ballots.
 

*Note: For Councillors elections in multi-member wards the voter must be instructed to make as many marks for candidates as the number of Councillors to be elected in that specific ward. For example, if there are 4 Councillors to be elected in a multi-member ward, the voter must be instructed to mark up to 4 candidates. Remember, in this instance it is the voter's right to mark fewer than 4 candidates if they choose to do so.*
  - b. Explain to tick or mark with a thumbprint against the candidate of choice in the blank box that corresponds to the symbol/ photo of the candidate.
 

*Note: multiple candidates must be marked for Councillor's elections in multi-member wards;*
  - c. Explain that once the voter has made a mark, especially by thumbprint, s/he has to wait a moment till the mark becomes dry before folding;
  - d. Show how to fold the ballots (pre-folds first vertically if needed and then horizontally as in the drawing for BPI 1) making sure the stamp remains visible (when the voter is blind, this explanation is given verbally) and then unfold the ballot papers;
  - e. Fold each ballot separately and instruct the voter to deposit each in the dedicated ballot box when leaving the voting screen. Reminds the voter that the BBC 2 will be there to assist in casting the ballots;
  - f. Gives the two ballot papers to the voter (one ballot paper at a time)
- Directs the voter to a vacant voting screen 2;
- Ensures that only one voter goes into one portion of the voting screen at a time, unless the voter needs help;
- Is responsible for the security of the ballots at all times. If s/he needs to leave the polling station, the PO takes her/his place.

### **How the BPI 2 deals with spoiled ballots**

- If a ballot is torn as it is being removed from the booklet or destroyed or soiled, writes "**SPOILED**" on the back of the ballot paper (**with red pen**), places it in the corresponding envelope for spoiled ballot papers(Chair/Mayor or Councillors) and gives the voter a new ballot;

- If a voter claims that s/he has mis-marked his/her ballot, retrieves it without looking at the front of the ballot paper, writes the word “**SPOILED**” on the back of the ballot paper, puts it in the corresponding envelope for spoiled ballot papers (Chair/Mayor or Councillors) and gives the voter a new ballot.

*Note: There are four envelopes for **spoiled** papers. Each BPI will have two envelopes corresponding to the ballots s/he deals with. Each spoiled ballot paper must be placed in its corresponding envelope.*



- ✓ **Ballot papers with no stamp will be treated as invalid**
- ✓ **Do not pre-stamp ballot papers. Stamping has to be in front of the voter**

### Step 7. Marking the local elections ballots

#### **Voter:**

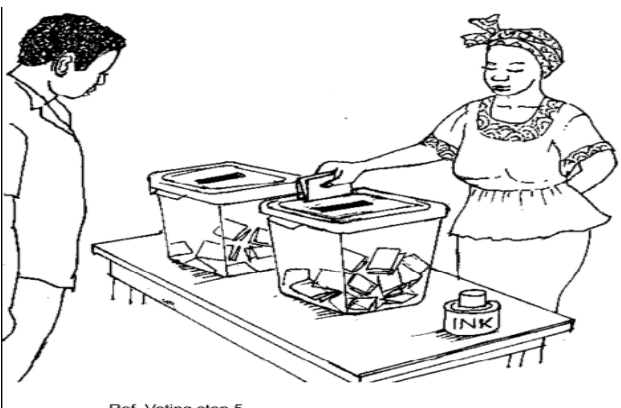
- Enters voting screen 2;
- Marks each ballot paper (Chair/Mayor and Councillors) with pen or a thumbprint only once in the box of the candidate(s) of his/her choice
- *Note: multiple candidates must be marked for Councillor’s elections in multi-member wards;*
- Folds each ballot paper separately, first vertically and then in half, so that it is impossible to see which candidate(s) was marked;
- Leaves the screen and deposits each ballot in the appropriate ballot box.



A voter with disabilities has the right to be aided by another elector of his/her choice marking the ballots.

### Step 8. Casting the local election ballots

#### **The ballot box controller 2:**



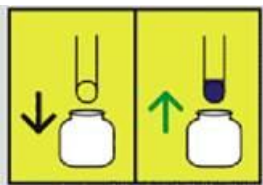
Ref. Voting step 5

- Makes sure that voters exiting from the voting screen 2 moves towards the Presidential and Parliamentary boxes
- Ensures that the voter places folded and stamped ballots in the correct ballot box. *Note: If the voter folds*

*the ballot in such a way that the stamp is not visible, ask the voter to refold it so the stamp can be seen.*

- Ensures that the secrecy of the vote is always protected;
- Guards the two local elections ballot boxes at all times. If s/he needs to leave the polling station, the PO takes his/her place;
- Does not admit more than one voter to the ballot box area (except a helper for a voter with disability);
- Ensures that NO ballot paper is taken out of the polling station or dropped on the floor;
- Ensures that the ballot boxes do not get too congested, by shaking the boxes at intervals in order to re-distribute the ballots inside the boxes;
- Ensures that no unauthorized materials are deposited in the ballot boxes and that no one tampers with the ballot boxes;
- Asks the voter to dip the left hand index finger in the ink. After inking the finger the **each voter must be asked to wait** in a nearby area inside the polling station **for 3 minutes** to allow for the ink to dry (while waiting, the inked finger should not be cleaned/ dried with any cloth). *Note: If the voter has no left index finger, the ink may be applied on the next closest finger on the left hand. If the voter has no left hand then follow the above procedures for the right hand, and if he/she has no arms, it is not necessary to apply ink.*

#### ***How to ink the voter's finger***



1. Shake the bottle before opening
2. Dip inside sponge the left index finger covering the nail completely
3. Let dry for **3 minutes**
4. Cap on bottle after use



- Thanks the voter for participating in the elections, reminds him/her to keep the voter card safe for future elections and directs him/her out of the PS;

#### ***If the voter refuses to be inked***

If a voter refuses to be inked, the BBC 2 must explain that it is a necessary part of the procedures. If voter still refuses to comply the BBC 2 should report the case to the PO who in turn should try to persuade the voter by mentioning that refusing to be inked could be construed as wanting to vote twice which is an electoral offense. If voter still refuses, the PO will refer the issue to the police. In any case, the PO will record the event and will write the voter's name and voter card number in the PO journal.



**Remember:** under no circumstances should a polling official inspect a marked ballot paper.

### 3.7 PROCEDURES FOR DEALING WITH SPOILED BALLOT PAPERS

A ballot paper will be considered as spoiled when:

- BPIs mistakenly tear or damage it when detaching from the stub
- A voter accidentally damages it either by tearing or dirtying
- A voter makes a mistake in marking the ballot
- A ballot paper is found lying around the station

If a voter claims to have made a mistake in marking the ballot, the polling official is not to inspect the ballot but should exchange the marked ballot for a Fresh one.

The BPI (1 or 2) will retrieve the ballot in question and write "SPOILED" (with red pen) on the back of the ballot paper. All spoiled ballot papers will be put in the relevant "*Spoiled ballot paper envelope*" provided. Each PS station will have **four envelopes** for spoiled ballots, one for each of the four elections.

As the four spoiled ballot papers envelopes are **not pre-printed** the PO will enter **all** necessary information manually as per the four samples below. He/she will write at the back side of the four envelopes the following:

Spoiled Ballot Paper Envelope – Presidential Elections	Spoiled Ballot Paper Envelope – Parliamentary Elections
Polling Centre Name _____ Polling Centre Code _____ Polling Station Number _____ Number of Presidential Ballots _____	Polling Centre Name _____ Polling Centre Code _____ Polling Station Number _____ Number of Presidential Ballots _____



Spoiled Ballot Paper Envelope – Chair/Mayor Elections	Spoiled Ballot Paper Envelope – Councilor Elections
Polling Centre Name _____	Polling Centre Name _____
Polling Centre Code _____	Polling Centre Code _____
Polling Station Number _____	Polling Station Number _____
Number of Chair/Mayor Ballots _____	Number of Councilor Ballots _____

The PO will write **all** details for the four envelopes (but the number of spoiled ballots) before the start of polling. When polling has closed, the PO will count the number of spoiled ballot papers for each election and will write this information on the corresponding envelope.

### 3.8 DISTRIBUTION OF EXTRA BALLOT PAPERS DURING POLLING DAY

All PSs will be issued with enough ballot papers to process the voters. However, if a PS runs out of ballot papers, the PCM must re-distribute ballots within the polling centre, by taking ballot papers from a PS which still has a substantial supply, and giving them to the PS which is running out. This redistribution must be recorded by the POs of both affected polling stations on their Presiding officer’s ballot papers reconciliation form (Section A of the RRF).

### 3.9 MAINTAINING ORDER AT THE POLLING STATION

It is the duty of the PO to ask persons creating disturbances inside the polling station or obstructing the duties of the polling staff to leave the station. If the behavior of the voter, agent, observer or official seems to be breaching the peace, the PO should immediately inform the PCM who in turn will deal with the situation and inform the police if needed.

### 3.10 SUSPENSION OF POLLING DUE TO DISTURBANCES OR OTHER INCIDENTS

The PCM must suspend polling if advised to do so by the Ward Coordinator (WC) or the Police, or if the polling centre is threatened by riot, violence, storm, flood or any other event which makes orderly polling impossible. If possible, the WC and/or the DEO should be consulted before the suspension takes effect.

In the case of an unforeseen suspension of polling or counting, the PCM will, as soon as it is practical, inform the WC of the suspension. After polling has been suspended, the PO will:

- Seals ballot boxes slots and writes the seals numbers in the “record of the seals” form;
- Makes sure to collect the following sensitive materials:

- Ballot boxes containing ballots
  - Final Voters' Register (FVR)
  - Official Ballot Stamps
  - Embossing device
  - Envelopes with spoiled ballots
  - PO Journal
  - Unused ballot papers
  - Indelible ink
  - Forms that have been filled
  - Used stubs
  - All TEEs
- Keeps or hands over election materials to the PCM;
  - Records time and reasons for suspension of the polling in the PO Journal.

#### SUMMARY OF VOTING PROCEDURES (Ref: PEA Section 74)

Step	Activity
Step 1	• Voter joins the queue
Step 2	• PSQC checks that voters' card number belong to the PS
Step 3	• If satisfied, voter enters PS
Step 4	• VIO collects voter card from the voter
Step 5	• VIO cross checks that the voter's finger is not inked
Step 6	• VIO cross checks and verifies details of the voter in the FVR
Step 7	• If satisfied, VIO embosses voter card
Step 8	• VIO directs the voter to BPI 1 (Presidential & Parliamentary ballots)
Step 9	• BPI 1 cross checks that the voter card has been embossed
Step 10	• BPI 1 validates presidential & parliamentary ballots with the official stamp
Step 11	• BPI 1 carefully informs the voter on how to mark and fold the two ballots
Step 12	• BPI 1 hands over the two ballots to the voter and directs him/her to voting screen 1
Step 13	• Voter moves to voting screen 1
Step 14	• Voter marks and folds the two ballots one after the other
Step 15	• Voter exits the voting screen 1 and casts the two ballots in the relevant boxes under close supervision of the BBC 1
Step 16	• BBC 1 directs voter to BPI 2 (Chair/Mayor and Councilors ballots)
Step 17	• BPI 2 validates Chair/Mayor and Councilors ballots with the official stamp
Step 18	• BPI 2 carefully informs the voter on how to mark and fold the two ballots

Step 19	<ul style="list-style-type: none"> <li>• BPI 2 hands over the two ballots to the voter and directs him/her to voting screen 2</li> </ul>
Step 20	<ul style="list-style-type: none"> <li>• Voter moves to voting screen 2</li> </ul>
Step 21	<ul style="list-style-type: none"> <li>• Voter marks and folds the two ballots one after the other</li> </ul>
Step 22	<ul style="list-style-type: none"> <li>• Voter exits the voting screen 2 and casts the two ballots in the relevant boxes under close supervision of the BBC 2</li> </ul>
Step 23	<ul style="list-style-type: none"> <li>• BBC 2 instructs the voter on how to ink the left had index finger and asks him/her to wait for <b>3 minutes</b> before leaving the PS</li> </ul>
Step 24	<ul style="list-style-type: none"> <li>• Voter exits the polling premises</li> </ul>

## CHAPTER 4

### AFTER POLLING

This chapter deals with the closing procedures, which must be followed when the polling centre and stations are closed at the end of polling. These procedures will ensure the security, safety and accountability of the polling materials used.

#### 4.1 CLOSING OF THE POLLS

Polling closes at **5pm**. However, voters standing in the queues at this time can still vote. Any person joining the queue after 5pm should not be allowed to vote.

##### Close of the polling centre

At exactly 5pm, the PC queue controllers must ensure that all voters have joined the PS queues, and close the entrance to the PC. If the PC does not have a door or if the queue is too large to fit inside the PC, one of the queue controllers stands at the end of the line to ensure that no voter attempts to join it. The PC queue controllers must control the entrance and exit of the centre until the counting of votes has finished in all the stations.

##### Close of the polling station

The PO counts the voters standing in the queue and asks the PS Queue Controller to stand behind the last person. The Queue Controller should not allow voters who arrive after 5pm to join the queue. After the last voter in the queue has voted, polling closes.



**Remember:** No ballot box should be sealed before **4:00PM**

#### 4.1.2 INTRODUCTION TO THE RECONCILIATION AND RESULT FORM (RRF)

The Reconciliation and Result Form (RRF) is the **most important form** used to record vital information pertaining to the polling and counting exercise in each single polling station. It is divided in **two Sections**:

- **Section A (Presiding Officer's Ballot Paper Reconciliation Form)** is used to keep accurate record of the number of ballot papers used in each PS,

- **Section B (Polling Station Result Form)** is used to account for votes obtained by each candidate.

For the 2012 Elections, **four RRFs** will be used in each PS:

- RRF 1 for Presidential elections,
- RRF 2 for Parliamentary elections,
- RRF 3 for Chair/Mayor elections, and
- RRF 4a for Local Council elections (RRF 4b in multi-member wards).

The four RRFs will come in **three sets**. The first set will be for NEC use while the second and third sets are meant for distribution to party/candidate agents and/or observers. *Note: The PO must make sure to accurately fill all three sets of the RRF*

#### INTRODUCTION TO THE PRESIDING OFFICER'S BALLOT PAPER RECONCILIATION FORM (SECTION A OF THE RRF)

The 'reconciliation form' will be used in different stages of the polling and counting processes. The stages are:

- *Before the commencement of the poll:* write the Polling Station number (only non pre-printed identification detail of the PS) and record the number of ballot papers received from the PCM – **Row A**).
- *During polling:* record the number of additional ballot papers received from or issued to another polling station, if any – **Rows B and C**).
- *At the end of polling:* record the total number of ballots received and the number of used/unused and spoiled ballot papers – **Rows D, E, F and G**).
- *At the end of reconciliation (after the screening and reunification processes and before starting the counting of ballots):* record the number of ballot papers found in the ballot boxes, including misplaced ballots, and to record any discrepancy – **Rows H and I**).

#### 4.1.3 POLLING CLOSING PROCEDURES

Immediately after the last voter has voted, the Presiding Officer will;

1. Inform polling staff and agents that the poll is closed;
2. Ask the PS queue controller to monitor all persons entering or leaving the polling station

3. Immediately seal the slot of the four ballot boxes and record the number of each of the seals in the respective section of the "Record of the seals" form (After polling);
4. Retrieve all four Reconciliation and Result Forms (RRF) and fill in the information below first for the Presidential ballots and subsequently for Parliamentary, Chair/Mayor and Councilors ballots;
5. Confirm/check that rows **A**, **B** and **C** of the four reconciliation forms (Section A of the RRF) have been accurately filled in;
6. Calculate the total number of ballots received for each of the four election, and enter this figure in row **D** of the respective reconciliation form ( $A+B+C = D$ );
7. Count the number of unused ballots for each of the four elections and enter this figure in row **E** of the respective reconciliation form. **Two counts** by PO and VIO are recommended for this step before entering the matching figure in row **E**;
8. Calculate the number of ballots used for each of the four election, and enter this figure in row **F** of the respective reconciliation form ( $D-E = F$ );
9. Count the number of spoiled ballots for each of the four elections and enter this figure in row **G** of the respective reconciliation form
10. Place Unused ballots, used stubs and spoiled ballots (in their dedicated envelope) for each election in the respective Tamper Evident Envelope (TEE) **without sealing it**:
  - TEE **6a** = Unused ballots, used stubs and spoiled ballots for Presidential elections;
  - TEE **6b** = Unused ballots, used stubs and spoiled ballots for Parliamentary elections;
  - TEE **6c** = Unused ballots, used stubs and spoiled ballots for Chair/Mayor elections;
  - TEE **6d** = Unused ballots, used stubs and spoiled ballots for Councillors elections.
11. Place the following items in TEE 5 **without sealing it**:
  - Indelible Ink (both used and unused bottles);
  - Official Stamps;
  - Inkpad;
  - Unused plastic seals.
12. Place the following items in TEE 4 **without sealing it**:
  - Polling Station FVR (plus "Additions to FVR" form (if **any in PS 1**))
  - Presiding Officer's Journal
  - Record of Seals Forms (RSF for the four elections)
  - Record of Count Work sheet (if any, only for multi-member wards)
  - The two sets of the four RRFs for party/candidate agents and/or observers.
13. Safely store the **unsealed** TEE 4, TEE 5 and the four **unsealed** TEEs 6.



**IMPORTANT: Do not seal or write on TEEs 4, 5 and 6 at this stage.** You would need to add additional items or access these TEEs throughout the other stages.

