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POLLING CENTRES OFFICIALS MANUAL
ELECTION OF THE COUNCIL OF REPRESENTATIVES

(POLLING)

2. MESSAGE FROM HNEC CHAIRMAN



In the Name of Allah, Most Gracious, Most Merciful

Dear Polling, Sorting and Counting Officers

The HNEC highly values your efforts exerted for the success of the most important event, the election of the COR, deemed as the transitional legislative authority of the state.

With this spirit, the Commission would like to present to you today Polling, Sorting and Counting Manual for you to operate accordingly. It hinges around the key and most serious stages of the electoral process, which require meticulous compliance with the procedures free of errors or personal reasoning.

We trust that you will deal with this constitutional entitlement with a great deal of knowledge and sense of accountability.

God speed

Assalamu Alaikum

Emad Al-Sayeh

HNEC Chairman

3. ESSENTIAL DEFINITIONS

#	Term	Definition
1	Commission	The body in charge of administering and carrying out the electoral process. It has been established as per the provisions of Law 8 (2013) promulgated by the GNC
2	HQ	Located in Tripoli and includes BOC and General Administration
3	Electoral Committee Office	17 offices in charge of administering and carrying out the electoral process across Libya and reporting to HNEC HQ on the process
4	Polling centre	The venue where polling process is carried out
5	Station	The venue that houses ballot boxes and ballots. In this place the identity of the voter is verified and polling procedures are conducted inside the Polling centre
6	Voter Register	The record that contains the names of voters. It is used on E-day
7	Polling materials	The supplies required for the conduct of the polling process
8	Polling kit	The supporting supplies required for the conduct of the polling process. They are placed inside a small box for each station
9	Ballot paper	The standard ballot issued by the Commission to be used in polling for each race
10	General Race	The ballot that contains the names of candidates competing for the general race only
11	Special Race	The ballot that contains the names of female candidates competing for the special race
12	Unused ballots	The ballots that have not been delivered to the voters during the polling process and remained in the custody of the ballot paper issuer
13	Spoiled ballots	The ballots replaced with others after being mishandled by the voter, torn while being detached from the pad of ballots or soiled in a manner that renders it unusable
14	Cancelled ballots	The ballots which are revoked from voters, who refuse to ink their fingers prior to inserting the ballot into the ballot box, or found on the floor inside the station
15	Invalid ballots	The ballots that bear marks that do not reflect the voter's intention or choice or not bear any mark at all. they may not be included in the counting process
16	Valid ballots	Ballots that bear the official HNEC stamp and a mark that reflects the voter's intention in selecting a particular candidate. This ballot is included in the counting process
17	Unstamped ballots	The ballots that do not bear the HNEC official stamp and are not included in the counting process
18	Tamper Evident Bags	Plastic bags that once sealed may not be opened without cutting or ripping them open

19	Plastic Seals	Plastic locks that bear sequential numbers to be used for locking boxes

4. CODE OF CONDUCT FOR ELECTION OFFICIALS

Pursuant to Law 8 (2013) on the Establishment of the HNEC and Law 10 (2014) on the elections, and with the view to determine the legal criteria for election officials (permanent and temporary), this code of conduct has been promulgated. The High National Elections Commission may sanction or take strict actions, as stipulated by the aforementioned laws, against election officials who violate any provision of the code of conduct.

Elections officials shall do the following:

- 1) attend all training courses and familiarize themselves with all relevant procedures established by the HNEC General Administration;
- 2) be on time and carry out the tasks entrusted to them with utmost professionalism and transparency, according to the timetable approved by the HNEC BOC or General Administration;
- 3) perform their duties according to laws on the elections and establishment of the HNEC in addition to the regulations, procedures and other documents established by the HNEC;
- 4) respect everyone's basic rights of freedom of opinion, expression, association, assembly and movement;
- 5) act impartially and without bias with voters, candidates, observers, media representatives and others;
- 6) not to indicate support of any candidate by their clothes, badges, deeds, behaviour or speeches;
- 7) be fully neutral with all electoral stakeholders, and removed from any suspicion through receiving money or any benefits from candidates or any other bodies
- 8) respect the secrecy and privacy of information gained in the conduct of their duties
- 9) treat all persons on equal footing and with utmost respect and appreciation, without considering their gender, religion, belief, age or disability and regardless of their social origin or personal status



5. GENERAL INFORMATION

INTRODUCTION

Pursuant to the provisions of the Interim Constitutional Declaration enacted on 3 August 2011, in accordance with Article 30



and its amendments, as per Law 10 (2014) enacted by the General National Congress on the election of the Council of Representatives and Law 8 (2013) on the establishment of the High National Elections Commission, the HNEC will be in charge of administering the electoral process.

ELECTION OF THE COUNCIL OF REPRESENTATIVES

- Council of Representatives comprises 200 member, to be elected in accordance with the majoritarian system
- All Libyans, men and women, who meet the requirements for candidacy, stipulated by the law may be nominated for the membership of the Council of Representatives.
- Sixteen percent of seats have been reserved for women. Male and female voters shall ballot for each women seat in the polling centres.
- First-past-the-post system shall be in place for the single-member constituency
- Single-non-transferable-vote shall be in place for the multi-member constituencies



WHO CAN VOTE?

A voter have the right to elect the Council of Representatives if s/he:

- Is able to turn up in person on E-day
- Is listed in the voter register in the station where s/he is voting
- Is able to provide a photographic personal identity document (ID, passport, family booklet or any other formal identification paper) to prove her/his identity



CENTRES AND STATIONS

Voters may only cast their votes in the centres where they registered. This rule does not apply to HNEC officials and security personnel operating in the polling centres other than those where they registered. They are allowed to vote in the polling centres, to which they are assigned to work, provided:

- The centres where they work are located within the same sub-constituency, where they registered
- They provide their National ID Numbers to confirm their registration in the VR system



CENTRES AND STATIONS CODING

Each station will be identified by the code of the Polling Centre (5 digits), followed by the station code (2 digits). Each station code will be unique.



