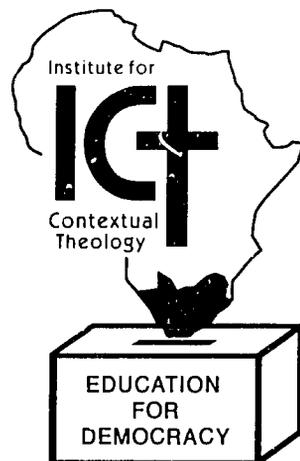


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MANUAL

TRAINERS



INSTITUTE
FOR
CONTEXTUAL THEOLOGY

Voter Education Trainers Manual

An "Institute for Contextual Theology" Publication

Compiled by Rev. Wesley M. Mabuza

Voter Education Trainers Manual

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PREFACE

EDUCATION FOR DEMOCRACY

The Institute for Contextual Theology (ICT) is engaged in a massive Voter Education Programme within the context of Education for Democracy.

ICT believes that it is not enough to embark on just educating people on how to vote. There is more to a vote than just putting a cross on a ballot paper. People need to know among other things what type of electoral system a particular party stands for, what kind of policies parties pursue, and how these parties intend to carry these policies out.

ICT is non partisan in its approach. It does not tell people what party to vote for. That is entirely the prerogative of the voters. But having opted for Education for Democracy, ICT has made it known that it is not neutral. In its theological rationale ICT states emphatically:

"... absolute ideological and political neutrality is non existent and not possible. On situations of fundamental injustice, neutrality means putting the integrity of the Gospel at stake ..."

(**Road to Democracy** - A Christian Perspective an ICT Publication).

Democracy will be a new exercise for everyone, black and white, in South Africa. Whites have been voting in South Africa in the past. However they were not voting for democracy. Voting for Democracy has very significant implications for the entire South African population, indeed for Africa itself, and our acceptance into the wider family of the world. For this reason ICT wishes to urge all potential voters to take elections seriously and assist one another towards voting for democracy and a better future for all.

The contents of this manual are by no means exhaustive. The manual is meant to give some very basic information, to encourage debate, and to facilitate a desire to broaden our understanding of democracy as we approach the first true General Elections on April 26th, 27th & 28th.

We at ICT wish to appeal to you, the readers of this manual, to take all the information which you have learnt, and pass it on and teach others like your parents or children and even your friends so that they too will be able to have an active role in this most significant moment in our history "The Election of 1994" and they will be able to have a better understanding of how Democracy functions and how to make it work.

Fr. Smangaliso Mkhathswa

ICT General Secretary

&

ICT Education for Democracy Team 1994

FIRST SESSION

1. The Trainer welcomes everybody present.

Introduces himself / herself.

Then asks the trainees to introduce themselves and briefly to state their expectations.

The Trainer may write these expectations on a news-print.

The Trainer then begins to motivate trainees by giving a brief explanation of why it is important to train in the Education for Democracy Programme.

2.1 Motivation

The main essence of this programme is not just to teach people how to vote.

The purpose is to begin to understand the meaning of Democracy and its implication.

We know that our country has not known democracy. It is important therefore to know what we are discussing. There are rights, privileges, responsibilities and duties. The citizen will want to enjoy his/her rights in a democratic country. To achieve these rights we must assist in bringing about a democratic government. Your vote is therefore very important.

People may think they do not need to learn how to vote. But on that day of voting they will find themselves in quite unfamiliar circumstances, with no idea of what a voting station looks like, and what to expect.

2.2 BRIEF HISTORY OF OUR PAST

South Africa has not known democracy. White people could vote but black people were denied a vote. That is fairly common knowledge.

Parliament was made up of a white government which made laws for everybody.

This state of the Nation led to a lot of suffering, pain and death. Since there was no culture of democracy in the country, blacks found different ways of expressing their opinion.

There were boycotts, stay aways, stonings, the armed struggle waged by the Liberation Movement, in response to the banning of these two organisations by the Government in 1960.

The Government countered continuous resistance by more repressive laws.

Continuous pressure on the Government from within the country and from the International Community eventually led the Government to a more realistic approach to the point where all organisations became unbanned in February 1990.

SECOND SESSION

What is Democracy ?

1. Ask the trainees to brain-storm their understanding of democracy.

Someone must write the responses on news-print.

2. Democracy is usually defined in the words of Abraham Lincoln found in the Gettysburg Address as:

*"Government of the people,
by the people,
and for the people."*

Democracy can be direct or representative.

Direct:

When the whole body of the people makes political decisions.