14. Record the names of the candidate agents and observers present for the counting process in the Presiding Officer's Journal;
15. Start preparing the polling station for the reconciliation and counting processes.



No reconciliation or counting shall begin until the PO has completed all the processes above.

## CHAPTER 5

### PREPARATION FOR THE COUNTING PROCESS

#### 5.1 INTRODUCTION

Counting the ballots in the elections for the Presidential, Parliamentary & Local Government of the Republic of Sierra Leone will take place immediately upon the conclusion of polling at every polling station. Staff of the polling station will conduct the count.

Each PO of the polling station is responsible for organising the count in his/her respective polling station.

In general, there are five stages of the counting process:

- **Screening.** This stage is aimed at identifying and putting aside ballots that were misplaced in the wrong ballot box during the polling process.
- **Reunification.** Through the reunification process, misplaced ballots will be placed in their correct ballot box and joined with the group of ballots they belong to.
- **Reconciliation.** Reconciliation means checking that the number of ballots in each ballot box is equal to the number of ballots handed out to voters in that specific PS. Also, this step is meant to keep accurate record of the number of ballot papers used in each PS.
- **Sorting.** During this phase, the ballot papers are sorted by candidates.  
*Note: No sorting will take place for Councillors elections in multi-member wards. In multi-member wards, the councillors ballots will not be sorted by candidates' name as these ballots will be marked as many times as the number of councillors to be elected in a specific ward. The number varies from 4 to 8.*
- **Counting of ballots:** During this phase, the total votes obtained by each candidate are counted and entered in the Reconciliation and Result Form (Section B - Result).

#### 5.2 ARRANGING THE POLLING STATION FOR THE COUNTING PROCESS

The polling station will be laid out in such a manner as to facilitate the easy handling and counting of the ballots.

Polling officials, under the supervision of the PO, will:

- ✓ join tables together in order to have just one large table space for the ballots;



- ✓ Allocate a space for party/independent candidate's agents and observers in the PS, so that they are able to see all the stages of the count. Agents and observers can be close enough to the table but out of the reach of ballot papers, as they are not allowed to touch them at any time.
- ✓ Place the tables directly in front of where the observers and agents will be stationed, and in a way which will enable the polling staff to comfortably conduct the counting of votes.  
*Note: Counting staff should always work only on one side of the table during the counting process, and should never turn their backs to party/independent candidate agents and observers whilst handling ballot papers.*
- ✓ prepare an area for the four ballot boxes; it is important that they can be seen at all times;
- ✓ prepare a separate table for the counting materials , and ensure that all materials are ready for the counting process (see list below).



**REMEMBER:** Under no circumstances shall the count commence before all the preparations are fully carried out and the PO has given clearance to begin.

### 5.3 PREPARATION OF MATERIALS

Once the ballot boxes are sealed following completion of polling, the PO will place them in a visible, separate area where they will remain until the screening of ballot papers begins. All other materials used during polling, but which are no longer required for counting, should be packed away and stored in such a way that they do not interfere with the counting process.

Materials required for the counting process should be carefully checked and placed in the appropriate area/table before the commencement of the counting process.

The following materials will be used during the counting process (some of these materials will have to be retrieved from the TEEs where they were previously placed):

- The **Polling** manual
- Reconciliation and Result Form 1 – Presidential Elections
- Reconciliation and Result Form 2 – Parliamentary Elections
- Reconciliation and Result Form 3 – Chair/Mayor Elections
- Reconciliation and Result Form 4 **(a or b)** – Local Councils Elections
- Two additional sets of the four RRFs for party/candidate agents and observers

- Envelope for misplaced ballots
- Tamper Evident Envelope 1, 2 and 3 (all empty)
- Tamper Evident Envelope 4: unsealed and containing a) PS FVR, b) PO Journal, Record of Seals Form, and c) Record of the count worksheet – if any, for multi-member wards only)
- Tamper Evident Envelope 5: unsealed and containing a) Indelible ink, b) Inypad, c) Official stamps, and d) Unused plastic seales
- Tamper Evident Envelope 6 A, B, C and D: unsealed and containing respective a) Unused ballots, b) Spoiled ballots, in their envelope, and c) Used stubs.
- Calculator
- Rubber bands
- Paper clips
- Pens (black and red)
- Indelible markers (to write on TEEs)
- Lanterns.

In preparation for the commencement of the counting process, the dedicated tables should be completely empty. Materials required during the count will be supplied, as needed, by the PO.



**Important:** At no time should there be a pen or marker on the counting tables.

#### 5.4 PERSONS ALLOWED TO WITNESS THE COUNTING PROCESS

After the poll has been declared closed, the PO will ask the PSQC to remain at the door and monitor all persons entering or leaving the polling station.

Persons who may enter or remain for the count are:

1. NEC Officials with special duties relating to polling and counting;
2. Accredited Party/Independent Candidates Agent;
3. Accredited Domestic and International Observers;
4. United Nations Technical Assistance team to NEC

5. Journalists with valid PRESS cards.

Before the commencement of the count, the PO must ensure that the names of the party/independent candidate agents/observers and any other person from the above list, present for the counting process at the polling station, are entered into the POs Journal.

### 5.5 TRANSPARENCY OF THE PROCESS

Transparency is vital to the counting process. It is essential that all the stages of the process are transparent, and that it should not be possible for any person to have grounds for claiming that the process was open to fraud. Party/independent candidate agents and Observers must be kept informed about **ALL STAGES** of the process, as they may not fully understand the process. The PO should explain each step taken during each stage of the counting process.

Whenever a ballot box is opened or sealed, the serial numbers of the ballot box seals must be recorded in the Record of the Seals form. Agents and observers will also be requested to check and confirm the numbers and to sign the form.

In order to ensure the transparency of the process, the PO should follow the instructions given below:

1. Treat party/independent candidate agents, observers and media courteously and answer their questions promptly and accurately.
2. Be responsive to complaints brought to your attention by party/independent candidate agents.
3. Make appropriate announcements when special circumstances arise.
4. Determine if complaints are justified and take appropriate steps to make corrections if warranted. Any such complaint must be recorded in the POs Journal.
5. Repeat the count if asked to do so by an agent. Nevertheless, PO may refuse to do so if in his opinion, the request is unreasonable.



**Important:** The PO should not impose special or unreasonable restrictions on agents and observers unless it is necessary to maintain order.

Party/independent candidate agents may raise any issues and concerns with the PO. The PO must record in the Journal issues raised by party/independent candidate agents and, where possible, resolve them.



**Important:** At no point during the process are party agents and observers allowed handle sensitive materials. Party agents and observers may remain in the PS until the count is completed and all materials are sealed and packed for delivery.

## 5.6 INTRODUCTION TO THE “RECORD OF SEALS FORM” (RSF)

The Record of Seals Form (RSF) is the form that will be used by the PO to record the serial numbers of the seals used for the four ballot boxes during the polling and counting processes. The form is divided into four portions to be used for each of the four elections.

The RSF is a crucial resource to keep record of the seals used by the PO to seal the ballot boxes for all the elections in a particular polling station.

The PO will fill in the Form at different stages of polling and counting as indicated in the form. Below are the stages at which the seals will be used by the PO for all four ballot boxes:

- before polling (4 corner seals applied)
- after polling (1 slot seal applied)
  - before screening of ballots (3 corner seals removed)
  - after screening of ballots (3 corner seals applied)
  - before reunification of ballots (3 corner seals removed)
  - after the counting of ballots (3 corner seals applied)

**Important:** Every time seals are either applied or removed, agents and observers are entitled to sign against the relevant entry on the RSF to confirm the correctness of the seal number.

### 5.6.1 HOW THE PRESIDING OFFICER FILLS IN THE “RECORD OF SEALS FORM” (RSF)

The information below should be filled in before the poll commences.

- ~~**District:** Write the name of the district where the PS is located;~~
- ~~**Ward Number:** Write the ward number where the PS is located;~~
- ~~**Constituency Number:** Write the constituency number where the PS is located;~~
- ~~**Polling Centre Code:** Write the five (5) digits assigned to that particular location;~~
- **Polling Centre Name:** Write the name of the PC assigned to that particular location;
- **Polling Station Number:** Write the two digits number assigned to that particular PS station.

**Note:** Apart from the PS number, the other five PS identification details (District name, Constituency number, Ward number and Polling Centre name and code) will be pre-printed.

The information below should be filled at the respective stage:

**Applied Seals before polling:** Write in the respective section of the RSF the serial numbers of the **four corner** seals that have been used to seal each of the four ballot boxes;

**Applied seals after polling:** Write in the respective section of the RSF the serial number of the **one** slot seal used to seal the lid of each of the four ballot boxes;

**Broken seals before screening:** Write in the respective section of the RSF the serial numbers of the **three corner** seals that were removed from each of the four ballot boxes;

**Applied seals after screening:** Write in the respective section of the RSF the serial numbers of the **three corner** seals used to seal each of the four ballot boxes;

**Broken seals before reunification:** Write in the respective section of the RSF the serial numbers of the **three corner** seals that were removed from each of the four ballot boxes;

**Applied seals after counting:** Write in the respective section of the RSF the serial numbers of the **three side corner** seals used to seal each of the four ballot boxes.

**Name and signature of party candidate agent/organization:** This is the space where, every time a seal is either applied or removed, party/ independent candidate agents and/or observers present sign to endorse that the records of seals in the form are correct.

The information below should be entered at the end of the four counting processes when all four ballot boxes have been sealed:

- **Name of Presiding Officer:** The PO writes his/her name after the RSF is completed
- **Signature of Presiding Officer:** The PO signs after the RSF is completed;
- **Date:** The PO fills in the date when the RSF is completed (format to be followed: dd/mm/yy).

## CHAPTER 6

### PROCEDURES FOR THE COUNTING PROCESS

#### 6.1 BEFORE COMMENCEMENT OF THE COUNT

It is essential for an efficient and transparent counting process that all stakeholders involved are clear of their role in the process. Therefore, once the Polling Station has been prepared for counting, and prior to the commencement of the reconciliation process, the PO will briefly explain the entire process to all those present in the polling station. The PO will pay particular attention to the role of agents and observers and what they are permitted to do and what they must not do.

The counting of the ballots will be done in three stages, and these are:

- a) **Screening:** This stage is aimed at identifying and putting aside ballots that were misplaced in the wrong ballot box during the polling process.
- b) **Reunification:** Through the reunification process, misplaced ballots will be placed in their correct ballot box and joined with the group of ballots they belong to,
- a) **Reconciliation:** Reconciliation means checking that the number of ballots in each ballot box is equal to the number of ballots handed out to voters in that specific PS. Also, this step is meant to keep accurate record of the number of ballot papers used in each PS.
- b) **Sorting** (only in single member wards): During this phase, the ballot papers are sorted by candidates.
- c) **Counting of ballots:** During this phase, the total votes obtained by each candidate are counted.

#### 6.2 HOW TO OPEN THE BALLOT BOXES (PROCEDURES FOR BREAKING THE SEALS)

It is important that agents and electoral observers witness the opening of the ballot boxes after polling as this stage is vital for the integrity of the process as a whole. If, however, there are no agents or observers present, the Presiding Officer will still start the process.

Before a ballot box is opened, the PO will:

- confirm the seal numbers recorded on the Record of Seals Form with the actual numbers on the ballot boxes;
- ask the party/independent candidate agents and observers to check seal numbers before seals are removed;
- ask party/independent candidate agents to sign the Record of Seals Form (RSF), confirming that numbers of the seals in the ballot boxes matches with the ones recorded in the form;

- cut three of the plastic **corner** seals ~~on the sides~~ of the ballot box, record the seal numbers in the relevant section (Before Screening) of the RSF, ask party/independent candidate agents and observer check and sign the RSF and empty the contents onto the table.

*Note: At this stage, both the slot seal on top of the ballot box and one of the ~~side~~ **corner** seals remain sealed.*

Throughout the five stages of the counting process the four ballot boxes will be opened and closed twice:

Ballot box opened		Ballot box closed
1. Before the screening process	➔	After the screening process
2. Before the reunification process	➔	After the counting process

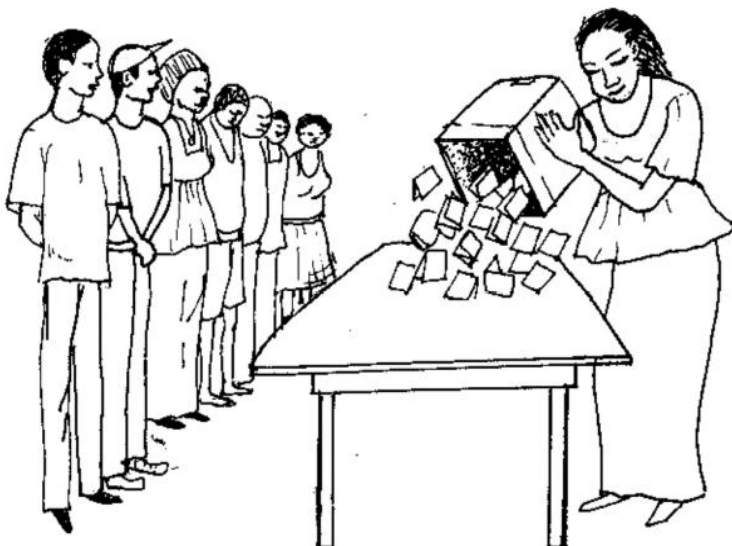


**Important:** Every time a ballot box is opened (seals broken) or closed (seals removed) the relevant section of the RSF must be filled in.

### 6.3 SCREENING OF BALLOT PAPERS

The screening of ballot papers is meant to identify ballots that have been mistakenly cast in the wrong ballot box during polling. Each of the four boxes will be opened, one at the time, misplaced ballots, if any, will be put aside in one dedicated envelope and the boxes will be then sealed again.

The Presidential ballots will be screened first followed by the Parliamentary, Chair/Mayor and Councilor ballots.



#### THE PROCESS

The PO will:

- break three ~~side~~ **corner** seals of the ballot box;

- record the three seal numbers in the relevant section of the RSF (Broken seals before screening);
- open the ballot box in full view of party/candidate agents, observers and staff;
- empty the ballot box in the center of the table;
- show the empty ballot box to the agents and observers to ensure that there is no ballot paper remaining inside it.

The staff involved in the screening process (PO and VIO together with one or two BPIs if needed) will:

- Unfold the ballot papers one at a time (no counting of ballots required at this stage);
- Place all the ballot papers face down in one pile so that only the back of the ballot is visible;
- If a misplaced ballot is found (it can be easily recognised by the differently colored stripes on the back), **announce it to party/candidate agents, observers** and carefully place it in the dedicated envelope for misplaced ballots without looking at the front of the ballot;
- Once all ballots have been screened, carefully place the pile of ballots back into its ballot box face down;
- Reseal the ballot boxes with three ~~side~~ **corner** seals;
- Record the seal numbers in the relevant section of the RSF (Applied Seals after Screening);
- ask the party/independent candidate agents to check that the seal numbers applied and those recorded in the RFS match and sign the relevant section in the RSF.

After the screening of Presidential ballots has ended, **the PO will** proceed with the screening of the other ballot boxes and keep placing misplaced ballots, if any, in the same dedicated envelope. When all four boxes have been screened, the reunification process will start.

#### **6.4 REUNIFICATION OF BALLOT PAPERS**

After all four ballot boxes have been screened and sealed, the reunification process will start. Each of the four boxes (starting with the Presidential one) will be opened again, one at the time, and ballots will first reunited, then reconciled, sorted and counted. At the end of the counting process, each ballot box will be finally sealed after placing the respective TEE 6 inside the box.

#### **THE PROCESS**

The PO will:

- break three ~~side~~ **corner** seals of the ballot box;



- record the three seal numbers in the relevant section of the RSF (Broken seals before reunification);
- open the ballot box in full view of party/candidate agents, observers and staff;
- draw the pile of ballot papers from the box and place in the center of the table;
- show the empty ballot box to the agents and observers to ensure that there is no ballot paper remaining inside it.
- Remove all the misplaced ballots from the dedicated envelope.
- Carefully identify the misplaced ballots belonging to the box, announce the number to party/independent candidate agents and observers, and reunify them placing them on the top of the pile.
- Place the remaining misplaced ballots back into the dedicated envelope



**Important: MAKE SURE TO IDENTIFY AND REUNIFY ALL MISPLACED BALLOTS AT THIS STAGE BEFORE MOVING INTO THE RECONCILIATION PROCESS**

After the misplaced ballots have been reunited to their respective pile, the reconciliation process will follow.

## 6.5 RECONCILIATION OF BALLOT PAPERS

During the reconciliation process ballot papers will be counted for the first time (**no counting of votes per candidate at this stage**).

The PO together the VIO will be involved in the reconciliation, sorting and counting processes. The two BPIs would act as assistants if needed and carefully follow the instructions provided. The PS Queue Controller will remain in charge of controlling the entrance to the polling station while the two BBC will be on standby and replace BPIs if needed.

