





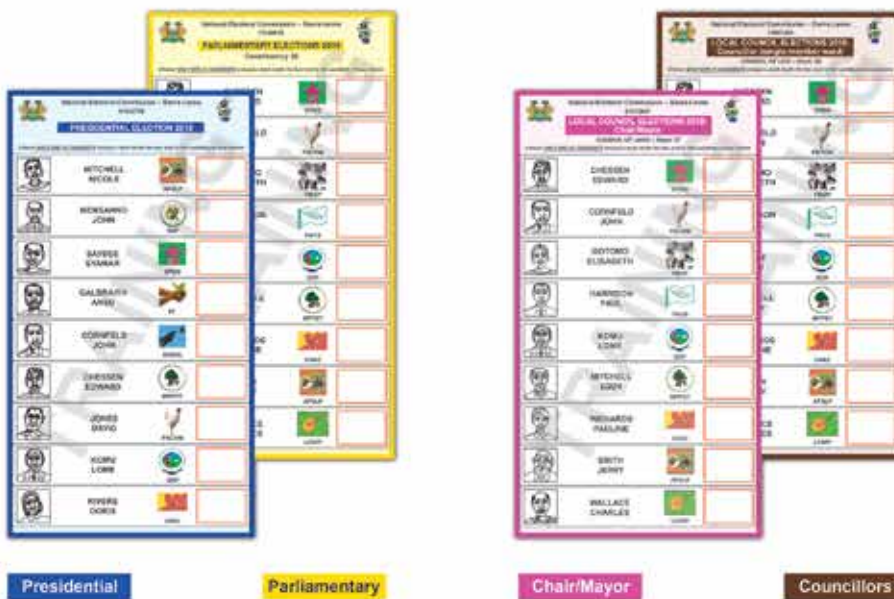
GUIDE

FOR POLLING & COUNTING STAFF

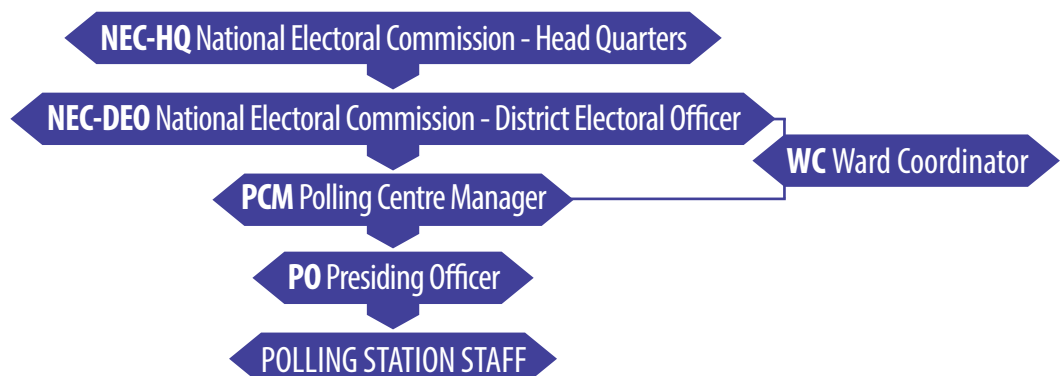
WHAT YOU NEED TO KNOW

POLLING WILL TAKE PLACE ON 7th MARCH, 2018

Voting will start at  7:00 am and end at  5:00 pm.



NATIONAL ELECTORAL COMMISSION STRUCTURE



1. GENERAL INFORMATION

TYPES OF ELECTIONS FOR WHICH POLLING WILL BE CONDUCTED

1. Presidential elections
2. Parliamentary elections *(conducted in 132 constituencies)*
3. Chair/Mayor elections *(conducted in 22 localities)*
4. Councillors elections *(conducted in 446 wards, out of which 12 are multi-member wards)*

WHAT IS THE POLLING CENTRE AND THE POLLING STATION?

A “Polling Centre” is the same location as 2016 Voter Registration Centres and is the location where voting for the 2018 elections will take place. A Polling Centre can have a single Polling Station or a number of Polling Stations.