N.B. It is ESSENTIAL to use the correct coding on all of the forms



VOTING HOURS

Voting will start at **8:00 AM** and end at **8:00 PM**, with no breaks. During the day, staff must take shifts for prayers and lunch. During these times, their positions must always be filled by another staff member. At most times, this is likely to be the station chair



OVERVIEW OF THE VOTING STEPS

- Polling centre queue controller directs the voter to the station, where his/her name is
- The station queue controller must ensure all voters have brought identification papers prior to entering the station
- The voter presents a photographic identification document to the verification officer
- The identification officer looks up the voter's name in the final VR booklet
- The voter signs on the VR booklet next to his/her name
- The ballot papers issuer stamps the ballot
- Voting method should be explained to the voter with utmost impartiality
- The ballot paper issuer folds the ballot and hands it to the voter
- The voter goes to the voting screen
- The voter ticks one choice in each ballot with utmost secrecy
- The ballot box controller asks the voter to dip his/her right forefinger in the ink bottle
- The voter places the ballot in the correct ballot box
- The voter leaves the polling centre

STAFF

POLLING CENTRE STAFF

Centre staff are:

- Centre Manager (1)
- Queue controller (2)

1) POLLING CENTRE MANAGER

In most centres, one Polling Centre Manager will be appointed in addition to the station chairs. In large centres, with more than six stations, a deputy polling centre manager will also be appointed.



2) QUEUE CONTROLLER (2)

Queue controller will do the following:

- To maintain order in the polling centre queues
- To give priority to the pregnant women, elderly and people with special needs
- To not allow any voter to join the queue beyond 8:00pm. Only those already waiting in line are allowed to enter the centre and complete the voting procedures
- To help the voter to find the correct station if s/he is unable to find his/her name in the printed VR posted on the wall
- To direct the voter to the correct station, based on the alphabetical order of the names



If the voter does not bring an identification document, s/he will be politely asked to leave the station and return with an identification document



STATION STAFF

Station staff include:

- Station Chair (1)
- Queue controller (1)
- Identification officer (1)
- Ballot paper issuer (1)
- Ballot box/ink controller



All polling officials are representatives of the HNEC and must behave with utmost impartiality and integrity throughout all stages of polling, reconciliation, sorting and counting, and in accordance with the Code of Conduct for electoral staff, which stresses on the principles of transparency, integrity and impartiality.



6. PERSONS ALLOWED IN THE CENTRE AND STATION

Only the following categories of people are allowed in a centre or station:

- Registered voters waiting to vote at that particular centre/station
- Centre officials
- HNEC officials
- Candidates' agents accredited by the HNEC
- Accredited domestic and international observers
- Accredited domestic and international members of the media
- Guests accredited by the HNEC
- Security personnel assigned to guard the centre, who may enter only if called upon by the centre manager or if they are casting their votes.

General Guidelines:

- Centre staff must wear the tunics supplied in the polling kits, and other HNEC officials must carry their HNEC identification cards. Security personnel must wear their official uniforms.
- Observers, agents and media representatives must visibly wear the badges issued by the HNEC. Guests must also carry other photographic identification documents (such as passport, ID card, driving license, press card etc.).
- In order to prevent overcrowding, the Polling Centre Manager regulates access to the centre and may establish a schedule to ensure all have an equal chance to monitor the process without obstructing it.
- No one may carry arms in a centre, with the exception of security personnel, if invited into the centre/station for security reasons by the polling centre manager or station chair.

The presence of observers contributes to the transparency and credibility of the voting process as well as building voter's confidence in the outcome of the election and integrity of the HNEC



CANDIDATES' AGENTS

A candidate's agent in the station or centre can:

- Observe the polling, sorting and counting processes on behalf of her/his candidate
- Bring questionable or irregular activities to the attention of the station chair who may, if s/he wishes, record her/his remarks in the station journal
- Report her/his findings to the candidate s/he represents



The Station chair must ensure that the candidate's agent complies with the Code of Conduct, as in the following:

- Candidate's agents carry accreditation badges issued by the HNEC
- Agents do not interfere with the polling, sorting and counting processes in any way
- Agents may not display anything other than the accreditation badge which indicates that they are representatives of a particular candidate

The station chair may ask any agent to leave the station if s/he is not complying with the code of conduct. In the event of overcrowding, the chair may regulate the presence of agents, in a manner that each candidate is represented by no more than one agent at a time inside the station.

ACCREDITED OBSERVERS

Domestic and international observers accredited by the HNEC can:

- Have access to the polling centres at all times during the polling, sorting and counting processes;
- Observe all steps of the polling, sorting and counting processes
- Record any questionable or irregular activities in their notebooks



Station chair will ensure the following:

- Observers act in an impartial and neutral manner while observing polling, sorting and counting processes;
- Observers visibly display their accreditation badges and do not wear or carry any sign other than their accreditation badge that associates them with a candidate
- Observers refrain from interfering with the polling, sorting and counting processes in any way, or touch any polling material

The station chair may ask an observer to leave the station if s/he is not complying with the code of conduct, and may request observers to leave if s/he believes that the station is becoming overcrowded.

Accredited domestic and international observers and candidate agents must comply with the code of conduct approved by the HNEC



ACCREDITED MEDIA REPRESENTATIVES

Mass media collaborate with the HNEC in disseminating accurate information and relevant and effective electoral messages to the Libyan population. Media representatives who have been accredited by HNEC can have access to the polling centres/stations at all times during the polling, sorting and counting processes to perform their tasks.

