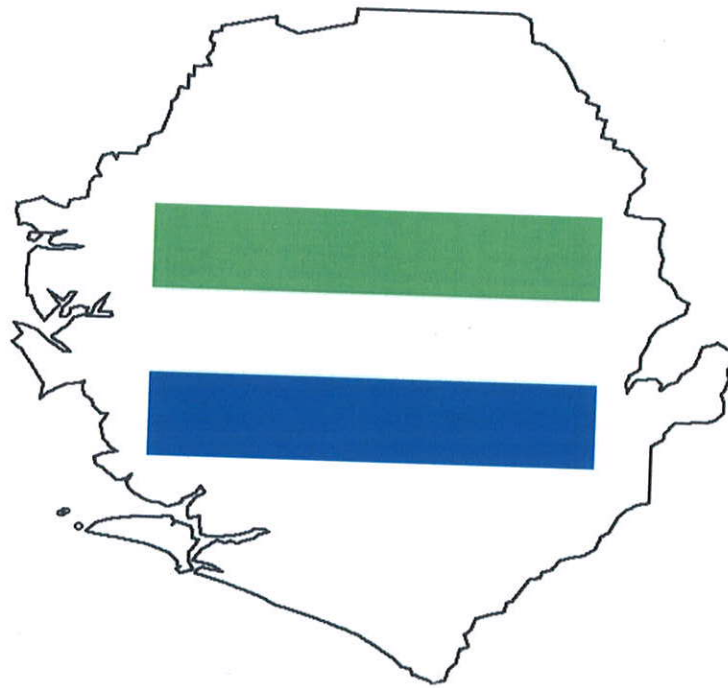


Political Party and Independent Candidate Agent's Manual



**Local Government Elections
2008**

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INTRODUCTION

You have been chosen to represent your political party or candidate at the polls on election day. As a party or independent candidate agent, you will be the official representative of your political party or candidate at the polling station. Your job as agent will be to observe and record the voting process on behalf of your party or candidate, question irregular activities in the polling station, and to observe the count and receive a copy of the results of the elections.

This booklet is meant to help you perform your duties as a party agent. The ultimate authorities on election procedures are the 1991 Constitution, the Electoral Laws Act 2002 as amended, the Local Government Act 2004, and the National Electoral Commission's (NEC) "Polling and Counting Manual." If disagreements about voting procedures arise, refer to these documents. The Presiding Officer at your polling station will have a copy of the NEC's guidelines.

Why Do We Have Elections?

The Universal Declaration of Human Rights says that governments receive the authority to rule from citizens. Elections held regularly allow citizens to choose who will be in government, and helps to ensure that governments serve the needs of the people. Citizens should vote in secret, and without fear of violence or intimidation. Results should be announced quickly and accurately.

Why Observe Elections?

No election in any country is completely free of mistakes. People run elections, and people make mistakes. Because elections produce winners and losers, and no one wants to lose, some candidates or parties may try to rig the outcome. The NEC allows both political party agents and non-partisan observers to observe the elections.

About the Local Government Elections

Local government is a government elected by and accountable to local people who are qualified to vote within their communities. Local government bodies are called councils. The women and men elected to local councils will be responsible for bringing government and services closer to the people at the grass roots level.

Sierra Leone's Local Government Act (2004) provides for 19 local councils as follows:

- 5 City Councils
- 13 District Councils
- 1 Municipality

Political parties and independent candidates are contesting the elections, and the candidate who wins the highest number of valid votes cast in the locality is elected.

Mayor/Chairpersons elections

Voters will vote for 6 Mayors and 13 Chairpersons to head the councils in the various localities. These elections are held every four years.

Councilors' elections

Voters will also vote for 456 councilors to represent them in the 394 wards. There will be one councilor elected for each ward, except in 20 wards where the number of councilors will vary from 4 to 8.

- *Councilors' elections in single member wards.* In single member wards, voters will mark the ballot paper only once in the box against the name of the candidate of their choice.
- *Councilors' elections in multi-member wards.* In multimember wards voters will mark the councilors' ballot paper as many times as the number of councilors to be elected in that particular ward. The candidates with the highest votes will be elected.

YOUR JOB AS A PARTY / INDEPENDENT CANDIDATE AGENT

As a political party or independent candidate agent your job is to help improve the election by observing what happens at a polling station. If you perform your job well, you will be able to:

- Uncover innocent mistakes or intentional rigging by being alert and knowing the election procedures;
- Correct problems by bringing them to the attention of election officials; and

Provide your party with information about the conduct of the election at your polling station by recording what you observe during the day.

