



Republic of Liberia
National Elections Commission (NEC)



**Guidelines and Code of Conduct
for Representatives
of Political Parties, Accredited
Coalitions and Alliances, and
Independent Candidates**



April 28, 2005

PREAMBLE

WHEREAS, Article 89 of the January 6, 1986 Constitution of the Republic of Liberia established the Elections Commission as an autonomous public Commission;

WHEREAS, Section 9, Chapter 2 of the 1986 Elections Law empowers the Elections Commission to formulate and enforce electoral guidelines;

WHEREAS, the National Elections Commission, successor to the Elections Commission, was re-constituted by the Comprehensive Peace Agreement signed in Accra, Ghana, on August 18, 2003;

WHEREAS, the Comprehensive Peace Agreement mandates that the electoral system in Liberia be reformed in order to ensure that the rights and interests of all Liberians are guaranteed, and that the elections are organized in a manner that is acceptable to all;

WHEREAS, the National Elections Commission welcomes the participation of accredited representatives of political parties and independent candidates to monitor all aspects of the October 2005 elections, in order to ensure that the proper procedures are followed, to prevent irregularities from taking place and to promote transparency and accountability in the electoral process;

NOW THEREFORE:

The National Elections Commission hereby promulgates the following Guidelines for Representatives of Political Parties, Accredited Coalitions and Alliances and Independent Candidates:



Republic of Liberia
National Elections Commission (NEC)



**Guidelines for
Representatives
of Political Parties, Accredited
Coalitions and Alliances, and
Independent Candidates**

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Part I.
GENERAL PROVISIONS

Section 1. Citation

These guidelines may be cited as the Guidelines for Representatives of Political Parties, Accredited Coalitions and Alliances, and Independent Candidates.

Section 2. Definitions

In these Guidelines, unless the context otherwise requires:

- (a) "Representative" means an individual representing a registered political party, or accredited coalition or alliance, or an independent candidate whose nomination has been accepted by the National Elections Commission and who is accredited by the National Elections Commission for the purpose of monitoring the conduct of electoral procedures by officials of the Commission during the registration exercise, polling, counting of the votes and announcement of election results;
- (b) "The Commission" means the National Elections Commission;
- (c) "Electoral process" means all electoral activities conducted by the Commission, including the registration of voters, polling, counting of ballots and announcement of results;
- (d) "The Election Law" means the 1986 New Elections Law, as amended; and
- (e) "Monitor" means the right of a representative of a political party, or an accredited coalition or alliance, or an independent candidate to observe and bring to the attention of the election official concerned any procedural or other irregularity occurring at a registration center, exhibition centers, determination of objections, nomination proceedings, polling place or counting center, and announcement of results, without interfering in or obstructing the electoral process.

Section 3. Representatives of political parties and of independent candidates

- (1) Registered political parties, including accredited coalitions or alliances, shall be entitled to nominate representatives who shall monitor the electoral process.
- (2) Independent candidates who have appeared on the Final List of Candidates issued by the Commission shall be entitled to nominate representatives to monitor the electoral process.

Section 4. Monitoring by representatives of political parties and of independent candidates

- (1) The right of representatives of political parties and of independent candidates to monitor the electoral process in the electoral districts which they are contesting is safeguarded by law (Section 4.9, of the 1986 New Elections Law).
- (2) Every registered political party or independent candidate shall be entitled to nominate not more than two representatives in connection with the registration and election exercises at every registration center, polling place, counting center and at the Office of the Magistrate of Elections.
- (3) Only one representative from each political party and from each independent candidate, as referred to in sub-guideline 4(2), shall be allowed inside the registration center, polling place, counting and collation center and at the Office of the Magistrate of Elections while the registration and election exercises are underway.
- (4) A registered political party or independent candidate may, at any time and with written notice to the Magistrate of Elections, revoke the nomination of any representative and replace that person with another.

Part II:

ACCREDITATION OF REPRESENTATIVES

Section 5. Request for accreditation of representatives of political parties and independent candidates

- (1) Each political party and independent candidate shall request accreditation of its representatives using Form PPCR 001.
- (2) The request for accreditation of representatives shall be accompanied by:
 - (a) List of Nominated Representatives, Form PPCR 002;
 - (b) Declaration of Representative, Form PPCR 003; and
 - (c) Statement of Commitment by the Liaison Officer, Form PPCR 04.
- (3) The political party or independent candidate shall also furnish such further information or documentation as may be required by the Commission.
- (4) The request for accreditation shall be submitted to the Magistrate of Elections in the county concerned.
- (5) Forms to request accreditation shall be available at the headquarters of the Commission in Monrovia, at the Liaison Office, and at offices of the Magistrates for Elections and shall be free of charge.
- (6) A request for accreditation shall be submitted to the Magistrate of Elections no later than two (2) weeks before elections day.