### THE PROCESS

The staff involved in reconciliation will:

- Count the ballot papers into piles of 50;
- **Any ballots without the official stamp should be placed in a separate bundle without looking at the front of the ballot;**

**Important:** Unstamped ballot papers will be included in the reconciliation count but will be treated as **invalid**

- A rubber band should be placed around each bundle of 50 ballot papers and the bundle immediately recounted by another staff member to confirm the quantity;
- Bundles of less than 50 ballot papers will be clipped with a piece of paper indicating the number of ballots (do not place a rubber band around any 'bundle of less than 50 ballots');
- Bundle of less than 50 ballots are recounted by another staff member to confirm the quantity;

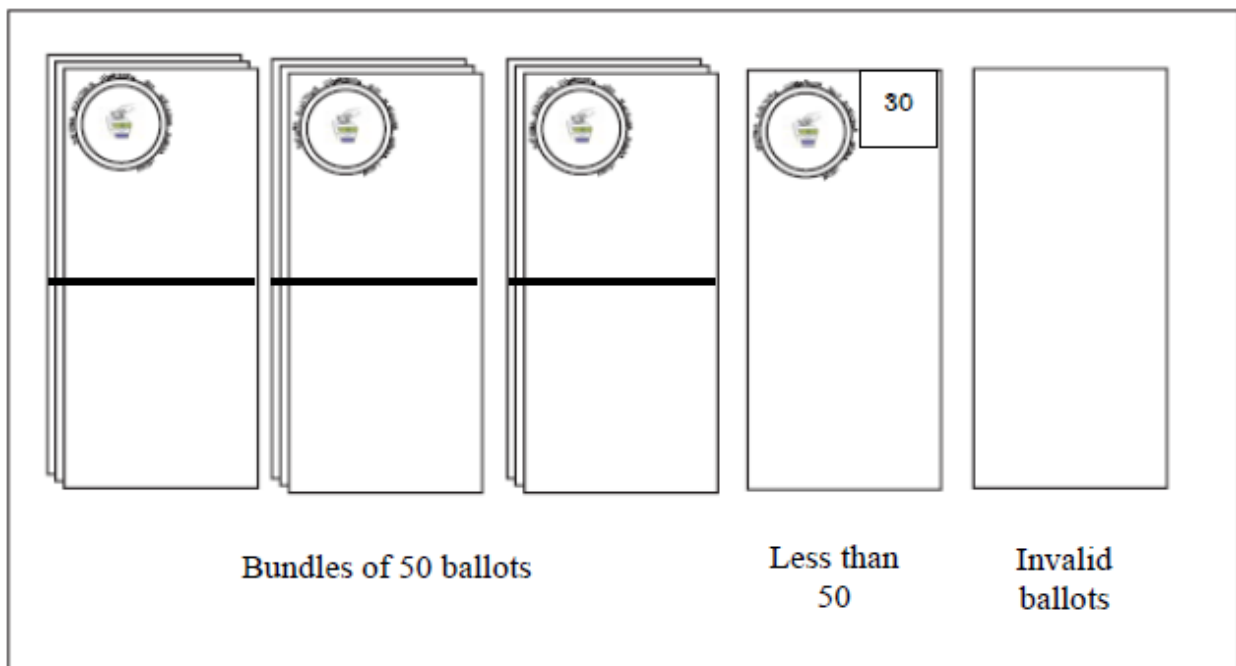


**Important:** Bundles should never be recounted by the person who initially counted them.

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The PO will add the totals of stamped and unstamped ballots to determine the total number of ballot papers taken from the ballot box;

- The PO announces the total number of ballot papers in the ballot box, and writes down the number in **row H** on the Presiding Officer's Ballot Paper Reconciliation Form (Section A of the RRF).



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ate if there is any discrepancy to be entered in **row I** ( $H + G - F = I$ ) of the Presiding Officer's Ballot Paper Reconciliation Form (Section A of the RRF). If there is no discrepancy the PO will enter "000" in **row I**. This ballot box may go forward to the next stage of the counting process. If any ballot paper discrepancy exists the PO will proceed with the steps below.



**Important:** After filling all details in the Reconciliation Form (Section A of the RRF) for each election, the PO must accurately copy these details on the two other sets of RRF for party/candidate agents and/or observers

**6.5.1**  
**PROC**

#### EDURES TO BE FOLLOWED IN CASE OF DISCREPANCY

Any discrepancy issue should be solved at this very stage. In order to solve discrepancies in the polling station, the PO must follow steps as outlined below:

- The PO checks if all calculations (**rows D, F and I**) in the POs Ballot Paper Reconciliation Form are correct. If a mistake is found, correct the affected row with RED PEN. If no mistake is found proceeds with the next steps,
- The PO must recount ballot papers found in the ballot box (including misplaced ballots previously reunified) and crosscheck if the number entered in **row H** is correct. If a mistake is found, correct **row H** with RED PEN. If no mistake is found proceeds with the next steps,
- The PO recounts the spoiled ballot papers against the numbers recorded in **row G** to confirm that the numbers recorded are correct. If a mistake is found, correct **row G** with RED PEN. If no mistake is found proceeds with the next steps,
- The PO recounts the unused ballots papers and crosscheck if the number entered in **row E** is correct. If a mistake is found, correct **row E** with RED PEN.

In the cases where discrepancy is not solved by following the above steps, the PO will:

- Record the discrepancy in **row I** of the PO Ballot Paper Reconciliation Form (Section A of the RRF) and inform accordingly party/independent candidate agents and observers.
- Record the information on PO's Journal, and informs the PCM who in turn will inform the WC of the discrepancy.
- Announce that the reconciliation has been satisfactorily completed for that election and inform all the parties presents about the total number of ballots found in the ballot box.
- Continue the counting process.

## RECAP: HOW THE PO FILLS IN THE PO'S BALLOT PAPER RECONCILIATION FORM (SECTION A OF THE RRF)

In the Ballot paper Reconciliation Form, The PO will first record the information for the Presidential ballots and subsequently Parliamentary, Chairperson and Councilors ballots. Each Reconciliation Form will be filled in **four stages** detailed below.

### Complete this part before polling begins (FOR ALL 4 RRFs):

~~**District:** Write the name of the district where the polling station is located;~~

~~**Constituency number:** Write the number of the constituency where the polling station is located, as given by the PCM and printed on the FVR;~~

~~**Ward Number:** Write the number of the ward where the polling station is located, as given by the PCM and printed on the FVR~~

~~**Polling centre code:** Write the five (5) digits code assigned to that polling centre.~~

~~**Polling centre name:** Write the name of the polling centre assigned to that particular location;~~

**Polling station number:** Write the two digits number assigned to that particular polling station;

*Note: Apart from the PS number, the other five PS identification details (District name, Constituency number, Ward number and Polling Centre name and code) will be pre-printed.*

**A. Number of ballots received:** Write the total number of ballots received for that particular polling station before polling.

### Complete this part during polling:

**B. Number of additional ballots received during the day (if any):** Write the total number of additional ballots received during the day, if any, for each election (in case of ballot paper shortage);

**C. Number of ballots issued to another polling station (if any):** Write the total number of ballots issued to another polling station within the polling centre for each election (in case of ballot paper shortage);

### Complete this part after polling:

**D. Total number of ballots received (A + B - C = D):** Add A and B and subtract C from the total, and enter the figure. Use the calculator.

**E. Number of unused ballots:** Count all unused ballots at the end of polling and write the total in this row;

**F. Number of ballots used (D - E = F):** Subtract E from D and enter the figure in row F. Use the calculator;

**G. Number of spoiled ballots:** Write the total number of ballots spoiled and enclosed in each spoiled ballot paper envelope during the day.

*Remember:* Presidential, Parliamentary, Chairperson/mayor and Councilors spoiled ballots must be counted separately;

**Complete this part at the end of reconciliation (after reunification):**

**H. Number of ballots found in the ballot box (including misplaced ballots):** Count the total number of ballot papers taken out from the ballot box, add misplaced ballots for that electoral race put aside during the screening process and write the total number in this row;

**I. Record the discrepancy (+/-), if any (H + G - F = I):** Add H and G and subtract F from the total. Use the calculator. If there is no discrepancy, write "000" row I. If there is any discrepancy, recounts and recalculations will be made according to procedures described above, and if the discrepancy is confirmed write the figure in row I.



**Important:** After filling all details in the Reconciliation Form (Section A of the RRF) for each election, the PO must accurately copy these details on the two other sets of RRF for party/candidate agents and/or observers

**6.6  
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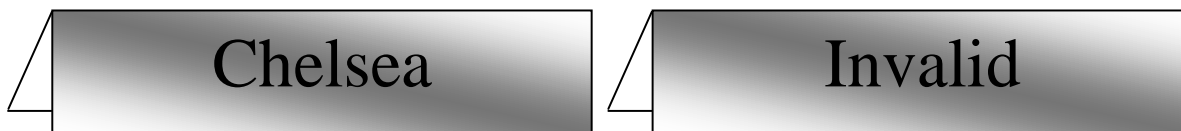
**RTING OF BALLOT PAPERS**

After the ballot boxes have been reconciled, sorting and counting of the ballot papers will immediately follow. In the sorting and counting of ballot papers, the PO and the VIO will be involved. If assistance is needed BPIs will be asked to help.

**THE PROCESS**

Before the start of sorting, the PO will explain the process to the agents and observers present at the polling station, and he/she will prepare name cards for each candidate appearing on the ballot paper for the relevant election to facilitate accurate and easy sorting of the ballots (blank notepad is provided for this purpose). A card for invalid ballot papers will also be written.

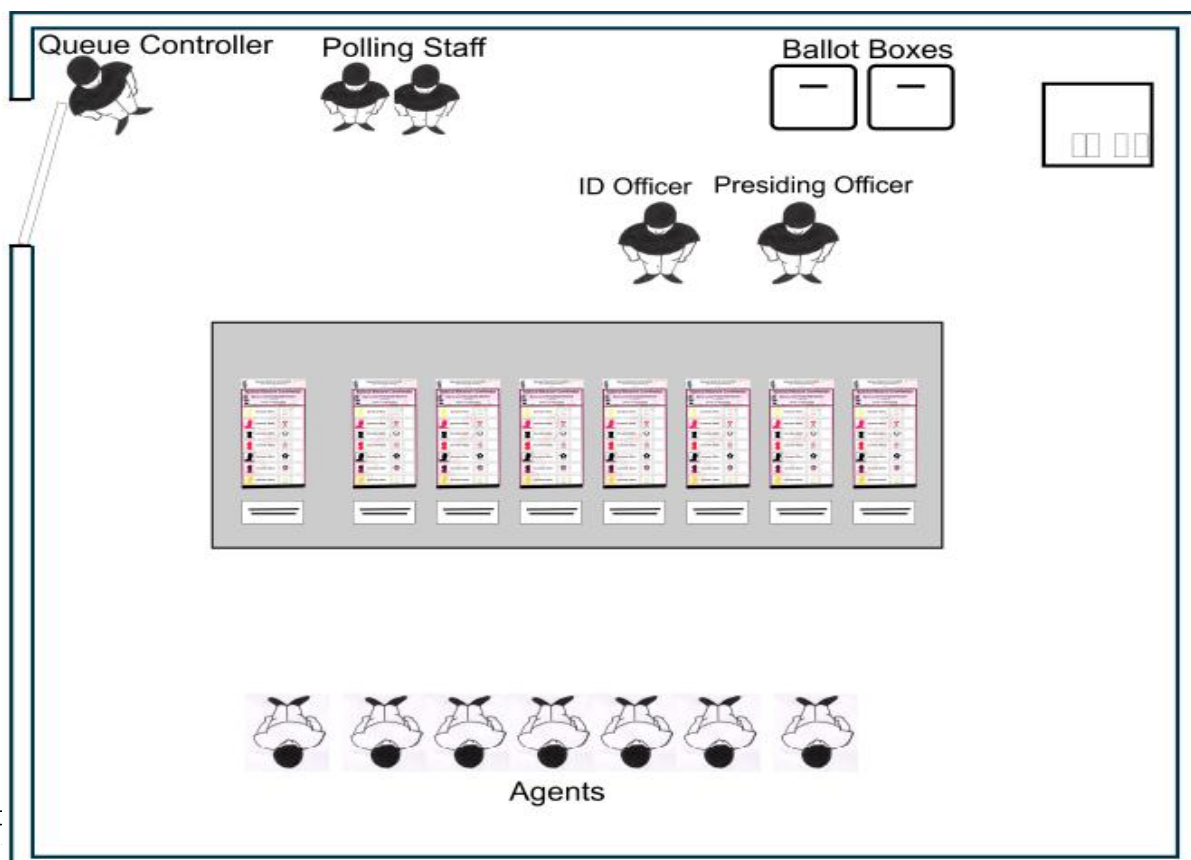
Sample of name cards is shown below.



During the sorting process, the Presiding Officer will:

- Takes off elastic bands and paper clips from the bundles of ballot papers;
- **Unstamped ballot papers** identified during the Reconciliation process will be separated immediately and will be placed in the stack of invalid ballot papers, after writing with RED PEN the word INVALID across the back of the Ballot Paper.
- Takes a ballot paper at the time and declare the voter's choice of candidate;
- In order to ensure the transparency of the process, the PO must show each ballot paper to the party/independent candidate agents and observers ;
- Hands over the ballot paper to the VIO, he/she places the ballot paper in the stack for the respective candidate;
- The PO during this process will determine the validity of the ballot papers (see below). Invalid ballot papers will be placed in the stack for invalid ballots, and the word "INVALID" will be written across the back of the ballot paper with red pen;
- After all ballot papers are sorted, the PO and VIO will check every ballot paper in every stack to make sure it has been sorted correctly.

## REVIEW COUNTING STATION LAYOUT



**Important:** Throughout the process, polling staff should periodically check under their chairs and tables to make sure that nothing has accidentally fallen to the floor.



**Remember:** as **unstamped ballot** papers are treated as invalid ballots, PO must write INVALID on the back of each ballot with RED PEN

6.7

## GENERAL PRINCIPLES FOR DETERMINING VALID OR INVALID BALLOTS

The rules for determining valid and invalid ballots have been based on the principle that, to the greatest extent possible, the ballot should be counted **if the intention of the voter is clear**. In other words, every ballot shall be presumed to be valid unless there is a clear and good reason to justify its rejection. This policy is based on the fundamental principle that the object of any election is to obtain the expressed will of the voter.

### 6.7.1 RULES FOR DETERMINING VALID BALLOTS

#### ADD SAMPLES OF IN/VALID BALLOTS

A ballot will be considered as a valid ballot if the voter's intention is clear.

Voters record their choice by marking the space on the ballot paper corresponding to the candidate of their choice with a pen or thumbprint. The Presiding Officer must interpret this requirement as liberally as possible. The guiding principle is that all voters tried to record a choice. Do not consider ballot papers as invalid for arbitrary reasons.

#### **Ballot papers are valid if;**

- There is a mark of any description (other than a mark which will identify a voter) which is clearly in the area allocated to a candidate on the ballot paper and there are no other marks on the ballot paper;
- There are 2 or more marks on the ballot paper, but they are all within the area allocated to a single candidate;
- There are 2 or more marks on the ballot paper, but the PO is satisfied that one mark represents the voter's intention and that the other marks are stray marks, (provided that they are outside of the boxes margins corresponding to the candidates' details);
- The ballot is torn but all boxes for all candidates remain intact and voter's mark is clear,
- A mark made in a box touches other boxes, but the greater part of the mark is within a single box next to one candidate, i.e. the major portion of the mark is within the box for one candidate.

## 6.7.2 RULES FOR DETERMINING INVALID BALLOTS

Ballot papers are not valid if the intention of voter is not clear. Below are some of the cases when a ballot paper will be considered invalid:

- There is no official stamp on the back of the ballot paper;
- There is writing (ex. a name or signature) on the ballot paper which would enable to identify the voter who marked the ballot paper;
- There is no mark of any description on the ballot paper;
- There is only one mark on the ballot paper but it is impossible to be sure which candidate it has been recorded for;
- The voter has made marks indicating a choice for more than one candidate;
- A mark is placed so that its greater portion is between two boxes;
- The ballot is torn so as to remove one or more boxes used for marking a voter's choice;
- A mark indicating a choice for one candidate has been altered, erased or crossed out, and another choice has been marked.

If the ballot paper is invalid, the PO will write the word “INVALID” across **on the back of the ballot paper with RED PEN** to indicate that the particular ballot is invalid.



If a party/candidate agent is not satisfied with the decision of the PO, he/she may object to a decision of the PO. In this case the PO will also write across on the back of ballot paper “**OBJECTED TO**” with RED PEN.

**Important:** Decision of the PO in respect of ballot papers in the polling station shall be final.

In case the party/independent candidate agent is not satisfied with the decision of the PO to the invalidation, the PO should advise him/her that he/she would have another opportunity to object, if there was a further recount at the District Electoral Office.

