

# HANDBOOK FOR POLLING STAFF

The Sudan General Elections - April, 2010

## Dear poll workers,

As you have been recruited to work with the National Elections Commission (NEC) you have committed yourself to an important job.

You will sign a declaration of impartiality and secrecy, which means that you will not act to benefit any candidate or party during the elections, or reveal information about how a voter has voted. This behavior is important to make the elections free and fair.

You will be paid for the days you work and for the days you are trained. The training is compulsory.

You have been assigned to help set up the polling centre in addition to a specific task in a polling station. You must be prepared to perform other duties as directed by the Head of the polling station who is your immediate superior and the Polling Centre Head who is responsible for the Polling Centre. The Constituency Elections Officer (CEO) will be responsible for all polling centres within the state geographical constituency and is the overall supervisor.

You will be required to work before the centre opens and after it closes. You are required to work until the counting of ballots is complete and all the election materials have been sent to the State High Elections Committees (SHCs). You will also be required to help tidy up the Polling Centre at the end of polling.

You must wear the NEC vest and badge assigned for polling staff at all times during the polling days and counting.

Be aware that food and drinks are not allowed on the working tables as spillage can cause damage to voting materials. This rule also applies to the voters.

Remember that everyone has an important job. If you do your job well the elections will run well. Read the instructions for the jobs carefully. If there is anything you don't understand, ASK the polling station head.

Wishing you success and God bless you

A **Guide for Election Officials** detailing the polling and counting procedures will be produced by the NEC and provided to the Head of the Polling Station and all Constituency Election Officers.

## About the Elections

<b>Type of elections</b>	<ul style="list-style-type: none"> <li>- Executive elections (President of the Republic of Sudan, President of the Government of Southern Sudan, Governors), and</li> <li>- Legislative elections (National Assembly, Southern Sudan Legislative Assembly and State Assemblies)</li> </ul>
<b>Who administers the elections</b>	The National Elections Commission (NEC) through the States' High Elections Committees on delegation basis
<b>Legal and regulatory framework</b>	The National Elections Act 2008; NEC rules, orders, regulations and procedures.
<b>Polling days</b>	3 days : 11 -13 April , 2010
<b>Polling time</b>	8 am – 6 pm each day
<b>Who can vote</b>	All eligible Sudanese whose names are in the Final Voter Register (FVR) for a particular polling station
<b>Where to vote</b>	There will be several locations within each geographical constituency. The States' High Elections Committees will announce the locations before polling for voters to know in advance where to vote. Registered voters can vote only in the polling centre where their names have been allocated.
<b>Polling centres</b>	A polling centre is a location where voting will take place. Within any particular polling centre there may be a number of polling stations.
<b>Polling stations</b>	A polling station is the designated place within the polling centre where a team of polling officials work together to issue ballot papers to voters.
<b>Polling staff</b>	<p><b>Polling centre staff:</b></p> <ul style="list-style-type: none"> <li>• Head of Polling Centre,</li> <li>• Polling centre queue controller(s),</li> </ul> <p><b>Polling station staff:</b></p> <ul style="list-style-type: none"> <li>• Head of Polling Station,</li> <li>• Polling station queue controller,</li> <li>• Identification officer,</li> <li>• Inker and executive ballot paper issuer,</li> <li>• National Assembly ballot paper issuer,</li> <li>• State Assembly ballot paper issuer ,</li> <li>• Southern Sudan Assembly ballot paper issuer (only in southern Sudan).</li> </ul>