In order to prevent overcrowding, the number of journalists allowed in each polling centre and station is at the discretion of the centre manager and the station chair



The centre manager and the station chair will ensure that media personnel:

- act in an impartial manner inside and outside the station
- visibly display their accreditation badges and to not wear or carry any sign that associates them with a candidate
- To not communicate with any voters inside the station or act in such a way as to compromise the secrecy of the voter's choice
- not to take photos of or film a person against her/his wish

GUESTS

They include the following categories:

- Members of the diplomatic corps
- Regional and international organizations in Libya
- International delegates, provided they are accredited by the HNEC

Guests must visibly hold the accreditation cards issued to them by the HNEC at all times during their presence in the polling centre.

Weapons are not allowed inside the polling centre



Guests may ask station staff for explanations about the process. They must also:

- not interfere in any way in the electoral process or disrupt the procedures

- respect secrecy of voting
- not to show support for a candidate

In the event of any violation of the above, the Centre Manager or Station Chair may deny the guest access to the centres or stations.

7. ELECTORAL MATERIALS

Electoral materials fall into two types, sensitive and non-sensitive:

- Loss of or damage to sensitive materials could seriously affect the electoral process.
- Non-sensitive materials are important and necessary, but their loss or damage would not affect the election process as seriously. They should, however, be replaced in a short period of time

SENSITIVE MATERIALS

They include:

- Ballot papers
- VR Booklet
- VR posted on the wall
- Official HNEC Stamp
- Reconciliation and Results Form
- Other support forms
- Indelible ink
- Ballot boxes seals

NON-SENSITIVE MATERIALS

1) Essential items that include:

- Empty ballot boxes
- Voting screens
- Empty TEBs
- Envelopes
- Station chair's journal

Although it is possible to continue the election without these items, loss of the items would cause considerable difficulties.

2) Other items that include:

- Lamps
- Calculators

- Different types of tapes, pens, pencils, etc. If these items are lost, it should be possible to replace them locally.

LIST OF MATERIALS AND THEIR USES

- Essential materials
- Ballot box materials
- Polling kit materials



Essential Materials		
Item	Purpose	Qty/station
Ballot boxes	Translucent boxes used by voters to deposit their ballot papers	1 or 2
Voting screens	To enable voters to mark their ballots with utmost secrecy to avoid having their choice seen by any other person.	2 or 3
Indelible ink	To mark voters' fingers to prevent them from voting more than once	2
Tissues	To wipe voters' fingers after applying ink	2 packs
Mobile phone	To ensure security personnel and centre staff are registered	2 أو 1
Polling Centre Materials		
Item	Purpose	Qty/Centre
Reconciliation and Results Forms	<ul style="list-style-type: none"> • Reconciliation and Results Form are divided into two sections printed in one paper. • The first section is used to record the reconciliation processes for ballot papers • The second section is used to record the results • Some data in the form are pre-printed • Each form comprises an original and three carbonated copies, each has a distinctive colour 	2 2 for each type of ballot
Supplementary Voters Register	To record the names of centre staff and security personnel as well as exceptional voters.	1
Record of seals forms	To record the serial numbers of seals used to lock the ballot boxes and time of locking and unlocking	2
TEB sticker	To be attached to the TEBs and on which information on the materials inside indicating the relevant station are written	1 per used TEB
Ballot boxes stickers	To be attached to the ballot boxes and on which the information related to the station are written	2 2 per ballot box
Candidates lists	For exhibition in the station	1 for general race 1 for special race (women)
"How to mark the ballot" poster	To explain how to mark the ballot paper	1

Ballot Box Materials		
Item	Purpose	Qty/Station
VR booklets	A booklet contains the names of voters. Each station has a (printed) VR booklet, on which voters sign when they turn up for polling	1
Ballot papers	There might be one or two types of ballots in one station. In the event of two, they will be of different colours	Pads of 100 ballots
Reconciliation and Results Form	<ul style="list-style-type: none"> Reconciliation and Results Form is divided into two sections printed in one paper The first section is used to record the reconciliation processes for ballot papers The second section is used to record the results Some data in the form are pre-printed Each form comprises an original and three carbonated copies, each has a distinctive colour 	1 1 per type of ballot
Supplementary Voters Register	To record the names of centre staff and security personnel as well as exceptional voters	1
Record of seals forms	To record the serial numbers of seals used to lock the ballot boxes and time of locking and unlocking	1
TEB sticker	To be attached to the TEBs and on which information on the materials inside indicating the relevant station are written	1 per used TEB
Ballot boxes stickers	To be attached to the ballot boxes and on which the information related to the station are written	2 2 per ballot box
Candidates lists	Lists of names of candidates to be displayed in the polling station	1 for general race 1 for special race (women)
"How to mark the ballot" poster	To explain how to mark the ballot paper	1

Polling kits materials		
Item	Purpose	Qty/station
Kit box	Plastic box used as container for polling tools	1
Pens (black)	To fill out forms and tick ballots	20
Pens (red)	For correcting Reconciliation and Results Forms	5
Plastic seals with unique serial numbers	For sealing ballot boxes, safeguarding sensitive materials inside the box and protecting them from tampering during the process and transportation	110