Each Polling Centre has a five digit code. **Example (12335)**

A “Polling Station” is the place within the Polling Centre where the polling officials work to Conduct the voting and count the votes. Each Polling Station will process at most 300 voters Each Polling Station has a number. **Example (Station 01, Station 02 ...).**

Voters assigned to each station according to the alphabetical order.

Example: Surname started with A will be in polling station number 1 and so on.

WHO ARE THE AUTHORISED VISITORS TO THE CENTRE AND STATIONS?

Authorized visitors	Permitted in a Polling Station at any one time (maximum)
Local /Domestic Observers	One from each observer organisation, they can move from Station to Station in the Centre.
International Observers	Two from each observer organisation, they can move from Station to Station in the Centre.
Party/Candidate Agents	One from each party or independent candidate, as assigned to the Station
Media Representatives	One team at any time, they can move they can move from Station to Station in the Centre.

WHO, HOW AND TO WHOM CAN COMPLAIN?

Three categories can lodge a complaint;

1. A voter |
2. A Party/Candidate Agent |
3. A Polling Official

Either written or oral complaint; both are accepted. All formal complaints, including oral complaints, must be recorded in the Presiding Officer or Polling Centre Manager’s Journal, and must be signed by both the complainant and the polling official receiving it. One can complain either to Presiding Officer or Polling Centre Manager; during the polling or counting processes.

2. ELECTORAL MATERIALS

WHAT ARE THE ELECTORAL MATERIALS?

Electoral Materials include both Sensitive & Non Sensitive Material

ELECTORAL MATERIALS

Polling Centre Kit it comes in two boxes:

- **Polling Center Kit 1:** Includes sensitive materials (ballot papers, Forms and it is center specific.
- **Polling Center Kit 2:** Includes non-sensitive materials like seals, barrier, tapes, Journals, pens ...etc.

Polling Station Kit it include all non-sensitive items required to carry out the polling and counting processes in a station. The Polling Station kits are not polling-station specific, and therefore any Polling Station kit can be delivered to any polling station.