Getting Accredited

In order to be allowed to observe the polls on election day, you have to be accredited by the NEC. To be accredited, you must fill out a NEC accreditation form and your party or candidate must bring it to the NEC District Electoral Office, along with two passport photos with your name written on the back of each photo. **Please submit the form and photos as soon as possible.** Then, within a few days, NEC will make a badge for you, which you can pick up from your party or candidate leaders.

Rights and Responsibilities of Party / Independent Candidate Agents

As a party / independent candidate agent, you have certain rights and responsibilities. Keep these things in mind as you do your work on election day.

YOUR RIGHTS

- * Observe the polling and counting exercise on behalf of your party or candidate.
- * Raise concerns. If you have a question or think that there is a

problem, remain calm and raise the issue with the Presiding Officer to solve it. If you do not raise concerns on behalf of your party or candidate, no one else will. If you raise a concern with the Presiding Officer, you have the right to have it recorded in his or her official journal.

Following the counting procedures, sign the NEC result form. Also record the results in your notebook or on the forms given to you by your party or candidate.

Remember that party agents can only vote at the polling station where they are registered.

YOUR RESPONSIBILITIES

- * Be at your polling station. Arrive by 6:00AM and stay until counting is completed. The NEC allows two party agents from each party to be assigned to a single polling station, but only one of you may be in the station at a time. One of you must be at the polling station until voting and counting are completed. The other may act as a relief if you get tired. If you do not stay at your polling station, no one will defend the interests of your party or candidate.
- * Carry your ID card or badge issued by the NEC and make sure that it clearly refers to the Section/Area where your assigned polling station is located.
- * **Do not interfere with the polling and counting process in any way.** You are there to monitor only—it is the job of the NEC officials to conduct the process.
- * Do not intimidate or interfere with any voter. On election day, do not campaign on behalf of your party or candidate. Do not display anything which indicates which party you belong to.
- * Remember that election officials are responsible for the election. Stay calm if problems arise. Nobody is perfect, and honest mistakes will happen. Record and report problems according with the procedures described later in this manual (see page 6).
- * Do not make false accusations, which can hurt your reputation and those of your candidate and party. Do not let partisan interests cloud your judgment.

- * Leave the polling station if the presiding officer asks you to. Be sure to record this in your notebook or on your checklists.

Detecting Fraud

Although many of the errors you will find on election day are the result of human error, unfortunately there are those who will try and cheat at the ballot box in order to increase their vote. There are many different ways people can abuse the process, but ballot box stuffing is one of the most common. Ballot box stuffing is when someone marks empty ballot papers and places them into the ballot box when no one is looking. You can help make sure this doesn't happen with a few key strategies.

Spread out: Your party or candidate will assign agents to polling stations in a way that spreads out agents to as many polling stations as possible. Highly contested polling stations are often the safest from fraud because so many people are watching them. Precincts largely controlled by one party, where it is expected they will get a high percentage of the vote, are the potential problem areas for this kind of fraud. Your party or candidate will take this into consideration when assigning agents to polling stations.

Know your numbers: Know the number of registered voters in your polling station. Make sure the number of ballots counted doesn't exceed the number of people registered to vote.

Count: Count the number of people who vote on election day. Keep track of people going into the polling place. When your replacement shows up, show him/her your count and ask them to continue. Track your records with the total number of ballots used. Your number will be an estimate, but it should be close to the total number of ballots in the ballot box determined during the count. If your number of voters is very different from the number of ballots in the box, register a complaint with the Presiding Officer.

Process for Registering and Recording Complaints

On election day, your job is to observe the voting and counting processes and record what happens on the forms given to you by your party or candidate. If you see something happen that is in violation of the NEC election procedures and regulations (which are explained in detail in the "Election Procedures" section on pgs. 9-21 of this manual), you should bring the issue to the attention of the polling station staff. Examples of election offences could include (but are not limited to):

- Voting or attempting to vote more than once;
- Hindering or obstructing polling staff in the execution of her/his duties;
- Infringement of secrecy of the voters' ballot;
- Improper practice by election officials e.g. partiality and undue influence by polling staff;
- Interference with voting materials by unauthorised persons;
- Bribery;
- Campaigning within 400 yards of the polling centre in support of a particular party or candidate

The following are the appropriate steps you should take when lodging an official complaint.

1) If you see a violation taking place, you should calmly and respectfully raise the issue with the Presiding Officer immediately. You are able to do this either in writing or by speaking at the time the irregularity is witnessed.

