POLLING AND COUNTING
MANUAL FOR STAFF

PRESIDENTIAL AND
REPRESENTATIVES ELECTIONS 2017
Table of Contents

MESSAGE FROM THE CHAIRMAN OF THE NATIONAL ELECTIONS COMMISSION (NEC) ..................... 1

MODULE 1:  INTRODUCTION ............................................................................................................. 2

Authority to Conduct The Elections .................................................................................................. 2

Types of Elections ................................................................................................................................ 2

1. Presidential and Vice Presidential Election ..................................................................................... 2

2. The House of Representatives Elections ......................................................................................... 2

Voter Eligibility Criteria ........................................................................................................................... 2

Voting Time and Date .............................................................................................................................. 3

Voting Precincts and Polling Places ........................................................................................................ 3

Total Number of Voting Precincts And Polling Places ......................................................................... 3

Persons Allowed Entry to The Polling Place ......................................................................................... 3

NEC Staff and Polling Personnel ........................................................................................................... 4

1. The Elections Magistrate ................................................................................................................... 4

2. Electoral Supervisor ........................................................................................................................... 4

3. Polling Staff ....................................................................................................................................... 4

Brief Description of The Duties of The Election Staff .......................................................................... 5

Voting Precinct Staff ............................................................................................................................... 5

1. Voting Precinct Queue Controller ...................................................................................................... 5

2. Precinct Presiding Officer or Presiding Officer in Charge of Voting Precinct ................................... 6

Assistance To The Voters ....................................................................................................................... 6

Political Party /Independent Candidate Agents ..................................................................................... 8

Observers ............................................................................................................................................... 8

Media ..................................................................................................................................................... 9

Security In The Election ......................................................................................................................... 10

MODULE 2:  ELECTION MATERIALS ................................................................................................. 10

Sensitive Materials ................................................................................................................................. 11

1. Ballot Papers .................................................................................................................................... 11

2. Final Registration Roll ....................................................................................................................... 12

3. Official Ballot Stamp .......................................................................................................................... 14

4. Indelible Ink ...................................................................................................................................... 14

5. Election Record Of The Count Form ................................................................................................. 14

Essential Non-Sensitive Materials .......................................................................................................... 15

1. Empty Ballot Box ............................................................................................................................... 15

2. Voting Screens .................................................................................................................................. 15

3. Tamper Evident Envelopes (TEEs) ................................................................................................. 16
Amputees........................................................................................................................................36
Dealing With Spoiled Ballots ........................................................................................................37
Discarded Ballot Papers .............................................................................................................37
Distribution Of Extra Ballot Papers During The Election ........................................................38
Maintaining Order At The Polling Place ....................................................................................38
Suspension Of The Voting ...........................................................................................................38
Complaints During The Polling And Counting ..........................................................................38

MODULE 5: CLOSING THE POLL - 6:00 PM ..................................................................................40
Closing The Voting At The End Of The Day ................................................................................40
Close Of The Polling Place ..........................................................................................................40
Packing Of Polling Materials .......................................................................................................41
Persons Who May Remain At The Polling Place For Count ......................................................42

MODULE 6: COUNTING PREPARATIONS ..................................................................................43
Introduction ..................................................................................................................................43
Signing by Party/Candidates Agents ............................................................................................43
Arranging The Polling Place For Counting ..................................................................................43
Preparation of Materials .............................................................................................................43
Location Of Agents And Observers ...............................................................................................45
Transparency Of The Process .......................................................................................................46

MODULE 7: COUNTING ..............................................................................................................46
Counting Order .............................................................................................................................46
Counting Steps ..............................................................................................................................47
1. Reconciliation Of Ballot Papers ...............................................................................................47
   The Reconciliation Process .........................................................................................................47
   Procedures To Be Followed In Case Of Discrepancy .................................................................50
2. Sorting Of Ballot Papers ..........................................................................................................50
   General Principles For Determining Valid And Invalid Ballots ..............................................52
   Intention of a voter .......................................................................................................................52
   Rules For Determining Valid Ballots ..........................................................................................53
   EXAMPLES OF VALID MARKING .........................................................................................54
   Rules For Determining Invalid Ballots .....................................................................................58
   EXAMPLES OF INVALID MARKING ....................................................................................58
3. Counting Of Votes ....................................................................................................................62
   Displaying And Distribution Of Electoral Results ...................................................................64
   How Will The PO Distribute Copies To The Agents .................................................................65
Packing Of Polling Place Materials .............................................................................................66
PACKING OF SENSITIVE MATERIALS

A. Packing of Presidential and House of Representatives ballot papers

B. Packing Of TEE’s

Tamper –Evident Envelope (TEE) Number 1

Tamper –Evident Envelope (TEE) Number 2

Tamper –Evident Envelope (TEE) Number 3

C. Packing Of The Envelope With Complaint Forms

PACKING OF NON-SENSITIVE MATERIALS

I. Materials To Go In The Ballot Boxes

II. Materials To Hand Deliver To The Electoral Supervisor

III. Materials To Go In The Ghana-Must-Go Bag

Delivering Materials To The NEC Magisterial Office

ANNEX-1: INSTRUCTIONS ON HOW TO COMPLETE THE FORMS

Introduction To The Presiding Officer’s Worksheet (P01)

How the Presiding Officer Fills in the Presiding Officer’s Worksheet (P01)

Introduction To The Election Materials Transfer Form - Before Polling (P02)

How the Election Officials Fill in “Materials Transfer Form- Before Polling” (P02)

Introduction to the form “addition to the FRR”

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

How to Fill in the Oath for Voting Form

Introduction To The Record Of The Count Form

How the Presiding Officer Fills in the “Record of the Count Form”

How to fill in the “Election Materials Transfer Form - After Polling (P03)”

Introduction To The Tamper Evident Envelope 3

ANNEX-2: POLLING PLACE KIT CONTENTS

ANNEX-3: VOTING PRECINCT KIT CONTENTS

ANNEX-4: POLLING PLACE FORMS

ANNEX-4: SAMPLE OF POLLING FORMS
MESSAGE FROM THE CHAIRMAN OF THE NATIONAL ELECTIONS COMMISSION (NEC)

Preparations for the 2017 Presidential and Representatives Elections are already in operations. In anticipation of this event, the Commission has committed itself to many assignments geared towards the conduct of a successful General Elections. Based on our very rough count, an operational and credible conclusion of these elections will bring to three (3) the number of General Elections conducted by the National Elections Commission (NEC). The first was in 2005. In 2011 immediately following the conduct of a referendum, the second General and Presidential Elections were conducted in 2011. A nation-wide poll was held in 2014, to elect senators who concluded their tenure.

Like the previous two elections, the 2017 electoral activities are critical and constitute a major roadmap for sustaining peace and deepening our democracy in Liberia. These elections shall ensure a peaceful presidential transition, resting the term(s) of one administration, thru a democratic transfer of power, to another. Interestingly these developments have added to the already crowded work field of the 2017 electoral activities, thereby, placing much responsibility upon all the stakeholders.

Over the years, we have come to realize that executing the mandate of the Commission has always called attention to the involvement of a well-trained and capacitated staff. Furthering this institutional practice, the NEC has designed this elections procedures manual for polling and counting training activities. On account of this initiative, it is the expectation of the Commission that all users, particularly staff members of the entity, do remain within the professional limits of best electoral standards. Additionally, the Commission has dedicated time and research to the requirements for conducting credible elections, based on information, instructions, and rule of electoral ethics as laid down in this manual.

Notwithstanding, the National Elections Commission is faced with the task of organizing as well as conducting the 2017 Presidential and Representative Elections. Towards this end, the Commission is pleased to remind all staff of the responsibilities placed at their disposal. This is in line with the efficient implementation of the operational activities for these elections in the field. Again, the Commission restates its trust in the abilities of all polling staff and stakeholders. We hope that this manual, the approved electoral rules, practices and functions will be used to ensure that the 2017 General Elections are successful, credible and professional.

Jerome G. Korkoya
CHAIRMAN
Authority to Conduct The Elections

The National Elections Commission (NEC) of Liberia is the institution with the sole authority to conduct all elections for elective public offices including the chieftaincy election and referenda. It is also responsible for the declaration of the results thereof, in line with the New Elections Law of 1986 (section 2.9 a & g). A number of different but inter-linked tasks have been completed in order to successfully conduct these upcoming elections. Some of these include the following:

1. The creation of additional voting areas in line with the extension of the previous registration centers;
2. The compilation of the 2017 Final Registration Roll (FRR); and
3. The completion of candidate nomination activities for various contested public offices in the 2017 elections.

Types of Elections

The 2017 electoral process shall deliver two types of public elections. They are as follows:

1. The election for President and Vice President (conducted in a single national constituency); and
2. The House of Representative elections (conducted in the 73 electoral districts / constituencies across Liberia).

1. Presidential and Vice Presidential Election

This is the election conducted to choose the president and his/her vice president. It is conducted after every six years, beginning with the sitting of the Government so elected. Candidates who are members of a registered political party or independent candidates can contest such election. In order to contest this election, the aspirants are required to be registered and certified as candidates with NEC. The electoral system used in the conduct of this type of election is the Absolute Majority system. In other words, in order to be elected as president, a candidate must get at least 50% of the valid votes cast, plus one additional vote in the computation of the nationwide result. Where the candidate or Presidential ticket fails to obtain and absolute majority of the votes casts in the first round, a second election called a “run – off” shall be conducted between the two candidates and/or tickets who have obtained the two highest numbers of valid votes casts in the first round.

At the second round, the candidate or ticket obtaining one more vote than the other or the highest, based on the result, becomes the winner.

2. The House of Representatives Elections

For the second type of election, the representative category, the simple majority rule or principle shall apply. In other words, where more than one contestants or candidates do participate in the election for a particular constituency or electoral district, a candidate with one more vote than the other(s) or the highest is the winner.

Voter Eligibility Criteria

A Liberian citizen:

1. Who has attained the age of 18 years or above and has not been judicially declared to be incompetent, or
2. Of unsound mind, or/and
3. Who has not been disenfranchised as a result of conviction of an infamous crime,
4. Who is registered as a voter and presents a valid registration card issued by the NEC, may vote in the voting precinct/polling place where he/she is registered during the voter registration period in 2017.

Voting Time and Date
The Voting for the two types of elections is to take place from 08:00 hrs to 18:00 hrs on 10 October 2017.

Voting Precincts and Polling Places
A “Voting Precinct” is a former Voter Registration Center (VRC) and defined as a location where people cast ballots for the elections. Within any particular voting precinct, there will be a number of polling places where voters will cast their ballots. A voting precinct can have one polling place and up to eight polling places. A voting precinct will not have more than 9 polling places. The final number of voters registered at a location determines the number of polling places allocated to that voting precinct.

A “Polling Place” is a designated place within the voting precinct where the voting will be conducted. At a polling place a team of polling officials (the polling staff) work together to process voters.

The number of voters assigned to a polling place will differ, but will usually not number more than 500 persons. The number of voters per voting precinct will be based on the numbers of voters that registered at a registration center during the registration process.

The allocation of voters to particular polling places will be done on the basis of their numbers on their voter registration card. This ensures an even split of voters to the polling places within the voting precinct.

Total Number of Voting Precincts And Polling Places
For the elections, the approximated number of voting precincts shall be 2,080 and polling places 5,390

Persons Allowed Entry to The Polling Place
Only the following categories of people may be present in a voting precinct or polling place during the conduct of the elections:

- Eligible voters, voting or waiting to vote;
- Polling officials (and NEC staff);
- Accredited agents of political parties, and accredited agents of independent candidates;
- Accredited observers for the elections, national and international;
- UN officials having special guest passes issued by the NEC;
- Accredited members of the media for reporting on the elections;
- Election security may enter only if requested by the Presiding Officer (PO).

Party or independent candidate agents, observers and the media must at all times wear a badge, or an identity of accreditation issued by the NEC. Also, the police officers must display LNP ID. No one may bear arms in a voting precinct, with the exception of police officers, if invited into the voting precinct/polling place by the Presiding Officer.
NEC Staff and Polling Personnel

The elections shall be conducted throughout Liberia. They shall be managed by the various magisterial offices and personnel assigned by the National Elections Commission in these areas. Throughout Liberia’s 15 Counties, there are 19 Magisterial Offices. Each magisterial office containing approved NEC staff shall be in-charge of conducting the polls in their respective areas. All magisterial areas do have the same number of permanent staff responsible for the running of the elections. In addition, they shall be assisted by a required number of temporary staff, based on the size of the electoral operation and allocation.

1. The Elections Magistrate

The Magistrate is an electoral official responsible to administer elections on the instructions of the Commission within a given magisterial area. He/she is the officer in-charge. His/her office is assisted by a number of NEC personnel including the Assistant Magistrate, the Logistic Officer and two security guards. Other temporary staff including Electoral Supervisors, Clerks, Polling Officials, and others help in carrying out work at the magisterial offices.

The magistrate assisted by his/her team of staff has general responsibility for the organization and supervision of elections in magisterial area.

2. Electoral Supervisor

An Electoral Supervisor (ES), is a staff hired and assigned, on an intermediate basis, to assist the commission through the office of the magistrate in the conduct of elections. He/she helps in supervising activities for an assigned number of polling places and voting precincts. His/her supervisory responsibilities, amongst others, include the following:

- To liaise with the Magistrate, the Assistant Magistrate, Voting Precinct Presiding Officers, and Presiding Officers and polling staff to ensure the smooth running of the election;
- To work in teams in supervising certain number of voting precincts.

3. Polling Staff

A polling staff are temporary personnel, hired by the Commission, to carry out its duties within a given polling place. He/she serving in such category, is required to be impartial, fair, transparent and helpful to all voters and lawful users of the polling place. The impartial behavior of polling officials is important for a free and fair election process.

Each polling place is managed by a Presiding Officer (PO) who supervises other polling staff. Depending on the special need, the below listed staff work at a polling place:

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

Main Duties of a Presiding Officer

- Trains the polling staff on Election polling /counting procedures;
- Sets up the polling place so that polling can start at 8:00 AM;
- Demonstrates to all present that the ballot box is empty before it is sealed at the start of voting;
• 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 screen always have pen and the thumbprint pad;
• Resolves problems as they are encountered in accordance with these procedures;
• Refers issues which cannot be resolved within the polling place to the ES;
• 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 basic information including incidents, disturbance, or others at a given polling place, 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 with the assistance of the other polling staff;
• Reports the results of the polling place in an accurate and timely manner to the ES;
• Ensures that all sensitive materials are ready for transportation to the NEC Magisterial Office.

**Brief Description of The Duties of The Election Staff**

In the table below, the brief descriptions of each polling staff are given.

<table>
<thead>
<tr>
<th>Polling Staff</th>
<th>Area of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Polling Place Queue Controller</strong></td>
<td>• Controls the entrance to and exit from the polling place so that only authorized persons enter the polling place, and that every voter leaves the polling place immediately after voting.</td>
</tr>
<tr>
<td><strong>Voter Identification Officer</strong></td>
<td>• Verifies that each voter is listed on the FRR;</td>
</tr>
<tr>
<td></td>
<td>• Verifies the non-existence of ink on the fingers of voters;</td>
</tr>
<tr>
<td></td>
<td>• Punches the VR card of the voter.</td>
</tr>
<tr>
<td><strong>Ballot Paper issuer</strong></td>
<td>• Issues the ballot paper to the voter and directs the voter to a vacant voting screen.</td>
</tr>
<tr>
<td><strong>Ballot Box Controller/Inker</strong></td>
<td>• Inks the left thumb cuticles of the voter;</td>
</tr>
<tr>
<td></td>
<td>• Reports voters who refuse to ink fingers to the PO;</td>
</tr>
<tr>
<td></td>
<td>• Guards the ballot boxes and ensures that all voters deposit their ballots into the proper box so that the votes are cast in line with the category of the election.</td>
</tr>
<tr>
<td></td>
<td>• Ensures that no unauthorized materials go in the ballot boxes</td>
</tr>
<tr>
<td></td>
<td>• Informs the voter of his/her completion and the direction out of the polling place.</td>
</tr>
</tbody>
</table>

Detailed tasks of the various polling posts are described in the “Voting steps” in Module 4.

