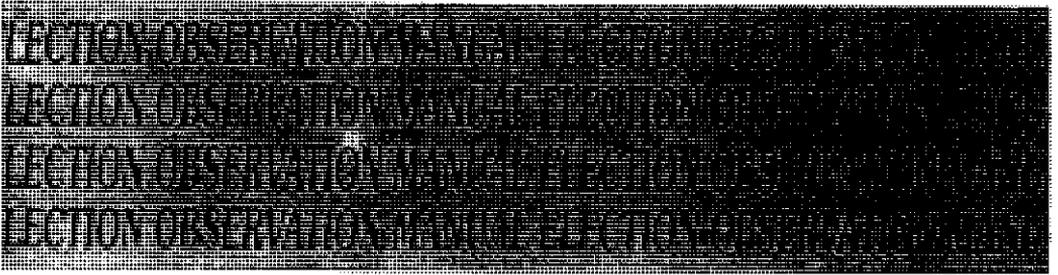


PN-ACG-844

# Election Observation Manual



**Election Monitoring Working Group**

## **Eighth National Parliamentary Election**

# **Election Observation Manual**

### **Welcome**

Thank you for coming to work as an election observer. This manual has been prepared to give a realistic idea about efficiently observing the election, which will help with field level work after the training period.

A neutral observer's role is very important in ensuring the election process fully reflects the people's will at the 8th Jatiyo Sangsad (Eighth National Parliament). Election Observers must be staunch believers in the concept of fair and neutral election through which people can establish a legal and democratic government.

### **What is a free and fair election?**

A free and fair election is an election that is held in an environment devoid of negative show of strength, bribery, application of force, terrorism or any such activity that may create an obstacle to reflecting the people's wishes.

Through this process secrecy of the vote is guaranteed, votes are counted accurately and results are announced within the stipulated time.

In the Universal Declaration of Human Rights (Sec 21, Clause 3) the following has been determined as a universal standard:

"People will be the basis of a government. This shall be reflected through the application of universal and equal right of franchise through free and secret ballots."

### **What is election observation?**

Election observation means observing the entire process of an election from a completely non-partisan and neutral position, to see where and what is happening and whether the election is being conducted from beginning to end, in according with rules and regulations.

### **Who is a non-partisan neutral observer?**

An observer must be non-partisan and neutral. Being neutral means that the observer will not work for or against any political party in any way. An impartial observer shall not, through public speaking, gesture, using any party insignia, or through any behavior, show any preference for any political party or individual candidate. Observers shall work for the preservation of the election process. However, the observer can cast his/her own vote.

To be easily identified, every observer must have an accreditation card issued by the Election Commission and if needed, shall also exhibit the ID of the organization that she/he represents.

### **Code of Conduct for Election Observers**

- Observers will carry the identification card provided by the Election Commission and show such accreditation, if requested, by the concerned election authority.
- Observers will maintain strict impartiality in the conduct of their duties, and shall at no time, express any bias or preference for any party or candidate, reference any contentious issues or participate politically in the election process.
- Observers will not display or wear any partisan symbols, colors or banners.
- Observers will undertake their duties in an unobtrusive manner, and will not interfere with the election process, polling day procedures, or the vote count.
- Observers may bring irregularities to the attention of the election officials, but they must never give instructions or countermand the decisions of the election officials.
- Observers will base all conclusions on well-documented, factual and verifiable evidence, and -
- Observers must comply with all relevant rules and regulation.

### **Rights and Responsibilities of Observers**

- Observe the voting process without actually watching a voter mark a ballot.
- Be present at the opening of the polling center when the voting materials are being checked and the empty ballot box is sealed and locked.
- Remain in the polling booth to observe casting of votes from start to finish.
- Address comments and observations to the Presiding Officer, and
- Remain in the polling center for the counting of the ballots.