SENSITIVE MATERIALS

- Ballot papers
- Register of Voters
- Official validating stamp
- Indelible ink

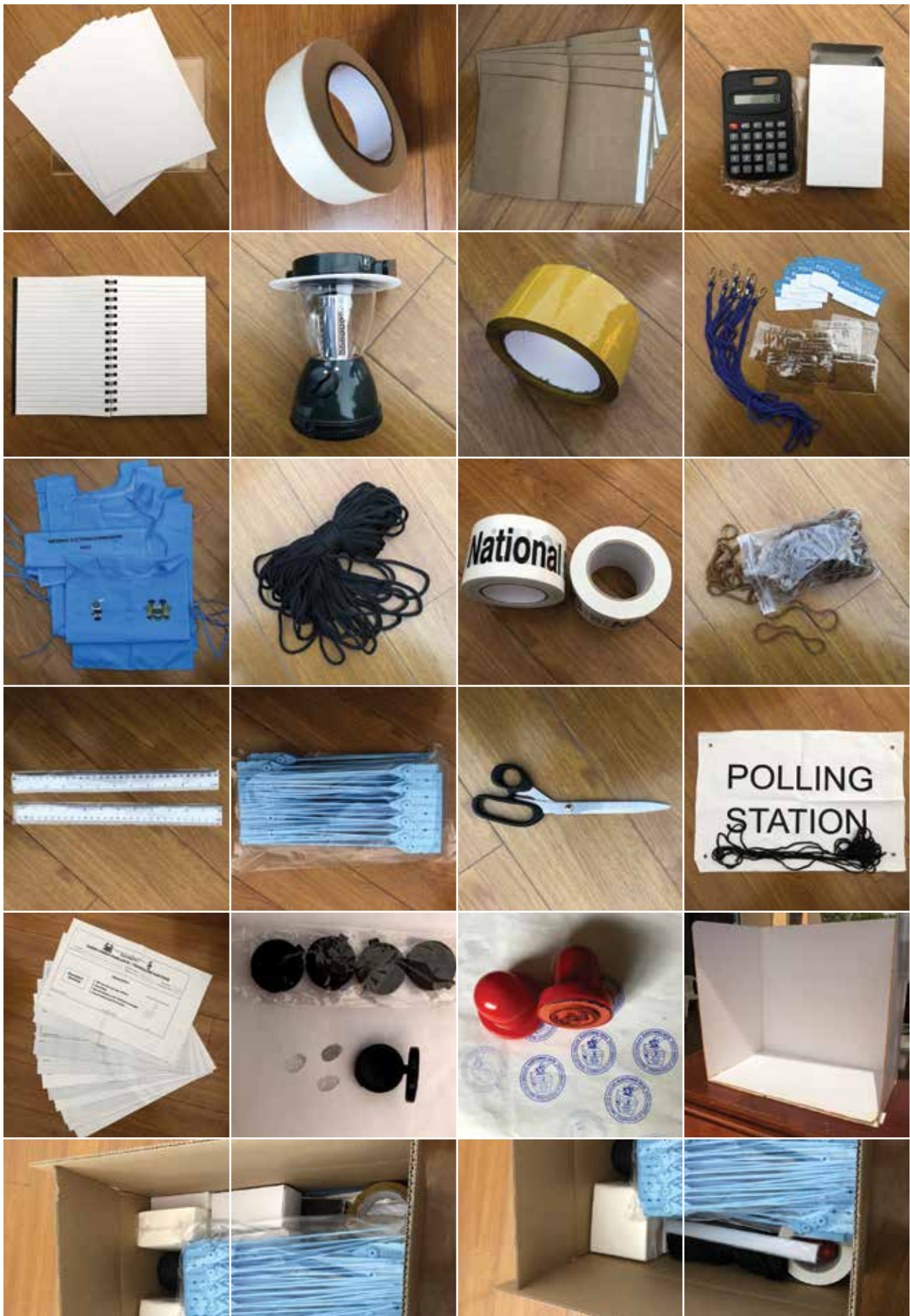
NON SENSITIVE MATERIALS

- Ballot Box
- Security seals
- Voting screens
- Presiding Officer's Journal
- Polling Centre Manager's journal
- Tamper Evident Envelope

FORMS

- Reconciliation & Results Forms
 1. Presidential
 2. Parliamentary
 3. Local Council Chairs/Mayors
 - 4a. Councillors Single Member Ward and
 - 4b. Councillors Multi Member Ward Elections
- Record of Seals Form
- Record of the Count Worksheet- for Multi Member Ward
- Material Transfer Form 1, 2, 3, 4
- Polling Centre Manger Summary Checklist

SAMPLES OF ELECTORAL MATERIALS



3. POLLING

OPENING THE POLL BEFORE 7 AM

Set up the Polling Centre;

- Before 7 am, the Presiding Officer distributes the electoral materials to each Presiding Officer, in full view of Agents and Observers if available;
- Put up directional signs on the building or around the area housing the polling center and stations with the assistance of the polling staff;
- The Polling Centre Manager directs all Presiding Officers to start the setup of their stations;

SET UP THE POLLING STATION

The Presiding Officer start to allocate the tasks of his/her team

- Reminds the polling staff about their duties and responsibilities;
- Puts up directional signs on the outer wall of the station with the assistance of the polling staff;
- Sets up the station layout, and make sure that voting screens are well assembled;
- Writes the required information on the cover page of the Presiding Officer's Journal;
- Pastes the three stickers on each of the four ballot boxes;
- Opens the ballot boxes one after the other and allow those present to see the empty boxes;
- Seals the ballot boxes and record the seals number in the Record of Seals Form;
- Fills out on the cover of four envelopes for spoiled ballot papers for each election;
- Hands over to each polling staff the required materials to perform their duties;
- Writes the Polling Station number on the four Reconciliation and Result Forms (RRF) and;
- Writes the number of ballots received for each of the four elections on Section A of the RRF:




AT 7 AM

- **Announces that the Polling Station is open for voting.**


VOTING STEPS

What is the General Voting Steps?


