



THE OFFICIAL MANUAL FOR PRESIDING OFFICERS & OTHER POLLING DAY OFFICIALS

GENERAL & REGIONAL ELECTIONS

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GUYANA ELECTIONS COMMISSION

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FOREWORD

As the Chairman of the Guyana Elections Commission (GECOM), it is my distinct honour to present this Manual for Polling Day Staff. This document serves as a comprehensive guide for all personnel involved in the electoral process, ensuring that every aspect of polling day is conducted with integrity, transparency, and efficiency.

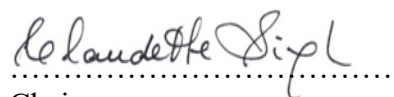
Polling day is a critical component of our democratic process. It is on this day that citizens exercise their fundamental right to vote, making choices that will shape the future of our nation. Each member of the polling staff plays an essential role in facilitating this process. Your responsibilities are pivotal in upholding the trust and confidence of the electorate in our ability to conduct elections in a free, fair, transparent, and credible manner.

This manual outlines procedures and protocols designed to ensure that every vote count and that all voters are treated with respect and dignity. Adhering to these guidelines will help maintain the integrity of our electoral process.

We have invested significant effort into training you for your roles on polling day. This manual reflects best practices based on both local experiences and international standards. I urge you to familiarise yourself with its contents thoroughly. Understanding your duties will empower you to act decisively and effectively when faced with challenges on Election Day.

As we traverse the pathway towards polling day, let us remember that we are not just facilitators; we are guardians of democracy. The work you do is vital for ensuring that every citizen's voice is heard and respected. Together, let us strive for excellence in executing our responsibilities.

Thank you for your dedication to this important mission.



Chairman
Guyana Elections Commission



1. INTRODUCTION

This manual is intended to assist all Polling Day Officials, who are the persons appointed to perform duties on Polling Day at Polling Stations across Guyana for the conduct of General Elections, to elect the President and members of the National Assembly, and Regional Elections to elect the members of the Regional Democratic Councils.

1.1 Objectives

The major objectives are:

- 1) To understand the roles of Polling Day Officials and to familiarise such Officials with the functions to be carried out before, during and after Polling Day.
- 2) To familiarise Polling Day Officials with materials and equipment to be used, and
- 3) To enable Polling Day Officials to assist all eligible electors to vote.

1.2 Role of the Elections Commission

The Guyana Elections Commission is constitutionally required to exercise general direction and supervision over the conduct of elections. This includes –

- 1) appointing all Staff, including Polling Day Staff,
- 2) removing and disciplining such Staff, and
- 3) issuing instructions that are necessary or expedient to ensure impartiality, fairness and compliance with the Constitution and other laws of Guyana for the conduct of elections.

1.3 Reference to Elections Laws

- 1) In this manual, reference is made to the laws governing the conduct of the Elections. These are:
 - (a) The Constitution of the Co-operative Republic of Guyana, Cap. 1:01 (the Constitution)
 - (b) The Representation of the People Act, Cap. 1:03 (RoPA)
 - (c) General Elections (Observers) Act, Cap. 1:10 (Observers Act)

2. POLLING DAY OFFICIALS

2.1 Identity of Polling Day Officials

There are three sets of Officials who are entitled to be present at Polling Stations on Polling Day -

- 1) Permanent GECOM Personnel including –
 - (a) Chairman,
 - (b) Commissioners, and
 - (c) Senior Managers and other duly authorised Staff of the permanent Secretariat.
- 2) GECOM Polling Day Staff (GECOM Temporary Staff), and
- 3) Other Authorised Persons.

2.1.1 *GECOM Temporary Staff*

- 1) One Presiding Officer (PO),
- 2) One Assistant Presiding Officer (APO),
- 3) One or more Poll Clerk(s) (PC),
- 4) One Counting Assistant/Ballot Clerk (CA/BC), and
- 5) One or more Information Clerks (IC) where there are several polling stations in one polling place.

2.1.2 *Other Authorised Persons*

- 1) One Election Agent representing each List of Candidates,
- 2) One Assistant Agent representing each List of Candidates appointed to the District or sub-district in which the Polling Station is located,
- 3) One Polling Agent for each List of Candidates appointed to each Polling Station,
- 4) One Alternate Polling Agent for each List of Candidates appointed to each Polling Station,
- 5) One Counting Agent for each List of Candidates appointed to the district or sub-district in which the Polling Station is located,

- 6) Duly Appointed Candidates,
- 7) Accredited Local and International Observers,
- 8) One Police Rank assigned to each Polling Station.

2.1.3 Oath of GECOM Staff

All GECOM Staff assigned to Polling Stations must take the Oath of Office on **Form 1** (See Appendix III), thereby committing themselves to comply with all applicable rules and regulations and discharging their responsibilities in compliance with all statutory and administrative requirements.

2.1.4 Identification of Polling Day Officials

Badges are issued to GECOM Temporary Staff (referred to in Section 2.1.1 above) and Election Agents, Assistant Election Agents and Counting Agents by the Chief Election Officer. **Badges** are also issued to accredited Local and International Observers by the Chairman.

Letters of Accreditation are issued to Polling Agents and Alternate Polling Agents (appointed by their respective Election Agents) and Duly Appointed Candidates by the Returning Officer.

Each Presiding Officer will be provided with a list of Election Agents, Assistant Election Agents and Counting Agents for each party contesting the elections at his/her polling station as well as a list of Polling Agents, Alternate Polling Agents and Duly Appointed Candidates authorised to his/her polling station. Each of these persons will be required to present their Letter of Accreditation to the Presiding Officer to be allowed entry to the polling station after same is compared to and corresponds with the list provided by the Returning Officer.

In certain circumstances, Election Agents or Assistant Election Agents may revoke appointments of Polling Agents and Alternate Polling Agents and replace those individuals (as per Section 2.3.2 below). In these cases, and where it is impractical for the Returning Officer to provide a Letter of Accreditation in a timely manner, such persons may present their Letter of Appointment issued by their Election Agent. Such information will be provided to the Presiding Officer by the Returning Officer in an expeditious manner. In these cases, the Presiding Officer will allow such persons to enter the polling station once the information on the Letter of Appointment corresponds to the information received from the Returning Officer.

No identification is issued by GECOM to Police Ranks since they will be in official uniform.

2.2 Roles and Responsibilities

The various Polling Day Officials have specific roles and responsibilities which must be fulfilled for the successful conduct of the elections. These roles and responsibilities are generally laid out in this section below. The specific tasks to be carried out by these Officials are detailed in the following chapters on the procedures before, during and after polling.

2.2.1 *Presiding Officer*

The Presiding Officer is required to:

- 1) Maintain order and regulate the smooth functioning of the Polling Station.
- 2) Ensure that the persons attending the Polling Station, other than Electors, are authorised to enter, and are in possession of special Identity Cards / Badges / Accreditation Letters issued by the Chief Election Officer.
- 3) Check the Registration Folio if the elector is not in possession of his/her National Identification Card to accurately establish the elector's identity.
- 4) In the event of any doubt, conduct cross-checks of the Elector's National Identification Card against his/her Registration Folio.
- 5) Determine whether the elector is eligible to cast his/her vote.
- 6) Administer voting by Proxies.
- 7) Assist blind and/or incapacitated electors to cast their votes.
- 8) Administer Oaths / Affirmations.
- 9) Deal with electors with Certificates of Employment.
- 10) Manage, in general, the operations of the Polling Station including –
 - (i) Ensuring that electors requiring assistance are treated in a dignified manner.
 - (ii) Ensuring that Polling Agents and Observers are permitted to monitor the process, without interfering with electors or with the proceedings.
 - (iii) Carrying out occasional checks of the voting compartment(s).
 - (iv) Checking whether the pencil(s) require sharpening or replacing, so that they are always ready for use by the electors.

- (v) Ensuring that the queue is moving smoothly and orderly.
- (vi) Regulating lunch breaks for staff to ensure that there is no interruption of the polling process.
- (vii) Ensuring that the process of intermixing of ballots cast for the Disciplined Forces and Non-Resident Electors, if any, received on Election Day, is done at a convenient time prior to the Close of Poll. An entry must be made in the Poll Book including that the intermixing was witnessed by the Agents present.
- (viii) Ensuring, if at 6:00 pm there are any electors waiting at the polling station to vote, the poll remains open for sufficient time to enable those electors to vote.

A summary list of critical duties of the Presiding Officer is outlined at Appendix I.

2.2.2 *Assistant Presiding Officer*

The Assistant Presiding Officer is required to:

- 1) Attend to the straightforward cases – ordinary electors, as detailed in the chapters on the Procedure before, during and after polling.
- 2) Act as the Presiding Officer if necessary.

2.2.3 *Poll Clerk*

The Poll Clerk is required to:

- 1) Assist the Presiding Officer with arranging the Polling Station for the Conduct of the Poll.
- 2) Manage the queue,
- 3) Refer ordinary electors to the Assistant Presiding Officer,
- 4) Refer special electors to the Presiding Officer.
- 5) Make entries in the Poll Book.
- 6) Assist the Presiding Officer with –
 - (a) the count of the votes – Tallying, and
 - (b) the packaging and sealing of the documents etc. for delivery to the Returning Officer/Supernumerary Returning Officer, Chief Election Officer and Chairman.

2.2.4 Counting Assistant / “Ballot Clerk”

The Counting Assistant/Ballot Clerk is required to:

- 1) Assist the Presiding Officer in arranging the Polling Station.
- 2) Assist the Presiding Officer in preparation for the prompt Opening of the Poll.
- 3) Monitor the Ballot Box.
- 4) Provide guidance to the elector for exiting the Polling Station.
- 5) Assist the Presiding Officer with the counting of votes and carry out any functions delegated by the Presiding Officer in relation to the counting of votes.

2.2.5 Information Clerk

An Information Clerk may be appointed for each Polling Place. He/she is required to:

- 1) Position himself/herself at an appropriate location in the Polling Place to provide information, as outlined below, to electors **if they so request it.**

Electors must not be instructed to interact with Information Clerks if they are not desirous of doing so.

- 2) Check for the elector’s name on the Official List of Electors.
- 3) Direct the elector to the Polling Station where he/she is listed to vote.
- 4) Provide guidance to the elector where he/she is listed to vote in the case where the elector’s name does not appear on the Official List for any Polling Station in that Polling Place by –
 - (a) obtaining and providing such information from sources approved for use by the Commission, or
 - (b) directing the elector to make their own inquiries through other official sources such as hotlines or the GECOM website in the case where only the Official List for that Polling Station in that Polling Place are provided.

2.2.6 Police Officer

A Police Officer is assigned to each Polling Station and is required to:

- 1) Provide general security.

- 2) Assist the Presiding Officer in maintaining order.
- 3) Monitor and control the activities of electors and any other individual within the 200-yard limit of the Polling Station under the guidance of the Presiding Officer.
- 4) Upon being instructed by the Presiding Officer at 6:00pm, stand at the end of the queue and do not allow any other person to join if there are electors waiting to vote.
- 5) Abide by all lawful directions of the Presiding Officer.

2.2.7 Other Officials

Section 79 of the RoPA provides that the categories of persons referenced below are authorised to enter the polling station for the purposes specified:

- 1) **Election Agents** – One is appointed for each List of Candidates by the respective Representatives of the Lists, and they may –
 - (a) attend the poll at any Polling Station in any Polling District.
 - (b) appoint –
 - (i) Assistant Agents, Counting Agents and Polling / Alternate Polling Agents, including giving notice of such appointments to the respective Returning Officers.
 - (ii) Candidates (termed “duly appointed candidates”) to attend the poll, the counting of votes cast on Polling Day, and the sorting of Disciplined Forces and Non-Resident Electors’ Votes, including giving notice of such appointments to the respective Returning Officers no later than the 7th day before Polling Day.
 - (c) inspect and copy Lists of Proxies by the 4th day before Polling Day.
 - (d) receive lists of polling stations from the Returning Officer by the 30th day before Polling Day and raise any concerns in relation to them.
- 2) **Assistant Agents** – One is appointed by each of the contesting political parties for each district/sub-district by their respective Election Agents, and they may –
 - (a) act for the Election Agents in the district/sub-district for which they are appointed.

- (b) be appointed, if necessary, to be counterparts of Deputy Returning Officers / Deputy Supernumerary Returning Officers.
- 3) **Counting Agents** – One is appointed by the respective Election Agent for each District/Sub-District, and they –
 - (a) must be given every opportunity to verify or ascertain the count, to examine every Ballot and information recorded, and to make objections or ask questions as may be necessary.
 - (b) may request a final count of the votes counted by the Presiding Officers, which may be either a general count or a limited count, and express disagreement during such a count.
 - (c) may request a recount or further recount of the votes.
- 4) **Polling Agents/Alternate Polling Agents** – One each is appointed for each polling station by their respective Election Agents. However, ***an Alternate Polling Agent shall only function and carry out the duties of a Polling Agent if the Polling Agent is unable to perform his/her duties.*** The Polling Agent, or the Alternate Polling Agent if the Polling Agent is unable to, –
 - (a) must be given every opportunity to verify or ascertain the count, to examine every Ballot and information recorded, and to make objections or ask questions where necessary.
 - (b) may witness the verification and recording of the **number of envelopes** with the cast Disciplined Forces / Non-Resident Electors' ballots.
 - (c) may put their seal on the envelopes and ballot box sealed by the Presiding Officer.
 - (d) may accompany the ballot box in the same vehicle, or another vehicle arranged by the Returning Officer/Supernumerary Returning Officer, or in a private vehicle.

Note: Election Agents are likely to appoint an Alternate Polling Agent to each polling station for the express purpose of relieving the Polling Agent for the count.

- 5) **Duly Appointed Candidates** – One may be appointed for each polling place by their respective Election Agent, and they –

- (a) must be given every opportunity to verify or ascertain every count, to examine every Ballot and information recorded, and to make objections or ask questions where necessary.
 - (b) may put his/her party seal on the envelopes and ballot boxes sealed by the Presiding Officer.
 - (c) may accompany the ballot box in the same vehicle, another vehicle arranged by the Returning Officer/Supernumerary Returning Officer, or in a private vehicle.
- 6) **Other Police Officers**, who may enter the Polling Station to execute their lawful duties in the event of a riot, bomb threat or any other emergency situation warranting the attention of the Police. They must not interfere with any aspect of the Balloting or Counting.

2.3 Replacement of Polling Day Officials

On Election Day, unforeseen circumstances may result in the need to replace any of the Polling Day Officials. Replacement of officials will be treated with in the manner described below.

2.3.1 Replacement of GECOM Temporary Staff

- 1) For the **Presiding Officer**, the **Assistant Presiding Officer** assumes responsibility for the operations of the Polling Station until –
 - (a) the Presiding Officer resumes his/her duties or
 - (b) the Deputy Returning Officer/Deputy Supernumerary Returning Officer makes final arrangements for the operation of the Polling Station.
- 2) For the **Assistant Presiding Officer** –
 - (a) the Presiding Officer must immediately appoint a **Poll Clerk** to act, and
 - (b) the Deputy Returning Officer/Deputy Supernumerary Returning Officer/Returning Officer/Supernumerary Returning Officer must be notified as soon as possible and a replacement Poll Clerk supplied.
- 3) For the **Poll Clerk** and **Counting Assistant/Ballot Clerk**, the Presiding Officer must immediately notify the Deputy Returning Officer/ Deputy Supernumerary Returning Officer so that a replacement can be supplied.

2.3.2 Replacement of Other Officials

- 1) For the ***Election Agent***, if the appointment is revoked or the Agent dies –
 - (a) a replacement appointment may be made, OR
 - (b) the Representative of the List will assume this position, OR
 - (c) the Deputy Representative will assume this position if the Representative was the Election Agent.
- 2) For all of the ***officials appointed by the Election Agent***, if any of these appointments are revoked or the official dies, the respective Election Agent may give notice of another appointment as a replacement.

2.4 Code of Conduct for Polling Day Officials

Polling Day Officials must ALWAYS:

- 1) Be courteous, polite and helpful.
- 2) Treat all electors impartially and with dignity and respect.
- 3) Ensure that their actions reflect the highest standards of integrity, neutrality, transparency and fairness.
- 4) Respect the secrecy of the vote.
- 5) Ensure the security of all election materials entrusted to them.
- 6) Carry out all of their functions promptly, accurately and with the highest degree of efficiency.

3. DOCUMENTS AND EQUIPMENT USED AT THE POLLING STATION

3.1 General

- 1) At the Polling Station, the Presiding Officer is ultimately responsible for all equipment and materials provided to him/her for the conduct of Poll which include:
 - (a) All signage that must be affixed to the Polling Station.

- (b) Stationery and other materials such as the electoral ink and relevant Forms that will be provided in Poll Bags.
 - (c) Ballots, Statements of Poll, Tally Sheets, the Official Lists of Electors and Registration Folios provided in the Ballot Box.
- 2) After the Close of Poll, all Non-Sensitive unused material and equipment provided above must be packed into the Poll Bag and delivered to the Returning Officer/Supernumerary Returning Officer, EXCEPT the copies of Official List of Electors and List of Proxies given to Polling Agents.
 - 3) The copy of the Registration Folio given to Polling Agents **must** be returned to the Presiding Officer.

A legend of forms and other supplies is provided at Appendix II.

3.2 Documents

3.2.1 Oaths or Affirmations

- 1) An Oath or Affirmation is taken by –
 - (a) An Elector without photo identification to establish his/her identity (Form 19 - Appendix XI),
 - (b) An Interpreter (Form 20 - Appendix XII),
 - (c) An Elector to confirm his/her blindness or incapacity (Form 21 - Appendix XIII), or
 - (d) A Friend of a Blind or Incapacitated Elector (Form 22 - Appendix XIV).

These Forms, wherever used, must be attached to the Poll Book after the Close of the Poll.

3.2.2 National Identification Card

- 1) Each Elector should present his/her National Identification Card in order to vote. A sample of this Card is shown below:



Sample of Front / Rear of National Identification Card

Note: the current edition of the National Identification Card has a nine (9) digit identification number in the bottom right-hand corner of the front and the top left-hand corner of the rear. The information provided in the image above is for specimen purposes only and is not representative of a specific elector.

- 2) Alternatively, an elector may present, in lieu of the National Identification Card, a valid Guyana Passport or valid Guyana Driver's License to the Presiding Officer for the purpose of satisfying the Presiding Officer of his/her identity.
- 3) **An elector must be given the opportunity to vote regardless of whether he/she produces a National Identification Card / Passport or Driver's License.** In such cases and once it has been determined that the elector is listed on the Official List for that polling station, the Presiding Officer must employ the use of the coloured Registration Folio (described in Section 3.2.14 below) to determine their identity (refer to Section 5.4 below regarding the procedure to be followed for this category of elector).

3.2.3 List of Proxies - Form 7

- 1) This is a list of persons who are unable to go to the Polling Station where they are registered to vote and who have been granted approval to vote by Proxy.
- 2) The list of Proxies, prepared by the Returning Officer, record the names, addresses, National Identification Number and Polling Station of:
 - (a) The elector for whom the Proxy is granted and,
 - (b) The elector who has been appointed to vote as Proxy.

See Appendix VI.

3.2.4 Poll Book - Form 13

- 1) The Poll Book is the official record of events at the Polling Station.
- 2) The Poll Book is structured so as to require specific information to be recorded on specific pages regarding:
 - a. The Opening of the poll
 - b. Verification of Elector's identity where Oaths of Identity are required
 - c. Blind or Incapacitated Electors
 - d. Issuance of Tendered Ballot Papers
 - e. Refusal to issue Ballot Papers
 - f. Certificates of Employment
 - g. Directions given to electors
 - h. The Closing of the poll
- 3) Aside from the above, any other event which may arise at the Polling Station must be recorded in the Poll Book by the Poll Clerk as directed by Presiding Officer.

A sample of the Poll Book can be referenced at Appendix X.