## **IRREGULARITIES LIKELY TO TAKE PLACE AROUND ELECTION-TIME**

### **Prior to voting**

- Transfer of administrative officials, who will later work as Returning Officers or Assistant Returning Officers, to particular constituencies with a view to resorting to manipulation of the polling process,;
- Abduction of candidates, and bribe or offer of other benefits, or obstruction submission of nomination papers through intimidation;
- Establishment of polling stations in distant or inconvenient places, where access by voters would be difficult, but convenient for others to stuff the ballot boxes with false/fraudulent votes;
- Influence of voters with assurances of monetary gain, loan, temptation or promise of jobs;
- Offers of financial benefits or temptation of jobs to persons related with election and law enforcing agencies to ensure victory on election day through fraudulent means;
- Creation of obstacles or intimidation of voters or supporters of a candidate or party or their adversaries so that they can not cast their votes;
- Creation of a reign of terror in the polling station on the day or night before or the morning of election day so that voters do not turn out to vote;
- Influence of voters by spreading lies such as withdrawal or disqualification of a candidate for his/her alleged ineligibility; and
- Creation of confusion amongst the voters by changing polling centers on the day prior to the Election Day.

### **During Votes**

- Buying votes through exchange of cash;
- Casting a vote on the pretext of being some other voter;
- Casting a vote more than once by removing the indelible ink mark;
- Supplying more than one ballot paper to a voter;
- Creating obstacles for those going to the polling station;
- Creating pressure to cast votes in favor of a particular candidate, on the pretext of helping lame, blind or handicapped voters;

- Stuffing ballot boxes with white papers instead of ballot papers and showing them in the areas surrounding the polling station, so as to create doubts in the minds of the voters;
- Forcibly evicting agents of the other parties or lure them to take part in fraudulent activities,
- Creating obstacles to secret voting;
- Creating a reign of terror or chaos in a polling station, hindering voters in casting their ballots;
- Filling the ballots boxes, at the end of the day, with unused ballot papers;
- Delaying the system by creating obstacles in the voting or electoral process; and-
- Creating a melee inside a polling station so that one party can cast false vote.

#### **After the votes**

- Reading the ballot papers incorrectly, i.e., not reading out the symbol that has been stamped but reading out a different one at the time of vote counting;
- Evicting the agents of a candidate or election observer or obstructing his/her work at the time of counting;
- Recording wrong information in the tally sheet;
- Making actual results seem incredible in the minds of the people, spreading various kinds of confusing stories even before the vote counting ends;
- Publicizing incorrect result sheets or spreading mistaken or false results;
- Supplying untrue or false information to the office of the Returning Officer;
- Making up result sheets by hurriedly destroying election materials; and-
- Hijacking or stealing election materials on their way from the polling centers to the Returning Officer's office;

### **DO'S FOR THE OBSERVERS**

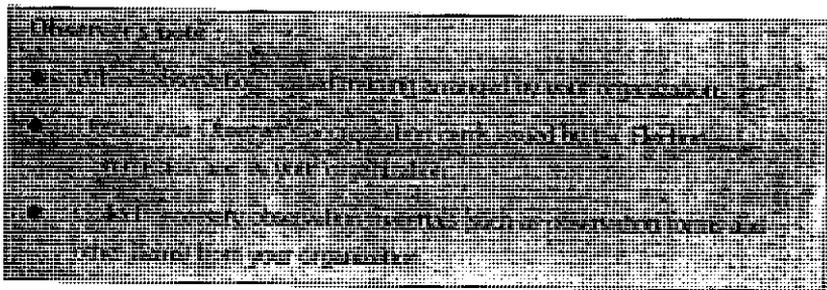
#### **Prior to Election Day**

Organizations interested in observing election-day procedures shall organize training programs for election observers one or two weeks prior to the Election Day. This booklet should be distributed amongst the observers to facilitate their work.

Training should focus on the roles and responsibilities of the observer and on the application of observer guidelines. Training should also include a thorough discussion on the Polling Booth Observation Form and the Vote Counting Form to ensure that observers are confident about filling them out properly.

Please note that 2 copies of the Polling Booth Observation Form and Vote Counting Form have been attached to this manual. One set of forms is to be retained for your own organization while the other needs to be sent to the EMWG network office, through the Union Coordinator. If there is time, training can include a simulated mock election and vote count. During that time, observers can play the role of election workers to enable them to have a better idea about the whole process. Instructions should include a process for announcing the results after election.