2) Presiding Officers (PO) have a journal for recording complaints and how they responded to them. Make sure that the issue you raised is recorded in the journal and that you and the Presiding Officer sign your names next to the entry. Any response or action by the polling official in relation to the complaint must also be recorded in the journal. If the complaint is made to the Presiding Officer, and the Presiding Officer considers it necessary, a complaint can be referred to the Polling Center Manager for advice. Please also record your complaint in your notebook and on your forms.

3) If you are not satisfied with the response of the Presiding Officer, you can bring the issue in writing or by speaking to the Polling Centre Manager (PCM). He or she should also record your complaint in a journal, which you should sign.

4) If the violation was minor and if it was addressed quickly by the Presiding Officer or Polling Centre Manager, you should make a note of the incident in your notebook or on the checklists given to you by your party.

5) If you are still not satisfied with the response by the Presiding Officer or the Polling Center Manager, you must remain calm. The NEC staff make decisions about how to deal with incidents in the polling stations and everyone must respect that.

6) Following election day, if you and your party or candidate believe the incident is serious enough, your party or candidate can address the complaint in writing to the District Electoral Officer (DEO). If you and your party or candidate are still not satisfied with the response from the District Electoral Officer, you can appeal the complaint in writing to the NEC headquarters in Freetown. If you and your party or candidate are still not satisfied with the response from the NEC, the complaint can be referred to the Election Offences Court. If the complaint involves election results, it should be appealed to the High Court.

Preparing for Election Day

Being a party agent is not difficult, but to do the job well you must understand the procedures that are supposed to take place on election day and prepare yourself well. Attending a training session for party agents organized by your party is a good way to learn about what is supposed to happen on election day. This manual also explains these procedures, so you can refer to it if you need to. Also, don't hesitate to ask your party trainer questions. It is his or her job to help you understand how the election works.

Observing a polling station is an all day job. You must arrive at your assigned polling station by 6:00AM. You must stay at your assigned polling station throughout the election, unless your alternate arrives to relieve you. Before election day, you should prepare yourself by assembling supplies that you will need during the day and evening, including:

- ✓ This manual
- ✓ Checklists or forms to record your observations
- ✓ Mobile phone and contact information for your party supervisor
- ✓ Notebook
- ✓ Pen
- ✓ Food and water
- ✓ Candle or torch

ELECTION PROCEDURES

To observe elections effectively, you need to know the correct procedures for voting and counting.

Polling Locations

Polling Centre: A former Voter Registration Centre. Within any particular polling centre there will be a number of polling stations where a pre-defined number of voters will cast their ballots.

Polling Station: The place within the polling centre where a team of polling officials work together to issue ballot papers to voters. The number of voters assigned to a polling centre will differ, but will not be more than 600.

Authorised Personnel

Only certain people are allowed to be in the polling station on election day. This helps to ensure that voting and counting takes place in an orderly manner. The NEC assigns five staff members to each polling station. These staff members should remain at their posts all day:

Presiding Officer: Manages the assigned polling station; supervises other polling staff; counts the ballots; and ensures that all required documentation is completed correctly.

Queue Controller: Controls the entrance and exit of the polling station and ensures that the queue is maintained in an orderly manner.

Voter Identification Officer: Verifies the presence of each voter on the Final Register of Electors (FRE); verifies that the voter has not already voted; and punches the voter's ID card to prevent it from being used twice.

Ballot Paper Issuer: Validates the ballot paper using the NEC validation stamp; issues the ballots to the voter; and directs the voter to a vacant voting screen.

Ballot Box Controller: Guards the ballot boxes and ensures that each voter's finger is inked immediately after voting and before leaving the polling station.

In addition to these polling station staff members, other people are allowed to be in the polling station on election day. They include:

- Registered voters
- NEC officials
- UN technical assistance team
- Accredited party or candidate agents
- Accredited electoral observers, national or international
- Members of the media with valid press cards

SLP or other security officers assigned to the polling centre. Please note that police and other security officers must wear their uniforms and display IDs. Security officer should remain outside the polling station. However, if a disturbance occurs, the Presiding Officer or another senior NEC official may invite the security officer(s) into the polling station to restore order. If this happens, make a note on your form or in your report describing the incident.

Opening of the Polling Station

You should arrive at your polling station no later than 6:00AM to observe the NEC staff set up the polling station. Voting will begin at 7:00AM. The first thing you should do when you arrive at the polling station is introduce yourself to the Presiding Officer, showing him or her your badge, and to any other observers from political parties, independent candidates, civil society groups or international organizations.

Here are the things you should be looking out for while the NEC staff are setting up the polling station. If you observe problems, you should remain calm and respectfully alert the Presiding Officer. Make sure that the issue

you raised is recorded in the journal and that you sign your name next to the entry.