3.2.5 Ordinary Ballot Paper

- 1) The Ballot Paper (see Appendix IX) is divided into two sections –
 - (a) the top section containing the List of Candidates contesting the General Elections, and
 - (b) the bottom section containing the List of Candidates contesting Regional Elections.
- 2) The elector is required to mark the ballot with an 'X' in the space provided next to the List of Candidates of his/her choice, once for General and once for Regional.
- 3) Ballot Papers are distributed to Polling Stations in books of a predetermined number. Each ballot paper is attached to a counterfoil.

- 4) Ballots are easily detached from the counterfoils through the use of a perforation. The elector's serial number must be written on the counterfoil at the top and at the bottom, before being detached and given to the Elector. The counterfoils shall remain affixed to the books to which they belong.

3.2.6 Tendered Ballot Paper

- 1) **An elector, whose serial number has a tick indicating that he/she has already voted is issued this type of Ballot Paper.** However, a detailed check must be made with the specific counterfoil to ensure that a Ballot Paper was already issued to that elector by comparing the serial number on the counterfoil to the serial number on the Official List with respect to that elector.
- 2) Tendered Ballot Papers are printed in the same form as the Ordinary Ballot Paper, **but in a different colour**, and will bear the title ***TENDERED BALLOT PAPER***. These are provided to each Polling Station in very small numbers.
- 3) ***Due care must be taken to ensure that the Tendered Ballot Paper is issued ONLY for the purpose outlined above. Issuance of a tendered ballot paper to an elector will result in that vote NOT being counted.***
- 4) ***Tendered ballot papers MUST NOT be deposited in the ballot box but, instead, be placed in envelope PE 5.***

3.2.7 Sacred / Religious Books

- 1) Sacred/Religious Books are used to administer Oaths.
- 2) The following Sacred Books are provided in each Poll Bag:
 - (a) the Holy Bible,
 - (b) the Quran, and
 - (c) the Bhagavad Gita.

3.2.8 Certificates of Employment



- 1) Provision is made for **Election Officers**, members of the Guyana Police Force and members of the Guyana Defence Force, who are employed and assigned (by virtue of their appointment) to another Polling Station - other than the one at which their name is listed in the Official List - to vote at that Polling Station.

- 2) Such persons must obtain a Certificate of Employment (see Appendix IV) from the Returning Officer of the District where they are assigned to work. The Returning Officer will provide the relevant particulars of the persons who obtained Certificates of Employment to the relevant Presiding Officer.
- 3) Presiding Officers must ensure they compare the presented Certificate of Employment with the list provided by the Returning Officer before allowing that person to vote at that Polling Station.

3.2.9 Tally Sheets - Form A23

- 1) These are worksheets which are provided to the Polling Staff and Polling Agents, to be used to accurately record the number of valid votes cast for each List of Candidates. Adequate numbers of Tally Sheets are provided to the Presiding Officer for distribution so that all persons who are entitled to participate in the count will have sufficient copies.
- 2) Results ascertained on tally sheets must be accurate across all personnel entitled to utilise them. Upon completion of the count, the used Tally Sheets must then form the basis for preparing the Statement of Poll (Form 23A). The Tally Sheets used by the Presiding Officer/staff must be placed in **PE 13** along with **Forms 23A**.
- 3) Separate Tally Sheets are provided for the General Elections and the Regional Elections. A sample of the one used for General Elections is provided in Appendix XVII, and is described and used as follows:
 - (a) Each List of Candidates is documented in rows (in the same order as they appear on the Ballot Paper).
 - (b) A grid of boxes is positioned to the right of the symbol for each List of Candidates. Five (5) tally marks, representing five (5) valid votes will be placed in each grid.
 - (c) Upon completion of the count –
 - (i) each completed grid box should be counted and then multiplied by five (5).
 - (ii) the number of marks in any incomplete grid box is added to the number obtained in 3(c)(i) above.
 - (iii) the total number of votes determined at 3(c)(ii) above will be the number of valid votes received by that List of Candidates, and that number is recorded in the ‘Total’ column on the Tally Sheet.

- (d) The image below is an illustration of the result when the above instructions are followed:

Dog Party										Total 9
Cat Party										Total 3

Each stroke represents 1 vote.

Each box caters to 5 votes.

5th Vote is represented by a diagonal line.

3.2.10 Ballot Paper Account - Form 23

- 1) Ballot Paper Account forms must be prepared separately by the Presiding Officer - one for the General Election and one for the Regional Elections. This Form is divided into two sections:
 - (a) Ballot Paper Account for Ordinary Ballot Papers, and
 - (b) Ballot Paper Account for Tendered Ballot Papers.

See Appendix XV.

- 2) For Ordinary Ballot Papers, the Presiding Officer must record the:
 - (a) Ballot Box No., Polling District, and Polling Station Name.
 - (b) total number of Ordinary Ballot Papers received and the range of serial numbers.
 - (c) total number of Unused, Spoiled and Destroyed Ordinary Ballot Papers.
 - (d) total number of Ordinary Ballots in Ballot Box, which is equal to the total in (b) minus the total in (c).
 - (e) number of envelopes with ballots for –
 - (i) Disciplined Forces, and

- (ii) Non-resident Electors.
- (f) Total number of Ballot Papers in the Ballot Box which is equal to the sum of the number at (d) and the number in (e).
- 3) For Tendered Ballot Papers, the Presiding Officer must record the:
 - (a) total number of Tendered Ballot Papers received and the range of serial numbers.
 - (b) total number of Tendered Ballot Papers used, unused, spoiled and destroyed.
 - (c) Date and Signature of the Presiding Officer.

3.2.11 Statement of Poll (SoP) – Form 23A

- 1) This is the official record of the results of the elections at each Polling Station.
- 2) SoPs are provided in books of a predetermined number. Preparation of the first page of each book will ensure that the identical information is recorded on the underlying pages of the same book.
- 3) SoPs must be prepared separately for General Election and Regional Elections after the Count in each case, i.e., the SoP for the General Election must be completed after the Count for the General Election, and the SoP for the Regional Elections after the Count for the Regional Election.
- 4) The Presiding Officer must record the following on the SoP:
 - (a) Particulars of the Polling Station, including –
 - (i) Division Number,
 - (ii) Ballot Box Number,
 - (iii) Polling Station Name, and
 - (iv) Presiding Officer Name
 - (b) Number of:
 - (i) valid votes cast for each List of Candidates
 - (ii) electors who voted at the Polling Station
 - (iii) Tendered Ballot Papers used

- (iv) Spoiled Ballot Papers
- (v) Destroyed Ballot Papers and
- (vi) Rejected Ballot Papers, showing the reason for rejection.

See Appendix XVIII for a specimen.

3.2.12 Statement of Poll Account - Form 23B

- 1) Like the Ballot Paper Account (Form 23), the Statement of Poll Account (see Appendix XVI) is the official record of Statements of Poll utilised for recording the results of the General Election and the Regional Election.
- 2) It must be prepared by the Presiding Officer with the following information:
 - (a) Ballot Box No., Polling District and Division, and Polling Station Name.
 - (b) total number of Form 23A received and the range of serial numbers.
 - (c) total number of Unused and Spoiled Form 23A.
 - (d) total number of used Form 23A used for posting outside of the Polling Station, and distributed to persons so entitled.

3.2.13 Polling Envelopes

- 1) Polling Envelopes (prefixed by 'PE') are provided to allow for the packaging of various forms and other material after the completion of activities on Polling Day.
- 2) PEs are **clearly marked** to indicate the purpose for which they are used.
- 3) Section 6.7.4 contains a detailed list of Polling Envelopes and the contents to be placed inside each of them.

3.2.14 Registration Folio

- 1) The Registration Folio is a document produced in colour and provided to the Presiding Officer and Polling Agents and which contains information, including a coloured photograph, regarding each elector assigned to vote at the particular polling station.

- 2) The Registration Folio must be used to verify an elector's particulars if the elector is not in possession of his/her National Identification Card, or in the event of any discrepancy on the Card when compared with the Official List.
- 3) The Registration Folio must be used by the Presiding Officer in conducting interviews with electors in any case where there is a question regarding their identity (refer to Sections 5.3, 5.4 and 5.5 below for specific cases).

3.3 Equipment

3.3.1 *Six-Digit Stamp: Official Mark*

- 1) A Stamp is provided to each Polling Station and must be **fixed** with a unique six-digit number.
- 2) That six-digit number is the Official Mark of the Polling Station where it is created, and it **MUST** be created following the procedure laid out in Section 4.2 below.
- 3) The Official Mark **must** be stamped on the back of each ballot Paper, once at the top for the General Election and once at the bottom for the Regional Elections, immediately before it is issued to the elector.

3.3.2 *Voting Compartment*

Tabletop booths are provided as voting compartments, at Polling Stations, for electors to mark their Ballot Papers in secrecy. Therefore, the booths must be positioned in a manner that guarantees the secrecy of the vote.

3.3.3 *Ballot Box*

The Ballot Box –

- 1) is the container in which electors must deposit Ballot Papers after marking them (voting) on Election Day.
- 2) is initially used to transport sensitive election materials to Polling Stations for the conduct of the poll.
- 3) is used, after the Close of Poll and declaration of the results at the level of the Polling Station, for the return to the Returning Officer of the special envelopes containing the
–
 - (a) counted ballot papers, and

- (b) rejected ballot papers.
- 4) has an aperture (opening) which is opened by the Ballot Clerk at the Polling Station for the insertion of ballot papers which have been marked.
- 5) is numbered with the same number as the Polling Station to which it is assigned.

3.3.4 Ballot Box Seals

Seals are provided for the Ballot Box as follows:

- 1) Upon arrival at the Polling Station, there will be –
 - (a) **green plastic seals** affixed on the cover, which are removed before the Opening of the Poll to facilitate access to the contents of the box, and
 - (b) **a wire seal** on the aperture, which is removed before the commencement of the conduct of the Poll.
- 2) **Yellow plastic seals**, which must be used to secure the cover of the Ballot Box in place before the commencement of the conduct of the Poll.
- 3) **Red plastic seals**, which must be affixed to the cover of the Ballot Box to secure the contents placed therein after the conclusion of the count and the subsequent packing of the box, and
- 4) A **red wire seal**, which is affixed to seal the aperture after the completion of activities at the close of Poll.

3.3.5 Electoral Ink

- 1) Electoral Ink is used to stain the right index finger of each elector **before** the ballot is inserted in the ballot box.
- 2) This ink is provided in sufficient quantity to each Polling Station in a small, manageable container. **Due care must be taken when securing and transporting same.**

3.3.6 Polling Pencils

- 1) In addition to various stationery provided in Polling Bags to assist the Presiding Officer in executing his/her duties, pencils are provided for Electors to mark their Ballot Papers in the Voting Compartment.

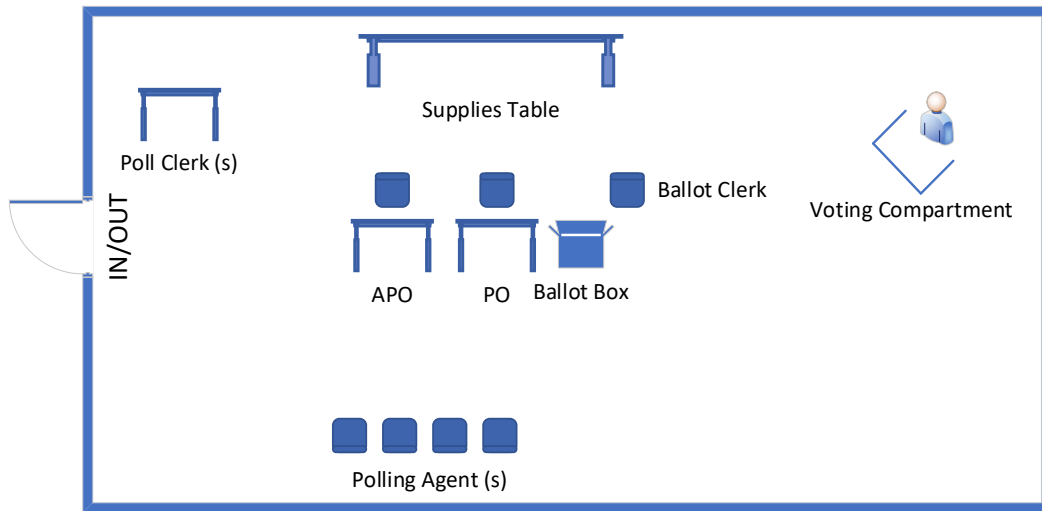
- 2) These pencils must be inspected frequently to ensure they are sharpened or replaced (if necessary).
- 3) **Pens or any other type of writing implement must not be used in the Voting Compartment.**

4. PROCEDURE BEFORE THE POLL

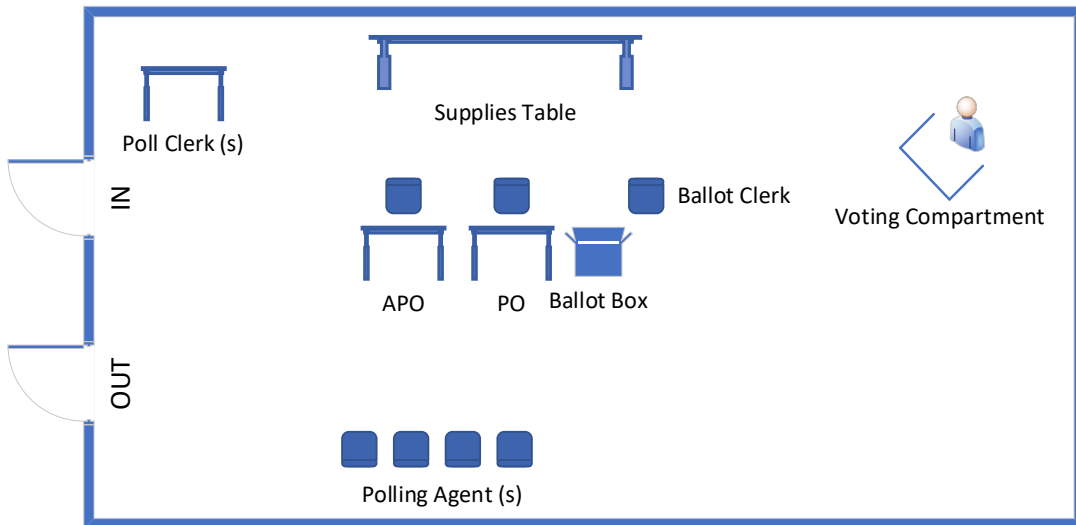
4.1 Duties of the Presiding Officer

The Presiding Officer must -

- 1) Collect from the Returning Officer -
 - (a) a sufficient number of ballot papers and tendered ballot papers, together with a statement showing the numbers supplied and their serial numbers;
 - (b) a sufficient number of Forms 23A (SoPs), together with a statement showing the numbers supplied and their serial numbers;
 - (c) a sufficient number of copies of the Directions for Voting;
 - (d) a sufficient number of copies of the Official List of Electors or part thereof, as required, containing the names of the electors entitled to vote at the polling station;
 - (e) a sufficient number of copies of the List of Proxies;
 - (f) the various Oath Forms to be administered to electors;
 - (g) a poll book;
 - (h) the necessary envelopes and such other Forms, documents and supplies as may be authorised by, or furnished as directed by the Chief Election Officer;
 - (i) a sufficient number of copies of each Official List of Candidates
 - (j) a sufficient number of copies of Registration Records (folio) of the electors.
- 2) Secure all materials collected above.
- 3) Ensure that the Polling Day Staff subscribe to the Oath of Office,
- 4) Ensure that the Polling Station is arranged according to the layout shown in the diagram below.



Suggested Layout I – Single Entry/Exit Point



Suggested Layout II – Single Entry and Single Exit Points

- 5) Ensure that all signs and notices are in place - those before Polling Day and others on Polling Day,
 - (a) Directions for voting
 - (b) Form A8 – Polling Station Sign

- (c) Form A9 – Polling Place Notice
 - (d) Form A10 – “IN” Sign
 - (e) Form A11 – “OUT” Sign
 - (f) Form A12 – “Tearing Down of Elections Notices”
 - (g) Form A13 – Maintenance of Secrecy at the Polling Station
 - (h) Form A14 – Molestation of Electors and Preservation of Order at Polling Station
 - (i) Signs, indicating a split Polling Division
- 6) Prepare the Electoral Ink for staining, as follows:
- Shake the bottle of ink to ensure that the sponge within is completely soaked. The seal of the bottle with Electoral Ink must be broken in the presence of the Polling Station Staff and any Observer/Agent present.
- 7) Determine the Six-Digit number for the stamp (Official Mark) with the involvement of Polling Day Staff, and Polling Agents who may be present.
- 8) **Ensure that the interactions between himself/herself, the Poll Clerk, the Assistant Presiding Officer, the Ballot Clerk and the Elector be done in such manner as to ensure that the Polling Agents present can hear and see such interactions.**

4.2 Determination of the Official Mark

The Presiding Officer must:

- (a) prepare ten (10) slips of paper each containing a single number 0 through 9,
- (b) place all slips in the bag provided for this purpose,
- (c) invite six persons present from amongst staff and Agents to draw a slip out of the bag and a note must be made of the number selected, from **RIGHT to LEFT**, in the order of extraction,
- (d) **replace** the slip in the bag, after every draw, and repeat the process until six numbers are chosen,

- (e) configure the six-digit stamp provided in the order specified at (c) above. On completion, the first number selected should be the last number in the Official Mark,
- (f) test the stamp on a piece of waste paper to ensure it was accurately configured,
- (g) use the Six-Digit Stamp to stamp the Official Mark on the cover of the Poll Book in the space labelled Six-Digit Number (**do not write the number here**),
- (h) direct the Poll Clerk to make an entry in the Poll Book Page 7, with respect to the steps taken to arrive at the Official Mark.
- (i) As an illustration, the following applies:

Order of Selection	Number Chosen
First Number	8
Second Number	2
Third Number	4
Fourth Number	8
Fifth Number	1
Sixth Number	3

In this example, the Official Mark for the Polling Station will be: **318428**

5. PROCEDURE FOR THE POLL

5.1 Opening of the Poll

- 1) Before the opening of the Poll the Presiding Officer:
 - (a) Provides to each Polling Agent the following:
 - (i) a copy of the Official List of Electors or part of the list, as the case may require, containing the names of the electors entitled to vote at the Polling Station;
 - (ii) a copy of the List of Proxies;

- (iii) the serial number of Statements of Poll (Form 23A) issued to the Presiding Officer; and
 - (iv) a copy of the Registration Records (coloured Registration Folio) of the electors entitled to vote at the Polling Station.
 - (b) Gives separate copies of the List to the –
 - (i) Assistant Presiding Officer, and
 - (ii) Poll Clerk
 - (c) Opens the ballot box and empties its contents and allows any person so entitled to attest to this fact, and direct the Poll Clerk to make an entry in the Poll Book **[Form 13] (Page 7)** accordingly.
 - (d) Affixes the **yellow** plastic pull-tie seals to seal the Ballot Box,
 - (e) Places the Ballot Box on a table between the Counting Assistant/Ballot Clerk and Presiding Officer, where it is visible to all present. **The Box should remain in this position for the entire duration of the poll.**
- 2) It is advisable that the Assistant Presiding Officer, Poll Clerk, Counting Assistant/Ballot Clerk, Polling Agents and Police Officer on duty synchronise their watches with that of the Presiding Officer before the declaration of the opening of the Poll.
 - 3) Declares the Poll open and invites the first elector in the queue to enter the Polling Station.
 - 4) Direct the Poll Clerk to make an entry in the Poll Book on Page 1 and allow persons present to sign as witnesses.
 - 5) Electors are required to join the queue in front of the polling station in an orderly manner. Such order is to be monitored and maintained by the Presiding Officer and the Police Officer.

5.2 Polling by Electors who are listed in the Official List of Electors and are in Possession of their National Identification Card

- 1) The Elector presents his/her National Identification Card to Poll Clerk.