Representative:

When people elect representatives who will represent them and be responsible to them.

The essence of democracy is **tolerance**. This means moving away from the old idea that people must always conform. If they do not conform then they are against us. Democracy means the right of people to differ. To differ with others is not a privilege but a right.

The old South Africa did not encourage the idea of tolerance. The new South Africa will be different mainly because we shall be united in our diversity. That is why in democracy we talk of freedom of speech, religion, and of course a political party of your own choice.

The **secrecy** of your vote ensures that you are not intimidated by anyone as you make your mark. If everybody who votes does so freely and willfully, not being forced by anybody, then we shall have had a free and fair election.

In our situation we expect that democracy will lead to social and economic upliftment through an equitable distribution of resources.



Pres. Abraham Lincoln

THIRD SESSION

Forms of State

1. Unitary State

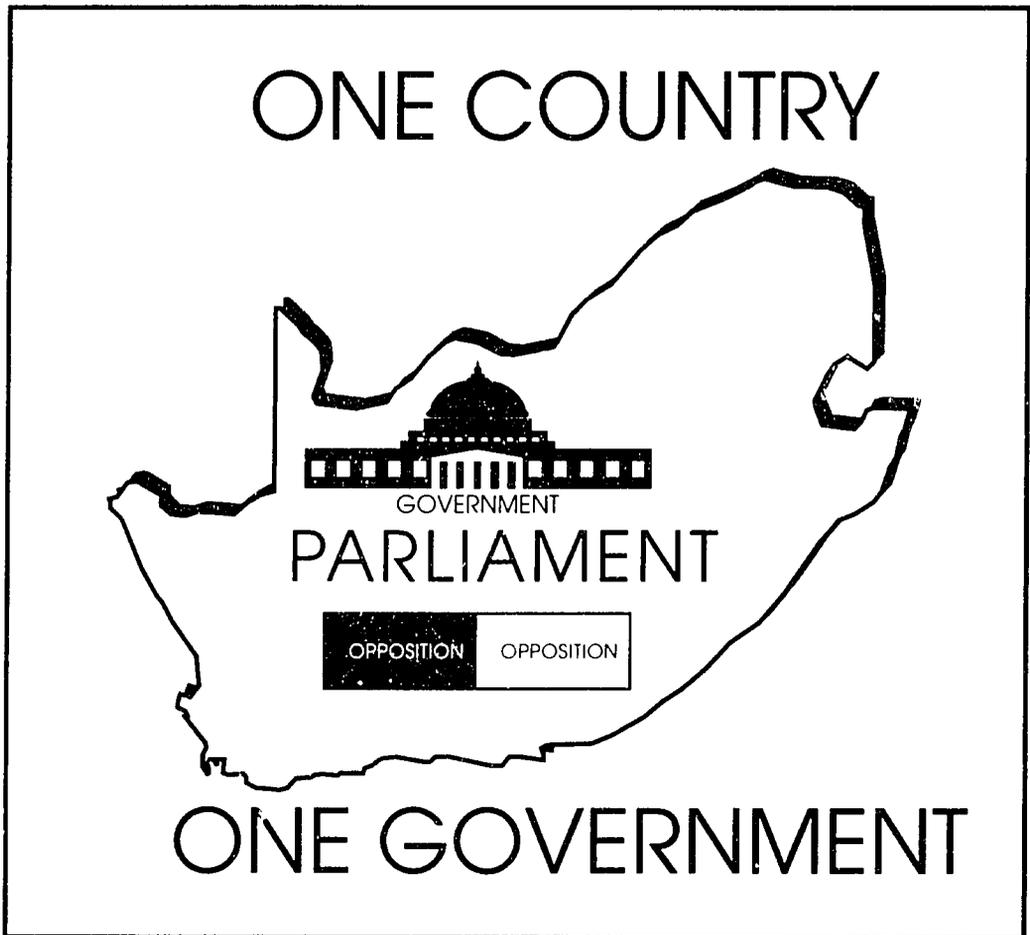
This kind of state is governed from one central Parliament with one Constitution.

The party which obtains the biggest majority forms the government.

The majority party may or may not invite other parties to form a government.

The smaller parties become the opposition.

The stronger the opposition the better the government.