*Note: The number of INVALID ballots for each election will be accounted for and entered in the respective PS result form (Section B of the RRF).*



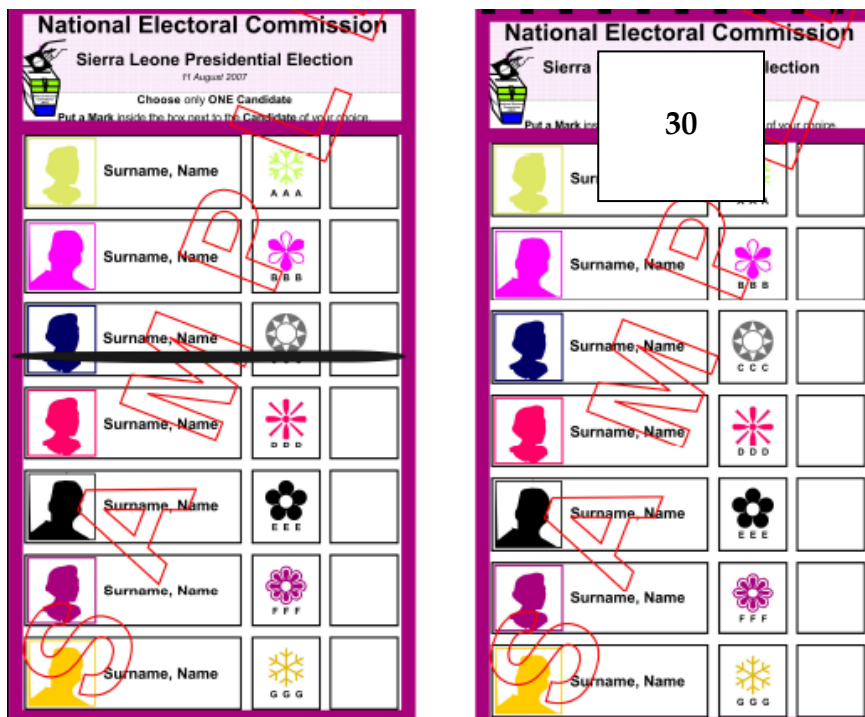
## 6.8 COUNTING OF VOTES

Once the ballots have been sorted into separate stacks for each candidate (plus the stack for invalid ballots), each stack will be counted separately in the order in which the candidates appear on the ballot until all candidates have been counted. When the stacks have been counted for all candidates, the invalid ballots will be counted. Only the PO and the VIO will count the ballot papers. The process will be carried out in the following way:

- The PO will assign the VIO to count the ballots for each candidate;
- The PO will recount votes for each candidate to confirm that the total is reached twice before any record on the number of votes for each candidate is written on the PS Result Form;
- Counting of votes must be done in full view of agents and observers;
- When the ballots are counted for each candidate (and votes entered in the corresponding row in the PS Result Form), a rubber band must be placed around each bundle of 50 ballots separately and, after that, another rubber band will be placed to tie all ballots for each candidate. In cases of bundles with less than 50 ballot papers, the PO writes the number of ballots on a piece of paper and clips the number to the bundle.

**Note:** Do not place a rubber band around any bundle of less than 50.

### CHANGE WITH NEW BALLOTS



- The PO will announce the results loudly after votes are counted for each candidate so that party/independent candidate agents and observers present at the PS can record the results.

## 6.9 RECOUNTING PROCEDURES

Party/independent candidate agents present during the count of votes may request a re-count, if they are not satisfied with the initial count. The Presiding Officer may refuse to do so if, in his/her opinion, such a request is unreasonable; otherwise, he/she has to conduct the re-count of votes and, only after the recount is completed and issues are clarified for the four elections, the PO will conclude the counting process and he/she will announce preliminary results for polling station.

If during the second count of votes, number of votes recorded during the first count in the Polling Station result form has changed, the PO will make necessary corrections with **red pen** in the Polling Station Result Form against the number being corrected. The PO will then record reasons for recount in the POs Journal and, if any change on the votes obtained by candidates or on invalid votes has occurred during the recount of votes.

## 6.10 COUNTING VOTES FOR COUNCILLORS ELECTIONS IN MULTI-MEMBER WARDS

In **multimember wards**, before the start of counting of votes, the PO will announce the number of councilors to be elected in that ward and will explain the process of counting to the agents and observers present at the polling station.

The PO will decide on the validity of the ballot papers following the criteria below and the general rules for determining valid and invalid ballots.

### Valid votes/ballot papers:

- There are as many marks as councilors to be elected in that ward
- There are fewer marks than the maximum number allowed for that ward
- There are different marks (X, ✓) and it is clear that all the marks clearly indicate the intention of the voter
- In the same ballot paper there are one or more marks that clearly are valid votes and other(s) where the intention of the voter is not clear. These ballots will not be put in the stack for invalid. The invalid votes will not be considered for the count.

Only valid votes will be counted for each candidate.

### Invalid ballot paper:

- The ballot is not stamped (these ballots, if any, have been identified during reconciliation)
- The ballot is not marked at all
- There are more marks than the maximum number of marks allowed for that ward
- There are different marks but none of them can be considered a clear intention of vote for any candidate

In case of an invalid ballot paper, the PO will place it in the invalid pile and, at the end of the counting, will enter the total number of invalid ballots in the PS Result Form (Section B of the RRF 4b).



In cases where there is at least one valid mark, that valid vote must be counted.


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1. The PO will remove the rubber band of the first bundle of 50 ballots and will carefully examine them one by one;
2. In case the PO decides that the ballot paper is invalid, he/she will sort that ballot paper in the stack of invalid ballots;
3. In cases where the ballot paper is clearly marked for as many candidates as there are councilors to be elected in that particular ward, or less, the PO will read aloud the total number of valid votes marked in the ballot paper.

**Note:** *If there is an invalid mark among other valid ones in the same ballot, only the valid votes will be counted.*

4. The VIO will enter the votes obtained by candidates in the Record of the Count Worksheet (The official will make a line for each vote obtained by a particular candidate after his/her name: four VERTICAL and one HORIZONTAL crossing these. Each line will represent 1 vote);

Example: 


5. This same information will be entered in the journal or in a blackboard (if available) by one of the BPIs assigned to this task;
6. After the counting of the first bundle of ballots has concluded, the Presiding Officer will:
  - add all valid votes marked in the 50 ballots,
  - add the total of votes obtained by all candidates, by first totaling the votes obtained by each candidate, and

- compare the results of the Record of Count worksheet against the ones on the PO Journal/blackboard;
7. If the numbers do not match, the PO will repeat the count of votes in the bundle until there is no discrepancy. When the numbers are equal, the PO will continue with the other bundles of 50 ballots and repeat the same procedure until he/she has finished all ballot papers.
  8. After all the ballots have been checked and all the valid votes have been counted for each candidate, the PO will enter all results in the Councilors' Polling Station Results Form (Section B of the RRF 4b).
  9. Invalid votes in the stack will be counted as well and that number will also be recorded in the same form;

In the multi-member wards, the number of councilors ballots issued (from the Presiding Officer's reconciliation form) and the results recorded after the count of the votes will not be the same, as ballot papers will be marked several times.

**6.10.1 RECORD OF THE COUNT WORKSHEET FOR MULTI-MEMBER WARDS**

It is an A2 size form to record the number of votes obtained per candidate in the elections of councilors in the multimember wards. It has **one** row per candidate to have room up to 400 votes per candidate. It has been designed to have groups of 5 votes in each square for an easy counting. The officials will make a line for each vote obtained by a particular candidate after his/her name: four VERTICAL and one HORIZONTAL crossing these, as example shown below. Each line will represent one vote.

Example: 

Each polling station in multi-member wards will receive 2 copies of the 'Record of the Count Worksheet'. The original (white) will be placed in TEE 4 at the end of the counting process and the 1<sup>st</sup> copy (blue) will be posted in the Polling Station together with the four RRFs.

The PO will enter, well in advance, the six identification details of the polling station and the name of the candidates following the order shown in the ballot paper.

**6.10.2 HOW TO FILL THE RECORD OF THE COUNT WORKSHEET FOR MULTI-MEMBER WARDS**

**Before Counting**

This part of the form should be filled in before the counting of ballot papers begins.

~~**District:** Write the name of the district where the polling station is located;~~

~~**Constituency number:** Write the number of the constituency where the polling station is located;~~

~~**Ward Number:** Write the ward number where the polling station is located;~~

~~**Polling Centre Code:** Write the five (5) digits code of the polling centre which has been assigned to that centre;~~

~~**Polling Centre Name:** Write the name of the polling centre assigned to that particular location;~~

~~**Polling Station Number:** Write the two (2) digits assigned to that particular polling station;~~

**Note:** Apart from the PS number, the other five PS identification details (District name, Constituency number, Ward number and Polling Centre name and code) will be pre-printed.

**Names of Candidates:** Write the names for each candidate as they are written on the ballot paper and follow the order from the ballot paper. Use ONE row for each candidate.

#### **During Counting (Use pencil to fill these parts of the form)**

This part of the form is filled in during the counting of the votes for each candidate.

**Make 5 (five) lines in each square, 4 (four) vertical and 1(one) horizontal crossing these. Each line will represent one vote.**

Example: 

**White Squares:** This is where the VIO will make lines to indicate the number of vote(s) obtained by each candidate during counting. Each white contains a maximum of 5 votes.

**Grey Squares (Subtotals):** This is where the VIO adds up all valid votes marked in each set of 50 ballots, and enters the sub total of vote(s) obtained by each candidate (every ten horizontal white squares there is a grey square for this purpose). The VIO will also add up the numbers vertically and check if the sub totals for all candidates corresponds to the number recorded in the journal or black board.

#### **AFTER COUNTING**

This part of the form is filled in after the counting of the votes for each candidate.

**Total Votes Obtained (last column of the form):** The PO will add up the total votes obtained by each candidate and will enter the figure in the space provided.

**Signature of Presiding Officer:** The PO will sign the Record of the Count Worksheet only after verifying that the form has been filled in properly and the calculations are correct.

**Date:** Write the date when the form is filled in. Format to be followed: dd/mm/yy.

## **6.11 INTRODUCTION TO THE POLLING STATION RESULT FORM (SECTION B OF THE RRF)**

The four Polling Station Result forms (included in Section B of the four RRFs) are a crucial resource material. The PS Result Form will be used to record the number of votes obtained by each President, Parliamentarian, Chairperson/Mayor and Councillor candidate in that particular polling station. **The name of the candidates for the four elections will be pre-printed on the relevant RRF.**

The PO is in charge of filling all PS Result Forms, separately for the four elections.

### **6.11.1 HOW THE PO FILLS IN THE POLLING STATION RESULT FORM (SECTION B OF THE RRF)**

#### **Before Counting**

~~The names of all candidates for each election must be handwritten in the relevant Polling Station Result Form (i.e. Names of Presidential candidates on RRF 1, Names of Parliamentary candidates on RRF 2, etc.). When recording the names of the candidates, write the names exactly as they are written on the ballot paper and follow the order from the ballot paper. Use ONE row for each candidate.~~

~~*Note: It is possible that names of candidates will be pre-printed in all four RRFs. If this is the case skip the step above.*~~

#### **During Counting:**

This part of the form is filled in during the counting of the votes for each candidate.

**Votes Obtained:** Enter the total number of votes obtained by each candidate in the box provided against the names of candidates.

*Note: For Councilor Election in multimember wards, the number of votes obtained by each candidate will be copied from the Record of the count worksheet.*

#### **After Counting:**

This part of the form is filled when the counting of votes for all candidates is completed:

- J. Total number of votes for candidates:** Add up all the votes obtained by each candidate and enter the total in this box.
- K. Total number of invalid ballots:** Write the total number of invalid ballot papers.
- L. Total number of ballots (J+K=L):** Add up J (total number of votes for candidates) to K (Total number of invalid ballots) and enter the total in this box.



**Important:** *Box L, likewise box M below, would not be present on RRF 4b used for Councilor Election in multi-member wards*

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**ord Discrepancy (+/-), if any (L-H=M):** Follow the steps below

- Calculate if there is any discrepancy to be entered in **box M** ( $L - H = M$ ).
- If there is no discrepancy write “000” in **box M**. This ballot box may go forward to the next stage (packing of the ballot box)
- If any discrepancy exists, recount votes for each candidate and crosscheck if the number entered in the corresponding row of the PS Result Form is correct. If a mistake is found correct the figure with RED PEN.
- If the discrepancy is not solved, record the discrepancy in **box M** of the PS Result Form (Section B of the RRF) and inform accordingly party/independent candidate agents and observers.
- Record the information on PO’s Journal, and informs the PCM who in turn will inform the WC of the discrepancy.
- Announce that the counting process has been completed for that election and inform all parties presents about the number of votes for each candidate.

After having completed all counting procedures, the PO will record the final details listed below:

- **Signature of Presiding Officer and stamp:** The PO will sign the Reconciliation and Result Form (RRF). The PO will then stamp (in the dedicated area) both **original and four copies** of the RRF. The stamp used for the RRF is the same stamp used to validate the ballot papers.
- **Date:** Fill in the date when the PO fills in the RRF. Format to be followed: dd/mm/yy.
- **Name and Signature of Party/Candidate Agents and/or Observers:** Party/Candidate Agents and observers that are present during counting of the ballots and votes may write their names, the name of the party/Candidates or organization and sign the form. If they are not willing to sign the form (or no agent/observer is present), the PO will record this information in the POs Journal together with their reasons. The results are still considered valid as long as they are done according to the procedures.



**Important:** After filling all details in the Result Form (Section B of the RRF) for each election, the PO must accurately copy these details (together with those in Sections on the two other sets of RRF for agents/observers. Original and all copies of the RRFs for Agents and Observers must be stamped

**Impo  
rtant:**

Do not write/mark the RRF section showed below. This will be solely used during the data entry process.

1st Data Entry		2nd Data Entry		Quarantine	Archive
ID No.:	ID No.:	ID No.:	ID No.:	ID No.:	ID No.:

When each RRF is

duly filled in, stamped and signed (by the PO and party/candidate agents and/or observers, if any) the original and the four copies will have to be carefully detached, fold and placed as follow:

- |   |   |              |   |                       |
|---|---|--------------|---|-----------------------|
| Original (white)                              | ➡ | TEE 1        | ➡ | Regional Tally Centre |
| 1 <sup>st</sup> Copies (pink)                 | ➡ | TEE 2        | ➡ | National Tally Centre |
| 2 <sup>nd</sup> Copies (blue)                 | ➡ | TEE 3        | ➡ | District Tally Centre |
| 3 <sup>rd</sup> Copy – Presidential (yellow)  | ➡ | TEE 6a       | ➡ | District Office       |
| 3 <sup>rd</sup> Copy – Parliamentary (yellow) | ➡ | TEE 6b       | ➡ | District Office       |
| 3 <sup>rd</sup> Copy – Chair/Mayor (yellow)   | ➡ | TEE 6c       | ➡ | District Office       |
| 3 <sup>rd</sup> Copy – Councilors (yellow)    | ➡ | TEE 6d       | ➡ | District Office       |
| 4 <sup>th</sup> Copies (green)                | ➡ | Posted in PS |   |                       |

After the counting of votes for each ballot box is concluded the relevant ballot box will be packed according to the procedures detailed in the next chapter and the reunification, reconciliation, sorting and counting of the ballot papers inside the next ballot box will start.



## CHAPTER 7

### PACKING AND DELIVERING MATERIALS

#### 7.1 PACKING AND DELIVERY OF POLLING STATION MATERIALS

The PO will pack sensitive and non sensitive materials at the end of the polling and counting processes, and he/she will hand over all materials to the PCM. Sensitive and non sensitive materials will be packed separately in the polling stations. Below are the instructions.

#### 7.2 PACKING OF SENSITIVE MATERIALS

Marked ballot papers (inside the four ballot boxes), and all TEEs (1 to 6 for the polling stations and TEE 7 for the polling centers) are considered sensitive material. Instructions for packing the above materials are as follows.

##### *7.2.1 How to pack Polling Station TEEs*

The PO must ensure that all necessary materials are enclosed in the relevant TEEs.

**Important:** when packing TEEs, the PO must follow the order of materials as printed in each TEE and he/she must ensure that correct numbers for each item enclosed are recorded on the TEEs label. **Special attention should be given that correct forms are packed in correct TEEs.**

##### *7.2.2 How to pack ballot papers into the ballot box*

After the counting process for each election is concluded, and the relevant RRF is duly filled in and signed, the PO will collect all ballots and he/she will make one bundle for each candidate using a rubber band. All candidates' bundles would then be joined together.

A separate bundle must be made for the invalid ballot papers. Then the two bundles made will be joined together with a rubber band in order to create only one bundle. This one bundle will include ballots of candidates and invalid ballot papers. The same procedures should be followed when packing the ballot papers for the remaining elections.

For Councilor Elections in **multimember wards**, the PO will create two bundles with rubber bands; one for **all** the valid ballot papers and one for the invalid ballots; then he/she will join the two bundles together in one bundle.

*Note: in multi-member wards, it will not be possible to make candidates' bundles first as each ballot would include marks for multiple candidates.*

Once the ballot paper bundle for one election is made, the PO will put it back into its corresponding box and s/he would then start packing the relevant TEE 6 as detailed below.

### 7.2.3 How to pack TEEs 6 into their respective ballot box

After bundled ballots are placed in their respective ballot box, the PO will:

- Collect and place all items listed below in the corresponding TEE 6 (a, b, c or d) as soon as the respective ballots are counted and bundled.

Type of Election	Items	TEE	Final Placement
Presidential	- RRF 1: 3 <sup>rd</sup> copy (yellow) - Used Stubs - Spoiled ballots (in envelope) - Unused ballots (with stubs)	➡ TEE 6a	➡ Presidential box
Parliamentary	- RRF 2: 3 <sup>rd</sup> copy (yellow) - Used Stubs - Spoiled ballots (in envelope) - Unused ballots (with stubs)	➡ TEE 6b	➡ Parliamentary box
Chair/Mayor	- RRF 3: 3 <sup>rd</sup> copy (yellow) - Used Stubs - Spoiled ballots (in envelope) - Unused ballots (with stubs)	➡ TEE 6c	➡ Chair/Mayor box
Councillors	- RRF 4 or 4b: 3 <sup>rd</sup> copy (yellow) - Used Stubs - Spoiled ballots (in envelope) - Unused ballots (with stubs)	➡ TEE 6d	➡ Councilor box

- Seal TEE 6 (a, b, c or d) only after having made sure that all required items are included.
- Place TEE 6 (a, b, c or d) in the corresponding Ballot box (see table above).
- Seal the ballot box and record the three side **corner** seal numbers in the relevant section of the RSF (Applied Seals after Counting).