Observers must be issued with appropriate accreditation cards for entering the designated polling booths. They should also be clearly told where to submit monitoring forms.



## **Security**

Your security is of paramount importance. If, for any reason, you feel it is not safe to observe in a particular area, then do not go there. The only information required from such areas is that it is unsafe to observe, which is important because it is a clear indication that the environment is not conducive for conducting free and fair election.

If there is a violent incident or threat of violence while you are at a polling center, remain calm, and leave the area as soon as possible. **DO NOT RETURN!** Violence, or the threat of violence will keep voters from coming to the polling center, and the results from a center where such an event has occurred should be invalid.

## **The Polling Center and Polling Center Staff**

The Presiding Officers and Assistant Presiding Officers are selected by the Returning Officers and come primarily from the government, although they can also be drawn from non-governmental organizations. No one who has worked for a candidate may be employed in the polling center.

The polling center must be established in such an area that is easily accessible to voters. It must be large enough to ensure secrecy and impartial casting of votes. No polling center should be established under the ownership or control of a candidate. The list of candidates' names and their respective party symbols should be hung outside the polling center.

### **Observer's Note**

- Show your Observer accreditation card to the election officials in the polling center, establish a good rapport with them and tell them about the materials you have brought with you;
- Pick a spot inside the polling booth from where you will observe election-day proceedings;
- Fill out the top portion of the Polling Booth Observation Form;
- Record on the Polling Booth Observation Form the total number of voters for the center you are observing, include separate figure for male and female voters (Item 8 of the first part of the Polling Booth Observation Form).
- Record on the Polling Booth Observation Form the total number of ballots. Write down the serial number of the first and last ballot (Item 9) of the Polling Booth Observation Form.

### **Booths and Agents**

If a polling center has only one booth, a candidate or his/her agents can appoint up to two polling agents for that center. If the center has more than one booth, the candidate or his/her agents can appoint up to five polling agents for that center. A notice of the appointments must be given to the Presiding Officer.

### **Before the Polling Station Opens**

At least one and a half hour before the polling center opens, the Presiding Officer will:

- Ensure that every ballot box to be used is empty;
- Deliver the empty ballot boxes to Polling Officers, who will sign a receipt that includes the serial numbers of the boxes received. Polling Agents may also sign the receipt forms, if they so desire;
- Show the empty ballot boxes to any polling agents or observers present, then close and seal the boxes;
- Place the box so that it is easily accessible to voters, and within sight of polling agents and observers.

Only ballot box can be utilized at any polling booth at a time. If a ballot box becomes full during the poll, the Presiding Officer may seal the box and store it in a secure location. (It should remain in plain sight of observers and polling agents) and prepare another ballot box in the manner described above.

The Presiding Officer shall ensure that the booth or screen is erected in such a way that every voter can mark and fold his/her ballot in secret.

#### **Observer's Note**

- You should arrive at your assigned polling booth by 7:30 AM on Election Day
- You should remain until the ballots have been counted and results recorded.
- Make sure you have the necessary election related materials (accreditation card, two copies Polling Booth Observation Form, two copies Vote Counting Form, paper, pen etc.)
- On Election Day you should wear your organization's t-shirt or hat, if available.
- Observe the voting process from start to finish,
- Check to make sure that all of the required polling materials are present in the center (ballot papers, seal, indelible ink, ballot box etc.)
- Ensure the ballot boxes are empty before sealing.
- Before polling begins you should check inside the booth to ensure that no campaign literature or posters have been placed inside.
- Observe if the secrecy of the balloting process is followed.
- Observe if all agents are present in the polling center to ensure that the names of their candidates have been collected.

#### **During The Poll**

Polling should commence at 8:00 o'clock. When voters enter the station their fingers will be checked for signs of ink. If no ink is detected, a finger will be marked with indelible ink. If any ink is detected, the voter will not allowed to cast a ballot and must leave the station. If any voter refuses to receive an ink mark on their finger they will not be allowed to cast a ballot and must leave the station.