**Voting Precinct Staff**

1. **Voting Precinct Queue Controller**

A Voting Precincts Queue Controller is that queue controller who is responsible to direct voters to the various polling places within the voting precinct. His/her main assignment is to carefully and accurately read the voting code and the voters ID number in order to use them for the proper direction of the voter.
Voting Precinct Queue Controllers are assigned on the basis of particular arrangements taking into account the number of polling places making up a voting precinct. For the 2017 elections, the following order of placement for voting precinct queue controller(s) will be in place.

The table below shows the number of voting precinct Queue Controllers for different number of polling places in the voting precinct.

<table>
<thead>
<tr>
<th>Number of Polling Places</th>
<th>Number of Queue Controllers per Voting Precinct</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4, 5, 6</td>
<td>2</td>
</tr>
<tr>
<td>7, 8</td>
<td>3</td>
</tr>
</tbody>
</table>

2. Precinct Presiding Officer or Presiding Officer in Charge of Voting Precinct

The Polling place is managed by the Presiding Officer (PO). Voting Precincts with three or more polling places shall be managed by a Precinct Presiding Officer (PPO). The PPO shall be named or appointed by or through the Electoral Supervisor. He/she shall be one of the POs who has already been given an assignment to head one the polling places.

The main duties of the PPO are as follows:

1. Coordinates with other POs in setting up the voting precinct;
2. Be a link between ES team and POs in the voting precinct;
3. Coordinates with the ES team, the delivery and receipt of materials for the precinct, (the PPO will coordinate with ES and other POs in the precinct, but he/she will not be responsible for receiving and handing over materials for other POs);
4. Receives precinct kit from the ES team and keep it securely;
5. Hands over ballot papers to other POs in the precinct;
6. Records serial numbers of ballots in the journal and ask each PO to sign against the numbers and quantities received;
7. Keeps the Tactile Ballot Guides and issues them upon request to the polling places.

Assistance to The Voters

A voter who is illiterate or physically disabled may request the assistance of a friend, relative or other voter present to assist him or her to mark the ballot. The person assisting must:

a) Assist one voter only on polling day;
   b) Be a registered voter

The Presiding Officer must explain to the person assisting the legal duty to keep the voter’s choice secret. The PO shall enter the names of the persons being assisted and the person assisting and the reason for assistance in the Journal. 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 proper ballot box.

If a blind voter requests the Tactile Ballot Guide, he/she will have to mark the ballot papers without any assistance. This means that the request for assistance which had required the warning for secrecy is waived.
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”, deaf-dumb” or “retarded” is disrespectful.

The disability community around the world emphasizes the human dignity of all people. Refer to people with disabilities using the following terms such as “physically challenged”, people/ persons living with disability” or “persons with learning concerns” – Election polling officials need to model how the rest of society should treat people with disabilities.

**Do Not Make Assumptions – Ask First**

Election poll workers and others should not assume that people need help. The best way to provide assistance to a person with a physical disability, is to ask if assistance is needed, then find out how you can be helpful. You could begin the request to provide assistance by saying something like: “Madam, would you like to come to the front of the line” or “Sir, May I help you?”

Some applicants may have disabilities that are not visible to you. If a person asks for assistance, find out how you may be helpful.

**Identify The Type of Disability and Make an Effort to Accommodate the Person’s Needs**

When communicating with a person who is hard-of-hearing or deaf:

- 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;
- If you are not understood, rephrase your words instead of repeating them;
- If necessary, write down the important points.

When communicating with a person who has low vision or is blind:

- A person with a visual disability may need to be guided with specific direction. Indicate whether the person should go to the right, the left, straight forward; indicate if there is a step, etc. If the person asks to be guided, stand next to them, tell them where you are, and touch their arm with the back of your hand so they can take your arm.
- 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?”

Party agents, independent candidate agents and observers are not allowed to give assistance to a voter.
It is your responsibility as a representative of the NEC, to ensure that every citizen participates in the Election. Remember that people with disabilities have all the same fundamental and constitutional rights as others.

**Political Party /Independent Candidate Agents**

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

Agents will be assigned to individual polling places, and cannot move from polling place to polling place.

Agents, at all times, must wear a badge issued by the NEC and must carry another identity document. Agents may enter a polling place from the time that the polling officials arrive. A party or independent candidate can assign two agents per polling place, however, no more than one agent per registered political party or independent candidate may be in a polling place at any given time.

Agents may witness all processes in the polling place except the act of a voter marking the ballot. Inside the polling place, agents may not communicate with voters in any way.

Agents may make their own record of seal numbers and of the number of voters. Agents may also sign both the Presiding Officer’s Worksheet, the Election Record of the Count and the Record of the Seals Form. If there are more agents present than spaces for signature, agents may sign in the margins of the form.

Agents 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.

Two agents will be given copies of election results for the polling places where they observe, how the forms will be distributed to the agents, are given in page 67 of the manual.

*Presiding Officer at each polling place must record in the Journal any concerns raised by the agents and, where possible, resolve any such concerns.*

Although agents 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 cannot interfere with the polling process, or place demands on either the Presiding Officer or other polling place staff. Such demands could include trying to force a decision on who may vote, crowding around the Voter Identification Officer for periods of time, and regularly requesting data from the Voter Identification Officer on numbers of people that have voted up to a particular time. If an agent conducts him/herself inappropriately, the Presiding Officer must warn him or her to stop the misconduct. If the misconduct continues, the Presiding Officer may ask the agent to leave the polling place and voting precinct and requests the agent to surrender his/her accreditation card to the PO.

**Observers**

International and national observers have an important role to play in the observation of the election process. Election observers must wear a badge issued by the NEC at all times while observing and they must also carry another identity document. Election observers may enter a polling place from the time
that the polling official arrives and may move between polling places and between voting precincts. The national observers may only vote, 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. Observers may make their own record of seal numbers, of the number of voters, or of any other relevant process. Inside the polling place, observers shall 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 for each election proposition (question), they must do so themselves by copying results from the displayed result sheets.

**Media**

Accredited Personnel of the media are free to visit any of the voting precincts throughout Liberia. However, it is appropriate that such personnel strictly follows the rules and instructions laid down for reporting and other media support to the election process at the polling place level. Fundamental to these is the understanding that both the needs of journalist and the right of each voter to cast his/her ballot in the election secretly are very important. This right is and must be exercised without pressure, fear or interference.

Journalists may film or photograph the overall situation in a polling place, but they must not, under any circumstance, film or photograph a person marking his/her ballot or film or photograph the face, if a ballot is in the possession of a voter, after it has been marked.

The following guidelines are for situations where journalist or camera crew attending the voting precincts:

1. Only journalists and camera crew accredited by the NEC will be allowed inside voting precincts, and they must wear a badge issued by NEC at all times. They must also carry another identity document.

2. 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 agents cannot be interviewed at any time. Only the Presiding Officer can be interviewed.

3. When interviewed, a Presiding Officer will not comment on the conduct of the election, other than to state the broad nature of his/her role at the polling place, and the numbers of voters up to that point.

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

5. Inside the polling places, there can only be one photographer or one camera person at a time (unless decided otherwise by the Presiding Officer, such as in the case of covering VIPs). Shots of individuals (such as of a voter placing his/her ballot in the ballot box) must be cleared with the Presiding Officer and with the individual being photographed. Decisions of the Presiding Officer are final and binding.

The purpose of the guidelines above is not to restrict media coverage of the election but to ensure that voters feel no fear of adverse consequences for participating in the election.
**Security In The Election**

The Election Security Officers are responsible for the security of the voting process. They are required to generally be stationed, based on assignment outside the polling place or precinct. Election Security Officers may be invited inside the voting precinct or polling place in order to handle abnormal situation.

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**MODULE 2: ELECTION MATERIALS**

Electoral materials are categorized as either sensitive or non-sensitive. Sensitive materials are those materials whose loss or damage, could seriously affect the electoral process. Non-sensitive materials are important and necessary, but will not adversely affect the election process if they are damaged or destroyed; they should, however, be replaced in a short period of time. Both, sensitive and non-sensitive materials are crucial to the election process.

**List and Illustration of Some Sensitive and Essential Non-Sensitive Polling Place Materials**

The NEC will furnish each polling place with the following sensitive and essential non-sensitive polling place materials:

<table>
<thead>
<tr>
<th>SENSITIVE MATERIALS</th>
<th>NON-SENSITIVE MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Papers</td>
<td>Voting screens</td>
</tr>
<tr>
<td>Final Registration Roll (FRR)</td>
<td>Empty Ballot Boxes</td>
</tr>
<tr>
<td>Official ballot stamp (validating stamp)</td>
<td>Markers, Highlighters</td>
</tr>
<tr>
<td>Completed Election Record of the Count Forms</td>
<td>Stickers</td>
</tr>
<tr>
<td>Indelible ink</td>
<td>Pen</td>
</tr>
<tr>
<td></td>
<td>Card Punch</td>
</tr>
<tr>
<td></td>
<td>Empty Brown Envelopes</td>
</tr>
<tr>
<td></td>
<td>Stamp pad / Thumb print pad / Ink pad</td>
</tr>
<tr>
<td></td>
<td>Counting kit materials</td>
</tr>
<tr>
<td></td>
<td>Lamps</td>
</tr>
<tr>
<td></td>
<td>Batteries</td>
</tr>
<tr>
<td></td>
<td>Hammer and Nails</td>
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<td></td>
<td>Ballot Box seals</td>
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<td></td>
<td>Calculator</td>
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<tr>
<td></td>
<td>Seal Cutter</td>
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<td>TEEs</td>
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<tr>
<td></td>
<td>Scotch tape</td>
</tr>
<tr>
<td></td>
<td>Tunic</td>
</tr>
<tr>
<td></td>
<td>Thin cord rope, barrier tape and Ruler</td>
</tr>
<tr>
<td></td>
<td>Polling place Journal</td>
</tr>
<tr>
<td></td>
<td>Counting kit bags</td>
</tr>
</tbody>
</table>

The NEC will also ensure that each polling place has a Final Registration Roll (FRR) of the persons who registered to vote there. Before the start of voting on Election Day, all materials should be distributed to the polling place. It is the duty of the Presiding Officer to check and sign for the delivered materials.
against the list of items that has been provided and checked. In case there are some materials missing, the Presiding Officer must immediately notify the ES in order to obtain the necessary materials.

If the materials are distributed to the voting precinct before Election Day, the safekeeping of these materials is the responsibility of the Precinct Presiding Officer.

**Sensitive Materials**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ballot Papers</td>
</tr>
<tr>
<td>2.</td>
<td>Final Registration Roll</td>
</tr>
<tr>
<td>3.</td>
<td>Official Ballot Stamp</td>
</tr>
<tr>
<td>4.</td>
<td>Indelible Ink</td>
</tr>
<tr>
<td>5.</td>
<td>Completed Election Record of the Count Forms</td>
</tr>
</tbody>
</table>

**1. Ballot Papers**

Ballots are special kinds of papers designed through a very careful process carrying the names, photograph, party symbol, emblem of the republic and other information. They are designed with a very clear field, space or box for voters to mark in order to express their intention for the party or candidate of their choice.

There will be two types of ballot papers at each polling place: Presidential and House of Representatives ballots. For the Presidential Election, the entire country is considered a single constituency, so the shape of ballot paper shall be the same throughout the country. For the House of Representatives, each electoral district is considered a constituency, therefore, 73 different types / shapes of ballot papers shall be used for all the 73 electoral districts throughout the country.
Ballot papers will be of a different color. The Presidential ballot will be **RED**, and the House of Representatives **GREEN** color.

Each polling place may receive 550 Presidential ballots and 550 House of Representatives ballots. Ballots will have numbered stubs, but the ballot when torn from the stub and given to the voter, has no number.

On Election Day, each voter will be given two ballot papers; a Presidential, and a House of Representatives ballot.

### 2. 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.
Page of the FRR (names and photos intentionally covered)

FRR index page, to find the voters by VR card number, on the back of the FRR
Additions to the back of the 2017 FRR, for the persons who have valid VR cards but their details are not found on the FRR

3. Official Ballot Stamp

Official ballot stamp is one of the sensitive materials that will be issued to the Presiding Officer on the Election Day along with the ballots.

Inkpads to be used with the Official Stamp will be included in the polling place kit containing non-sensitive materials which is given to the Presiding Officers by the ES the day before the Election or on the actual day of the process.

4. Indelible Ink

An indelible ink is a material used for electoral purpose to mark the finger of a voter who has been processed on voting day. Each polling place will have a certain quantity of indelible ink. This substance will be used, based on the procedures for the 2017 election to mark the LEFT-HAND THUMB (BIG FINGER) of each person who appears at the center for voting. The marking of the left thumb will be done before the voter places the ballot paper in the ballot box. This is an added security feature to ensure that a person votes only once in the election. Before opening the indelible ink, bottle must be shaken vigorously for a minute before voting starts.

5. Election Record of the Count Form

The Record of the Count Form is the document used for reporting the results of a polling place.

For 2017 elections, there will be two different sets of the Record of the Count Form, (set consists of an original and four copies), one set is for Presidential results and one set for House of Representatives results.

Each copy of the form will be of different color. This is a self-carbonated form. Polling staff are therefore asked to write clearly and firmly when completing the form.
**Essential Non-Sensitive Materials**

These are the stationery and other polling and counting materials not deemed to be sensitive but essential for conduct of elections. Although these materials are not classified as sensitive, it is expected that they will be delivered with the sensitive materials.

A list of some essential non-sensitive materials is:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Empty ballot box</td>
</tr>
<tr>
<td>2.</td>
<td>Voting screens</td>
</tr>
<tr>
<td>3.</td>
<td>Tamper Evident Envelopes (TEE)</td>
</tr>
<tr>
<td>4.</td>
<td>Polling Place Journal</td>
</tr>
</tbody>
</table>

**1. Empty Ballot Box**

An empty ballot box is simply a ballot box in which there are no contents. The ballot boxes are made of hard transparent plastic. Each ballot box has a cover. The cover has a slot through which each voter must put his or her marked ballot. This slot has a sliding cover that must immediately be shut and sealed after the polling place is declared closed.

Each polling place will have two (2) ballot boxes, one for the Presidential election and the other for the representative election. The empty ballot box for presidential election will be labelled with RED color and the other for the representative election will be labelled with GREEN color.

**2. Voting Screens**

Voting screens are either card board boxes or cloths that are used to vote behind or within on Election Day. In order to ensure the integrity of the process and uphold the secrecy of the vote, the commission will supply voting screens to all polling places before voting day. Each polling place will receive voting screens in order to vote and to ease the common traffic of voters usually experienced on voting day. In most cases, two voting screens shall be placed per polling place during the voting day. The use of cloth screens for voting shall be applied in polling places situated in some rural communities.

A restatement of the two types of voting screens:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Carton or card board voting screens</td>
</tr>
<tr>
<td>2.</td>
<td>Cloth voting screens</td>
</tr>
</tbody>
</table>

Dependent on the prevailing situation, some urban areas will receive carton / card board voting
screens, while other voting centers in rural areas may receive cloth or carton/card board voting screens.

Polling officials must exercise care in the placement or mounting of the voting screen (either the carton/card board box or cloth), in order to allow sufficient light behind the voting screen as well as enable the voter express his/her choice in total secret.

3. Tamper Evident Envelopes (TEEs)

TEEs are plastic envelopes that will be used to avoid tampering with sensitive materials. TEEs will have their unique serial numbers. TEEs will be packed in the polling place kit and each polling place will receive three different pieces of TEEs (TEE-1, TEE-2, TEE-3). Once sealed, TEEs are difficult to open except they are damaged.

4. Polling Place Journal

A Journal is a note book placed within the polling place kit for official use at the polling place by the Presiding Officer in order to record routine, as well as, significant events or circumstances. It is required that the Journal be properly labelled using the special stickers provided by the NEC. Where the sticker is pre-printed and graded, the Presiding Officer must ensure that it is completed or filled in the blank spaces.
**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 the Election Day itself. Any rearrangement of the room that may be necessary before the poll starts must not delay the opening of the polling place at 08:00 AM on the Election Day.

The polling staff must arrive at the polling place no later than 06:30 AM on the morning of the Election Day to make the final preparations. This lead-time will also allow everyone to make certain that each staff member has good understanding of his/her duties.

**Polling Place Layout Consideration**

The Polling place must be organized to allow the most efficient flow of voters throughout the day. The setup of the polling place will depend on the size and shape of the room, location of the entrance, exit doors and the tables and chairs or benches available, (try different configuration until you find one that works).