- ask the party/independent candidate agents and/or observer to check that the numbers applied and those recorded in the RFS match and sign the relevant section in the RSF.



**Important:** No one is allowed to tamper with the seals of the ballot box or contents of the ballot box after sealing it.

**Important:** sealing is equivalent to endorsing.



**Important:** After a ballot box is sealed the reunification, reconciliation, sorting and counting of the ballot papers inside the next ballot box will start.

#### *How the PO fills in TEEs 6*

On all four TEEs 6 (a, b, c and d) the PO will enter the details below:

**District Name:** Write the name of the district where the polling station is located;

**Constituency number:** Write the constituency number where the polling station is located;

**Ward number:** Write the ward number where the polling station is located;

**Polling centre code:** Write the five (5) digits code assigned to that PC;

**Polling centre name:** Write the name of the PC assigned to that particular location;

**Polling station number:** Write the two digits number assigned to that particular polling station.

TEE 6a contains:

- RRF 1: 3<sup>rd</sup> copy (yellow):** Write the number of RRF 1 enclosed;
- Used Stubs:** Count and write the number of used presidential ballots' stubs enclosed;
- Spoiled ballots (in their dedicated envelope):** Count and write the number of spoiled presidential ballots (in their envelope) enclosed;
- Unused ballots (with their stubs):** Count and write the number of unused presidential ballots enclosed.

TEE 6b contains:

- RRF 2: 3<sup>rd</sup> copy (yellow):** Write the number of RRF 2 enclosed;
- Used Stubs:** Count and write the number of used presidential ballots' stubs enclosed;

- **Spoiled ballots (in their dedicated envelope):** Count and write the number of spoiled presidential ballots (in their envelope) enclosed;
- **Unused ballots (with their stubs):** Count and write the number of unused presidential ballots enclosed.

**TEE 6c** contains:

- **RRF 3: 3<sup>rd</sup> copy (yellow):** Write the number of RRF 3 enclosed;
- **Used Stubs:** Count and write the number of used chair/mayor ballots' stubs enclosed;
- **Spoiled ballots (in their dedicated envelope):** Count and write the number of spoiled chair/mayor ballots (in their envelope) enclosed;
- **Unused ballots (with their stubs):** Count and write the number of unused chair/mayor ballots enclosed.

**TEE 6d** contains:

- **RRF 4a or 4b: 3<sup>rd</sup> copy (yellow):** Write the number of RRF 4a or 4b enclosed;
- **Used Stubs:** Count and write the number of used councilor ballots' stubs enclosed;
- **Spoiled ballots (in their dedicated envelope):** Count and write the number of spoiled councilor ballots (in their envelope) enclosed;
- **Unused ballots (with their stubs):** Count and write the number of unused councilor ballots enclosed.

After filling the information above, the PO will enter the following details on the four TEEs 6:

**Name/signature of presiding officer:** It is the portion of the TEE where the PO will write his/her name and sign after the TEE is duly completed;

**Date:** Fill in the date when the PO fills in the TEE. Format to be followed: dd/mm/yy.

**Remarks (if any):** Write any remarks that relates to the materials that are enclosed in the TEE.



**DO NOT** fill in the TEEs before **all** the materials are enclosed. The presiding officer accountable for the materials he or she is handing over!

#### 7.2.4 HOW TO PACK TEEs 1, 2 AND 3

After each ballot box is sealed (with the respective ballot papers and TEE 6), the original and remaining copies of the relevant RRF will have to be placed in TEEs 1, 2 and 3 (**without sealing them**) as per instructions below:

TEE 1 - Regional Tally Centre	TEE 2 – National Tally Centre	TEE 3 - District Tally Centre
1. RRF 1: original page (white)	1. RRF 1: 1st copy (pink)	1. RRF 1: 2nd copy (blue)
2. RRF 2: original page (white)	2. RRF 2: 1st copy (pink)	2. RRF 2: 2nd copy (blue)
3. RRF 3: original page (white)	3. RRF 3: 1st copy (pink)	3. RRF 3: 2nd copy (blue)
4. RRF 4a or 4b: original page (white)	4. RRF 4a or 4b: 1st copy (pink)	4. RRF 4a or 4b: 2nd copy (blue)

*Note: the 4<sup>th</sup> copies of the four RRFs (green) will be posted at the Polling Station*

#### **How the PO fills in TEEs 1, 2 and 3**

On TEEs 1, 2 and 3 the PO will first enter the details below:

**District Name:** Write the name of the district where the polling station is located;

**Constituency number:** Write the constituency number where the polling station is located;

**Ward number:** Write the ward number where the polling station is located;

**Polling centre code:** Write the five (5) digits code assigned to that PC;

**Polling centre name:** Write the name of the PC assigned to that particular location;

**Polling station number:** Write the two digits number assigned to that particular polling station.

After all four ballot boxes have been counted and sealed and all four RRFs have been duly completed, signed and stamped, the PO will record in the corresponding TEE's box the **exact number of each item enclosed in the three TEEs** (see list of content in the table above) and s/he will then enter the following information:

**Name/signature of presiding officer:** It is the portion of the TEE where the PO will write his/her name and sign after the TEE is duly completed;

**Date:** Fill in the date when the PO fills in the TEE. Format to be followed: dd/mm/yy.

**Remarks (if any):** Write any remarks that relates to the materials that are enclosed in the TEE.



**Important:** All TEEs will be sealed only after the PCM has duly copied all results on the PC Summary of Results Sheet

### 7.2.5 HOW TO PACK TEEs 4 AND 5

After packing the original and copies of the four RRFs, the PO will now pack the remaining sensitive materials in TEE 4 and 5 as detailed below:

TEE 4 - District Office	TEE 5 - District Office
1. Polling Station FVR ( <i>plus "Additions to FVR" form, if any, from PS 1</i> )	1. Indelible ink
2. Presiding Officer's Journal	2. Official stamps
3. Record of Seals Form (RSF)	3. Inkipad
4. Original Record of the Count Worksheet (only for Multi-Member wards)	4. Unused plastic seals
5. Copies of UNUSED RRF 1 (for party/candidate agents and/or observers), if any	
6. Copies of UNUSED RRF 2 (for party/candidate agents and/or observers), if any	
7. Copies of UNUSED RRF 3 (for party/candidate agents and/or observers), if any	
8. Copies of UNUSED RRF 4a or 4b (for party/candidate agents and/or observers), if any	

On TEEs 4 and 5 the PO will first enter the details below:

**District Name:** Write the name of the district where the polling station is located;

**Constituency number:** Write the constituency number where the polling station is located;

**Ward number:** Write the ward number where the polling station is located;

**Polling centre code:** Write the five (5) digits code assigned to that PC;

**Polling centre name:** Write the name of the PC assigned to that particular location;

**Polling station number:** Write the two digits number assigned to that particular polling station.

The PO will then record in the corresponding boxes the **exact number of each item enclosed in the two TEEs** (see list of content in the table above) and s/he will subsequently enter the following information:

**Name/signature of presiding officer:** It is the portion of the TEE where the PO will write his/her name and sign after the TEE is duly completed;

**Date:** Fill in the date when the PO fills in the TEE. Format to be followed: dd/mm/yy.

**Remarks (if any):** Write any remarks that relates to the materials that are enclosed in the TEE.



**Important:** Also TEEs 4 and 5 will be sealed only after the PCM has duly copied all results on the PCSRSs

After TEEs 1 to 5 have been sealed, these will be tightly bundled together with a piece of string before being handed over to the PCM.

### 7.3 PACKING OF NON SENSITIVE MATERIALS

Non sensitive materials will be packed immediately after the sensitive materials are packed. All non sensitive items must be packed into the polling station kit. Voting screens will as well be packed and must be returned to the PCM. It is important that all materials are returned to the district electoral offices as these can be used for future elections.

**Embossing devices** will be placed in the PO Kit and will have to be carefully accounted for.

Polling Station staff must ensure that no election material is left behind.

### 7.4 INTRODUCTION TO THE PC SUMMARY OF RESULTS SHEET (PCSRS)

The Polling Centre Summary of Results Sheets (PCSRS) are the forms that will be used by the PCM to tally and record the number of votes obtained by each candidate in each station of that particular polling centre and for each of the four elections. The name of the candidates for the four elections will be pre-printed on the relevant PCSRS.

The PCM will fill the following four PCSRSs in the following order:

1. Polling Centre Summary of Results Sheet 1: Presidential Election
2. Polling Centre Summary of Results Sheet 2: Parliamentary Election
3. Polling Centre Summary of Results Sheet 3: Chair/Mayor Election

4. Polling Centre Summary of Results Sheet 4a or 4b: Councillor Election in single-member wards or multi-member wards

The four PCSRSs are printed in duplicate and copies will be distributed as follows:

- The four Originals (white) are placed in TEE 7 which will go to the NEC District Office;
- The four first copies (blue) will be posted at the polling centre.

#### 7.4.1 HOW THE PCM FILLS IN THE "POLLING CENTRE SUMMARY OF RESULT SHEETS"

This part of the PCSRS should be filled in before tallying of polling station results begins:

~~**District:** Write the name of the district where the polling centre is located;~~

~~**Constituency number:** If not pre-printed, write the number of the constituency where the PC is located;~~

~~**Ward Number:** If not pre-printed, write the ward number where the PC is located;~~

~~**Polling Centre Code:** If not pre-printed, write the five (5) digits code of the PC which has been assigned to that centre;~~

~~**Polling Centre Name:** Write the name of the PC assigned to that particular location;~~

**Number of Polling Station/s:** Write the total number of polling stations belonging to that PC.

*Note: Apart from the Number of PS, the other five PC details (District name, Constituency number, Ward number and Polling Centre name and code) will be pre-printed.*

~~**Names of Candidates (follow the order from the relevant ballot paper):** Write the names of each candidate for each election as they are written on the relevant PS Result Sheet (Section B of the RRF) and follow exactly the order in which they are printed. Use ONE (1) row for each candidate.~~

This part of the PCSRS should be filled in after the counting for the four elections in each polling station is concluded.

**Votes Obtained by Candidates:** For each Polling Station, copy the figures from the four PS results sheets (Section B of the RRF) in the relevant PCSRS (i.e. figures from RRF 1 are to be copied into PCSRS 1; figures from the RRF 2 are to be copied into the PCSRS 2 etc.).

**Total number of votes for candidates:** Copy the figure from **box J** of the relevant PS result sheet.

**Total number of invalid ballots:** Copy the figure from **box K** of the relevant PS results sheet;



**Total number of ballots:** Copy this figure from **box L (J+K=L)** of the relevant PS result sheet;



**Important:** Box for “Total number of ballots” would not be present on the PCSRS 4b used for Councilor Elections in multi-member wards

**Total**  
**1**

**Votes Obtained per candidate (last column):** After results for all Polling Stations in that PC are entered, add up the total number of votes obtained by each candidate for that polling centre. Use calculator.

**Signature of Presiding Officers for the Centre:** Each PO in a given centre will sign the PCSRS immediately after results for all four elections (in his/her station) have been entered in the relevant sheet. This is to certify that the entries made in the PCSRSs match with the PS Results Sheet for that polling station. *Note: Each PO signs against the entry corresponding to the number of his/her PS (PO from PS 3 will sign entry “3”, PO from PS 4 will sign entry “4”, etc.*

**Name of Polling Centre Manager:** This is where the PCM for the polling centre will write his/her name;

**Signature of Polling Centre Manager:** This is where the PCM for the polling centre will sign;

**Date:** Enter the date when the PCM fills in the Summary Sheet. Format to be followed: dd/mm/yy.

**Name and Signature of Party/Candidate Agents and/or Observers:** Agents and Observers that are present during tabulation of results may write their names, the name of the party/ Candidates or organization and sign the PCSRS. If they are not willing to sign the form (or they are not present), the PCM will record this information in the PCM Journal together with their reasons. The records are still valid as long as they are done according to the procedures.



**Important:** The above procedures will apply when completing each of the four PCSRS

**Important:**

The PCM must endeavor to **treat only one polling station and its PO at a time** in order to avoid confusion or mixing up the entries. All the votes recorded on the PCSRS for each candidate for each election must correspond to the entries of the relevant PS results form for that particular polling station. **Figures must be copied by the PCM (after all four ballot boxes have been counted and sealed) from the four Original RRFs included in TEE 1.** The PO must make sure not to seal TEE 1 (as any other TEE outside the ballot box) before the PCM has duly copied all results for the four elections on the PCSRSs. If any information is missing on any of the four Original RRFs the PCM will ask the PO to enter it (WITH RED PEN) if the information can be easily obtained. Any inclusion of information will be carried out in view of party/candidate agents as well as observers. Inclusions should be noted down on both PC and PO Journals.



**After the PCM has duly filled in the four PCSRS, the PO will seal the 5 TEEs  
Once the TEEs are sealed, they should not be opened under any circumstances.**

**7.4**

## **DISPLAYING THE ELECTIONS RESULTS**

Results for the four elections will be displayed both at each polling station and at the polling centre.

### **7.4.1 DISPLAYING THE POLLING STATION RESULTS**

Once the count for the four elections is completed, PS result forms are carefully filled in (with signatures and stamp), results copied in the PC Summary of Results Sheets and all materials (sensitive and non-sensitive) have been properly packed, the PO will display results at the Polling Station for all four elections, regardless whether the form is signed or not by the agents/or observers. The PO will display the **4<sup>th</sup> copy (green) of the four RRFs.**

### **7.4.2 DISPLAYING THE POLLING CENTRE RESULTS**

Once the results from **all** polling stations in the centre are entered in the four PCSRSs, the PCM will request agents and observers to sign the sheets and will display the first copy (blue) of each of the four PCSRS at the polling centre. **If agents and/or observers are not willing to sign the form, the PCM will record this information in the PCM Journal together with their reasons.**

## **7.5 HOW TO PACK TEE 7**

After results from each polling station and for each election have been duly entered in the four PCSRS, and all other details recorded, the PCM will carefully place the **sensitive** items below into TEE 7 and then seal it to hand it over to the Ward Coordinator:

- Polling Centre Summary of Results Sheet 1 (original),
- Polling Centre Summary of Results Sheet 2 (original),
- Polling Centre Summary of Results Sheet 3 (original),
- Polling Centre Summary of Results Sheet 4a or 4b (original),
- Polling Centre Journal.
- Polling Center FVR

*Note: the 1<sup>st</sup> copies of the four PCSRCs (blue) will be posted at the Polling Centre*

### *How the PCM fills TEE 7*

On TEE 7 the PCM will first enter the details below:

**District Name:** Write the name of the district where the polling centre is located;

**Constituency number:** Write the constituency number where the polling centre is located;

**Ward number:** Write the ward number where the polling centre is located;

**Polling centre code:** Write the five (5) digits code assigned to that PC;

**Polling centre name:** Write the name of the PC assigned to that particular location.

The PCM will then record in the corresponding boxes the **exact number of each item enclosed in the TEE** (see list of content above) and s/he will subsequently enter the following information:

**Name/signature of the Polling Centre Manager:** It is the portion of the TEE where the PCM will write his/her name and sign after the TEE is duly completed;

**Date:** Fill in the date when the PCM in the TEE. Format to be followed: dd/mm/yy.

**Remarks (if any):** Write any remarks that relates to the materials that are enclosed in the TEE.

**CONFIRM IF THERE IS ANY BAG/BOX TO TRANSPORT AND TRANSFER SENSITIVE MATERIALS TO PCM, WC AND DEO**

### **7.6 DELIVERY OF SENSITIVE AND NON SENSITIVE MATERIALS TO THE PCM**

Once the packing of sensitive and non sensitive materials for polling station has concluded, the PO must deliver all materials to the PCM following the order as outlined in the “Material Transfer Form after Counting from PO to PCM” (MTF 3):

1. TEE 1 (Sealed and duly filled out);
2. TEE 2 (Sealed and duly filled out);
3. TEE 3 (Sealed and duly filled out);
4. TEE 4 (Sealed and duly filled out);
5. TEE 5 (Sealed and duly filled out);
6. Ballot Box, Presidential Election (with 5 seals);
7. Ballot Box, Parliamentary Elections (with 5 seals);
8. Ballot Box, Chair/Mayor Elections (with 5 seals);
9. Ballot Box, Councilors Elections (with 5 seals);
10. Polling station kit;

**The PO must bundle together with a piece of string TEEs 1 to 5**

11. Voting screen(s), and
12. Embossing Device

The PCM must make sure that **all** items are carefully accounted for. Once all the items are handed over to the PCM, the PO will request the PCM to sign the MTF 3, he/she will keep the copy and will hand over the original of the form to the PCM.

### 7.6.1 INTRODUCTION TO THE “MATERIAL TRANSFER FORM AFTER COUNTING FROM PO TO PCM” (MTF 3)

The “Material Transfer Form after Counting from PO to PCM” (MTF3) is used by the PO and the PCM to keep track of materials handed over and received after counting.

The MTF 3 comes in duplicate. The Original (white) copy” goes to the Official receiving the materials and the first copy (blue) goes to the Official handing over the materials.



**PCMs and POs must safely and orderly keep all originals and copies of the MTF 3. NEC District Office may request such copies if there is a need to run any cross-check.**

**Remember:** Whenever you sign a MTF you will be held accountable for the materials received. Make sure that you follow carefully the procedures below when filling in the form:

#### HOW TO FILL IN THE MTF 3

**District:** Write the name of the district where the PS is located;

**Constituency number:** Write the number of the constituency where the PS is located;

**Ward Number:** Write the ward number where the polling station is located.

**Polling Centre Name:** Write the name of the polling centre assigned to that particular location.

**Polling Centre Code:** Write the five digit code which has been assigned to that polling centre.

**Polling Station Number:** Write the two digits number assigned to that particular PS.

#### Tick

Carefully tick each item (see list in the previous page) that is handed over from PO to PCM

**Handed over by:** It is the portion where the officer handing over the materials will write his/her name, Title, ID number of the voter card (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.