After his/her finger is inked, a voter will present himself/herself to the next official, who will locate his/her voter serial number and check his/her name on the voter roll. If the name is present, the official will call aloud the name and the number of the voter, and a mark will be placed on the roll next to the name to indicate that a

ballot paper has been issued. An official will tear a ballot paper from the ballot book, stamp the official mark on the back of the ballot, and give the ballot to the voter. The official will then write the registration number of the voter on the counterfoil (the counterfoil is the stub of the ballot that remains in the book), and ask the voter to sign or thumbprint the counterfoil.

After receiving the ballot the voter will go to the booth and mark the ballot in the space containing the name and symbol of the candidate of his or her choice, then fold the ballot so that the official mark on the back of the ballot is visible. If requested by a polling official or polling agent, a voter must show the official mark before dropping the ballot in the box. After casting a ballot the voter must immediately leave polling station.

If a voter is blind or incapacitated so that he cannot cast a ballot without assistance, the Presiding Officer will allow a companion to assist the voter.

If a voter spoils a ballot paper, he/she can request another ballot, and the Presiding Officer will cancel the spoiled ballot and the corresponding counterfoil, and place the ballot in an packet labeled "spoiled ballot papers".

The polling station will close at 4:00 PM. If some voters are still on queue at 4:00 PM they will be allowed to continue the process, but no one else will be allowed to join the queue.

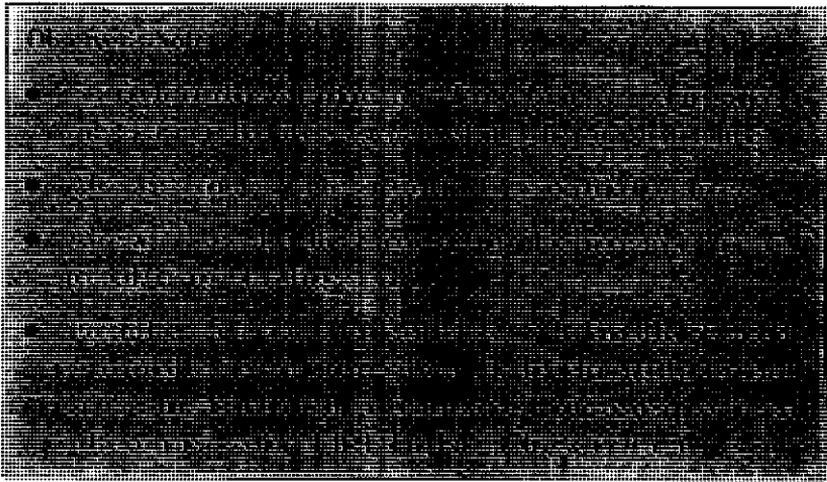
**Observer's Note**

- Are polling stations still tracking to see if voters' fingers have been marked?
- Are they allowing people with ink on their fingers to vote?
- Are fingers re-inked with ink?
- Is the official ink being used?
- Is the ink mark made so that it crosses the outline and ink?
- Have voters in the Polling Booth (Observation Booth) been observed to mark their fingers with ink?
- Are officials asking for the voter's registration number if their fingers are marked with ink?

## **Tendered and Challenged Ballots**

If a voter comes to the station and finds that someone else has already voted in his or her name, that person is entitled to cast a tendered ballot. Their name and number will be entered in a (special) tendered ballot list, and their ballot paper will be marked with their name and number and placed in a separate packet endorsed with the name of the candidate for whom the person wishes to vote. Tendered ballots are not counted.

A candidate or polling agent may challenge any prospective voter they believe may have already voted or which may be attempting to impersonate another voter if they undertake to prove the charge in the court and, for assurance, provide a cash deposit of 2 (two) taka to the Presiding Officer. If, after the potential legal consequences of impersonation or multiple voting have been explained, the challenged voter still wishes to cast a ballot, the Presiding Officer will issue a ballot paper after having the voter sign or thumbprint the counterfoil. The Presiding Officer will enter the voter's name and address on a challenged votes list, then place the marked ballot in special packet for challenged ballot papers.