Outside the Polling Station

- Signs should be posted on the outside of the building to identify it as a polling center.
- Signs indicating the polling station number and the Voter Registration ID Card numbers of the voters that are supposed to vote in that station should also be posted outside each polling station. Voters will be assigned to polling stations based on the last two digits in the number on their voter ID card.
- There should be no campaign materials within 400 yards of the polling centre.
- No one should be intimidating NEC officials, voters or observers, and no one should be keeping authorized staff from entering the polling station.
- Police or security personnel can be present outside the polling centre. The queue of people waiting to vote should be calm and orderly.

Inside the Polling Station

- Station should be set up to allow people to move smoothly through the voting process and ensure people can vote in secret.
 - Presiding Officer should complete the "Presiding Officer's Ballot Paper Reconciliation" form for both chairperson/mayoral and councilor elections, indicating the number of ballots received.
- Presiding Officer should open the ballot boxes to demonstrate that they are empty and then they should be sealed shut. The seal numbers should be recorded on the "Record of the Seals" form. **You have the right to sign this form confirming the seal numbers. You should also record the seal numbers in your notebook or on your checklists.**
- The voting should be set up so that voters can mark their ballots in secret. Only authorized persons should be inside the polling station.

Polling stations should be stocked with the proper materials, which arrive packed in a special kit:

Books of ballot papers

Final Register of Electors (FRE): arranged numerically by ID card number

Official ballot stamp: used to certify ballot papers

Indelible ink: voters dip the left hand index finger in the ink after casting their ballots

Two ballot boxes (one with a blue label for the chairperson/mayor election, and one with a white label for the councilor election)

Voting screens: each voting screen allows four voters at a time to cast ballots in secret

Security seals: used to secure the ballot boxes

Presiding Officer's journal: used to record events of election day

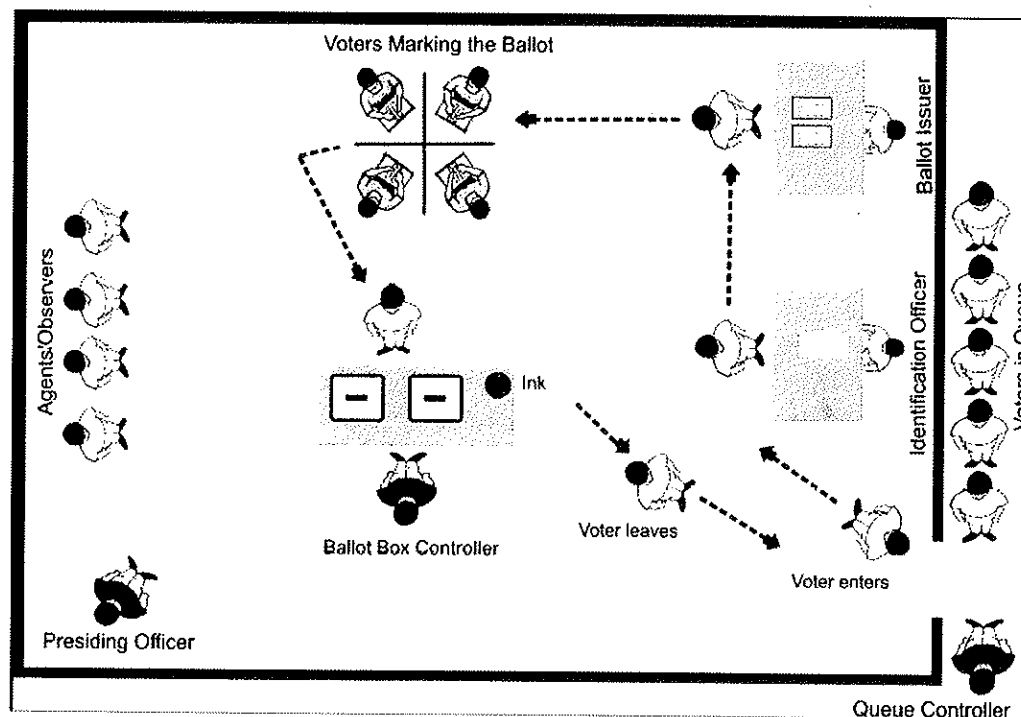
Voting

Voting should begin promptly at 7:00AM. All registered Sierra Leoneans with valid ID cards whose names are on the Final Register of Electors (FRE) for a particular polling station are qualified to vote.