2) The Poll Clerk:

- (a) checks the Official List of Electors to ensure that the **elector's name** and **Identification Number** (as stated on their National Identification Card) are documented therein.
- (b) announces loudly the elector's serial number and name as documented in the List.
- (c) places a tick (✓) next to the serial number of the elector.
- (d) instructs the elector to take his/her National Identification Card to the Assistant Presiding Officer.

3) The Assistant Presiding Officer:

- a) compares information on the National Identification Card with that of the List for verification.
- b) compares the photograph on the National Identification Card to the person presenting said card for verification.
- c) inspects all of the elector's fingers to ensure that they are not stained with electoral ink and, once satisfied, displays the National Identification Card to the Polling Agents.
- d) returns the National Identification Card to the elector.
- e) writes the elector's serial number, on the counterfoil (stub) of the Ballot Paper to be issued, at the top for General Election and at the bottom for Regional Elections.
- f) detaches the Ballot Paper from the counterfoil by using a straight ruler aligned with the vertical perforation (refer to Section 5.16 below).
- g) stamps the Six-Digit number (***Official Mark of the Polling Station***) on the back of the Ballot Paper – at the top for General Elections and at the bottom for Regional Elections (refer to Section 5.16 below).
- h) using Specimen Ballot Paper (Form A4) (see Appendix IX) and Form 10 (see Appendix VIII), provides guidance to the elector how the ballot should be marked for the List of Candidates of his/her choice.
- i) shows the elector how the Ballot Paper **MUST** be folded after marking it and prior to exiting the voting compartment.

- j) delivers folded Ballot Paper to the elector and directs him/her to the **Voting Compartment** and then to the Ballot Clerk.
 - k) places a tick (✓) to the left of the elector's serial number, on the Official List of Electors, to indicate that a Ballot Paper was issued and directs others in possession of copies of the Official List to do same.
- 4) The Elector then proceeds to the Voting Compartment where he/she will mark the ballot and fold it as directed by the Assistant Presiding Officer.
 - 5) The Elector then proceeds from the Voting Compartment to the Ballot Clerk.
 - 6) The Ballot Clerk:
 - (a) asks the elector to show the **folded** Ballot Paper to him/her to ensure that:
 - (i) the Ballot is folded correctly. If the Ballot appears not to have been folded correctly, the Ballot Clerk must direct the Elector to return to the Voting Compartment to fold the Ballot as directed by the Assistant Presiding Officer.
 - (ii) the Ballot is the same Ballot issued to the elector by him/her displaying the Official Mark (Six-Digit number) on both sides of the folded Ballot Paper.
 - (b) having seen the Official Mark on both sides -
 - (i) ensures the index finger of the elector is cleaned (free from oily substances/dirt) using a soft tissue, **THEN**
 - (ii) directs the elector to dip his/her right index finger in the Electoral Ink, which must reach beneath the fingernail and cover the first joint of the finger, **OR**
 - (iii) directs the elector to stain any other finger where the elector is suffering from an injury to the right index finger and it cannot be stained with ink, or the finger is missing.
 - (c) ensures that –

- (i) the Electoral Ink is allowed to dry naturally on the finger of the elector, with blotting of the finger allowed only to remove the excess ink from the tip.
- (ii) the container, especially its opening, is clean after its use.
- (d) after the finger has been inked, directs the elector to –
 - (i) place his/her Ballot Paper into the Ballot Box through the opening on the cover, and
 - (ii) leave the Polling Station.

Where the Presiding Officer is not satisfied that the person present is the elector who is listed in the List, he/she must advise the person accordingly and direct him/her to leave the Polling Station.

5.3 Polling by Electors with Name on Official List, in possession of National Identification Card, but with Data Discrepancy in comparison with the List

- 1) The Elector presents his/her National Identification Card to Poll Clerk.
- 2) The Poll Clerk:
 - (a) checks the List of Electors to ensure that the elector's name and **National Identification Number** (as per his/her National Identification Card) appears therein.
 - (b) on discovering that the information on the Identification Card does not correspond to that of the Official List, announces loudly the elector's serial number and name as they appear on the List.
 - (c) informs the elector that a discrepancy exists and directs the elector to take his/her National Identification Card to the Presiding Officer.
- 3) The Presiding Officer –
 - (a) advises the elector of the discrepancy, then displays the National Identification Card to the Polling Agents.
 - (b) using the information on the Elector's Registration Record (Folio), conducts an interview in an effort to ascertain whether the person before him/her is the person

who is listed in the List, by comparing the photograph in the folio with the person present, and by asking questions, to assist this process, such as:

- (i) What is your name? What is your First / Middle / Last name?
- (ii) What is your Date of Birth?
- (iii) What is your Occupation? If the answer to this question is different: What was your occupation before?
- (iv) What is your Spouse's First / Last Name?
- (v) What is your Mother's Last Name?
- (vi) What is your Mother's Place of Birth?
- (vii) What is your Father's Last Name?
- (viii) What is your Father's Place of Birth?

Note: The questions above should be asked randomly, and be limited to questions for which answers are available for that elector in the Registration Folio and; the number of questions to be asked is entirely up to the Presiding Officer. An incorrect answer given by an elector **must not** immediately disqualify him/her from being allowed to vote. Instead, additional questions should be asked. **The Presiding Officer must be satisfied that the elector before him/her is the elector listed on the Official List for his/her Polling Station.**

- (c) after being **satisfied with the responses by the elector** and his/her own determination:
 - (i) instructs the elector to take the Oath/Affirmation of identity using **Form 19**,
 - (ii) directs the Poll Clerk to make an entry in the Poll Book on **Page 2**
- (d) inspects all of the elector's fingers to ensure that they are not stained with electoral ink and, once satisfied, displays the National Identification Card to the Polling Agents.
- (e) returns the National Identification Card to the elector.

- (f) writes the elector's serial number, on the counterfoil (stub) of the Ballot Paper to be issued, at the top for General Election and at the bottom for Regional Elections.
 - (g) detaches the Ballot Paper from the counterfoil by using a straight ruler aligned with the vertical perforation (refer to Section 5.16 below).
 - (h) stamps the Six-Digit number (Official Mark of the Polling Station) on the back of the Ballot Paper – at the top for General Elections and at the bottom for Regional Elections (refer to Section 5.16 below).
 - (i) using Specimen Ballot Paper (Form A4) (see Appendix IX) and Form 10 (see Appendix VIII), provides guidance to the elector how the ballot should be marked for the List of Candidates of his/her choice.
 - (j) shows the elector how the Ballot Paper **MUST** be folded after marking it and prior to exiting the voting compartment.
 - (k) delivers folded Ballot Paper to the elector and directs him/her to the Voting Compartment and then to the Ballot Clerk.
 - (l) places a tick (✓) to the left of the elector's serial number, on the Official List of Electors, to indicate that a Ballot Paper was issued and directs others in possession of copies of the Official List to do same.
- 4) The Elector then proceeds to the Voting Compartment where he/she will mark the ballot and fold it as directed by the Presiding Officer.
 - 5) The Elector then proceeds from the Voting Compartment to the Ballot Clerk.
 - 6) The Ballot Clerk:
 - (a) asks the elector to show the **folded** Ballot Paper to him/her to ensure that:
 - (i) the Ballot is folded correctly. If the Ballot appears not to have been folded correctly, the Ballot Clerk must direct the Elector to return to the Voting Compartment to fold the Ballot as directed by the Presiding Officer.
 - (ii) the Ballot is the same Ballot issued to the elector by him/her displaying the Official Mark (Six-Digit number) on both sides of the folded Ballot Paper.
 - (b) having seen the Official Mark on both sides -

- (i) ensures the index finger of the elector is cleaned (free from oily substances/dirt) using a soft tissue, **THEN**
 - (ii) directs the elector to dip his/her right index finger in the Electoral Ink, which must reach beneath the fingernail and cover the first joint of the finger, **OR**
 - (iii) directs the elector to stain any other finger where the elector is suffering from an injury to the right index finger and it cannot be stained with ink, or the finger is missing.
- (c) ensures that –
 - (i) the Electoral Ink is allowed to dry naturally on the finger of the elector, with blotting of the finger allowed only to remove the excess ink from the tip.
 - (ii) the container, especially its opening, is clean after its use.
- (d) after the finger has been inked, directs the elector to –
 - (i) place his/her Ballot Paper into the Ballot Box through the opening on the cover, and
 - (ii) leave the Polling Station.

Where the Presiding Officer is not satisfied that the person present is the elector who is listed in the List, he/she must advise the person accordingly and direct him/her to leave the Polling Station.

5.4 Polling by Electors with Name in the List but are not in Possession of their National Identification Cards

- 1) The Elector states his/her name to the Poll Clerk and informs that he/she is not in possession of National Identification Card.
- 2) The Poll Clerk:
 - (a) checks the Official List of Electors to ensure that the elector's name is listed therein.

- (b) enquires about elector's National Identification Card.
 - (c) if the elector states that he/she misplaced his/her National Identification Card, or is not in possession of it for any reason, he/she is referred to the Presiding Officer.
- 3) The Presiding Officer:
- (a) interviews the elector and checks his/her Registration Record (Folio) for the purpose of establishing his/her identity.
 - (b) on being satisfied with the identity of the elector, he/she –
 - (i) administers the Oath of Identity on **Form 19**,
 - (ii) directs the Poll Clerk to make an entry in the Poll Book on **Page 2**.
 - (c) inspects all of the elector's fingers to ensure that they are not stained with electoral ink.
 - (d) writes the elector's serial number, on the counterfoil (stub) of the Ballot Paper to be issued, at the top for General Election and at the bottom for Regional Elections.
 - (e) detaches the Ballot Paper from the counterfoil by using a straight ruler aligned with the vertical perforation (refer to Section 5.16 below).
 - (f) stamps the Six-Digit number (Official Mark of the Polling Station) on the back of the Ballot Paper – at the top for General Elections and at the bottom for Regional Elections (refer to Section 5.16 below).
 - (g) using Specimen Ballot Paper (Form A4) (see Appendix IX) and Form 10 (see Appendix VIII), provides guidance to the elector how the ballot should be marked for the List of Candidates of his/her choice.
 - (h) shows the elector how the Ballot Paper **MUST** be folded after marking it and prior to exiting the voting compartment.
 - (i) delivers folded Ballot Paper to the elector and directs him/her to the Voting Compartment and then to the Ballot Clerk.
 - (j) places a tick (✓) to the left of the elector's serial number, on the Official List of Electors, to indicate that a Ballot Paper was issued and directs others in possession of copies of the Official List to do same.

- 4) The Elector then proceeds to the Voting Compartment where he/she will mark the ballot and fold it as directed by the Presiding Officer.
- 5) The Elector then proceeds from the Voting Compartment to the Ballot Clerk.
- 6) The Ballot Clerk:
 - (a) asks the elector to show the **folded** Ballot Paper to him/her to ensure that:
 - (i) the Ballot is folded correctly. If the Ballot appears not to have been folded correctly, the Ballot Clerk must direct the Elector to return to the Voting Compartment to fold the Ballot as directed by the Presiding Officer.
 - (ii) the Ballot is the same Ballot issued to the elector by him/her displaying the Official Mark (Six-Digit number) on both sides of the folded Ballot Paper.
 - (b) having seen the Official Mark on both sides -
 - (i) ensures the index finger of the elector is cleaned (free from oily substances/dirt) using a soft tissue, **THEN**
 - (ii) directs the elector to dip his/her right index finger in the Electoral Ink, which must reach beneath the fingernail and cover the first joint of the finger, **OR**
 - (iii) directs the elector to stain any other finger where the elector is suffering from an injury to the right index finger and it cannot be stained with ink, or the finger is missing.
 - (c) ensures that –
 - (i) the Electoral Ink is allowed to dry naturally on the finger of the elector, with blotting of the finger allowed only to remove the excess ink from the tip.
 - (ii) the container, especially its opening, is clean after its use.
 - (d) after the finger has been inked, directs the elector to –
 - (i) place his/her Ballot Paper into the Ballot Box through the opening on the cover, and

- (ii) leave the Polling Station.

Where the Presiding Officer is not satisfied that the person present is the elector who is listed in the List, he/she must advise the person accordingly and direct him/her to leave the Polling Station.

5.5 Polling by Electors with Name in Official List presenting a Guyana Passport or Guyana Driver's License in lieu of the National Identification Card

- 1) The Elector presents his/her Passport or Driver's License to the Poll Clerk and informs that he/she is not in possession of National Identification Card.
- 2) The Poll Clerk:
 - (a) checks the Document expiry date to determine whether it is valid then,
 - (b) checks the Official List of Electors to ensure that the elector's name is listed therein.
 - (c) announces loudly the elector's serial number and name as documented in the List.
 - (d) places a tick (✓) next to the serial number of the elector.
 - (e) instructs the elector to take his/her Document to the Presiding Officer.

Note: if the Document present is not valid, i.e. has expired, the elector must be treated as if he/she is an elector not in possession of a National Identification Card.

- 3) The Presiding Officer:
 - (a) checks the Document for validity, i.e. it has not expired,
 - (b) compares the photograph on the Document to the person presenting said Document for verification.
 - (c) interviews the elector and checks his/her Registration Record (folio) for the purpose of establishing his/her identity.
 - (d) on being satisfied with the identity of the elector, he/she –
 - (i) administers the Oath of Identity on **Form 19**,
 - (ii) directs the Poll Clerk to make an entry in the Poll Book on **Page 2**.

- (e) inspects all of the elector's fingers to ensure that they are not stained with electoral ink.
 - (f) writes the elector's serial number, on the counterfoil (stub) of the Ballot Paper to be issued, at the top for General Election and at the bottom for Regional Elections.
 - (g) detaches the Ballot Paper from the counterfoil by using a straight ruler aligned with the vertical perforation (refer to Section 5.16 below).
 - (h) stamps the Six-Digit number (Official Mark of the Polling Station) on the back of the Ballot Paper – at the top for General Elections and at the bottom for Regional Elections (refer to Section 5.16 below).
 - (i) using Specimen Ballot Paper (Form A4) (see Appendix IX) and Form 10 (see Appendix VIII), provides guidance to the elector how the ballot should be marked for the List of Candidates of his/her choice.
 - (j) shows the elector how the Ballot Paper **MUST** be folded after marking it and prior to exiting the voting compartment.
 - (k) delivers folded Ballot Paper to the elector and directs him/her to the Voting Compartment and then to the Ballot Clerk.
 - (l) places a tick (✓) to the left of the elector's serial number, on the Official List of Electors, to indicate that a Ballot Paper was issued and directs others in possession of copies of the Official List to do same.
- 4) The Elector then proceeds to the Voting Compartment where he/she will mark the ballot and fold it as directed by the Presiding Officer.
 - 5) The Elector then proceeds from the Voting Compartment to the Ballot Clerk.
 - 6) The Ballot Clerk:
 - (a) asks the elector to show the **folded** Ballot Paper to him/her to ensure that:
 - (i) the Ballot is folded correctly. If the Ballot appears not to have been folded correctly, the Ballot Clerk must direct the Elector to return to the Voting Compartment to fold the Ballot as directed by the Presiding Officer.
 - (ii) the Ballot is the same Ballot issued to the elector by him/her displaying the Official Mark (Six-Digit number) on both sides of the folded Ballot Paper.

- (b) having seen the Official Mark on both sides -
 - (i) ensures the index finger of the elector is cleaned (free from oily substances/dirt) using a soft tissue, **THEN**
 - (ii) directs the elector to dip his/her right index finger in the Electoral Ink, which must reach beneath the fingernail and cover the first joint of the finger, **OR**
 - (iii) directs the elector to stain any other finger where the elector is suffering from an injury to the right index finger and it cannot be stained with ink, or the finger is missing.
- (c) ensures that –
 - (i) the Electoral Ink is allowed to dry naturally on the finger of the elector, with blotting of the finger allowed only to remove the excess ink from the tip.
 - (ii) the container, especially its opening, is clean after its use.
- (d) after the finger has been inked, directs the elector to –
 - (i) place his/her Ballot Paper into the Ballot Box through the opening on the cover, and
 - (ii) leave the Polling Station.

Where the Presiding Officer is not satisfied that the person present is the elector who is listed in the List, he/she must advise the person accordingly and direct him/her to leave the Polling Station.

5.6 Polling by Electors Voting as Proxy

- 1) The Elector presents, to the Poll Clerk, his/her National Identification Card, the National Identification card of the person he was appointed as Proxy to vote for, and the Notice of Appointment as Proxy (see Appendix V).
- 2) The Poll Clerk:
 - (a) checks the ***Official List of Proxies*** to ascertain that both names are listed therein.

- (b) checks the List of Electors to ensure that both electors' names appear and that the Identification Numbers (as per the National Identification Cards presented at (1) above) correspond.
 - (c) announces:
 - (i) *the serial number and particulars of the Proxy, and*
 - (ii) *the particulars of the person for whom he/she is voting.*
 - (d) places a (✓) to the left of the serial numbers of both electors on the Official List of Electors.
 - (e) instructs elector to take National Identification Cards and Notice of Appointment as Proxy to the Presiding Officer.
- 3) Elector presents National Identification Cards and Notice of Appointment as Proxy to the Presiding Officer.
- 4) The Presiding Officer:
- (a) inspects all of the elector's fingers to ensure that they are not stained with electoral ink and compares the Notice of Appointment with the List of Proxies (**Form 7**).
 - (b) makes comparisons of the elector who is present and his/her National Identification Card for purpose of identity.
 - (c) having satisfied himself/herself, displays the National Identification Cards to the Polling Agents.
 - (d) retains the Appointment as Proxy Letter and places it in **PE 10**.
 - (e) writes the serial number of the Proxy at the top (General Elections) and at the bottom (Regional Elections) on the counterfoil of the Ballot Paper.
 - (f) detaches the first Ballot Paper from the counterfoil along the perforation.
 - (g) writes the serial number of the other elector, on whose behalf the Proxy is voting, on the counterfoil of the second Ballot Paper at the top (General Elections) and at the bottom (Regional Elections).
 - (h) detaches the second Ballot Paper from the counterfoil along the vertical perforation.

- (i) stamps the Six-Digit number (**Official Mark of the Polling Station**) on the back of both Ballot Papers – at the top for the General Election and at the bottom for Regional Elections.
 - (j) using **Form A4** and **Form 10**, gives directions to the elector on how to vote.
 - (k) instructs the elector how each of the Ballot Papers must be folded when he/she finished marking same.
 - (l) delivers the Ballot Papers to the elector and directs him/her to the Voting Compartment and then to the Ballot Clerk.
 - (m) ticks (✓) the Official List of Electors against the serial numbers for both the elector (proxy) and the elector by whom he/she was appointed as Proxy; to indicate that Ballot Papers were issued, and directs the Polling Station Officials and Agents to do likewise.
 - (n) places a tick (✓) against each of the names on the List of Proxies.
- 5) The elector marks the two Ballots and then proceeds to the Ballot Clerk.
 - 6) The Ballot Clerk, after verifying that both Ballot Papers have been folded correctly and that both bear the Official Mark –
 - (a) asks the elector to stain his/her right index finger, and then
 - (b) allows him/her to place both Ballot Papers, one at a time, into the Ballot Box.

Where the Presiding Officer is not satisfied that the person present is the elector who is listed in the List, he/she must advise the person accordingly and direct him/her to leave the Polling Station.