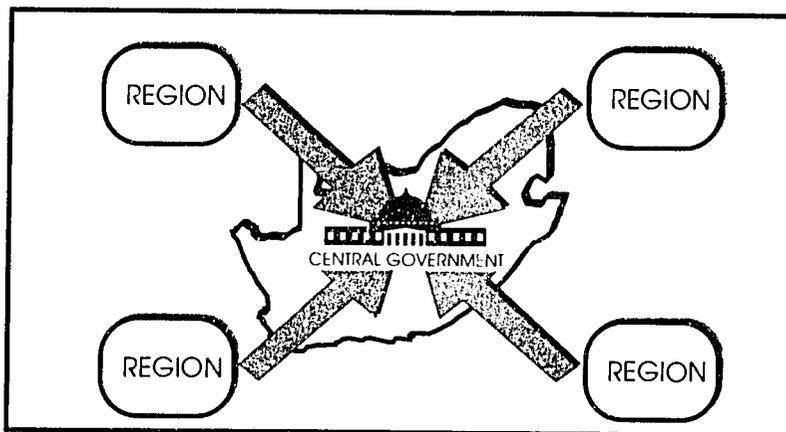
2. Federal State.

A Federal State also has a Central Government and Parliament.

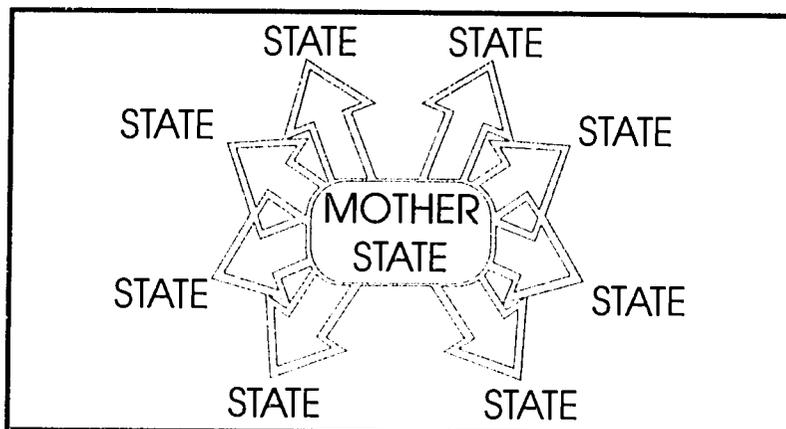
But there is a significant devolution of power to regional government.

The Central Government would deal with:

- Education and Culture
- Health
- Social Welfare and Security
- Housing
- Agriculture and Water
- Police
- Taxation (in some cases)



3. Confederal State.



This is a loose federation of independent states which co-exist with one another. Each State is autonomous, having its own constitution, defence force, police force etc

FORMS OF GOVERNMENT

We will only mention different forms of government without elaborating on each.

A government could be governed under:

- i) A monarchy or constitutional monarchy.
- ii) Dictatorship which could be military or civilian.
- iii) Authoritarian which leaves no room for criticism.

There are other forms of Government which are not relevant to us at this stage.

After the elections our country will be governed by the :

"INTERIM GOVERNMENT OF NATIONAL UNITY (IGNU) for FIVE YEARS."

The reason for the IGNU is to foster Tolerance and Reconciliation in a divided South African Community.

ICT's Education for Democracy emphasises:

**"TOLERANCE
for those who differ in views"**

It is for this reason that our programme is non-partisan.

But it is not neutral.
ICT is against injustice.

We do choose: justice against injustice,
 truth against lies
 liberation against oppression.
We cannot be neutral in this.

The most important thing about democracy is:

"TO ENJOY HUMAN RIGHTS."

These rights may be individual or collective.

To safeguard these rights there is a:

"BILL OF HUMAN RIGHTS."

A democratic government enacts laws which do not interfere with these basic human rights.

The government elected democratically governs according to a :

"CONSTITUTION"

In our situation presently we have a:

"TRANSITIONAL EXECUTIVE COUNCIL (TEC)"

The TEC was put in place at the World Trade Centre after lengthy negotiations. The TEC functions through sub-councils. Its main function is to prepare the country for free and fair elections to be held from the 26th to the 28th of April 1994.

FOURTH SESSION

Electoral Systems.

We shall not go into all the electoral systems because of the scope of our workshop.
We shall only deal with those relevant to our situation.

1. Westminster System.

South Africa has been using the Westminster System up to the present time.

Each constituency nominated a representative who would go to parliament.

Any party which obtains a majority of votes be it one or more would form the government.

This system is usually characterised as the "winner takes all".

The smaller parties become the opposition, but if the bigger party wants to pass legislation it would do it anyway.

This system does not count the overall number of votes. Hence it is possible to win elections with or without absolute majority, or even with a minority vote.

The one major advantage of this system is that the elected candidate is accountable to the voters with- in his/her constituency.

