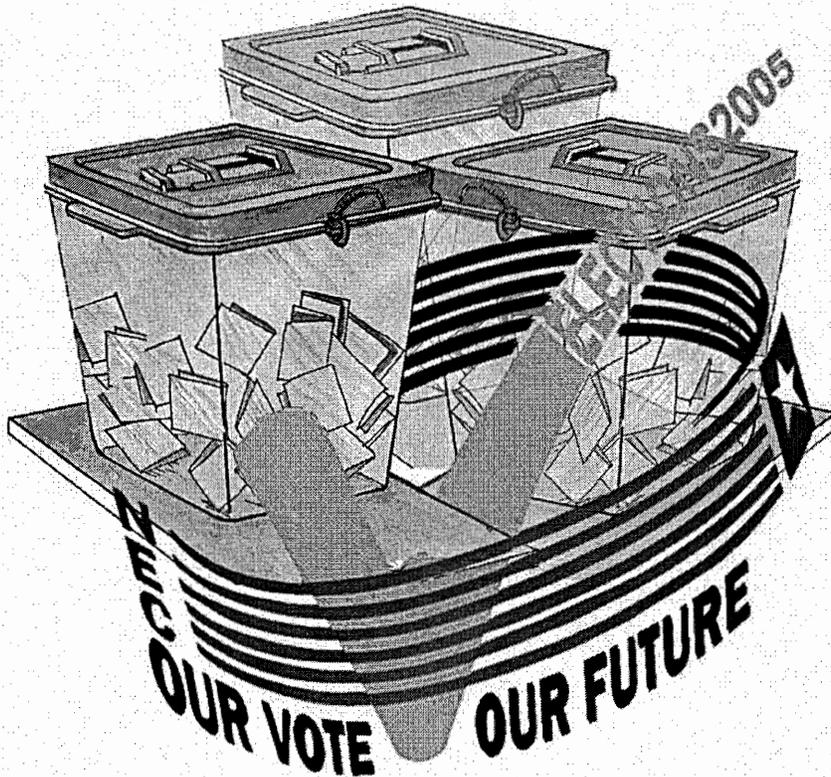




Republic of Liberia
National Elections Commission
(NEC)



**STAFF MANUAL FOR
POLLING/COUNTING**

ELECTIONS IN LIBERIA
2005

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MODULE 1

BACKGROUND

Introduction

All electoral officials and staff members are required to make themselves familiar with all detailed procedures described in this manual for successful implementation of the elections. To do so, you are strongly encouraged to go through this manual at least a couple of times.

Your Obligations as a NEC Official

As an appointed member of a polling place, you are one of the few election officials that voters will have contact with during the course of the election. It is therefore important you maintain the highest level of conduct and integrity. This includes all duties commencing prior to and on polling day, and during the counting of votes and reporting of the results. Our goal is that together, our conduct, neutrality and accuracy in carrying out this election will be something all Liberians will be proud of. When an election official has accepted to serve the Liberian people, the official guarantees to:

- abide by the electoral rules and procedures governing these elections;
- maintain neutrality at all times;
- maintain the secrecy of the vote and protect the privacy of voters' personal information;
- count and report the results of the voting at this polling place accurately and promptly.

Three Elections

The elections are to take place from 08:00 hrs to 18:00 hrs on 11 October 2005.

President and Vice President - If no candidate obtains 50% of valid votes cast plus one vote in the first ballot, a second ballot will be conducted. The two candidates with the highest number of valid votes in the first round will participate in the second round. The candidate who obtains the majority of the valid votes in the second round will be elected.

Senate. - There will be two Senate seats for each county. The two candidates who receive the highest and second highest number of valid votes cast in the county will be elected.

Members of House of Representatives. Elections for Members of the House of Representatives will be conducted under a simple majoritarian system, using single member electoral districts. The candidate who obtains the highest number of valid votes in each electoral district will be elected.



MODULE 2

VOTING PRECINCTS AND POLLING PLACES

General Information on Voting Precincts and Polling Places

For these elections, there are 1422 Voting Precincts. The number of voters assigned to a polling place will differ, but will usually not number more than 600 voters. The number of voters per voting precinct will be based on the numbers of voters that registered at a registration center during voter registration. Voters vote at the same location where they registered.

A “Voting Precinct” is a former Voter Registration Center (VRC) and defined as a location where people will vote. Within any particular voting precinct there will be a number of polling places where a number of voters will cast their ballot. A voting precinct can have a single polling place, but many will have more (usually not more than six). The final number of voters that registered at that location determines the number of polling places allocated to that Voting Precinct.

A “Polling Place” is the designated place within the voting precinct where the voting will be conducted. In a polling place the “polling staff” work together to process voters.

The allocation of voters to particular polling places will be done on the basis of their Voter ID numbers on their voter registration card, so as to ensure an even split of voters to polling places within the voting precinct.

Consolidation of VRCs

Following the conclusion of the voter registration process, county electoral offices were asked to identify registration centers that could be merged with nearby registration centers. The Voter Registration Centre codes used during the voter registration process will be retained for the polling process. In cases of consolidation, the code for the voting precinct which has absorbed another center will be retained and the code for the precinct which has been cancelled will no longer be used.

Persons Allowed to Enter the Polling Place

Only the following categories of people may be present in a voting precinct or polling place:

- eligible voters, voting or waiting to vote;
- polling officials (and NEC/UNMIL ED staff);
- accredited representatives of political parties and independent candidates;
- accredited electoral observers, national and international;

- accredited members of the media;
- Liberian National Police (if requested to enter by the Presiding Officer).

Party representatives, observers and the media must wear a badge issued by the NEC. Also, the police officers must display LNP ID.

Polling Officials

All polling officials are representatives of the NEC and must remember to behave impartially at all times. The impartial behavior of polling officials is important for a free and fair election.

Each polling place is managed by a Presiding Officer who supervises 5 other Polling Staff, meaning that each polling place is composed of six Polling Staff Members i.e.:

1. Presiding Officer;
2. Polling Place Queue Controller;
3. Voter Identification Officer;
4. Ballot Paper Issuer;
5. Ballot Box Controller;
6. Inker.

Note:

- a) Polling places with 300 or less voters will have five staff, and the tasks of Ballot Box Controller and Inker will be combined:
 1. Presiding Officer;
 2. Polling Place Queue Controller;
 3. Identification Officer;
 4. Ballot Paper Issuer;
 5. Ballot Box Controller/Inker.
- b) Polling places with 150 or less voters will have four staff, and the duties of Presiding Officer and Queue Controller will be combined, so that there will be a total of four staff, as follows:
 1. Presiding Officer/Polling Place Queue Controller;
 2. Voter Identification Officer;
 3. Ballot Paper Issuer;
 4. Ballot Box Controller/Inker.

- c) Voting precincts with three or more polling places will also have voting precinct staff, whose task will be to manage overall queue control at the voting precinct. The number of voting precinct staff will be based on the number of polling places in a voting precinct.

| Number of Polling Places | Number of queue controllers per Voting Precinct |
|--------------------------|---|
| 3 | 1 |
| 4,5,6 | 2 |
| 7 | 3 |
| 8 | 4 |
| 10 | 5 |

The number of staffs assigned to the voting precinct based on the number of polling places is shown above.

- d) The polling place is managed by the Presiding Officer. In some voting precincts, particularly in inaccessible areas that will necessitate air transport of materials days in advance of Election Day, one of the Presiding Officers will be nominated to receive delivery of all voting precinct and polling place materials. In all voting precincts, one of the Presiding Officers will supervise the voting precinct staff.

Brief Description of Duties

Presiding Officer

The Presiding Officer of a polling place manages a polling place, and reports to the NEC Magistrate through the NEC Electoral Supervisor (ES) and the UNMIL Electoral Support Officer (ESO). In the performance of her/his main duties, the Presiding Officer:

- trains the polling staff on polling/counting procedures;
- sets up the polling place so that polling can start at 08:00 hrs;
- supervises polling staff to ensure that correct procedures are followed and that sensitive materials can be accounted for at all times;
- ensures that the voting screens always have pen(s) and thumbprint pad(s);
- resolves problems as they are encountered in accordance with these procedures;
- refers issues which cannot be resolved within the polling place to the ES/ESO;

- provides assistance to voters when necessary;
- ensures that order is maintained at the polling place;
- closes the polling place after the last voter has voted;
- records in the Presiding Officer's Journal any incidents or disturbance during polling day;
- records in the Journal the way in which complaints or concerns are resolved;
- ensures that the polling place is ready for counting at the end of polling;
- undertakes thorough and accurate counting of the votes cast and recording of the results;
- reports the results of the polling place in an accurate and timely manner to the ES/ESO;
- ensures that all sensitive materials are ready for transportation to the NEC County Office.

Detailed tasks of the FIVE posts in the table below are described in the "Voting Flow" in Module 5.

| Polling Staff | Area of Responsibility |
|---------------------------------------|--|
| Polling Place Queue Controller | <ul style="list-style-type: none"> • controls the entrance to and exit from the polling place so that only authorized persons enter the polling place, and that voters leave the polling place immediately after voting |
| Voter Identification Officer | <ul style="list-style-type: none"> • verifies the presence of each voter on the FRR • verifies the non-existence of ink on the fingers of voters |
| Ballot Paper Issuer | <ul style="list-style-type: none"> • issues the ballots to the voter and directs the voter to a vacant voting screen |
| Ballot Box Controller | <ul style="list-style-type: none"> • guards the ballot boxes to ensure that all voters deposit their ballots (and nothing else) in the appropriate ballot box |
| Inker | <ul style="list-style-type: none"> • applies ink to the finger of the voters after they have voted • directs the voters to exit the polling place |

Assistance to Voters

A voter who is unlettered or physically disabled may request the assistance of a helper to mark his/her ballot. Alternatively, the voter may ask a friend or relative to assist him/her, but the friend or relative must:

- a) assist one voter only on polling day;
- b) be a registered voter.

The Presiding Officer must explain to the helper the need to keep the voter's choice secret. The person assisting the voter shall go with him/her to an unoccupied voting screen and help him/her in the preparation and marking of his/her ballot and return the ballot paper, properly folded, for deposit in the official ballot box. The Presiding Officer will also ensure that the reason for the assistance will be

marked beside the voter's name on the FRR. In the case that the voter cannot find a person to assist him/her, the Presiding Officer will be allowed to assist the voter in marking his/her ballots. The choice of the voter must be kept secret.

If a blind voter requests the Tactile Ballot Guide, s/he will have to mark the ballot papers without any assistance in secrecy; (Refer to instructions on page 37)

Party representatives and observers may not give assistance to a voter and may not witness assisted voting.

In addition, here are some tips on respecting the human rights and dignity of people with disabilities:

Watch your language

Referring to people with disabilities as “cripples”, “gimps” or “retarded” is disrespectful – polling officials need to model how the rest of society should treat people with disabilities.

Do not make assumptions – ask first

- ✦ Do not assume that people need help. The best way to provide assistance to a disabled voter is to ask if assistance is needed, then find out how you can be helpful. You can say something like: “Madam would you like to come to the front of the line”, or “Sir, may I help you”?