STEP 1: Voter joins the queue of the polling station, Polling Station Queue Controller checks that voter name belongs to the Polling Station, then allow the voter to enter the Polling Station.




STEP 2: Voter Identification Officer collects Voter ID Card from the voter, cross checks that the voter's finger is not inked and verifies details of the voter in the Register of Voters; Ask the voter to sign or thumbprint the Register of Voters, and then directs the voter to Ballot Paper Issuer 1 (for Presidential & Parliamentary ballots);




STEP 3: Ballot Paper Issuer 1 validates Presidential & Parliamentary ballots with the official stamp and in neutral way informs the voter on how to mark the ballot; folds the two ballots and hand them over to the voter; directs him/her to the voting screen 1;



STEP 4: Voter moves to voting screen 1, marks and folds the two ballots one after the other, then exits the voting screen 1 and casts the two ballots in the Presidential & Parliamentary ballot boxes under close supervision of the Ballot Box Controller 1 who directs voter to Ballot Paper Issuer 2 (*Chair/Mayor and Councillors' ballots*);



STEP 5: Ballot Paper Issuer 2 validates Chair/Mayor and Councillors ballots with the official stamp; Ballot Paper Issuer 2 informs in neutral way the voter on how to mark the ballots; folds the two ballots and hand them over to the voter and directs him/her to voting screen 2



STEP 6: Voter moves to voting screen 2, marks and folds the two ballots one after the other; exits the voting screen 2 and casts the two ballots in the Chair/Mayor and Councillors boxes under supervision of Ballot Box Controller 2 who also inks the left index finger of the voter and asks her/him to leave the Polling Station.

WHO WORKS IN THE POLLING CENTRE AND STATION?

What are their Task and Responsibilities?

Polling staff are the personnel responsible for running Polling Centres and Polling Stations and processing voters. 2 staff assigned to each centre and 7 staff assigned to each station

POLLING CENTRE STAFF

Polling Centre Manager

- Manages the Polling Centre, and reports to the Ward Coordinator.
- Trains polling staff
- Receives electoral materials and oversees the arrangements in and around the Polling Centre
- Ensures that voting and counting take place in an orderly manner and according to procedures
- Oversees the distribution and retrieval of materials from the Ward Coordinator to the Polling Centre/Polling Station and vice versa
- Completes the necessary forms for the Polling Centre
- Checks the packing is according to procedures, and pack the centre materials
- Reports to the higher level as instructed

Polling Centre Queue Controller

- Manages overall queue control at the Polling Centre
- Assists voters by directing them to the correct Polling Station
- Ensures voters with special needs (person with disabilities, aged, nursing and pregnant women) have priority in the queue

POLLING STATION STAFF

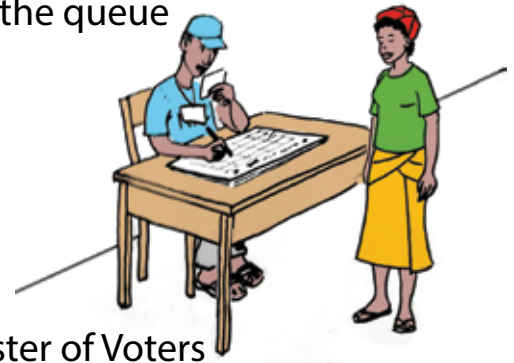
Presiding Officer

- Manages the assigned Polling Station
- Trains polling staff (together with Polling Centre Manager)
- Supervises polling staff to ensure the integrity and procedural accuracy of the polling operation
- Counts the ballots at the Polling Station
- Ensures that all documentation required for the Polling Station is completed correctly



◆ Polling Station Queue Controller

- Controls the entrance and exit of the Polling Station so that to allowed only authorised persons
- Ensures that queue is maintained in an orderly manner throughout the day
- Ensures that voters with special needs: (person with disabilities, aged, nursing and pregnant women) have priority in the queue