5.7 Polling by Electors with Certificate of Employment

- 1) The Elector states his/her name to the Poll Clerk and presents his/her National Identification Card and Certificate of Employment.
- 2) The Poll Clerk:
 - (a) uses the information provided on the Certificate of Employment to manually include a new entry on the Official List of Electors **after the last entry at the end of the List.**

- (b) records (on the Official List), a new serial number (which should be the next sequential number after the last entry at the end of the Official List) and the following information in block letters for that elector: Surname, First Name, Middle Name, Address, Occupation and National Identification Number (in that order and in a similar manner as the other entries are documented on the Official List).
 - (c) announces the elector's serial number and name and indicates that, the elector will vote at the Polling Station with a Certificate of Employment.
 - (d) instructs elector to take National Identification Card and Certificate of Employment to the Presiding Officer
- 3) The Presiding Officer:
- (a) verifies the information against the list of persons issued with Certificate of Employment.
 - (b) adds the name of elector to the Official List of Electors, in a similar manner as outlined in (2) (a) and (b) above, and instructs all persons in the station to do likewise.
 - (c) directs the Poll Clerk to ***make an entry in the Poll Book on Page 6*** and attaches Certificate of Employment.
 - (d) inspects all of the elector's fingers to ensure that they are not stained with electoral ink and, once satisfied, displays the National Identification Card to the Polling Agents.
 - (e) returns the National Identification Card to the elector.
 - (f) writes the elector's serial number, on the counterfoil (stub) of the Ballot Paper to be issued, at the top for General Election and at the bottom for Regional Elections.
 - (g) detaches the Ballot Paper from the counterfoil by using a straight ruler aligned with the vertical perforation (refer to Section 5.16 below).
 - (h) stamps the Six-Digit number (Official Mark of the Polling Station) on the back of the Ballot Paper – at the top for General Elections and at the bottom for Regional Elections (refer to Section 5.16 below).

- (i) using Specimen Ballot Paper (Form A4) (see Appendix IX) and Form 10 (see Appendix VIII), provides guidance to the elector how the ballot should be marked for the List of Candidates of his/her choice.
 - (j) shows the elector how the Ballot Paper **MUST** be folded after marking it and prior to exiting the voting compartment.
 - (k) delivers folded Ballot Paper to the elector and directs him/her to the Voting Compartment and then to the Ballot Clerk.
 - (l) places a tick (✓) to the left of the elector's serial number, on the Official List of Electors, to indicate that a Ballot Paper was issued and directs others in possession of copies of the Official List to do same.
- 4) The Elector then proceeds to the Voting Compartment where he/she will mark the ballot and fold it as directed by the Presiding Officer.
- 5) The Elector then proceeds from the Voting Compartment to the Ballot Clerk.
- 6) The Ballot Clerk:
- (a) asks the elector to show the **folded** Ballot Paper to him/her to ensure that:
 - (i) the Ballot is folded correctly. If the Ballot appears not to have been folded correctly, the Ballot Clerk must direct the Elector to return to the Voting Compartment to fold the Ballot as directed by the Presiding Officer.
 - (ii) the Ballot is the same Ballot issued to the elector by him/her displaying the Official Mark (Six-Digit number) on both sides of the folded Ballot Paper.
 - (b) having seen the Official Mark on both sides -
 - (i) ensures the finger of the elector is cleaned (free from oily substances/dirt) using a soft tissue, **THEN**
 - (ii) directs the elector to dip his/her right index finger in the Electoral Ink, which must reach beneath the fingernail and cover the first joint of the finger, **OR**
 - (iii) directs the elector to stain any other finger where the elector is suffering from an injury to the right index finger and it cannot be stained with ink, or the finger is missing.

- (c) ensures that –
 - (i) the Electoral Ink is allowed to dry naturally on the finger of the elector, with blotting of the finger allowed only to remove the excess ink from the tip.
 - (ii) the container, especially its opening, is clean after its use.
- (d) after the finger has been inked, directs the elector to –
 - (i) place his/her Ballot Paper into the Ballot Box through the opening on the cover, and
 - (ii) leave the Polling Station.

Where the Presiding Officer is not satisfied that the person present is the elector who is listed in the List, he/she must advise the person accordingly and direct him/her to leave the Polling Station.

5.8 Polling by Blind or Incapacitated Elector Accompanied by A Friend

For this category, both the Blind/Incapacitated Elector as well as his/her Friend **must** be listed on the same Official List for that Polling Station.

- 1) The Elector presents his/her National Identification Card to the Poll Clerk.
- 2) The Poll Clerk:
 - (a) checks the Official List of Electors to ensure that the Friend's name and Identification Number (as stated on the National Identification Card) are documented therein.
 - (b) announces loudly the elector's serial number and the name as documented in the List.
 - (c) places a tick (✓) to the left of the elector's serial number, on the Official List of Electors.
 - (d) treats with the Blind/Incapacitated elector in the same manner as was done for the Friend above.

- (e) directs both the Blind/Incapacitated elector and his/her Friend to the Presiding Officer.
- 3) The Presiding Officer:
- (a) compares information on the Friend's National Identification Card with that of the List for verification.
 - (b) inspects all of the elector's finger to ensure they are not stained with electoral ink and, once satisfied, displays the National Identification Card to the Polling Agents.
 - (c) returns the National Identification Card to the elector.
 - (d) writes the elector's serial number, on the counterfoil (stub) of the Ballot Paper to be issued, at the top for General Election and at the bottom for Regional Elections.
 - (e) detaches the Ballot Paper from the counterfoil by using a straight ruler aligned with the vertical perforation (refer to Section 5.16 below).
 - (f) stamps the Six-Digit number (Official Mark of the Polling Station) on the back of the Ballot Paper – at the top for General Elections and at the bottom for Regional Elections (refer to Section 5.16 below).
 - (g) using Specimen Ballot Paper (Form A4) (see Appendix IX) and **Form 10** (see Appendix VIII), provides guidance to the elector how the ballot should be marked for the List of Candidates of his/her choice.
 - (h) shows the elector how the Ballot Paper **MUST** be folded after marking it and prior to exiting the voting compartment.
 - (i) delivers folded Ballot Paper to the elector and directs him/her to the Voting Compartment and then to the Ballot Clerk.
 - (j) places a tick (✓) to the left of the elector's serial number, on the Official List of Electors, to indicate that a Ballot Paper was issued and directs others in possession of copies of the Official List to do same.
 - (k) follows the procedure at (a), (b) and (c) above for the Blind or Incapacitated elector (while the Friend proceeds to the Voting Compartment).

- (l) administer the Oath of Blind or Incapacitated Elector on **Form 21** (see Appendix XIII) to the Blind or Incapacitated elector and directs the Poll Clerk to make an entry in the Poll Book on **Page 3**.
- (m) follows the procedure at (d), (e) and (f) above for the Blind/Incapacitated elector and await the return of the Friend.
- 4) The Friend proceeds to the Voting Compartment where he/she will mark the ballot and fold it as directed by the Presiding Officer.
- 5) The Friend then proceeds from the Voting Compartment to the Ballot Clerk.
- 6) The Ballot Clerk:
 - (a) asks the Friend to show the **folded** Ballot Paper to him/her to ensure that:
 - (i) the Ballot is folded correctly. If the Ballot appears not to have been folded correctly, the Ballot Clerk must direct the Elector to return to the Voting Compartment to fold the Ballot as directed by the Presiding Officer.
 - (ii) the Ballot is the same Ballot issued to the elector by him/her displaying the Official Mark (Six-Digit number) on both sides of the folded Ballot Paper.
 - (b) having seen the Official Mark on both sides -
 - (i) ensures the finger of the Friend is cleaned (free from oily substances/dirt) using a soft tissue, **THEN**
 - (ii) directs the Friend to dip his/her right index finger in the Electoral Ink, which must reach beneath the fingernail and cover the first joint of the finger, **OR**
 - (iii) directs the Friend to stain any other finger where the elector is suffering from an injury to the right index finger and it cannot be stained with ink, or the finger is missing.
 - (c) ensures that –
 - (i) the Electoral Ink is allowed to dry naturally on his/her finger, with blotting of the finger allowed only to remove the excess ink from the tip.
 - (ii) the container, especially its opening, is clean after its use.

- (d) after the finger has been inked, directs the Friend to –
 - (i) place his/her Ballot Paper into the Ballot Box through the opening on the cover, and
 - (ii) **return to the Presiding Officer.**
- 7) The Presiding Officer:
 - a) administers the Oath of a Friend of a Blind or Incapacitated Elector on **Form 22** (see Appendix XIV) to the Friend.
 - b) directs the Poll Clerk to complete the entry in the Poll Book on **Page 3** (initiated at 3) (l) above).
 - c) follows the procedure at 6) (g) and (h) to demonstrate (to the Friend) how the Blind or Incapacitated Elector's Ballot should be marked and folded.
 - d) delivers the folded Ballot Paper to the Friend and directs the Friend to accompany the Blind or Incapacitated Elector to the Voting Compartment and then to the Ballot Clerk.
 - e) places a tick (✓) to the left of the Blind or Incapacitated Elector's serial number, on the Official List of Electors, to indicate that a Ballot Paper was issued and directs others in possession of copies of the Official List to do same.
- 8) At the Voting Compartment, the Friend:
 - a) unfolds the Ballot Paper, and
 - b) reads out the Lists of Candidates for the General Election and same for the Regional Election to the Blind or Incapacitated Elector, and
 - c) marks the Ballot Paper in accordance with the instructions given by the Blind or Incapacitated Elector once for the General Election and once for the Regional Election,
 - d) folds the Ballot Paper in accordance with the instructions given by the Presiding Officer,

- e) hands the folded Ballot Paper to the Blind or Incapacitated Elector and accompanies him/her to the Ballot Clerk.

9) The Ballot Clerk:

- a) follows the same procedure taken by the Friend at 6) above for the Blind or Incapacitated Elector.

Note: The Friend, shall assist the Blind or Incapacitated Elector in immersing his/her finger in electoral ink and placing the Ballot Paper into the Ballot Box through the opening on the cover WHEN DIRECTED BY THE BALLOT CLERK.

- b) direct both the Blind or Incapacitated Elector and his/her friend to leave the Polling Station.

Where the Presiding Officer is not satisfied that either the Blind or Incapacitated Elector or his/her Friend present is the elector who is listed in the List, he/she must advise the person accordingly and direct him/her to leave the Polling Station.

5.9 Unaccompanied Blind or Incapacitated Elector

- 1) The Poll Clerk assists the Elector to enter into the Polling Station, if required.
- 2) The Elector presents his/her National Identification Card to Poll Clerk.
- 3) The Poll Clerk:
 - (a) checks the Official List of Electors to ensure that the **elector's name** and **Identification Number** (as stated on their National Identification Card) are documented therein.
 - (b) announces loudly the elector's serial number and name as documented in the List.
 - (c) places a tick (✓) next to the serial number of the elector.
 - (d) assists / accompanies the elector the Presiding Officer with his/her National Identification Card.
- 4) The Presiding Officer:

- a) compares information on the National Identification Card with that of the List for verification.
- b) compares the photograph on the National Identification Card to the person presenting said card for verification.
- c) inspects all of the elector's fingers to ensure that they are not stained with electoral ink and, once satisfied, displays the National Identification Card to the Polling Agents.
- d) returns the National Identification Card to the elector.
- e) inquires whether the elector needs assistance at the Voting Compartment to mark the Ballot Paper and, if yes, he/she must announce that a request for assistance has been made.
- f) administers the Oath of Blind/Incapacitated Elector on **Form 21**.
- g) directs the Poll Clerk to make an entry into the Poll Book on **Page 3**.
- h) writes the elector's serial number, on the counterfoil (stub) of the Ballot Paper to be issued, at the top for General Election and at the bottom for Regional Elections.
- i) detaches the Ballot Paper from the counterfoil by using a straight ruler aligned with the vertical perforation (refer to Section 5.16 below).
- j) stamps the Six-Digit number (***Official Mark of the Polling Station***) on the back of the Ballot Paper – at the top for General Elections and at the bottom for Regional Elections and folds same (refer to Section 5.16 below).
- k) places a tick (✓) to the left of the elector's serial number, on the Official List of Electors, to indicate that a Ballot Paper was issued and directs others in possession of copies of the Official List to do same.
- l) delivers folded Ballot Paper to the elector and accompanies him/her to the **Voting Compartment**.
- m) assists the elector in unfolding the Ballot Paper and describes it to him/her by reading out the contestants for General Election and then for Regional Election,
- n) requests that the elector instruct him/her which List of Candidates they wish to be marked for the General Election and for the Regional Election,

- o) marks the Ballot Paper **in accordance with the instructions given by the elector**,
 - p) folds the Ballot Paper and returns it to the elector,
 - q) leads the elector to the Ballot Clerk.
- 5) The Ballot Clerk:
- (a) asks the elector to show the **folded** Ballot Paper to him/her to ensure that:
 - (i) the Ballot is folded correctly.
 - (ii) the Ballot is the same Ballot issued to the elector by him/her displaying the Official Mark (Six-Digit number) on both sides of the folded Ballot Paper.
 - (b) having seen the Official Mark on both sides -
 - (i) ensures the index finger of the elector is cleaned (free from oily substances/dirt) using a soft tissue, **THEN**
 - (ii) assists the elector to dip his/her right index finger in the Electoral Ink, which must reach beneath the fingernail and cover the first joint of the finger, **OR**
 - (iii) assists the elector to stain any other finger where the elector is suffering from an injury to the right index finger and it cannot be stained with ink, or the finger is missing.
 - (c) ensures that –
 - (i) the Electoral Ink is allowed to dry naturally on the finger of the elector, with blotting of the finger allowed only to remove the excess ink from the tip.
 - (ii) the container, especially its opening, is clean after its use.
 - (d) after the finger has been inked, assists the elector to locate the aperture of the Ballot Box to deposit his/her Ballot Paper.
- 6) The Poll Clerk will then assist the elector out of the Polling Station.

Where the Presiding Officer is not satisfied that the person present is the elector who is listed in the List, he/she must advise the person accordingly and direct him/her to leave the Polling Station (assisted by the Poll Clerk).

5.10 Elector with particulars identical to those of someone who appears to have already voted at the Polling Station

- 1) The Elector presents his/her National Identification Card or his/her valid Guyana Passport or valid Driver's License or provides his/her name to Poll Clerk.
- 2) The Poll Clerk checks the Official List of Electors to ensure that the **elector's name** and, if the National Identification Card was presented, the **Identification Number** are documented therein.
- 3) If the Poll Clerk discovers that a tick has been placed against that entry on the List, he/she announces aloud that a tick has already been placed against the serial number of the elector.

Note: Due care must be taken to ensure that the National Identification number on the National Identification Card corresponds with the National Identification Number on the Official List. Upon discovery, Poll Clerk must ensure accuracy by double checking the National Identification number on the list as well as the Identification card at this stage.

- 4) The Poll Clerk then directs the elector to the Presiding Officer.
- 5) The Presiding Officer:
 - a) requests that the elector provide their National Identification Card, valid Guyana Passport or valid Guyana Driver's License (if provided) or their full name and
 - b) verifies whether there is a tick against the entry on his/her List and counterchecks the counterfoils to verify whether the serial number corresponds.
 - c) inspects all of the elector's fingers to ensure that they are not stained with electoral ink.

Note: At this stage, if the Presiding Officer observes any of the elector's fingers are stained with what appears to be Electoral Ink, the Presiding Officer must ask the elector to leave the Polling Station forthwith if he/she is not satisfied with the explanations given by the Elector (refer Section 5.12.4 below for further guidance).

- d) informs the elector that it appears that he/she has already voted and then explains that he/she will be allowed to vote using a **Tendered Ballot Paper**.
 - e) displays the National Identification Card, Passport or Driver's License to Polling Agents and then return same to the elector (if provided).
 - f) administers the Oath of Identity on **Form 19**.
- 6) The Presiding Officer:
- a) retrieves the packet containing Tendered Ballot Papers from the supplies table,
 - b) writes the elector's serial number, on the counterfoil (stub) of the Tendered Ballot Paper to be issued, at the top for General Election and at the bottom for Regional Elections.
 - c) detaches the Ballot Paper from the counterfoil by using a straight ruler aligned with the vertical perforation (refer to Section 5.16 below).
 - d) stamps the Six-Digit number (***Official Mark of the Polling Station***) on the back of the Ballot Paper – at the top for General Elections and at the bottom for Regional Elections (refer to Section 5.16 below).
 - e) using Specimen Ballot Paper (Form A4) (see Appendix IX) and Form 10 (see Appendix VIII), provides guidance to the elector how the ballot should be marked for the List of Candidates of his/her choice.
 - f) shows the elector how the Ballot Paper **MUST** be folded after marking it and prior to exiting the voting compartment.
 - g) delivers folded Ballot Paper to the elector and directs him/her to the **Voting Compartment** and directs him/her to return with the marked/folded Tendered Ballot Paper to him/her (the Presiding Officer).
 - h) **reseals and replaces the packet containing unused Tendered Ballot Papers on the supplies table.**
- 7) The Elector then proceeds to the Voting Compartment where he/she will mark the ballot and fold it as directed by the Presiding Officer.
- 8) The Elector then proceeds from the Voting Compartment to the Presiding Officer.
- 9) The Presiding Officer:

- (a) asks the elector to show the **folded** Tendered Ballot Paper to him/her to ensure that:
 - (i) the Ballot is folded correctly. If the Ballot appears not to have been folded correctly, the Presiding Officer must direct the Elector to return to the Voting Compartment to fold the Ballot as prescribed.
 - (ii) the Tendered Ballot Paper is the same which was issued to the elector by him/her displaying the Official Mark (Six-Digit number) on both sides of the folded Tendered Ballot Paper.
- (b) having seen the Official Mark on both sides, collects the folded Tendered Ballot Paper from the Elector endorses the back by affixing his/her initials or signature and writes the elector's serial number and name thereon.
- (c) places the folded Tendered Ballot Paper in envelope **PE 5**.
- (d) directs the Poll Clerk to make an entry in the **Poll Book on Page 4**.
- (e) directs the Elector to the Ballot Clerk to have his/her index finger immersed in electoral ink, if no ink was observed on that finger previously.
 - (i) ensures the index finger of the elector is cleaned (free from oily substances/dirt) using a soft tissue, **THEN**
 - (ii) directs the elector to dip his/her right index finger in the Electoral Ink, which must reach beneath the fingernail and cover the first joint of the finger, **OR**
 - (iii) directs the elector to stain any other finger where the elector is suffering from an injury to the right index finger and it cannot be stained with ink, or the finger is missing.
- (c) ensures that –
 - (i) the Electoral Ink is allowed to dry naturally on the finger of the elector, with blotting of the finger allowed only to remove the excess ink from the tip.
 - (ii) the container, especially its opening, is clean after its use.

- (d) after the finger has been inked, directs the elector to leave the Polling Station.

5.11 Elector who does not understand the language spoken to him/her

- 1) The Elector presents himself/herself to the Poll Clerk where -
 - (a) he/she (the Poll Clerk) cannot understand the language spoken, **OR**
 - (b) he/she (the Poll Clerk) understands the language spoken by the Elector but the Elector cannot understand the language spoken by the Poll Clerk.
- 2) The Poll Clerk must then –
 - (a) announce: “I cannot understand the language spoken by this elector” or “this elector cannot understand the language spoken by me” (whichever is applicable), and
 - (b) direct the elector to the Presiding Officer.
- 3) The Presiding Officer must then –
 - (a) attempt to communicate with the Elector as if he/she were the Poll Clerk, i.e. requesting the Identification Card of the Elector and if such interaction in the languages spoken are still not understood,
 - (b) appoints a suitable interpreter, if available, by administering the Interpreter’s Oath on **Form 20**.

NOTE: In the event an Interpreter has not accompanied the elector, the Presiding Officer, using sign language, may assist the elector. If this method is unsuccessful, the Presiding Officer must immediately make contact with the Deputy Returning Officer / Deputy Supernumerary Returning Officer or Returning Officer / Supernumerary Returning Officer for guidance.

Where applicable, the Presiding Officer or Ballot Clerk will communicate with the elector, in the steps below, through the appointed Interpreter.

- 5) The Elector presents his/her National Identification Card to Presiding Officer.
- 6) The Presiding Officer:
 - (a) checks the Official List of Electors to ensure that the **elector’s name** and **Identification Number** (as stated on their National Identification Card) are documented therein.