Identify the type of disability and make an effort to accommodate the person's needs

When communicating with a person who does not hear well:

- ✦ Face the person before speaking and make sure they can see your face clearly
- ✦ Assist them to read your lips by keeping your hands away from your face
- ✦ Lighting should be on your face and not dazzling the voter
- ✦ Speak a little more slowly than normal and as clearly as possible- there is no need to raise your voice, and to perform exaggerated gestures, and do not be patronizing
- ✦ Keep your language simple and go to the point
- ✦ Rephrase your words instead of repeating them
- ✦ If necessary, write down the important points

When communicating with a person with visual impairments:

A person with a visual impairment needs to be guided with specific directions. Indicate whether the person should go to the right, the left, straight forward, indicate if there is a step etc.

To approach a person to offer your assistance, you may say something along the lines: "Sir/Madam may I help guide you to the polling place?"



It is your responsibility as a representative of the NEC to ensure that every citizen participates in the electoral process. Remember: people with disabilities have all the same fundamental and constitutional rights as the able-bodied!!

Party Representatives

Party representatives and election observers have an important role to help ensure that the election is free, fair and transparent. They must agree to follow a Code of Conduct prepared by the NEC.

Registered political parties and independent candidates may appoint representatives to observe the polling process, as long as the representatives have been issued accreditation by the NEC. Representatives will be assigned to individual polling places, and cannot move from polling place to polling place. Representatives may only vote, however, at the voting precinct for which they registered, and at the polling place assigned.

No more than one representative per registered political party or independent candidate may be in a polling place.

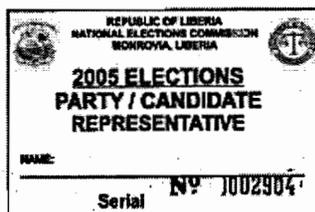
Representatives may witness all processes in the polling place except the act of a voter recording his/her vote. Inside the polling place, representatives may not communicate with voters in any way.

Presiding Officers of polling places must record in the Journal any concerns raised by the representatives and, where possible, resolve any such concerns.

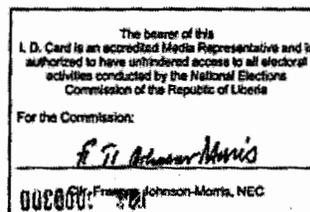
Although representatives are entitled to bring to the attention of the Presiding Officer their concerns regarding procedures followed in the polling place and any suspected irregularities, they may not interfere with the polling process, or place unreasonable demands on either the Presiding Officer or other polling place staff.

Representatives may remain in the polling place while the polling place is being prepared for the count. They may also remain for the entire counting process.

Below is the badge used by the party/candidate representatives, for identification purposes, on election day.



Front of the badge



Back of the badge

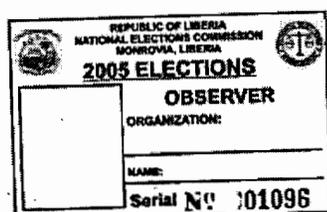
Electoral Observers

International and domestic observers have an important role to play in the electoral process. Electoral observers must wear a badge issued by the NEC at all times while observing, and they must also carry another identity document. Electoral observers may enter a polling place from the time that the polling officials arrive, and may move between polling places and between voting precincts. They may only vote, however, at the voting precinct for which they registered, and at the polling place assigned.

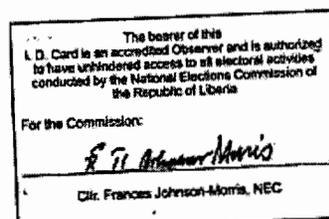
Observers may witness all processes in the voting precinct except the act of a voter recording his/her vote. They may make their own record of seal numbers, of the number of voters, or of any other relevant process. Inside the polling place, observers may not communicate with voters in any way.

Electoral observers may not interfere in the electoral process. They cannot raise any concerns with the Presiding Officers, but should bring their concerns to the attention of the NEC instead. Electoral observers may remain in the polling place until it is closed. They will not receive copies of election results. If they wish to record the votes received by each party/candidate, they must do so themselves.

Below is the badge used by the observers, for identification purposes on election day.



Front of the badge



Back of the badge

Media

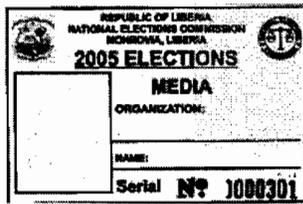
Media are free to visit any of the voting precincts throughout Liberia, but need to strictly follow the NEC rules. These rules try to meet both the needs of journalists, and the right of the Liberian people to vote in secret, without any pressure or interference.

Journalists may film or photograph the overall situation in a polling place, but they must not, under any circumstances, film or photograph a person marking her/his ballot.

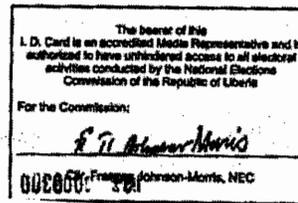
The polling place Presiding Officers are the points of contact at the polling place, and media are asked to direct any questions only to the Presiding Officers. Inside the voting precinct, voters, observers, or representatives cannot be interviewed at any time. Only the Presiding Officers can be interviewed.

Journalists are asked to be as brief and unobtrusive as possible in their visits to the voting precincts.

Below is the badge used by media, for the identification purposes on Election Day.



Front of the badge



Back of the badge

Security

The LNP are responsible for the security of the voting precinct. Police officers should generally station themselves inside voting precincts, but outside polling places, unless their presence is requested by the Presiding Officer. LNP officers will be assigned to individual voting precincts.

MODULE 3

ELECTION MATERIALS

This module describes the materials that will be used in the course of the election. The following modules describe the duties and procedures related to the receipt and use of these materials.

Sensitive Polling Place Materials

The Presiding Officer is responsible for receiving the sensitive materials from the ES/ESO on the morning of the election, (in inaccessible areas, the materials will be distributed to the voting precincts in advance: in such cases one Presiding Officer will be in charge of receiving materials on behalf of the other Presiding Officers for that voting precinct). In the case of materials distributed to the voting precinct before election day, the safekeeping and delivery of these materials to other Presiding Officers within the voting precinct is the responsibility of the Presiding Officer in charge, until the materials are delivered to the other Presiding Officers for each polling place before 07:00 on election day.

Sensitive materials include:

- Ballots
- Final Registration Roll
- Indelible Ink
- Official Ballot Stamp

Sensitive Materials Used to Process Voters on Election Day

The following items are critical to the processing of voters and the counting and reporting of results. The absence of any of these items should be reported to the NEC contact point immediately.

Ballots

There will be three types of ballot papers at each polling place. At all polling places there will be the Presidential ballots. At all polling places within a county, there will be the Senate ballots for that particular county. For the House of Representatives, the ballots in each polling place will depend on the electoral district to which each polling place has been allocated.

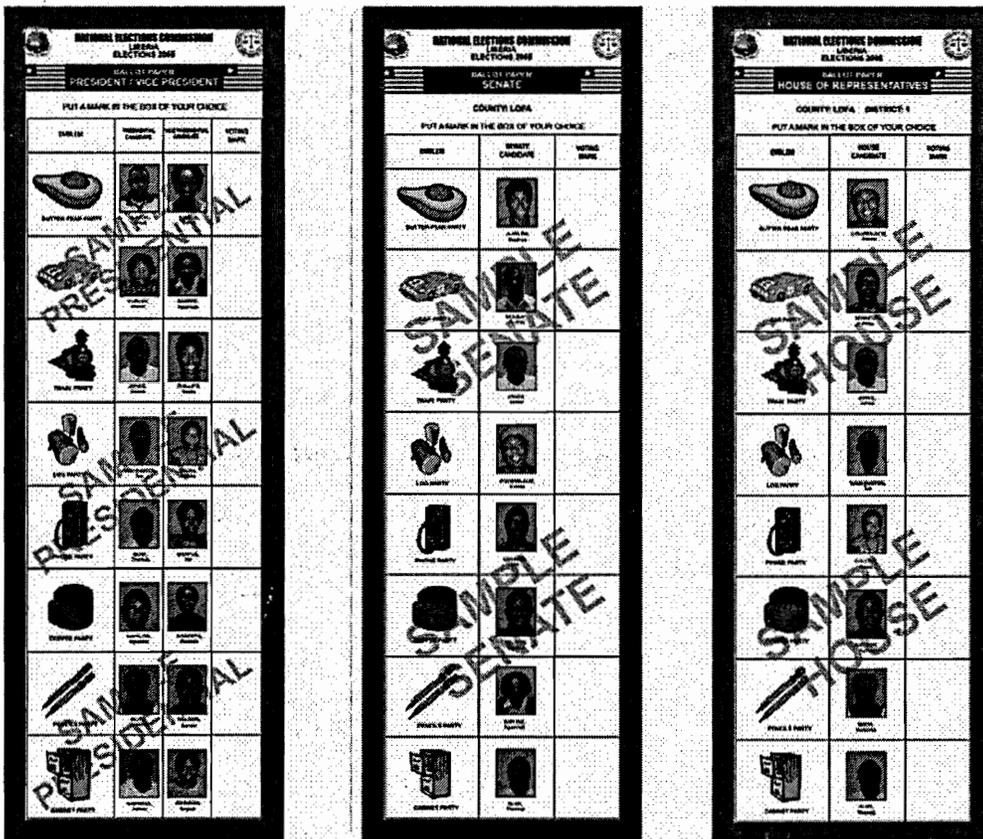
On the back of each ballot paper will be a coloured stripe. The Presidential ballot will have a red stripe, the Senate ballots blue, and the House of Representatives ballots green. The Presidential ballot paper will have two columns of photos, one column of photos for Presidential candidates and the sec-

and one for Vice Presidential candidates. The number of ballot papers to be issued to a voting precinct will depend on the number of polling places at the precinct and the number of voters per polling place.

Extra ballot papers for each election may also be issued to some voting precincts where necessary. These ballot papers and any movement of ballot papers from polling place to polling place will be carefully controlled and documented by the Presiding Officers.

Ballot papers will be produced in books of 50 with numbered stubs and then bundled and then shrink-wrapped into packs of 550. The ballot will be printed in colour to allow for party symbols. Ballots will also have a security mark placed during printing. Numerous security features are included in the design of the ballot so that it cannot be duplicated. Ballots must be used in serial number order, starting with the ballot on top of the pad. There is no serial number or other identification on the ballot itself. When a pad of 50 ballots has been used, the 50 stubs will remain stapled together. Do not remove staples at any time. Samples of ballot papers are shown below following the order, Presidential, Senate and House of Representatives:

Important: persons and emblems in the ballot papers are imaginary and only for training purposes.



Final Registration Roll

Each polling place within a voting precinct will receive its own specific registration roll. The registration roll for each polling place will contain the names of all voters allocated to that particular polling place. The lists will be arranged alphabetically. At the end of the FRR, an Additions to the FRR form

will be attached, which will record the names of voters not appearing on the FRR, but who are issued ballot papers (upon production of a valid Voter Registration Card for that precinct, as well as to record the names of the polling staff and LNP that vote in the polling place. (see pg. XX for more details).