## The Counting Process

### The Count

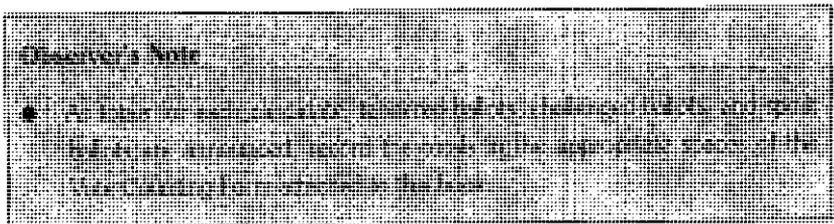
As soon as the poll has closed and the last person has voted and left the station, the Presiding Officer shall, in the presence of polling agents and accredited observers, proceed with the counting of the votes.

The ballot boxes from all of the booths in the center are opened and the ballots are counted and the total number recorded. The challenged ballots are also counted and the number recorded. The ballot papers are then opened and separated according to the candidate selection on the ballot, and the individual total for each candidate is recorded.

During the count a ballot paper will be deemed valid if all or more than half on the prescribed mark is in the space containing the name and symbol of a candidate. Ballot papers will be excluded from the count for the following reasons:

- No official mark;
- Any writing or any other mark other than the official mark and the prescribed mark for a candidate, or if a piece of paper or any other object has been attached to the ballot;
- No mark for any candidate;
- Multiple marks, a mark between two candidates, or any mark from which it is not clear who the voter intended to choose;
- Tendered ballot papers;

The Presiding Officer can recount the votes if he wishes or upon request of the candidate or his/her election agent, if such a request is deemed reasonable by the Presiding Officer.



## Result Sheets

After the count the Presiding Officer will fill in a Statement of the Count form that lists the number of valid votes for each candidate and the number of ballot papers excluded from the count. The Presiding Officer will also fill in the Ballot Paper Account Form, which lists the number of ballots received, the number of ballots removed from the ballot boxes, the number of tendered ballots, the number of challenged ballots, the number of un-issued ballots, and the number of spoilt ballot papers. Polling Agents may request certified copies of the completed forms from the Presiding Officer.

After the forms have been completed the valid ballot papers will be sealed in separated packet for each candidate, along with a certificate listing the name and symbol of the candidate and the number of the ballots in the packet. Invalid ballots will be put in a separate packet. All of the individual ballot packet, including the packet of invalid ballots, will be placed together in a larger packet, which will then be sealed by the Presiding Officer. The Presiding Officer will also seal, in separate packets:

- Un-issued ballot papers;
- Spoilt ballot papers;
- Tendered ballot papers;
- Challenged allot papers;
- The marked copies of the electoral rolls;
- Counterfoils of the used ballot papers;
- The tendered votes list;
- Ballot box issue forms showing the total number of ballot boxes issued and used;
- The challenged votes list;
- Such other papers as the Returning Officer may direct.

### Observer's Note

- Check to ensure that the totals recorded on the forms for the individual candidates are the same as those observed during the count.
- The total number of used, unused and spoilt ballot papers should equal the number of ballot papers received.

## **Results Reconciliation**

### **From the Polling Center**

After the Presiding Officer has completed the Statement of the Count and Ballot Paper Account Form, the observers present should complete the Polling Booth Observation Form and Vote Counting Form. As soon as possible all of the Polling Booth Observation Forms and at least one copy of the Vote Counting Form should be delivered to the Union Coordination Committee, either through the observer's organization or directly. If more than one non-partisan observer is present at a polling center, the group may appoint one individual to deliver the forms. It is preferable to deliver the reports on the same day, but if that is not possible, due to the lateness of the hour, they should be hand-delivered early the following day.

### **From the Union**

The Union Coordination Committee should have a team of volunteers prepared to receive and aggregate the observer reports. When all the reports have been received and aggregated, the results should be recorded on the special union consolidation forms provided separately.

The union reports should be sent as soon as possible to the Constituency Coordination Committee, where they will be aggregated by constituency. Copies of the union reports should also be given to each of the members of the committee, for onward transmission to their organization's headquarters. All copies of the Polling Booth Observation Form and Vote Counting Forms from observers should be securely stored until the official results are announced and all outstanding complaints or suits resolved.

### **WHAT THE ELECTION OBSERVERS SHALL NOT DO**

- Observers should not enter into any kind of conversation with the election officials or other observers or voters which may create difficulties for the election process; however, if faced with any challenges, the observer may address these to the election officials.
- Voters must not be made to take any decision through intimidation.