- The polling place should be arranged in such a way that it allows an orderly and efficient flow of voters during the Election.
- Seating should be arranged so that the polling staff members, party/independent candidate agents and observers are able to view the entire voting process and have a clear view of the Ballot Box at all times;
- Place the first table well inside the entrance/exit so that the doorway is not blocked;
- Place tables in such a way that, when sitting behind them, all polling staff can see the voters entering the polling place;
- 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;
- Allow sufficient space between the tables of the polling staff, the voting screen, the ballot boxes and chairs for the agents and observers so the voters may pass through easily;
- 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:

Presiding Officer

The Presiding Officer ensures that the polling place is set up and is functioning appropriately all day long. His/her desk, if available, should be positioned in a place where he/she can have a clear view of the entire polling place.

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 paper. Voting screens should remain in full view of all polling place staff and party/independent candidate agents and observers. However, care must be taken to ensure that voting screens are situated appropriately so that the secrecy of the vote is maintained.

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.
Inker
The Inker has to be positioned within the area of the ballot boxes, ensuring everyone casting his/her ballots be inked on the cuticle of the left-hand thumb and only then votes and leaves the polling place.

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/independent candidate agents and observers at all times.

Place the ballot boxes at the point that voters coming out of the voting screen do not have to backtrack or cross through voters being processed to deposit their ballots into the ballot boxes. It is also important that the inker/ Ballot Box Controller should watch out that only one person at a time is behind a voting screen, except a voter who is being assisted by a registered voter who has already voted. The registered voter who has already provided assistance to a disabled voter should not be allowed to assist another voter during polling. The inker/Ballot Box Controller should have a table or some other piece of furniture of sufficient size and height to hold the ballot boxes in clear view of all.

Posting Signs And Educational Posters For Election
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 with voter ID numbers should be posted to clearly mark the route to a specific polling place.

Visibly placed signs identifying which voter goes to which polling place (according to their Voter Registration card 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.

The following notices must be displayed in the most visible and appropriate locations both inside and outside the building:

- The voting precinct signs, 3 copies;
- Polling place sign, 3 copies;
- Directional arrow signs, one right and one left;
- Banner, etc.

The two voting precinct signs are to be posted at the entrance of voting precinct
Polling place sign is to be posted at the entrance of the polling place

Voting precinct directional signs should be posted outside of Voting Precinct to direct the voters

Voting precinct Banner-to be posted in the entrance of the VP
Election Campaign Materials

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

- Campaigning or canvassing for votes;
- Displaying campaign posters or any other campaign materials related to the election;
- Using a loudspeaker for campaigning purpose.

Polling staff are to remove campaign materials found less than 100m from the voting precinct the day before voting day, and must check on voting 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 campaign or partisan materials are left in the screens.
Polling is an electoral activity whereby registered voters are issued ballot papers, by the NEC, through polling officials, at the polling place, in order to cast to express their choice for a candidate, party, or issue in the voting contest.

**Hours of Polling**

All polling places throughout the country will open at 08:00 AM and close at 6:00 PM on voting day (October 10).

**Steps To Take Before Voting Begins At Polling Place**

On the polling day, the Presiding Officer with polling place staff, will carry out the following activities:

- a) Clean up the polling place and remove all unnecessary materials;
- b) Remove any campaign materials;
- c) Put up directional signs;
- d) Furnish the polling place with the furniture available to that precinct;
- e) Make sure that the voting screens are well assembled and each screen has a pen and a thumb print pad for marking the ballot papers.

**Opening The Poll**

The Presiding Officer, before 8:00 AM, must ensure that all of the below steps are completed and only then declares the poll open. The below steps are to be carried out in the presence of the party/independent candidate agents and observers (if present); where they are not available, the polling staff can go on with the process.

The Presiding Officer will:

- a) Hand over to each polling staff the required materials to perform their duties;

<table>
<thead>
<tr>
<th><strong>Materials used by Polling Staff</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Presiding Officer</strong></td>
</tr>
<tr>
<td>Polling Place Journal</td>
</tr>
<tr>
<td>Plastic Seals</td>
</tr>
<tr>
<td>Polling and Counting Forms</td>
</tr>
<tr>
<td>Envelope for discarded Ballots</td>
</tr>
<tr>
<td>Pen (Black/red)</td>
</tr>
<tr>
<td>Counting Kit</td>
</tr>
</tbody>
</table>

b) Complete the relevant information on the Presiding Officer’s Worksheet for the two elections, indicating the number of ballots received and starting and ending serial numbers of the ballots, (the Presiding Officer shall check the label on top of the pack and record these numbers);
c) Hand over the first booklet of the two categories of the ballot papers, beginning with the lowest serial number, to the Ballot Paper Issuer (first booklet is the booklet on the top of the pack). The PO, should ask the Ballot Paper Issuer to check and confirm that each booklet contains 50 ballots;

d) Prepare the stickers for the two ballot boxes and place the appropriate sticker on each ballot box. (It is of the utmost importance that the Presiding Officer completes the sticker with required information such as: precinct name, precinct code, and polling place number. No ballot box should be sent back with incomplete information);

e) Show the empty ballot boxes to all present in the polling place;

f) Seal all four sides of the two ballot boxes, using the security seals, starting with the Presidential and ending with the Representatives. 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;

g) Read aloud, the seal numbers, to enable agents and observers record these numbers accurately;

h) Record the seal numbers used to secure the ballot boxes in the “Record of the seals form”, (agents will be invited to sign the form);

i) Hand over the sealed ballot boxes to the Ballot Box Controller/Inker.

At 08:00 A.M, in full view of agents and observers (if present), the Presiding Officer will announce that the polling place is open for voting.
Who Qualifies To Vote
All registered Liberian citizens, who have attained the age of 18 years and above with valid Voter Registration Card, may vote in the October 10, 2017 Presidential and Representatives Elections.

Determining Persons Who Shall Not Be Allowed To Vote
A person shall not be allowed to vote, if he/she falls within the below listed category:

a) A person who did not register;
b) A person, who has been proven, may have already voted;
c) A person who is unable to present his/her 2017 VR Card;
d) A person who cannot be identified by the Voter Identification Officer due to distortion of his/her photograph and other particulars or details;
e) Cannot identify the voter due to his/her damaged VR Card and voter cannot provide two witnesses

Exceptional Cases
The entire electoral process, as well as, the role of National Elections Commission has been to support the participation of eligible Liberians in the voting activities. During the 2017 national voters registration process, which ran from February 1 to March 14, 2017, the NEC undertook strong efforts to ensure that registered voters do form a part of the Final Registration Roll (FRR). A clear and lawful outcome of that
registration gave a valid voter identification card to every eligible person who went through the process. 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.

In order to further strengthen the right to vote by all eligible Liberians, as laid in the Constitution and New Election Laws (1986), the NEC has put in place the following measures which will assist persons whose particulars are misplaced or missing from the roll, but are in possession of a valid Voter I.D Card.

**The VOTER CAN VOTE in the Election if:**

1. He/she appears at a polling place bearing a valid Voter Identification Card, for that center.
2. He/she will be traced in the FRR for that center, in order to be allowed to vote. When found, the VIO will apply the normal procedure by:
   - Punching the card;
   - Ticking the square box;
   - Directing such voter to the Ballot Paper Issuer.
3. Where the particulars of a person bearing a valid Voter Identification Card have been traced in the FRR and not found in the first check, the VIO shall carefully check the following portions of the roll:
   - The pages of the FRR bearing the beginning letter of both names of the voter
   - The index of the FRR for the voter ID number of the person;
4. If the particulars are not found, having followed these steps, the polling officials mainly the PO, in addition to the voter, will carry out a Short Messaging Service (SMS), via cellular phone, to confirm and further check the database for the voter’s particulars, in areas with cellular phone connectivity.
5. The information on the voter’s VR Card and information in the FRR do not match, i.e. name or last name is misspelled but the rest of the information such as, precinct code, ID number and the voter’s photo in VR card and FRR matches and the voter belongs to the polling place;
6. The name and/or particulars on the VR Card are unreadable but from the photograph, the voter can be recognized or identified and he/she appears on the FRR.

**The Voter CANNOT VOTE if:**

- a) The information on the voter’s VR Card and information in the FRR do not match and two other voters/witnesses do not identify the voter;
- b) The photo on the VR Card is missing and the information on the VR card especially the ID number does not correspond with that in the FRR;
- c) The voter attempts to vote twice using the same VR Card;
- d) The voter appears to vote having a VR card issued in previous elections by the NEC which is not the 2017 VR card.

**Voting With Replacement VR Cards**

Replacement VR Cards were issued by the NEC County Magistrate at a time prescribed by the NEC. During this period, voters whose VR cards have been lost or damaged were issued with a replacement VR card. Replacement VR cards contains all the information that appeared on the card issued during
the voters’ registration process: RC code, photo, age, sex, voter ID number and the name of the voter. The Replacement VR card is, however, clearly marked REPLACEMENT.

Samples of a Replacement VR Card and differences between the cards are indicated.

If a voter appears in the voting precinct/polling place with replacement card issued in previous elections, he/she will not be permitted to vote. Only voters with replacement cards issued in 2017 will be allowed to vote.

**General Rules For Processing The Voters For The Election**

In order to process the voters in the polling place, the polling place staff must follow some of the rules as outlined below:

a) Each voter must vote in person. Voting on behalf of another person is not allowed;

b) Each voter must mark his/her ballots in secret behind the voting screen provided for this purpose;

c) More than one person behind the voting screen at a time is not permitted except a voter who cannot read and write or is affected by as particular kind of disability and requires assistance;

d) Once a voter has cast his/her ballot, he/she is requested to leave the polling place;

e) People with special needs, the elderly and the disabled, may be accompanied by a person to help them in the voting (as per the procedures spelt out earlier).

**Voting by Polling Staff, NEC Officials On Duty, Election Security Personnel, International Observers Drivers, And Other Special Civil Servants**

FOR THE ELECTION, POLLING STAFF WILL VOTE AT THE END OF THE DAY BEFORE THE POLLING PLACES ARE CLOSED. For those who are on special assignments at the polling places around the country, such as members of the election security sector (LNP, DEA, BIN, FS, etc.), NEC officials, international observer drivers and escorts, they may either vote at the same time as the polling staff
or at some time on Election Day, with no interference to the normal voting process, within the polling place in the area of their assignment.

The condition for such voting requires that the voter must be in possession of:

1. A valid 2017 VR card
2. An accreditation badge issued by the NEC
3. Personal or work related ID card

Other than these categories, no one is permitted to vote in a different voting precinct. Because these elections are both single and multi-constituency, in line with the Presidential and House of Representatives, special rules as indicated in the table below shall apply:

<table>
<thead>
<tr>
<th>Registered Polling staff, NEC officials, elections security personnel, International Observers drivers and escorts</th>
<th>President</th>
<th>House of Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>In different voting precinct within the same district</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>In different district within the same county</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>In different county</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**Voting By Party / Independent Candidate Agents And Observers**

Party, independent candidate agents and observers can vote only in the polling places where they registered. For agents and observers, there will be no specific time for voting. It would be the best if they are present in the polling places during opening, to vote first; if not, they can vote any time during the day, however, they should be careful not to obstruct the voting process in the polling place.
The Voting Process

A simple voting process has been designed to safeguard against impersonation and multiple voting while ensuring strict secrecy of the ballot. Essentially, the voting process will involve a series of steps as shown below:
VOTING STEPS

Step 1 - Precinct Queue Controller
1. Ensures that voters form orderly queues outside the polling places, according to the queue plan which has been developed;
2. Checks that voters have brought their VR cards and directs the voters to the correct polling place in the voting precinct;
3. If a voter does not have a VR card with him/her, asks the voter to bring the VR card in order to vote;
4. If voter has no VR card at all, asks the voter to leave as he/she is not allowed to vote;
5. Directs elderly, pregnant, disabled or sick people to the front of the queue;
6. At 6:00 PM, upon instructions from the Precinct Presiding Officer (PPO), closes the precinct queue and does not allow anyone else to join the queue;
7. Reports to the PPO, cases of campaigning or canvassing for support, displaying posters of any other materials related to campaigning within 100 meters of the precinct.

Step 2 - Polling Place Queue Controller
1. Examines each voter’s VR card to ensure that the voter is in the correct polling place. The Queue Controller will check the full voter ID beginning with the first three digits from the voters VR card and ensure that voter belongs to the polling place where he/she is queuing;
2. Directs each voter to the correct polling place;
3. Allows authorized people to enter the polling place without delay;
4. Checks the left-hand thumb of the voter to be sure that he/she has not already voted;
5. Organizes internal queues so that only authorized people enter the polling place and the polling place does not become over crowded;
6. Stays in contact with the Presiding Officer who will indicate to him/her to slow down or to speed up the voter’s flow into the polling place;
7. Gives priority to elderly, pregnant and disabled voters and parents with babies;
8. Keeps the entrance to the polling place clear;
9. Periodically draws the attention of the voters to the voting process;
10. Asks voters to have their voter’s VR cards ready to show to the Voter Identification Officer;
11. Directs voters one at a time to the Voter Identification Officer;
12. Ensures that voters leave the polling place as soon as they finish voting;
13. Reports any security concerns to the Presiding Officer.
Step 3 - Identification of the Voters, (Voter Identification Officer)

1. Cross-checks the voter’s left hand thumb for ink to ensure that the big left finger has not already been inked;
2. If ink is found, the VIO informs the voter that he/she cannot vote as he/she has already voted;
3. If no ink is found, the VIO examines the VR card to ensure and confirm the voter’s identity;
4. Cross-checks the VR card to ensure that his/her card has not already been punched.
5. If the card has not been punched, checks the FRR to ensure that the voter’s name is included on the FRR for that polling place;
6. Confirms that the details in the VR card match the details in the FRR;
7. If the voter’s name is missing from the FRR, asks the voter for two witnesses;
8. Ticks the appropriate box on the FRR to ensure that the voter has been processed;
9. Punches the VR card on the upper left hand corner closed to the letter “V”, near the words, “Voter Card”;

10. Checks either male or female box on the “Gender data capturing sheet”. (See Annex 4 for the Gender Data Capturing Sheet);

11. Returns the VR card to the voter;

12. Directs the voter to the Ballot Paper Issuer.

Remember: Do not allow two voters at the table unless one voter is disabled or being assisted.

As there are staff members deployed to the different districts or different counties on the Election Day, it is important that the VIO checks the cards of persons in this category of special assignment, before
having such voter processed. A table indicating which category of election to vote within has been mentioned above to guide polling officials.

Remember: This rule applies only to staff deployed by NEC, election security personnel and Drivers of International Observers and escorts

Based on this, the VIO will inform the Ballot Paper Issuer on how many ballots to be issued to a voter if he/she falls under one of these categories.

Step 4 – Issuing the Ballot Papers, (Ballot Paper Issuer)

1. Detaches a ballot from each of the two booklets;
2. Stamps each of the ballot papers on the **UPPER RIGHT BACK SIDE** of the ballot paper with the official stamp;
3. Explains to the voter that he/she will be receiving two ballot papers, one for each of the two elections, Presidential and House of Representatives;
4. Explains to the voter that the **RED** color ballot is for Presidential and the **GREEN** color ballot, for the House of Representatives election;
5. Explains the method of voting to the voter. He/she must ensure his/her explanation is completely impartial, and should not point to the ballot paper as it may appear that he/she is guiding the voter’s choice of candidate;
6. If the voter is blind, informs the voter that he/she has an option of being assisted by a relative, friend, or another authorized voter; additionally, informs such voter of the use of another method of voting;
7. If the voter opts for another method of voting, which includes the use of the Tactile Ballot Guide, the Ballot Paper Issuer requests from the PO, to bring the guide for the voter to vote;
8. Pre-folds and then unfolds the ballot papers, and gives them to the voter;
9. Explains that:
   a. He/she must tick or mark with a pen or thumbprint against the candidate of his/her choice in an appropriate blank box;

   ![Marking Options]

   b. He/she must make only one mark on each ballot paper;
   c. Once he/she has made a mark, especially by thumbprint, he/she should wait a moment till the mark dries before folding the ballots;
   d. He/she should fold each ballot paper separately and deposit the ballots in the appropriate ballot box;
   e. The choice of the voter is secret and that no one has the right to know how he/she voted;

10. Directs the voter to a vacant voting screen;

11. Ensures that only one voter goes into one voting screen at a time, unless the voter is being assisted.

### Spoiled Ballot Papers

1. If a ballot paper is torn as it is being removed from the booklet:
   a. BPI issues the voter with a new ballot;
   b. The BPI gives the spoiled ballot paper to the PO. The PO writes “SPOILED” on the back of the ballot paper and places it in the envelope for spoiled ballot papers;
2. If a voter claims that he/she has mismarked his/her ballot, the BPI does the following:
   a. Retrieves the ballot without looking at the front of the ballot paper,
   b. Issues the voter a new ballot;
   c. Hands over spoiled ballot to the PO who writes the word “SPOILED” on the back of the ballot paper and puts it in the envelope for spoiled ballot papers.