Voting precinct number/name

Polling place number

County name

Voter ID number beginning with these numbers are allocated to that polling place

| Names Beginning | Page |
|--------------------|------|
| ABRARAH KAMUEL | 2 |
| BROWN AUGUSTINE | 3 |
| DAVID MELVIN | 4 |
| DOROCK WEDDER | 5 |
| FALLAN JOHN | 6 |
| FLOAN MARY | 7 |
| GAYE GEORGE | 8 |
| GREAT MOSES | 9 |
| JALLAN JAMES | 10 |
| JENNINTEBAGANUEL | 11 |
| KAMBER ANGE | 12 |
| KADEH DUDU | 13 |
| KADUOLU BOBBA | 14 |
| KADUOLU JEROME | 15 |
| KADUOLU MAUSA | 16 |
| KADUOLU MUSA | 17 |
| KADUOLU SEATLA | 18 |
| KELLIN ANNET | 19 |
| KELLE WENFRED | 20 |
| LAMAR AMBROSIO | 21 |
| MAMALAY JEROME | 22 |
| MOKEN GRACE | 23 |
| MYKON KESNER | 24 |
| PERCY MAMBA | 25 |
| SAMUEL JEROME | 26 |
| SICKOFF BOBBA | 27 |
| SIBI ELMOSE | 28 |
| FENWAY TELAMU | 29 |
| TUMAZAMA JEROME | 30 |
| WILLIAMS FREDERICK | 31 |
| YODIA SATTA | 32 |

Names starting with

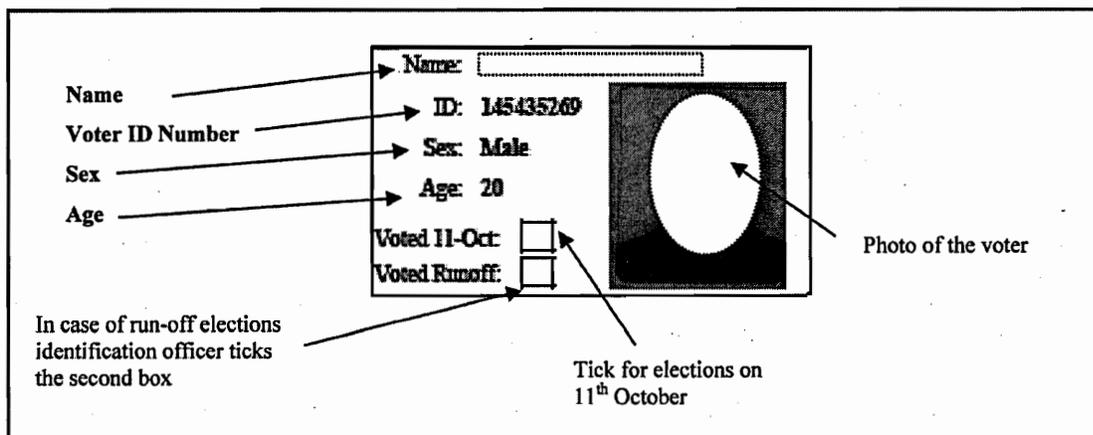
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REPUBLIC OF LIBERIA **DRAFT**
NATIONAL ELECTIONS COMMISSION
2005 FINAL REGISTRATION ROLL

County: GRAND CAPE MOUNT Polling Center: 12006 - ZAWAY, ZAWAY PUBLIC SCHOOL
 Locality: ZAWAY Polling Place: 1

| | | |
|--|--|--|
| Name: _____ ID: 145435269 Sex: Male Age: 20 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 119822386 Sex: Male Age: 47 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 119191491 Sex: Male Age: 25 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> |
| Name: _____ ID: 128431292 Sex: Male Age: 28 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 141642241 Sex: Male Age: 22 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 132423967 Sex: Female Age: 28 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> |
| Name: _____ ID: 148510156 Sex: Male Age: 29 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 135809978 Sex: Male Age: 34 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 135630023 Sex: Female Age: 29 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> |
| Name: _____ ID: 127619633 Sex: Male Age: 23 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 143726258 Sex: Male Age: 37 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 112896833 Sex: Male Age: 48 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> |
| Name: _____ ID: 147563848 Sex: Male Age: 46 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 129025158 Sex: Male Age: 21 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 125832938 Sex: Male Age: 34 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> |
| Name: _____ ID: 126865894 Sex: Male Age: 27 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 122983854 Sex: Male Age: 20 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 148413265 Sex: Male Age: 23 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> |
| Name: _____ ID: 116964385 Sex: Female Age: 19 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 117429563 Sex: Male Age: 35 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> | Name: _____ ID: 129474725 Sex: Male Age: 52 Voted 11-Oct: <input type="checkbox"/> Voted Runoff: <input type="checkbox"/> |

Page 1 of 31 06-Aug-05



Official Ballot Stamp

An Official Ballot Stamp is one of the sensitive election materials that will be issued to the Presiding Officers on election day along with the ballots.

Inkpads, to be used with the Official Ballot Stamp, will be included in the polling place kit containing non-sensitive materials.

Indelible Ink

Each polling place will have indelible ink to mark the fingers of voters after they have voted. This is an added security feature to ensure that a voter may only vote once.

Each voter who receives a ballot will have the indelible ink placed on his or her right thumb. The ink will be applied by the Inker.

Essential Non-Sensitive Election Materials

These are the stationery and other polling and counting materials not deemed to be sensitive. While these materials are not classified as sensitive, it is expected that they will be delivered alongside the sensitive materials.

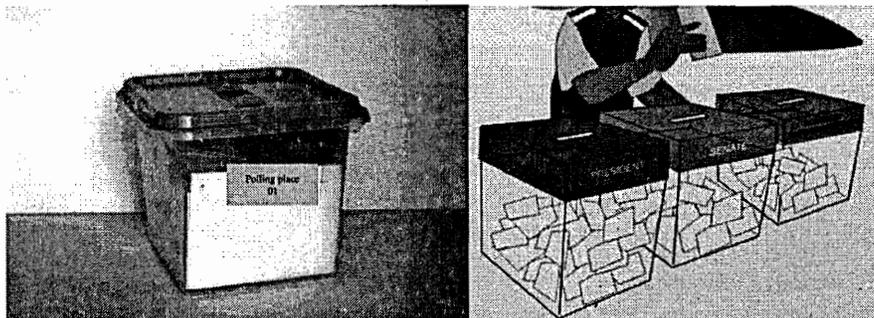
Ballot Box

Each polling place will have three Ballot Boxes, one for each election. The Ballot Boxes are made of hard semitransparent plastic.

The grey Ballot Box cover has a slot through which each voter must put his or her marked ballot. This slot has a sliding cover that must be sealed shut after the polling place is declared closed.

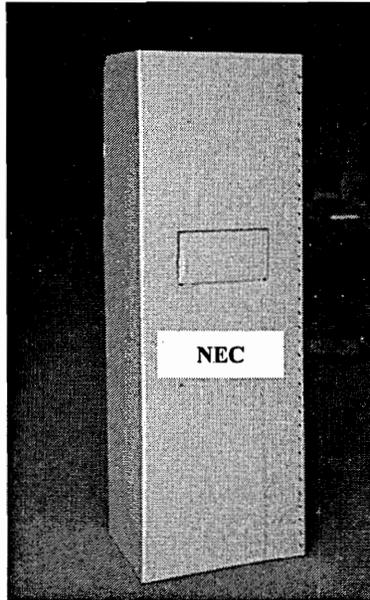
The Ballot Box is designed so that the cover can be secured with security seals during polling and during transport to the NEC County Office after the polling place is closed.

The Presiding Officer must label two sides of the Ballot Box with the polling place number. The Label will be of the colour of the ballot paper. The Presiding Officer must ensure that each Ballot Box has the different colour label attached to the Ballot Box so that the ballot boxes can be identified.



Voting Screen

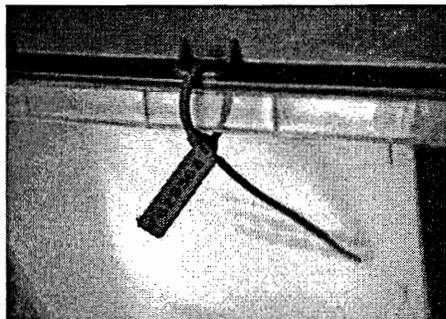
Each polling place will be supplied with a sufficient number of voting screens to allow voters to mark their ballots in secret.



Security Seals

Security seals will be included in each polling place kit. These seals are plastic pull-through strips that once engaged, can only be released by cutting. These seals will be used to seal the ballot boxes at the beginning of the poll (side seal) and at the end of polling (slot seal).

Each seal has a unique serial number that is recorded on the Presiding Officer's Worksheet and on the Presiding Officer's Journal, at the opening of the poll and at the conclusion of the counting procedures at the end of election day. This record ensures that the Ballot Box remains sealed after the Presiding Officer has concluded his or her duties at the end of the count.



MODULE 4

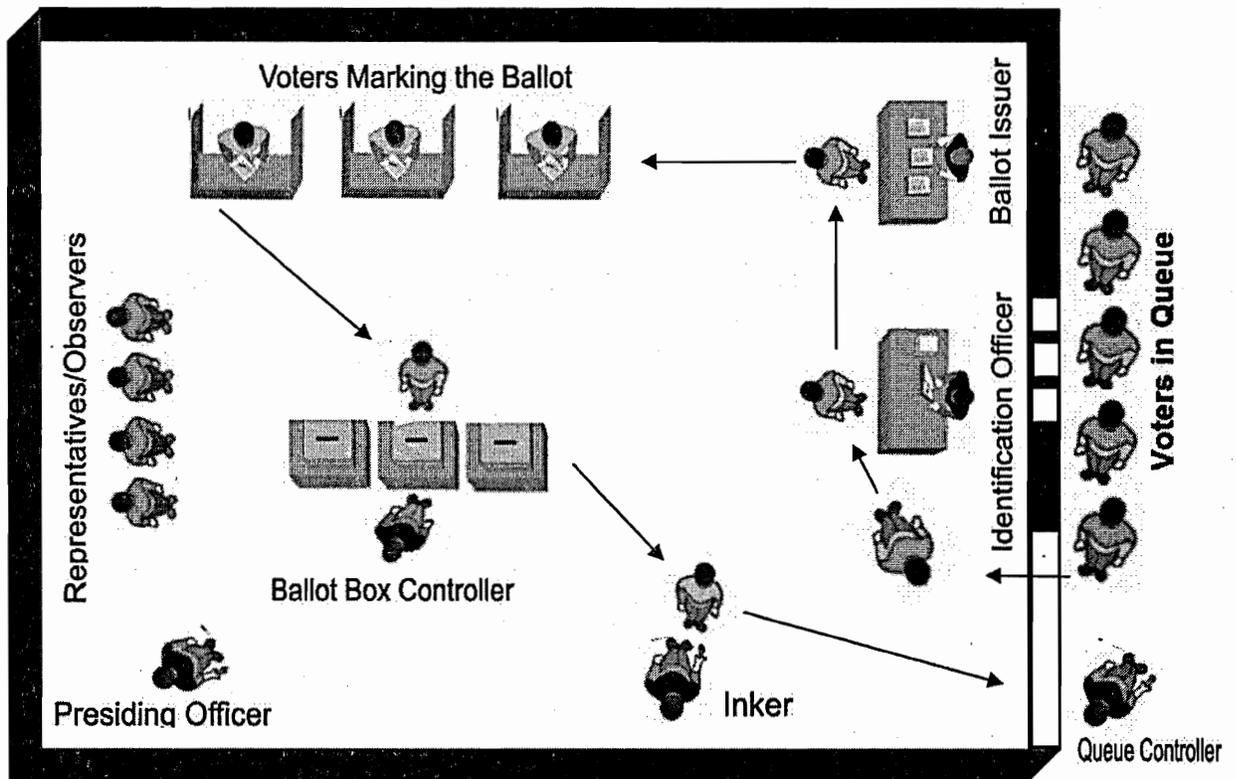
POLLING DAY - BEFORE THE START OF POLLING

Preparations in the Polling Place

All polling staff members, together with the Presiding Officer of the polling place, are responsible for setting up the polling place. This task must be completed either the day before the election or on election day. Any rearrangement of the room that may be necessary before the polls open must not delay the opening of the polling place at 08:00 on election day. The polling staff must arrive at the polling place no later than 06:30 hours on election day to make the final preparations. This lead-time will also allow everyone to make certain that each staff member has a good understanding of his/her duties.