◆ Voter Identification Officer

- Verifies the presence of each voter on the Register of Voters
- Instructs the voter to sign/thumbprint the Register of Voters
- Verifies that the voter has not already voted (no traces of ink)
- Directs the voter to the Ballot Paper Issuer 1



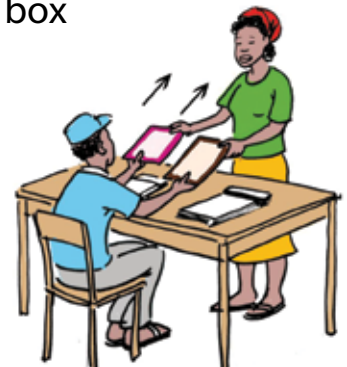
◆ Ballot Paper Issuer 1

- Validates the Presidential & Parliamentary ballot papers using the NEC validation stamp
- Issues the Presidential & Parliamentary ballot papers to the voter and instructs on how to mark them
- Directs the voter to a vacant voting screen and points out the Presidential & Parliamentary ballot boxes
- Issues the Tactile Ballot Guide to voter with special needs for the presidential and parliamentary elections



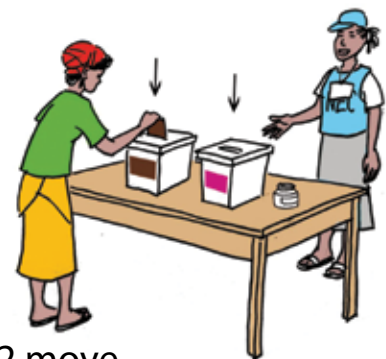
◆ Ballot Box Controller 1

- Makes sure that voters exiting from the first voting screen go directly to the Presidential & Parliamentary ballot boxes
- Guards the Presidential & Parliamentary ballot boxes to ensure that all voters deposit their ballots in the appropriate ballot box
- Directs the voter to Ballot Paper Issuer 2