Tactile Ballot Guides (TBGs)

Each Polling Place will receive one TBG for each election. These TBGs will be kept by the Precinct Presiding Officer (PPO). If needed in the polling place, the PO of the polling place will request a TBG from the PPO. Thereafter, the TBG is handed over to the Ballot Paper Issuer so that he/she can instruct the voter on how to vote with the guide. The TBG is returned to the PPO after use.

Use of the Tactile Ballot Guide

1. Where the Tactile Ballot Guide is required for use, the Ballot Paper Issuer (BPI) shall carry out the following instructions:

2. Explains that Tactile Ballot Guides are available for use, guides the blind voter to insert the ballot paper inside the Tactile Ballot Guide in order to correspond with the candidate of his/her choice for the particular category of election.

3. Informs the special need voter that the Tactile Ballot Guides are designed so that he/she may mark the ballot papers without any assistance and with secrecy.

4. Assists the voter in placing the unfolded ballot papers in the TBG so that it fits exactly over the ballot paper.

5. Ensures that the ballot paper is placed in the Guide, with the front facing upwards and the bottom aligned exactly with the bottom of the TBG.

6. Explains to the blind voter to mark in the cut out exactly next to the candidate of his/her choice on the ballot, for each category of election.

7. Explains to the blind voter to refold his/her marked ballot papers along the pre-folded lines;

8. Directs the blind voter to proceed to the Inker in order to ink his/her Left-Hand Thumb and cast his/her ballots.

9. Gently reminds the voter to return the Tactile Ballot Guides to the Ballot Box Controller.

Step 5 – Ballot Marking Steps behind the Voting Screen

The steps, as listed below, comprise the activities of a voter in marking the ballot:

1. Marks the ballot either by use of pen or thumbprint in the blank box next to the photograph of the candidate of his/her choice;

2. Makes only one check, “X” or thumbprint mark on each ballot paper;

3. Waits a moment until the thumbprint mark is dried before folding the ballot papers;

4. Folds the ballot papers and deposits them in the appropriate ballot boxes.

Remember: The choice of the voter is secret. No one has the right to know how he/she has voted.
Step 6 – Inker / Ballot box Controller

1. Wipes the left-hand thumb of the voter with absorbent cloth;

2. Applies the indelible ink on the cuticle of the left-hand thumb of the voter;

3. Directs the voter to the Ballot Boxes;

4. Ensures that the secrecy of the vote is always protected;

5. Guards the ballot boxes at all times;

6. Directs the voter to place folded and marked ballot papers in the appropriate ballot boxes. Presidential ballots in the ballot box with the RED label and House of Representatives ballots in the ballot box with GREEN label. The colors of the stripes on the back of the ballot papers shall indicate, within which box, a voter deposits his/her ballot for a category of election;

7. Ensures that NO ballot paper is taken out of the polling place;

8. Shakes each of the ballot boxes, at intervals, to avoid congestion of ballots;

9. Ensures that no other material other than an election ballot is placed in the ballot box;

10. Ensures the security of the ballot boxes at all times;

11. Thanks the voter for participating in the Election and directs him/her out of the polling place.

Remember: If the voter refuses to have his/her left-hand thumb inked, the Inker must explain to the voter that, he/she will not be allowed to vote without being inked. If the voter still refuses, the Inker informs the PO.
The PO in this case will:

1. Inform the voter that he/she has to ink the left-hand thumb before casting the ballot or he/she will not be allowed to vote;

2. If the voter still refuses to be inked the left-hand thumb, then the PO will order the voter to hand over the ballots to him/her;

3. The PO, when receiving the ballot papers, writes “SPOILED” on the back of the ballots without looking in the choice of the voter and asks the voter to leave the polling place.

**Amputees**

As there may be the cases of voters missing fingers or hands, the following procedures will apply:

a) If the voter misses left hand thumb, the ink is applied to the next available finger on the same hand;

b) If the voter has no left hand, then the ink will be applied to the right-hand thumb of the voter;

c) If the voter misses right hand thumb, the ink is applied to the next available finger on the right hand;

d) If both hands of the voter are missing, no ink will be applied.
Dealing With Spoiled Ballots

If the voter claims that he/she has mismarked one of his/her ballot papers, the Ballot Paper Issuer will retrieve the ballot and hand it over to the PO, who writes "SPOILED" on the back of the ballot paper. All spoiled ballot papers will be placed in the Spoiled Ballot Paper Envelope.

Each polling place will have an envelope for spoiled ballot papers. The Spoiled Ballot Paper Envelope is a pre-printed envelope. When the Presiding Officer fills in the envelope, he/she must ensure that all fields are completed and there are no blank fields left.

Discarded Ballot Papers

A discarded ballot paper is a ballot paper found in the polling place which a voter has misplaced or has thrown away. If a polling official finds a discarded ballot paper in or near a polling place, he/she 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.

Each Polling place will have one envelope for discarded ballot papers.
Distribution Of Extra Ballot Papers During The Election

All polling places will be issued with extra ballot papers; as such, there will be no need for movement of ballot papers from one polling place to another.

However, in case the polling place has valid and legitimate reasons for requesting for more ballots, the Presiding Officer first must contact the Magistrate through ES and ask for authorization for movement of ballots from one polling place to another. **Only if the authorization is given by the Magistrate, the Precinct Presiding Officer will take ballot papers from one polling place to another.** Any movement of ballots has to be recorded by the PO in the Journal as well as in the POs Worksheet. It shall also be recorded by the Magistrate.

Maintaining Order At The Polling Place

It is the duty of the Presiding Officer to ask persons causing disturbance inside the polling place or obstructing the tasks of the polling place staff to leave the polling place. The Presiding Officer may request the assistance of the election security personnel, if necessary.

Suspension Of The Voting

If a polling place is threatened by riot, violence, storm, flood or any other event which makes orderly polling impossible, the Presiding Officer takes appropriate steps to remove or resolve them. The Presiding Officer may decide to suspend polling; if possible, the Magistrate should be consulted before the suspension takes effect.

The Presiding Officer may have to accept election security personnel advice to suspend polling, and also act on his/her own initiative.

After polling has been suspended, the polling place Presiding Officer shall:

- Seals the slots of the ballot boxes;
- Records the time and reasons for suspension of the polling in the Presiding Officer’s Journal;
- Packs election materials with the assistance of the polling staff, according to packaging instructions.

Later, if conditions allow for voting to continue, the Presiding Officer will continue the polling and extend the time for polling for up to one hour to compensate the time of interruption. Reasons for postponement or suspension, has to be communicated to the Magistrate and recorded in the POs Journal.

Complaints During The Polling And Counting

A registered voter, party, independent candidate’s agent, a candidate or a political party can file a complaint that an offense against the Elections Law or a violation of a guideline, regulation or a code of conduct approved by the NEC has occurred. The complaint must be in writing and signed by the complainant and;

1. Presented to the polling place presiding officer during hours of polling or counting, or
2. Delivered to the NEC Hearing Officer or Magistrate Office within 48 hours after the offense or
violation occurred, with all evidence available to support the complaint.

Complaint forms will be available on each polling place as well at the Magistrates office. Persons willing to file a complaint in the polling place can request a complaint form from the PO.

Once the form is filled in, the complainant should hand over the form to the PO, and the PO will before placing the form in the envelope, detaches the slip from the form and hands it over to the voter, and then places the complaint form in the envelope for complaints. All complaints received in the polling place will be forwarded to the Magistrate Office together with polling materials.

The complaint must provide the name, address and contact information of the complainant, the date, time and location of the offense or violation, and information about the complaint and any other witnesses, if available.

A complaint must not be based on hearsay and must be made by an individual who has personal knowledge of or was a witness to the matters that are the basis of the complaint.
Closing The Voting At The End Of The Day

At exactly **6:00 PM**, the Precinct Presiding Officer instructs the Voting Precinct Queue Controller to ensure that all voters in the voting precinct have joined the voting precinct queue. 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 ensures that no voter attempts to join the queues after 6:00 PM.

Close Of The Polling Place

The polling place will close only after all the voters standing in precinct queue by 6:00 PM have voted.

Immediately upon the conclusion of the 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;
3. Record the names of the political party/independent candidate agents and observers present for the counting process in the Presiding Officer’s Journal;
4. Immediately seal the slots of the Ballot Boxes;
5. Record the number of the seal in the Record of the Seals Form (RS-01);
6. Ask the agents present to sign the Record of the Seals form;
7. Take out the spoiled ballot papers from the spoiled ballot paper envelope for the two elections;
8. Count the spoiled ballots and enter this figure on row “I” in the PO’s Worksheet (P01) separately for each election;
9. Take out the discarded ballot papers from the discarded ballot paper envelope for the two elections;
10. Count the discarded ballots and enter this figure on row “II” in the PO’s Worksheet separately for each election;
11. Count the number of unused ballots for the two elections and enter the figure on row “III” in the PO’s worksheet;
12. Calculate the total number of ballots issued to voters for each election as indicated below:
   - **A.** Total number of ballots received (1+2-3);
   - **I.** Number of spoiled ballots;
   - **II.** Number of discarded ballots in the polling place;
   - **III.** Number of unused ballots;
   - **B.** Total of I+II+III;
   - **C.** Number of ballot papers that should be in the ballot box (A-B);
   - Packs the used polling materials;
   - Start preparing the polling place for counting.
**Packing Of Polling Materials**

Packing of polling materials will take place immediately after the necessary parts of the Presiding Officer’s Worksheet are filled in. The Presiding Officer of the polling place packs the polling materials as follows:

**Tamper –Evident Envelope (TEE) Number 1**

- Stubs of used ballot papers (all three election ballots);
- Unused Ballot Papers and Partially Used Ballot Papers (all three election ballots);
- Spoiled Ballot Paper Envelope;
- Discarded Ballot Paper Envelope.

**Tamper –Evident Envelope (TEE) Number 2**

- Final Registration Roll (FRR);
- Unused Ballot Box Seals;
- Polling place staff badges;

**Important:** No counting shall begin until the Presiding Officer has completed all processes above.
Important: The TEEs will not be sealed until the count is completed

Presiding Officer’s Worksheet (Form P01) will be retained by the Presiding Officer to be used at the beginning of the count. At the conclusion of the count, white copy will be placed in TEE-3 and handed over to the ES and blue copy will be placed in the ballot box with ballot papers.

Remember: TEE 3 will be filled in only after all the Record of the Count forms for the two elections are completed. Details of the TEE 3 are included in the Counting part of the manual.

Persons Who May Remain At The Polling Place For Count

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

Persons who may enter or remain for the count are:

- Appointed NEC Officials;
- Accredited National Observers;
- Accredited International Observers;
- Accredited party agents or independent candidate agents;
- Accredited Journalists;
- Election security personnel (if required by the Presiding Officer).
Introduction
This Module is about the counting of the elections ballots. Counting is one of the important phases of the electoral process. It basically deals with determining how many ballots went into the conduct of each of the elections particularly looking at the numerical figures obtained by each of the contestants, parties, or alliances or coalition whenever this is the case. It also includes the determination for the quantity of invalid ballots as a separate set of ballots used during the elections.

Immediately following the end of voting, is the start of preparations for the counting. This exercise is normally joined with other important phases of the process which will be examined later in the manual.

Counting is conducted by the various staff at the polling place where they have being assigned. In other words, the staff of each polling place will carry out counting of the ballots for their place of assignment.

The Presiding Officers of the polling places are responsible for organizing the counting of Ballots in their respective polling places. The polling place Presiding Officer shall ensure that the proper counting procedures are followed at all times.

As stated earlier, there are three stages of the counting process after the polling place has been prepared for the count. These stages are as follows:

- Reconciliation of the ballots;
- Sorting of ballots; and
- Counting of ballots.

Carefully following the above stages will enable the count to be seen as fair and transparent.

The count of the Presidential Ballots will take place first, followed by the House of Representatives ballots.

At the end of the count for each election, the Record of the Count form for the particular election will be completed and the Record of the Count Form will be signed and stamped by the PO.

Signing by Party/Candidates Agents
Party and independent candidate agents who are present may also sign the form if they wish. If party or independent candidate agents are not willing to sign the form, the Presiding Officer will record this information in the Presiding Officer’s Journal. The Presiding Officer is not required to delay any process to wait for an agent to be present. The Presiding Officer will then publicly display the forms at the polling place.

Arranging The Polling Place For Counting
The polling place should be arranged in such a way as to enable a smooth and transparent process for the counting of the ballots. Where tables are used for the counting, they should be placed side by side so as to enable polling staff conveniently conduct the counting of votes.

Note: Under no circumstance may agents or observers touch any ballot papers at any stage of the process.

The preparatory steps for the counting should very well begin with placing the ballot boxes at a position or an area where they can be seen in clear view, at all times, by all those who are allowed to be present during the counting.
Remember: Under no circumstance shall the count commence before all the preparations are fully carried out and the polling place Presiding Officer has given clearance to begin.
Preparation of Materials

Preparation for ballot counting, as mentioned earlier, is a big task. It calls for better organization and good attention. It is required that materials used during the polling, which are not helpful during the counting, be removed a little far from the actual counting area. For example, the indelible ink, voting screens, and even pens used for voting should be kept away from the counting area, stored in their proper packaging.

This instruction is important in order to avoid, or reduce any kind of interference which could affect the good of the counting process, thereby, stirring unwanted concerns.

Materials required for the counting process should be carefully checked and placed in the appropriate area before the commencement of the count.

The table of the Presiding Officer of the polling place shall be equipped with the following:

- The Polling and Counting Manual;
- Tamper Evident Envelope 1 with materials;
- Tamper Evident Envelope 2 with materials;
- Tamper Evident Envelope 3;
- Presiding Officer’s Worksheet (P01);
- Official Stamp;
- Record of the Count Forms (all two elections);
- Calculator;
- Rubber bands;
- Notebook for name cards;
- Paper clips; and
- Pen (black and red).

In preparation for the commencement of the count, the tables where the actual counting shall take place should be completely cleared of materials. Items required during the counting will be supplied, as needed, by the Presiding Officer. At no time should there be a pen or marker on or near the counting tables.

**Important:** All pens, pencils other writing materials or stamps should be removed from the counting table.

Location Of Agents And Observers

The polling place Presiding Officer needs to ensure that the agents of political parties, independent candidates, alliances and coalitions are properly positioned during the counting. This position should allow the agents who are permitted in the polling place during the counting, be able to clearly observe the stages of the process.

Counting staff should arrange the center in a position that would allow them stand on one side of the table, not closing the view of the observers and agents during all of the counting phases including reconciliation, sorting, and counting. Where possible, persons participating as agents in the counting should be seated directly opposite the counting staff. The approximated distance between observers and party agents during counting should be two (2) feet.
It is a rule that electoral materials are subject to the control or handling of elections staff; therefore, no observers, agents of political parties, independent candidates, the elections security personnel, alliances or coalitions, will be allowed to touch any of the elections counting materials especially the ballot papers.

Party and independent candidate may raise any issues and concerns with the Presiding Officer, who must record and where possible, resolve any concerns raised by party or independent candidate agents. He/she must report any serious concerns raised by party/independent candidate agents to the ES.

Remember: At no point during the process, a party or independent candidate agents and observers allowed to handle the sensitive materials.

Party or independent candidate agents and observers may remain in the polling place until the count is completed.

**Transparency Of The Process**

Where possible, party/independent candidate agents and observers, should be kept informed about ALL STAGES of the process. As they may not fully understand these stages, the Presiding Officer should endeavor to provide some explanations of the counting steps which are not understood by this category of persons.

Transparency is vital to the counting process. It is essential that all the stages of the process are transparent and that it should not be possible for any person to have grounds for claiming that the process was open to fraud.