String tie portfolio	To safeguard the supplementary voters lists and lists of the final VR posted on the wall	2
HNEC stamp	To validate the ballot papers and the Reconciliation and Results forms	2
Stamp pad	Red pad for the Commission stamp	1
Fingerprint pad	To enable illiterate voters to insert thumbprint on the registration form in the signature block	1
C3 Brown Envelopes	For storing forms, spoiled and cancelled ballot papers.	5
C2 TEBs	To store the uncounted and unused ballots and transfer them to the Electoral Committee Office	6
C3 TEBs	To store Results Forms and transfer them to the Electoral Committee office and the National Tally Centre	4
Permanent marker pens	To write information on stickers of ballot boxes, TEBs etc	A pack of 12 pens of different colours
Station Chair's journal	A notebook used by the station chair to record key information	1
Calculator	To assist in the calculations needed on the reconciliation and results forms	1
Station banner	To be posted on the wall outside the station.	2
Item	Purpose	Qty/Station
Centre banner	To be posted at the entrance of the polling centre	1
Rope	For tying flag onto trees or buildings	1
Barrier tape	To organise the queue at the entrance of the centre and stations	1
Garbage bags	For disposal of garbage and for retrieval of usable materials	1
Packing tape	For additional sealing of boxes of materials, if necessary	1
Scissors	For cutting plastic seals and barrier tape	1
Rulers	For helping to tear ballot papers off the ballots booklets	2
Thin cord rope	To attach pen to voting screen, and any other purpose	1
Adhesive tape	For sticking VR lists onto A2 sheets of paper, and other uses	4
Box of thumb tacks	For putting VR lists onto walls and other uses	5
A2 Paper	For VR lists to be stuck onto	15
Tunic	To identify centre and station staff	6
Double-sided adhesive sticker	To hold the thumb pads, ink pads and the indelible ink bottles securely onto a table	4
A4 ream of paper	For different uses	1
Plastic bag	For different uses	1
Bulldog clips	To hold piles of ballot papers together, and other uses	2 packs
Lamp	To enable counting to continue if there is a power cut	1
Batteries	For the lamp	4
Elastic bands	To secure bundles of ballot papers	1 bag
General	Materials such as plastic folders, card punchers, which have general uses	

Stationery		
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8. BEFORE POLLING DAY

DELIVERY AND RECEIPT OF ELECTORAL MATERIALS

A few days before Election Day, the centre manager will receive the polling items mentioned in the previous chapter. Those materials will be inside the polling kit and the box that contains polling materials and ballots. On both boxes, the name and code of the polling centre as well as the Electoral Committee number will be written. It is possible that the materials may come together or that sensitive and non-sensitive materials may come in two separate batches on different days.

The following handover process must be followed:

- Upon receipt of the polling materials, the Polling Centre Manager must carefully check the delivered materials against the list of items shown on the material transfer form to ensure the items are free from any damage and quantities are as stated and then signs form. By signing the form, the manager confirms that the quantity of the items received, as listed in handover form are correct.
- If there is any shortage or damage, the centre manager must immediately report this to the the Committee Office to supplement the missing items.
- Polling Centre Manager keeps the first carbonated copy of the MTF, whereas the transporter, who delivered the materials, keeps the second carbonated copy (the form is filled out by the Electoral Committee. The original copy is kept with the person who composed it).
- The Centre manager delivers the polling kits and materials to all station chairs in the centre.
- If the station chair identifies any shortage of materials, s/he immediately reports this to the centre manager who will supplement the missing items. If the shortage continues, s/he will have to contact the Electoral Committee Office to request additional items.

The station chair writes in the journal any missing items and the action taken by the centre manager to supplement the missing materials.

SUPPLYING VR

Following the end of Exhibition Period and adjudicating all challenges, the VR will be created. It comprises the following:

- VR Lists:
 - Women voters registration lists in alphabetical order. This list must be posted outside the station at the centre entrance
 - Men voters registration lists in alphabetical order. This list must be posted outside the station at the centre entrance.
- VR Booklets
 - Women VR booklet. It contains voters' serial numbers, four names and signatures.
 - Men VR booklet. It contains voters' serial numbers, four names and signatures.

Centre manager and stations chairs ensure the receipt of VR lists and booklets.

ALLOCATION OF VR BOOKLETS TO STATIONS

Based on the number of registrants during SMS Registration stage, the number of men and women stations that need to be opened in each centre shall be determined. The Operations Department will assign voters to stations based on the VR system in HNEC (General Administration).

The following must be considered:

- The polling centres, whose voters registered via SMS, there will be men only and women only stations in each centre.
- There will be a VR booklet for each men/women station.

9. CENTRE AND STATION LAYOUT

CENTRE LAYOUT

Centre manager will:

- Not allow campaign materials anywhere in or around the polling centre, including the external walls of the centre
- In order to enable easy flow of voters to and out of polling centre, arrangements for the centre, must be planned in a manner that takes into consideration the location of exhibition lists, queues, station locations, entries and exits to stations etc.



CENTRE QUEUE CONTROLLER

The centre queue controller(s) must stand inside the centre but outside the stations, so that s/he can ensure that:

- only authorized people enter the centre
- no one is allowed to join the queue after 8:00pm
- Priority to go to the front of the line is for pregnant women, the elders, and people with disability
- Assist the voter to find the correct station if s/he is unable to find his/her name in the VR list posted on the wall.
- Direct the voter to the correct station based on the alphabetical order of names.

STATION LAYOUT

Before polling day, the Centre Manager will:

- make sure that the station is set up in a manner that allows the voters to enter and exit smoothly during polling hours. The design of the station may vary according to the size and shape of the room as well as the positions of the exit and entrance doors and available tables and chairs.
- Station chair must ensure the station is set up and functioning appropriately. His/her desk (if available) must be positioned in a place where s/he can have a clear view of the entire station and the queue of voters entering the station.

The following diagram illustrates one possible polling station layout:



STATION QUEUE CONTROLLER

The queue controller must ensure:

- The voter is waiting in the line leading to the station where his/her name is registered
- The voter has an identification document
- The voter's finger is not inked
- The voter leaves the centre after casting his/her vote.



IDENTIFICATION OFFICER

The table of the Identification Officer should be positioned as the first station after the entrance to the station. The following items must be provided to complete the identification process:



- VR Booklet
- Pen
- Inkpad
- Ruler

The Identification Officer must have sufficient workspace to be able to search for a person's name in the VR booklets for that station.