- (b) announces loudly the elector's serial number and name as documented in the List.
 - (c) compares information on the National Identification Card with that of the List for verification.
 - (d) compares the photograph on the National Identification Card to the person presenting said card for verification.
 - (e) inspects all of the elector's fingers to ensure that they are not stained with electoral ink and, once satisfied, displays the National Identification Card to the Polling Agents.
 - (f) returns the National Identification Card to the elector.
 - (g) writes the elector's serial number, on the counterfoil (stub) of the Ballot Paper to be issued, at the top for General Election and at the bottom for Regional Elections.
 - (h) detaches the Ballot Paper from the counterfoil by using a straight ruler aligned with the vertical perforation (refer to Section 5.16 below).
 - (i) stamps the Six-Digit number (Official Mark of the Polling Station) on the back of the Ballot Paper – at the top for General Elections and at the bottom for Regional Elections (refer to Section 5.16 below).
 - (j) using Specimen Ballot Paper (Form A4) (see Appendix IX) and Form 10 (see Appendix VIII), provides guidance to the elector how the ballot should be marked for the List of Candidates of his/her choice.
 - (k) shows the elector how the Ballot Paper MUST be folded after marking it and prior to exiting the voting compartment.
 - (l) delivers folded Ballot Paper to the elector and directs him/her to the Voting Compartment and then to the Ballot Clerk.
 - (m) places a tick (✓) to the left of the elector's serial number, on the Official List of Electors, to indicate that a Ballot Paper was issued and directs others in possession of copies of the Official List to do same.
- 7) The Elector then proceeds to the Voting Compartment where he/she will mark the ballot and fold it as directed by the Presiding Officer.
- 8) The Elector then proceeds from the Voting Compartment to the Ballot Clerk.

9) The Ballot Clerk:

- (a) asks the elector to show the **folded** Ballot Paper to him/her to ensure that:
 - (i) the Ballot is folded correctly. If the Ballot appears not to have been folded correctly, the Ballot Clerk must direct the Elector to return to the Voting Compartment to fold the Ballot as directed by the Presiding Officer.
 - (ii) the Ballot is the same Ballot issued to the elector by him/her displaying the Official Mark (Six-Digit number) on both sides of the folded Ballot Paper.
- (b) having seen the Official Mark on both sides -
 - (i) ensures the index finger of the elector is cleaned (free from oily substances/dirt) using a soft tissue, **THEN**
 - (ii) directs the elector to dip his/her right index finger in the Electoral Ink, which must reach beneath the fingernail and cover the first joint of the finger, **OR**
 - (iii) directs the elector to stain any other finger where the elector is suffering from an injury to the right index finger and it cannot be stained with ink, or the finger is missing.
- (c) ensures that –
 - (i) the Electoral Ink is allowed to dry naturally on the finger of the elector, with blotting of the finger allowed only to remove the excess ink from the tip.
 - (ii) the container, especially its opening, is clean after its use.
- (d) after the finger has been inked, directs the elector to –
 - (i) place his/her Ballot Paper into the Ballot Box through the opening on the cover, and
 - (ii) leave the Polling Station.

Where the Presiding Officer is not satisfied that the person present is the elector who is listed in the List, he/she must advise the person accordingly and direct him/her to leave the Polling Station.

5.12 Problems to be resolved by the Presiding Officer

5.12.1 *Spoiled Ballots*

This procedure is applicable when an elector inadvertently spoils his/her Ballot Paper and approaches the Presiding Officer for a replacement:

- 1) The Presiding Officer, on being satisfied that it was not intentionally done:
 - (a) takes the Spoiled Ballot from the elector.
 - (b) cancels the counterfoil and Ballot Paper by writing the word “cancelled” thereupon, and
 - (c) **places the Spoiled Ballot Paper in Envelope PE 3.**
- 2) The Presiding Officer then issues a new Ballot Paper in the same manner in which the first Ballot Paper was issued to the elector and redirects him/her using **Form 10 and Form A4.**
- 3) Presiding Officer directs the Poll Clerk to make an entry in the Poll Book **Page 7.**

5.12.2 *Omission of Official Mark from Ballot Paper*

This procedure is applicable when an elector shows his/her folded Ballot to the Ballot Clerk and no Official Mark is visible:

- 1) The Ballot Clerk redirects the elector to the Voting Compartment to refold the Ballot correctly and,
- 2) **If the Official Mark is still absent, the Presiding Officer treats the re-occurrence as a Spoiled Ballot (Section 5.12.1 above).**

5.12.3 *Conditions under which the Presiding Officer directs elector to leave the Polling Station*

- 1) The Presiding Officer will require an elector to leave the Polling Station if he/she fails or refuses to:
 - (a) stain his/her finger,

- (b) be sworn in/take Oath of Identity, when necessary,
 - (c) answer questions when legally required to do so,
 - (d) comply with any other lawful requirement of the Presiding Officer.
- 2) **When an elector refuses to stain his/her finger, the Presiding Officer seizes the Ballot Paper, destroys it and places it in envelope PE 16.**
 - 3) In all cases the elector must be directed to leave, and the appropriate entries made in the Poll Book on **Page 5** citing the facts of the failure or refusal

5.12.4 Electors whose finger(s) appears to have been stained

This applies when the Presiding Officer observes that the right index or any other finger of the elector appears to have been stained with Electoral Ink.

- 1) Presiding Officer asks the elector to explain the reasons for his finger bearing a stain which appears to be that of electoral ink
 - (a) If satisfied with the explanation given and based on his/her own deliberate judgement, he/she believes that it is not electoral ink, he/she allows the elector to proceed with the process after verifying that the electors serial number is not already written on used counterfoils or ticked on the Official List.
 - (b) If, however, the Presiding Officer is convinced that the elector has already cast a Ballot, the Presiding Officer will, in the presence of the Party Agents present, inform the elector that he/she has already voted and will not be allowed to vote and then directs him/her to leave the Polling Station forthwith.
- 2) An appropriate entry is made on **Page 7** of the Poll Book.

5.13 Intermixing of Ballot Papers of the Disciplined Forces

The Ballots of the Disciplined Forces are required to be intermixed in the Ballot Box to be counted with the ordinary Ballots cast on Election Day at the concerned Polling Stations.

- 1) The counting of Disciplined Forces Ballots will take place at one or more Polling Stations in each Polling District (Geographical Constituency).
- 2) Prior to / on Election Day, the Chief Election Officer will deliver to the Returning Officer/ Supernumerary Returning Officer, of each concerned Polling District/Sub-District, sealed **PE 20** envelopes containing Ballots cast by members of the Disciplined

Forces accompanied by sealed **PE 12** envelopes containing the Ballot Envelope Account.

- 3) The Returning Officer / Supernumerary Returning Officer will deliver the PE 20 and PE 12 envelopes to the Presiding Officers of predetermined Polling Stations based on the Division in which the ballots are to be counted.
- 4) At some convenient time before the close of the Poll, i.e., during a period where there are no electors in the queue, the Presiding Officer is required to:
 - (a) Verify the number of envelopes,
 - (b) Announce that he/she will commence the process of intermixing,
 - (c) Open the envelopes received with the marked Ballot Papers,
 - (d) Without unfolding the Ballot Papers, count them.
 - (e) Check the accompanying Ballot Envelope Account [Form 17E] to verify that the totals correspond to the number received.
 - (f) Stamp each of the Ballot Papers – at the top for General Elections and at the bottom for Regional Elections in its folded state (to maintain the secrecy of the vote).
 - (g) Insert each of the folded Ballot Papers into the Ballot Box one at a time allowing for those entitled to be present, the opportunity to observe this process.
- 5) ***This process must be completed in its entirety before accepting another elector into the Polling Station, considering that electors may have joined the queue during the intermixing process.***

5.14 Intermixing of Ballot Papers of Non-Resident Electors

This must follow the same procedure as that for the Ballot Papers of the Disciplined Forces in section 5.13 above.

5.15 Closing of the Poll

- 1) If, **at 6:00pm** there are electors in the queue the Poll shall remain open until the last person has cast his/her Ballot. In this circumstance, the Presiding Officer must:
 - (a) direct the Police Officer to stand at the end of the queue,
 - (b) record the name of the last person in the queue,

- (c) make note of the number of persons in the queue,
- (d) direct the Poll Clerk to make an entry in the Poll Book on Page 7 and
- (e) allow all persons in the queue to vote,
- (f) announce the closure of the Poll,
- (g) close the aperture of the Ballot Box and affix the red wire seal,
- (h) direct the Poll Clerk to make entry in the Poll Book on **Page 8**, and
- (i) request all Polling Agents to sign as witnesses.

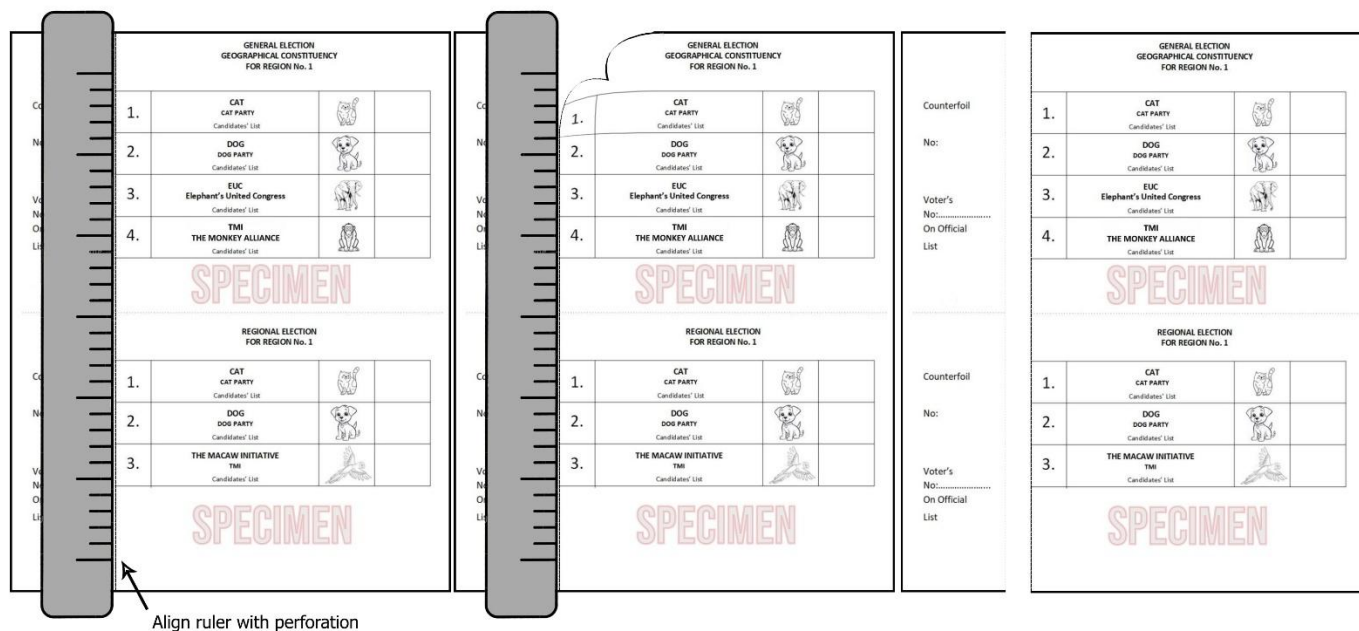
Note: *If there are no electors in the queue at 6:00pm, the Presiding Officer must perform steps (f) to (i) only, as prescribed above.*

5.16 Guidance on Folding and Stamping Ballot Papers for issuance to Electors

In every instance referenced in the procedures above, where a ballot paper is issued to an elector, such ballot paper must be folded and then stamped in accordance with the guidance below:

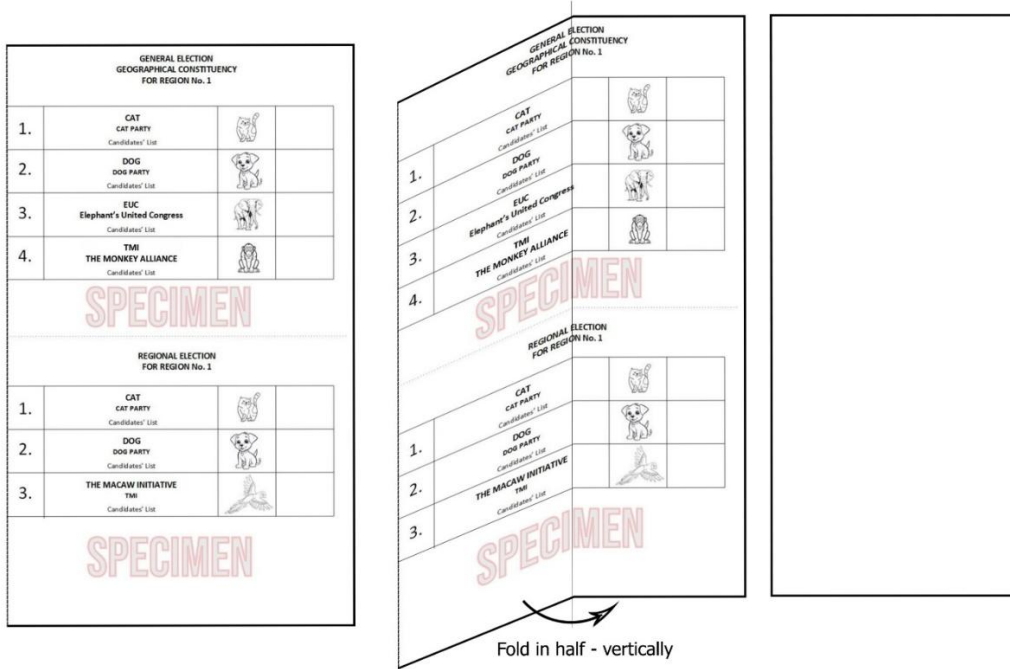
- 1) After recording the elector's serial number on the counterfoil, detach (carefully tear along the vertical perforation employing the use of a straight-edged ruler) the corresponding ballot paper from the counterfoil. See diagram below:

Step 1: Detach Ballot Paper from counterfoil



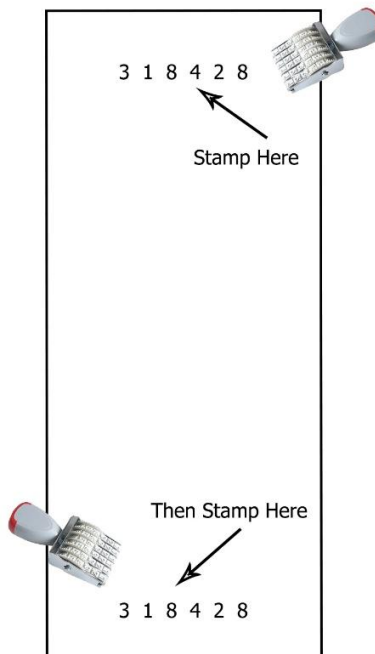
2) Fold the ballot paper in accordance with the diagram below:

Step 2: Fold Ballot Paper Once

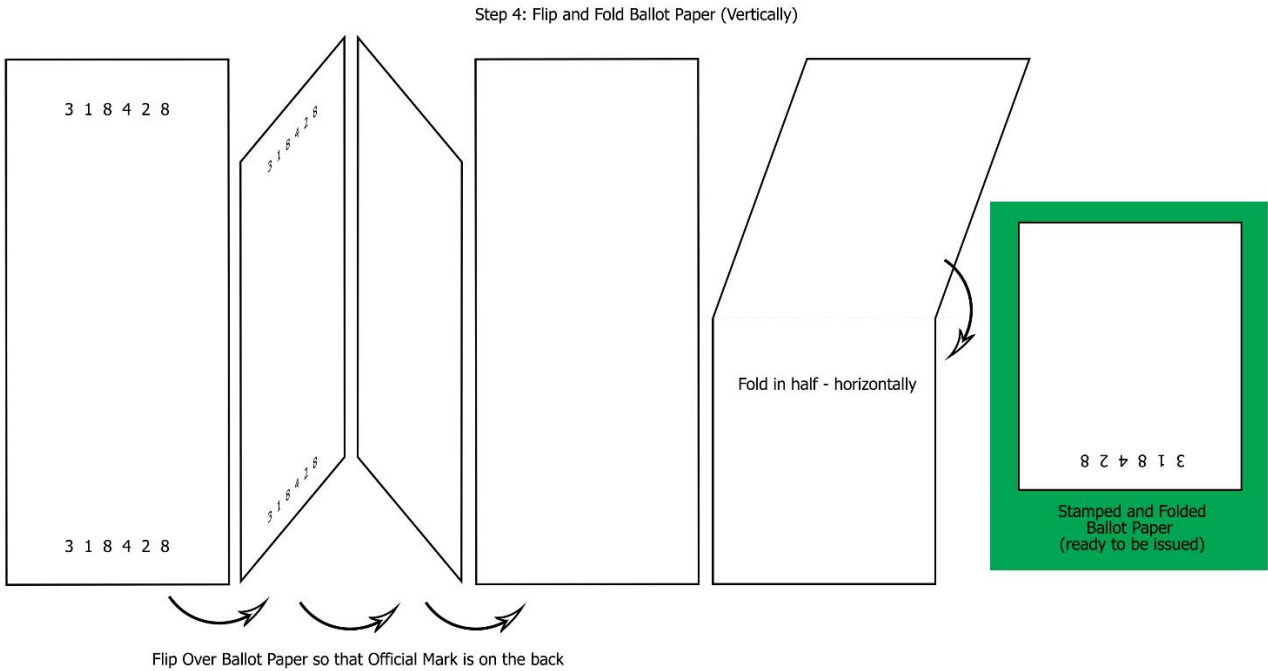


3) Affix the Official Mark, using the Six-Digit Stamp once on the top and once on the bottom, of the folded ballot paper as depicted below:

Step 3: Stamp Folded Ballot Paper



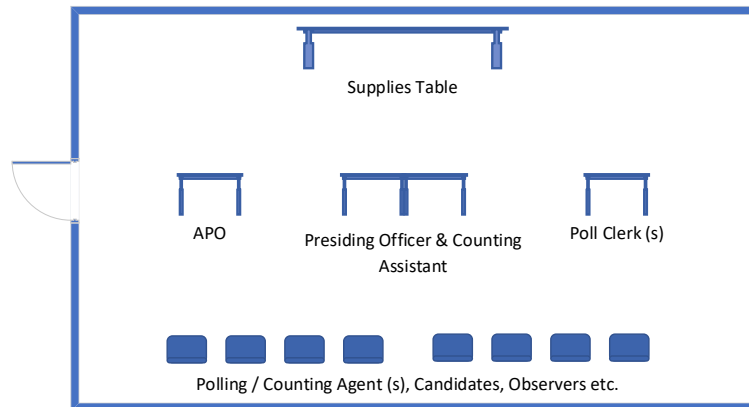
4) Flip over the ballot paper and fold horizontally in half as depicted below:



6. PROCEDURE AFTER THE POLL

6.1 Preparation for the Counting

- 1) In preparation for the count, the Polling Station must be rearranged to ensure maximum visibility to all present, including Polling Agents. Accommodation should also be made for additional persons who are entitled to be present.
- 2) The suggested arrangement is shown below:



- 3) The Presiding Officer must carry out the functions detailed in the following sections, OR may delegate any or all of those functions to the Counting Assistant.
- 4) If the Presiding Officer delegates any or all of these functions to the Counting Assistant, such delegation must be done in writing and, in such a case, the relevant references to the Presiding Officer in this section shall be deemed to be references to the Counting Assistant.

6.2 Counting of Ballot Papers NOT Cast

6.2.1 *Step 1 – Counting the Spoiled Ordinary and Tendered Ballot Papers*

- 1) The Presiding Officer must:
 - (a) Count the number of Spoiled Ballot Papers (if any) and replace them in envelope **PE 3**,
 - (b) Write the number of Spoiled Ballot Papers counted on the outside of **PE 3**,
 - (c) Count the number of Spoiled Tendered Ballot Papers (if any) and replace them in envelope **PE 3**,
 - (d) Write the number of Spoiled Tendered Ballot Papers counted on the outside of **PE 3**,
 - (e) Seal Envelope **PE 3** and set aside.
- 2) If there are Destroyed Ordinary Ballot Papers and Destroyed Tendered Ballot Papers, these must be counted in a similar manner as above and placed in Envelope – **PE 16**, with the number(s) being recorded on the envelope.