- (1) As soon as practicable, the Magistrate of Elections shall inform the political party / independent candidate that its request has been received.

Section 6. Decision of Commission on accreditation

- (1) If the Magistrate of Elections finds that the application for accreditation of representatives from a political party or independent candidate complies with the requirements set out herein, he/she shall accredit the representatives for the purpose of these guidelines and notify the applicant within seven (7) days of receipt.
- (2) If the Magistrate of Elections finds that the application for accreditation of representatives from a political party or independent candidate does not comply with the requirements set out herein, he/she shall notify the applicant in writing of the decision and reasons. Deficiencies in the application may be rectified by the applicant, without prejudice to the deadline of submitting requests for accreditation.
- (3) An applicant whose application for accreditation has been rejected by the Magistrate of Elections shall have the right to appeal to the Commission within three (3) days.
- (4) The Commission shall determine the appeal within three (3) days of receipt.
- (5) Decisions of the Commission with regard to applications are final.

Section 7. Accreditation of representatives

- (1) Following the accreditation of the representatives of a political party or independent candidate by the Magistrate of Elections, the Magistrate shall immediately issue to the political party / independent candidate such number of representative identification cards as accredited representatives.
- (2) The representative identification card shall include the logo of the Commission and the signature of the authorized official of the Commission.
- (3) The political party / independent candidate shall issue the accredited representatives with the representative identification cards authorized by the Commission.
- (4) The political party / independent candidate shall also issue the Code of Conduct for Representatives of Political Parties and Independent Candidates to the representatives.

Part III. **OTHER PROVISIONS**

Section 8. Rights and obligations of representatives

- (1) Every accredited representative is entitled to attend and monitor at any time the electoral process at registration centers, exhibition centers, nomination places, polling

- (1) places, counting centers and at other premises used for the electoral process by the Commission or its officials.
- (2) Every accredited representative shall abide by the Election Law, regulations and guidelines issued by the Commission, the Code of Conduct for Political Parties and the Guidelines and Code of Conduct for Representatives of Political Parties, Accredited Coalitions and Alliances, and Independent Candidates.
- (3) Every accredited representative shall be familiar with the electoral procedures and the Code of Conduct for Representatives of Political Parties and Independent Candidates.
- (4) No representative shall disrupt electoral activities.
- (5) No representative shall make any remark aimed at influencing other persons on the premises where electoral activities are being conducted.
- (6) Representatives shall, while observing electoral activities, visibly display their identification cards and any other documentation required by the Commission. If requested by a Magistrate of Elections or registration official, the representative shall also produce a copy of the letter of his/her nomination by the political party or independent candidate.
- (7) Representatives shall not display anything which identifies them as a representative of a particular political party or candidate.
- (8) The Registrar, Presiding Officer, Magistrate of Elections or other official of the Commission may, notwithstanding any provisions to the contrary contained in these guidelines, order any political party representative or representative of an independent candidate to leave the registration center, polling place, counting center, office of the Magistrate of Elections, or location where electoral activities are being conducted until such time as the representative consents to comply with his/her duties and obligations pursuant to these Guidelines.

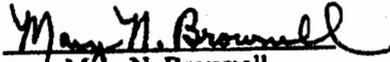
Section 9. Revocation of accreditation

- (1) **The Commission may revoke the accreditation of a representative of a political party or independent candidate upon a determination that the individual has:**
 - (a) **failed to comply with a lawful instruction, direction or order issued by or on behalf of the Commission;**
 - (b) **hindered or obstructed any official of the Commission in the conduct of his or her duties; or**
 - (c) **infringed the Guidelines or Code of Conduct for Representatives of Political Parties and Independent Candidates.**

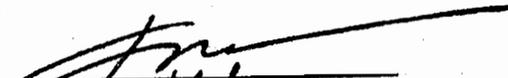
Approval of Guidelines for Representative of Political Parties and Independent Candidates:

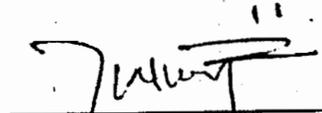
DONE UNDER OUR HANDS AND SEAL OF THE
NATIONAL ELECTIONS COMMISSION (NEC)
THIS 26th DAY OF APRIL A.D. 2005

Signed:


Mary N. Broynell
COMMISSIONER

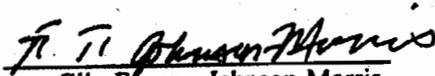

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Republic of Liberia
National Elections Commission



**Code of Conduct
for
Representatives of
Political Parties, Accredited
Coalitions and Alliances, and
Independent Candidates**

BEST AVAILABLE COPY

Code of Conduct for Representatives of Political Parties, Accredited Coalitions and Alliances, and Independent Candidates