The obvious disadvantage is that this system does not cater for minorities.

Westminster System



In the Westminster System Party 1 makes all the laws, the other parties become the opposition.

Party 2, 3 and 4 having a minority of votes have no power to make any laws. Although party 2,3 and 4 may together have a majority of votes, the constituency system allows for a winning minority to govern.

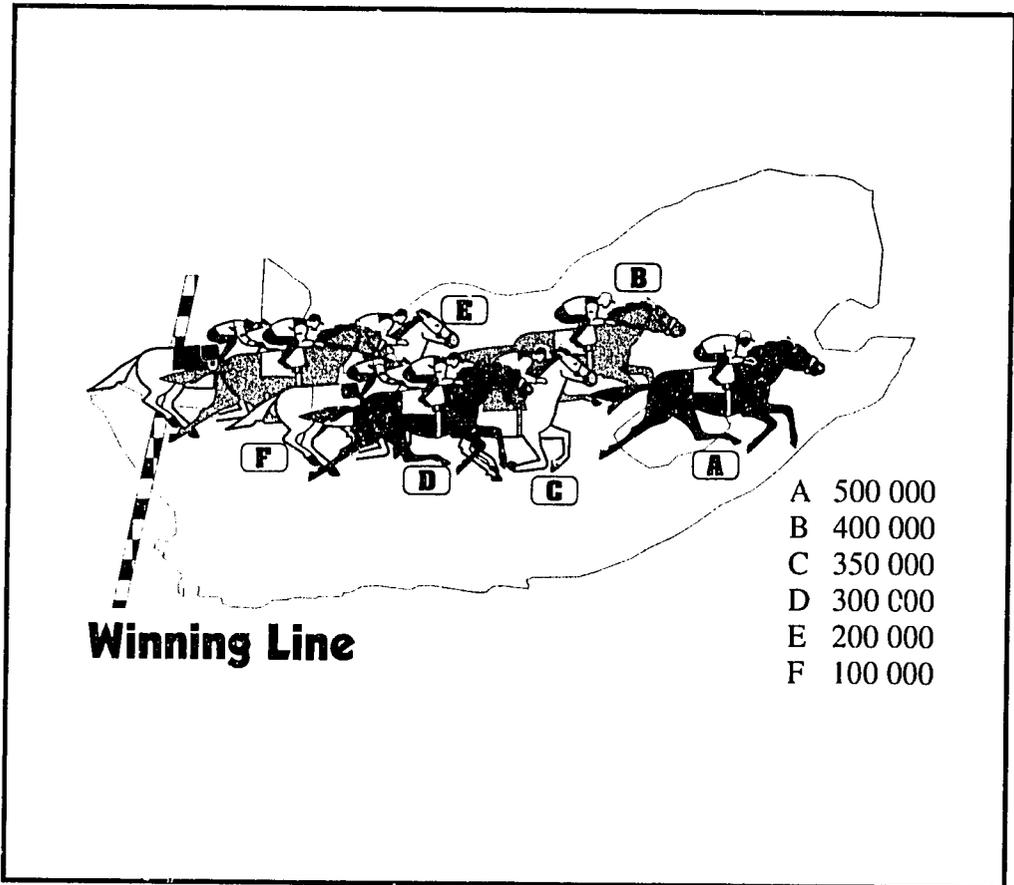
2. Proportional Representation.

In this system every vote counts. Thus any party that polls the highest number of votes forms the government.

A voter is free to cast his/her vote anywhere in the country.

Smaller parties are also accommodated in this system.

Proportional Representation differs from the Westminster system in that with Proportional Representation people vote for parties while with the Westminster system people vote for candidates who then represent their constituencies. Therefore, in the Proportional Representation system every vote counts.



All parties will be represented according to the number of votes each party receives.

In the Interim Government of National Unity any party gaining 5% or more of the overall votes will be entitled to a seat in the cabinet .

VOTER QUALIFICATIONS / DISQUALIFICATIONS

QUALIFICATIONS

Citizenship by:

- * Birth
- * Naturalization
- * Marriage

Permanent Resident

Age : 18 years and above.

- * Identity Document
- * For the 26-28 April vote a temporary voters' card is being issued. You apply for it the same way as you apply for an ID (See p14).

DISQUALIFICATIONS

- * Non permanent resident
- * Below the age of 18
- * Insanity
- * Intoxication. Eg drunkenness (on the day and time of elections)

VOTER'S RIGHTS.