- In the polling centers, observers cannot issue instructions to the Election Officials.
- Observation reports should not be submitted on the basis of information obtained by imaginary or hearsay.
- An observer shall not play the role of a mediator in cases of disputes;
- Observers should constantly observe the situation but never try to control it.
- Observers shall never get involved in any electoral dispute;
- While observing an election, you should not take the side of any one from the administrative or any political party or any electoral candidate. Do not develop any extra friendship/ relationship with the agents of any contestant's agents;
- Do not enter inside the secret voting area at the time of casting of vote by a voter;
- Unless it is essential, do not talk while voting takes place in a polling booth.
- Do not touch the articles being used for casting of votes;
- Do not disturb the Presiding Officer, Assistant Presiding Officer or Polling Officers inside the polling center.

**INFORMATION NEEDED FOR COMPLETING POLLING BOOTH  
OBSERVATION FORM AND VOTE COUNTING FORM**

**Potential complaints about the voter list**

- A person who is qualified to be a voter and is a resident of the area, but is not on the voter list.
- A person's name is on the voter list, but is not qualified to be a voter.
- A person whose name is on the voter list but he is not a resident of that area.

Complaints on the above subjects shall be regarded as complaints regarding voter lists.

### **Process of voting/regulations**

- Presiding/Polling Officer shall first confirm the identity of the voter. After the identity is confirmed, the name and serial number shall be announced in such a manner that it is audible to the Polling Agents.
- If there is no mark of indelible ink on the thumb or other finger of the voter, he/she is issued a ballot paper.
- The voter's serial number shall be recorded in the counterfoil and signature/thumb impression shall be obtained therein.
- A voter shall take the ballot paper, obtain an inked seal, enter into a secret place/room and shall put the seal impression in the space designated for the name and electoral symbol of the candidate of his choice.
- A voter shall fold the ballot paper and put it inside the box kept in front of the polling officer or agents.

### **False Votes**

- If a person votes for someone else - dead, alive or imaginery - then it shall be considered false vote.
- Record the number of people who are caught voting for someone else.
- Record the number of voters who came to the polling station to find that their votes have already been cast.

### **Election Officers of Polling Centers**

- Presiding Officer (1 person) who shall remain in overall directorial charge of the polling center.
- Assistant Presiding Officer (1 person) who assists the Presiding Officer and in his (PO) absence, remains in charge of the center.
- Polling Officers (10 persons plus 1 additional Polling Officer) are to assist the activities of the Presiding Officer, Assistant Presiding Officer and are in charge of polling booths.

## **Security Forces**

The member of the security forces shall mean member of the Armed Forces, BDR, Police and Ansars.

## **Unapproved/Undesired persons in a polling center**

Except the following all others shall be considered unapproved/undesired persons.

- Any persons appointed for performing election duties.
- Any contestant, his election agent and polling agent.
- Journalists, local or foreign election observers accredited by the Election Commission.
- Person specially appointed by the Returning Officer.

## **Tendered Votes**

If a person comes to a polling station and finds that some one else, using his name, has cast a vote, he shall get a ballot. The vote he will cast in this process is known as a tendered vote.

Tendered votes are not put into the ballot box. In these cases the Presiding Officer shall enter the name and serial number of the voter on the ballot and shall retain this in a designated packet.

## **Challenged Vote**

If a voter wishes to vote and a candidate or his polling agents lodge a complaint with the Presiding Officer that he has already cast his vote in the same or any other polling center, or the name in which he wishes to vote is not the his real name and there remains justifiable reason behind such an allegation and the complainant takes the responsibility to prove such allegation in a court, then the Presiding Officer shall give him a ballot paper warning him of the consequences of fraudulent voting. These ballot papers are called challenged ballots. Challenged votes are not put into the ballot box but are to be deposited with the Presiding Officer.

### **Spoiled Ballot Paper**

If any voter unintentionally spoils ballot paper issued to him in such a manner that it can not be considered a valid one then, subject to satisfactory explanation, the Presiding Officer shall issue him with another ballot. The spoiled ballot will be invalidated after the Presiding Officer puts his signature on it.