Voting by Party Agents, Observers, Sierra Leone Police, and Staff

Party agents and observers are allowed to vote before the general public votes *only if they are on the FRE for that polling station*. Polling staff and Sierra Leone Police (SLP) members who wish to vote may do so when the station is less busy towards the end of the process. The Presiding Officer will decide when they will vote. Polling officials must vote in the polling stations at which they are registered. If polling officials are working within the same ward or locality in which they are registered, they may also vote at the polling station at which they are working. SLP members may vote in any polling station within the particular ward or locality in which they are registered.

Typical Voting Process



Each voter should go through the following process:

Step 1: Voter enters the polling centre

Voter arrives at the polling centre and gets in the queue for their assigned polling station (determined by the last two numbers on a voter's ID card). The Queue Controller helps direct voters to the correct queue. Voters with disabilities, old people, and pregnant/nursing women should be given an opportunity to go to the front of the queue.

Step 2: Identification

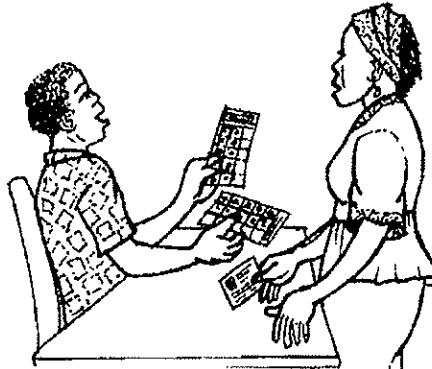
The voter identification officer checks the voter's finger for traces of ink. The voter presents her/his VR card, and it is inspected to ensure the voter's identity and that the card has not been punched for these elections. The officer checks the Final Register of Electors (FRE) for the voter's name, ticks it on the FRE, and punches her/his voter ID card in the top middle.



Step 3: Issuing of ballot papers

Voter moves to the Ballot Paper Issuer who will provide the voter with two ballots (one for each election) according to the following procedure:

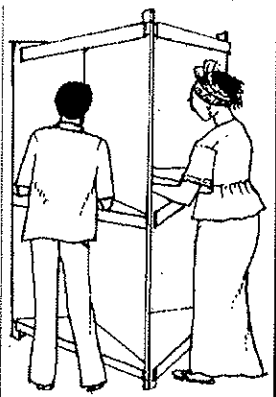
- Detaches ballot papers from the books
- Stamps back of each ballot with the official stamp
- Shows the two ballots and explains to the voter that blue is for chairperson/mayor and pink/purple for councilors
- Explains the method of voting, completely impartially (the chairperson ballot should be marked only once, and the councilors ballot can be marked depending on the ward (single or multimember) according with the number of councilors to be elected)



- Pre-folds the ballot papers
- Directs voter to a vacant voting screen

Step 4: Marking the ballots

Voter enters voting screen, marks the ballot with a pen or thumbprint in the box of the candidate of his/her choice, waits for the ink to dry, and folds the two ballot papers separately so that the marking is hidden. The voter then proceeds to the ballot boxes.



Step 5: Casting ballots and inking of finger

The voter deposits the ballots in the correct ballot box. Voter dips left hand index finger in the indelible ink with assistance from the Ballot Box Controller. The voter leaves the polling station immediately.



Providing Assistance to Voters

Some men and women living with physical disabilities may find it difficult to vote. Such voters can ask for assistance when voting. The person assisting them can be a friend or

relative, and must be a registered voter. This assistant will only be allowed to give help to one voter on election day. Voters cannot be assisted by a NEC official. Political party and independent candidate agents also cannot assist voters.

Closing of the Polling Station

At 5:00PM, no additional voters will be allowed to join the queue. However, voters already standing in the queues at this time can still vote.

The process of closing the polling station will begin after all voters who were in the queue at 5:00PM have cast their ballots. Here are the things you should be looking out for while the NEC staff are closing the polling station. If you have any concerns about any of these issues, bring them to the attention of the Presiding Officer. Make sure that the issue you raised is recorded in the journal and that you sign your name next to the entry.

- * The Queue Controller should ensure that any person joining the queue after 5:00PM should not be allowed to vote.
- * The Presiding Officer should seal the slot of the ballot box and record the number of the seals in the "Record of the seals" form.
- * The Presiding Officer should calculate the total number of ballots issued to voters as follows: (A-B-C = D)
 - o A. Total number of ballots received
 - o B. Number of spoiled ballots
 - o C. Number of unused ballots
 - o D. Number of voters issued with ballots
- * The Presiding Officer should record your name and the names of the other party agents and observers in the Presiding Officer's ballot papers reconciliation form.
- * The Presiding Officer should pack polling materials into tamper evident envelopes (TEEs), but wait to seal the envelopes until after the count is complete.
 - o The first TEE should include: used ballot stubs for both chairperson/mayor and councilor elections, envelope with spoiled ballots for both elections, unused ballots for both elections and the Final Register of Electors for the polling station.
 - o The second TEE should include: indelible ink, unused ballot box seals and the official stamp.