6.2.2 *Step 2 – Counting the Used Tendered Ballot Papers*

The Presiding Officer must:

- 1) Remove and Count Used Tendered Ballot Papers within envelope **PE 5** taking due care not to unfold them in the process.
- 2) Replace the counted used Tendered Ballot Papers in envelope – **PE 5** and record the number on the outside.
- 3) Seal envelope **PE 5** and set aside.

6.2.3 *Step 3 – Counting the Unused Ordinary and Tendered Ballot Papers and Used Counterfoils*

The Presiding Officer must:

- 1) Separate the **Used** Counterfoils from the Unused Counterfoils for the Ordinary as well as Tendered Ballot Papers and set aside. Keep these separate.
- 2) Count the Unused Ordinary Ballot Papers, which would be attached to counterfoils within their respective book (s) and place them in **PE 4**.
- 3) Record on the outside of the **PE 4** envelope, the number of unused Ballot Papers.
- 4) Repeat this process similarly for Unused Tendered Ballot Papers.
- 5) Seal **PE 4**.
- 6) Count the counterfoils for Used Ordinary and Used Tendered Ballot Papers (which were set aside - see point 1 above), place them in envelope **PE 6**, record the number (s) on the exterior of the envelope and seal same.
- 7) Seal **PE 6**.
- 8) Place **PE 4** and **PE 6** into **PE 15** and Seal **PE 15**.
- 9) **Commence** the preparation of Form 23 (Ballot Paper Account) for **both General and Regional Elections** by recording:
 - a. On the Ballot Paper Account:
 - i. the number of ordinary ballot papers received,
 - ii. the number of used ballot papers,
 - iii. the number of unused ballot papers,
 - iv. the number of spoiled ballot papers and
 - b. On the Tendered Ballot Paper Account:
 - i. the number of used tendered ballot papers received,
 - ii. the number of used tendered ballot papers,
 - iii. the number of unused tendered ballot papers,

- iv. the number of spoiled tendered ballot papers

6.3 Counting and Sorting of Ballot Papers Cast

6.3.1 Step 1 – Opening the Ballot Box

The Presiding Officer must:

- 1) Announce that he/she will now commence the process of opening the ballot box in preparation for the count.
- 2) Position the Ballot Box on the assigned table and remove **yellow plastic seals** from the cover. The wire seal on the aperture must remain in place.
- 3) Place the used **yellow plastic seals** in envelope **PE 17**.
- 4) Remove the Ballot Box cover and set aside.
- 5) Empty the contents of the ballot box on the table and set aside the empty Box.

6.3.2 Step 2 - Distribution of Tally Sheets [Form A 23]

The Presiding Officer must distribute the provided Tally Sheets to the:

- 1) Assistant Presiding Officer,
- 2) Counting Assistant, or Presiding Officer in the case where the Counting Assistant is assigned the responsibility for the Count,
- 3) Poll Clerk (s),
- 4) Duly Appointed Candidates present,
- 5) Polling Agents/Counting Agents present.

6.3.3 Step 3 - Count and Record Number of Ballot Papers in The Ballot Box

The Presiding Officer, assisted by the Counting Assistant, must then:

- 1) Count the number of Ballot Papers in batches of 25.
- 2) Record the number of Ballot Papers which were in the Ballot Box on the Ballot Paper Account (Form 23) for both General and Regional Elections.

6.3.4 Step 4 - Sort Ballot Papers by type of Election: General and Regional Elections

The Presiding Officer, assisted by the Counting Assistant must:

- 1) Unfold each Ballot Paper and,
- 2) Separate Ballot Papers for General Election from Ballot Papers for Regional Elections, by using a straight ruler aligned along the horizontal perforation for each ballot paper. **Due care must be taken during this stage to ensure the Ballot Papers are not torn or damaged.**
- 3) Maintain same batches of 25 for both sets of Ballot Papers, so that at the conclusion of this process there will be multiple batches of 25 arranged on the table for the General Election and same for Regional Election.
- 4) Verify the accuracy of the total.

Note: If a Ballot Paper is torn at this stage, such Ballot Paper must NOT be rejected and be treated exactly as the other Ballot Papers are treated, as outlined in the following Sections.

6.4 Counting and Recording of Votes Cast – General Election

6.4.1 Step 1 - Sort Ballot Papers based on List of Candidates

Using the sorted Ballot Papers for **General Election**, the Presiding Officer, assisted by the Counting Assistant must:

- 1) Retrieve the first Ballot Paper from the [General Elections] stack,
- 2) Check for the Official Mark and displays same to all present,
- 3) Check for the mark of the elector indicating which List of Candidates was chosen and announce the name of that List of Candidates for which that Ballot Paper was marked,
- 4) Display the Ballot to Duly Appointed Candidates and Agents present so that the choice of the elector could be clearly seen by them,
- 5) Direct those present to record a vote for that List of Candidates on their respective tally sheets (Form A23) as per Section 3.2.9 above,
- 6) Place that ballot in a new stack and keep stacks separated for each List of Candidates,
- 7) Repeat steps 1-5 for each other Ballot Paper in the [General Elections] stacks until all are sorted into stacks by List of Candidates.

During the sorting under this section, Ballot Papers may exhibit discrepancies identified by either the Presiding Officer / Counting Assistant or Agents present. These fall into two categories: *Rejected* or *Questioned* Ballots.

Rejected Ballots

An irregular or invalid Ballot will be rejected either by the Presiding Officer on his/her own initiative or upon objection made by Polling Agents or Candidates present at the count and sustained by the Presiding Officer.

The Presiding Officer shall reject a Ballot Paper which is:

- a) Want of Official Mark – is missing the Official Mark or has a Mark which is indecipherable;
- b) Unmarked or void of uncertainty – is unmarked for any List of Candidates or marked in a way which does not clearly indicate the List of Candidates chosen by the elector;
- c) Marked for more than one Candidate's List – is marked multiple times (for more than one List of Candidates);
- d) Marked so that the Elector can be identified – bears a mark or characteristic that identifies the elector.

In this circumstance, the Presiding Officer shall write the word “***rejected***” on the back of the ballot paper and shall also write the words “***rejection objected to***” if any objection to his/her decision is made by Duly Appointed Candidates or Agents present.

These Ballot Papers must be placed in separate stacks (apart from the stack for each List of Candidates) according to the category of rejection listed above ((a) to (d)).

Questioned Ballots

Questioned Ballots are marked “**Q**” on the back of the Ballot Paper by the Presiding Officer to indicate that a Duly Appointed Candidate or Polling Agent has questioned the decision of the Presiding Officer.

After the “**Q**” Ballot has been endorsed (initialled) by the Presiding Officer he/she places it with the valid Ballots for the List of Candidates he/she determines it should be awarded to.

The decision of the Presiding Officer is subject to the review by the Returning Officer/Supernumerary Returning Officer **only** during the conduct of a limited or general final count.

6.4.2 *Step 2 - Count Number of Votes Cast for Each List of Candidates for the General Election*

When all the ballots have been examined, the Presiding Officer, using the completed Tally Sheet (**Form A 23**), **must**:

- 1) Count votes recorded for each List of Candidates,
- 2) Compare and verify totals with Polling Agent/Counting Agents,
- 3) Place ballot papers counted for each List of Candidates in separate envelopes (**PE 7**), record the names for each List of Candidates and the number of votes counted on the envelope.
- 4) Record the number of Questioned Ballots (Q), if any, in each **PE 7** on the exterior of each envelope.
- 5) Count Rejected Ballot Papers and place them in envelope **PE 8** and record on the exterior of the envelope, a breakdown of the reasons for rejection and the grand total.

6.4.3 *Step 3 - Prepare Forms 23, 23A and 23B*

- 1) After completion of the count, the Presiding Officer must **complete** –
 - (a) Form 23 – the Ballot Paper Account, recording the information in section 3.2.10 above.
 - (b) Form 23 A – Statement of Poll recording the information as outlined in Section 3.2.11 above.
 - (c) Form 23 B – Statement of Poll Account recording the information as outlined in Section 3.2.12 above.
- 2) ***These documents must be prepared in sufficient quantities to ensure distribution as outlined in Section 6.6 below..***

6.5 Counting and Recording of Votes Cast – Regional Election

The procedures outlined in Section 6.4.1 to 6.4.3 above must be applied in the identical manner but for the stacks of Ballot Papers for the **Regional Election**.

6.6 Certification and Distribution of Forms

- 1) After the completion of counting, the Presiding Officer must:
 - (a) give opportunity to the Duly Appointed Candidates, Counting Agents and the Polling Agents or Alternate Polling Agents present to ascertain the accuracy of the information recorded on Form 23, Form 23 A and Form 23 B and to sign the Forms after being satisfied as to their accuracy by recording the date, his/her name in BLOCK letters and affix his/her signature; and
 - (b) prepare and certify a sufficient number of copies of the signed Forms for distribution to –
 - (i) the Returning Officer (for District 1, 2, 5, 7, 8, 9 or 10)

OR

 - (ii) the Supernumerary Returning Officer (in the case of Districts 3, 4 and 6); and
 - (iii) the Assistant Presiding Officer; and
 - (iv) such of the Duly Appointed Candidates, Counting Agents and the Polling Agent or Alternate Polling Agents that are present; and
 - (v) the Chief Election Officer; and
 - (vi) the Chairman of the Commission
- 2) In keeping with the above, the Presiding Officer must now:
 - (a) Detach and set aside the top leaf of each prepared book of Statements of Poll for both General and Regional Elections,
 - (b) Distribute to every Duly Appointed Candidate, Counting Agent and Polling Agents or Alternate Polling Agents as are present, certified copies of:
 - (i) the signed Ballot Paper Account in Form 23,
 - (ii) the Statement of Poll in Form 23 A (from the remaining books not

including that which was set aside at 2) (a) above),

(iii) the Statement of Poll Account in Form 23 B.

6.7 Preparation of Packages

6.7.1 Step 1 - Packaging of Ordinary, Questioned and Rejected Ballot Papers

The Presiding Officer must:

- 1) Seal **PE 7** containing the Ballot Papers for each List of Candidates,
- 2) Allow Polling Agents present to affix their seals, if available on **PE 7**.
- 3) Seal **PE 8** and endorse, by initials and invite Polling Agents/Counting Agents to sign as witnesses on the exterior of the envelope.
- 4) Affix Presiding Officer's Seal and allow Polling Agents/Counting Agents to do same, if available.
- 5) Repeat steps 1 to 4 above for the Ordinary, Questioned and Rejected Ballot Papers for the Regional Elections.

6.7.2 Step 2 - Prepare PE 2 - Returning Officer / Supernumerary Returning Officer's Package

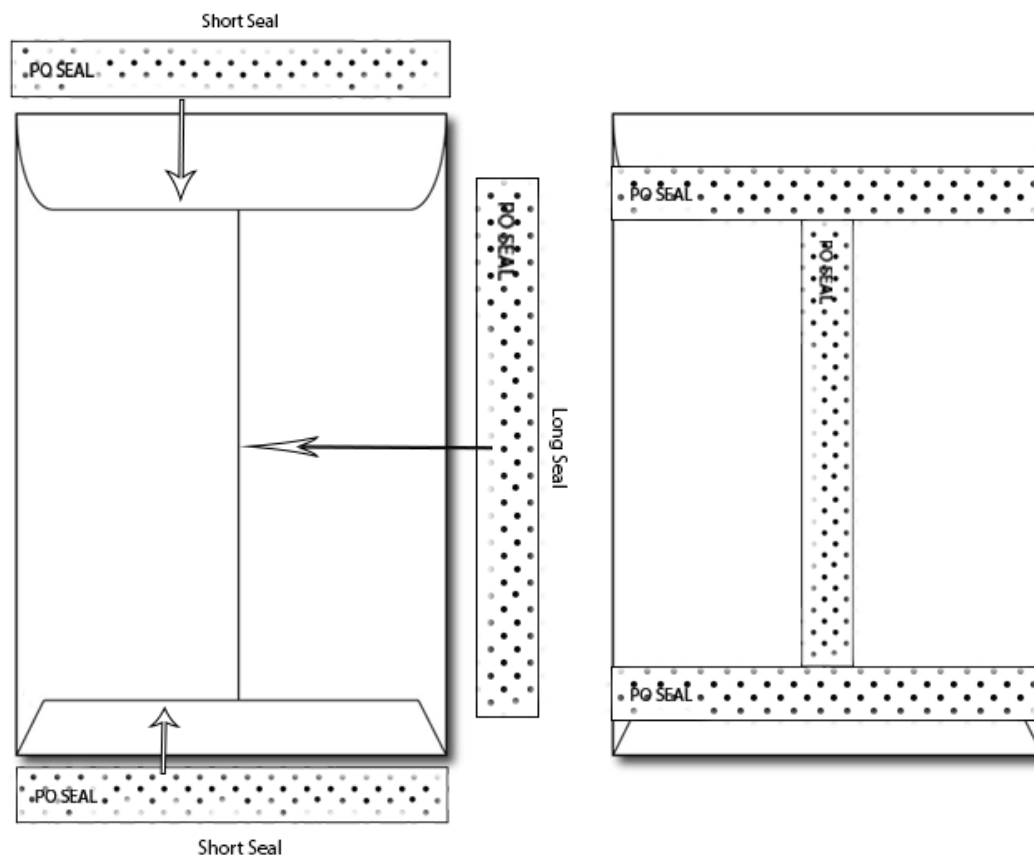
The Presiding Officer must package the following within PE 2 for the Returning Officer or Supernumerary Returning Officer:

- 1) PE 11 containing the Form 13 - Poll Book, Certificates of Employment and used Oath Forms
- 2) PE 12 containing the Forms 23 - Ballot Paper Accounts (General and Regional Elections) and Forms 23 B - Statement of Poll Accounts (General and Regional Elections).
- 3) PE 13 containing **one leaf of each** Form 23 A - Statements of Poll for General and Regional Elections and **all** Tally Sheets (Forms A 23) used by the Assistant Presiding Officer, Counting Assistant and Poll Clerk for both General and Regional Elections.
- 4) Allow Polling Agents, Counting Agents and/or Duly Appointed Candidates the opportunity to sign (in the space provided) witnessing the preparation of these envelopes.

6.7.3 Step 3 - Prepare the Chairman and Chief Election Officer's Packages

The Presiding Officer must:

- 1) Record the information required onto the two (2) large Special Envelopes, addressing one to the Chairman and the other to the Chief Election Officer in the space provided,
- 2) Allow Polling Agents, Counting Agents and/or Duly Appointed Candidates the opportunity to sign (in the space provided) witnessing the preparation of these envelopes,
- 3) Place one leaf of **Form 23 A for General Elections** and one leaf of **Form 23 A for Regional Election** into the envelope addressed to the Chairman,
- 4) Place a certified copy of each: **Form 23** and **Form 23 B** for both **General and Regional Elections** into the envelope addressed to the Chairman,
- 5) Seal the envelope by removing the adhesive protection on the flap of the opening, as shown below:



- 6) Affix the three (3) Presiding Officer's seal provided in the following manner:
 - (a) One short adhesive seal over the flap horizontally,
 - (b) One short adhesive seal on the opposite end of the envelope over the flap which is already sealed,
 - (c) One long adhesive envelope down the centre vertically covering the midpoint.
- 7) Repeat steps 3 to 6 for the other envelope addressed to the Chief Election Officer.

6.7.4 Step 4 - Prepare other Polling Envelopes

The Presiding Officer must then prepare and seal the following envelopes:

- | | | |
|-------|---|---|
| PE 1 | - | Registration Folio (including the folios given to Polling Agents) |
| PE 3 | - | Spoiled Ordinary Ballot and Spoiled Tendered Ballot Papers |
| PE 4 | - | Unused Ballots and Unused Tendered Ballot Papers – Placed in
PE15 |
| PE 6 | - | Counterfoil of used Ballot Papers and used Tendered Ballot Papers
placed in PE 15. |
| PE 5 | - | Used Tendered Ballot Papers |
| PE 9 | - | Marked Lists of Electors (used by Polling Day Officials) |
| PE 10 | - | Appointment of Proxy & List of Proxies |
| PE 16 | - | Destroyed Ballot Papers |
| PE 17 | - | Used Ballot Box Seals |
| PE 18 | - | Six-digit Stamp and Presiding Officer's seal |
| PE 21 | - | Containing PE 20 |

6.7.5 Step 5 – Packaging

After preparing and sealing the polling envelopes referred to at Sections 6.7.2, 6.7.3 and 6.7.4 above, the Presiding Officer must then:

- 1) Place **ONLY PE 7** and **PE 8** in Ballot Box,
- 2) Seal the Ballot Box and cover with four (4) **red** plastic seals,
- 3) Invite the Polling Agents / Counting Agents and/or Duly Appointed Candidates to affix their seals, if they so desire,
- 4) Place **ONLY PE 1, PE 3, PE 5, PE 9, PE 10, PE 15** (containing **PE 4** and **PE 6**), **PE 16, PE 17, PE 18** and **PE 21** into the secure receptacle provided.

Reminder: PE 2 (containing PE 11, PE 12 and PE 13), Chairman's and CEO's packages MUST NOT be placed into this receptacle.

- 5) Seal the secure receptacle, and invite the Polling Agents / Counting Agents or Duly Appointed Candidates to affix their seals, if they so desire,
- 6) Retrieve Poll Book from **PE 11** and direct Poll Clerk to make an entry on **Page 7**,
- 7) Replace Poll Book in **PE 11**,
- 8) Seal **PE 11** and place in **PE 2**,
- 9) Seal **PE 2** with Presiding Officer's seal and allow Polling Agents, Counting Agents and/or Duly Appointed Candidates to affix their seals, if they so desire.

6.7.6 Step 6 - Prepare Poll Bag (PE 19) and Voting Compartment

- 1) All other material not identified in procedures above must now be repacked into the provided Poll Bag. Due care must be taken to seal the electoral ink and place it in the provided zipper bag in a manner which will ensure no spillage during transportation. This bag may be further secured by additional means if necessary.
- 2) The Voting Compartment must be folded neatly in preparation for transportation.
- 3) During this time, signage and notices posted in and outside of the Polling Station must be removed and placed in **PE 19. Any Official List of Electors previously posted must not be removed.**

6.8 Reporting the Results

At this point, the Presiding Officer must:

- 1) Announce, clearly, the results for General and Regional Elections as recorded on the Statements of Poll for the benefit of all entitled and present at the Polling Station and then,
- 2) Retrieve one each of the first leaves of the Statement of Polls for General and Regional Elections (set aside at Section 6.6 above) and post them securely in a conspicuous location outside of the Polling Station.

6.9 Post Poll Activities, Delivery of Ballot Boxes and Sealed Packages to Returning Officer/Supernumerary Returning Officer

- 1) The Presiding Officer must transport the Ballot Box, Secure Receptacle, Poll Bag, Voting Compartment and sealed Packages safely to the Returning Officer/Supernumerary Returning Officer.
- 2) The Returning Officer / Supernumerary Returning Officer will provide adequate transportation to each Presiding Officer and the Deputy Returning Officer / Deputy Supernumerary Returning Officer will assist in this regard **but it is the duty of the Presiding Officer to ensure compliance with this procedure.**
- 3) The items to be delivered are: -
 - (a) Sealed Ballot Box,
 - (b) Sealed secure receptacle,
 - (c) Sealed envelope **PE 2** (containing **PE 11, 12 & 13**),
 - (d) Poll Bag (**PE 19**) containing properly packaged electoral ink and all other election supplies and materials that were posted in and out of the Polling Station.
 - (e) CEO's and Chairman's packages (containing **Forms 23A** for General & Regional Elections).
- 4) ***At least one Polling Agent or Alternate Polling Agent from each List of Candidates must be allowed to accompany the Ballot Box to its destination.***
- 5) Finally, the Presiding Officer must ensure that the Polling Station is reorganised and left in a tidy manner. No other item from the room, including furniture, must be removed.