### **Essential Items for Observers**

- Election Observation Manual;
- 2 (two) copies of Polling Booth Observation Form and 2 (two) copies Vote Counting Forms;
- Identity card from the observer's organization;
- Accreditation card from the Election Commission;
- Pen, pencil and eraser;
- Paper/Note book;
- Clip Board (if possible);
- Candle, matches, torch light,
- Camera with film (if possible);
- Food and water.

## Vote Counting Form

Vote Center .....

Constituency .....

| No. | Name of the Candidate | Number of votes for each candidate | Number of challenged votes for each candidate | Number of Total votes for each candidate (Column 3+4) | Remarks |
|-----|-----------------------|------------------------------------|---|---|---------|
| 1   | 2                     | 3                                  | 4   | 5   | 6       |
|     |                       |                                    |   |   |         |
|     |                       |                                    |   |   |         |
|     |                       |                                    |   |   |         |
|     |                       |                                    |   |   |         |
|     |                       |                                    |   |   |         |
|     |                       |                                    |   |   |         |
|     |                       |                                    |   |   |         |
|     |                       |                                    |   |   |         |
|     |                       |                                    |   |   |         |
|     |                       |                                    |   |   |         |

1. Number of votes for each candidate (with challenged vote) .....
2. Number of votes that were not counted (challenged vote with doubt) .....
3. Sum of Column 1 and 2 .....

Place .....

Date .....

**Observer's Signature**

8th National Parliamentary Election

**Polling Booth Observation Form**

Form no

Observer's name  Organization

Address

- 1. Constituency Number
- 2. Polling Center Name
- 3. Center/Booth Number
- 4. Union/Municipal Ward
- 5. Upazilla/Thana
- 6. Zilla
- 7. Total # Booths  Male  Female
- 8. Total # Voters in Center   
Male  Female
- 9. Total # ballots
- 10. Name of the Presiding Officer

|                     | AL | BNP | JP | Jamat | 11 Party | Ind. |  |  |  |  |
|---------------------|----|-----|----|-------|----------|------|--|--|--|--|
| Electoral Camp      |    |     |    |       |          |      |  |  |  |  |
| Total polling agent |    |     |    |       |          |      |  |  |  |  |

**Instruction:** Read the following questions carefully and tick (✓) in the appropriate place. Explain in the comment section if you answer "no" to any question; think carefully when answering, give your own observation. Do not be influenced by rumors

**Polling Center Environment:**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Is the polling center in its assigned location?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the polling center free from posters, banners, wall writing or any other canvassing materials of the candidates?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Was the empty ballot box shown to and sealed in the presence of agents of the principal candidates and the election observer after completion of all necessary pre-election formalities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Were the voters free from any direct or indirect intimidation on their way to the polling center, in and around the polling center?  | <input type="checkbox"/> | <input type="checkbox"/> |

**During Vote:**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 5. Did voting start on time?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are the voters able to cast their votes in secret?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the voter list free from complaints?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is voting proceeding as per the election law in the center? (i.e. confirmation of voter's identity, use of indelible ink, official seal on ballot paper, polling officer signature, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the center free from false voting? ( If no, number of false votes <input type="text"/> )   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is voting proceeding without violence or gross irregularities?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are women able to cast their vote without any fear or intimidation or pressure?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are aged persons, pregnant women and disabled people getting preference in the queue to cast their vote?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are blind and other disabled people able to select their own assistants to help them cast their vote?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are the agents of the principal candidates able to perform their duties without obstacles?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are the Election Officials performing their duties in a neutral manner?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are the security forces performing their duties in a neutral manner?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. According to the election law, were all the voters who were in the queue during the voting time permitted to cast their vote?  | <input type="checkbox"/> | <input type="checkbox"/> |

**During Counting:**

- 18. Did vote counting take place in the presence of the agents of the principal candidates and the election observers?
- 19. Were only authorized persons present during count?
- 20. Was the vote counting process completed without any objection/or complaint?
- 21. Once counted, were the results properly enunciated?
- 22. Was the result sheet distributed to the polling agents and election observers?
- 23. As an election observer were you free from intimidation and/or violence from the beginning of the process to the end?
- 24. Number of votes cast Male Female Total