<p><b>Who can be present in the polling centres and stations</b></p>	<ul style="list-style-type: none"> <li>• Voters</li> <li>• Relevant NEC Staff and anyone else authorized by NEC</li> <li>• Accredited candidates, party/candidate agents</li> <li>• Accredited observers</li> <li>• Media personnel with valid press cards</li> <li>• Identifiers</li> <li>• Police</li> </ul> <p>As a general rule, Police will remain outside the polling stations. The head of the polling station may call upon them for assistance and they can enter if the situation requires additional security.</p> <p>The above categories, except voters, MAY stay overnight at the polling centres if they wish to watch the polling materials. It is imperative that police remain at the centre overnight.</p>
<p><b>Party/candidate agents, observers and media</b></p>	<p>Party/independent candidates' agents and observers help ensure that the elections are transparent and credible.</p> <p>Mass media are natural partners in the efforts of the NEC to disseminate accurate information and relevant and effective messages to the population on the basis of fairness and equality.</p> <p>All these representatives will have access to the polling centre/stations AT ALL TIMES during the polling and counting processes to perform their tasks.</p>
<p><b>Can voters with disabilities be given help to vote?</b></p>	<p>It is the policy of NEC to make the voting process as easy as possible for persons with disabilities.</p> <p>Voters with a disability (and their escorts, if any), old people and pregnant women should be given priority to go to the front of the queues.</p> <p>Voters who may need assistance to vote include:</p> <ul style="list-style-type: none"> <li>• The blind</li> <li>• Persons who physically cannot mark the ballot paper and</li> <li>• The elderly and illiterate who request such assistance</li> </ul> <p>Polling Stations Heads are to help these voters.</p>
<p><b>Security and safety</b></p>	<p>There will be Police appointed to individual polling centres until counting of votes has been completed and polling materials have been retrieved to the State High Elections Committee.</p> <p>The police officers will always be outside the polling centres unless their presence is required by the senior polling officials.</p> <p>The police will provide security to ballot boxes and other sensitive materials that will be kept overnight at the polling centres. Party and candidate agents, observers and media may also be there if so they wish.</p> <p>The NEC will use special security seals, which are plastic pull-through strips that, once engaged, can only be removed by cutting. Each seal has a unique serial number that can be recorded by the candidates or their agents and the political parties or their agents. These seals will be used to seal the ballot boxes and therefore guarantee that the boxes remain sealed and are not tampered with at any stage of the process.</p>

<p><b>Election offences</b></p>	<p>Election Offences are specifically breaches or violations of the National Elections Act 2008 and other rules and regulations. Those actions that constitute an offence in connection with polling and counting procedures can, if convicted, result in fines or imprisonment or both according to the Elections Act.</p>
<p><b>Polling complaints</b></p>	<p>A voter, a party/candidate agent can lodge a complaint regarding irregularities observed during preparations for polling, polling or counting. Heads of polling centres and stations will deal (resolve) with complaints immediately after they are lodged.</p>
<p><b>Counting of votes and announcement of results</b></p>	<p>Counting of votes shall be done immediately after the head of the polling station declares the polling closed, and after the last voter has voted, in the last day of polling. Counting will be conducted by the same polling officials. The results of the stations will be posted at the polling centre. The final announcement will be done at national level.</p>

# POLLING CENTRE QUEUE CONTROLLER

## YOUR DUTY IS TO:

### Control the flow of people into the polling centre

- ◆ In consultation with the head of the polling centre organize a queuing plan
- ◆ Allocate the voters to the polling station queues
- ◆ Make sure the station queues do not get overcrowded
- ◆ Police can help organizing queues

### Remind voters that **ONLY VOTERS ASSIGNED TO THAT POLLING CENTRE MAY VOTE THERE**

- ◆ Refer the voters to the register posted outside to know if their names are included in that centre and in which polling station they are assigned to vote

### Remind voters that they **WILL BE IDENTIFIED** in order to vote

- ◆ Remind voters that they should have a document that confirms their identity, ready to show to the polling station staff

### Make sure the polling queues are **ORDERLY**

- ◆ Make sure that nobody pushes ahead
- ◆ Direct pregnant women, elderly, disabled or sick people to the front of the station queue
- ◆ Watch out for intimidation of voters