Polling Place Layout Considerations

The polling place must be organized to allow the most efficient flow of voters throughout the day. The set up of the polling place will depend on the size and shape of the room, the location of the entrance and exit doors, and the tables and chairs or benches available. Try different configurations until you find one that works. The following diagram illustrates one possible polling place layout.



Polling place layout

The polling place should be arranged in such a way that it allows an orderly and efficient flow of voters throughout election day.

- a) Seating should be arranged so that the polling staff members, party representatives and observers are able to view the entire voting process and have a clear view of the Ballot Box at all times.
- b) Place the first table well inside the entrance/exit so that the doorway is not blocked.
- c) Place tables in such a way that, when sitting behind them, all polling staff can see the voters entering the polling place.
- d) Position the various tables so that voters move in a logical order from one table to the next, without crossing in front of other voters.
- e) Allow sufficient space between the tables of the polling staff, the voting screens, the ballot boxes and chairs for the representatives and observers so that voters may pass through easily.
- f) Set up the room so that voters complete a circle that allows them to complete all steps in the process in a single direction before exiting.

Positioning:

Voter Identification Officer

The table of the Voter Identification Officer should be positioned as the very first station after the entrance of the polling place. The Voter Identification Officer must have sufficient workspace to maintain the FRR.

Ballot Paper Issuer

The Ballot Paper Issuer will have to have adequate workspace to ensure that ballots can be maintained in good order and out of the reach of voters or other persons not authorized to handle them. The Ballot Paper Issuer must also have sufficient workspace to pre-fold and stamp each ballot with the Official Stamp.

Voting Screens

The voting screens should be positioned as the next station the voter goes to after receiving his/her ballot papers. Voting screens should remain in full view of all polling place staff and party representatives and observers. However, care must be taken to ensure that voting screens are situated appropriately so that the secrecy of the votes is maintained. If there is insufficient space in the polling place, as few as two voting screens can be used.

Placement of voting screens by windows or low room dividers where there is a potential for someone to witness how a voter has voted should be avoided. If there is no alternative, cover the window or arrange more private surroundings for the voting screen.

Ballot Boxes

The ballot boxes must remain in clear view of the Presiding Officer, the other staff of the polling place, and the accredited party representatives and observers at all times.

Place the ballot boxes at the point that voters coming out of the voting screens do not have to back-track or cross through voters being processed to deposit their ballots into the ballot boxes. It is also important that the Ballot Box Controller can watch that only one person at a time is behind a voting screen. The Ballot Box Controller should have a table or some other piece of furniture of sufficient size and height to hold the three ballot boxes.

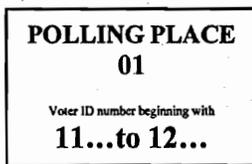
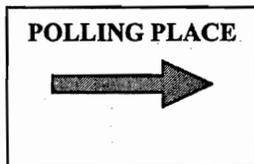
Inker

The inker will be positioned immediately after the Ballot Box Controller, ensuring that no one leaves the polling place without having their finger inked.

Presiding Officer:

Makes sure that the polling place is set up and functioning appropriately.

Posting Signs and Educational Posters



The NEC directional signs and educational posters provided must be posted inside and outside the voting precinct and the polling place. On the exterior of the building, appropriate signs should be posted to identify it as a voting precinct. Additional signs should be posted to clearly mark the route to specific polling places when voters have been split numerically.

Strategically placed signs identifying which voters go to which polling places (according to their Voter Registration Card ID numbers) within the voting precinct are critical to the successful management of large crowds and long queues on election day.

Polling place Presiding Officers, together with the polling staff, are responsible for posting these signs.

Directional Signs should be drawn by hand using provided A4 blank label and permanent markers.

The following notices must be displayed both inside and outside the building:

- the voting precinct number
- polling place number signs
- directional arrow signs
- “how to mark the ballot” posters

Political Campaign Materials

On the day before election day and throughout election day, the following actions are **not allowed** within 100 meters of a voting precinct:

- campaigning or canvassing for votes;
- displaying posters or any other materials related to the election;
- using a loudspeaker for campaigning purpose.

Polling staff are to remove any campaign material found less than 100m from the precinct the day before election day, and must check on election day to ensure that no new campaign materials have been posted. The voting screens must also be checked regularly during the day to ensure that there are no political materials left in the screens.

MODULE 5

POLLING

Hours of Polling

08:00 – 18:00

**ALL POLLING PLACES WILL
OPEN AT 08:00 AND CLOSE AT 18:00 HOURS ON
TUESDAY, OCTOBER 11th 2005.**

Before the First Voter Votes

Before the opening of the poll, and in full view of party representatives and observers who are present, the Presiding Officer will:

- ✦ arrive, with the polling staff, no later than 06:30 to make final preparations;
- ✦ complete the relevant information on the Presiding Officer's Worksheet, for all three elections, indicating the number of ballots received (and the numbers of the side seals to be placed on the Ballot Boxes);
- ✦ hand over the first pad of ballot papers, beginning with the lowest serial number, to the Ballot Issuer, for all three elections;
- ✦ open the Ballot Boxes at 07:50 and allow those present to witness the empty Ballot Boxes;
- ✦ seal both sides of the Ballot Boxes using the security seals. The seals must be tightened firmly to ensure that the top of each box is held securely and there are no gaps along the edge of the top through which any material could be inserted,
- ✦ record the seal numbers used to secure the Ballot Boxes in the Presiding Officer's Worksheet. The seal numbers will be read aloud so that party representatives and observers can record the numbers of the seals,
- ✦ place the sealed Ballot Boxes, on top of a table where available, in full view of the polling staff, party representatives and observers, where they will stay for the duration of election day.

After all the preparations are concluded, the Presiding Officer will announce the polling place open for voting.

Who May Vote?

Eligible Voters



A Liberian citizen, who has attained the age of 18 years or above, presenting a valid Voter Registration Card, may vote in the voting precinct for which s/he is registered.

In order to vote the voter must:



- a) Show his/her VR Card;
- b) Be registered in that particular polling place;
- c) Not have voted before during polling day.

Determining Who MAY NOT Vote?

The voter may not vote if:

- a) The person did not register;
- b) The voter is at the wrong voting precinct or at the wrong polling place;
- c) The voter has already voted;
- d) The voter is not able to present his/her VR Card;
- e) The Voter Identification Officer cannot identify the voter due to his/her damaged VR Card;

Exceptional cases

In some cases, the polling staff will have to deal with voters in possession of VR cards but their particulars are not correct or particulars of the voter are missing on the FRR. The general principle to be followed is that; if the VR card appears to be legitimate and for that polling place, and the Presiding Officer is reasonably confident that the person is entitled to vote at that polling place, the voter should be allowed to vote.

Below are some of the exceptional cases to be followed during polling:

The voter CAN VOTE if:

- a) The voter bears the proper VR Card but s/he doesn't appear in the FRR for that polling place; → (In this case the Identification Officer must record the voter's VR Card details in the "Additions to the FRR" form, which will appear at the end of the FRR).
- b) The information on the voter's VR Card and information in the FRR does not match but it is still possible to identify the voter;
- c) The name and/or particulars on the VR Card are unreadable but the voter can be still identified by photo;
- d) The voter is not found in the FRR but s/he bears a receipt of an Inclusion Form from the Exhibition process, along with his/her VR Card → (In this case the Identification Officer must record the voter's VR Card details in the "Additions to the FRR" form, which will appear at the end of the FRR).
- e) The voter's particulars on his/her VR Card and on the FRR don't match but s/he bears a receipt of a Correction Form from the Exhibition process, along with his/her VR Card.

The voter CANNOT VOTE if:

- a) The information on the voter's VR Card and information in the FRR don't match and it is not possible to identify the voter;
- b) The photo on the VR Card is missing;
- c) The voter attempts to vote twice using a VR Card and a Replacement VR Card;

IDP Voters

All IDPs residing in Camps throughout Liberia and who registered to vote will vote. In cases where IDPs have registered to vote for their county of origin but they are still residing in the camp, provisions will be made for them to be allowed to vote a Presidential ballot only. No provisions will be made for those IDPs that registered to vote in the IDP camp, but who have moved to their county of origin before election day.

All registered IDPs voting in camps will vote in same voting precinct. Within a voting precinct, there will be polling places for IDPs who registered for their county of origin and IDPs who registered to vote in the IDP camp.

In case of the Polling places for IDPs registered to vote in their county of origin, Supplementary Registration Roll will be supplied. The Supplementary Roll will contain the names of the IDPs registered in the camp for their county of origin.

The Voter Identification Officer will check the Supplementary Registration Roll to identify the IDP voter. Once the IDP voter is identified he/she will receive Presidential ballot only.

Polling places for IDPs registered for their county of origin will have four staff members and the duties of the Presiding Officer and Queue Controller will be combined, and the duties of the Ballot Box Controller and Inker will be combined, so that there will be total of four staff.

Voting with Replacement VR Cards

Replacement VR cards will be issued by the NEC County Magistrates from 17-30 September. During this period voters whose VR Cards have been lost will be issued with a replacement VR card. The replacement card will be issued only after the proof has been established that person has registered during the voter registration period. Replacement VR cards will contain all the information that appears on the card issued during the voter registration process: county, RC code, photo, age, sex, Voter ID number and the name of the voter. The replacement VR card will, however, be clearly marked **REPLACEMENT**. *If a replacement card has been issued to the voter, the original VR card cannot be used by the voter to vote.*

Below is a blank sample of a Replacement VR card:

The image shows a sample of a Replacement VR card. At the top, it reads "NATIONAL ELECTIONS COMMISSION" and "Voter's Card Replacement". To the right is a small American flag with "Registration 2005" below it. The card has several input fields: "County" (a long box), "Registration Center Code" (a box divided into four smaller boxes), "Age" (a box divided into two smaller boxes), "Sex" (a box divided into two smaller boxes), and "Voter ID Number" (a long box). A large rectangular area on the right is labeled "Photo" and is crossed out with a large 'X'. At the bottom, it says "Replacement Card Serial Number: 123456".

The Presiding Officers of the polling places will receive lists with the names of the voters issued with replacement cards for that voting precinct together with the other polling materials.

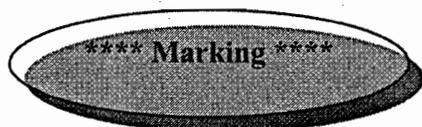
On polling day, before the opening of the poll, the Voter Identification Officer will:

- write the word "**REPLACEMENT**" against the name of voters in the FRR whose names are on the list of voters who received replacement cards. Those voters will be allowed to vote **ONLY** with their Replacement VR Card.

The Presiding Officer must:

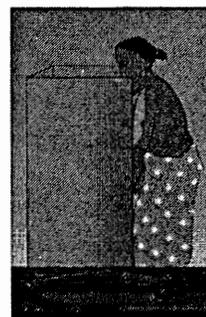
- make sure that every polling place receives the list of replaced VR Cards from the NEC County Office.

