



NATIONAL ELECTORAL COMMISSION (NEC)
OAU Drive, Tower hill,
Freetown, Sierra Leone.



**VOTING STEPS FOR the 17 NOVEMBER 2012 PRESIDENTIAL, PARLIAMENTARY
AND LOCAL COUNCIL ELECTIONS**

INTRODUCTION

Polling day for the November 2012 General and Local council elections is on the 17th November. This is as a result of a coincidence of the expiration of the terms of offices for Parliament, President and Local councils as prescribed in the Constitution and relevant legislation.

As a result, NEC has planned to conduct the polls for the two sets of elections on the same day in which voters are required to vote for Presidential, Parliamentary and Local Council candidates sequentially as illustrated in the voting steps in table provided.

Since some issues of the distribution of voter ID cards have not been completely resolved, NEC will provide an outfit on polling day in the vicinity of the polling centre to avail potential voters, who do not have their voter ID cards, the opportunity to vote. Consequently, Voter Enquiry Officers will be added to the Polling team outlined below to take care of this problem.

No.	Position	No of Personnel
1	Voter Enquiry Officer (VEO)	1
2	Polling Centre Manager (PCM)	1
3	Presiding Officer (PO)	1 per polling station
4	Voter Identification Officer (VIO)	1
5	Polling Centre Queue Controller (PCQC)	1 per centre; more than one for mega-centres
6	Polling Station Queue Controller (PSQC)	1 per polling station
7	Presidential and Parliamentary Ballot Paper Issuer (BPI (1))	1
8	Mayor/Chairperson & Councillor Ballot Paper Issuer (2)	1
9	Presidential & Parliamentary Ballot Box Controller (BBC (1))	1
10	Mayor/Chairperson & Councillor Ballot Box Controller (2)	1

Queue Controllers (QC)

The number of Queue Controllers will vary according to the number of polling stations in a polling centre. Each Centre will have a nearby Enquiry Desk for Voters, located few metres from the Polling Centre.

Voters Enquiry Desk (VED)

Voters who went through the Voter Registration process, but do not have their voter ID cards will report to the Voters Enquiry desk where the Voters Enquiry Officer (VEO) will address such cases. The VEO will work with one set of party agents as one set will be busy with polling in the polling stations to ensure credibility at this level. The VEO will take the following steps:

Persons without Voter ID Cards:

- VEO requests registrant to produce his/her Form IA- Receipt of Registration where applicable.
- VEO checks for details of registrant in the FVR
- If found, in the presence of the party agents, the Centre Manager certifies confirmation of registrants details in the FVR
- VEO requests for documentary proof (passport; National ID Card; Drivers License; NASSIT ID Card;)
- If these documents are available, VEO checks and confirms details of registrant in the FVR
- Registrant signs against his/her details in the FVR
- Centre Manager certifies confirmation of registrant's details in the FVR
- VEO in the presence of party agents, issues a receipt to the registrant to take to the VIO.
- Details on receipt will include: name of registrant, ID Card Number; the page number in the FVR where the registrant's details are found.
- If VIO doubts confirmation of the registrant's details in the FVR, he/she can confer with the Centre Manager for verification before making a final decision. issue
- **In the absence of a documentary proof, VEO**
 1. Can match the person's face with his/her photo in the FVR.
 2. Can ask registrant to confirm their details in the FVR by asking him/her their names, address, etc. If satisfied,
 - VEO confirms registrant's details in the FVR
 - Registrant signs against his/her details in the FVR
 - Centre Manager certifies confirmation of registrant's details in the FVR
 - VEO in the presence of party agents, issues a receipt to the registrant to take to the VIO.

- Details on receipt will include: name of registrant, ID Card Number; the page number in the FVR where the registrant's details are found.

NOTE 1

IF REGISTRANT'S DETAILS ARE NOT FOUND IN THE FVR, VEO IS REQUIRED TO CHECK THE SUPPLEMENTARY VOTERS LIST

After collecting his/her Voter ID Card/Receipt from the Enquiry Officer, the Voter is directed to the centre where to vote. Such voter is required to join the queue at the Polling Centre/Station and cast his/her votes for the Presidential, Parliamentary and Local Council Elections.