BALLOT PAPER ISSUER

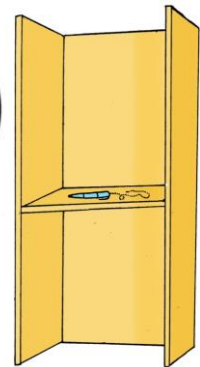
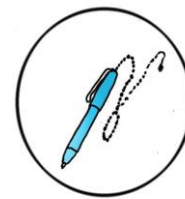
The Ballot Paper Issuer will have to have adequate workspace to ensure that ballots and HNEC stamp can be out of the reach of voters or other persons not authorized to handle them. The Ballot Paper Issuer must also have sufficient workspace to pre-fold and stamp each ballot with the official stamp. The "How to mark the ballot paper" poster must be posted behind the Ballot Paper Issuer to help him/her explain to the voter how to mark the ballot paper with utmost impartiality.



VOTING SCREENS

The voting screens should be positioned after the Ballot Paper Issuer. Voting screens should remain in full view of all station staff and accredited agents and observers. However, voting screens must be oriented so that the secrecy of the votes is maintained and so that there is sufficient light for marking the ballots.

The voting screens must also be checked regularly during the day to ensure that there are no ballot papers or campaigning materials left in the screens and that a pen is always available for marking off the ballot paper.



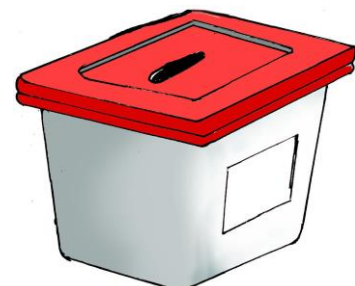
All stations will have screens designed for people with special needs



BALLOT BOX(ES)

The station will have one ballot box for each type of ballot paper being used in that station. The ballot box(es) must remain in clear view of the Station Manager, staff, agents and observers at all times.

The ballot box(es) must be placed so that voters coming out of the voting screens do not have to backtrack or cross through voters being processed to deposit their ballots.



BALLOT BOX CONTROLLER / INKING OFFICER

The Ballot Box Controller must have sufficient space to be able to ink the voter's finger before s/he puts a ballot into a ballot box, without any danger of the ink spilling into a ballot box



10. POLLING DAY

POLLING DAY PREPARATORY WORK

Prior to polling day, the Electoral Committee office will distribute polling kits, materials etc. required for the completion of the process. The Centre Manager will receive the materials and make sure the ballot box is for the centre and bears its code.

BEFORE THE START OF POLLING

On polling day, the polling staff must arrive at the centre no later than 6.30 am to prepare for polling. On arrival, they must sign the attendance sheet, which will then be kept safely with the set of forms.

Centre Manager will:

- Open the box that contains polling materials and take out the following items:
 - Ballot papers
 - VR booklets for each station
 - VR lists for each centre
 - Reconciliation and Results Forms for each station
 - Other support forms
 - TEB stickers
- Ensure each station receives the polling materials
- Ensure the Station Chair receives the materials and forms that bear the correct codes of the station
- Ensure there are not any campaigning materials around the centre and stations and the external walls of the centre.
- Put up directional signs inside and outside the centre and stations. On the exterior of the building, appropriate signs should be posted to identify it as a centre. Additional signs should be posted to clearly mark the route to the stations.
- Ensure that the centre and stations are ready to open at 8am.

With the help of the station staff, the Station Chair will:

- Clean up the station and remove all unnecessary materials
- Remove any campaign materials, if any

- Set up the tables and chairs
- Assemble the voting screens and place a pen inside each screen for marking the ballot papers
- Put up any directional signs and educational materials that need to go inside the station
- Ensure that the station is ready to open at 8am.

START OF POLLING

The station chair must ensure that all of the below steps are completed before declaring the poll open. The following steps are to be carried out in the presence of the candidate agents, observers and media, if present.

This process must be carried out even if no agents or observers are present



The Station Chair will carry out the following tasks, where necessary doing the same thing twice, for each type of ballot paper, if the station is handling two types of ballots:

- Fill in all the data that indicate the station with which the forms are associated. The data are at the top of the following forms:
 - Record of Seals Form (one per station)
 - Supplementary VR Form

Such data will be copied from the station VR. If the Station Chair is not sure of the correct details to fill in, s/he must ask the Centre Manager.

- Check the label on each pack of ballot papers and record the starting and finishing ballot paper serial numbers and the number of ballot papers received in Section (A) of the Reconciliation Form for each type of ballot.
- For each type of ballot paper being used, hand over the pads of ballot papers recorded in the Reconciliation Form to the Ballot Paper Issuer
- Hand over to each polling official the materials needed to perform their duties
- Prepare a sticker for each ballot box and place it on the ballot box. If there is one type of ballot paper being used, there will be one ballot box; if there are two types of ballot paper, there will be two ballot boxes
- Ensure that the colour of the sticker corresponds to the colour of the ballot paper to be placed in that box
- Ballot Paper Issuer issues the ballots with the lowest serial numbers, and then to the highest (ascending order)
- Show the empty ballot box(es) to all present in the station
- Seal all four sides of the ballot box using the security seals. The seals must be tightened firmly to ensure that the top of each box is held securely and there are no gaps along the edge of the top through which any material could be inserted.
- Read aloud the seal numbers to enable observers and candidate agents to record the seal numbers
- Record the seal numbers used to secure the four upper slots of the ballot boxes in the section for those two boxes of the Record of Seals form
- Hand over the sealed ballot box to the Ballot Box Controller

- At 8:00, the station is announced to be ready for opening, in the presence of candidates' agents and observers, if any.
- Allow station staff and police to vote before opening the station to the voters

If the station is using two types of ballot papers then

The instructions above must be followed for each type of ballot and for each ballot box

A separate Reconciliation Form must be completed for each type of ballot paper.