- b. S/he must only make one mark on each ballot paper;
 - c. Once s/he has made a mark, especially by thumbprint, s/he should wait a moment till the mark becomes dry before folding;
 - d. S/he should fold each ballot paper separately and deposit each in the appropriate ballot box;
 - e. The choice of the voter is secret and that no one has the right to know how s/he voted;
7. Directs the voter to a vacant voting screen;
 8. Ensures that only one voter goes into one voting screen at a time, unless the voter is disabled;
 9. If a ballot paper is torn as it is being removed from the booklet, write "SPOILED" on the back of the ballot paper and place it in the envelope for spoiled ballot papers and give the voter a new ballot paper;
 10. If a voter claims that s/he has mismarked his/her ballot, retrieve it without looking at the front of the ballot paper, writes the word "SPOILED" on the back of the ballot paper, puts it in the envelope for spoiled ballot papers and gives the voter a new ballot;
 11. Is responsible for the security of the ballots at all times. If s/he needs to leave the polling place, the Presiding Officer takes her/his place.



The Voter must:

- a. Tick by pen or make a thumbprint mark in the blank box by the candidate of his/her choice ;
- b. Only make one tick or mark on each ballot paper;
- c. Once s/he has made a mark, especially by thumbprint, wait a moment until the mark is dry before folding;
- d. Fold each ballot paper separately and deposit each ballot in the appropriate ballot box.

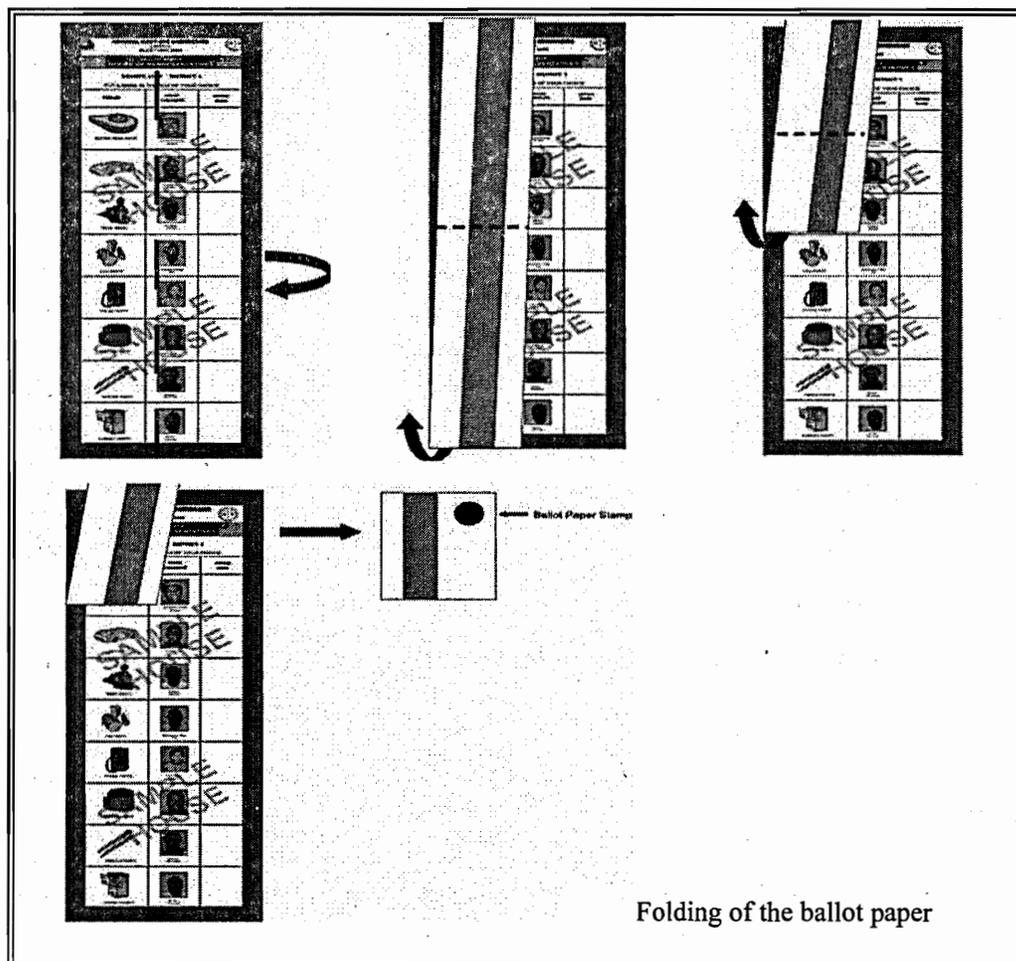


The choice of the voter is secret. No one has the right to know how s/he voted.

USE OF THE TACTILE BALLOT GUIDE

1. When a blind voter comes to your table to receive the ballot papers, explain that Tactile Ballot Guides are available for use. To use the Guides, the blind voter must know where the candidates for whom they want to vote appear on the ballot papers.
2. The Tactile Ballot Guides are designed so that blind voters may mark the ballot papers without any assistance and in secrecy.
3. If the voter would like to use the Tactile Ballot Guides, place each ballot paper – unfolded -- in the assigned Guide so that the Guides fit exactly over the ballot papers. Make sure that the ballot papers are placed in the Guides with the front of the ballot papers facing up and with the bottom of the ballot paper exactly aligned with the bottom of the Guide.
4. Explain to the blind voter that they must place their mark in the cut-out next to the candidate of their choice for each election.
5. Explain to the blind voter that after they make their marks on the ballot papers, they should remove the ballot papers from the Guides and fold the ballot papers.
6. Explain to the blind voter that they should then proceed to the ballot boxes to cast their votes. They should return the Tactile Ballot Guides to the Ballot Box Controller.

Example of the ballot paper folding.



Ballot Box Control

The Ballot Box Controller:

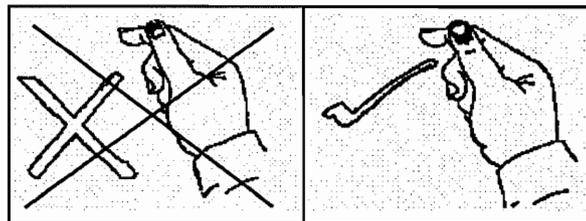
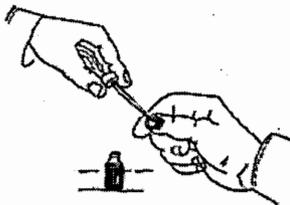
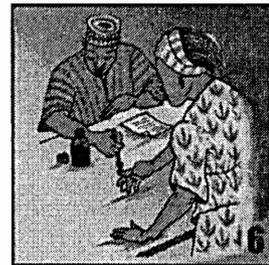
1. Ensures that the secrecy of the vote is always protected;
2. Guards the ballot boxes at all times;
3. Ensures that the voter places the folded ballot papers in the appropriate ballot boxes;
4. Ensures that NO ballot paper is taken out of the polling place;
5. Ensures that the ballot boxes do not get too congested, by shaking the boxes at intervals;
6. Ensures that no unauthorized materials are deposited in the ballot boxes;
7. Directs the voter to the Inker;
8. Is responsible for the security of the ballot boxes at all times. If the Ballot Box Controller needs to leave the polling place, the Presiding Officer takes his/her place.



Inking

The Inker:

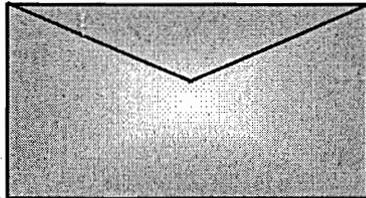
1. Wipes the RIGHT thumbnail of the voter with a piece of cloth;
2. After s/he has voted, applies indelible ink to the right cuticle at the base of the thumbnail using a cotton bud;
3. Applies sufficient ink to prevent wash-away;
4. Thanks the voter for participating in the elections and directs him/her out of the polling place;
5. If the voter refuses to ink the finger after s/he has voted, informs the Presiding Officer.



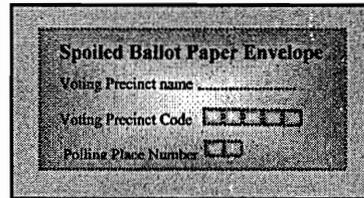
If the voter has no right thumbnail, the ink may be applied on the next closest finger on the right hand. If the applicant has no right hand then follow the above procedures for the left hand, and if he/she has no arms, it is not necessary to apply ink.

Spoiled Ballot Papers

If the voter claims that he/she has mismarked his/her ballot paper, the Ballot Paper Issuer will retrieve a ballot and writes "SPOILED" on the back of the ballot paper. All spoiled ballot papers will be put in the *Spoiled Ballot Paper Envelope*.



Front of the Envelope



Back of the Envelope

As the Spoiled Ballot Papers Envelope is not pre-printed the Presiding Officer will have to enter the necessary information manually as per the sample above. He/she will write:

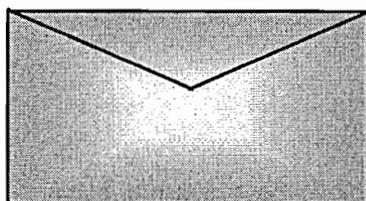
- ✚ Spoiled Ballot Paper Envelope,
- ✚ the voting precinct name and code;
- ✚ the polling place number.

Discarded Ballot Papers

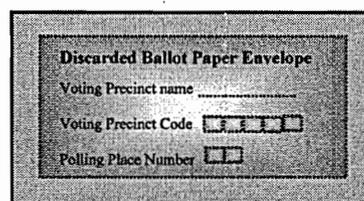
A discarded ballot paper is a ballot paper which a voter misplaces or throws away.

If polling officials find a discarded ballot paper in or near a polling place, they must not put it in a ballot box. Without looking at the front of the ballot paper the Presiding Officer writes "DISCARDED" on the back of the ballot paper and puts it in the *Discarded Ballot Paper Envelope*.

Ballot papers found in the polling place will be placed in the polling place Discarded Ballot Paper Envelope. Each polling place will have one envelope for discarded ballot papers.



Front of the Envelope



Back of the Envelope

As the Discarded Ballot Papers Envelope is not pre-printed the Presiding Officer will have to enter the necessary information manually as per the sample above. He/she will write at the back side of the envelope the following:

- ✚ Discarded Ballot Paper Envelope,
- ✚ the voting precinct name,
- ✚ the voting precinct code,
- ✚ polling place number.

The Presiding Officer must make sure that all above described processes are carried out accurately.

MODULE 6

CLOSING THE POLL

Close of the Voting Precinct

At exactly 18:00 hrs, the Voting Precinct Queue Controller ensures that all voters have joined the queue and, closes the door to the voting precinct. If the voting precinct does not have a door, or if the queue is too large to fit inside the voting precinct, the Queue Controller stands at the end of the line and ensure that no voter attempts to join the queues after 18:00hrs.

Polling Place Queue Controller:

- ✚ Ensures that the door is used only as an exit and informs any voters who arrive after 18:00 hrs that they cannot vote at this election.
- ✚ The Presiding Officer will advise all polling staff when the last voter has voted and left the voting precinct. Only after this information has been received and the last voter has left the voting precinct will the polling place close.

| | |
|---|--|
|  | Anyone who arrives at the voting precinct or a polling place by 18:00 hrs must be allowed to vote. |
|---|--|

Close of the Polling Place

Immediately upon the conclusion of polling, the Presiding Officer will;

1. Close the door to the polling place after the last voter in the polling place has voted.
2. Ask the Polling Place Queue Controller to remain at the door and monitor all persons entering or leaving the polling place.