- * It is one's duty to vote even though one is not obliged to do so.
In some countries it is a criminal offence not to vote. (eg. Brazil)

The following are universally respected voters rights:

- a) The Right to vote for a party of one's choice, without fear, intimidation or coercion.
- b) The Right to vote in secrecy (secret ballot).
- c) Free and fair elections.
- d) One person one vote.
(the second vote you will be making on the election day will be for a regional representative)
- e) Free and unhindered access to every party's views and manifestos or positions.

ELECTION OFFICIALS LIKELY TO BE FOUND AT A VOTING STATION AND THEIR DUTIES:

1) ELECTORAL OFFICER:

- To ensure that the ballot box is empty before voting .
- To seal the ballot box after voting.
- He/she is responsible for the transportation of the ballot box from the voting stations to the counting centre after voting has taken place.

2) PRESIDING OFFICER:

- Opens and closes the voting station.
- Ensures that voting proceeds smoothly.
- Administers the oath of secrecy (all electoral officials at the voting station and counting centre must make an oath of secrecy).
- Counts the number of unused ballot papers before the counting of votes cast begins.
- Opens the ballot box (in front of monitors and party officials) before voting begins.
- Shows voters where to go.

3) IDENTITY DOCUMENT CHECK OFFICER:

- Ensures that voters are in possession of appropriate documents required for voting.

4) HANDS CHECK OFFICER:

- Using an ultra violet lamp/light he/she determines whether a person has voted previously or not.

5) HANDS MARKER

- Dips the hand of the voter into ultra-violet ink to ensure that he/she (the voter) votes once.

6) BALLOT CLERK

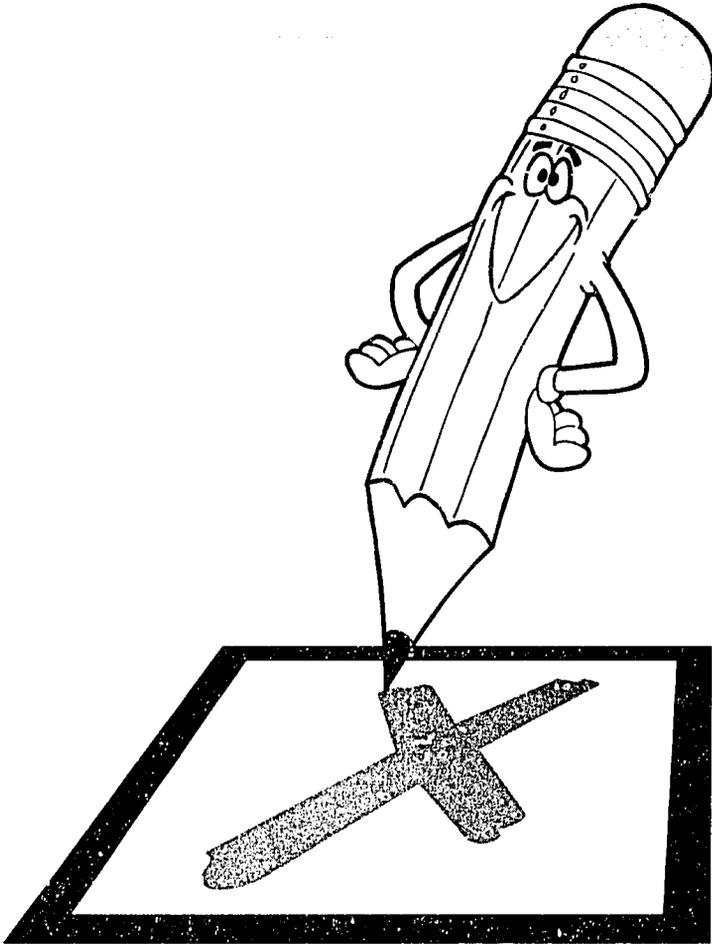
- Hands out ballot papers.

7) PARTY REPRESENTATIVES AND MONITORS

- Watch the voting proceedings and observe how many people have voted.
- Observe the opening (before voting) and sealing (after voting) of the ballot box.
- Observe the counting of votes.

8) POLICE & PEACE KEEPING FORCE

- Maintain order at the voting station.
- Apprehend unruly elements.
- Ensure that voters are not intimidated at the voting station.



NB - In the present Interim Constitution there is a two-ballot system. Each person will vote twice. One vote is for a National representative and another is for a Regional Representative. Voters may vote for one party on the National level and vote again for the same or a different party on the Regional level. This needs thorough explanation so that the people may not be misled, out of ignorance, into thinking that the second vote is definitely for a second party of their choice.