The correct section in the Record Of Seals Form must be completed for each ballot box



FILLING OUT THE TOP SECTION OF THE RECONCILIATION AND RESULTS AND SUPPORT FORMS

To facilitate the task of administering the electoral process, the HNEC has designed a number of forms to communicate certain data. For proper use of those forms, the top section of the form must refer to the station to which the form is linked

The top section of the form must be completed in the following manner:

- Reconciliation and Results Form:

The top section of the Reconciliation and Results Form contains preprinted information that correspond with the data in the VR of the station in question such as:

- Name of the Electoral Committee within whose jurisdiction the PC is located
- Name of PC within which the PS is located
- PC code within which the PS is located.
- PS code
- PS gender (men, women)

In the event of damaging the Reconciliation and Results Form of the station, the backup copy of the PC that does not contain the information of any PS may be used. PS Chair copies the information below from the VR to the Reconciliation and Results Form:

- Name of the Electoral Committee, within whose jurisdiction the PC is located
- Name of PC, within which the PS is located
- PC Code, within which the PS is located
- PS code

- Gender of PS voters (men, women)
- Support Forms:

The top section related to the PS, of the other support forms, will be left blank. PS Chair will copy the data of the top section of the forms from the station VR, in the following manner:

- Electoral Committee Name, within the jurisdiction of which the PC is located
- PC name, where the PS is located
- PC code, where the station is located
- Station code
- Voters' gender (men, women)

11. THE POLLING PROCESS

1) Who may vote?

All registered Libyan (voters) will have the right to cast their votes.

Anyone who has not registered as a voter will not be allowed to vote



2) General rules

- Each voter must vote in person in the centre where they registered (unless they are polling staff or security guards on duty, in which case they can vote at the centre where they are working, if they have registered in any centre within the same constituency. They must bring their national numbers and an identification paper). Voting on behalf of another person is not permitted.
- Each voter must mark her/his ballots in secret behind the voting screen. It is not permitted for more than one person to be behind the voting screen at the same time.
- Not more than one voter must be at the desk of any polling station official at a time
- The elderly, people with disabilities and pregnant women will be given priority and will be allowed to come to the front of the queue
- After the voter puts the ballot(s) in the ballot box, s/he must leave the station

POLLING STEPS

I. QUEUE CONTROL

1) In the centre

The Centre Queue Controllers are responsible for ensuring that voters are directed to the correct station, based on the list posted outside the stations, as well as the following:

- Ensure that only authorized people enter the centre and that voters leave the centre after voting
- Ensure that voters have brought their identification papers
- Politely ask voters to let any disabled or elderly people, or pregnant women pass to the front of the queue



2) In the station

The Station Chair will have responsibility for queue control within the station, and in addition to the regular tasks, s/he will:

- From time to time check outside the station to ensure that voters are in an orderly queue;
- Politely ask the other voters to let any disabled or elderly people, or pregnant women pass to the front of the queue
- Ensure voters have brought their identification papers.
- Ensure that voters queuing have no ink on their fingers. If a voter has traces of ink on the finger, s/he informs the voter that s/he cannot enter the station to vote; the person would only be allowed to enter in order to assist another voter.

II. IDENTIFICATION

When the voter enters the station, s/he will first go to the Identification Officer. This official will:

- Look up the name of the voter, alphabetically, in the VR booklet.
- Check if the name of the person is consistent with her/his personal identity document and ensure that the photograph is of the same person
- Ask the voter to sign or appose a thumbprint in the signature block in the VR booklet
- Direct the voter to the Ballot Paper Issuer



- **The personal identity document can be any recognized proof of identity during polling, such as family book with photo of the person, the booklet bearer's spouse, passport, identity card, or any other formal photographic identification paper**
- **If the voter is unable to sign or appose his/her thumbprint (amputee), the Identification Officer will write "Amputee" in the signature block and inform the station chair of the case. The latter will sign next to the "Amputee" note in the VR.**



IF POLLING STAFF OR SECURITY GUARDS ARE VOTING AT A POLLING CENTRE WHERE THEY DID NOT REGISTER, THE IDENTIFICATION OFFICER WILL:

- Confirm their registration by sending SMS to the number 10010 and write down their place of registration in the Supplementary Voters Register Form in the relevant field

- Write the name of voter and Polling Centre code, where s/he is registered and state if the voter is centre staff or security personnel.
- Ask the supplementary voters to sign in the list
- Direct the person to the ballot papers issuer

- **Prior to announcing the opening of the station, station staff cast their votes in the stations where they work.**
- **Centre staff cast their votes in the first station**
- **Security personnel, guarding the centre will be invited to vote in the first station. If the Supplementary Voters Register is full, the remaining personnel will vote in the second station and so on. They may vote only after submitting their National ID Number and identification documents. Their registration should be confirmed via the registration system using the phone assigned to the station chair. After they vote, the centre manager announces the opening, and the station chair allows voters to enter.**
- **Centre staff or security personnel will not be allowed to vote if they do not bring their National Number and identification documents**
- **Observers and candidates' agents will cast their votes in the stations in whose records their names are included only**



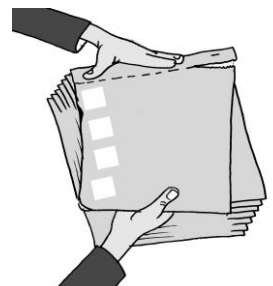
IF VOTERS ARE ASSIGNED BY MISTAKE TO WOMEN/MEN STATIONS, (EXCEPTIONAL VOTERS) THE CENTRE MANAGER WILL:

- Inform the station chair, where the exceptional voter is included, that s/he should add a note reading **EXCEPTIONAL VOTER** to the station VR booklet in the voter's signature block with red pen.
- Direct the voter to the first station for men or women, depending on the voter's gender
- Queue Controller of the first men/women station should check if the voter's finger is inked
- Write down the name of the exceptional voter and the Polling Centre code in the Supplementary Voters List and tick EXCEPTIONAL VOTERS box.
- Ask the exceptional voter to sign in the list.
- Direct the exceptional voter to the ballot paper issuer

III. ISSUING THE BALLOT PAPER

The voter will then move to the Ballot Paper Issuer, who will do the following tasks:

- Detach the ballot from the pad of ballot papers along the perforated line.
- Stamp the back of the ballot paper
- Instruct the voter on the polling mechanism with utmost impartiality with the assistance of the "How to mark the ballot paper" poster.