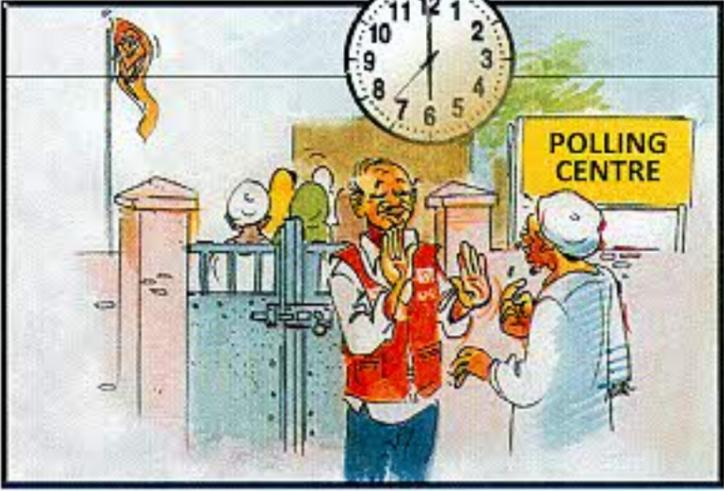
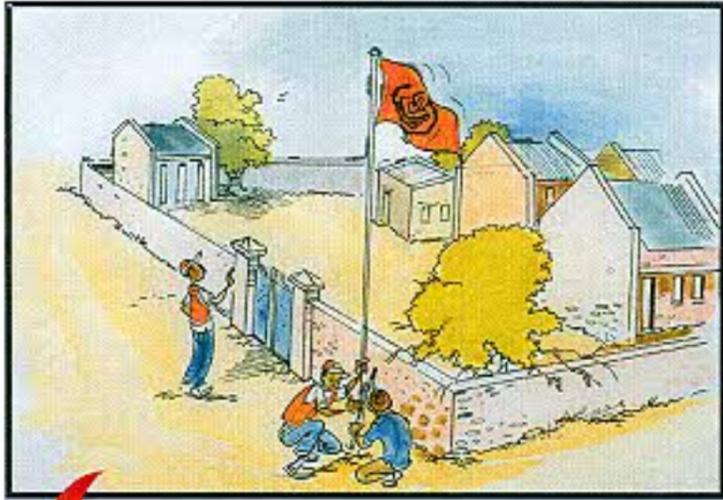
### Repair the queue barricade if it breaks

### Do not allow any person to joint the polling centre queue at 6pm sharp upon instructions from the Head of Polling Centre/ Station

- ◆ Only voters already queuing at 6pm shall be allowed to vote in their respective station.

After polling and during counting of votes, control the entrance(s) until the counting process has finished in all polling stations and all polling materials have been packed and sent to the State High Elections Committee.

If there is a disruption in the queue or if someone threatens/intimidates the voters **CALL the POLLING CENTRE HEAD.**  
You can also call the police officers in case of emergency.



# POLLING STATION QUEUE CONTROLLER

## YOUR DUTY IS TO:

### Manage the polling station queue

- ◆ Organize the queue so that only authorized persons enter the polling station
- ◆ Keep the entrance of the polling station clear
- ◆ Make sure no one pushes ahead
- ◆ Give priority to pregnant women, elderly, disabled or sick people or organize a separate queue for them  
In some places persons may prefer separate queues for men and women.
- ◆ From time to time inform the voters in queue about the range of letters (ex: A-D) assigned to that specific station

### Allow voters into the polling station one by one

- ◆ Check the left index finger of the voter to see if s/he has already voted.  
Inked voters will not be allowed to enter the polling station
- ◆ Direct voters, one at a time, to the Identification Officer
- ◆ Remind voters to have their documentation ready

### Allow other authorized persons into the polling station

Other people allowed in are:

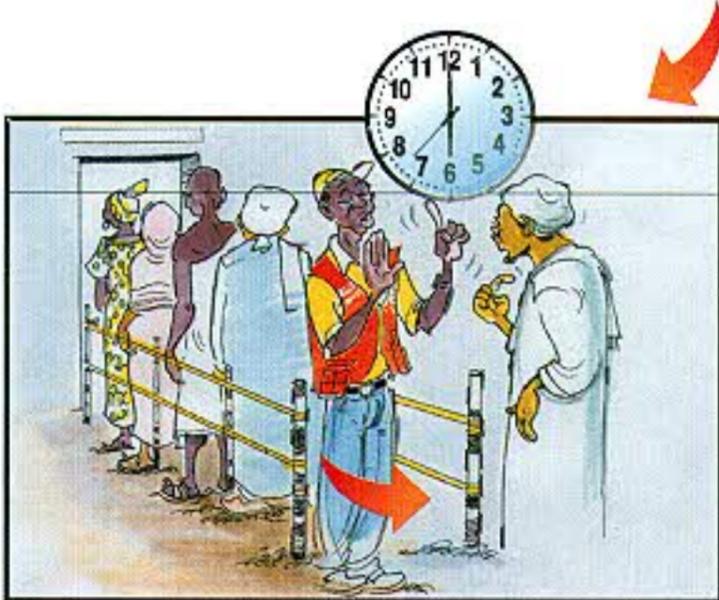
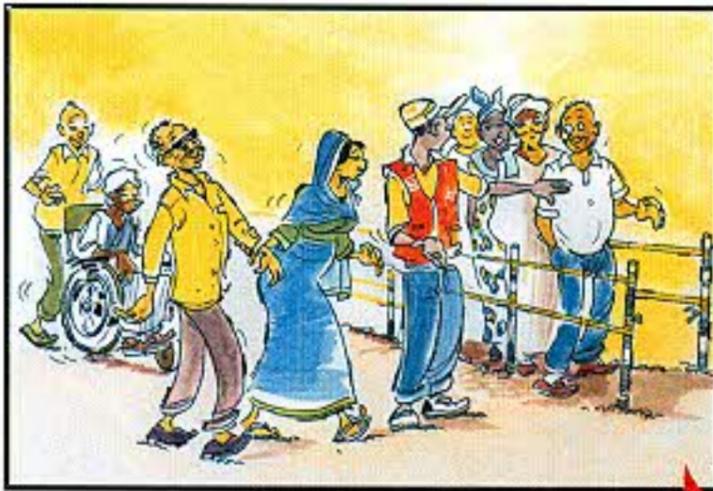
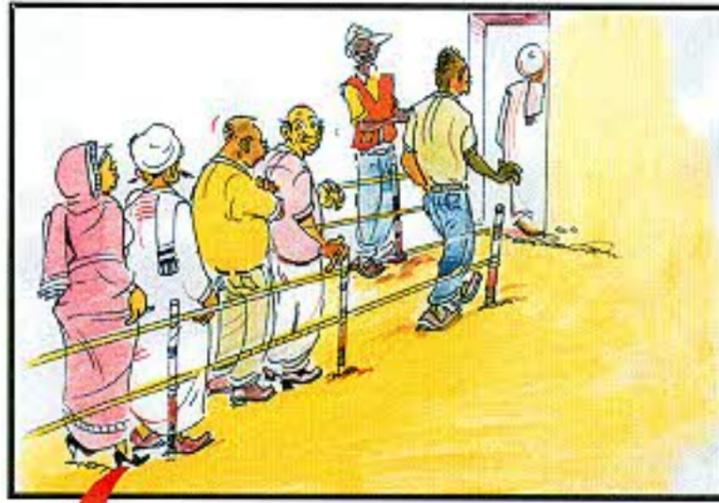
- ◆ Accredited observers
- ◆ Accredited candidates and agents
- ◆ Accredited media
- ◆ Identifiers
- ◆ NEC staff and anyone else authorized by NEC
- ◆ Police, if called by the Polling Station Head

All NEC staff must wear their NEC badges. Police will be in uniform. All other authorized people will be wearing identification badges visibly

### Make sure that the station does not become overcrowded

- ◆ Ensure that staff members inside the polling station are not dealing with too many people at once
- ◆ Stay in contact with the Polling Station Head who will indicate to slow down or to speed up the voters' flow into the polling station
- ◆ Ensure that voters leave the polling place as soon as they finish voting

If a voter needs assistance to vote or if there are any problems **CALL THE POLLING STATION HEAD.**



# IDENTIFICATION OFFICER

## YOUR DUTY IS TO:

### Check the finger for ink

- ◆ If there is ink on a person's finger s/he cannot vote. Ask the person to leave, if s/he refuses CALL THE POLLING STATION HEAD.