**MODULE 7: COUNTING**

**Counting Order**

Counting presents the general picture about figuring out the number of pieces of information and/or ballots which, when put together or grouped, has the strength to determine the position of a contestant, a party or an alliance. It is an activity which helps to put forth the votes received by a particular person or groups in a contest, in order to draw up a listing points scored by all those who were a part of the contest wherein they participated.

During the counting of the ballots, the polling place Presiding Officers will inform all present that the polling staff shall follow the required order for the counting in order to uphold the transparency and easy count of the ballot papers.

The order to be followed when counting ballots is as follows:

1. Presidential ballot papers,
2. House of Representatives ballot papers.
**Counting Steps**

There are three steps involved in counting of ballot papers, and these are:

1. Reconciliation;
2. Sorting, and;
3. Counting of ballot papers.

**1. Reconciliation Of Ballot Papers**

Reconciliation means checking that the number of ballots in the ballot box equals to the number of ballots handed out to the voters in that specific polling place, minus the number of spoiled and discarded ballots. Reconciliation is the first step of the counting process.

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

**The Reconciliation Process**

Explaining the steps of the counting process has always been a good way to enable those present at the polling place follow through correctly. It is further helpful if the polling officials, particularly, the Presiding Officer gives a very brief and general explanation of the reconciliation steps before breaking the seal of the ballot box for any of the two categories of elections in 2017. She/he will inform all present that firstly, the contents of the Presidential ballot box will be reconciled, followed by the House of Representatives ballot box.

The PO will follow the below steps for reconciliation:

- Read loudly the seal numbers;
- Ask the agents and observers to check seal numbers before seals are removed;
- Cut three of the plastic seals on the sides of the ballot box, (the slot seal on top of the ballot box and one of the side seals remains intact);
• Records broken seals’ serial numbers in the Record of Seals Form and asks party
• / independent candidate agents to sign the form;
• Empty the ballots on the table;
• Show the empty ballot box to the agents and observers to ensure 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,
• Check each ballot paper for stamp and count them into bundles of 50 ballots;
• Any ballot 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 recounted by another staff to confirm quantity;
• For bundles less than 50 ballot papers, staff counting the bundle writes on a piece of paper the number of ballots in the bundle of less than 50 ballots and clips it to the bundle (do not place a rubber band around any ‘bundle of less than 50 ballots);
• Each bundle (bundles of 50 and less than 50) are recounted by another staff member to confirm quantity;
**Bundles should never be recounted by the person who initially counted them.**

- The Presiding Officer will add the total 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 (row C), of the Presiding Officer’s Worksheet;
- The Presiding Officer announces the total number of ballot papers in the ballot box;
- The PO writes down the number of ballot papers taken from the ballot box in the POs Journal. This figure will be transferred to the POs Worksheet only after all the ballot boxes are reconciled.

Upon completion of the Reconciliation of the Presidential ballot box, the PO seals the ballot box and records the seal numbers in the Record of the Seals Form and requests agents to sign on the form against the seal numbers, puts the Presidential box aside and starts with same steps for the House of Representatives ballot Reconciliation.
During this stage, the PO will correct the mistake and will return misplaced ballots to correct boxes. Only after this is done and numbers of ballots are known to the PO, he/she will:

- Write down the number of ballot papers taken from the ballot box in row D of the Presiding Officer’s Worksheet for each election individually;
- Complete and sign the Presiding Officer Worksheet (P01);
- Ask party agents or independent candidate agents to sign the Presiding Officer’s Worksheet.

When all the ballot boxes are reconciled and if the PO finds that there is a discrepancy between rows C (number of ballots that should be in the ballot box) and D (number of ballot papers taken from the ballot box), for one or more elections, he/she must follow the procedures for discrepancy as given below.

**Procedures To Be Followed In Case Of Discrepancy**

Ballot paper discrepancies are recorded on the Presiding Officer’s Worksheet (P01) in Row E. In case of a discrepancy, the Presiding Officer will have to follow the below steps in determining the cause for discrepancy.

The steps to be followed in the case of a discrepancy are mentioned below:

- The Presiding Officer will check the envelopes with the spoiled and discarded ballot papers, as well as the number of unused ballot papers, against the Presiding Officer’s Worksheet (P01) to ensure that all records and calculations on the Worksheet (P01) are correct;
- If there is still a discrepancy, the PO must re-count ballot papers withdrawn from the ballot box and crosschecks them with the number of the ballots recorded in the form and ensure that they are correct;

In the cases where discrepancy is not solved by following the above steps, the PO will:

- Inform the agents and observers on the discrepancy;
- Record the total number of ballots in the Journal from the Presiding Officer’s Worksheet;
- Continue with the sorting and counting of the ballots.

2. **Sorting Of Ballot Papers**

Sorting is the second step of the counting phase of the electoral process. In a simple way, sorting is a separation of ballot papers into similar groupings based on the candidate, party, coalition, or alliance for which they were cast. Sorting allows observers, agents and electoral staff to have a picture of the volume of vote cast per participating contestants.

In these elections, the first category of sorting of ballots shall be for the Presidential. The PO is required, as indicated earlier to also give very short explanation about the sorting process.
Prior to the sorting of ballot papers, the Presiding Officer will complete the first portion of the Presidential Record of the Count Form (RC-01). All information necessary for the first portion of the form will be collected from the Presidential part of the Presiding Officer’s Worksheet.

Before the commencement of the process, the PO will prepare the name cards for each candidate appearing on the ballot paper and then he/she begins with sorting of ballots.

For sorting of the ballot papers, only the PO will be involved. The process of sorting is as follows:

- The PO first takes the Presidential ballot box;
- Reads the seal numbers to all present and record the same in the Record of the Seals form, (presidential part of the form) and asks agents present to sign the form;
- Empties the presidential ballot box on the table;
- Removes the elastic band from the ballot paper bundle;
- Starts sorting the ballot papers into stacks or groupings according to the voter’s choice of candidates, as well as, the stack or groupings for invalid ballot papers;
- During the sorting of ballots, the PO will show ballots to the agents present before placing them in the stack, but he/she should not give ballots or allow agents to touch the ballots, (the PO should do this in a way so as not to create any delays in the process);
- After all the presidential ballot papers are sorted, the PO and VIO will check each and every ballot paper in the stack to ensure that ballots are sorted correctly and placed behind the appropriate name tags of each candidate;
The PO will then check all of the remaining ballot papers in the invalid stack and make final decision on the validity of the ballots. Any ballots to be determined to be valid will be placed in the appropriate candidate’s stack.

- The PO ensures that all invalid ballots are retained behind the invalid tag.

**Important:** During the counting process, it is important that party / independent candidate agents and observers will retain access.

Once the ballot papers for the Presidential election have been sorted, the PO will go straight into the actual counting of the ballot papers in order to determine the number of votes obtained by each candidate. Only after he/she has completed the counting of Presidential ballots, sorting of the House of Representatives ballots then begins.

### General Principles For Determining Valid And Invalid Ballots

The rules for determining validity of the ballot papers have been based on the principle that, to the greatest extent possible, the ballots should be counted if the intention of the voter is clear.

**Intention of a voter**

Intention is very difficult to determine. It means several different things to different people. In elections, what constitutes an expression of intention by one party agent, may not constitute the same for another party agent. Therefore, the NEC, as the institution responsible for the conduct of elections, which carries with it the authority to determine the most appropriate, lawful and professional standards by which a voter’s choice for either a party or candidate is expressed, do list the following points as rules for the determination of the intention of a voter giving the situation of classifying a valid from an invalid vote.

These rules are, to a larger extend, based on generally accepted electoral principles, have experiences and best practices as used in other areas. They are listed as further below:
a) Guarantee of the intention of the voter
b) Secrecy of the vote
c) Best standards for vote marking

- **Guarantee of the intention of the voter:**
  Guarantee of the intention of the voter means that the NEC, through electoral staff, works very carefully to interpret the choice of the voter, with a high level of accuracy, even in the absence of such voter.

- **Secrecy of the vote**
  Secrecy of the vote means that the NEC will provide a secure and private space, where a voter will mark his/her ballot for the candidate, party alliance or coalition of his/her choice without interference.

- **Best standards for vote marking**
  Best standards for vote marking means, in addition to using the three acceptable marks or symbols (cross mark, check and thumbprint), other marks clearly expressing the intention of the voter or elector are interpreted, allowed and counted for the party candidate alliance or coalition for which it has been obviously expressed.

**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 question of their choice with a pen or thumbprint. The Presiding Officer 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 (other than a mark which will identify a voter) 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, (provided that they are outside the margins of the boxes corresponding to the candidates details);
- The ballot is torn but all boxes for all candidates remain intact,
- A mark made in a box touches other boxes, but the greater part of the mark is within a single box next to one candidate i.e. the major portion of the mark is within the box for one candidate.
EXAMPLES OF VALID MARKING

1. Mark the box of your choice with (√) or (X) or your thumb print.

<table>
<thead>
<tr>
<th>EMBLEM</th>
<th>SENATE CANDIDATE</th>
<th>VOTING MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orange</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Mark the box of your choice with (√) or (X) or your thumb print.

<table>
<thead>
<tr>
<th>EMBLEM</th>
<th>SENATE CANDIDATE</th>
<th>VOTING MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Papaya</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pineapple</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweetlime</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watermelon</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Mark the box of your choice with (√) or (X) or your thumb print.

<table>
<thead>
<tr>
<th>EMBLEM</th>
<th>SENATE CANDIDATE</th>
<th>VOTING MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orange</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Mark the box of your choice with (√) or (X) or your thumb print.

<table>
<thead>
<tr>
<th>EMBLEM</th>
<th>SENATE CANDIDATE</th>
<th>VOTING MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Papaya</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pineapple</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweetlime</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watermelon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emblem</td>
<td>Senate Candidate</td>
<td>Votes Mark</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------</td>
<td>------------</td>
</tr>
<tr>
<td>Lemon</td>
<td></td>
<td></td>
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<tr>
<td>Avocado</td>
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<td></td>
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<tr>
<td>Orange</td>
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<td></td>
</tr>
<tr>
<td>Papaya</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watermelon</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mark the box of your choice with (✓) or (✗) or your thumb print 🌟.
<table>
<thead>
<tr>
<th>BALLOT NUMBER</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mark on symbol, not interfering with any other candidate’s</td>
</tr>
<tr>
<td>2</td>
<td>All marks on the symbol, candidate photo, and marking space with no cross over to another candidate’s, party’s or alliance</td>
</tr>
<tr>
<td>3</td>
<td>Mark with an “X” placed in the proper marking space</td>
</tr>
<tr>
<td>4</td>
<td>Marking with a straight line across the spaces for only a single candidate, party or alliance</td>
</tr>
<tr>
<td>5</td>
<td>Thumbprint marking in the space provided for marking</td>
</tr>
<tr>
<td>6</td>
<td>Marking with an “X” in the space provided for marking</td>
</tr>
<tr>
<td>7</td>
<td>A scrambled mark in space provided for marking with another mark on the same candidate and row</td>
</tr>
<tr>
<td>8</td>
<td>A check mark with the base of “√” portion fully in the area for one candidate with just a little tip entering the area of the other party candidate or alliance</td>
</tr>
<tr>
<td>9</td>
<td>An “X” mark with the full crossing in the space of one candidate, party or alliance with a small tip into the area of another candidate, party or alliance</td>
</tr>
<tr>
<td>10</td>
<td>A check mark properly placed in the marking space</td>
</tr>
<tr>
<td>11</td>
<td>An “X” across the face or photo of the candidate</td>
</tr>
</tbody>
</table>
Rules For Determining Invalid Ballots

Ballot papers are not valid if the intention of the 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;
- There is writing (ex. a name or signature) on the ballot paper which would enable a political party or candidate agents 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;
- The voter has made marks indicating a choice for more than one candidate;
- A mark is placed so that its greater portion is between two boxes;
- 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.

EXAMPLES OF INVALID MARKING
<table>
<thead>
<tr>
<th>Emblem</th>
<th>Senate Candidate</th>
<th>Voting Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lemon</td>
<td>Apple Party</td>
<td>Yes</td>
</tr>
<tr>
<td>Avocado</td>
<td>Orange Party</td>
<td></td>
</tr>
<tr>
<td>Grapes</td>
<td>Raspberry Party</td>
<td></td>
</tr>
<tr>
<td>Apricot</td>
<td>Banana Party</td>
<td></td>
</tr>
<tr>
<td>Tomato</td>
<td>Red Bean Party</td>
<td></td>
</tr>
<tr>
<td>Orange</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mark the box of your choice with (✓) or (✗) or your thumb print (/thumb).

Mark the box of your choice with (✓) or (✗) or your thumb print (/thumb).
<table>
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<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Avocado</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Grapes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Apricot</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Strawberry</td>
<td>Yes</td>
<td></td>
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</tbody>
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<td></td>
</tr>
<tr>
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<td>No</td>
<td></td>
</tr>
<tr>
<td>Grapes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Apricot</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Joseph</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<td></td>
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<tr>
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</tr>
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<td>No</td>
<td></td>
</tr>
<tr>
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<td>No</td>
<td></td>
</tr>
<tr>
<td>Joseph</td>
<td>None</td>
<td></td>
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<td>No</td>
<td></td>
</tr>
<tr>
<td>Strawberry</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
### EXPLANATION OF INVALID BALLOTS MARKING

<table>
<thead>
<tr>
<th>BALLOT NUMBER</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Two marks- An “X” and a “√” equals to double marking for two different candidates, parties or alliance. The voter’s intention is not clear</td>
</tr>
<tr>
<td>2</td>
<td>A check mark “√” resting partly in the marking space of one candidate, party or alliance with full extension into another area</td>
</tr>
<tr>
<td>3</td>
<td>See illustration number 2</td>
</tr>
<tr>
<td>4</td>
<td>A marking with signature and telephone number is in violation of voting secrecy and possible vote buying</td>
</tr>
<tr>
<td>5</td>
<td>Use of double marks, profane writing or insult to express a choice is against rules of decency</td>
</tr>
<tr>
<td>6</td>
<td>Erasure of the photos of other candidates while using a check mark to express a choice for one candidate. Multiple marking</td>
</tr>
<tr>
<td>7</td>
<td>A ballot with absolutely no mark, thereby, showing no expression of intent</td>
</tr>
<tr>
<td>8</td>
<td>Using two affirmative markings- “YES” and several non-affirmative markings- “NO”. This equals marking and expression of two choices where a single choice is required</td>
</tr>
<tr>
<td>9</td>
<td>Multiple marking on a single ballot, thereby confusing the interpretation of the voter’s intention</td>
</tr>
<tr>
<td>10</td>
<td>Writing of one’s name on the ballot is a clear violation of voting secrecy and possibly vote buying</td>
</tr>
<tr>
<td>11</td>
<td>Marking with an “X” which interception rest squarely or nearly on the dividing line between two candidates, parties, alliances while the lines run in the areas of the both candidates. Unclear expression of intend</td>
</tr>
</tbody>
</table>
3. Counting Of Votes

Now, once the ballots for Presidential election have been sorted into separate stacks for each candidate and invalid ballots, the PO and VIO will count separately each stack in the order in which the candidate appears on the ballot paper until all the 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 VIO will count the ballot papers. The process will be carried out in the following way:

- The PO will assign the VIO to count the ballots;
- The VIO counts the ballots in bundle of 50 ballots and places the rubber band around bundles of 50 ballots; in case the bundle has less than 50 ballots, the VIO will write in a piece of paper the number of ballots in the bundle and he/she clips it to the bundle with a paper clip;
- The Presiding Officer will recount ballots to confirm that the total is accurate;
- The Presiding Officer will announce the results loudly after the votes are counted for each candidate so that agents and observers present at the polling place can record the results;
- The PO then records total number of votes obtained by a candidate in the Presidential Record of the Count Form (RC-01);
Immediately starts with counting of ballots for the rest of the candidates;
When counting INVALID votes, the PO has to include also ballots identified during reconciliation process and count all invalid ballots;

**Important:** When filling in the votes obtained by candidates in the Record of the Count Form, the PO writes ZERO in the form for candidates that receives no votes, and leaves no blank spaces in votes obtained column.
At the end of the count, makes bundles for each candidate regardless of the number of the ballots and places a rubber band around each bundle of candidate’s ballots;

Once bundles for individual candidates and invalid ballots are made, the PO will:

- Join together all presidential candidate ballot bundles including invalid ballot papers in order to create one bundle only;
- This bundle will include ballots of candidates and invalid ballot papers.
- Places the ballot papers in the ballot box and does not seal the box immediately.