- Pre-fold the ballot paper and show to voter how to fold the ballot paper
- Unfold the ballot paper
- Issue the ballot paper to the voter. Inform the voter that if s/he makes a mistake on the ballot paper s/he may return the ballot to the Ballot Paper Issuer in exchange for a new ballot
- Direct the voter to go behind the voting screen and mark the ballot

If the station has two ballot papers, the Ballot Paper Issuer will do the same action for both ballot papers.



- **The stamping of ballot papers is essential in order to validate them. Ballot papers with no stamp will be treated as invalid, and the vote will not be counted**
- **Explaining the mechanism of polling must be completely impartial. It should be clarified for the voter how to mark the ballot without reference to any particular candidate, with the assistance of the “How to Mark the Ballot Paper” poster.**



IV. MARKING THE BALLOT PAPER

The voter will go to a voting screen, which is not in use, so that no one can see how s/he is marking the ballot. S/he will then:

- Using the pen which is inside the voting screen, mark the ballot paper only once in the box of the candidate of her/his choice
- Fold the ballot paper in the same manner demonstrated by the Ballots Issuer, so that the stamp on the back of the ballot is visible
- Leave the screen and go to the ballot box.

ASSISTING VOTERS IN MARKING THE BALLOT PAPERS

- A voter who is illiterate or physically disabled that s/he is unable to mark the ballot paper without help may ask a friend or relative to assist him/her, but the friend or relative must assist one voter only on polling day.
- Observers or agents who are working at that station are not allowed to assist the voter
- The station chair must explain to the person extending help the need to keep the voter's choice secret.



If the voter cannot find a person to assist him/her, the station chair will be allowed to assist the voter in marking her/his ballots. The chair may do this for as many voters as require her/his help

The choice of the voter must be kept secret – no-one else has the right to know how s/he voted



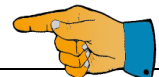
SPOILED BALLOT PAPERS

A ballot paper will be treated as spoiled if:

- It is torn while it is being detached from the pad of ballots
- It is soiled
- The voter returns from the voting screen and claims that s/he has mis-marked the ballot

The ballot paper issuer retrieves the ballot paper from the voter and without looking at the front of the ballot paper, writes the word “SPOILED” on the back of the ballot paper, and puts it in the envelope for spoiled ballot papers. The Ballot Paper Issuer will then give a new ballot paper to the voter.

If two types of ballot papers are being used in the station, there must be a separate spoiled ballot envelope clearly marked for each type of ballot paper



V. VOTER PLACES THE BALLOT IN THE BALLOT BOX

The voter re-folds her/his ballot paper and moves from the voting screen to the ballot box. Only one voter at a time is allowed to deposit ballots in the ballot box.

The Ballot Box/Ink Controller will:

- Guard the ballot box
- Clean the voter’s right hand index finger with a tissue, and dip that finger in the ink (the ink should cover the entire fingernail)
- Use a tissue to remove excess ink
- Check that the ballot paper has a stamp on the back of it
- Direct the voter to place the folded and stamped ballot paper in the ballot box without showing anyone how s/he has marked the ballot
- If there is more than one type of ballot in the station, ensure that the voter places the correct ballot into the correct box
- Instruct the voter to leave the station after depositing ballot in the box



The station chair must ensure that nobody leaves a station with a ballot or any other polling materials in her/his possession



AMPUTEES

If the voter has missing fingers or hands:

- If the voter has no right hand index finger, the Ballot Box Controller applies ink to the next available finger on that hand
- If the voter has no right hand, the Ballot Box Controller uses any finger of the left hand of the voter

If both hands of the voter are missing, no ink will be applied



CANCELLED BALLOT PAPERS

A ballot paper will be cancelled if:

- It is found discarded on the ground or inside the booth or anywhere inside the station apart from the ballot box
- The voter refuses to have her/his hand inked

In both cases above, the ballots must be handed to the Ballot Paper Issuer.

If a voter refuses to have her/his finger inked, the Ballot Box Controller must explain to the voter that s/he will not be allowed to vote. If the voter still refuses, s/he must not be allowed to place the ballot in the ballot box and will be asked to give her/his ballot paper to the Ballot Box Controller, who will, in turn deliver it to the Ballot Papers Issuer. The voter will then be asked to leave the station.

The ballot paper issuer will write the word 'CANCELLED' across the ballot paper without looking at the front of the ballot and put it into an envelope on which 'CANCELLED BALLOTS' is written.

If two types of ballot papers are being used in the station, there must be a separate cancelled ballot envelope for each type of ballot paper



12. SUSPENSION OF POLLING DUE TO DISTURBANCES OR OTHER INCIDENTS

SECURITY CONCERNS

During polling day, the Polling Centre Manager may suspend the processes of polling, reconciliation, sorting and counting if the centre and stations are threatened by riots, violence, or any other occurrence that will make the operations impossible



OTHER INCIDENTS

During the polling day, the Polling Centre Manager may suspend polling, reconciliation, sorting and counting if the centre and stations are hit by storm, flood, or any other occurrence that will make the proper conduct of polling and counting impossible.

Prior to the suspension of operations, consultation, **if possible**, with the Electoral Committee Office must occur as soon as possible. Polling Centre Manager may suspend the process of polling upon the Electoral Committee Office request.

FOLLOWING THE SUSPENSION OF THE PROCESS, THE STATION CHAIR MUST DO THE FOLLOWING:

- Seal ballot boxes and write the seal numbers in the Record of Seals Form
- Pack election materials according to the packing procedures;
- Ensure that the following sensitive materials are not left behind:
 - Ballot boxes containing ballots
 - HNEC stamp
 - Unused ballots
 - Completed forms
- Deliver the elections materials to the centre manager, if asked.
- Record the time and reasons mandating the suspension of activities in the journal.