NOTE 2

Registrants who have no ID Cards but have their Form 1A with barcode that match their details in the FVR should be allowed to vote.

Voting Steps

A simple voting process has been designed for the multiple elections on polling day 17th November, 2012, 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:

1. **IF REGISTRANT'S DETAILS ARE NOT FOUND IN THE FVR, VEO IS REQUIRED TO CHECK THE SUPPLEMENTARY VOTERS LIST**

After collecting his/her Voter ID Card/Receipt from the Enquiry Officer, the Voter is directed to the centre where to vote. Such voter is required to join the queue at the Polling Centre/Station and cast his/her votes for the Presidential, Parliamentary and Local Council Elections.

Step 1 Voter enters the Polling Centre/Station

Polling Centre Queue Controller

- Ensures that only voters with ID cards and authorized people enter the centre and that voters do not remain at the centre after voting;
- Checks that voters have their ID Cards and directs them to the correct polling station
- Refers voters who show evidence of having registered but did not collect their cards or who have lost their voter ID cards, to the Enquiry Officer, through the Polling Centre Manager (PCM)

Note: *If the person does not have a valid document to identify him/herself, the Queue Controller will politely ask the voter to go and collect one and come back with it (**Passport, National ID card, Drivers License, NASSIT Card**)*

First Stage of Voting (Presidential and Parliamentary Elections)

Step 1: Queuing (at Polling station)

- Voters form a queue at each polling station.
- A voter with correct Voter ID card is directed to the Voter Identification Officer (VIO)
- A voter with no ID card is asked to go and bring his/her ID card or directed to the Enquiry Officer.

Step 2: Voter Identification

- The voter's details are identified by the Voter Identification Officer (VIO) in the Final Voters Register (FVR);
- Voter signs/thumbprints against his/her identified details in the FVR;
- VIO wipes inked finger (when applicable) used to thumbprint in FVR before ballots are handed to him/her;
- VIO then directs voter to the Ballot Paper Issuer (BPI) (1) for issuance of Presidential and Parliamentary ballots.

Step 3: Issuing and Marking of Ballot Papers (Presidential and Parliamentary)

- The Ballot Paper Issuer (BPI) (1) checks whether the Voter's finger has been inked;
- BPI (1) detaches and validates presidential ballot paper, and validate it by stamping at the back of the ballot at the top right hand corner;
- BPI (1) detaches and validates parliamentary ballot paper by stamping at the back on top right hand corner;
- The Ballot Paper Issuer (1) pre-folds each ballot paper vertically, opens it and explains in a transparent and impartial manner, how the voter marks it,
- The voter is informed that he/she must make a mark by either thumbprint or ticking with a pen in the space against the candidate(s) of his/her choice;
- Voter collects validated Presidential & Parliamentary election ballot papers;
- BPI (1) directs voter to the voting screen to mark his/her ballots for the candidates of his/her choice;

Step 4: Casting of Ballots (Presidential and Parliamentary)

- The Ballot Box Controller (1) ensures that the voter deposits each marked ballot paper in the appropriate ballot box with corresponding colour and inscription as on the ballot paper;
- No inking of finger of the voter is done at this stage;
- The BBC (1) next directs voter to the Ballot Paper Issuer (2) to collect the second set of ballot papers for Mayor/Chairperson and Councillor elections (second stage of voting);

Second Stage of Voting (Local Council Elections)

Voting continues at the second and final stage.

Step 5: Issuing & Marking of Ballot Papers (Chairperson/Mayor and Councillor)

- The Ballot Paper Issuer (BPI) (2) checks whether the Voter's finger has been inked;
- BPI (2) detaches and validates Chairperson/Mayor ballot paper, by stamping at the back of the ballot at the top right hand corner;
- BPI (2) detaches and validates Councillor ballot paper, and validate it by stamping at the back of the ballot at the top right hand corner;
- The Ballot Paper Issuer (2) pre-folds each ballot paper vertically, opens it and explains in a transparent and impartial manner, how the voter marks it,
- The voter is informed that he/she must make a mark by either thumbprint or ticking with a pen in the space against the candidate(s) of his/her choice;
- Voter collects validated Chairperson/Mayor and Councillor elections ballot papers;
- BPI (2) directs voter to the voting screen to mark his/her ballots for the candidates of his/her choice;

Casting of Ballots (Chairperson/Mayor & Councillor)

- The Ballot Box Controller (1) ensures that the voter deposits each marked ballot paper in the appropriate ballot box with corresponding colour and inscription as on the ballot paper;
- The BBC (2) marks the left index finger of voter with indelible ink/marker after casting his/her ballot for Chairperson/Mayor and Councillor elections;
- The BBC (2) provides voter education for the voter to keep his/her voter ID card safe for other elections and to leave the polling premises immediately.