Counting

The Presiding Officer is responsible for organizing the ballot count in his or her polling stations. The polling station should be rearranged to make it easy to count the ballots. You and the other party agents should be able to clearly see the ballots at all times, but **you are not ever allowed to touch the ballots**. All voting materials not required for the count should be packed away. If you have any concerns about any of these issues, bring them to the attention of the

recorded in the journal and that you sign your name next to the entry. Here are the things you should be looking out for while the NEC staff are counting the ballots.

Party/Candidate agents present during the counting of the ballots may sign their names and indicate the name of their party/candidate on the results form. If you feel that the results on the form do not reflect what you observed and are not willing to sign the form, the PO will record this information and the reasons why in her/his journal.

Opening the ballot box: The Presiding Officer will confirm the seals on the "Record of Seals" form. You will be asked to check the seal numbers before they are removed and to sign the "Record of Seals" if they match the numbers recorded on the form. The Presiding Officer will cut the seals and empty the ballots onto the table.



Reconciling the ballot papers: The Presiding Officer will count the ballots in the box and place them in piles of 50 with unstamped ballots placed in a separate pile. The total number of ballots withdrawn from the ballot box should match the number of ballots issued to voters. Any discrepancy in these numbers should be recorded in the Presiding Officer's journal and the Polling Centre Manager should be informed. **If there is a discrepancy, the Presiding Officer should confirm with you that the results of the count will be strictly provisional and that the District Electoral Office will be informed of the problem.**

After reconciliation: The Presiding Officer will announce to you the total number of ballots cast and will invite you to sign the "Ballot Reconciliation" form confirming it is correct. The ballot papers should then be returned to the ballot box and sealed. You should record the seal numbers on your form and sign the "Record of Seals" form.

Sorting the ballots (only for chairperson/mayor ballots and for councilors' ballots in single member wards): The Presiding Officer will again break the seals on the ballot box and empty the box. The unstamped ballots should be separated immediately. The Presiding Officer should hold each ballot up to show you how each ballot was marked before placing the ballots in stacks according to the voter's choice of candidate.

A ballot will be considered **VALID** (for chairperson/mayor election and for councilor elections in single member wards) if the voter's intention is clear. Ballot papers are valid if:

- There is a mark of any description (other than a mark which will identify a voter) which is clearly in the area allocated to a candidate on the ballot paper and there are no other marks on the ballot paper;
- There are two or more marks on the ballot paper, but they are all within the area allocated to a single candidate;
- There are two or more marks on the ballot paper, but the Presiding Officer is satisfied that one mark represents the voter's intention and that the other marks are stray marks, (provided that they are outside the margins of the boxes corresponding to the candidates details);
- The ballot is torn but all boxes for all candidates remain intact; or
A mark made in a box touches other boxes, but the greater part of the mark is within a single box next to one candidate i.e. the major portion of the mark is within the box for one candidate.

INVALID ballots should be marked as "REJECTED" and placed in a separate pile. A ballot paper is invalid (for chairperson/mayor election and for councilor elections in single member wards) if:

- There is no official stamp on the back;
- There is writing on the ballot which would enable a political party to identify the voter who cast the ballot;
- There is no mark on the ballot;
- It is impossible to be sure which candidate has been marked; or

The mark on the ballot has been altered, erased or crossed-out.

If you think that a ballot has been wrongly declared invalid, you may object to the Presiding Officer. Remember, his or her decision is final, but you have the right to mark down your concerns on your form to assist your party or candidate in appealing the decision after the election.

Counting the votes for chairperson/mayor ballots and for councilors' ballots in single member wards:

Once the ballots have been sorted and bundled into stacks of 50 for each candidate and invalid ballots, each stack will be counted separately in the order in which the candidate appears on the ballot papers. The counting must be done so that you have a full view of the process.

The ballot papers in each stack should be counted twice to confirm the number of votes for each candidate.

You may request a recount if you are not satisfied with the initial count. If the result of the second count is different from the first, the Presiding Officer should make the corrections to his or her form using red pen.

After the votes are counted, the Presiding Officer should record the results on the "Polling Station Results" form and announce them loudly for each candidate so that you are able to record the results on your forms.

You should sign the "Polling Station Results" form to indicate the results reflect what you observed. You are not required to sign the form if you do not agree with that the results recorded are accurate.

The Presiding Officer will provide copies of the signed "Polling Station Results" form for party / candidate agents in the polling station and also post a copy on the polling station.