◆ Ballot Paper Issuer 2

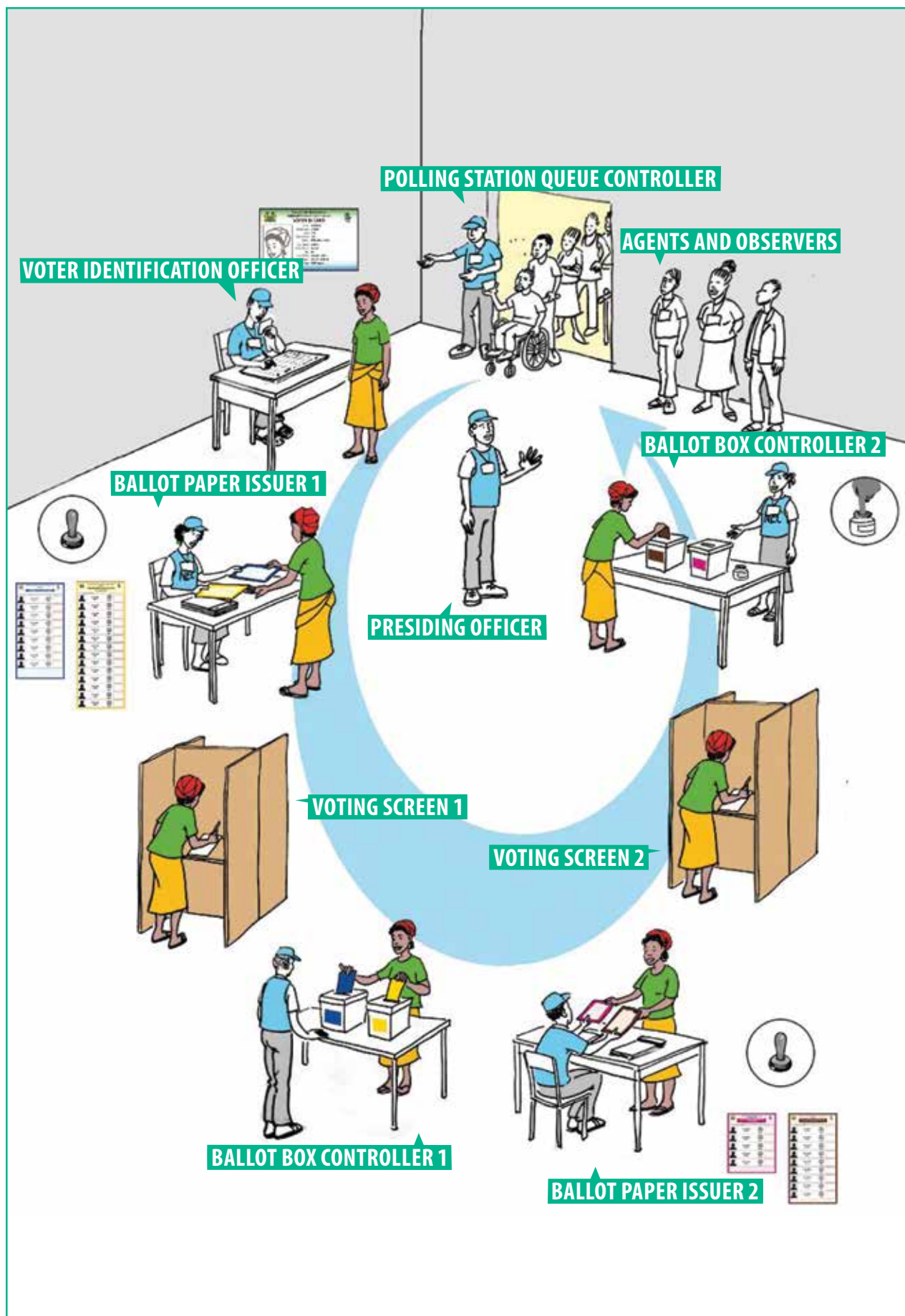
- Validates the Chair/Mayor & Councillor ballot papers using the NEC validation stamp
- Issues the Chair/Mayor & Councillor ballots to the voter and instructs on how to mark them
- Directs the voter to a vacant voting screen and points out the Chair/Mayor & Councillor ballot boxes
- Issues the Tactile Ballot Guide to voters with special needs for the Chair/Mayor and Councillor elections



◆ Ballot Box Controller 2


- Makes sure that voters exiting from voting screen 2 move go to the Chair/Mayor & Councillor ballot boxes
- Guards the Chair/Mayor & Councillor ballot boxes to ensure that all voters deposit their ballots in the appropriate ballot box
- Ink the voter's left index finger
- Invites the voter to leave the Polling Station

POLLING STATION LAYOUT




HOW TO MARK YOUR BALLOTS?


WITH A PEN



or

WITH YOUR FINGER





Presidential
Parliamentary
Chair/Mayor
Councillors

For each ballot, put **one mark** inside the box next to candidate of your choice

WHAT KIND OF SUPPORT THE POLLING STAFF CAN GIVE TO PEOPLE ASKING FOR ASSISTANCE?

- If a voter can't stand/walk (*wheel chair*) or aged Table-Top Screen is provided
- If a voter is blind/visually impaired or aged – TBG is available and the voter can have a helper if needed
- If a voter is illiterate TBG is available, and the voter can have a helper

HOW TO USE TACTILE BALLOT GUIDE?

All voters using the TBG, must be careful to keep their mark within one box against the candidate(s) of their choice



HOW TO USE TABLE TOP SCREEN?



CLOSE THE POLLING CENTRE

At 5 pm the poll closes.

Voters standing in the queues at this time can still vote. Any person joining the queue after 5pm should not be allowed to vote.

At 5 pm or After 5 pm depend on the number of voters in the polling station queue.



CLOSE THE POLLING STATION

The Polling Station 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.