7. ELECTION OFFENCES AND PENALTIES

7.1 Introduction

- 1) The procedures set out in this manual are in accordance with RoPA and the decisions of the Commission to carry out its mandate under the Constitution and RoPA. RoPA provides for a number of offences where Officials fail to do as required by RoPA, and where persons prevent others from doing things permitted by RoPA, and it also prescribes maximum penalties for such offences.
- 2) For the purposes of this section, any reference to *persons entitled to be present* (other than electors) include the following persons (other than electors):
 - (a) Members of the Commission,
 - (b) Election Officers,
 - (c) Duly Appointed Candidates,
 - (d) Polling Agents,
 - (e) Members of the Police or Defence Forces,
 - (f) Election Agents,
 - (g) Assistant Agents
 - (h) Counting Agents.

7.2 General Offences

7.2.1 *Obstruction of functions of Assistant Agent or Alternate Polling Agent*

Any person who obstructs an Assistant Agent or Alternate Polling Agent in the performance of their duties commits an offence and is liable on summary conviction to **a fine of ten million dollars and to imprisonment for ten years.**

7.2.2 *Interference with an elector or obtaining and/or communicating information as to the List of Candidates an elector voted for*

- 1) A person entitled to be present at a Polling Station commits an offence if he/she communicates to any person, before the Poll is closed,
 - (a) the name of any elector who has or has not applied for a ballot paper or voted, for themselves or as a proxy.

- (b) the serial number on the OLE for any elector who has or has not applied for a ballot paper or voted, either in person or via proxy.
 - (c) the official mark.
- 2) A person commits an offence if they
 - (a) except in the performance of their duty under RoPA, interfere with or attempt to interfere with an elector who is casting a vote.
 - (b) obtain or attempt to obtain, in a Polling Place or Polling Station, information as to the List of Candidates for which an elector is about to vote or has voted.
 - (c) directly or indirectly induce an elector to display his/her Ballot Paper, or that of another elector for whom he/she has voted as proxy, after he/she has marked it.
- 3) Where a person undertakes to assist an incapacitated elector to vote, that person commits an offence if they communicate, at any time to any person, any information as to the List of Candidates for which the incapacitated elector intends to vote or has voted.
- 4) A person who commits an offence in (1), (2) or (3) above is liable **on summary conviction to a fine of sixty-five thousand dollars and to imprisonment for six months.**

7.2.3 Molestation of Electors

- 1) A person commits an offence if they, *within a distance of two hundred yards of a Polling Place*,
 - (a) annoys, molests, or otherwise interferes with an elector, or
 - (b) attempts to obtain any information as to the List of Candidates for which any elector is about to vote or has voted.
- 2) A person who commits an offence in (1) above is liable **on summary conviction to a fine of sixty-five thousand dollars and to imprisonment for six months.**

7.2.4 Obstruction

- 1) Any person who, without due authority, obstructs or otherwise interferes with:
 - (a) the access to, or egress from, a Polling Place / Polling Station,

- (b) the voting by any elector,
 - (c) the conveyance of documents or materials pertaining to the election,
 - (d) the counting of votes cast,
 - (e) any Election Officer or Agent exercising their functions under RoPA.
- 2) A person who commits an offence in (1) above is liable on summary conviction to –
- (a) **a fine of five million dollars and to imprisonment for three years**, as well as
 - (b) be incapable for **five (5) years from the date of conviction** of being –
 - (i) **registered as an elector**, and
 - (ii) **elected as a Member of the National Assembly.**

7.2.5 *Misleading an Elector*

- 1) A person commits an offence if they, with the intention of misleading an elector on the day of Poll, deliberately –
- (a) provide misleading information to the elector, or
 - (b) make a misleading statement of a material nature to the elector.
- 2) A person who commits an offence in (1) is liable on summary conviction to **a fine of five million dollars and to imprisonment for three years.**

7.2.6 *Failure of an elector to return a ballot paper*

An elector who does not return a ballot paper when ordered to do so, after failing or refusing to stain one of their fingers, commits an offence and is liable on summary conviction to **a fine of thirty-two thousand five hundred dollars or to imprisonment for six months.**

7.2.7 *Employers to allow employees period for voting*

Any employer who, directly or indirectly, refuses or interferes, including by intimidation or undue influence, with the granting to any of their employees of a reasonable time to vote at the election, without loss of remuneration, commits an offence and is liable on summary conviction to **a fine of thirty-two thousand five hundred dollars or to imprisonment for six months.**

7.2.8 *Obstruction / Denial of a Candidate or Agent from making objections*

- 1) A person commits an offence if they wilfully or without reasonable excuse:
 - (a) deny a Duly Appointed Candidate or a Counting Agent the opportunity to make objections, or
 - (b) obstruct the Candidate or Agent in the process of making his objections.
- 2) A person who commits an offence in (1) above is liable on summary conviction to a **fine of ten million dollars and to imprisonment for ten years.**

7.2.9 *Obstructing or deny the entry of a Candidate or Agent to the Office*

A person who wilfully or without reasonable excuse denies a person entitled to be present at the count entry, into the Office of the Returning Officer or Supernumerary Officer where the count is taking place, commits an offence and is liable on summary conviction to a **fine of five million dollars and to imprisonment for ten years.**

7.2.10 *Removal of Statement of Poll*

A person who removes a Statement of Poll posted outside the Polling Station commits an offence and is liable on summary conviction to a **fine of ten million dollars and to imprisonment for ten years.**

7.3 Offences by Officials

7.3.1 *Failure to provide documents to Polling Agents*

A Presiding Officer who fails to provide the required documents to a Polling Agent commits an offence and is liable on summary conviction to a **fine of five million dollars and to imprisonment for ten years.**

7.3.2 *Permitting an ineligible person the opportunity to vote*

Any person who allows a person to vote who is not eligible to vote commits an offence and is liable on summary conviction to a **fine of ten million dollars and to imprisonment for ten years.**

7.3.3 *Wrongful issuance of a Tendered Ballot Paper*

- 1) A person commits an offence if they intentionally –
 - (a) issue an ordinary ballot instead of a tendered ballot when a tendered ballot should have been issued.

- (b) issue a tendered ballot instead of an ordinary ballot when an ordinary ballot should have been issued.
 - (c) use a tendered ballot for a purpose contrary to its intended use under section 74 of RoPA.
- 2) A person who commits an offence in (1) above is liable on summary conviction to **a fine of ten million dollars and to imprisonment for ten years.**

7.3.4 *Refusal to accept a valid passport or any other identification as authorised by the Commission*

A Presiding Officer who intentionally or without reasonable cause refuses to accept a valid passport or any other authorised identity document from an elector commits an offence and is liable on summary conviction to **a fine of five million dollars and to imprisonment for ten years.**

7.3.5 *Denial of opportunity for persons to verify or ascertain count/recorded information*

- 1) A Presiding Officer commits an offence if they wilfully or without reasonable excuse denies any authorised representative of any List of Candidates the opportunity to:
- (a) verify or ascertain any count.
 - (b) examine any ballot (by displaying that ballot in a manner which can allow for visibility of the information contained thereupon) or any information recorded.
 - (c) make objections or ask questions.
- 2) A person who commits an offence in (1) above is liable on summary conviction to **a fine of ten million dollars and to imprisonment for ten years.**

7.3.6 *Denial of opportunity to ascertain accuracy of information or failing to distribute certified Forms*

- 1) A Presiding Officer commits an offence if they:
- (a) deny an authorised representative of any List of Candidates the right to ascertain the accuracy of the information recorded on Forms 23, 23 A or 23 B, or
 - (b) fail to distribute those certified Forms to –
 - (i) the Assistant Presiding Officer, and

- (ii) the authorised representatives of any List of Candidates.
- 2) A person who commits an offence in (1) above is liable on summary conviction to **a fine of five million dollars and imprisonment for five years.**

7.3.7 *Failure to post electronic copy of Statement of Poll*

- 1) A Returning Officer or a Supernumerary Returning Officer (in the case of sub-districts in District 3, 4 and 6), commits an offence if they wilfully or without reasonable excuse fail to immediately post an electronic copy of a certified Statement of Poll, that they received from a Presiding Officer, on the Commission's website to be publicly viewed.
- 2) A person who commits an offence in (1) above is liable on summary conviction to **a fine of ten million dollars and to imprisonment for ten years.**

7.3.8 *Posting of false Statement of Poll or Statement of Poll with false statement*

- 1) A Returning Officer, a Supernumerary Returning Officer or the Chief Election Officer commits an offence if they:
 - (a) post or caused to be posted an electronic copy of a Statement of Poll knowing that it is not a true copy of the certified copy of the Statement of Poll delivered to him, or
 - (b) post or caused to be posted an electronic copy of a Statement of Poll knowing that it contains a false statement.
- 2) A person who commits an offence in (1) above is liable on summary conviction to **a fine of ten million dollars and to imprisonment for ten years.**

7.3.9 *Posting of false Tabulation Form or Tabulation Form with false statement*

- 1) The Chief Election Officer commits an offence if he posts or caused to be posted on the Commission's website a District Tabulation Form or a Sub-District Tabulation Form that he knows:
 - (a) is not a true copy of the certified copy of the Form; or
 - (b) contains a false statement.
- 2) Where the Chief Election Officer commits an offence in (1) he is liable on summary conviction to **a fine of ten million dollars and to imprisonment for ten years.**

7.3.10 Failure to follow procedure for counting of votes

Any Official who wilfully or without reasonable excuse fails to follow the procedure set out in section 84 of RoPA for the counting of votes, in ascertaining or to ascertain the total votes cast in a District or Sub-District for each List of Candidates, commits an offence and is liable on summary conviction to **a fine of ten million dollars and to imprisonment for ten years.**

7.3.11 Failure to deliver true certified copy of Tabulation Form or delivery of Tabulation Form with false information to Returning Officer of districts 3, 4 or 6

- 1) A person commits an offence if they:
 - (a) wilfully or without reasonable excuse fail to deliver to the Returning Officer of district 3, 4 or 6 a true certified copy of the Sub-district Tabulation Form, or
 - (b) deliver to the Returning Officer of district 3, 4 or 6 a Sub-district Tabulation Form with falsified information knowing the information to be false.
- 2) A person who commits an offence in (1) above is liable on summary conviction to **a fine of ten million dollars and to imprisonment for ten years.**

7.3.12 Failure to deliver true certified copy of Tabulation Form or delivery of Tabulation Form with false information to the CEO

- 1) A person commits an offence if they:
 - (a) wilfully or without reasonable excuse fail to deliver to the Chief Election Officer a true certified copy of a Tabulation Form, or
 - (b) deliver a Tabulation Form with falsified information knowing the information to be false.
- 2) A person who commits an offence in (1) above is liable on summary conviction to a fine of **ten million dollars and to imprisonment for ten years.**

7.3.13 Failure to deliver true certified copy of Tabulation Form or delivery of Tabulation Form with false information to the CEO

A person who wilfully or without reasonable excuse fails to give a certified copy of a Tabulation Form sent to the Chief Election Officer, to the Chairman of the Commission under subsection (12) commits an offence and is liable on summary conviction to **a fine of ten million dollars and to imprisonment for ten years.**

8. APPENDICIES

Appendix I Diary of Duties of the Presiding Officer

DUTIES OF THE PRESIDING OFFICER	
RESPONSIBILITY	NOTES
I – BEFORE THE POLL	
Take Oath of Office or make Affirmation	
Conduct Checks of the Polling Station ensuring cleanliness, access is available on E-day and adequate furniture is in place.	
Attend mock polls	
Acquaint yourself with the Polling Day Officials assigned to your Polling Station / Place	
II – ELECTION DAY – PRE-POLL ACTIVITIES	
Receive Election Supplies - Ballot Box, Poll Bag and Voting Compartment	
Ensure all Election Officials arrive no later than 5:00am	
Reinspect the Polling Station and arrange furniture according to layout	
Position the Voting Compartment in a suitable location	
Post Polling Station Signage: <ul style="list-style-type: none"> a. Directions for Voting b. Form A8 – Polling Station Sign c. Form A9 – Polling Place Sign d. Form A10 – “IN” Sign e. Form A11 – “OUT” Sign f. Form A12 – “Tearing Down of Election Notices” g. Form A13 – “Maintenance of Secrecy at the Polling Station” h. Form A14 – “Molestation of Electors and the Preservation of Order at the Polling Station” 	
Administer the Oath of Office / Affirmation to other appointed Polling Day Officials	
Check All Electoral Supplies in Poll Bag	
Admit Election Agents by receiving and inspecting their respective Letters of Appointment	
Prepare the Electoral Ink	

DUTIES OF THE PRESIDING OFFICER	
RESPONSIBILITY	NOTES
Determine the Official Mark of the Polling Station and configure the Six-Digit Stamp accordingly	
Examine the List of Electors for Polling Station and for Electors struck-off indicating that they have already voted on Disciplined Forces Day. Make a specific note of the latter.	
Discuss security arrangements with the assigned Police Officer including determining the 200-yard limit, positioning during and after the Poll.	
Inspect Ballot Box (no later than 5.45am) in the presence of Election Agents and other Polling Day Officials.	
Seal Ballot Box with yellow plastic seals and direct the Poll Clerk to make the necessary entry in the Poll Book.	
Synchronise Watches	
Declare the Poll Open promptly at 6:00am and direct the Poll Clerk to make the necessary entry in the Poll Book.	
Invite the first elector in the queue to enter the Polling Station.	
III – ELECTION DAY – CONDUCT OF THE POLL	
Supervise the conduct of the poll - Pay keen attention to all Polling Day Officials to ensure compliance; Issue instructions as necessary and within the limits of the law;	
Identify the packet containing TENDERED Ballots and ensure this packet is placed on the Supplies Table and NOT ACCESSED unless required.	
Pay attention to: <ol style="list-style-type: none"> Maintaining order in the Polling Station. Causing appropriate entries to be made by the Poll Clerk in the Poll Book when necessary. Providing instructions to each elector as to how to mark and fold his/her ballot and what steps to take after exiting the voting compartment using Directions for Voting – Form 10. Inspecting the fingers of each elector for Electoral Ink Administering Oaths of Identity (Form 19), Oaths of Interpreter (Form 20), Oaths of Blind or Incapacitated Electors, (Form 21), Oath's of Friend of Blind or Incapacitated Electors when necessary (Form 22), when necessary. 	

DUTIES OF THE PRESIDING OFFICER	
RESPONSIBILITY	NOTES
<p>f. In every instance of need to administer an Oath, the elector (s) must be asked whether they wish to SWEAR OR AFFIRM. In the case of SWEARING, the choice of Religious Book must be requested. In the case of AFFIRMATION, any reference to “SWEAR” must be substituted with “SOLEMNLY AND SINCERELY DECLARE” and any reference to “SO HELP ME GOD” must be substituted for “I SO AFFIRM”.</p> <p>g. Using the Registration Record (Folio) to ascertain the identity of Electors where necessary.</p> <p>h. Inspecting Proxy Appointment Letters carefully before issuing ballot papers to persons voting by Proxy.</p> <p>i. Recording the serial number of the elector on Counterfoil before detaching ballot paper.</p> <p>j. Folding of the ballot in accordance with the standard outlined</p> <p>k. Stamping of the Official Mark on the top and bottom of the ballot paper on the rear side in accordance with the standard outlined.</p> <p>l. Ensuring the Elector’s finger is stained under the supervision of the Ballot Clerk.</p> <p>m. Ensuring Polling Agents are able to see every aspect of the Polling Process (except for what occurs in the Voting Compartment).</p>	
IV – ELECTION DAY – AFTER THE CLOSE OF POLL	
Organise the Polling Station according the suggested layout in preparation for the count	
Identify and organise the relevant Polling Envelopes needed	
Count Spoiled Ordinary Ballot Papers and place them in PE 3	
Count Spoiled Tendered Ballot Papers and place them in PE 3	
Record Number of Spoiled Ordinary and Tendered Ballot Papers on the face of PE 3.	
Seal PE 3	
Count Destroyed Ordinary and Tendered Ballot Papers (if any), Place in PE 16 and record the number of each on the face.	
Seal PE 16	

DUTIES OF THE PRESIDING OFFICER	
RESPONSIBILITY	NOTES
Count the Used Tendered Ballot Papers (Stored in PE 5)	
Replace the Used Tendered Ballot Papers in PE 5 and record the number on the face	
Seal PE 5	
Separate Used Counterfoils from Unused Counterfoils for Ordinary Ballot Papers and set aside separately	
Separate Used Counterfoils from Unused Counterfoils for Tendered Ballot Papers and set aside separately	
Count Unused Ordinary Ballot Papers (with counterfoils still attached)	
Place Unused Ordinary Ballot Papers in PE 4 and record the number on the face	
Count Unused Tendered Ballot Papers similar to Unused Ordinary Ballot Papers and place in PE 4. Record the number on the face of PE 4	
Seal PE 4	
Count Counterfoils for Used Ordinary and Used Tendered Ballot Papers and place them in PE 6. Record the number of each on the face of PE 6	
Seal PE 6	
Place PE 4 and PE 6 in PE 15 and seal PE 15	
Distribute Tally Sheets (Form A23)	
Open the Ballot Box	
Place the yellow plastic seals into PE 17. Seal PE 17.	
Carefully Remove the Contents (Ballot Papers) onto the table. Set aside the Ballot Box.	
Count the number of Ballot Papers and create stacks of 25	
Make a record of the total number of Ballot Papers counted	
Separate Ballot Papers along the perforation for General and Regional Elections starting with the first stack of 25 Ballot Papers. Maintain the separated papers in stacks of 25.	
Repeat the separation of the Ballot Papers for every other stack. Organise all stacks of 25 so that those for General Elections are in a separate area on the table from Regional Elections.	

DUTIES OF THE PRESIDING OFFICER	
RESPONSIBILITY	NOTES
Start with the stacks for General Elections	
Retrieve the first ballot paper and check for the Official Mark	
Announce the name of the List of Candidates for which the Ballot Paper is Marked. Display the Official Mark.	
Instruct all to record the vote for that List on their respective Tally Sheets	
Create new stacks by List of Candidates	
Repeat the Process for all Ballot Papers in the General Elections stacks	
On completing all Ballot Papers for General Elections, count the number of Ballot Papers for each List of Candidates and ensure this total reconciles with the totals recorded on the Tally Sheets for all present.	
Place Ballot Papers for each List of Candidates in separate PE 7. Record the name of the List on the face and the number of votes counted therein.	
Seal Each PE 7	
Count Rejected Ballot Papers in a similar manner as above and place them in PE 8. Record the totals by each classification of Rejection and indicate the grand total of same on the face of PE 8.	
Seal PE 8	
Prepare Ballot Paper Accounts (Form 23) for General Elections	
Prepare Statements of Poll (Form 23A) for General Elections	
Prepare Statements of Poll Account (Form 23B) for General Elections	
Repeat the steps above for Ballot Papers for Regional Elections	
Prepare Ballot Paper Accounts (Form 23) for Regional Elections	
Prepare Statements of Poll (Form 23A) for Regional Elections	
Prepare Statements of Poll Account (Form 23B) for Regional Elections	
Certify and Distribute copies of the Ballot Paper Account, Statement of Poll and Statement of Poll Account.	

DUTIES OF THE PRESIDING OFFICER	
RESPONSIBILITY	NOTES
Ensure that there are sufficient copies of each of the above for: The Returning Officer or Supernumerary Returning Officer, the Assistant Presiding Officer, Duly Appointed Candidates (if present), Counting Agents (if present), and Polling or Alternate Polling Agents present, the Chief Election Officer and the Chairman.	
Package the documents above according to guidelines in this document.	
Report the results according to guidelines in this document	
Deliver Ballot Box, Poll Bag, Voting Compartment and all Packages to the Returning Officer or Supernumerary Returning Officer. Allow Polling Agents to accompany these items.	
Reorganise Polling Station and leave in a clean and tidy manner.	