At the end of the counting and once the Presidential Record of the Count (RC-01) has been satisfactorily completed and the PO has checked that all calculations are correct, the PO signs and stamps the form and asks agents present to sign the form.

Important: The PO, in case of any errors done during the completion of the form, has to make corrections using the RED PEN provided.

If any agent is not satisfied with the count of the votes, he/she can file a complaint with NEC by filling in the complaint form.

The PO then starts with counting of the House of Representatives ballot papers following the same procedures.

Displaying And Distribution Of Electoral Results

Once the count for the two elections is completed and Record of the Count Forms are filled in, the PO will sign and stamp the two forms.
The PO will request from Agents present to sign the Record of the Count forms for the two elections, in case of the agents refusing to sign the form, the Presiding Officer will record reasons for refusal in the Presiding Officer’s Journal and then the Presiding Officer regardless whether the forms are signed or not will display results at the polling place.

The five copies of the Record of the Count Forms for each election will be distributed in the following way:

1. White copy – TEE-3,
2. Blue copy - Ballot box,
3. Pink copy – Posted on the walls of the polling place,
4. Yellow copy – For distribution to the first highest winner, and
5. Green copy – For distribution to the second highest winner.

How Will The PO Distribute Copies To The Agents

As there may be more agents than copies of the Record of the Count Forms available in the polling place, the PO for distribution of the forms of the two elections will use the system of issuing forms to the agents of the candidates with the highest votes.
The PO for each election will check two candidates that have obtained the highest number of votes (first and second candidate). He/she will call agents of these two candidates to receive copies of the forms, if in case agents of the first two candidates are not present in the polling place, the PO will continue with other candidates following the order of obtained votes.

### Important: The same procedure applies for the two elections.

## Packing Of Polling Place Materials

The Presiding Officer (PO) will pack sensitive and non-sensitive materials at the end of the polling and counting process. The PO will hand over all the materials he/she has packed to the Electoral Supervisor (ES). The packing of materials shall be done in category. This means that all sensitive materials shall be packaged within their proper box(es) while non-sensitive materials are also packaged within their own boxes.

Below are instructions on how sensitive and non-sensitive materials for the polling place are packed and delivered to the ES for onward delivery to the NEC Magistrate Office.

### PACKING OF SENSITIVE MATERIALS

Marked ballot papers, TEE-1, TEE-2 and TEE-3 and envelope with complaint forms are considered sensitive materials. Instructions for packing these materials are as follows:

#### A. Packing of Presidential and House of Representatives ballot papers

As outlined above, individual bundles for each election will be made by the PO. Once the bundles are made for the two elections, the PO will put ballot paper bundles in one ballot box.

The PO will, before sealing the ballot box with ballot papers, place the following in the ballot box where the ballot papers are packed:

1. Copy of the Record of the Count Forms for the two elections (blue color copy);
2. Copy of the POs Worksheet, (blue color copy);

The PO then takes three seals for sealing of the ballot box, and records the seal numbers in the Record of the Seal Form (RS01), and reads aloud numbers of recorded seals for agents.

1. Asks agents to sign and confirm seal numbers used for sealing of the ballot box;
2. Places the Record of the Seal Form (two copies) in the ballot box; and
3. Seals the ballot box.
Important: The above materials (the marked ballots and the blue color copies of the forms) must be packed in the Presidential ballot box.

B. Packing Of TEE’s

Tamper –Evident Envelopes 1 and 2 are packed only after the polling is completed. The TEE-3 will be packed only after the counting is completed and all necessary forms are filled in.
THINGS TO REMEMBER WHEN PACKAGING THE TEEs:

Tamper –Evident Envelope (TEE) Number 1
Put all the below electoral materials in the TEE-1:

1. Stubs of used ballot papers (the two election ballots);
2. Unused Ballot Papers booklets and Partially Used Ballot Papers booklets (the two election ballots);
3. Spoiled Ballot Papers in envelope;

Tamper –Evident Envelope (TEE) Number 2
Put all the below electoral materials in the TEE-2:

1. Final Registration Roll (FRR);
2. Unused Ballot Box Seals;
3. Official Stamp (validating stamp for ballots and results)

Tamper –Evident Envelope (TEE) Number 3
Put all the below electoral materials in the TEE-3:

1. Presiding Officer’s Worksheet (Original);
2. Presiding Officer’s Journal
3. Presidential Record of the Count RC-01 (white or original copy);
4. House of Representatives Record of the Count RC-02 (original).

NOTE: Stamp all copies of the Record of the Count or Results. Once all the above forms are placed in the TEE-3, the PO seals the TEE-3.

For packing of TEE-3, the PO will ensure that all the forms (Original of the Record of the Count Forms, the PO Worksheets and PO Journal) are placed correctly within this TEE (TEE-3). This TEE is very important, because at a later stage, it will be used in the Tally Center for the tallying of results, and as such, special care should be given when packing it.

Important: The PO has to record all necessary information on the TEE label before placing the above forms inside the TEE bag.

C. Packing Of The Envelope With Complaint Forms
As per procedures on complaints, all complaint forms will be placed in the envelope during the day. At the end of the day, the PO will check and count all the complaints filed and will complete the label of the complaint envelope. The label will be pre-printed, so the PO will just have to complete necessary information on the label. The PO will hand over the envelope containing all the complaint forms to the ES along with the TEEs and other materials.
PACKING OF NON-SENSITIVE MATERIALS

Non-sensitive materials will be packed immediately after all of the sensitive materials are packed.

VERY IMPORTANT PACKAGING RULES

I. Materials To Go In The Ballot Boxes

TEE-1 with all contents, which include the below listed items:

1. Used / counted ballot papers for all candidates
2. Copy of the Record of the Count Form (stamped)
3. Copy of the PO’s Worksheet (stamped)
4. Record of the Seals Form RS01 [the two (2) copies]

Important: For transportation purposes, the ES must place the TEEs and the Complaint envelopes in one of the empty boxes, this way, any misplacement of TEEs or Complaint envelopes would be avoided.
II. Materials To Hand Deliver To The Electoral Supervisor
   1. TEE-2 and all its contents
   2. TEE-3 and all its contents
   3. The complaint form envelope containing complaint forms

   NOTE: All TEE-3 bags should be sealed or closed before delivery to the Electoral Supervisors

III. Materials To Go In The Ghana-Must-Go Bag
   1. All the electoral stationery materials, which must be put in the Ghana-Must-Go Bag are as follows: lamps, hammer, remaining ballot box stickers, ink bottles, absorbent cloth, stamp, thumbprint pad(s), card punch, packaging tapes, copies of the materials transfer forms, staff duty sheet, scotch tape, cords, pens, etc.
   2. All the electoral materials which you were asked not to put in the TEE-2 and TEE-3

   NOTE: Each polling staff shall keep his/her badge or name tag after polling. This Identification Document along with Voter’s ID Card shall be given to the pay team on the day of payment for the work done.

Once the packing of these materials is completed, the PO shall wrap up the polling place kit with brown scotch tape provided. All polling place kits will be handed over by the PO to the Electoral Supervisor (ES) and this will be recorded in the Materials Transfer Form after election. Polling place staff must ensure that no election materials are left behind.

The Presiding Officer carefully packs all above materials and fills in the Election Materials Transfer Form-After Counting (P03) before handing over materials to the Electoral Supervisor.

The Presiding Officer handing over the materials keeps the original of the form and gives a copy to the ES.

The ES will be responsible for ensuring that all materials are safely returned to the NEC Magisterial Office.
Delivering Materials To The NEC Magisterial Office

Delivery of electoral materials from the voting precincts to a NEC Magisterial Office is a key requirement after Election Day. It must be handled by the electoral team which includes the polling officials headed by the Presiding Officer for each polling place. The Precinct Presiding Officer is important to all the arrangements for retrieval of election materials, from the voting precinct to the NEC Magisterial Office. The normal order shall follow the following steps:

1. Packaging and collection of all polling place materials by the polling staff in line with the packaging rules;
2. Turning over Election Day materials to the Precinct Presiding Officer (PPO) by the polling place Presiding Officer (where applicable);
3. Turning over of the materials received by the PPO, having filled the Material Transfer Form (MTF), to the Electoral Supervisor (ES);
4. Arrangement, transportation coordination and delivery of all materials collected from the POs and PPO by the ES to the NEC Magisterial Office for further delivery to the proper NEC reception point;
5. In these arrangements, it is the responsibility of the ES for ensuring that all materials are safely returned.

As the ES will retrieve TEEs and other materials, they have to be very careful as not to misplace any of the materials especially TEEs and ballot box with ballot papers.

Important: Under no circumstances is the ES, or any other NEC official, allowed to open any of the TEEs or the ballot box with ballot papers while receiving these items or transporting from voting precinct to the NEC Magisterial Office.

ANNEX-1: INSTRUCTIONS ON HOW TO COMPLETE THE FORMS

Introduction To The Presiding Officer’s Worksheet (P01)
The Presiding Officer Worksheet is a form used by the Presiding Officer, in addition to other purposes, for the Reconciliation of the ballots. The Presiding Officer, in order to carry out the reconciliation, will enter the below items on the PO Worksheet:

1. The number of ballot papers received at the start of the Election Day;
2. The number of additional ballot papers received during the day (if any);
3. The number of ballots issued to another polling place (should that be the case);
4. The number of spoiled ballot papers;
5. The number of discarded ballot papers etc.

The PO’s Worksheet is made up of two parts. One is for Presidential election and the other for the House of Representatives election. The two parts are in one form which is A3 size form. This way, staff will have only one sheet with two distinct forms instead of two separate sheets to deal with.

When filling in the PO’s Worksheet, the PO always starts with Presidential part of the form followed by the House of Representatives.
The Presiding Officer’s Worksheet will be used in different stages of the polling and counting process. These are:

1. In the morning, before polling starts, the PO records the precinct information, serial numbers of ballot papers and number of ballots received;
2. During polling, the PO records number of additional ballot papers received /issued to another polling place if any;
3. At the end of polling, the PO calculates the total number of ballots received, number of spoiled, discarded and unused ballot papers);
4. At the end of Reconciliation, the PO records the number of ballot papers taken from the ballot box and discrepancy, if any.

**How the Presiding Officer Fills in the Presiding Officer’s Worksheet (P01)**

<table>
<thead>
<tr>
<th>Complete this part before polling begins</th>
<th>Complete this part during the day</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>County:</strong> Write the name of the county where the voting precinct is located;</td>
<td><strong>Number of additional ballots received during the day (if any):</strong> Write the total number of additional ballots received during the day (in case of ballot paper shortage). This can apply for one or more elections, i.e. if you have received Presidential ballots, record this information in Presidential part of the form <strong>only</strong>;</td>
</tr>
<tr>
<td><strong>Electoral District Number:</strong> Write the electoral district number. It is a two-digit number assigned to that particular electoral district by NEC (this number can as well be found on the FRR cover page);</td>
<td><strong>Number of ballots issued to another polling place (if any):</strong> Write the total number of ballots issued to another polling place within the voting precinct, i.e. if you have issued Presidential ballots, record this information in Presidential part of the form <strong>only</strong>.</td>
</tr>
<tr>
<td><strong>Voting Precinct Name:</strong> Write the name of the voting precinct assigned to that particular location;</td>
<td></td>
</tr>
<tr>
<td><strong>Voting Precinct Code:</strong> Write the voting precinct Code. It is the five-digit number assigned to that voting precinct. The code can be found in the FRR cover page as well;</td>
<td></td>
</tr>
<tr>
<td><strong>Polling Place Number:</strong> Write the two-digit number. The numbers of the polling place can be found on the FRR cover page. Please ensure that the polling place number shown on the FRR matches the name of the polling place.</td>
<td></td>
</tr>
<tr>
<td><strong>Ballot paper serial numbers:</strong> Write the starting and ending serial number of the ballot paper pack. Each ballot paper pack will have a label indicating on top of the pad starting and ending number of the pack.</td>
<td></td>
</tr>
<tr>
<td><strong>IMPORTANT:</strong> As the form is divided into two parts, Presidential and House of Representatives, the PO will complete parts of the form for each election separately.</td>
<td></td>
</tr>
<tr>
<td>Complete this part in the morning:</td>
<td></td>
</tr>
<tr>
<td><strong>Number of ballots received before polling:</strong> Write the total number of ballots received for that</td>
<td></td>
</tr>
</tbody>
</table>
Complete this part at the end of polling (separately for each election) | Complete this part at the end of Reconciliation (separately for each election)
---|---
**A - Total number of ballots received (1+2-3):** Add up (1) and (2) and subtract (3) and enter the total in the form, (use the calculator); **D - Number of ballot papers taken from the ballot box:** Write the total number of ballot papers taken from the ballot box and record the number in row D, (this number can be recorded only after the box has been reconciled);
**Number of spoiled ballots:** Write the total number of spoiled ballots enclosed in the spoiled ballot paper envelope for each election separately; **E - Record the discrepancy between C and D:** If the number of ballot papers in row C is not corresponding to the number of ballot papers in row D, write the discrepancy in row E, if there is no discrepancy, write **ZERO** in row E;
**Number of discarded ballots in the polling place:** Write the total number of discarded ballots enclosed in the discarded ballot paper envelope for each election separately. Write **ZERO** in this row if no ballot is found; **Name and Signature of Party or Independent Candidate agents:** The party candidates or the independent candidate agents may write their names and sign as a witness to endorse the accuracy of the record;
**Number of unused ballots:** Count all unused ballots at the end of polling and write the total in this row; **Date:** Each party/candidate agent signing the form will enter the date on the form when he/she signs the form. Format to be followed: dd/mm/yy.
**The number of ballot papers that should be in the ballot box (A-B):** Subtract the numbers recorded in row B from row A, (use the calculator) **Signature of the Presiding Officer:** This is the portion of the form where the Presiding Officer of the polling place signs to endorse the results recorded on the Presiding Officer’s Worksheet, after the form is completed;
**B - Total of I+II+III:** Add up the total number of spoiled, discarded and unused ballots from lines I, II and III above and enter the total in this row; **Date:** Fill in the date when the Worksheet is filled in. Format to be followed: dd/mm/yy.

**Introduction To The Election Materials Transfer Form - Before Polling (P02)**

The Transfer of Election Materials before Polling Form is a form that will be used by various polling officials to keep a track of materials handed over and received.

The Transfer of Election Materials before polling comes in duplicate. The original goes to the Official handing over the materials and the copy to the official receiving the materials.

**Important:** Make sure that you follow carefully the procedures below. Whenever you sign a Materials Transfer Form before polling, you will be held accountable for the materials received.

**How the Election Officials Fill in “Materials Transfer Form- Before Polling” (P02)**

When filling in the form, refer to the information from the PO’s worksheet on: the county, electoral district number, voting precinct name, voting precinct code and polling place number, as all of this information is the same in all of the forms to be completed.
Voting Precinct kit with ballots: Write the total number of precinct kits handed over to the particular voting precinct;

Important: Under no circumstances, staff is to open the kits. The kit will be opened only on the Election Day.

Polling place kits: Write the number of the polling place kits handed over to the polling place. All polling place kits will be packed in the cardboard boxes and then placed inside the ballot box, meaning that each ballot box will have one polling place kit packed inside the ballot box and then sealed;

Ballot Boxes: Write the total number of ballot boxes handed over to that particular polling place;

Voting screens: Write the total number of the voting screens handed over to that particular polling place. If the cloth is provided, in the form, indicate that it was a cloth and how many pieces of cloth received;

• Voting Precinct kit seal serial numbers: Record the serial numbers of the seal used to seal the precinct kit;

• Handed Over by: It is the portion of the form where the officer handing over the materials will write his/her name;

• Sex: Write the sex of the person handing over materials;

• Received by: It is the portion of the form where the officer receiving the materials will write his/her name;

• Sex: Write the sex of the person receiving materials;

• ID No if available: Write the ID Number from VR card;

• Date: Fill in the date when the form is filled in (when the materials are handed over). Format to be followed: dd/mm/yy.

Introduction to the form “addition to the FRR”

The Addition to the Final Registration Roll (FRR) is an annex used to handle special situations concerning voters. This annex is used to record the particulars and other voting information of persons who are entitled to vote in the elections but are not found in the particular FRR at the point where they have turned out to vote.