WHAT TO DO ON APRIL 26, 27 & 28

When you arrive at a polling station on Wednesday April 27 you might have to stand in a queue for a short while. Then you will enter a large room or hall (see picture) in which there will be no political parties to harass you or canvass your vote. This is a "neutral zone". The people sitting at the tables are electoral officials and the people standing around are monitors who come from the churches or from other countries to make sure that the elections are free and fair.

Step 1

At the first table as you enter, an official will check your ID book to make sure that you are a South African citizen or permanent resident, that you are 18 years old or more, and that you have not already voted earlier that day. If you had already voted your ID book would be rubber-stamped.

Step 2

At the second table they will double check that you have not voted before by asking you to put your hand under an ultraviolet light. If you had already voted on that day, the invisible ink on your hand would show up on the ultraviolet light machine. If you have not already voted the machine will show that your hand is clear. Please note that it is an offence to try to vote twice.

Step 3

Because you are now going to vote, the official at the third table will stamp your ID book and wet your hand with invisible voting ink. This ink is not dangerous and it will wash off in a few days. In any case it is invisible except when your hand is under ultraviolet light. This mark on your hand has nothing whatsoever to do with any mark you may read about in the Bible. It is simply a way of preventing people from voting more than once.

Step 4

At the fourth table you will be given a ballot paper. A ballot means a vote, and a ballot paper is the paper on which you will cast your vote. But don't write anything on it yet. Just take the ballot papers and go to the next place which is called a voting booth.

Step 5

A voting booth is like a public telephone box. The reason why you have to go to this booth is that your vote is a secret and in this booth no one will be able to see who you vote for. Once you get into the voting booth take a very careful look at your ballot paper. You will see a list of all the political parties who are participating in the election. Don't hurry. Take your time. When you are sure which party you want to vote for, take the pen provided in the booth and put a mark next to the party of your choice. Your name does not appear anywhere on the ballot paper and you must not write your name anywhere on it. This is a secret ballot and nobody will ever know who put a cross (X) or any other mark which clearly denotes your choice next to that political party on that particular ballot paper. It is your secret. Now fold your ballot paper once so that no one can see who you voted for when you leave the booth to go to the ballot box.

Step 6

The ballot or voting box looks like a post box. You must now take your folded paper and put it through the opening in the ballot box just as if you were posting a letter in a post box.

Step 7

Now with the double ballot system, you will move on to another table where you will be given a new ballot paper. This ballot paper will be your regional ballot paper where you will be voting for a regional representative.

Step 8

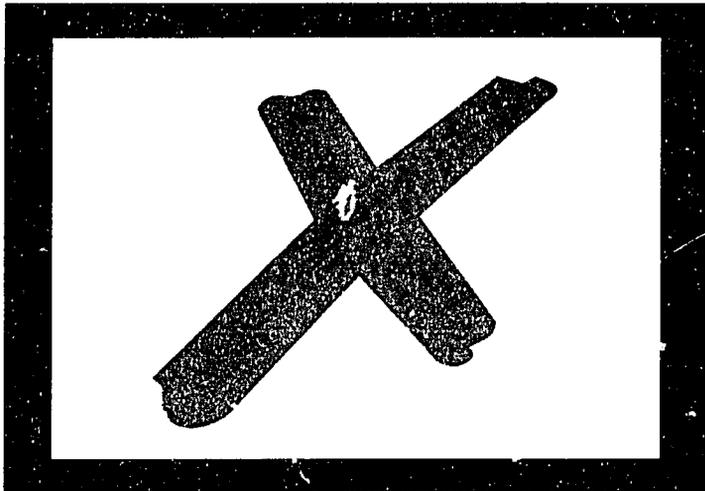
Now you move on to the second voting booth where you make your cross (X) or any other mark which clearly denotes your choice next to the party of your choice for your region.

Step 9

Take your second ballot paper and do as you did with your national representative ballot paper i.e. drop it into the second ballot box .

That's it . You can now leave the polling station with the certainty that you have done your Christian duty. You have had your say in the elections of a new government for South Africa.

NB: The 26th of April is specifically for those who have disabilities which may hinder their access to the voting booth stations and may therefore need special attention.



ALL YOU NEED TO KNOW ABOUT VOTING

What to do before April 26, 27 & 28

You should get an ID book if you don't already have one. You will need this to prove that you are a South African citizen and that you are at least 18 years old.

It is very easy to get an ID book.

Go to the nearest Home Affairs Office or Magistrate's Court or Tribal Authority Office.