The Presiding Officer will:

- Inform polling staff and Party/Candidate Agents that the poll is closed.
- Seal the slot of the four ballot boxes and record the number of each of the seals in the Record of Seals Form.
- Fill the RRFs, he/she starts with Presidential ballot box and subsequently Parliamentary, Chairs/Mayors and Councillors ballots.
- Bring Tamper Evident Envelope TEE 6a, and fill in the information on the TEE for Presidential election, and safely store the four unsealed TEEs 6 in safe and visible place.
- Record the names of the party/Candidate Agents and Observers present for the counting Collect all other polling materials and put them on aside table in safe and visible place.
- Start preparing the Polling Station for the counting processes.



4. COUNTING STEPS

WHAT ARE THE COUNTING STEPS?

The counting of the ballots will be done in five steps, and these are:

1. **Screening:** This stage is aimed at identifying and putting aside ballots that were misplaced in the wrong ballot box during the polling process.
2. **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.
3. **Reconciliation:** Reconciliation means checking that the number of ballot papers in each ballot box is equal to the number of ballots handed out to voters in that specific Polling Station. Also, this step is meant to note an accurate record of the number of ballot papers used in each Polling Station.
4. **Sorting:** During this phase, the ballot papers are sorted by candidates.
5. **Counting:** During this phase, the total votes.



Counting Procedures

STEP 1 SCREENING

- First open **Presidential Ballot Box**,
- Identify ballots that have been mistakenly cast in the wrong ballot box during polling.
- Put aside any misplaced ballots in one envelope and the box will be then sealed again.



- Do the same process for:
 - **Parliamentary Ballot Box,**
 - **Mayor/Chair Ballot Box and**
 - **Councillors Ballot Box,**
 each time one ballot box only.



STEP 2 REUNIFICATION Presidential Ballot Box

- Open Presidential Ballot Box
- Retune misplaced Presidential ballot papers to its box

STEP 3 RECONCILIATION Presidential Ballot Box

- Count the Ballot papers of the Presidential Ballot Box
- Check all ballot papers have stamp from the back, and put them into two piles stamped and unstamped
- Makes bundles of 50 ballot papers of stamped ballots
- Fill section A of the RRF After Reunification step (H and I) rows

STEP 4 SORTING Presidential Ballot Box

- Make paper mark with names of all candidates and for the invalid
- Open one band and take a ballot paper, one at a time to declare the voter's choice of candidate in each ballot paper
- Place the ballot paper in the stack for the candidate
- When there is invalid ballot paper place it in the invalid stack if any



STEP 5 COUNTING Presidential Ballot Box

- Count votes for each candidate, repeat the count twice
- Record the number of votes for each candidate in section B of the RRF
- Fill in J, K, L and M rows in section B of the RRF
- Collect all of the valid ballot papers bundles, and make a separate bundle for the invalid ballot papers
- Place the ballot papers bundles inside the Presidential ballot





STEP 6 REPEAT steps 2, 3, 4 and 5 for:

- **Parliamentary Ballot Box**
- **Mayor/Chair Ballot Box and**
- **Councillors Ballot Box**

Each time one ballot box only.