Persons classified under this special situation are elections security personnel, international observers’ driver and escorts, polling staff and NEC employees serving duties as supervisors in the field on Election Day.

A basic requirement for voting under this special situation is a presentation of a valid voter registration card. The persons voting in this special situation category will be allowed to vote only in the presidential election where they are assigned out of the electoral district where they have registered.
How the Voter Identification Officer Fills in the Form “Addition to the FRR”

Information such as; county name, district number, precinct code, precinct name and polling place number will be pre-printed, so the VIO will only fill in the information shown below:

- **Name of the voter:** Write the name of the voter as it appears on the VR card of the voter;
- **Age:** Write the age of the voter exactly as shown on his/her VR card;
- **Sex:** Write the sex of the voter;
- **VR card Number:** Write the exact number of the VR card as it appears on the VR card of the voter;
- **Telephone Number:** Write the available telephone numbers of the voter.
- **Missing Voter:** This is the portion of the Addition to the FRR, where the VIO ticks in case of the missing voter from the FRR. **Missing voter is a voter, who has registered in that specific voting precinct and was assigned to that polling place to vote for election but for some reason does not appear on the FRR;**
- **Elections Security Personnel or Staff on duty:** This is the portion of the FRR, where the VIO ticks in case of the elections security personnel or staff on duty voting in the polling place;
- **Names/Signature of the Voter Identification Officer:** It is the portion of the form where the Voter Identification Officer writes his/her name and signs after the Addition to the FRR form is duly completed;
- **Sex:** Write the sex of the VIO;
- **Name/Signature of the Presiding Officer:** It is the portion of the form where the Presiding Officer will write his/her name and signs after the Addition to the FRR form is duly completed;
- **Sex:** Write the sex of the PO;
- **Page:** Voter Identification officer will write the page numbers, starting with one; for i.e. if two pages of the form are used, the Voter identification officer will write 1 of 2 and so on.

How to Fill in the Oath for Voting Form

<table>
<thead>
<tr>
<th>Filling in the First Part</th>
<th>Filling in the Second Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Write in the name of the county where the voting is taking place, the name of the voting precinct code, the electoral district number, and the polling place number</td>
<td>The part, OFFICIAL USE, is filled by the PO. It begins with the name of the Presiding Officer and continue with Remarks (if any).</td>
</tr>
<tr>
<td>2. The Presiding Officer (PO) writes in the VR particulars of the registrant. This portion is immediately under the oath [ 1, 2, 3, 4, 5 ]</td>
<td>Remarks, for example, includes any observation by the PO, in her / his official judgement that needs to be made under this special scenario. It is not mandatory to remark, and this form should not be used in place of complaint form</td>
</tr>
<tr>
<td>3. Following, the PO request the signature or thumb print, contact number, and date of the following form from the registrants. Note: The registrant should sign or make the thumb print herself / himself.</td>
<td></td>
</tr>
</tbody>
</table>

75
Introduction To The Record Of The Count Form

The Election Record of the Count is the form that will be used to record the number of the valid/invalid and total votes. There are two Records of the Count Forms used in the Presidential and House of Representatives elections.

Records of the Count Forms are A4 size and each election will have its own form. The PO, when dealing with count and filling in the Record of the Count forms, must take into consideration order of the count which is Presidential and House of Representatives, so he/she must follow the same order in completing the forms.

In order to avoid any mistakes when filling in the form, the names of the candidates will be pre-printed in the form.

The Record of the Count Form is made up of two parts. First part is filled using corresponding election part of the PO’s Worksheet and second portion of the form is filled in after the counting is completed for each election.

For the House of Representatives, depending on the number of the candidates, forms will have one or two columns with names of candidates. In the manual, it is introduced form with two columns only.

How the Presiding Officer Fills in the “Record of the Count Form”

This portion of the form should be filled in before counting of the ballot papers begins. All the information recorded in this part of the form will be transferred from the Presiding Officer’s Worksheet (P01).
### Fill this Par Before Counting

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of unused, spoiled and discarded ballot papers: Copy the figure from row B of Presiding Officer’s Worksheet;</td>
<td>Votes obtained: Record the number of the valid votes obtained by each candidate against the name of the candidate in the space provided;</td>
</tr>
<tr>
<td>Number of ballot papers that should be in ballot box: Copy the figure from row C of Presiding Officer’s Worksheet;</td>
<td>Total valid votes: Sum all votes of the candidates and record the total in this row;</td>
</tr>
<tr>
<td>Number of ballot papers taken from the ballot box: Copy the figure from row D of Presiding Officer’s Worksheet;</td>
<td>Total invalid Votes: Count all invalid votes and record in this row;</td>
</tr>
<tr>
<td>Discrepancy: Copy the figure from row E of Presiding Officer’s Worksheet.</td>
<td><strong>IMPORTANT:</strong> Do not record in the “TOTAL INVALID VOTES ROW” the number of spoiled ballot papers; this row is only for the ballots identified during sorting and are invalidated as a result of a mismark or no mark by the voter.</td>
</tr>
</tbody>
</table>

### Fill this Part After Counting

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total of valid and invalid votes (1+2):</strong> Sum up total of valid and invalid votes and record the total in the row for “Total of valid and invalid votes”.</td>
<td><strong>IMPORTANT:</strong> The total valid and invalid votes, have to match the number of ballot papers taken from the ballot box as recorded in the portion of the Record of the Count Form from the POs Worksheet.</td>
</tr>
</tbody>
</table>

#### Name and Signature of Presiding Officer: The Presiding Officer of the polling place will sign after the Record of the Count Form is duly completed;  
#### Name/Signature of Party/Independent Candidate Agents: Party/candidate agents present during the counting of the ballots may write name of their organization and sign as a witness;  
#### Date: Fill in the date when the form is completed. Format to be followed: dd/mm/yy.

---

**How to fill in the “Election Materials Transfer Form - After Polling (P03)”**

The Transfer of Election Materials After Counting Form is a form that will be used by various polling officials to keep a track of materials handed over and received.

The Transfer of Election Materials after Counting Form comes in duplicate. The original goes to the Official handing over the materials and the copy goes to the official receiving the materials.

---

**Remember:** Make sure that you follow carefully the procedures below. Whenever you sign the form, Transfer of Election Materials after Counting, you will be held accountable for materials received.

- **TEE-1:** Write the number of TEE-1 handed over;  
  **TEE-2:** Write the number of TEE-2 handed over;  
  **TEE-3:** Write the number of TEE 3 handed over;  
- **Ballot box with ballot papers:** Write the number of ballot boxes with ballot papers;
• **Empty ballot boxes**: Write the number of empty ballot boxes handed over;
• **Polling Place Kit**: Write the total number of polling kits handed over;
• **Voting Screens**: Write the number of voting screens handed over;
• **Complaint forms envelope**: Write the number of the envelopes handed over.
• **Handed Over by**: It is the portion of the form where the officer handing over materials writes his/her name;
• **Sex**: Write the sex of the person handing over materials;
• **Received by**: It is the portion of the form where the officer receiving materials writes his/her name after he/she has accounted for all materials received;
• **Sex**: Write the sex of the person receiving materials;
• **ID No if available**: Write the ID number of the person receiving from the VR card (if available)
• **Date**: Fill in the date when the form is filled in. Format to be followed: dd/mm/yy.

### Introduction To The Tamper Evident Envelope 3

The TEE-3 will have pre-printed label and it will be used by the Presiding Officer to record all necessary information regarding voting precinct and the items enclosed in the envelope.

The TEE must be filled at the end of the counting process, once all the necessary forms and PO Journal are enclosed in the TEE.

### How the Presiding Officer Fills in the Tamper Evident Envelope 3

This TEE contains:

- **Presiding Officer’s Worksheet**: tick the box after the Presiding Officer’s Worksheet is enclosed into the TEE 3;
- **Presiding Officer’s Journal**: Tick the box after the Presiding Officer’s Journal is enclosed into the TEE-3;
- **Presidential Record of the Count**: Tick the box after the Presidential Record of the Count is enclosed into the TEE-3;
- **House of Representatives Record of the Count**: Tick the box after the House of Representatives Record of the Count is enclosed into the TEE-3;
- **Name /Signature of Presiding Officer**: It is the portion of the TEE where the Presiding Officer will write his/her name and signs after the TEE is duly completed;
- **Date**: Fill in the date when the TEE is filled in. Format to be followed: dd/mm/yy.
## ANNEX-2: POLLING PLACE KIT CONTENTS

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Purpose</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permanent Ink Markers</td>
<td>For any purpose</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Pen (black) box of 12</td>
<td>To mark the ballot paper and any administrative use in the polling place</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>A5 Notepad</td>
<td>To be used as PP Journal</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Sticker for polling place Journal</td>
<td>To place it on top of notebook</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Calculator</td>
<td>Administrative use (to calculate results)</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Barrier tape</td>
<td>To organize queues at PP/VP</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Garbage bags (1 roll of 5 bags)</td>
<td>For any purpose</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Brown packing tap</td>
<td>For packing purposes</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Scissors</td>
<td>For any purpose</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Seals for ballot box</td>
<td>To seal ballot boxes</td>
<td>50</td>
</tr>
<tr>
<td>11</td>
<td>Rulers</td>
<td>For any purpose</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Lamp</td>
<td>To be used during counting of ballots</td>
<td>2</td>
</tr>
<tr>
<td>13</td>
<td>Set of batteries for lamp</td>
<td>To be used with lamp</td>
<td>3</td>
</tr>
<tr>
<td>14</td>
<td>Scotch tape</td>
<td>Any purpose</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Thumbprint pad</td>
<td>Used for marking of ballot papers</td>
<td>4</td>
</tr>
<tr>
<td>16</td>
<td>Absorbent cloth</td>
<td>To wipe finger of the voter before inking</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>Validating stamp</td>
<td>To validate ballot papers</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Validating stamp pad</td>
<td>For the validating stamp</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>Tunics</td>
<td>Polling place staff uniform</td>
<td>5</td>
</tr>
<tr>
<td>20</td>
<td>Thin cord rope</td>
<td>Any purpose</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>ID badge holder</td>
<td>To place ID cards</td>
<td>5</td>
</tr>
<tr>
<td>22</td>
<td>Staff ID badges</td>
<td>To identify the PP staff</td>
<td>5</td>
</tr>
<tr>
<td>23</td>
<td>TEE 1</td>
<td>For packing of sensitive materials</td>
<td>1</td>
</tr>
<tr>
<td>24</td>
<td>TEE2</td>
<td>For packing of sensitive materials</td>
<td>1</td>
</tr>
<tr>
<td>25</td>
<td>TEE3</td>
<td>For packing of election results</td>
<td>1</td>
</tr>
<tr>
<td>26</td>
<td>Spoiled ballot paper envelope</td>
<td>For packing of spoiled ballots</td>
<td>1</td>
</tr>
<tr>
<td>27</td>
<td>Discarded ballot paper envelope</td>
<td>For packing of discarded ballot</td>
<td>1</td>
</tr>
<tr>
<td>28</td>
<td>Presidential ballot box sticker</td>
<td>To identify Presidential ballot box</td>
<td>2</td>
</tr>
<tr>
<td>29</td>
<td>House of Representatives ballot sticker</td>
<td>To identify House of Representatives ballot</td>
<td>2</td>
</tr>
<tr>
<td>30</td>
<td>Card punch</td>
<td>To punch cards of the voters</td>
<td>2</td>
</tr>
<tr>
<td>31</td>
<td>Machinist hammer</td>
<td>For setting up the voting screen (cloth)</td>
<td>1</td>
</tr>
<tr>
<td>32</td>
<td>Pack of nails</td>
<td>For setting up the voting screen (cloth)</td>
<td>1</td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Counting Kit

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Purpose</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Counting kit bag (below items packed inside)</td>
<td>Counting items packed inside</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Notepad</td>
<td>For name tags during the counting</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Wet sponge for counting</td>
<td>To wet the finger during counting</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Bulldog clips small (pack)</td>
<td>For clipping of batches of less than 50 ballots</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Rubber bands bag</td>
<td>To make bundles of 50 ballots</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Pen (red)</td>
<td>For corrections on the forms</td>
<td>2</td>
</tr>
</tbody>
</table>
## ANNEX-3: VOTING PRECINCT KIT CONTENTS

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Purpose</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ballot papers 550 per polling place (for each election separately)</td>
<td>To use by voters for voting</td>
<td>1 pad per polling place</td>
</tr>
<tr>
<td>2</td>
<td>FRR</td>
<td>To be used by VI Officer (polling place specific)</td>
<td>1 per polling place</td>
</tr>
<tr>
<td>3</td>
<td>Envelope with forms</td>
<td>To record results and other administrative use</td>
<td>1 per polling place</td>
</tr>
<tr>
<td>4</td>
<td>Voting precinct sign (code)</td>
<td>To identify the voting precinct</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Voting precinct/Polling place index</td>
<td>To give you idea about allocation of the voters in the voting precinct</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Voting precinct banner</td>
<td>To identify the voting precinct</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Voting precinct right arrow</td>
<td>To direct voters to the voting precinct</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Voting precinct left arrow</td>
<td>To direct voters to the voting precinct</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Voting precinct Queue Controller tunics</td>
<td>Voting precinct staff uniforms</td>
<td>4</td>
</tr>
</tbody>
</table>
### ANNEX-4: POLLING PLACE FORMS

<table>
<thead>
<tr>
<th>No</th>
<th>Form</th>
<th>Purpose</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Oath of Office (AD-001)</td>
<td>To commit oneself, truthfully to the credibility of the electoral process</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Election Materials Transfer Form -Before Polling (P02)</td>
<td>Use for indicating that electoral materials have passed on from the logistician to the polling staff</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Election Materials Transfer Form –After Counting</td>
<td>Use for indicating that electoral materials have passed on from Polling Staff to the Electoral Supervisor</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Presiding Officer’s Worksheet (P01)</td>
<td>Used as a working table to carry out rough work including calculations and other information at the polling place on Election</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Record of the Seal Form (RS01)</td>
<td>Is meant to record a number on the seals used to secure election containers (ballot boxes)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Presidential Record of the Count (RC-01)</td>
<td>Result sheet for Presidential election at the polling place</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>House of Representatives Record of the Count (RC-02)</td>
<td>Result sheet for the representatives at the polling place</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Gender data capturing sheet (GDS-01)</td>
<td>Used to capture the gender information about voters on Election Day</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Complaint Form</td>
<td>Used by persons desired to complain on polling day</td>
<td></td>
</tr>
</tbody>
</table>
OATH OF OFFICE

I, ________________________________, do solemnly swear (or affirm), that I will truly and faithfully execute and perform the duties of

and will uphold, protect and support the Constitution of the Republic of Liberia and all Laws to the best of my ability, and that I, as of today’s date, and during my tenure, relinquish my allegiance to the Political party of which I was a member or a supporter, and will in no manner or form undertake to do anything illegal in the interest of said party or any other party which might tend to support said party and undermine the faithful discharge of duties and responsibilities of my office, and of the National Elections Commission, so help me God.