**Received by:** It is the portion where the officer receiving the materials will write his/her name, Title, ID number of the voter card (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.

## 7.7 PACKING AND DELIVERY BY THE POLLING CENTRE MANAGER

After receiving sensitive and non-sensitive materials from each polling station, the PCM must pack the polling centre materials for onward delivery to the District Electoral Office (DEO) via the Ward Coordinator.

### PACKING OF SENSITIVE AND NON SENSITIVE MATERIALS BY THE PCM

PC sensitive materials include TEE 7 and voter cards (in their dedicated box) that were not collected during polling. TEE 7 would be carefully packed and filled in according to instruction detailed above.

All PC non -sensitive material will be packed into the PC kit. **Remember:** all non-sensitive materials from both PSs and PC are of utmost importance and must be returned to the District Electoral Office as all these materials may be used for future elections.

### DELIVERY OF SENSITIVE AND NON SENSITIVE MATERIALS TO THE WC

The PCM will deliver all sensitive and non sensitive materials for the polling center and **all** polling stations in his centre to the WC only when he/she has completed packing of all these materials for the centre. PCMs and WCs must give special attention to the sensitive materials, as they are very important for the next stage of the tallying of results (TEEs 1 to 3 and TEE 7). The PCM, when handing over materials to the WC, must complete the “Material Transfer Form from PCM to WC to DEO” (MTF 4) following the order as written on the form to ensure that **all items are handed over and the number of items are carefully accounted for and recorded.**



**IMPORTANT:** the same MTF 4 is used for **two transfers:** the first from PCM to WC and the second from WC to DEO

Bel

Now are the contents of the MTF 4 and the order to be followed by the PCM when handing over materials to the WC:

1. TEEs 1	2. TEEs 2
3. TEEs 3	4. TEEs 4
5. TEEs 5	6. TEEs 7,
7. Ballot Boxes, Presidential Election,	8. Ballot Boxes, Parliamentary Election,
9. Ballot Boxes, Chair/Mayoral Election,	10. Ballot Boxes, Councilors Election,
11. Polling Station Kits	12. Polling Centre Kit,
13. Voting Screens,	14. Embossing Devices.

**Important:** In all cases the PCM and one of the POs will remain with the TEEs, ballot boxes and all other polling materials at all times until they are handed over to the WC.

Party/independent candidate agents as well as observers will be allowed to remain with the TEEs and materials until they are collected. Agents and observers are also permitted to travel with the TEEs and materials to the district electoral office but **not** in NEC vehicles. They will be required to make their own transportation arrangements.

## **7.8 DELIVERING MATERIALS TO THE NEC DISTRICT ELECTORAL OFFICER**

The WC will be responsible for ensuring that all materials collected from PCMs assigned to his/her Ward are safely returned to the DEO.

**Under no circumstances the WC or any other NEC official are allowed to open any of the TEEs or the ballot box with ballot papers while receiving these items or transporting from polling centers to NEC District Office.**

When handing over materials to the DEO, the WC will use the same MTF 4 used to collect materials from the PCM

### **7.8.1 INTRODUCTION TO THE “MATERIAL TRANSFER FORM FROM PCM TO WC TO DEO” (MTF 4)**

The MTF 4 is the form that will be used by the Polling Centre Managers, Ward Coordinators and District Electoral Officers to keep track of materials handed over and received at the end of the elections.



**IMPORTANT:** the same MTF 4 is used for **two transfers:** the first from PCM to WC and the second from WC to DEO

The

MTF 4 comes in triplicate. The second copy (pink) goes to the PCM when s/he hands over the materials to the WC (**first transfer**). The first copy (blue) goes to the WC when s/he hand over the materials to the DEO who will keep and safely store the original (white) MTF (**second transfer**).

Make sure that you follow carefully the procedures below when filling in the form:

### HOW TO FILL IN THE MTF 4

All details below must be carefully entered for the **first transfer** of materials (from PCM to WC)

**District:** Write the name of the district where the PC is located;

**Constituency number:** Write the number of the constituency where the PC is located;

**Ward Number:** Write the ward number where the PC is located.

**Polling Centre Name:** Write the name of the polling centre assigned to that particular location.

**Polling Centre Code:** Write the five digits code which has been assigned to that polling centre.

**Number of Polling Station:** Write the number of polling station assigned to that particular PC.

#### Number of Items:

Carefully write the exact number of each item (see list of 14 items in the previous page) that is handed over from PCM to WC.

#### 1<sup>st</sup> Transfer:

**Handed over by:** It is the portion where the PCM handing over the materials to the WC writes his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.

**Received by:** It is the portion where the WC receiving the materials from the PCM will write his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.

After collecting the materials from the PCMs in his/her area of responsibility, the WC will timely deliver them to the DEO. At this stage the WC would have a number of MTFs 4 (original + 1<sup>st</sup> copy) already filled

in from the 1<sup>st</sup> transfer and to be now used for the 2<sup>nd</sup> transfer. For this 2<sup>nd</sup> transfer, only the details below will have to be filled after the materials handed over have been carefully accounted for by the DEO

The section below is filled in when the second transfer takes place:

**2<sup>nd</sup> Transfer:**

**Handed over by:** It is the portion where the WC handing over the materials to the DEO writes his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.

**Received by:** It is the portion where the DEO receiving the materials from the WC will write his/her name, Title, ID number (if available). S/he will then sign it and enter the date when the form is filled in (format: dd/mm/yy). The name should be copied from his/her valid voter card.



**ANNEXES**

**Electoral materials and forms to be used on polling day TO REVIEW**

Polling station & counting materials			
Counting Kit is packed in a plastic bag inside the Polling Station Kit			
Kit contents			
Item	Purpose	Quantity per polling station	To be used by / in
Kit Box	To hold the items below	1	
Permanent markers (box)	For any purpose.	1	Polling Station (PS)
Pen (black)	To mark the ballot and for other administrative use in polling station	15	PO, ID officer, Voting screens
Pen (red)	To make corrections on the forms	5	PO, ballot paper issuer
Shorthand notepad	To be used as PO's journal	1	PO
Calculator	To calculate No. of ballots issued to voters	1	PO
Polling station sign	To be pasted at the entrance of the PS	1	PS
Barrier tape	To organize the queue at the entrance of the PS	1	PS queue controller
Tamper Evident Envelope (TEE) 1	For packing sensitive materials	2	PO
Tamper Evident Envelope (TEE) 2	For packing sensitive materials	2	PO
Garbage bags - Roll	Used for collecting litter and for covering materials from getting wet.	1	PS
Brown packing tape	For any purpose.	1	PS
Scissors	For any purpose.	1	PS
Absorbent Cloths	To remove EXCESS of ink from voters' finger.	6	Voting screen
Seals for ballot box	To secure the ballot boxes	30	PO
Rulers	To help the ID officer identify voters in the FVR	2	ID officer
Plastic folders	For protection of ballot papers	2	PO or ballot paper issuer
Brown A3 envelope	For keeping SPOILED ballot papers	2	Ballot paper issuer
Thin cord rope	Used for any purpose	1	PS
Validating stamp	For validating the ballot papers	2	Ballot paper issuer
Stamp pad	For the validating stamp	1	Ballot paper issuer
Blue stickers for ballot boxes (A4	For labeling the front of the councilors ballot box. The PO will write the PS	1	PO / ballot box

size)	number and PC code		
Blue stickers (A5 size)	For labeling the top of the councilors ballot box	1	PO / ballot box
Purple stickers for ballot boxes (A4 size)	For labeling the front of the chairperson/mayor ballot box. The PO will write the PS number and PC code	1	PO / ballot box
Purple stickers (A5 size)	For labeling the top of the chairperson/mayor ballot box	1	PO / ballot box
Checklist	For the PO to know/check the items included in the PS kit	1	PO
Batteries	For the lamp (see below)	2	PS
Lamp	For counting ballots when it is dark.	2	PS
Card embosser	To emboss the voters card.	1	ID officer
Scotch tape with dispenser	For any purpose.	1	PS
Tunic	To serve as uniform for the polling staff	5	All polling officials
Thumbprint Pad	For marking the ballot papers by voters	4	Voting Screens
Ball of string	For tying pens to the voting screens	1	Voting Screens
Rain poncho (coat)	Simple transparent plastic rain coat	5	Polling officials
Ballot boxes	For voters casting their votes	2	Ballot box controller
Indelible ink	For inking voters and avoid double voting	2	Ballot box controller
Voting screens	For facilitating orderly and secret voting (four sided)	1	Voters
<b>Counting Materials</b>			
Plastic Bag	To hold the counting items below	1	
Notepad	To prepare the candidates' name cards for the sorting of ballot papers	1	PO
Rubber finger stool	For easily counting ballot papers	5	Staff involved in counting
Bulldog clips small	For clipping bundles of less than 50 ballots	1	PO
Rubber bands	To make bundles of 50 ballot papers	1	PO
<b>Forms TO REVIEW</b>			
<b>All forms are in the polling centre kit. PCMs will distribute them according to this table</b>			
<b>Forms per polling station</b>			
Presiding officer's ballot paper reconciliation form		2	PO
Chairperson/mayor polling station results form		2	PO
Councilors polling station results form		2	PO
Material transfer form after counting (from PO to PCM)		1	PO
Record of seals form		2	PO
Record of the Count (only in multimember wards)		2	PO
TEE 1		2	PO
TEE 2		2	PO
<b>Forms per polling centre</b>			
Material transfer form before polling (from PCM to PO)			PCM

Polling centre return sheet for chairperson/mayor elections	2	PCM
Polling centre return sheet for councilors elections	2	PCM
TEE 3	1	PCM
TEE 4	1	PCM
TEE 5	1	PCM
Material transfer from PCM to WC	2	PCM

FORMS

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- Original (white)	TEE 1
- 1st Copy (pink)	TEE 2
- 2nd Copy (blue)	TEE 3
- 3rd Copy (yellow)	TEE 6a
- 4th Copy (green)	Posted at PS



National Electoral Commission – Sierra Leone  
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# RRF 1

## RECONCILIATION AND RESULT FORM 1: Presidential Election

District Name:  Constituency Number:  Ward Number:   
 Polling Centre Name:  Polling Centre Code:  Polling Station Number:

### SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Presidential Election)

A. Number of ballots received .....	<input type="text"/> <input type="text"/> <input type="text"/>
B. Number of additional ballots received during the day (if any) .....	<input type="text"/> <input type="text"/> <input type="text"/>
C. Number of ballots issued to another polling station (if any) .....	<input type="text"/> <input type="text"/> <input type="text"/>
D. Total number of ballots received (A + B – C = D) .....	<input type="text"/> <input type="text"/> <input type="text"/>
E. Number of ballots unused .....	<input type="text"/> <input type="text"/> <input type="text"/>
F. Number of ballots used (D – E = F) .....	<input type="text"/> <input type="text"/> <input type="text"/>
G. Number of spoiled ballots .....	<input type="text"/> <input type="text"/> <input type="text"/>
H. Number of ballots found in the ballot box (including misplaced ballots) .....	<input type="text"/> <input type="text"/> <input type="text"/>
I. Record Discrepancy (+/-) if any (H + G - F = I) .....	<input type="text"/> <input type="text"/> <input type="text"/>

### SECTION B: Polling Station Result Form (Presidential Election)

Names of Presidential Election candidates	Votes obtained
1. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
2. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
3. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
4. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
5. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
6. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
7. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
8. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
9. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
10. <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

J. Total number of votes for candidates .....

K. Total number of invalid ballots .....

L. Total number of ballots (J + K = L) .....

M. Record Discrepancy (+/-) if any (L - H = M) .....

Name and Signature of Party/Candidate Agents and/or Observers:		Name and Signature of Party/Candidate Agents and/or Observers:		 Signature of Presiding Officer Date: .....
1. ....	6. ....	7. ....	8. ....	
2. ....	7. ....	8. ....	9. ....	
3. ....	8. ....	9. ....	10. ....	
4. ....	9. ....	10. ....		

1st Data Entry		2nd Data Entry		Quarantine	Archive
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID No.:	ID No.:	ID No.:	ID No.:	ID No.:	ID No.:

- Original (white)	TEE 1
- 1st Copy (pink)	TEE 2
- 2nd Copy (blue)	TEE 3
- 3rd Copy (yellow)	TEE 6b
- 4th Copy (green)	Posted at PS



National Electoral Commission – Sierra Leone  
**ELECTIONS 2012**



# RRF 2

## RECONCILIATION AND RESULT FORM 2: Parliamentary Elections

District Name:  Constituency Number:  Ward Number:   
 Polling Centre Name:  Polling Centre Code:  Polling Station Number:

**SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Parliamentary Elections)**

A. Number of ballots received .....   
 B. Number of additional ballots received during the day (if any) .....   
 C. Number of ballots issued to another polling station (if any) .....   
 D. Total number of ballots received (A + B - C = D) .....   
 E. Number of ballots unused .....   
 F. Number of ballots used (D - E = F) .....   
 G. Number of spoiled ballots .....   
 H. Number of ballots found in the ballot box (including misplaced ballots) .....   
 I. Record Discrepancy (+/-) if any (H + G - F = I) .....

**SECTION B: Polling Station Result Form (Parliamentary Elections)**

Names of Parliamentary Elections candidates (column 1)		Votes obtained	Names of Parliamentary Elections candidates (column 2)		Votes obtained
1.	<input type="text"/>	<input type="text"/>	15.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	16.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	17.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	18.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	19.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	20.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	21.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	22.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	23.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	24.	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	25.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	26.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	27.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	28.	<input type="text"/>	<input type="text"/>

J. Total number of votes for candidates (total of column 1 + total of column 2) .....   
 K. Total number of invalid ballots .....   
 L. Total number of ballots (J + K = L) .....   
 M. Record Discrepancy (+/-) if any (L - H = M) .....

Name and Signature of Party/Candidate Agents and/or Observers:		Name and Signature of Party/Candidate Agents and/or Observers:		 Signature of Presiding Officer Date: .....
1. ....	6. ....	6. ....	1. ....	
2. ....	7. ....	7. ....	2. ....	
3. ....	8. ....	8. ....	3. ....	
4. ....	9. ....	9. ....	4. ....	
5. ....	10. ....	10. ....	5. ....	

1st Data Entry		2nd Data Entry		Quarantine	Archive
ID No.:	ID No.:	ID No.:	ID No.:	ID No.:	ID No.:

- Original (white)	TEE 1
- 1st Copy (pink)	TEE 2
- 2nd Copy (blue)	TEE 3
- 3rd Copy (yellow)	TEE 6c
- 4th Copy (green)	Posted at PS



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# RRF 3

## RECONCILIATION AND RESULT FORM 3: Local Council Elections: Chair/Mayor

District Name:  Constituency Number:  Ward Number:   
 Polling Centre Name:  Polling Centre Code:  Polling Station Number:


**SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Local Council Elections: Chair/Mayor)**

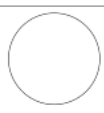
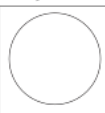
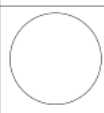
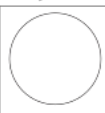
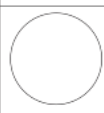
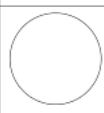
A. Number of ballots received .....   
 B. Number of additional ballots received during the day (if any) .....   
 C. Number of ballots issued to another polling station (if any) .....   
 D. Total number of ballots received (A + B - C = D) .....   
 E. Number of ballots unused .....   
 F. Number of ballots used (D - E = F) .....   
 G. Number of spoiled ballots .....   
 H. Number of ballots found in the ballot box (including misplaced ballots) .....   
 I. Record Discrepancy (+/-) if any (H + G - F = I) .....

**SECTION B: Polling Station Result Form (Local Council Elections: Chair/Mayor)**

Names of Chair/Mayoral Elections candidates (column 1)		Votes obtained	Names of Chair/Mayoral Elections candidates (column 2)		Votes obtained
1.	<input type="text"/>	<input type="text"/>	15.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	16.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	17.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	18.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	19.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	20.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	21.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	22.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	23.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	24.	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	25.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	26.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	27.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	28.	<input type="text"/>	<input type="text"/>

J. Total number of votes for candidates (total of column 1 + total of column 2) .....   
 K. Total number of invalid ballots .....   
 L. Total number of ballots (J + K = L) .....   
 M. Record Discrepancy (+/-) if any (L - H = M) .....

Name and Signature of Party/Candidate Agents and/or Observers:					  Signature of Presiding Officer Date: .....
1.	.....	6.	.....	.....	
2.	.....	7.	.....	.....	
3.	.....	8.	.....	.....	
4.	.....	9.	.....	.....	
5.	.....	10.	.....	.....	