5. HOW TO DO THE PACKING?

Packing in TEEs	
Items	TEE
<ul style="list-style-type: none"> • RRF 1 - Presidential election - Original copy <u>WHITE</u> • RRF 2 - Parliamentary elections - Original copy <u>WHITE</u> • RRF 3 - Chair/Mayor elections - Original copy <u>WHITE</u> • RRF 4 - Councillors elections - Original copy <u>WHITE</u> 	<p>TEE 1 To: Regional Tally Centre</p>
<ul style="list-style-type: none"> • RRF 1 - Presidential election - First copy <u>BLUE</u> • RRF 2 - Parliamentary elections - First copy <u>BLUE</u> • RRF 3 - Chair/Mayor elections - First copy <u>BLUE</u> • RRF 4 - Councillors elections - First copy <u>BLUE</u> 	<p>TEE 2 To: National Tally Centre</p>
<ul style="list-style-type: none"> • RRF 1 - Presidential election - Second copy <u>PINK</u> • RRF 2 - Parliamentary elections - Second copy <u>PINK</u> • RRF 3 - Chair/Mayor elections - Second copy <u>PINK</u> • RRF 4 - Councillors elections - Second copy <u>PINK</u> 	<p>TEE 3 To: District Tally Centre</p>
<ul style="list-style-type: none"> • RRF 1 - Presidential election - Third copy <u>YELLOW</u> • Used Stubs, Spoiled ballots (in envelope) and Unused ballots (with stubs) • Place TEE 6a in Presidential Ballot Box 	<p>TEE 6a To: District Office</p> 
<ul style="list-style-type: none"> • RRF 2 - Parliamentary elections - Third copy <u>YELLOW</u> • Used Stubs, Spoiled ballots (in envelope) and Unused ballots (with stubs) • Place TEE 6b in Parliamentary Ballot Box 	<p>TEE 6b To: District Office</p> 
<ul style="list-style-type: none"> • RRF 3 - Chair/Mayor elections - Third copy <u>YELLOW</u> • Used Stubs, Spoiled ballots (in envelope) and Unused ballots (with stubs) • Place TEE 6c in Chair/Mayor Ballot Box 	<p>TEE 6c To: District Office</p> 
<ul style="list-style-type: none"> • RRF 4a or 4b - Councillors elections - Third copy <u>YELLOW</u> • Used Stubs, Spoiled ballots (in envelope) and Unused ballots (with stubs) • Place TEE 6d in Councillors Ballot Box 	<p>TEE 6d To: District Office</p> 
<ul style="list-style-type: none"> • Polling Station RV • "Supplementary RV" only last station • Presiding Officer's Journal • Record of Seals Form (RSF) • Original Record of the Count Worksheet (only for Multi-Member wards) • Unused plastic seals • Copies of UNUSED RRFs (for party/candidate agents and/or observers) 	<p>TEE 4 To: District Office</p>
<ul style="list-style-type: none"> • Indelible ink • Tactile Blind Guide TBG • Official stamps • Inkpad 	<p>TEE 5 To: District Office</p>
<ul style="list-style-type: none"> • Polling Centre Manger Journal • Polling Centre RV • Polling Centre Manger Summary Checklist 	<p>TEE 7 To: District Office</p>

6. PROCEDURES FOR MULTI-MEMBER WARDS

The Councillors' Elections

In Single Member Wards

In Multi-Member Wards

The Ballot Paper Issuer 2 must inform the voters on how to mark the ballot for Councillors.


He/she says: **Make as many marks with a pen or thumbprint for candidates as the number of Councillors to be elected in your specific ward.**

Example: If 4 Councillors to be elected the voter must be asked to mark up to 4 candidates.

Note: In the Multi-Member Wards, the results recorded after the count of the votes will not be the same as in the other Reconciliation and Result Form 4 b, as ballot papers will be marked several times.


HOW TO MARK YOUR BALLOTS?

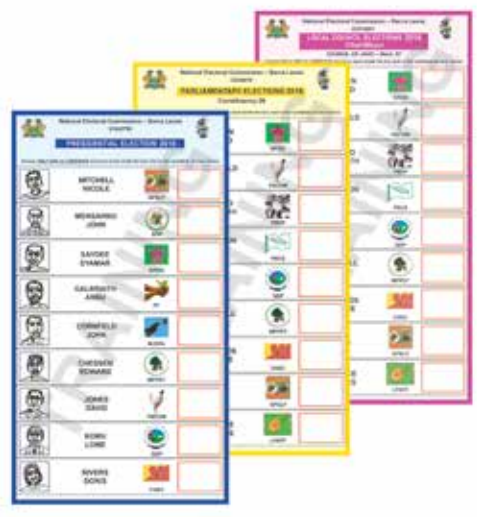
WITH A PEN



or


WITH YOUR FINGER





Presidential Parliamentary Chair/Mayor

Councillors



How to mark your ballot for Councillors
Put as many marks (with a pen or your thumbprint for candidates as the number of Councillors to be elected in that specific ward. The polling staff will tell you how many are to be elected.

Put one mark inside the box next to candidate of your choice