No counting shall begin until the Presiding Officer has completed all processes above.

Persons Who May Remain for the Count

After the poll has been declared closed, the Presiding Officer will ask the Queue Controller to remain at the door and monitor all persons entering or leaving the polling place.

Persons who may enter or remain for the count are:

- a) Accredited NEC Officials;
- b) Accredited Domestic Observers;
- c) Accredited International Observers;
- d) Accredited Party Representatives;
- e) Accredited Journalists;
- f) LNP (if required by the Presiding Officer);
- g) UNMIL County Electoral Office personnel.

Introduction to the Form” Addition to the FRR”

The Addition to the FRR form is a form that will be used by the Voter Identification Officer. The Addition to the FRR form will be attached to the end of the FRR. The purpose of the form is to record the names of voters not appearing on the FRR, who are issued ballot papers upon production of a valid Voter Registration Card for that voting precinct, as well as to record the names of the polling staff and LNP that vote in the polling place.

How the Voter Identification Officer Fills in the Form “Addition to the FRR Form” ?

The Voter Identification Officer will fill in the form as follows:

County: Write the name of the county where the Voting Precinct is located;

Voting Precinct Code: Write the Voting Precinct Code. It is the five digits number assigned to that voting precinct. The same code was used during Registration and Exhibition.

Polling Place Number: Write the two digits number assigned to that particular polling place;

Electoral District Number: Write the electoral district number. It is two digits number assigned to that particular electoral district by NEC;

Voting Precinct Name: Write the name of the voting precinct assigned to that particular location;

Name of the Voter: Write the name of the voter as shown in his/her VR card;

MODULE 7

COUNTING PREPARATIONS

Introduction

Counting the ballots will take place immediately upon the conclusion of polling. Staff of the polling place will conduct the count.

The Presiding Officer of the polling place is responsible for organising the count in their respective polling places. The polling place Presiding Officer will monitor the count to ensure that the proper procedures are followed at all times.

There are three stages of the counting process:

- preparing the polling place for the count;
- reconciling the ballots in each ballot box;
- sorting and counting the votes.

Carefully following these procedures will enable the count to be seen as fair and transparent.

The count for the Presidential election will take place first, followed by the count for the Senate and then finally the members of the House of Representatives.

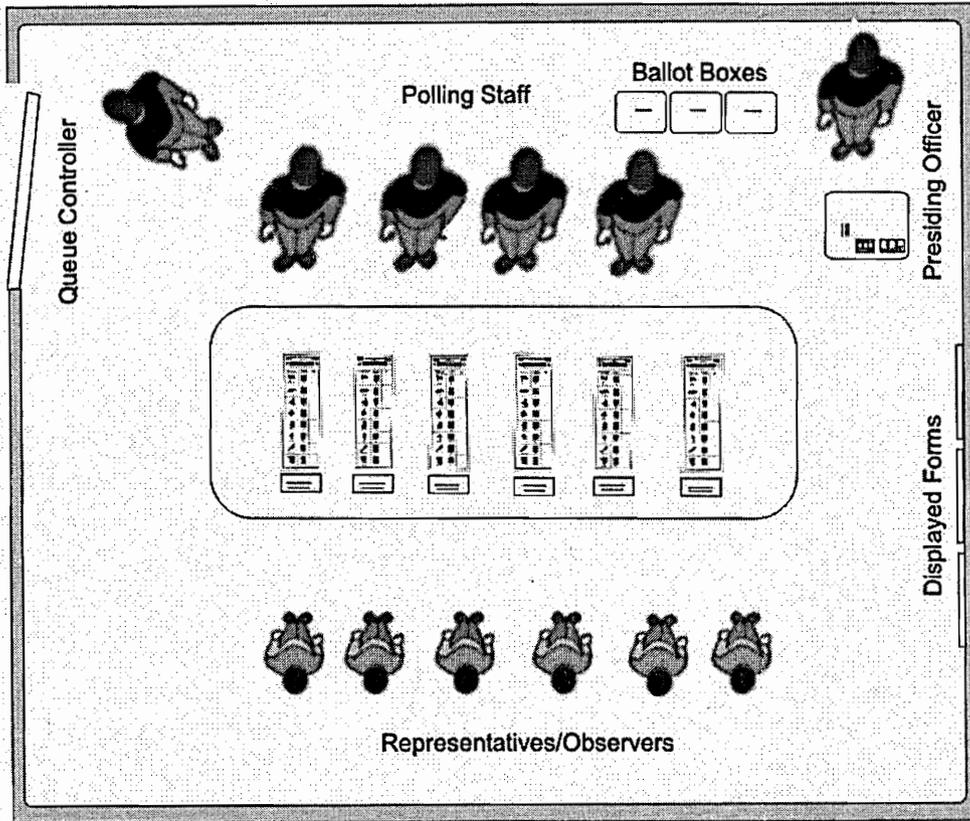
Arranging the Polling Place for Count

Following the conclusion of polling the ballot boxes will be sealed in order to allow the polling place staff to prepare the polling place for count.

Following the conclusion of polling the polling place will be reorganized. The polling place will be laid out in such a manner as to facilitate the count of the ballots. All available tables will be joined together in the polling place in order to have just one large table space for the ballots. The tables should be placed directly in front of where the observers and representatives will be situated. The observers and representatives should be able to clearly view the handling of ballot papers at all times.

Under no circumstances may representatives or observers touch any ballot paper at any stage of the process.

An area for the ballot boxes to be kept from where they can be seen at all times and an area to display the progress of the count needs to be prepared.



Ideal Counting Layout

Remember: Under no circumstances shall the count commence before all the preparations are fully carried out and the polling place Presiding officer has given clearance to begin.

Prior to Commencement of the Count

It is essential for an efficient and transparent counting process that all parties involved are clear of their role in the process. Therefore once the polling place has been prepared for counting, and prior to the commencement of the reconciliation process, the Presiding Officer will briefly explain the entire process to all those present in the polling place. The Presiding Officer will pay particular attention to the role of representatives and observers and what they are permitted to do and what they must not do.

The counting of the ballots will be done in two stages, and those are a) reconciliation, and b) sorting and counting of ballots.

The first stage of the count is “reconciliation”. During the reconciliation process, the ballots from each ballot box are counted to ensure that they add up to the number of ballots recorded in the Presiding Officer’s Worksheet (P01). The second stage of the count is “sorting and counting”. During this phase, the ballot papers are sorted by Candidate, and the total votes for each Candidate counted.

MODULE 8

COUNTING

Opening the Ballot Boxes

It is important that representatives and electoral observers witness the opening of the ballot boxes as this stage of the process is vital for the procedural integrity of the process as a whole. If there are no representatives or observers present the Presiding Officer will commence the process regardless.

Before a ballot box is opened, the Presiding Officer will:

- ✚ confirm the seal numbers recorded on the Presiding Officer's Worksheet to the actual numbers on the ballot boxes;
- ✚ call these numbers aloud;
- ✚ confirm that all plastic seals are found intact;
- ✚ cut the seals on the side of the ballot box and empty the contents onto the table.

The slot seal on top of the ballot box remains sealed.

The ballots for the Presidential elections will be reconciled first, followed by the Senate and House of Representatives elections. Upon conclusion of the reconciliation of the Presidential elections and after the Presiding Officer's Worksheet (P01) form is completed, the Presidential ballots will be returned to the Presidential ballot box. Next, the Senate ballot box will be opened and reconciled. The same procedure will apply for the House of Representatives ballot box.

After all the ballot boxes are reconciled, sorting and counting of the ballot papers will start following the same order as for reconciliation (Presidential, Senate and House of Representatives ballot box).

The Counting Order

The order of count is as follows:

1. The Presidential ballot
2. The Senate ballot
3. The House of Representative ballot

Rules for Determining VALID Ballots

A ballot will be considered as a valid ballot if the voter's intention is clear

Voters record their choice by marking, the square on the ballot paper corresponding to the candidate of their choice with a pen or thumbprint. The Presiding Officer and polling staff must interpret this requirement as liberally as possible. The guiding principle is that all voters tried to record a choice. Do not sort ballot papers as invalid for arbitrary reasons.

Ballot papers are valid if;

- There is a mark of any description in one and only one square on the ballot paper,
- There is a mark of any description which is clearly in the area allocated to a candidate on the ballot paper and there are no other marks on the ballot paper,
- There are 2 or more marks on the ballot paper, but they are all within the area allocated to a single candidate,
- There are 2 or more marks on the ballot paper, but the Presiding Officer is satisfied that one mark represents the voter's intention and that the other marks are stray marks,
- The mark is made with a writing instrument other than the pen provided behind the voter screen,
- The ballot is torn but all boxes for all candidates remain intact,
- The voter has crossed out or otherwise scribbled over the name(s) of one or more of the candidates without making a mark indicating a vote for any of them, but has made a clear choice by making a single mark for one candidate, the name of which has not been crossed out or scribbled over,
- An "X" made in a box touches other boxes as long as the center cross point of the "X" is within a single box next to one candidate,
- An "X" is made next to a box for one candidate and the "X" does not cross out the name of the candidate,
- The major portion of the "✓" of a checkmark is within the box for one candidate, and neither the starting point on the shortest side of the checkmark, nor the point of the "✓" extend to any other box,

- A checkmark next to a candidate touches other boxes or names of other candidates as long as neither the starting point on the shortest side nor the bottom point of the “✓” of the checkmark extends into another box,

Rules for Determining INVALID Ballots

Ballot papers are not valid if the intention of voter is not clear. Below are some of the cases when the ballot paper will be considered as invalid ballot;

- There is no official stamp on the back of the ballot paper;
- It is not one of the official ballot papers issued by the National Elections Commission;
- There is any writing on the ballot paper which would enable a political party or candidate representative to identify the voter who marked the ballot paper;
- There is no mark of any description on the ballot paper;
- There is only one mark on the ballot paper but it is impossible to be sure which candidate it has been recorded for;
- There are two or more marks (for two candidates) on the ballot paper;
- The starting point on the shortest side of a checkmark starts in one box, but the bottom point of the “✓” of the checkmark extends into another box;
- An “X” is placed so that its center cross point is between two boxes;
- The voter has made marks indicating a choice for more than one candidate;
- The ballot is torn so as to remove one or more boxes used for marking a voter’s choice;
- A mark indicating a choice for one candidate has been altered, erased or crossed out, and another choice has been marked.



General principles for determining valid, or invalid ballots

The rules for determining valid and invalid ballots have been based on the principle that, to the greatest extent possible, the ballot should be counted **if the intention of the voter is clear**. In other words, every ballot shall be presumed to be valid unless there is a clear reason to justify its rejection. This policy is based on the fundamental principle that the object of any election is to obtain the expressed will of the voter. With this in mind, the Presiding Officer shall validate as many votes as possible.