1st Data Entry		2nd Data Entry		Quarantine	Archive
					
ID No.: <input type="text"/>	ID No.: <input type="text"/>	ID No.: <input type="text"/>	ID No.: <input type="text"/>	ID No.: <input type="text"/>	ID No.: <input type="text"/>

- Original (white)	TEE 1
- 1st Copy (pink)	TEE 2
- 2nd Copy (blue)	TEE 3
- 3rd Copy (yellow)	TEE 6d
- 4th Copy (green)	Posted at PS



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# RRF 4a

## RECONCILIATION AND RESULT FORM 4a:

### Local Council Elections: Councillor (single-member ward)

District Name:  Constituency Number:  Ward Number:   
 Polling Centre Name:  Polling Centre Code:  Polling Station Number:

**SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Local Council Elections: Councillor, single-member ward)**

A. Number of ballots received .....   
 B. Number of additional ballots received during the day (if any) .....   
 C. Number of ballots issued to another polling station (if any) .....   
 D. Total number of ballots received (A + B - C = D) .....   
 E. Number of ballots unused .....   
 F. Number of ballots used (D - E = F) .....   
 G. Number of spoiled ballots .....   
 H. Number of ballots found in the ballot box (including misplaced ballots) .....   
 I. Record Discrepancy (+/-) if any (H + G - F = I) .....

**SECTION B: Polling Station Result Form (Local Council Elections: Councillor, single-member ward)**

Names of Councillor Elections candidates, single-member ward (column 1)		Votes obtained	Names of Councillor Elections candidates, single-member ward (column 2)		Votes obtained
1.	<input type="text"/>	<input type="text"/>	15.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	16.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	17.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	18.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	19.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	20.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	21.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	22.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	23.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	24.	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	25.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	26.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	27.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	28.	<input type="text"/>	<input type="text"/>

J. Total number of votes for candidates (total of column 1 + total of column 2) .....   
 K. Total number of invalid ballots .....   
 L. Total number of ballots (J + K = L) .....   
 M. Record Discrepancy (+/-) if any (L - H = M) .....

Name and Signature of Party/Candidate Agents and/or Observers:		Name and Signature of Party/Candidate Agents and/or Observers:		 Signature of Presiding Officer Date: .....
1. ....	6. ....	7. ....	8. ....	
2. ....	7. ....	8. ....	9. ....	
3. ....	8. ....	9. ....	10. ....	
4. ....	9. ....	10. ....		
5. ....	10. ....			

1st Data Entry		2nd Data Entry		Quarantine	Archive
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID No.: <input type="text"/>	ID No.: <input type="text"/>	ID No.: <input type="text"/>	ID No.: <input type="text"/>	ID No.: <input type="text"/>	ID No.: <input type="text"/>

- Original (white)	TEE 1
- 1st Copy (pink)	TEE 2
- 2nd Copy (blue)	TEE 3
- 3rd Copy (yellow)	TEE 6d
- 4th Copy (green)	Posted at PS



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# RRF 4b

## RECONCILIATION AND RESULT FORM 4b: Local Council Elections: Councillors (multi-member ward)

District Name:  Constituency Number:  Ward Number:   
 Polling Centre Name:  Polling Centre Code:  Polling Station Number:

### SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Local Council Elections: Councillors, multi-member ward)

A. Number of ballots received .....   
 B. Number of additional ballots received during the day (if any) .....   
 C. Number of ballots issued to another polling station (if any) .....   
 D. Total number of ballots received (A + B - C = D) .....   
 E. Number of ballots unused .....   
 F. Number of ballots used (D - E = F) .....   
 G. Number of spoiled ballots .....   
 H. Number of ballots found in the ballot box (including misplaced ballots) .....   
 I. Record Discrepancy (+/-) if any (H + G - F = I) .....

### SECTION B: Polling Station Result Form (Local Council Elections: Councillors, multi-member ward)

Names of Councillors Elections candidates, multi-member ward (column 1)		Votes obtained	Column 2: Names of Councillors Elections candidates, multi-member ward (column 2)		Votes obtained
1.	<input type="text"/>	<input type="text"/>	22.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	23.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	24.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	25.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	26.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	27.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	28.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	29.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	30.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	31.	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	32.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	33.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	34.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	35.	<input type="text"/>	<input type="text"/>
15.	<input type="text"/>	<input type="text"/>	36.	<input type="text"/>	<input type="text"/>
16.	<input type="text"/>	<input type="text"/>	37.	<input type="text"/>	<input type="text"/>
17.	<input type="text"/>	<input type="text"/>	38.	<input type="text"/>	<input type="text"/>
18.	<input type="text"/>	<input type="text"/>	39.	<input type="text"/>	<input type="text"/>
19.	<input type="text"/>	<input type="text"/>	40.	<input type="text"/>	<input type="text"/>
20.	<input type="text"/>	<input type="text"/>	41.	<input type="text"/>	<input type="text"/>
21.	<input type="text"/>	<input type="text"/>	42.	<input type="text"/>	<input type="text"/>

J. Total number of votes for candidates (total of column 1 + total of column 2) .....   
 K. Total number of invalid ballots .....

Name and Signature of Party/Candidate Agents and/or Observers:		Name and Signature of Party/Candidate Agents and/or Observers:		 Signature of Presiding Officer Date: .....
1. ....	6. ....	7. ....	8. ....	
2. ....	7. ....	8. ....	9. ....	
3. ....	8. ....	9. ....	10. ....	
4. ....	9. ....	10. ....		

1st Data Entry		2nd Data Entry		Quarantine	Archive
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID No.:	ID No.:	ID No.:	ID No.:	ID No.:	ID No.:





## RECONCILIATION AND RESULT FORM 1: Presidential Election

District Name:  Constituency Number:   
 Polling Centre Name:  Polling Centre Code:  Ward Number:   
 Polling Station Number:

### SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Presidential Election)

A. Number of ballots received .....	<input type="text"/>
B. Number of additional ballots received during the day (if any) .....	<input type="text"/>
C. Number of ballots issued to another polling station (if any) .....	<input type="text"/>
D. Total number of ballots received (A + B - C = D) .....	<input type="text"/>
E. Number of ballots unused .....	<input type="text"/>
F. Number of ballots used (D - E = F) .....	<input type="text"/>
G. Number of spoiled ballots .....	<input type="text"/>
H. Number of ballots found in the ballot box (including misplaced ballots) .....	<input type="text"/>
I. Record Discrepancy (+/-) if any (H + G - F = I) .....	<input type="text"/>

### SECTION B: Polling Station Result Form (Presidential Election)


Names of Presidential Election candidates	Votes obtained
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>

J. Total number of votes for candidates .....

K. Total number of invalid ballots .....

L. Total number of ballots (J + K = L) .....

M. Record Discrepancy (+/-) if any (L - H = M) .....

Name and Signature of Party/Candidate Agents and/or Observers:		  Signature of Presiding Officer Date: .....
1. ....	6. ....	
2. ....	7. ....	
3. ....	8. ....	
4. ....	9. ....	
5. ....	10. ....	

**For party/candidate agents and/or observers**



## RECONCILIATION AND RESULT FORM 2: Parliamentary Elections

District Name:  Constituency Number:   
 Polling Centre Name:  Polling Centre Code:  Ward Number:   
 Polling Station Number:

### SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Parliamentary Elections)

A. Number of ballots received .....	<input type="text"/>
B. Number of additional ballots received during the day (if any) .....	<input type="text"/>
C. Number of ballots issued to another polling station (if any) .....	<input type="text"/>
D. Total number of ballots received (A + B - C = D) .....	<input type="text"/>
E. Number of ballots unused .....	<input type="text"/>
F. Number of ballots used (D - E = F) .....	<input type="text"/>
G. Number of spoiled ballots .....	<input type="text"/>
H. Number of ballots found in the ballot box (including misplaced ballots) .....	<input type="text"/>
I. Record Discrepancy (+/-) if any (H + G - F = I) .....	<input type="text"/>

### SECTION B: Polling Station Result Form (Parliamentary Elections)

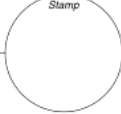
Names of Parliamentary Elections candidates (column 1)		Votes obtained	Names of Parliamentary Elections candidates (column 2)		Votes obtained
1.	<input type="text"/>	<input type="text"/>	15.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	16.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	17.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	18.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	19.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	20.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	21.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	22.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	23.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	24.	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	25.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	26.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	27.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	28.	<input type="text"/>	<input type="text"/>

J. Total number of votes for candidates (total of column 1 + total of column 2) .....

K. Total number of invalid ballots .....

L. Total number of ballots (J + K = L) .....

M. Record Discrepancy (+/-) if any (L - H = M) .....

Name and Signature of Party/Candidate Agents and/or Observers:		 Signature of Presiding Officer Date: .....
1. ....	6. ....	
2. ....	7. ....	
3. ....	8. ....	
4. ....	9. ....	
5. ....	10. ....	

**For party/candidate agents and/or observers**



## RECONCILIATION AND RESULT FORM 3: Local Council Elections: Chair/Mayor

District Name:  Constituency Number:  Ward Number:   
Polling Centre Name:  Polling Centre Code:  Polling Station Number:


### SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Local Council Elections: Chair/Mayor)

A. Number of ballots received .....   
 B. Number of additional ballots received during the day (if any) .....   
 C. Number of ballots issued to another polling station (if any) .....   
 D. Total number of ballots received (A + B - C = D) .....   
 E. Number of ballots unused .....   
 F. Number of ballots used (D - E = F) .....   
 G. Number of spoiled ballots .....   
 H. Number of ballots found in the ballot box (including misplaced ballots) .....   
 I. Record Discrepancy (+/-) if any (H + G - F = I) .....

### SECTION B: Polling Station Result Form (Local Council Elections: Chair/Mayor)

Names of Chair/Mayoral Elections candidates (column 1)		Votes obtained	Names of Chair/Mayoral Elections candidates (column 2)		Votes obtained
1.	<input type="text"/>	<input type="text"/>	15.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	16.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	17.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	18.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	19.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	20.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	21.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	22.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	23.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	24.	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	25.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	26.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	27.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	28.	<input type="text"/>	<input type="text"/>

J. Total number of votes for candidates (total of column 1 + total of column 2) .....   
 K. Total number of invalid ballots .....   
 L. Total number of ballots (J + K = L) .....   
 M. Record Discrepancy (+/-) if any (L - H = M) .....

Name and Signature of Party/Candidate Agents and/or Observers:		Name and Signature of Party/Candidate Agents and/or Observers:		 Signature of Presiding Officer Date: .....
1. ....	6. ....	6. ....	7. ....	
2. ....	7. ....	7. ....	8. ....	
3. ....	8. ....	8. ....	9. ....	
4. ....	9. ....	9. ....	10. ....	
5. ....	10. ....	10. ....		

**For party/candidate agents and/or observers**



## RECONCILIATION AND RESULT FORM 4a: Local Council Elections: Councillor (single-member ward)

District Name:  Constituency Number:  Ward Number:   
 Polling Centre Name:  Polling Centre Code:  Polling Station Number:

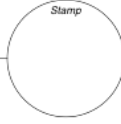
**SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Local Council Elections: Councillor, single-member ward)**

A. Number of ballots received .....	<input type="text"/>
B. Number of additional ballots received during the day (if any) .....	<input type="text"/>
C. Number of ballots issued to another polling station (if any) .....	<input type="text"/>
D. Total number of ballots received (A + B - C = D) .....	<input type="text"/>
E. Number of ballots unused .....	<input type="text"/>
F. Number of ballots used (D - E = F) .....	<input type="text"/>
G. Number of spoiled ballots .....	<input type="text"/>
H. Number of ballots found in the ballot box (including misplaced ballots) .....	<input type="text"/>
I. Record Discrepancy (+/-) if any (H + G - F = I) .....	<input type="text"/>

**SECTION B: Polling Station Result Form (Local Council Elections: Councillor, single-member ward)**

Names of Councillor Elections candidates, single-member ward (column 1)		Votes obtained	Names of Councillor Elections candidates, single-member ward (column 2)		Votes obtained
1.	<input type="text"/>	<input type="text"/>	15.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	16.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	17.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	18.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	19.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	20.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	21.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	22.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	23.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	24.	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	25.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	26.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	27.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	28.	<input type="text"/>	<input type="text"/>

J. Total number of votes for candidates (total of column 1 + total of column 2) .....   
 K. Total number of invalid ballots .....   
 L. Total number of ballots (J + K = L) .....   
 M. Record Discrepancy (+/-) if any (L - H = M) .....

Name and Signature of Party/Candidate Agents and/or Observers:		  Signature of Presiding Officer Date: .....
1. ....	6. ....	
2. ....	7. ....	
3. ....	8. ....	
4. ....	9. ....	
5. ....	10. ....	

**For party/candidate agents and/or observers**



## RECONCILIATION AND RESULT FORM 4b: Local Council Elections: Councillors (multi-member ward)

District Name:  Constituency Number:  Ward Number:   
 Polling Centre Name:  Polling Centre Code:  Polling Station Number:


### SECTION A: Presiding Officer's Ballot Paper Reconciliation Form (Local Council Elections: Councillors, multi-member ward)

A. Number of ballots received .....	<input type="text"/>
B. Number of additional ballots received during the day (if any) .....	<input type="text"/>
C. Number of ballots issued to another polling station (if any) .....	<input type="text"/>
D. Total number of ballots received (A + B - C = D) .....	<input type="text"/>
E. Number of ballots unused .....	<input type="text"/>
F. Number of ballots used (D - E = F) .....	<input type="text"/>
G. Number of spoiled ballots .....	<input type="text"/>
H. Number of ballots found in the ballot box (including misplaced ballots) .....	<input type="text"/>
I. Record Discrepancy (+/-) if any (H + G - F = I) .....	<input type="text"/>

### SECTION B: Polling Station Result Form (Local Council Elections: Councillors, multi-member ward)

Names of Councillors Elections candidates, multi-member ward (column 1)		Votes obtained	Column 2: Names of Councillors Elections candidates, multi-member ward (column 2)		Votes obtained
1.	<input type="text"/>	<input type="text"/>	22.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	23.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	24.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	25.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	26.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	27.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	28.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	29.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	30.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	31.	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	32.	<input type="text"/>	<input type="text"/>
12.	<input type="text"/>	<input type="text"/>	33.	<input type="text"/>	<input type="text"/>
13.	<input type="text"/>	<input type="text"/>	34.	<input type="text"/>	<input type="text"/>
14.	<input type="text"/>	<input type="text"/>	35.	<input type="text"/>	<input type="text"/>
15.	<input type="text"/>	<input type="text"/>	36.	<input type="text"/>	<input type="text"/>
16.	<input type="text"/>	<input type="text"/>	37.	<input type="text"/>	<input type="text"/>
17.	<input type="text"/>	<input type="text"/>	38.	<input type="text"/>	<input type="text"/>
18.	<input type="text"/>	<input type="text"/>	39.	<input type="text"/>	<input type="text"/>
19.	<input type="text"/>	<input type="text"/>	40.	<input type="text"/>	<input type="text"/>
20.	<input type="text"/>	<input type="text"/>	41.	<input type="text"/>	<input type="text"/>
21.	<input type="text"/>	<input type="text"/>	42.	<input type="text"/>	<input type="text"/>

J. Total number of votes for candidates (total of column 1 + total of column 2) .....   
 K. Total number of invalid ballots .....

Name and Signature of Party/Candidate Agents and/or Observers:		 Signature of Presiding Officer Date: .....
1. ....	6. ....	
2. ....	7. ....	
3. ....	8. ....	
4. ....	9. ....	
5. ....	10. ....	

**For party/candidate agents and/or observers**



## RECORD OF SEALS FORM

District Name:   
Polling Centre Name:

Constituency Number:   
Polling Centre Code:   
Ward Number:   
Polling Station Number:

PRESIDENTIAL ELECTION		PARLIAMENTARY ELECTIONS	
Before polling (4 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers	Before polling (4 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
After polling (1 seal applied)	Name and Signature of Party/Candidate Agents and/or Observers	After polling (1 seal applied)	Name and Signature of Party/Candidate Agents and/or Observers
Slot seal No.		Slot seal No.	
Before screening (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers	Before screening (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
After screening (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers	After screening (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Before reunification (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers	Before reunification (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
After counting (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers	After counting (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	

CHAIRMAN/ELECTIONS		COUNCILLORS ELECTIONS	
Before polling (4 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers	Before polling (4 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
After polling (1 seal applied)	Name and Signature of Party/Candidate Agents and/or Observers	After polling (1 seal applied)	Name and Signature of Party/Candidate Agents and/or Observers
Slot seal No.		Slot seal No.	
Before screening (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers	Before screening (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
After screening (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers	After screening (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Before reunification (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers	Before reunification (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
After counting (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers	After counting (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	
Corner Seal No.		Corner Seal No.	

Name of PO: ..... Signature of PO: ..... Date: .....

RECORD OF THE COUNT WORKSHEET

District Name:


Constituency Number:

Ward Number:

Polling Centre Name:

Polling Centre Code:

Polling Station Number:

Make 5 (five) lines in each square, 4 (four) vertical and the last 1 (one) horizontal crossing the other 4. Each line corresponds to one vote. Example:  Every 90 ballots (10 white squares max. provided) add up valid votes for each candidate in the grey squares

Name of Candidate	Total of votes obtained
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
<b>Subtotals</b>	

Name of Presiding Officer: ..... Signature of Presiding Officer: ..... Date: .....