### Check document confirming identity

- ◆ Check the Proof of Registration (registration slip) if any (not compulsory).
- ◆ Check the identification document presented by the voter. The voter may show a Certificate issued by the local People's committee, administrative or local authority.
- ◆ If the voter does not have any document, the Identification officer may seek the assistance of the "identifier(s)" present in the polling station

If a voter does not have any of the above documents or his/her identity was not verified, s/he will not be allowed to vote and shall be referred to the head of the polling station

### Verify the voter's name on the voters list

- ◆ Look for the name of the voter in the voters list. The voters list will be arranged alphabetically. If the voter is not included in the list, the voter will not be allowed to vote.
- ◆ Only voters whose names are listed in the polling station voters' list may vote in that polling station

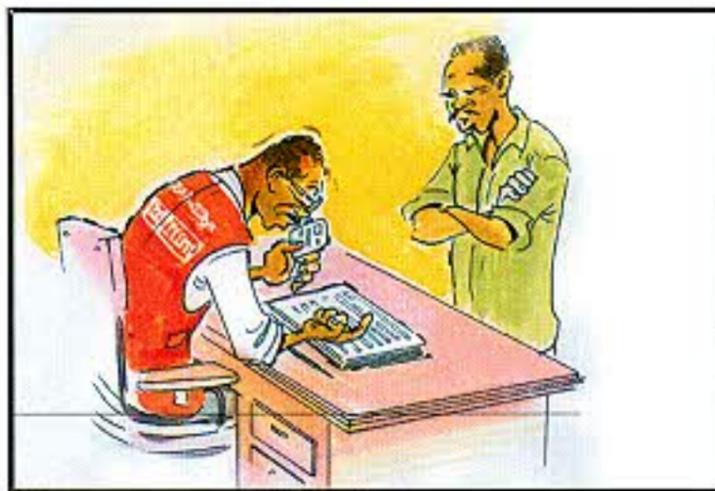
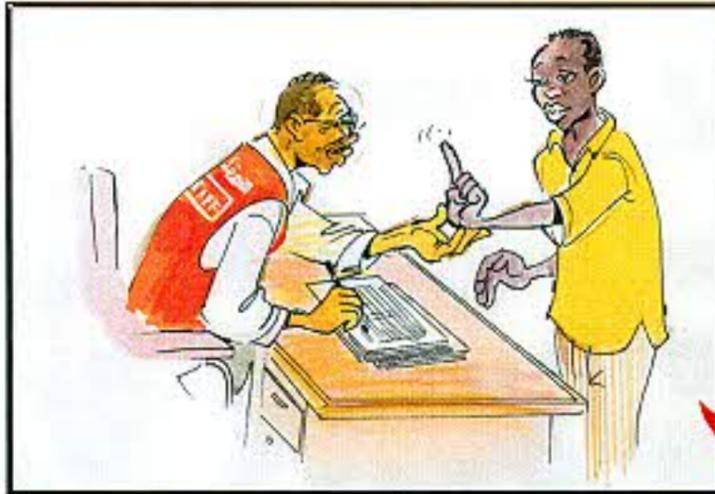
**Draw a line through the name of the voter in the voters list to show that they have voted**

**If a voter needs help in voting call the Polling Station Head. Persons who may need assistance include:**

- ◆ Blind persons
- ◆ Persons who physically cannot mark the ballot paper
- ◆ The elderly and illiterate who request such assistance

### Direct the voter to the ballot paper issuer

If you have any problems or are unsure of what to do, **ASK THE POLLING STATION HEAD.**



# INKER/BALLOT PAPER ISSUER 1

## Executive ballot papers

### YOUR DUTY IS TO:

#### Ensure voter's finger gets inked BEFORE issuing ballot papers

- ♦ Ask the voter to dip left index finger in the ink
- ♦ If the voter refuses, inform the Polling Station Head and do not issue the ballots