Following are some examples of valid and invalid ballots:

Valid Ballot Papers

| | | |
|--|---|---|
|  TRAIN PARTY |  JONES JONES | |
|  LOG PARTY |  WASHINGTON WAS |  |
|  PHONE PARTY |  COLLINS COLLINS | |

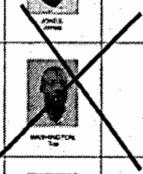
| | | |
|--|---|--|
|  TRAIN PARTY |  JONES JONES | |
|  LOG PARTY |  WASHINGTON WAS | |
|  PHONE PARTY |  COLLINS COLLINS | |

| | | |
|--|---|---|
|  TRAIN PARTY |  JONES JONES | |
|  LOG PARTY |  WASHINGTON WAS |  |
|  PHONE PARTY |  COLLINS COLLINS | |

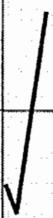
| EMBLEM NAME & ACRONYM OF CANDIDATE PARTY / ALLIANCE / COALITION | PICTURE & NAME OF HOUSE OF REPRESENTATIVE CANDIDATE | VOTING MARK |
|---|--|---|
|  STAR PARTY |  WATTS WATTS |  |
|  CAR PARTY |  WATTS WATTS | |
|  TRAIN PARTY |  JONES JONES | |

| EMBLEM NAME & ACRONYM OF CANDIDATE PARTY / ALLIANCE / COALITION | PICTURE & NAME OF HOUSE OF REPRESENTATIVE CANDIDATE | VOTING MARK |
|---|--|-------------|
|  STAR PARTY |  WATTS WATTS | |
|  CAR PARTY |  WATTS WATTS | |
|  TRAIN PARTY |  JONES JONES | |

| | | |
|---|--|---|
|  TRAIN PARTY |  JONES JONES |  |
|  LOG PARTY |  WASHINGTON WAS | |
|  PHONE PARTY |  COLLINS COLLINS | |

| | | |
|--|---|---|
|  TRAIN PARTY |  JONES JONES | |
|  LOG PARTY |  WASHINGTON WAS |  |
|  PHONE PARTY |  COLLINS COLLINS | |

| | | |
|--|---|-----|
|  TRAIN PARTY |  JONES JONES | NO |
|  LOG PARTY |  WASHINGTON WAS | YES |
|  PHONE PARTY |  COLLINS COLLINS | |

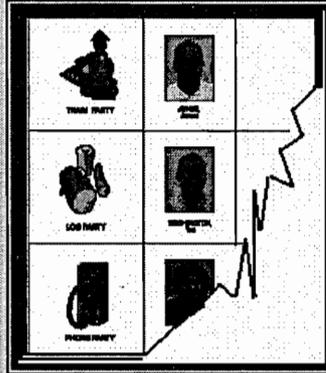
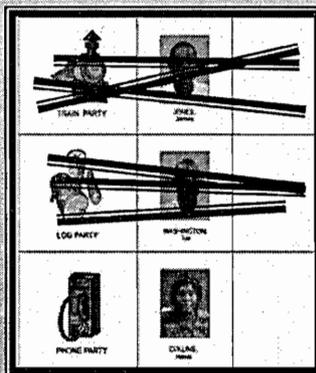
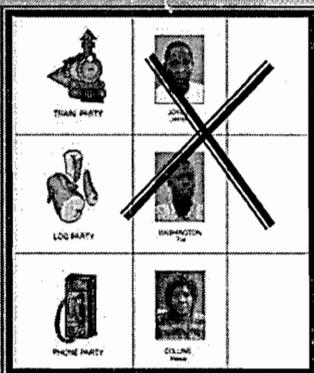
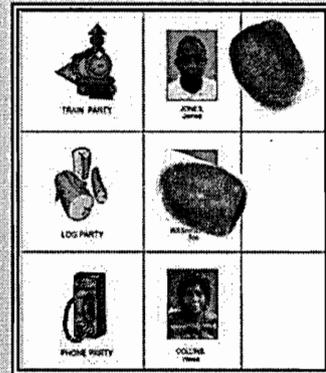
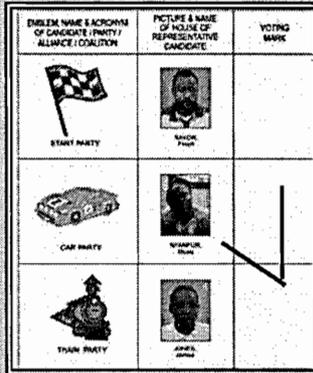
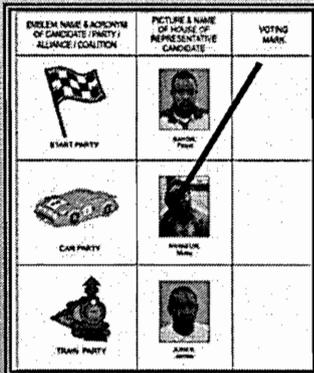
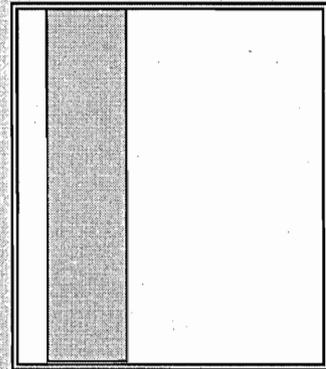
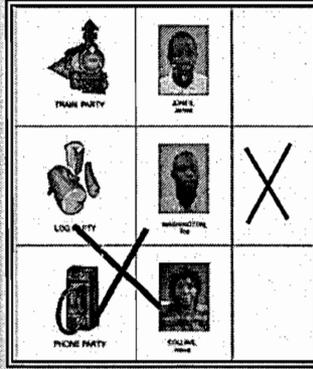
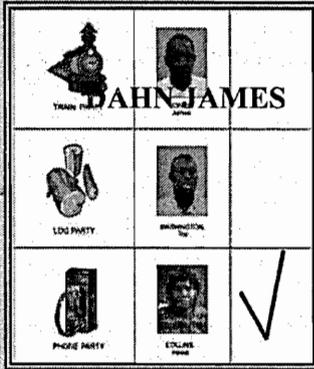
| | | |
|--|---|---|
|  TRAIN PARTY |  JONES JONES |  |
|  LOG PARTY |  WASHINGTON WAS | |
|  PHONE PARTY |  COLLINS COLLINS | |

| | | |
|--|---|---|
|  TRAIN PARTY |  JONES JONES | |
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| | | |
|--|---|--|
|  TRAIN PARTY |  JONES JONES | |
|  LOG PARTY |  WASHINGTON WAS | |
|  PHONE PARTY |  COLLINS COLLINS | |

Invalid Ballot Papers



Reconciliation of Ballot Papers

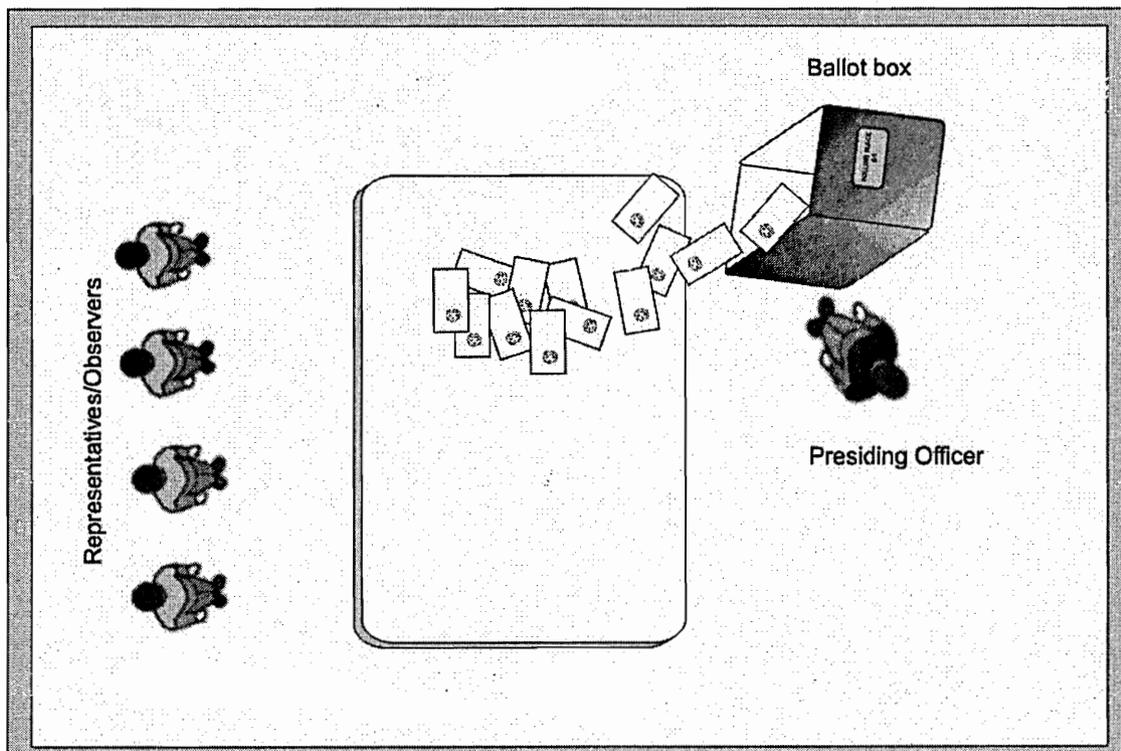
Reconciliation means checking that the number of ballots in each ballot box adds up to the number of ballots recorded on the Presiding Officer's Worksheet as having been handed out to voters in that specific polling place. Reconciliation is the first step in counting of ballot papers.

During the Reconciliation process all staff involved in polling will be involved in the reconciliation, sorting and counting of ballot papers, apart from the Queue Controller who will be in charge of controlling the entrance to the polling place during the counting and ensuring that only people authorized to enter the polling place are present.

The Process

Before the ballot box seals are broken the Presiding Officer will have to explain the process of reconciliation to the representatives and observers present at the polling place.

During the reconciliation process, the Presiding Officer will break the side seals and open the ballot box in full view of staff, party/candidate representatives and observers and empty it in the center of the table. Once all the ballot papers are emptied from the ballot box the Presiding officer will show the empty ballot box to the representatives and observers to ensuring that there is no ballot paper remaining inside the ballot box. After all the ballot papers are emptied, all staff will:



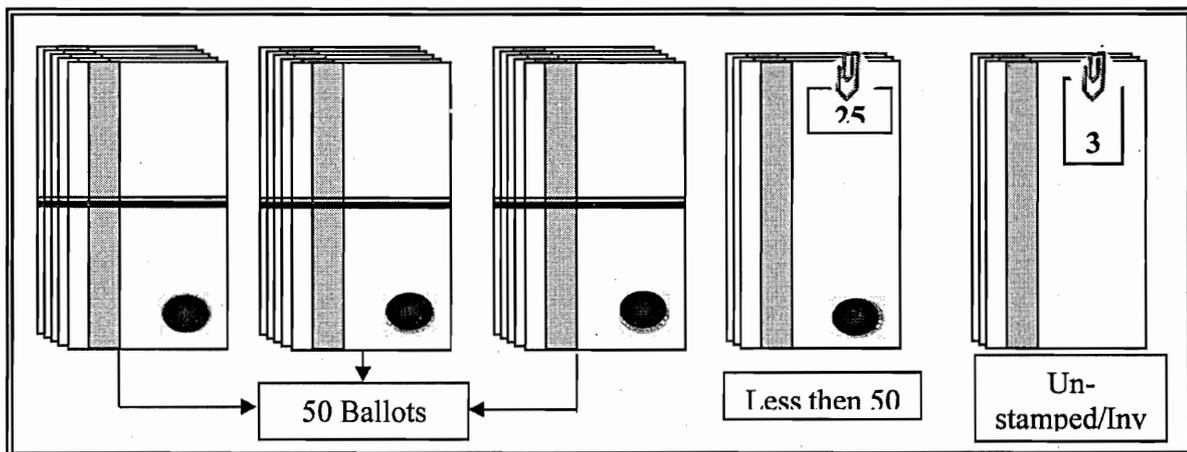
- Unfold the ballot papers one at a time;
- Place the ballot papers face down so that only the back of the ballot paper is visible, and count them into piles of 50 ballots;
- Any ballots without the official stamp should be placed in a separate bundle without looking at the front of the ballot;

Unstamped ballot papers will be included in the count but will be treated as invalid

- A rubber band should be placed around each bundle of 50 ballot papers and the bundle re-counted by another staff member to confirm the quantity;
- There will probably be a last bundle of less than 50 ballot papers;
- In this case, the Presiding Officer writes the number of ballots on a piece of paper and clips the number to the bundle. Do not place a rubber band around any 'bundle of less than 50

Bundles of 50 should never be recounted by the person who initially counted them

- The Presiding Officer will add the totals of stamped and unstamped ballots to determine the total number of ballot papers taken from the ballot box;
- The number of ballot papers taken from the ballot box (row D), should match with the number of ballots that should be in the ballot box issued to voters (row C), of the Presiding Officer's Worksheet;
- The Presiding Officer announces the total number of ballot papers in the ballot box, and writes down the number of ballot papers found in the ballot box on the Presiding Officer's Worksheet (P01).