## POLLING CENTRE SUMMARY OF RESULTS SHEET 3 – Local Council Elections: Chair/Mayor

District Name:   
 Polling Centre Name:

Constituency Number:   
 Polling Centre Code:

Ward Number:   
 Number of Polling Stations:

Names of Candidates	Votes obtained by Candidates																				Total of votes obtained	
	PS No. 1	PS No. 2	PS No. 3	PS No. 4	PS No. 5	PS No. 6	PS No. 7	PS No. 8	PS No. 9	PS No. 10	PS No. 11	PS No. 12	PS No. 13	PS No. 14	PS No. 15	PS No. 16	PS No. 17	PS No. 18	PS No. 19	PS No. 20		
1.																						
2.																						
3.																						
4.																						
5.																						
6.																						
7.																						
8.																						
9.																						
10.																						
11.																						
12.																						
13.																						
14.																						
15.																						
16.																						
17.																						
18.																						
19.																						
20.																						
21.																						
22.																						
23.																						
24.																						
25.																						
26.																						
27.																						
28.	TOTAL NUMBER OF VOTES FOR CANDIDATES																					
	TOTAL NUMBER OF INVALID BALLOTS																					
	<small>(Copy Blue from Box K on RFR 2)</small>																					
	<small>(Copy Yellow from Box L on RFR 2)</small>																					
	<small>(Copy Green from Box M on RFR 2)</small>																					

Name and Signatures of Presiding Officers for Polling Stations:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....
11. ....
12. ....
13. ....
14. ....
15. ....
16. ....
17. ....
18. ....
19. ....
20. ....

Name of Polling Centre Manager:

Signature of Polling Centre Manager:

Date:

Name and Signatures of Party/Candidate Agents and/or Observers

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....
11. ....
12. ....
13. ....
14. ....
15. ....
16. ....
17. ....
18. ....
19. ....
20. ....





## POLLING CENTRE SUMMARY OF RESULTS SHEET 4b – Local Council Elections: Councillors (multi-member ward)

District Name:  Ward Number:

Polling Centre Name:  Constituency Number:  Number of Polling Stations:

Polling Centre Code:

Names of Candidates	Votes obtained by Candidates																				Total of votes obtained	
	PS No. 1	PS No. 2	PS No. 3	PS No. 4	PS No. 5	PS No. 6	PS No. 7	PS No. 8	PS No. 9	PS No. 10	PS No. 11	PS No. 12	PS No. 13	PS No. 14	PS No. 15	PS No. 16	PS No. 17	PS No. 18	PS No. 19	PS No. 20		
1.																						
2.																						
3.																						
4.																						
5.																						
6.																						
7.																						
8.																						
9.																						
10.																						
11.																						
12.																						
13.																						
14.																						
15.																						
16.																						
17.																						
18.																						
19.																						
20.																						
21.																						
22.																						
23.																						
24.																						
25.																						
26.																						
27.																						
28.																						
29.																						
30.																						
31.																						
32.																						
33.																						
34.																						
35.																						
36.																						
37.																						
38.																						
39.																						
40.																						
41.																						
42.																						
<b>TOTAL NUMBERS OF VOTES FOR CANDIDATES</b> (Copy Marked Rows 1 and 19-42)																						
<b>TOTAL NUMBERS OF VOTES FOR POLLING STATIONS</b> (Copy Marked Rows 1 and 19-42)																						

Name and Signatures of Presiding Officers for Polling Stations:

1.	.....	11.	.....
2.	.....	12.	.....
3.	.....	13.	.....
4.	.....	14.	.....
5.	.....	15.	.....
6.	.....	16.	.....
7.	.....	17.	.....
8.	.....	18.	.....
9.	.....	19.	.....

Name and Signatures of Party/Candidate Agents and/or Observers:

1.	.....	11.	.....
2.	.....	12.	.....
3.	.....	13.	.....
4.	.....	14.	.....
5.	.....	15.	.....
6.	.....	16.	.....
7.	.....	17.	.....
8.	.....	18.	.....
9.	.....	19.	.....

Name of Polling Centre Manager: .....

Signature of Polling Centre Manager: .....

Date: .....

- Original (white)  
 - 1st Copy (blue)  
 - 2nd Copy (pink)



National Electoral Commission – Sierra Leone  
**ELECTIONS 2012**



**MTF 1**

**MATERIAL TRANSFER FORM BEFORE POLLING**

From:	Tick 1 box only	To:	Tick 1 box only		
NEC HQ		NEC HQ			
DEO		District Name	DEO		District Name
WC		Ward Number	WC		Ward Number
PCM		PC Code	PCM		PC Code

No.	Item Description	Quantity	Serial No. First-Last (if available)
1.	Polling Station Kit		
2.	Presidential Election Ballot papers		
3.	Parliamentary Elections Ballot papers		
4.	Chair/Mayor Elections Ballot papers		
5.	Councillors Elections Ballot papers		
6.	Polling Station FVR		
7.	Polling Centre FVR		
8.	Voting Screens		
9.	Ballot Boxes		
10.	Polling Centre Kit		
11.	Other (please specify)		
12.	Other (please specify)		
13.	Other (please specify)		

<b>1st Transfer</b>	<b>Handed over by:</b>
Name, Surname: ..... Signature: .....	
Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....	
<b>Received by:</b>	
Name, Surname: ..... Signature: .....	
Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....	

<b>2nd Transfer</b>	<b>Handed over by:</b>
Name, Surname: ..... Signature: .....	
Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....	
<b>Received by:</b>	
Name, Surname: ..... Signature: .....	
Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....	

• Original (white)	PO
• Test Copy (blue)	PCM



National Electoral Commission – Sierra Leone  
ELECTIONS 2012



**MTF 2**

**MATERIAL TRANSFER FORM BEFORE POLLING  
from PCM to PO**

District Name:

Polling Centre Name:

Constituency Number:          Ward Number:

Polling Centre Code:            Polling Station Number:

No.	Item Description	Quantity	Serial No. First-Last (if available)
1.	Polling Station Kit		
2.	Presidential Election Ballot papers		
3.	Parliamentary Elections Ballot papers		
4.	Chair/Mayor Elections Ballot papers		
5.	Councillors Elections Ballot papers		
6.	Polling Station FVR		
7.	Indelible Ink		
8.	Voting Screens		
9.	Ballot Boxes		
10.	Stamps		
11.	Embossing Device		

<p><b>Handed over by:</b></p> <p>Name, Surname: ..... Signature: .....</p> <p>Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....</p>
<p><b>Received by:</b></p> <p>Name, Surname: ..... Signature: .....</p> <p>Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....</p>

• Original (white)	PCM
• Test Copy (blue)	PO



National Electoral Commission – Sierra Leone  
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# MTF 3

## MATERIAL TRANSFER FORM AFTER COUNTING from PO to PCM

District Name:

Polling Centre Name:

Constituency Number:         Ward Number:

Polling Centre Code:           Polling Station Number:

	Tick
1. TEE 1 .....	<input type="checkbox"/>
2. TEE 2 .....	<input type="checkbox"/>
3. TEE 3 .....	<input type="checkbox"/>
4. TEE 4 .....	<input type="checkbox"/>
5. TEE 5 .....	<input type="checkbox"/>
6. Ballot Box, Presidential Election .....	<input type="checkbox"/>
7. Ballot Box, Parliamentary Elections .....	<input type="checkbox"/>
8. Ballot Box, Chair/Mayor Elections .....	<input type="checkbox"/>
9. Ballot Box, Councillors Elections .....	<input type="checkbox"/>
10. Polling Station Kit .....	<input type="checkbox"/>
11. Voting Screens .....	<input type="checkbox"/>
12. Embossing Device .....	<input type="checkbox"/>

<b>Handed over by:</b>	
Name, Surname: .....	Signature: .....
Title: .....	ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....
<b>Received by:</b>	
Name, Surname: .....	Signature: .....
Title: .....	ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....

- Original (white)	DO
- 1st Copy (blue)	WC
- 2nd Copy (pink)	PCM



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**MTF 4**

**MATERIAL TRANSFER FORM  
from PCM to WC to DEO**

District Name:

Polling Centre Name:

Constituency Number:    Ward Number:

Polling Centre Code:      Number of Polling Station/s:

	Number of Items
1. TEEs 1 .....	<input type="text"/> <input type="text"/>
2. TEEs 2 .....	<input type="text"/> <input type="text"/>
3. TEEs 3 .....	<input type="text"/> <input type="text"/>
4. TEEs 4 .....	<input type="text"/> <input type="text"/>
5. TEEs 5 .....	<input type="text"/> <input type="text"/>
6. TEEs 7 .....	<input type="text"/> <input type="text"/>
7. Ballot Boxes, Presidential Election .....	<input type="text"/> <input type="text"/>
8. Ballot Boxes, Parliamentary Elections .....	<input type="text"/> <input type="text"/>
9. Ballot Boxes, Chair/Mayor Elections .....	<input type="text"/> <input type="text"/>
10. Ballot Boxes, Councillors Elections .....	<input type="text"/> <input type="text"/>
11. Polling Station Kits .....	<input type="text"/> <input type="text"/>
12. Polling Centre Kit .....	<input type="text"/> <input type="text"/>
13. Voting Screens .....	<input type="text"/> <input type="text"/>
14. Embossing Devices .....	<input type="text"/> <input type="text"/>


<b>1st Transfer</b>	<b>Handed over by:</b>
Name, Surname: ..... Signature: .....	
Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....	
<b>Received by:</b>	
Name, Surname: ..... Signature: .....	
Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....	

<b>2nd Transfer</b>	<b>Handed over by:</b>
Name, Surname: ..... Signature: .....	
Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....	
<b>Received by:</b>	
Name, Surname: ..... Signature: .....	
Title: ..... ID Number (if available): ..... Date (DD/MM/YY): ..... / ..... / .....	




# TEE 1

## → Regional Tally Centre

	
<b>TAMPER EVIDENT ENVELOPE 1</b>	
District Name: <input type="text"/>	Constituency Number: <input type="text"/>
Ward Number: <input type="text"/>	Polling Station Number: <input type="text"/>
Polling Centre Name: <input type="text"/>	Polling Centre Code: <input type="text"/>
<b>TEE 1 contains:</b>	
<i>Record correct number of items enclosed</i>	
↓	
1. RRF 1: original page (white) ..... <input type="text"/>	
2. RRF 2: original page (white) ..... <input type="text"/>	
3. RRF 3: original page (white) ..... <input type="text"/>	
4. RRF 4a or 4b: original page (white) ..... <input type="text"/>	
Name of Presiding Officer: ..... Signature of Presiding Officer: ..... Date: .....	
Remarks: .....	



# TEE 2

## → National Tally Centre

 <p>National Electoral Commission – Sierra Leone ELECTIONS 2012</p> <p><b>TAMPER EVIDENT ENVELOPE 2</b></p>	District Name: <input style="width: 100%;" type="text"/> Polling Centre Name: <input style="width: 100%;" type="text"/>	Constituency Number: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Polling Centre Code: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Ward Number: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Polling Station Number: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
<p><b>TEE 2 contains:</b></p> <p style="text-align: center;"><i>Record correct number of items enclosed</i></p> <p style="text-align: center;">↓</p> <ol style="list-style-type: none"> <li>1. RRF 1: 1st copy (pink) ..... <input style="width: 20px;" type="text"/></li> <li>2. RRF 2: 1st copy (pink) ..... <input style="width: 20px;" type="text"/></li> <li>3. RRF 3: 1st copy (pink) ..... <input style="width: 20px;" type="text"/></li> <li>4. RRF 4a or 4b: 1st copy (pink) ..... <input style="width: 20px;" type="text"/></li> </ol>			
Name of Presiding Officer: ..... Signature of Presiding Officer: ..... Date: .....			
Remarks: .....			


# TEE 3

## → District Tally Centre

	National Electoral Commission – Sierra Leone <b>ELECTIONS 2012</b>		
<b>TAMPER EVIDENT ENVELOPE 3</b>			
District Name: <input style="width: 100%;" type="text"/> Polling Centre Name: <input style="width: 100%;" type="text"/>	Constituency Number: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Polling Centre Code: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Ward Number: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Polling Station Number: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	
<p><b>TEE 3 contains:</b></p> <p style="text-align: center;"><i>Record correct number of items enclosed</i></p> <p style="text-align: center;">↓</p> <ol style="list-style-type: none"> <li>1. RRF 1: 2nd copy (blue) ..... <input style="width: 20px;" type="text"/></li> <li>2. RRF 2: 2nd copy (blue) ..... <input style="width: 20px;" type="text"/></li> <li>3. RRF 3: 2nd copy (blue) ..... <input style="width: 20px;" type="text"/></li> <li>4. RRF 4a or 4b: 2nd copy (blue) ..... <input style="width: 20px;" type="text"/></li> </ol>			
Name of Presiding Officer: ..... Signature of Presiding Officer: ..... Date: .....			
Remarks: .....			

# TEE 4

→ District Office



**TAMPER EVIDENT ENVELOPE 4**

District Name:

Constituency Number:

Ward Number:

Polling Centre Name:

Polling Centre Code:

Polling Station Number:

Record correct number of items enclosed

**TEE 4 contains:**


1. Polling Station FVR (plus "Additions to FVR" form, if any, from PS 1) . . . . .
2. Presiding Officer's Journal . . . . .
3. Record of Seals Form (RSF) . . . . .
4. Original Record of the Count Worksheet (only for Multi-Member wards) . . . . .
5. Copies of UNUSED RRF 1 (for party/candidate agents and observers) . . . . .
6. Copies of UNUSED RRF 2 (for party/candidate agents and observers) . . . . .
7. Copies of UNUSED RRF 3 (for party/candidate agents and observers) . . . . .
8. Copies of UNUSED RRF 4a or 4b (for party/candidate agents and observers) . . . . .

Name of Presiding Officer: ..... Signature of Presiding Officer: ..... Date: .....

Remarks: .....

# TEE 5

→ District Office


 National Electoral Commission - Sierra Leone  
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**TAMPER EVIDENT ENVELOPE 5**

District Name:   
 Polling Centre Name:

Constituency Number:   
 Polling Centre Code:

Ward Number:   
 Polling Station Number:

---

**TEE 5 contains:**


*Record correct number of items enclosed*

1. Indelible ink .....   
 2. Official stamps .....   
 3. Inkipad .....   
 4. Unused plastic seals .....

Name of Presiding Officer: ..... Signature of Presiding Officer: ..... Date: .....  
 Remarks: .....

# TEE 6a

→ District Office


 National Electoral Commission - Sierra Leone  
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**TAMPER EVIDENT ENVELOPE 6a – PRESIDENTIAL ELECTION**

District Name:   
 Polling Centre Name:

Constituency Number:   
 Polling Centre Code:

Ward Number:   
 Polling Station Number:

**Presidential Election**

**TEE 6a contains:**

Record correct number of items enclosed

1. RRF 1: 3rd copy (yellow) .....

2. Used Stubs .....

3. Spoiled ballots (in their dedicated envelope) .....


4. Unused ballots (with their stubs) .....

Name of Presiding Officer: ..... Signature of Presiding Officer: ..... Date: .....


Remarks: .....

# TEE 6b

→ District Office



National Electoral Commission - Sierra Leone  
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**TAMPER EVIDENT ENVELOPE 6b – PARLIAMENTARY ELECTIONS**

District Name:

Constituency Number:

Ward Number:

Polling Centre Name:

Polling Centre Code:

Polling Station Number:

**TEE 6b contains:**


Record correct number of items enclosed

1. RRF 2: 3rd copy (yellow) .....	↓
2. Used Stubs .....	<input type="text"/>
3. Spoiled ballots (in their dedicated envelope) .....	<input type="text"/>
4. Unused ballots (with their stubs) .....	<input type="text"/>

**Parliamentary Elections**

# TEE 6c

→ District Office


 National Electoral Commission – Sierra Leone  
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**TAMPER EVIDENT ENVELOPE 6c – CHAIR/MAYOR ELECTIONS**

District Name:   
 Polling Centre Name:

Constituency Number:   
 Polling Centre Code:

Ward Number:   
 Polling Station Number:

**Chair/Mayor Elections**

**TEE 6c contains:**

Record correct number of items enclosed

↓

1. RRF 3: 3rd copy (yellow) .....
2. Used Stubs .....
3. Spoiled ballots (in their dedicated envelope) .....
4. Unused ballots (with their stubs) .....


Name of Presiding Officer: ..... Signature of Presiding Officer: ..... Date: .....

Remarks: .....



# TEE 6d

→ District Office


 National Electoral Commission - Sierra Leone  
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**TAMPER EVIDENT ENVELOPE 6d – COUNCILLORS ELECTIONS**

District Name:   
 Polling Centre Name:   
 Constituency Number:   
 Polling Centre Code:   
 Ward Number:   
 Polling Station Number:

**TEE 6d contains:**

Record correct number of items enclosed

↓


1. RRF 4a or 4b: 3rd copy (yellow) .....	<input type="text"/>
2. Used Stubs .....	<input type="text"/>
3. Spoiled ballots (in their dedicated envelope) .....	<input type="text"/>
4. Unused ballots (with their stubs) .....	<input type="text"/>

**Councillors Elections**

Name of Presiding Officer: ..... Signature of Presiding Officer: ..... Date: .....  
 Remarks: .....

# TEE 7

→ District Office


 National Electoral Commission – Sierra Leone  
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**TAMPER EVIDENT ENVELOPE 7**

District Name:   
 Polling Centre Name:

Constituency Number:   
 Polling Centre Code:

Ward Number:

---

**TEE 7 contains:** Record correct number of items enclosed

1. **Polling Centre Summary of Results Sheets (4 elections)**  
 • Polling Centre Summary of Results Sheet 1 .....  1  
 • Polling Centre Summary of Results Sheet 2 .....   
 • Polling Centre Summary of Results Sheet 3 .....   
 • Polling Centre Summary of Results Sheet 4a or 4b .....

2. **Polling Centre Journal** .....   
 3. **Polling Centre FVR** .....

Name of Polling Centre Manager: ..... Signature of Polling Centre Manager: ..... Date: .....

Remarks: .....