#### Guard the ballot papers AT ALL TIMES

- ♦ If you need a break (eg. to go to the bathroom), tell the Polling Station Head and s/he will take over your job for a few minutes

#### Give one ballot paper per election to each voter and, at the same time, explain to the voter HOW to mark the ballot papers

- ♦ Stamp the ballot papers on the back at the bottom right with the official stamp
- ♦ Show the different ballot papers and inform the voter that each one is for a different election (President of the Republic of Sudan, **President of the Government of Southern Sudan –only in the south-** and Governor) and that s/he should select ONE candidate per ballot paper
- ♦ Explain the method of voting. The explanation must be completely impartial:
  - a. “Mark in the blank circle that corresponds to the symbols/photo of the candidate of your choice” (you should not point to any of the candidates in the ballot paper as it may appear that you are showing the voter who to vote for)
  - b. “Make ONLY one mark on each ballot paper” (X) or (✓)
  - c. “Fold each ballot paper separately after marking them and deposit each in the appropriate ballot box” (you should pre-fold one ballot paper by showing the voter the way to do it and then unfold the ballot paper)
  - d. “Your choice is secret and no one has the right to know how you have voted”
- ♦ Hand the ballot papers to the voter

#### Direct the voter

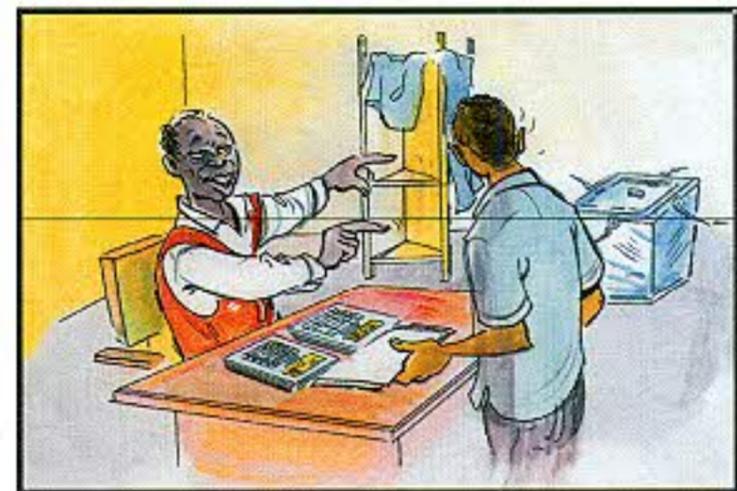
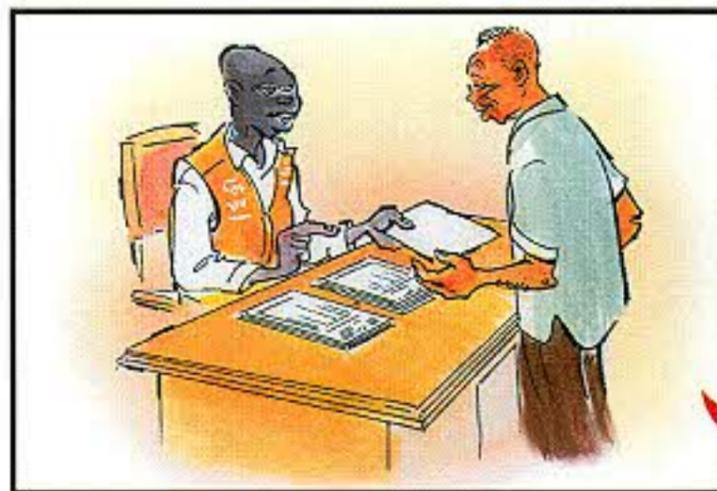
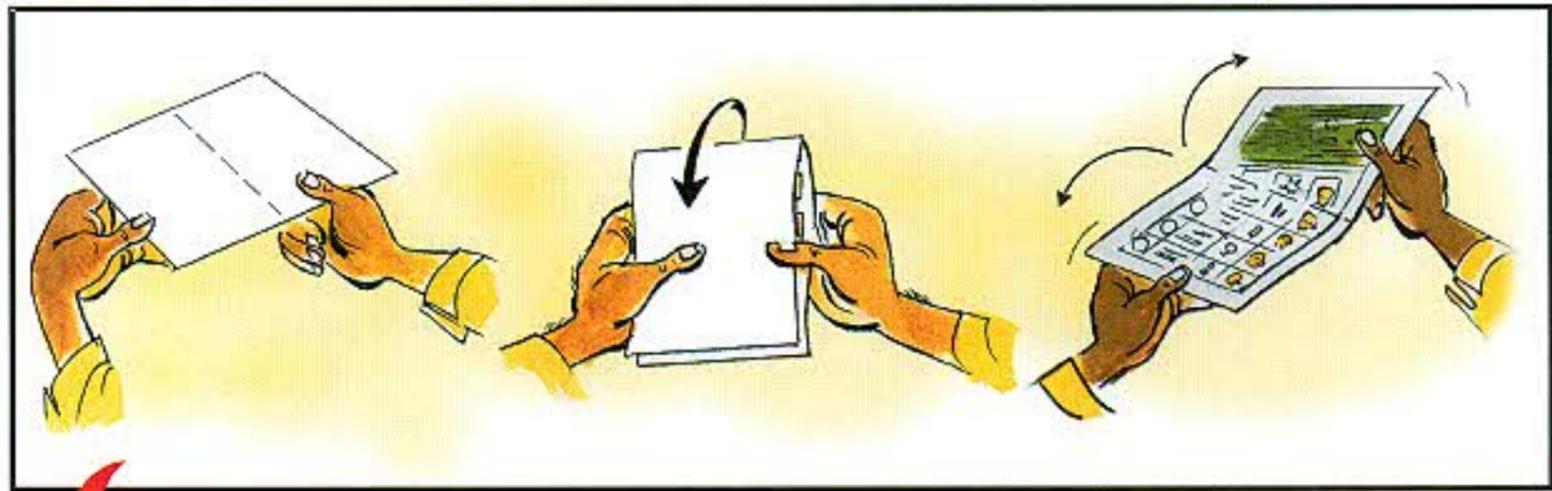
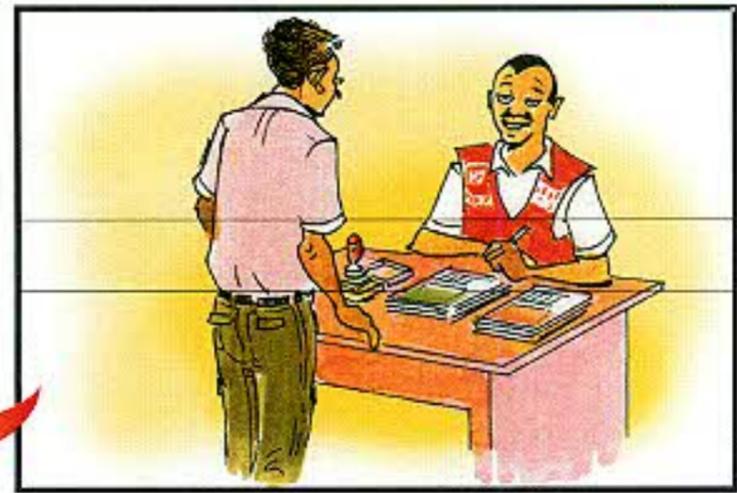
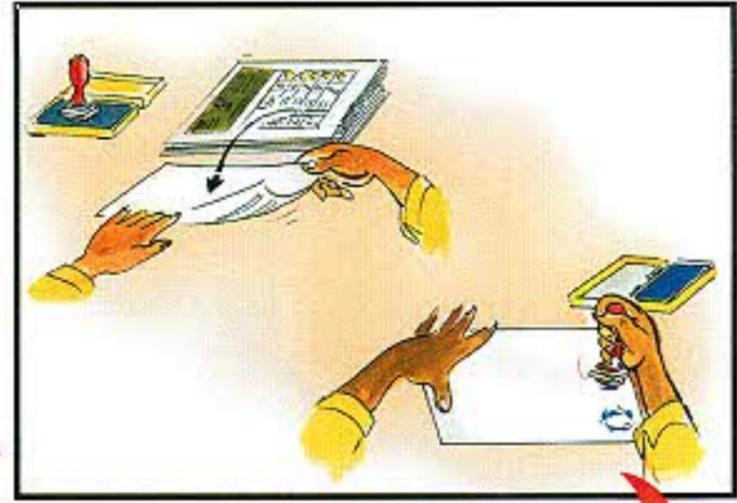
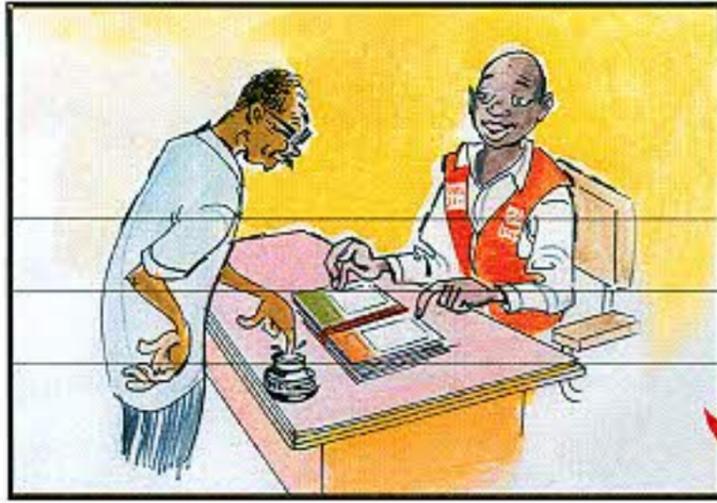
- ♦ to the voting screen to mark the ballot papers; THEN AFTER THEY HAVE VOTED
- ♦ to the ballot box in which to place the ballot papers