- (1) The National Elections Commission is pleased to accredit representatives of political parties and independent candidates to monitor all electoral processes for the October 2005 elections, including voter registration, exhibition of the provisional registration roll, claims and objections to the provisional roll, the registration of political parties, the nomination of candidates, polling and counting, and the compilation and announcement of results.
- (2) Monitoring of the electoral process by accredited representatives of political parties and independent candidates means the right of a representative of a political party or an independent candidate to bring to the attention of the election official concerned any procedural or other irregularity occurring at a registration center, nomination proceeding, polling place or counting center, and announcement of results, without interfering in or obstructing the electoral process.
- (3) The purpose of this Code of Conduct is to ensure that the monitoring by representatives of political parties and independent candidates is informed and carried out with integrity and in support of the conduct of a credible electoral process. To this end, every accredited representative shall:
 - (A) Adhere to the laws of the Republic of Liberia;
 - (b) Do nothing that disrupts the normal course of the electoral process or that hinders the officials of the National Elections Commission in the performance of their duties;
 - (c) Respect the role, status and authority of NEC officials, including international advisers to the National Elections Commission, and comply with all lawful instructions or directions given by NEC officials;
 - (d) Have the right to complain about any violation of the law or regulations and procedures which they have personally seen. This complaint shall be made to the Registrar, Presiding Officer, Magistrate of Elections or official of the Commission during or after the violation has been committed;
 - (e) Where required, have the right to sign those forms used in the conduct of the voter registration and elections exercises;
 - (f) Maintain and aid in maintaining the secrecy of voting;
 - (g) Avail themselves of briefings and other information on the electoral process provided by the NEC, and be knowledgeable about the conduct of the electoral process by the Commission;
 - (h) Wear or otherwise display prominently the representative identification card issued by the Commission when engaged in monitoring the electoral process; and;

- (i) If requested by a Magistrate of Elections or registration official, produce a copy of the letter of his/her nomination by the political party or independent candidate.

- (4) Moreover, every representative of a political party and independent candidate shall NOT:
 - (a) Give unauthorized information or guidance to persons involved in the electoral process;
 - (b) Announce election results without the authority of the National Elections Commission;
 - (c) Communicate with applicant for registration or voter on a matter of partisan significance;
 - (d) Touch any registration or election material and equipment without the express consent of an NEC official;
 - (e) Display anything which identifies him/herself as a representative of a particular political party or candidate;
 - (f) Interfere unjustifiably or in bad faith with the duties of the election officials, disturb the process of casting or counting of votes; and
 - (g) Assist any voter who requests assistance in the voting process.

FORMS



Republic of Liberia
National Elections Commission



Request for Accreditation of Representatives

1. County: _____

2. Political Party / Independent Candidate Name: _____

Address: _____

Telephone: _____

3. Person authorized by the political party / candidate to liaise with the Magistrate of Elections:

Name: _____ Position: _____

Address: _____

Telephone: _____

4. Number of representatives to be appointed by the political party / candidate in the county: _____

ADDITIONAL INFORMATION REQUIRED

For accreditation of representatives, in addition to this form, please attach:

- * Form PPCR 002
- * Form PPCR 003
- * Form PPCR 004

Submitted by: _____

Position: _____ Date: _____

Received by: _____

Position: _____ Date: _____



Republic of Liberia
National Elections Commission



Declaration of Representative

I, _____ (name) hereby confirm my commitment to serve as a representative of _____ (name of party, coalition or alliance, or independent candidate) to monitor the electoral process.

I shall adhere to the law of Liberia, regulations and guidelines issued by the National Elections Commission, Guidelines and Code of Conduct for Representatives of Political Parties, Coalitions and Alliances, and Independent Candidates, Code of Conduct for Political Parties, and such other instructions issued by the Commission.

It is understood that my accreditation may be revoked by the National Elections Commission if, among other reasons, it determines that I have infringed the Guidelines or Code of Conduct for Representatives of Political Parties, Coalitions and Alliances, and Independent Candidates.

Signature of Representative: _____ Date: _____



Republic of Liberia
National Elections Commission

Form PPCR 004



Statement of Commitment by the Liaison Officer

I, _____ (name), Liaison Officer for
_____ (name of party, coalition or alliance, or
independent candidate) hereby affirm that the nominated representatives listed in form PPCR 002,
are the solely individuals that will receive the Identification Cards issued by the NEC to the above
mentioned party, coalition or alliance or independent candidate. The identification cards will be used
only for the purpose of monitoring the electoral process, at the location of assignment.

I shall adhere to the law of Liberia, regulations and guidelines issued by the National Elections
Commission, Guidelines and Code of Conduct for Representatives of Political Parties, Coalitions and
Alliances, and Independent Candidates, Code of Conduct for Political Parties, and such other
instructions issued by the Commission.

Signature of Liaison Officer: _____

Location: _____ Date: _____

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