Take any document that can prove your date of birth:
a birth certificate
or a baptismal certificate
or an old reference book (dompas)
or a letter from the chief of the place where you were born,
or from the owner of the farm where you were born, or from
a school you attended as a child.

You will need two passport-size photos of yourself. The Home Affairs or Magistrate's Court or Tribal Authority will give you a letter which will enable you to have your photo taken free of charge (if you cannot afford it).

If this is your first application for an ID, the ID book is also free (if you cannot afford it).

If you are asking for a re-issue of your lost ID book:

- 1) You will have to fill in an ID application form.
- 2) Your fingerprints have to be taken.
- 3) Later you will have to come back to fetch your ID book.

NB: In order to obtain a temporary voter's card, simply dial this **toll-free number 0800-113937** and give the operator an indication of where you live, ask where the nearest temporary voter's card station is and when it will be open.

If there is a delay in you receiving your ID document, you may apply for a temporary voter's card at the same place as where you go and apply for your ID.

Before April 27 you should also try to find out what each political party stands for. You choose to vote for a political party because you think its policies or plans will be good for South Africa, not just because you or your family have always been associated with that party.

Some time before the election each party will publish its policies and its proposed future programmes in the form of a manifesto. Study each of the manifestos and make your choice in terms of your Christian principles of love, justice, peace, concern for the poor, equality, freedom and accountability.

Before April 27 find out where your nearest polling station will be. However, you do not need to go to the nearest polling station. You can go to any polling station you like.

The Double Ballot how it will work

The double ballot system has been approved by parliament . The way it will work is as follows:

After the first ballot paper has been completed and dropped into the ballot box for the national representative, the voter moves on to collect the second ballot paper for a regional representative.

He/she then goes to the voting booth, makes his/her cross (X) on it or any other mark which clearly denotes his/her choice and then goes and drops it into the second ballot box. The voter may vote for the same party as he/she voted for in the national representative, or may vote for a different party to represent their region .

WHAT HAPPENS AFTER APRIL 26 - 28 ?

Before the results of the voting are made known, there will have to be an announcement about whether the elections were free and fair.

Free and Fair Elections

Our leaders sitting around the negotiating table have gone to a great deal of trouble to ensure that the election of April 27 will be free and fair, that is to say, that there will be no cheating, no dirty tricks and no intimidation. A Transitional Executive Council (TEC) has been chosen by the negotiators to level the playing field. The TEC has appointed a special Independent Electoral Commission for the election including the arrangement that there will be thousands upon thousands of monitors from churches or religious bodies and from other countries who must watch and see that there is no cheating or intimidation.

As Christians we must make quite sure that we do not intimidate other people and that we do not allow anyone else to intimidate us. To intimidate someone means to frighten them with threats in order to force them to vote in a particular way. Intimidators may tell you that you will lose your job if you vote for this party instead of that party. Other intimidators will threaten you with violence like beating you up, burning your house or even threatening to kill you. If anyone tries to do this to you, report them to an electoral official or a monitor, or just listen to them but then go and vote according to your conscience. Canvassing is not the same as intimidation. Canvassing takes place when political parties put up posters, hold up rallies, go from door to door, or argue their case on the radio and television. They are canvassing for their political party. It is only if and when they threaten voters that we speak about intimidation.

After the counting of the votes, the Independent Electoral Commission will announce that the election has been free (no intimidation) and fair (no cheating), or that the elections were not free and fair. In that case, South Africa will have to hold another election.

Proportional Representation

The result will tell us how many votes each political party received. In this election we vote for a party and not for a person. The more votes a party gets, the more seats it gets in the National Assembly and in the regional or provincial parliaments. This is called proportional representation.