#### Replace spoiled ballot papers

If you spoil a ballot paper or a voter makes a mistake, and requests a new ballot paper, you must:

- ♦ Take back the ballot paper and tear the top right corner, without looking at the front of the ballot paper
- ♦ Put the spoiled ballot paper in the brown envelope provided
- ♦ Give the voter a new ballot paper

If you are running low on ballot papers, if a voter needs assistance, or if you have any other problems **TELL THE POLLING STATION HEAD.**



**BALLOT PAPER ISSUER 2 – National Assembly ballots**  
**BALLOT PAPER ISSUER 3 – State Assembly ballots**  
**BALLOT PAPER ISSUER 4 – Southern Sudan Assembly ballots**  
**(ONLY in Southern Sudan)**

**YOUR DUTY IS TO:**

**Guard the assigned Ballot Box AT ALL TIMES**

- ◆ You will guard the ballot box(es) assigned to you
- ◆ Make sure the voter puts all ballot papers received in the ballot box before you issue the new set of ballot papers
- ◆ Make sure the ballot box does not get congested by shaking the box now and then to distribute the ballot papers
- ◆ If your box gets full, tell the Polling Station Head

**Guard the ballot papers AT ALL TIMES**

- ◆ If you need a break (eg. to go to the bathroom), tell the Polling Station Head and s/he will take over your job for a few minutes

**Give one ballot paper per election to each voter**

- ◆ Stamp the ballot papers on the back at the bottom right with the official stamp
- ◆ Show the different ballot papers and inform the voter that each one is to elect different representatives (geographic, women and party representatives) for the same assembly (National Assembly, State Assembly OR Southern Sudan Legislative Assembly)
- ◆ Inform the voter that s/he should select ONE candidate/party per ballot paper following the same instructions given by the first issuer
- ◆ Hand the ballot papers to the voter

**Direct the voter**

- ◆ to the voting screen to mark the ballot papers; THEN AFTER THEY HAVE VOTED
- ◆ to the ballot box in which to place the ballot papers.

**Replace spoiled ballot papers**

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