Bundles of 50 less than 50 and Unstamped/Invalid ballot papers

If any ballot paper is found to have been placed in the incorrect ballot box, the Presiding Officer will transfer the ballot papers to the correct ballot box when the ballot box is opened. As the marked ballot paper is very sensitive material special care should be given to misplaced ballots in the ballot boxes.

Sorting and Counting Ballot Papers

After the reconciliation has been satisfactorily completed at the polling place, and all reconciliation problems have been resolved, the Presiding Officer will announce the total numbers of ballot papers in the ballot box.

The Presiding Officer will then announce that the sorting and counting of the Presidential ballots will begin. The ballot papers for the Presidential election will be counted first, followed by the ballot papers for the Senate and House of Representatives elections.

The process

The count at the polling place shall be carried out and organized by the Presiding Officer. The Presiding Officer will assign other members of the polling staff tasks relating to the count.



Before the ballot box seals are broken for the second time the Presiding Officer will have to explain the process of sorting and counting to the representatives and observers present at the polling place.

Before the ballot boxes are open and contents emptied, the Presiding Officer will have to prepare cards with the names of each candidate on the ballot paper, to facilitate accurate and easy sorting of ballot papers, (use the back side of the witness form provided to make the name cards). A card for invalid ballot papers will also be written.

Juliet Alpha

Invalid

During the sorting and counting process, the Presiding Officer will break one of the side seals and open the ballot box in full view of staff, party/candidate representatives and observers and empty it in the center of table. Once all the ballot papers are emptied from the ballot box the Presiding Officer

will show the empty ballot box to the representatives and observers to ensuring that there is no ballot paper remaining inside the ballot box. After all the ballot papers are emptied, all staff will:

- Take off elastic bands and paper clips from the bundles of ballot papers;
- Sort the ballot papers into stacks according to the voter's choice of candidates; there is also a stack for invalid ballot papers. The invalid ballot paper stack is set to one side, in clear view of all party representatives and observers;
- If it is unclear which candidate the voter intended to vote for, that ballot paper will initially be placed in the Invalid stack;
- Unstamped ballot papers identified during the Reconciliation process will be separated immediately and those will be placed in the stack of invalid ballot papers. Before ballot papers are put in stack of invalid ballot papers, the Presiding Officer must remove the paper clips attached to the ballot papers;
- During this process, party/candidate representatives and observers will be given access to view the process;
- After all the ballot papers are sorted, the team will check every ballot paper in every stack to make sure it has been sorted correctly;
- The Presiding Officer will then check all the remaining ballots in the Invalid stack, and make final decisions as to their validity or invalidity. Any ballots determined to be valid will be placed in the appropriate candidate's stack.

Important: Throughout the process, polling staff should periodically check under their chairs and tables to make sure that nothing has accidentally fallen to the floor.

Counting of votes

Now, once the ballots have been sorted into separate stacks for each candidate and invalid ballots.

Each stack will be counted separately in the order in which the candidate appear on the ballot paper until all candidates have been counted. When the stacks have been counted for all candidates, the invalid ballots will be counted separately. During the counting process only Presiding Officer and a staff designated by Presiding Officer will count the ballot papers. The process will be carried out in following way:

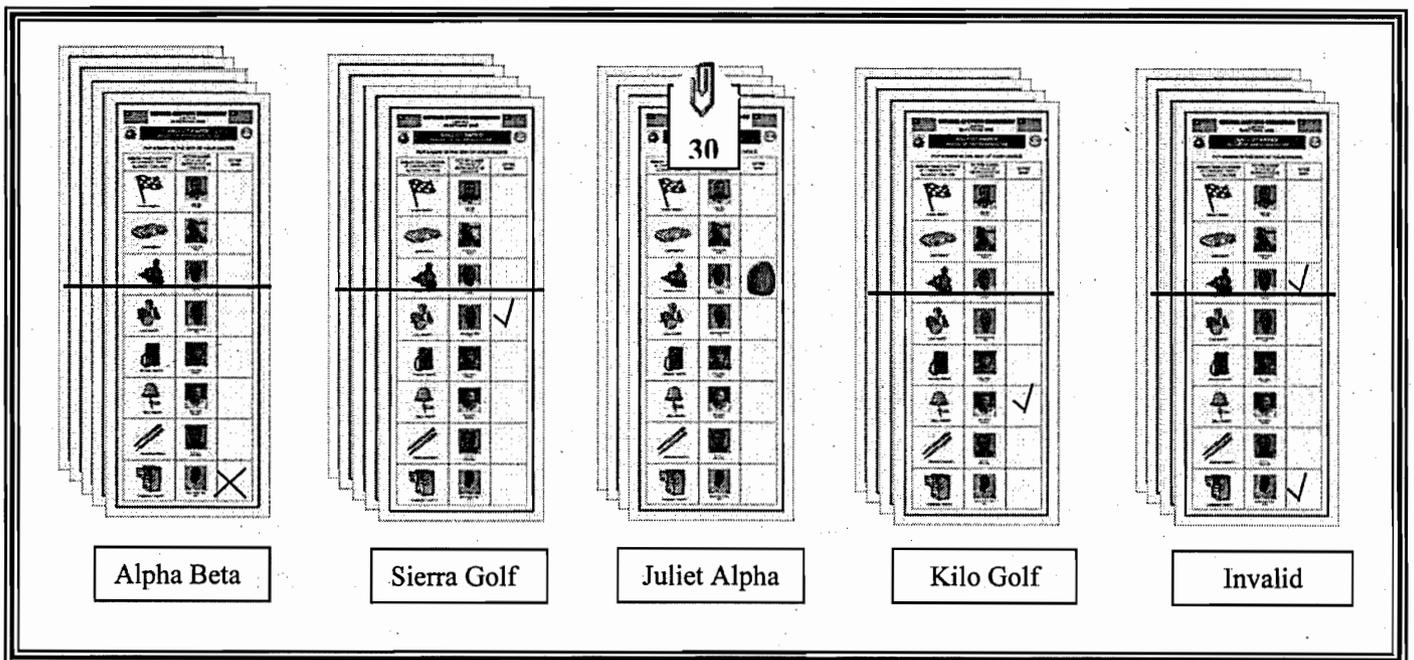
- The Presiding Officer will assign one member of the polling place to count the ballots;

- The Presiding Officer will recount votes for each candidate to confirm that the total is reached twice before any record on the number of the votes is written on the Record of the Count form;
- Counting of the votes must be done in full view of party/candidate representatives and observers;
- When the ballots are counted for each candidate, the rubber band will be placed around each bundle of 50 ballot papers for each candidate separately. In cases of bundles with less than 50 ballot papers, the Presiding Officer writes the number of ballots on a piece of paper and clips the number to the bundle.

Do not place a rubber band around any bundle of less than 50.

The total number of votes for each candidate will be transcribed onto the Record of the Count form, separately for each election.

The Presiding Officer will announce the results loudly after the votes are counted for each candidate so that party representatives and observers present at the polling place can record the results.



Displaying of Electoral Results

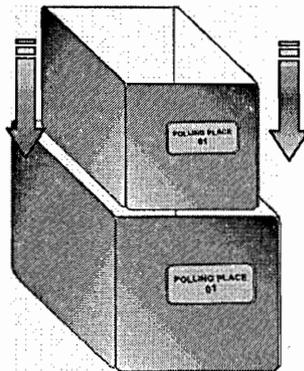
Once the count for President, Senate and House of Representatives is completed and all the count forms are filled in, the Presiding Officer will display results at the polling place for all three elections.

Packing of Sensitive Materials

After the completion of the count, all ballot boxes containing ballots and all Tamper Evident Envelopes must be returned to the NEC County Electoral Office. No materials should be forgotten, as these materials can be used for run-off elections. The Presiding Officer will pack sensitive materials and prepare them for transport to the County Office. Proper packing is critical for the efficient processing of polling place materials at the county office.

Instructions on Packing of Marked Ballot Papers

As all the materials should be packed and be transported to the NEC County Electoral Office, the ballot papers will be packed in different ways. All ballot papers from three ballot boxes will be packed together, in separate TEEs, and placed in one of the ballot boxes, in order to ease transportation of the materials from the polling place to the NEC County Office. That ballot box will then be sealed. All three ballot boxes can then be stacked, for ease of transport.



Assembling Ballot Boxes

Packing of Non-Sensitive Materials

All items including voting screens must be packed into the polling kit and returned to the NEC County Electoral Office and from there to the county storage facility. It is important that all materials are returned as these can be used for the run-off elections.

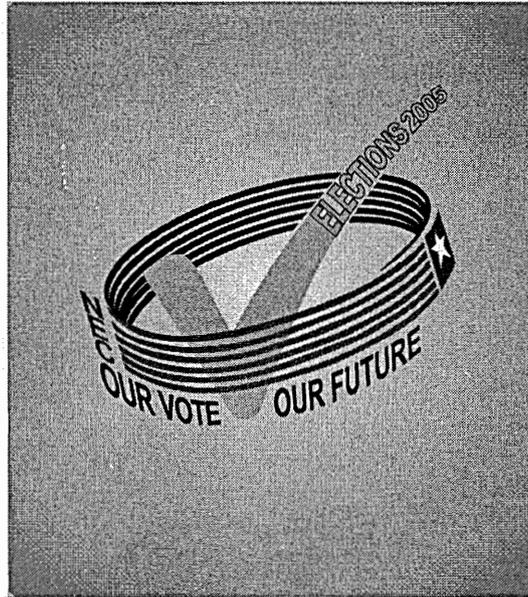
Polling place staff must ensure that no election material is left behind.

Delivering Materials to the NEC County Electoral Office

The Presiding Officer carefully packs all materials and hands them over to the Presiding Officer who is responsible for the collection of materials by ESO/ES teams.

The ES/ESO team will be responsible for ensuring that all material is safely returned to the NEC County Electoral Office.

- Blank Sheet for Note -



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