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

**Overall Evaluation:**

- 25. Evaluation of this center. Put a tick ( ) next to the statement that best describes the voting process at your polling center.
  - a) Good - no significant disorder took place
  - b) Minor incidents should not impact on election results
  - c) Gross violation occurred - could impact on election results
  - d) Very serious violation occurred - results of this center must be canceled

**Opinion of observer**

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

**Additional Question:**

- 26. Are religious, ethnic and linguistic minority groups able to cast their vote without any fear or intimidation or pressure?

| Yes                      | No                       |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

Signature of the Observer

Date

**Comments**

**Polling Booth Observation Form**

Form no

Observer's name  Organization

Address

- 1. Constituency Number
- 2. Polling Center Name
- 3. Center/Booth Number
- 4. Union/Municipal Ward
- 5. Upazilla/Thana
- 6. Zilla
- 7. Total # Booths  Male  Female
- 8. Total # Voters in Center   
Male  Female
- 9. Total # ballots
- 10. Name of the Presiding Officer

|                     | AL | BNP | JP | Jamat | 11 Party | Ind. |  |  |  |  |
|---------------------|----|-----|----|-------|----------|------|--|--|--|--|
| Electoral Camp      |    |     |    |       |          |      |  |  |  |  |
| Total polling agent |    |     |    |       |          |      |  |  |  |  |

**Instruction:** Read the following questions carefully and tick (✓) in the appropriate place. Explain in the comment section if you answer "no" to any question; think carefully when answering, give your own observation. Do not be influenced by rumors

**Polling Center Environment:**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Is the polling center in its assigned location?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the polling center free from posters, banners, wall writing or any other canvassing materials of the candidates?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Was the empty ballot box shown to and sealed in the presence of agents of the principal candidates and the election observer after completion of all necessary pre-election formalities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Were the voters free from any direct or indirect intimidation on their way to the polling center, in and around the polling center?  | <input type="checkbox"/> | <input type="checkbox"/> |

**During Vote:**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 5. Did voting start on time?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are the voters able to cast their votes in secret?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the voter list free from complaints?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is voting proceeding as per the election law in the center? (i.e. confirmation of voter's identity, use of indelible ink, official seal on ballot paper, polling officer signature, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the center free from false voting? (If no, number of false votes <input type="text"/> )  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is voting proceeding without violence or gross irregularities?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are women able to cast their vote without any fear or intimidation or pressure?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are aged persons, pregnant women and disabled people getting preference in the queue to cast their vote?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are blind and other disabled people able to select their own assistants to help them cast their vote?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are the agents of the principal candidates able to perform their duties without obstacles?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are the Election Officials performing their duties in a neutral manner?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are the security forces performing their duties in a neutral manner?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. According to the election law, were all the voters who were in the queue during the voting time permitted to cast their vote?  | <input type="checkbox"/> | <input type="checkbox"/> |

**During Counting:**

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 18. Did vote counting take place in the presence of the agents of the principal candidates and the election observers?    | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Were only authorized persons present during count?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Was the vote counting process completed without any objection/or complaint?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Once counted, were the results properly enunciated?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Was the result sheet distributed to the polling agents and election observers?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. As an election observer were you free from intimidation and/or violence from the beginning of the process to the end? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Number of votes cast Male Female Total  | <input type="checkbox"/> | <input type="checkbox"/> |

**Overall Evaluation:**

25. Evaluation of this center. Put a tick ( ) next to the statement that best describes the voting process at your polling center.
- |  | Opinion of observer      |
|--|--------------------------|
| a) Good - no significant disorder took place                                 | <input type="checkbox"/> |
| b) Minor incidents should not impact on election results                     | <input type="checkbox"/> |
| c) Gross violation occurred - could impact on election results               | <input type="checkbox"/> |
| d) Very serious violation occurred - results of this center must be canceled | <input type="checkbox"/> |

**Additional Question:**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 26. Are religious, ethnic and linguistic minority groups able to cast their vote without any fear or intimidation or pressure? | <input type="checkbox"/> | <input type="checkbox"/> |

Signature of the Observer

Date

Comments

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