Counting the votes for councilors elections in multimember wards:

The Presiding Officer will announce the number of councilors to be elected

in that ward. Before the process begins, the Presiding Officer will explain the counting process to all present in the polling station.

Ballots will be considered **valid** (for councilor elections in multimember wards) if:

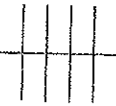
- They have as many marks as councilors to be elected in that ward;
- There are fewer marks than the number of councilors to be elected; or
- There are different marks and it is clear that all the marks clearly indicate the intention of the voter.

Ballots will be considered **invalid** (for councilor elections in multimember wards) if:

- The ballot is not stamped;
- The ballot is not marked at all;
- There are more marks than the number of councilors to be elected for that ward; or

There are different marks but none of them can be considered a clear intention of the voter

The Presiding Officer will read aloud valid votes obtained by each candidate for each ballot paper. The ID officer will enter the votes in the Record of the Count Worksheet with a single line that indicates each vote (see drawing that represents 5 votes). Please remember that in multimember wards, the number of councilors ballots issued and the results recorded after the count of the votes will not be the same, as many ballot papers will be marked several times.



You should receive a copy of the polling station results form for both the Chairperson/Mayor and Councilor elections. A copy of the results forms should also be posted outside the polling station.

Packing and Delivery of Materials

The Presiding Officer (PO) will pack the election materials at the end of the polling and counting process and hand them over to the Polling Centre Manager (PCM) for transport to the District Electoral Office (DEO). If you have any concerns about how materials are being packed or transported, bring them to the attention of the Presiding Officer. Make sure that the issue you raised is recorded in the journal and that you sign your name next to the entry. Here is what should happen:

Packing the ballot papers and other materials: The Presiding Officer should stack all the valid ballots cast for each candidate together in separate bundles. Then all the bundles of valid ballots should be joined together to create one larger bundle. Then the stack of invalid ballots should be bundled together and joined with the bundle of valid ballots. The Presiding Officer should put the bundles for each election in one of the ballot boxes and seal it, recording the seal numbers on the Record of Seal form. Once the ballots have been packed and sealed in the ballot box, the Tamper Evident Envelopes (TEEs), which were packed before the count should be sealed.

Delivering the materials: Once all materials are packed, the Presiding Officer should deliver them to the Polling Centre Manager. Once the items are transferred to the Polling Centre Manager, she or he should sign the Material Transfer Form After Counting. The Presiding Officer should keep a copy of the form, and the original should be transferred with the materials.

REPORTING TO YOUR PARTY OR CANDIDATE

After the votes have been counted and the ballots and other materials have been delivered, you have completed your job as a Party or Candidate Agent. Please make sure that your checklists are complete. Provide your report and checklists to your supervisor as soon as possible. Your report or checklist should be written very clearly. Sign your report or checklist and provide your name, contact information, the date, and the number of the polling station you observed. The information you provide in your report or on your checklist may be critical in helping your party or candidate.

Your reports will help to:

- Confirm that the results announced by the electoral commission are correct.
- Assess whether any problems that your or others observed occurred in only a few places or may have been widespread or severe enough to affect the election result.

Build a legal case for contesting the election, if your party or candidate determines this is appropriate. If a legal case is warranted, the written information you provide may be required as evidence. You may even be required to testify in court about what you observed.

You will find included here two checklists that may assist you as you observe at your polling station and prepare reports for your political party or candidate. A **voting checklist** has been included to record your observations of the voting process at your polling station. A **counting checklist** is included here to record your observations of the counting process and to provide space for you to record the results of each election in your polling station.

PARTY / CANDIDATE AGENTS OBSERVATIONS

VOTING

On election day you will be assigned by your party or candidate to monitor the voting process at a specific Polling Station. This form is for monitoring the voting process. There is a separate form for monitoring the counting process. For the information that you gather to be useful to your party or candidate this form needs to be sent as soon as possible to your party leaders.

Remember to print clearly (many people will read and handle this form)

Your Name:	Your Party / Candidate:
District Name:	Ward Number:
Polling Center Number:	Polling Station Number :
Presiding Officer (PO) Name:	
Polling Centre Manager Name:	
Time Arrived at Polling Station:	
Number of registered voters:	
Number of ballot papers issued (Chairperson/Mayor elections):	

QUESTION	YES	NO	COMMENT
1. Were there sufficient voting materials at the polling station?			
2. Were there sufficient staff at the polling station?			
3. Did the polling station open on time at 7am?			
4. Were all eligible voters, including those with valid ID and name on the FRE, allowed to vote?			If you checked no, please estimate how many eligible voters were turned away _____
5. Were all persons ineligible to vote, including those without valid ID or without their name on the FRE, turned away?			If you checked no, please estimate how many ineligible persons were turned away _____
6. Were only persons of legal voting age allowed to vote?			