__________________________
Signature of Officer

__________________________
Date

__________________________
Name and Signature of Witness

__________________________
Date
# Material Transfer Form

**Before Polling**

Presidential and House of Representatives Elections 2017

<table>
<thead>
<tr>
<th>County</th>
<th>Electoral District Number</th>
<th>Voting Precinct Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Voting Precinct Kit with Ballots</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Polling Place Kit</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Final Registration Roll (FRR)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Ballot Boxes</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Voting Screen</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Polling Place Form Envelope</td>
<td></td>
</tr>
</tbody>
</table>

Handed over by:  

_________________________ M/F ________________________________ M/F

Name and Signature  
Name and Signature

_________________________  
Position

_________________________  
ID No (if available)

_________________________  
Date

Received By:  

_________________________ M/F ________________________________ M/F

Name and Signature  
Name and Signature

_________________________  
Position

_________________________  
ID No (if available)

_________________________  
Date
Republic of Liberia
National Elections Commission (NEC)

Election Materials Transfer Form
After Counting
Presidential and House of Representatives Elections 2017

County
Electoral District Number
Voting Precinct Name

Voting Precinct Code
Polling Place Number

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TEE 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TEE 2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>TEE 3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ballot Box with Ballot Papers</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Empty Ballot Box</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Polling Place Kit</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Voting Screens</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Complaint forms envelope</td>
<td></td>
</tr>
</tbody>
</table>

Handed Over By: ____________________________          Received By: ____________________________
M / F
Name and Signature
Position
ID No if Available
Date

84
### Presiding Officer’s Worksheet
#### Presidential and House of Representatives Elections 2017

<table>
<thead>
<tr>
<th>County</th>
<th>Electoral District Number</th>
<th>Voting Precinct Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Voting Precinct Code</th>
<th>Polling Place Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PRESIDENTIAL

<table>
<thead>
<tr>
<th>Ballot Serial Numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting</td>
<td>Ending</td>
</tr>
</tbody>
</table>

Complete this part in the morning

1. Number of ballots received before polling

Complete this part during the day

2. Number of additional ballots received during the day (if any)
3. Number of ballots issued to another polling place (if any)

Complete this part at the end of polling

A. Total number of ballots received ($1+2-3$)

I. Number of Spoiled Ballots
II. Number of Discarded Ballots
III. Number of Unused Ballots

B. Total of I+II+III

C. Number of ballot papers that should be in the ballot box ($A-B$)

D. Number of the ballot papers taken from the ballot box
E. Record discrepancy if any ($C-D$)

Name and Signature of Party/Candidate Agent  M / F  Name and Signature of Party/Candidate Agent  M / F
Name and Signature of Party/Candidate Agent  M / F  Name and Signature of Party/Candidate Agent  M / F
Name and Signature of Party/Candidate Agent  M / F  Name and Signature of Party/Candidate Agent  M / F

Complete this part at the end of reconciliation

#### HOUSE OF REPRESENTATIVES

<table>
<thead>
<tr>
<th>Ballot Serial Numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting</td>
<td>Ending</td>
</tr>
</tbody>
</table>

Complete this part in the morning

1. Number of ballots received before polling

Complete this part during the day

2. Number of additional ballots received during the day (if any)
3. Number of ballots issued to another polling place (if any)

Complete this part at the end of polling

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Name and Signature of Party/Candidate Agent  M / F  Name and Signature of Party/Candidate Agent  M / F
Name and Signature of Party/Candidate Agent  M / F  Name and Signature of Party/Candidate Agent  M / F

Complete this part at the end of reconciliation

Name and Signature of PO  M / F  Date

Name and Signature of PO  M / F  Date
Record of the Seals Form  
Presidential and House of Representatives Elections 2017

<table>
<thead>
<tr>
<th>Presidential Ballot Box Seals</th>
<th>Agent Signatures</th>
<th>House of Representatives Ballot Box Seals</th>
<th>Agent Signatures</th>
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</thead>
<tbody>
<tr>
<td>Applied Side Seals (in the morning)</td>
<td></td>
<td>Applied Side Seals (in the morning)</td>
<td></td>
</tr>
<tr>
<td>Applied Slot Seal (at the end of polling)</td>
<td></td>
<td>Applied Slot Seal (at the end of polling)</td>
<td></td>
</tr>
<tr>
<td>Broken Seals before Reconciliation</td>
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<td>Broken Seals before Reconciliation</td>
<td></td>
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<tr>
<td>Applied Seals at the end of counting</td>
<td></td>
<td>Applied Seals at the end of counting</td>
<td></td>
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Remarks if any: ________________________________________________________________

__________________________________________  M / F  __________________________
Name and Signature of Presiding Officer  Date
## Presidential Record of the Count

Presidential and Representatives Elections 2017

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Candidate</th>
<th>Votes Obtained</th>
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<tbody>
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</tr>
<tr>
<td>12</td>
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</tr>
</tbody>
</table>

1. Total Valid Votes
2. Total Invalid Votes
3. Total of Valid and Invalid Votes (1+2)

Name and Signature of PO  
M/F  Date

Name and Signature of Party/Candidate Agents

1  M/F  Date
2  M/F  Date
3  M/F  Date
### Form PO3

**Republic of Liberia**

**National Elections Commission (NEC)**

**Material Transfer Form**

**After Polling**

**Presidential and House of Representatives Elections 2017**

<table>
<thead>
<tr>
<th>County</th>
<th>Electoral District Number</th>
<th>Voting Precinct Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Voting Precinct Code</th>
<th>Polling Place Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TEE 1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>TEE 2</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>TEE 3</td>
<td></td>
</tr>
<tr>
<td>4.</td>
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<td>Polling Place Kit</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Voting Screen</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Complaint Form Envelope</td>
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</tr>
</tbody>
</table>

**Handed over by:**

**Received By:**

<table>
<thead>
<tr>
<th>Handing Over</th>
<th>Receiving</th>
</tr>
</thead>
</table>

| M/F | M/F |

<table>
<thead>
<tr>
<th>Name and Signature</th>
<th>Name and Signature</th>
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<table>
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<tr>
<th>Position</th>
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<table>
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<tr>
<th>ID No (if available)</th>
<th>ID No (if available)</th>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
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</thead>
</table>

**Original Copy TEE3**

**1st Copy** Ballot Box

**2nd Copy** Posted

**3rd & 8th Copy** For distribution

**Copy this part from PO’s Worksheet House of Representatives Part**

<table>
<thead>
<tr>
<th>No.</th>
<th>Candidate’s Name</th>
<th>Votes Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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<thead>
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<th>Votes Obtained</th>
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<tbody>
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</tr>
<tr>
<td>30</td>
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</tr>
</tbody>
</table>

**1. Total Valid Votes**

**2. Total Invalid Votes**

**3. Total of Valid and Invalid Votes (1+2)**

<table>
<thead>
<tr>
<th>Po’s Name and Signature:_________________________</th>
<th>M/F</th>
<th>Date:__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Signature of Party/Candidate Agent 1:________</td>
<td>M/F</td>
<td>Date:__________</td>
</tr>
<tr>
<td>2.___________________________________________</td>
<td>M/F</td>
<td>Date:__________</td>
</tr>
<tr>
<td>3.___________________________________________</td>
<td>M/F</td>
<td>Date:__________</td>
</tr>
</tbody>
</table>
This form should be placed in the TEE3 bag along with the record of the count sheet.

Voting Precinct Code: ___________  Voting Precinct Name: __________________________________________

Polling Place Number: __________

|     | MALE     |     |     |     |     |     |     |     |     |      | MALE     |     |     |     |     |     |     |     |     |     |  FEMALE |
|-----|----------|-----|-----|-----|-----|-----|-----|-----|-----|-------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 1   | 2        | 3   | 4   | 5   |     |     |     |     |     |       | 1        | 2   | 3   | 4   | 5   |     |     |     |     |     |       |
| 6   | 7        | 8   | 9   | 10  |     |     |     |     |     |       | 6        | 7   | 8   | 9   | 10  |     |     |     |     |     |       |
| 11  | 12       | 13  | 14  | 15  |     |     |     |     |     |       | 11       | 12  | 13  | 14  | 15  |     |     |     |     |     |       |
| 16  | 17       | 18  | 19  | 20  |     |     |     |     |     |       | 16       | 17  | 18  | 19  | 20  |     |     |     |     |     |       |
| 21  | 22       | 23  | 24  | 25  |     |     |     |     |     |       | 21       | 22  | 23  | 24  | 25  |     |     |     |     |     |       |
| 26  | 27       | 28  | 29  | 30  |     |     |     |     |     |       | 26       | 27  | 28  | 29  | 30  |     |     |     |     |     |       |
| 31  | 32       | 33  | 34  | 35  |     |     |     |     |     |       | 31       | 32  | 33  | 34  | 35  |     |     |     |     |     |       |
| 36  | 37       | 38  | 39  | 40  |     |     |     |     |     |       | 36       | 37  | 38  | 39  | 40  |     |     |     |     |     |       |
| 41  | 42       | 43  | 44  | 45  |     |     |     |     |     |       | 41       | 42  | 43  | 44  | 45  |     |     |     |     |     |       |
| 46  | 47       | 48  | 49  | 50  |     |     |     |     |     |       | 46       | 47  | 48  | 49  | 50  |     |     |     |     |     |       |
| 51  | 52       | 53  | 54  | 55  |     |     |     |     |     |       | 51       | 52  | 53  | 54  | 55  |     |     |     |     |     |       |
| 56  | 57       | 58  | 59  | 60  |     |     |     |     |     |       | 56       | 57  | 58  | 59  | 60  |     |     |     |     |     |       |
| 61  | 62       | 63  | 64  | 65  |     |     |     |     |     |       | 61       | 62  | 63  | 64  | 65  |     |     |     |     |     |       |
| 66  | 67       | 68  | 69  | 70  |     |     |     |     |     |       | 66       | 67  | 68  | 69  | 70  |     |     |     |     |     |       |
| 71  | 72       | 73  | 74  | 75  |     |     |     |     |     |       | 71       | 72  | 73  | 74  | 75  |     |     |     |     |     |       |
| 76  | 77       | 78  | 79  | 80  |     |     |     |     |     |       | 76       | 77  | 78  | 79  | 80  |     |     |     |     |     |       |
| 81  | 82       | 83  | 84  | 85  |     |     |     |     |     |       | 81       | 82  | 83  | 84  | 85  |     |     |     |     |     |       |
| 86  | 87       | 88  | 89  | 90  |     |     |     |     |     |       | 86       | 87  | 88  | 89  | 90  |     |     |     |     |     |       |
| 91  | 92       | 93  | 94  | 95  |     |     |     |     |     |       | 91       | 92  | 93  | 94  | 95  |     |     |     |     |     |       |
| 96  | 97       | 98  | 99  | 100 |     |     |     |     |     |       | 96       | 97  | 98  | 99  | 100 |     |     |     |     |     |       |
| 101 | 102      | 103 | 104 | 105 |     |     |     |     |     |       | 101      | 102 | 103 | 104 | 105 |     |     |     |     |     |       |
| 106 | 107      | 108 | 109 | 110 |     |     |     |     |     |       | 106      | 107 | 108 | 109 | 110 |     |     |     |     |     |       |
| 111 | 112      | 113 | 114 | 115 |     |     |     |     |     |       | 111      | 112 | 113 | 114 | 115 |     |     |     |     |     |       |
| 116 | 117      | 118 | 119 | 120 |     |     |     |     |     |       | 116      | 117 | 118 | 119 | 120 |     |     |     |     |     |       |
| 121 | 122      | 123 | 124 | 125 |     |     |     |     |     |       | 121      | 122 | 123 | 124 | 125 |     |     |     |     |     |       |
| 126 | 127      | 128 | 129 | 130 |     |     |     |     |     |       | 126      | 127 | 128 | 129 | 130 |     |     |     |     |     |       |
| 131 | 132      | 133 | 134 | 135 |     |     |     |     |     |       | 131      | 132 | 133 | 134 | 135 |     |     |     |     |     |       |
| 136 | 137      | 138 | 139 | 140 |     |     |     |     |     |       | 136      | 137 | 138 | 139 | 140 |     |     |     |     |     |       |
| 141 | 142      | 143 | 144 | 145 |     |     |     |     |     |       | 141      | 142 | 143 | 144 | 145 |     |     |     |     |     |       |
| 146 | 147      | 148 | 149 | 150 |     |     |     |     |     |       | 146      | 147 | 148 | 149 | 150 |     |     |     |     |     |       |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 151| 152| 153| 154| 155|   | 151| 152| 153| 154| 155|   | 151| 152| 153| 154| 155|   | 151| 152| 153| 154| 155|
| 156| 157| 158| 159| 160|   | 156| 157| 158| 159| 160|   | 156| 157| 158| 159| 160|   | 156| 157| 158| 159| 160|
| 161| 162| 163| 164| 165|   | 161| 162| 163| 164| 165|   | 161| 162| 163| 164| 165|   | 161| 162| 163| 164| 165|
| 166| 167| 168| 169| 170|   | 166| 167| 168| 169| 170|   | 166| 167| 168| 169| 170|   | 166| 167| 168| 169| 170|
| 171| 172| 173| 174| 175|   | 171| 172| 173| 174| 175|   | 171| 172| 173| 174| 175|   | 171| 172| 173| 174| 175|
| 176| 177| 178| 179| 180|   | 176| 177| 178| 179| 180|   | 176| 177| 178| 179| 180|   | 176| 177| 178| 179| 180|
| 181| 182| 183| 184| 185|   | 181| 182| 183| 184| 185|   | 181| 182| 183| 184| 185|   | 181| 182| 183| 184| 185|
| 186| 187| 188| 189| 190|   | 186| 187| 188| 189| 190|   | 186| 187| 188| 189| 190|   | 186| 187| 188| 189| 190|
| 196| 197| 198| 199| 200|   | 196| 197| 198| 199| 200|   | 196| 197| 198| 199| 200|   | 196| 197| 198| 199| 200|
| 201| 202| 203| 204| 205|   | 201| 202| 203| 204| 205|   | 201| 202| 203| 204| 205|   | 201| 202| 203| 204| 205|
| 206| 207| 208| 209| 210|   | 206| 207| 208| 209| 210|   | 206| 207| 208| 209| 210|   | 206| 207| 208| 209| 210|
| 211| 212| 213| 214| 215|   | 211| 212| 213| 214| 215|   | 211| 212| 213| 214| 215|   | 211| 212| 213| 214| 215|
| 216| 217| 218| 219| 220|   | 216| 217| 218| 219| 220|   | 216| 217| 218| 219| 220|   | 216| 217| 218| 219| 220|
| 221| 222| 223| 224| 225|   | 221| 222| 223| 224| 225|   | 221| 222| 223| 224| 225|   | 221| 222| 223| 224| 225|
| 236| 237| 238| 239| 240|   | 236| 237| 238| 239| 240|   | 236| 237| 238| 239| 240|   | 236| 237| 238| 239| 240|
| 241| 242| 243| 244| 245|   | 241| 242| 243| 244| 245|   | 241| 242| 243| 244| 245|   | 241| 242| 243| 244| 245|
| 246| 247| 248| 249| 250|   | 246| 247| 248| 249| 250|   | 246| 247| 248| 249| 250|   | 246| 247| 248| 249| 250|

**TOTAL MALE:** [   ]  **TOTAL FEMALE:** [   ]

**NAME:**

**VOTERS IDENTIFICATION OFFICER (VIO)**

**SIGNED:**

**PRESIDING OFFICER (PO)**

**APPROVED:**

**ELECTORAL SUPERVISOR (ES)**

**NOTE:** Place a check mark in the box of each number immediately

- ✓ for male if he has been cleared / checked in FRR;
- ✓ for female if she has been cleared / checked in FRR;
- ✓ Write the last number checked for male in the total male box and;
- ✓ Write the last number checked for female in the total female box;
Republic of Liberia
National Elections Commission (NEC)

ELECTIONS COMPLAINT FORM

1. Please check the appropriate box: [ ] I am a registered voter in Liberia
   [ ] I am a political party or candidate’s agent.
   • My name: ________________________ (Given name) ________________________ (Family Name)
   • Voter Registration Card Number: ___________________________________________________
   • My Address: ___________________________________________________________________
   • My Telephone Number: (if any) __________________________ Sex ____________________

2. By this complaint, I, having personally witnessed the act(s) described herein, accuse the following
   individual or entity:
   • Name/Title: (if known) ___________________________________________________________
   • Address: _____________________________________________________________________
   • Telephone Number (if any): __________________________ Sex ______________________

3. Offense or violation alleged:
   [ ] Non-eligible person voted         [ ] Person voted more than once
   [ ] Destruction/theft of ballot or ballot box       [ ] Ballot paper fraud, such as false ballots in box
   [ ] Intimidating or threatening voters       [ ] Campaigning on Election Day or the day before
   [ ] Other violation of Law or Regulations

4. Place where offense or violation took place
   County ________________ Voting Precinct Name/Code ________________ Polling Place # _________

Please describe the events that form the basis of this complaint, and attach supporting documentation or
additional facts, if any.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

5. Witnesses who will support this complaint (if any)
   • Name/Title: _______________________________________________________________________
   • Address ___________________________________________________________________________
   Telephone Number (if any) __________________________ Sex _______________________________

6. I will make myself available for any hearing the Commission holds to deal with my complaint.

By my signature I swear/affirm under penalty of perjury, that all of the information contained in this
complaint and provided by me in connection with this complaint is true to the best of my knowledge.
Complainant’s Signature: _______________________________ Date: _______________________

NEC USE ONLY
--------------------------------------------------------------------------------------------------------------------
Complaint received by: _______________________________ M/F Location: ___________________