Note: Every voter after going through the second voting stage (Mayor/Chairperson and Councillor Elections) MUST BE INKED BY BBC – 2 before leaving the polling station.

Step 6 Voter Exits/Departs

Voter leaves the station peacefully and quietly.

NOTE: No voter will be given any ballot paper:

- *If not checked for earlier voting.*
- *If it has been proven by the Ballot Paper Issuers that he or she has voted earlier;*
- *If he or she refuses to sign/thumbprint against his/her name in the FVR.*

VOTING STEPS SIMPLIFIED

Steps	Activity
1.	Voter joins the queue
2.	Voter enters the polling premises
3.	Voter produces voter identification card
4.	Voter identification Officer (VIO) cross checks and verifies details of the voter in the FVR
5.	Voter signs/thumbprints against his/her identified details in the FVR
6.	VIO wipes inked finger of voter used to sign/thumbprint in the FVR before directing him/her to the Ballot Paper Issuer (1)
7.	VIO directs the voter to Ballot Paper Issuer (1) to be given the ballot papers for Presidential and Parliamentary elections
8.	Voter gets to desk of Ballot Paper Issuer (1)
9.	Ballot Paper Issuer (1) cross- checks the voter by looking at left index and other fingers for traces of earlier voting. If satisfied that voter has not voted earlier,
10.	BPI (1) detaches and validates presidential ballot paper, by stamping at the back of the ballot at the top right hand corner;
11.	BPI (1) detaches and validates parliamentary ballot paper, by stamping at the back of the ballot at the top right hand corner;
12.	Voter is directed to the voting screen by Ballot Paper Issuer (1) to mark his/her ballots for the candidates of his/her choice
13.	Voter moves to voting screen to mark ballots
14.	Voter marks ballots by tick/thumbprint
15.	Voter folds ballots separately
16.	The Ballot Box Controller (1) ensures that the voter deposits each marked ballot paper in

	the appropriate ballot box with corresponding colour and inscription as on the ballot paper;
17.	Voter moves to presidential ballot box to cast the Presidential Ballot Paper
18.	Voter moves to the parliamentary ballot box to cast parliamentary ballot paper
19.	Voter is directed to the next stage of voting by the BBC (1)
20.	Voter moves to Ballot Paper Issuer (2) to receive ballot papers for Chairperson/Mayor & Councilor elections (Local Council)
21.	BPI (2) detaches and validates Chairperson/Mayor election ballot paper, by stamping at the back of the ballot at the top right hand corner
22.	BPI (2) detaches and validates ballot paper for Councilor, by stamping at the back of the ballot at the top right hand corner
23.	Voter collects validated Chairperson/Mayor and Councillor ballot papers from BPI (2)
24.	BPI (2) directs the voter to the voting screen to mark his/her ballot papers (Chairperson/Mayor and Councillor) for the candidates of his/her choice
25.	Voter moves to the second voting screen and marks Mayor/Chairperson and Councillor ballot papers separately
26.	Voter folds Mayor/Chairperson & Councillor ballots separately
27.	The Ballot Box Controller (2) ensures that the voter deposits each marked ballot paper in the appropriate ballot box with corresponding colour and inscription as on the ballot paper
28.	Voter moves to Chairperson/Mayor ballot box to cast the Chairperson/Mayor Ballot Paper
29.	Voter moves to Councilors ballot box to cast the Councillor Ballot Paper
30.	BBC (2) APPLIES INDELIBLE INK/MARKER ON LEFT INDEX FINGER of voter at the end of the Chairperson/Mayor & Councillor elections
31.	The BBC (2) provides voter education for the voter to keep his/her voter ID card safe for other elections and to leave the polling premises immediately
32.	Voter exits the polling premises peacefully and quietly immediately after voting