Ward# _____ PS# _____

QUESTION	YES	NO	COMMENT
7. Did the Voter ID officer consistently check voters fingers for ink prior to voting?			
8. Were the appropriate voting procedures followed?			
9. Were voters able to cast their ballots secretly?			
10. Were voters in the queue at 5pm allowed to cast ballots?			
11. Did the polling staff appropriately address party agents' complaints?			
12. Did the Presiding Officer's journal reflect the days events, including any complaints that may have been raised by observers?			
13. Were there agents from other parties / candidates present all day? If yes, list which ones.			
14. Were non-partisan observers present all day? If yes, please name their organizations.			
15. Was the polling station environment peaceful and free of intimidation or disruption?			
16. Was the polling station environment free of campaigning and campaign materials (within at least 400 yards)?			
17. In your opinion, was the voting at your polling station conducted freely and fairly?			
18. Estimated number of voters who cast ballots at the polling station:			
19. Additional Comments or Critical Incidents:			
Your Signature:		Date:	

Ward# _____ PS# _____

PARTY / CANDIDATE AGENT OBSERVATIONS

COUNTING

On election day you will be assigned by your party or candidate to monitor the voting process at a specific Polling Station. This form is for monitoring the counting process. There is a separate form for monitoring the voting process. For the information that you gather to be useful to your party or candidate, this form needs to be sent as soon as possible to your party or candidate leaders.

Remember to print clearly (many people will read and handle this form)

Your Name:	Your Party / Candidate:
District Name:	Ward Number:
Polling Center Number:	Polling Station Number :
Presiding Officer (PO) Name:	
Polling Centre Manager Name:	
Time Polling Station Closed:	Time Counting Began:
Number of registered voters:	

QUESTION	YES	NO	COMMENT
1. Were the ballot boxes sealed with the correct seals at the close of the polling stations?			
2. Were unused ballots properly handled and accounted for?			
3. Were you allowed to view all ballot papers as they were reconciled?			
4. Were all stamped ballots identified as valid and included in the count?			
5. Were all unstamped ballots identified as invalid, marked as REJECTED and not counted?			
6. Were all observers and agents present allowed to view all ballot papers as they were sorted by candidate and counted?			
7. Were ballots on which the voter's intent was clear declared valid and included in the count?			
8. If a recount was requested by a party agent, was it conducted?			
9. Did the PO appropriately resolve all complaints and record them into the journal?			

Ward# _____ PS# _____

QUESTION	YES	NO	COMMENT
10. Were results properly recorded on the Polling Station Results form?			
11. Were you able to sign the results form? If you chose not to, explain in the comments.			
12. Did you receive a copy of the results form to take with you from the station?			
13. Were voting materials securely packed and transferred appropriately?			
14. Was the counting peaceful, free of disruption, and free from unauthorized persons?			
15. Do you feel that the results for this polling station are accurate?			

POLLING STATION RESULTS

Chairperson / Mayor Ballots	Councillors Ballots
(i) Number of ballots received	(i) Number of ballots received
(ii) Number of additional ballots	(ii) Number of additional ballots
(iii) Number of ballots issued to another PS	(iii) Number of ballots issued to another PS
A. Total number of ballots received (i + ii - iii)	A. Total number of ballots received (i + ii - iii)
B. Number of spoiled ballots	B. Number of spoiled ballots
C. Number of unused ballots	C. Number of unused ballots
D. Number of voters	D. Number of voters
E. Number of ballot papers	E. Number of ballot papers
F. Record any discrepancy (if any) (D-E = F)	F. Record any discrepancy (if any) (D-E = F)

Your Signature: _____ Date: _____

Ward# _____ PS# _____

POLLING STATION RESULTS		Ward #	Polling Station #
Polling station results for Chairperson/Mayor Elections			
Candidate name (follow order from the ballot paper)		Votes Obtained	
		1. Total number of votes obtained by candidates	
		2. Total number of invalid votes	
		3. Total number of votes (1+2=3)	

Polling station results for Councillor Elections			
Candidate name (follow order from the ballot paper)	Votes Obtained	Candidate name (follow order from the ballot paper)	Votes Obtained

Your Signature: _____ Date: _____

Ward# _____ PS# _____

This manual has been published by the
National Democratic Institute for International Affairs (NDI)



with financial assistance from the
United States Agency for International Development (USAID)

Special thanks to the National Election Commission (NEC) for use of the illustrations.