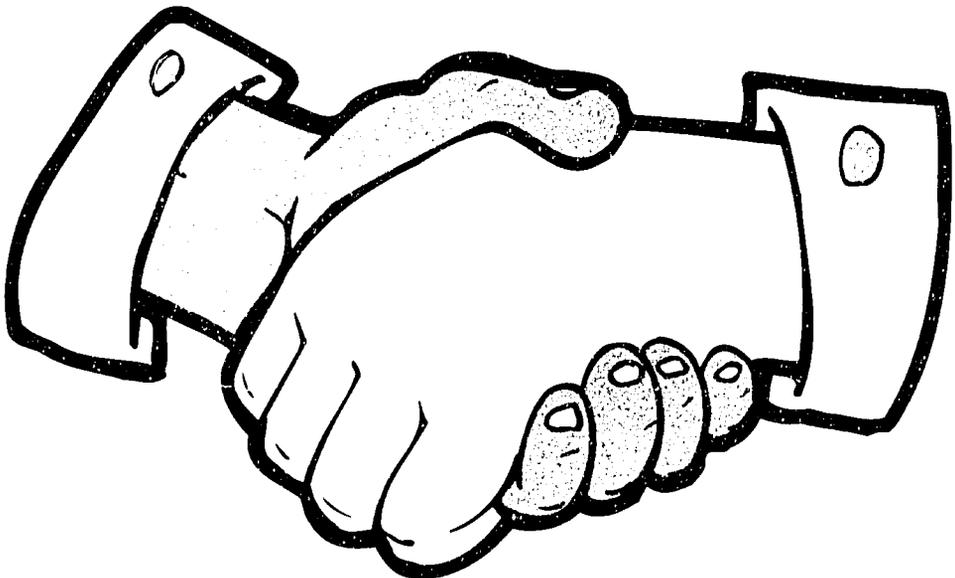
In some countries people vote for a particular person in each area or constituency. The person who gets the most votes in the constituency then gets the seat in parliament or National Assembly. This is called the Westminster system.

Everyone agrees that proportional representation is the most suitable and effective system for South Africa at this stage. Moreover, the new interim constitution requires that our first National Assembly will have to be a Government of National Unity, that is to say, will have to include the opposition parties provided they get more than 5% of the vote. It will be important to remember this as you listen to the results of the voting.

Accepting the Results

Democracy means, among other things, that we are willing to accept the results of a free and fair election even if the party of our choice loses the election. The churches will have a very important role to play after April 26-28 persuading people to accept the newly elected government as morally and legally legitimate no matter which party has the majority. There will be a minority of South Africans who will find it very difficult to give their loyalty and support to a democratically elected government because they do not like the party that won the elections.

We as Christians must try to help such people. In a democracy people are free to have different opinions. They can and should be critical of the government and try to get another party elected next time. But all of us must accept that whoever wins a free and fair election will be the legitimate authority in the country until the next election.



ACTUAL *FACILITATION* OF A VOTER EDUCATION WORKSHOP

Introduction: Introduce your organisation and let the participants introduce themselves and their organisations.

- Step 1** * Inform and motivate participation for the sake of the success of the workshop.
- * Give a brief background of your organizations involvement in voter education.
- * Thank the participants for their attendance.
- Step 2** * What is the importance of elections.
- * What is the political situation in our country (state of the nation).
- Step 3** * Explain the different electoral systems with an emphasis on "Proportional Representation".
- Step 4** * Explain the Electoral Law. (If you are in possession of one)
- Step 5** * Explain voting qualifications and disqualifications.
- Step 6** * Explain what a ballot paper is.
- Step 7** * Explain what is meant by " secret ballot " and why we have to vote by means of a secret ballot.
- Step 8** * Explain what a ballot box is.
- Step 9** * Explain the role and duties of Election officials which will present at the voting station during the elections.
- Step 10** * Explain Voter's Rights and obligations.
- Step 11** * Explain the role of the media before elections.
- Step 12** * Conduct mock elections.
- * Allow participants to make mistakes so as to learn from them after being corrected.
- * A voter education without mock elections is a futile exercise.

HOW TO *RUN* A VOTER EDUCATION WORKSHOP

Have clear guide-lines concerning the nature of the workshop. Is it an ordinary voter education workshop? or are you going to train potential trainers ?

- Step 1** * Make it clear your approach is non-partisan but not neutral and non-political.
- * Define specific aims and objectives so as to be able to evaluate them at the end.
- Step 2** * Know your target audience very well, i.e their background.
- Step 3** * Structure the programme to your target groups level of understanding and expectations.
- Step 4** * Structure your programme logically.
- Step 5** * Decide on the method of presentation e.g. visual aids, debates, group discussions, role play etc.
- Step 6** * Encourage Feedback from participants so as to evaluate the workshop afterwards.



HOW TO *ORGANISE* A VOTER EDUCATION WORKSHOP

CHECK LIST:

- * Be systematic in what you are doing.
- * Be familiar with conference centres and venues, know and identify them.
- * Identify and list the names of participants (register their addresses).
- * After making a first contact with people you are to teach, follow-up with a formal letter of invitation, state the purpose, possible dates and travel arrangements.
- * Organise transportation of organisers and participants in good time.
- * Clearly identify among participants (or even outside them) the speaker (s) who will motivate participants to vote in the elections.
- * Decide who will take minutes during the workshop.
- * Information package : Decide what type of information package you will need.
- * Decide on who will facilitate the different sessions.
- * If you invite the media, send details in good time.