Appendix II Legend of Forms, Supplies and Envelopes

Ser.	Statutory Forms	Form #	Provided?
1.	Oath by Election Officer	1	
2.	Certificate of Employment	4	
3.	Appointment as Proxy	6	
4.	List of Proxies	7	
5.	Notice of Poll	9	
6.	Directions for Voting	10	
7.	Form of Ballot Paper	11	
8.	Tendered Ballot Paper	12	
9.	Poll Book	13	
10.	Oath of Identity	19	
11.	Interpreter's Oath	20	
12.	Oath of Blind and Incapacitated	21	
13.	Oath of Friend of Incapacitated Blind	22	
14.	Ballot Paper Account	23	
15.	Statement of Poll	23 A	
16.	Statement of Poll Account	23 B	

Ser.	Administrative Forms	Form #	Provided?
1.	Specimen Ballot Paper	A4	
2.	Polling Place sign	A8	
3.	Polling Place Notice	A9	
4.	"IN" Sign	A10	
5.	"Out" Sign	A11	
6.	Tearing Down of Elections Notice	A12	
7.	Maintenance of Secrecy at Polling Station	A13	
8.	Molestation of Electors and Preservation of Order at Polling Station	A14	
9.	Tally Sheets	A23	
10.	Ballot Box Packing Form	A36	

Envelopes to be placed in the Ballot Box			
Ser	Envelope	Contents	Provided?
1	PE 7	Ballot Papers cast for each List of Candidates – Valid and Questioned (for General and Regional Elections)	
2	PE 8	Rejected Ballot Papers (for General and Regional Elections)	

Envelopes to be placed in the Secure Receptacle			
Ser	Envelope	Contents	Provided?
1	PE 1	Registration Folio	
2	PE 3	Spoiled Ballot and Spoiled Tendered Ballot Papers	
3	PE 15	PE 4 and PE 6	
	PE 4	Unused Ballot Papers and Unused Tendered Ballot Papers	
	PE 6	Counterfoils of used Ballot Papers and used Tendered Ballot Papers	
4	PE 5	Used Tendered Ballot Papers	
5	PE 9	Marked Lists of Electors (Polling Day Officials)	
6	PE 10	Appointment of Proxies and List of Proxies	
7	PE 16	Destroyed Ballot Papers	
8	PE 17	Used Ballot Box Seals	
9	PE 18	Six-digit Stamp and PO Seal	
10	PE 21	All emptied PE 20s	
	PE 20	Envelopes which contained Ballots Cast by members of the Disciplined Forces	

Envelopes/Items to be delivered to the RO or SRO outside of the Ballot Box			
Ser	Envelope	Contents	Provided?
1	PE 2	Returning Officers Packet - PE 11, PE 12 and PE 13	
	PE 11	Poll Book, Certificates of Employment and Oath Forms	
	PE 12	Ballot Paper Accounts (Forms 23) and Statements of Poll Accounts (Forms 23 B)	
	PE 13	Statements of Poll (Forms 23 A) and Tally Sheets (Forms A 23)	
2	CEO's Package	Statements of Poll (Forms 23 A), Ballot Paper Accounts (Forms 23) and Statements of Poll Accounts (Forms 23 B)	
3	Chairman's Package	Statements of Poll (Forms 23 A), Ballot Paper Accounts (Forms 23) and Statements of Poll Accounts (Forms 23 B)	
4	PE 19 – Poll Bag	Non-sensitive Items / Supplies referred to on next page	
5	Secure Receptable	Containing PE 1, PE, 3, PE 5, PE 9, PE 10, PE 15, PE 16, PE 17, PE 18 and PE 21	
6	Ballot Box	Containing PE 7 and PE 8	

Ser	Supply	Provided?
1	Voting Compartments (Cardboard)	
2	Electoral Ink	
3	Six-digit Numbering Stamp (for the Official Mark)	
4	Ink Pad	
5	Stamp Pad Ink	
6	Plastic and Wire Seals for sealing Ballot Box	
7	Plain Envelopes	
8	Note Paper	
9	Pens	
10	Pencils	
11	Pencil sharpener	
12	Waste Bin/ Tissue	
13	Sealing Wax	
14	Matches	
15	Thumb Tacks	
16	Paper Tape	
17	Twine	
18	Candles	
19	Fluorescent	
20	Battery Lamp	
21	Batteries	
22	Polling Station Badges	
23	Presiding Officer's Seal	
24	Holy Bible	
25	Quran	
26	Ramayan	
27	Gita	
28	Rulers	
29	Markers	
30	Lists of Candidates	
31	Official List of Electors	
32	Ballot Pencils	
33	Staple Machine	
34	Staples	
35	A Pair of Scissors	
36	Rubber Band	

Appendix III Form 1 - Oath by an Election Officer

FORM 1
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

OATH BY ELECTION OFFICER

I

NAME IN BLOCK LETTERS

having being appointed

TITLE OF APPOINTMENT

For polling district.....

Swear/affirm that will faithfully perform the duties of the said office according to law, without
partiality, fear, favour or affection.

So Help Me God

.....

Signature of Election Officer

Sworn/Affirmed before me on.....this.....

Day of20.....

.....

***Justice of Peace/
Chief Election Officer/
Election Official***

Appendix IV Form 4 - Certificate of Employment

FORM 4
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

CERTIFICATE OF EMPLOYMENT

In thePolling District, I certify that name

Who holds identity paper No.....and is registered under seal

No.....in the No.....Polling Division

On the.....Polling District is likely to be unable to
go in person to the Polling Station allotted to him/her for the election to be held on the
.....day of 20.....by reason of his/her employment on that date at the
Polling Place as a.....

Date.....

Signed.....

Returning Officer

Appendix V Form 6 - Appointment as Proxy

FORM 6
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

APPOINTMENT AS PROXY

Polling District.....

Polling Division No.

Polling Station.....

Name of Proxy.....

No. of Identity Paper.....

No. on Official List.....is hereby appointed as Proxy for

Name of Voter.....

No. on Official List.....to vote for him/her at the elections to be held on
the.....day of.....20.....

.....
Returning Officer

.....
Date

Appendix VI Form 7 - List of Proxies

FORM 7
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

LIST OF PROXIES

POLLING DISTRICT.....

<i>Elector's Name</i>	<i>Elector's Address</i>	<i>Elector's Identity No.</i>	<i>Proxy's Name</i>	<i>Proxy's Address</i>	<i>Proxy's Identity No.</i>	<i>Polling Division of Elector and Proxy</i>

I hereby certify that Proxy papers were issued to the electors whose name appear in the fourth column above to vote as Proxies on behalf of the electors whose names appear opposite thereto in the first column.

.....
Returning Officer

Appendix VII Form 9 – Notice of Poll

FORM 9
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

NOTICE OF POLL

Polling District.....

TAKE NOTICE that a poll will be held on theday of20.....

Between the hours ofam andpm to elect 65 Members of the National Assembly
and the members of the Regional Democratic Council for each Region of Guyana.

The situation of each Polling Station in the Polling District and names
of the electors who are entitled to vote thereat is given in the papers attached hereto.

.....
Returning Officer

.....
Date








Appendix VIII Form 10 - Directions for Voting

FORM 10 **THE REPRESENTATION OF THE PEOPLE ACT** **GENERAL AND REGIONAL ELECTIONS** **DIRECTIONS FOR VOTING**

1. The Ballot Sheet that is issued to you is divided by a horizontal, perforated line into two Ballot Papers of different colours. The top Ballot Paper relates to the National Assembly Election and the bottom ballot paper relates to the Regional Democratic Council Election.
2. You can vote for only one List of Candidates on each Ballot Paper.
3. You should ensure that each Ballot Paper, before it is handed to you, has been stamped with the Official Mark at the back.
4. You are to go into the Voting Compartment, and there, place a cross within the blank space opposite the name and symbol of the List of Candidates for which you wish to vote. You are to make the cross like this “X”.
5. When you have marked both of your votes, fold your Ballot Paper, in the same manner as it was folded initially when issued to you, so as to conceal your two votes, but so as to show the Official Mark appearing at the back of each Ballot Paper.
6. You will then exit the Voting Compartment and proceed to the Ballot Clerk where you will demonstrate the folded Ballot Paper showing the Official Mark (on both sides) and permit your finger to be immersed in Electoral Ink. After that, put your Ballot in the Ballot Box and leave the Polling Station.
7. If you accidentally spoil a Ballot Paper while in the Voting Compartment, you may return your Ballot Sheet to the Presiding Officer, who on being satisfied of the fact, will give you another.
8. If you vote on any Ballot Paper for more than one List of Candidates your vote on the Ballot Paper will be void and will not be counted. Likewise, your vote will be void and will not be counted if you place any mark on the Ballot Paper by which you can afterwards be identified.
9. You must not tear or cut the Ballot Sheets.

Chief Election Officer

Appendix IX Specimen Ballot Paper (Form A4)

GENERAL ELECTION GEOGRAPHICAL CONSTITUENCY FOR REGION No. 1				
Counterfoil No: [SERIAL] Elector's No: On Official List PERFORATIONS	1.	CAT CAT PARTY Candidates' List		
	2.	DOG DOG PARTY Candidates' List		
	3.	EUC Elephant's United Congress Candidates' List		
	4.	THE MONKEY ALLIANCE TMA Candidates' List		
REGIONAL ELECTION FOR REGION No. 1				
Counterfoil No: [SERIAL] Elector's No: On Official List	1.	CAT CAT PARTY Candidates' List		
	2.	DOG DOG PARTY Candidates' List		
	3.	THE MACAW INITIATIVE TMI Candidates' List		

Appendix X Form 13 - Poll Book

FORM 13
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

POLL BOOK

Polling District.....

Polling Station Name

Polling Station Number

Ballot Box Number

Six-Digit Number

Name of Presiding Officer

BLOCK LETTERS

Signature of Presiding Officer

FORM 13

PAGE 1

Entries on this page to be made by all Election Officials and such other persons who are present at the opening of the Poll as required under Section 68

Record time Poll open.....

No.	Persons Present (Name in Block Letters)	Status	Signature

FORM 13

PAGE 2

VERIFICATION OF ELECTOR'S IDENTITY

Section 69(3) and 76(b)

Entries on this page to be made when a voter is required under Section 69(3) to take the Oath of Identity because his name or other particulars in the Official List do not quite correspond with those in his identity paper.

Name of Elector	No. on Official List	No. of Identity Paper	Oath of Identity Form 19 Sworn or refused

FORM 13

PAGE 3

BLIND OR INCAPACITATED ELECTORS

Section 73(3) and 76(b)

Entries on this page only to be made to show:

1. The name, etc, of any blind or incapacitated elector whose Ballot Paper is marked by a friend or by the Presiding Officer.
2. The reason therefore (i.e. the nature of his incapacity).
3. The Oath taken by such elector and his friend, and the friend's particulars

Name of Elector	No. on Official List	Whether Marked by friend or Presiding Officer	Reason for Marking	Oath Form 21 Sworn Or Refused	Oath of Friend Form 22 Sworn or Refused friend's Name and Serial No.

FORM 13

PAGE 4

TENDERED BALLOTS

(SECTION 74(3) AND 76(B))

Entries on this page made to show the name etc, of any elector who I given a Tendered Ballot Paper and the Oath take by such elector.

Name of Elector	No. on Official List	No. of Identity Paper	If Tendered Paper Marked	Reason for issuing Tendered Ballot Paper	Oath of Identity Form 19 Sworn or Refused

FORM 13

PAGE 5

BALLOT PAPER REFUSED

SECTION 71(1) AND 76(b)

Entries on this page can only be made to show the name etc, of an elector to whom a Ballot Paper of any kind (Ballot or Tendered Ballot) was refused by the Presiding Officer under Section 71(1) or 72(5)

<i>Name of Elector</i>	<i>No. on Official List</i>	<i>No. of Identity Paper</i>	<i>Regulation under which refused</i>	<i>Reason for refusal</i>

FORM 13

PAGE 6

CERTIFICATE OF EMPLOYMENT

SECTION 69(4)

Entries on this page to be made of persons submitting Certificate of Employment.

Name of Elector	Reference to Certificate of Employment or other particulars

FORM 13

PAGE 7

ENTRIES DIRECTED BY THE PRESIDING OFFICER

SECTION 76(a)

Entries on this page to be made as required and directed by the Presiding Officer.

Name of Elector	No. on List	Particulars	Presiding Officer's Action

FORM 13

PAGE 8

CLOSING OF POLL

SECTION 76(a)

Entries on this page to be made by all Election Officials and such other persons who are present at the closing of the Poll as required under Section 68.

Record time of Closing of the Poll

No.	Persons Present (Name in Block Letters)	Status	Comments and Signature

Appendix XI Form 19 - Oath of Identity

FORM 19
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

OATH (a) OF IDENTITY

I do swear that I am the person whose name appears and referred to by the Official List of Electors on which my serial number is stated as and whose name is given as and who holds identity paper number and whose occupation is given as and whose address is given as
.....
.....

and that I have not already voted at either of these elections.

SO HELP ME GOD

.....

Signature

NOTE: (a) In the case of an Affirmation, substitute “swear” for “solemnly and sincerely declare” for and substitute “SO HELP ME GOD” with “I SO AFFIRM”

Appendix XII Form 20 - Interpreter's Oath

FORM 20
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

INTERPRETER'S OATH (a)

I do swear that I will interpret the mean of communication between the:

Presiding Officer (name)

And the Elector (name)

To the best of my knowledge and belief.

SO HELP ME GOD

NOTE: (a) In the case of an Affirmation, substitute "swear" for "solemnly and sincerely declare"
for and substitute "SO HELP ME GOD" with "I SO AFFIRM"

Appendix XIII Form 21 - Oath of Blind or Incapacitated Elector

FORM 21
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL AND REGIONAL ELECTIONS

OATH (a) OF BLIND OR INCAPACITATED ELECTOR

I do swear that I am incapable of voting without assistance by reason of physical incapacity/blindness.

SO HELP ME GOD

.....

Signature of Elector

NOTE: (a) In the case of an Affirmation, substitute “swear” for “solemnly and sincerely declare” for and substitute “SO HELP ME GOD” with “I SO AFFIRM”

Appendix XIV Form 22 - Oath of Friend of Blind or Incapacitated Elector

FORM 22
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL ELECTIONS

OATH (a) OF FRIEND OF BLIND OR INCAPACITATED ELECTOR

I do swear that I will keep secret, the name of the candidate's paper for whom I mark the Ballot Papers of the Incapacitated/Blind elector on whose behalf I act AND that I have not already marked the Ballot Paper of any other such Incapacitated/Blind elector at either of these two elections.

SO HELP ME GOD

.....

Signature of Elector (Friend)

NOTE: (a) In the case of an Affirmation, substitute "swear" for "solemnly and sincerely declare" for and substitute "SO HELP ME GOD" with "I SO AFFIRM"

Appendix XV Form 23 - Ballot Paper Account

FORM 23		
THE REPRESENTATION OF THE PEOPLE ACT		
GENERAL ELECTIONS		
BALLOT PAPER ACCOUNT		
Ballot Box No.		
General Elections		
Polling District		
Polling Station		
Ballot Paper Account		
1.	Number of Ballot Papers received	
	<i>Serial numbers</i>	
	From	
	To	
2.	Ballot Paper	
	a) Unused	
	b) Spoiled	
	c) Destroyed	
	Total	
3.	Number of Ballots in Box	[Subtract (2) from (1)]
4.	Number of envelopes with Ballots cast	
	a) Disciplined Forces	
	b) Non-Resident Electors	
5.	Total Ballot Papers in Ballot Box	[Add Numbers (3) and (4)]
Tendered Ballot Paper Account		
1.	Number of Ballots Received	
	<i>Serial Numbers</i>	
	From	
	To	
2.	Ballot Papers used	
3.	Ballot Papers unused	
4.	Ballot Papers spoiled	
5.	Ballot Papers destroyed	
.....		
Presiding Officer		
Dated thisday.....20.....		




Note: Ballot Paper Account for Regional Elections follows the same format.

Appendix XVI Form 23 B – Statement of Poll Account Paper Account

FORM 23 B THE REPRESENTATION OF THE PEOPLE ACT GENERAL ELECTIONS STATEMENT OF POLL ACCOUNT	
Ballot Box No.	
General Elections	
Polling District	
Polling Station	
1. Number of Form 23 A - Statements of Poll (General Elections) received	
<i>Serial numbers</i>	
From
To
2. Form 23 A - Statements of Poll (General Elections)	
a) Unused
b) Spoiled
Total
3. Number of Form 23 A - Statements of Poll (General Elections) Used [Subtract (2) from (1)]	
.....	
Presiding Officer	
Dated thisday.....20.....	

Note: Statement of Poll Account for Regional Elections follows the same format.

Appendix XVII Form A 23 – Tally Sheet

FORM A 23 THE REPRESENTATION OF THE PEOPLE ACT CAP 1:03 GENERAL ELECTION TALLY SHEET																								
DISTRICT..... # POLLING STATION NAME POLLING DIVISION/SIB-DIVISION NO.																								
CAT																				Total				
DOG																				Total				
TMI																				Total				
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> Date </div> <div style="width: 30%;"> Name in Block Letters Presiding Officer </div> <div style="width: 30%;"> Signature Presiding Officer </div> </div>																								

Note: Tally Sheet for Regional Elections follows the same format.

Appendix XVIII Specimen Form 23 A - Statement of Poll





FORM 23 A
THE REPRESENTATION OF THE PEOPLE ACT Cap 1:03
GENERAL ELECTION
DISTRICT: 1

STATEMENT OF POLL

Polling District: BARIMA/WAUNI
No:1

Polling Division No:
Polling Station Name:
Ballot Box Number:
Name of Presiding Officer:
(BLOCK LETTERS)

1.

NAME OF PARTY	SYMBOL	NUMBER OF VALID VOTES CAST FOR EACH PARTY
CAT CAT PARTY		
DOG DOG PARTY		
ELEPHANT ELEPHANTS UNITED CONGRESS		
TMA THE MONKEY ALLIANCE		

2.

Total number of valid votes for all Parties / Lists of Candidates

3.

Rejected ballot papers

a) Want of official mark

b) Unmarked or void for uncertainty

c) Marked for more than one Party / List of Candidates

d) Marked so that the elector can be identified

TOTAL (add a + b + c + d)

4.

Total number of votes casts at polling station: (add: 2 + 3)

5.

Number of spoilt ballot papers

6.

Number of destroyed ballot papers

7.

Number of used tendered ballot papers

I hereby certify that this statement is correct.
Dated this day of 2020.

NAME IN BLOCK LETTERS OF
PRESIDING OFFICER

SIGNATURE OF
PRESIDING OFFICER

The count for Polling Station No:
has been witnessed and certified by the following Polling Agent (s) (PA) / Counting Agent (s) (CA).

NAME IN BLOCK LETTERS (Surname first)	SIGNATURE	INITIAL LETTERS OF PARTY	PA/CA

(THE PRESIDING OFFICERS SHALL AFFIX A COPY OF THIS STATEMENT OF POLL AFTER THE CONCLUSION OF THE COUNT, AT A CONSPICUOUS PLACE OUTSIDE THE POLLING STATION AND AT A SUFFICIENT HEIGHT, IN THE PRESENCE OF ALL WITNESSES, AS EVIDENCE OF THE RESULTS OF THE ELECTION FOR THAT POLLING STATION.)

ALL SIGNATURES ON THIS PAGE MUST BE ORIGINAL SIGNATURES.

THIS FORM MUST BE FILED USING A BLACK INK PEN

Note: Statement of Poll for Regional Elections follow the same format (blue border)

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