Do not put anyone's life at risk to safeguard election materials.

A life is much more important than a ballot paper



13. COMPLAINTS AND CHALLENGES

A registered voter or candidate's agent may verbally complain to the Station Chair if they believe that the polling process is not being carried out correctly or fairly. The Station Chair is, however, under no obligation to take any action as a result of this complaint, if s/he believes that the complaint was unjustified.

If the issue has not been resolved, the registered voter or candidate agent can file a complaint with the HNEC Electoral Committee Office, within whose jurisdiction the Polling Centre is located, and may, in accordance with the law file an appeal with the judiciary.



14. CLOSING THE POLLS

CLOSING THE POLLING CENTRE

At 8:00 pm, the Centre Manager will ask the Queue Controller to close the entrance to the centre if there is not any queue and ensure that any voter may not be allowed to enter. If there is a queue outside the centre, the Queue Controller will only allow those standing in line to join the queue but not any additional voters.



CLOSING THE STATION

After the Centre Manager has told all Station Chairs that the centre has closed, the Chairs will check whether there is still a queue outside the station. S/he will allow everyone in the queue to vote and will then close the door to the station.

Closing Procedures:

- Station Chair will record the closing time in station journal, and will then carry out the following tasks.
 - Seal the slot of the ballot box with a plastic seal and record the seal number on the Record of Seals Form
 - Ensure that the ballot box is at all times clearly visible to all those present in the station
 - Sign and stamp the additional voters register if any polling staff or security personnel cast their votes



Counting ballots:

- Calculate the number of signatures in the VR booklet and supplementary voters register for staff, security personnel and exceptional voters

- Count the number of spoiled ballots in the spoiled ballots envelope (for each type of ballots) and record the number in the station journal and put them back into the envelope
- Count the cancelled ballots in the envelope of the cancelled ballots and write the number down in the journal and then put the ballots back into the envelope
- Count the unused ballots (for each type of ballot) and write down the outcome in the journal.
- Calculate the total number of signatures, spoiled, cancelled and unused ballots (for each type of ballots) and write down the outcome in the journal.

After ensuring all figures and calculations are correct, write the following in the Reconciliation Form (for each type of ballots).

- Number of signatures in field 2
- Number of unused ballots in field 3
- Number of spoiled ballots in field 4
- Number of cancelled ballots in field 5
- Total of the three above fields in field 6.

- **If there are two types of ballots in the station, there must be two separate envelopes for the spoiled ballots and two others for the cancelled ballots besides two other sets of unused ballots. Then the following procedures will be taken for each type of ballots respectively**
- **If there are two types of ballots, the number of signatures will be added to each Reconciliation Form for each race.**
- **In the event of any errors in filling out the Reconciliation Form, the corrections should be made in red pen, the Station Chair will have to add his/her signature next to the corrections.**



SAFEKEEPING OF POLLING MATERIALS

The Station Chair must ensure that the following materials are put aside in a safe but accessible place in the station until the end of the counting:

- Booklet stubs of used ballots
- Unused ballot papers
- Spoiled ballot paper envelope(s)
- Cancelled ballot paper envelope(s)
- VR booklet (printed)

The following items must be placed securely in the polling kit:

- Indelible ink
- Unused plastic seals
- HNEC stamp

All materials will be packed at the end of counting process in accordance with the packing instructions cited in the sorting and counting manual.

15. TASKS OF CENTRE MANAGER AND STATION CHAIR

This is a short summary of the main tasks that need to be conducted by the Centre Manager and the Station Chair during the polling process:

POLLING CENTRE MANAGER

- Receive polling materials from the Electoral Committee Office and store them securely
- Set up the electoral centre a day before the elections with assistance from the other centre staff
- Distribute election materials to the stations
- Deliver to each station the ballot papers for each type of ballot being used at the stations (Some centres use one type of ballots, whereas others use two types. This varies according to the sub-constituency, in which the centre is located)
- Ensure that no campaign materials displayed within the centre, station or the exterior walls.
- Ensure that centre staff wear their tunics
- Manage and maintain order in the centre during polling, reconciliation, sorting and counting
- Ensure that all polling, reconciliation, sorting and counting procedures are followed accurately
- Check and ensure that all ballot boxes are properly labelled
- Check that all forms completed by station chairs are correctly filled in
- Deal with the media, observers, candidates' agents and guests at the polling centre
- Deal with complaints verbally raised at the polling centre level

STATION CHAIR

- Set up the station with the assistance of the other staff
- Ensure the details to the top of the form that indicate the station with which the form is associated, are correct
- Complete all required processes before the opening of the poll (as detailed in this manual)
- Maintain order inside the station and the queue
- Supervise station staff to ensure that correct procedures are followed and that sensitive materials can be accounted for at all times
- Ensure that there is a black pen inside each voting screen at all times.
- Check the voting screens from time to time to ensure that there are no campaign materials or ballot papers left there by voters
- Provide assistance to voters when necessary
- Deal with candidate agents, observers and guests at the station

- Record important events in the station journal
- Deal with complaints raised at station level
- Refer issues which cannot be resolved within the station to the Polling Centre Manager
- Close the station after the last voter in the queue has voted
- Complete the Reconciliation Form, the record of seals and any other support forms
- Perform the duties of other staff during periods of absence such as during prayers.

MANUAL FOR POLLING CENTRES OFFICIALS

ELECTION OF THE COUNCIL OF REPRESENTATIVES

(SORTING AND COUNTING)

16. PREPARATIONS FOR RECONCILIATION, SORTING AND COUNTING

INTRODUCTION

Counting the ballots will take place immediately upon the conclusion of polling. Staff of the station will conduct the count. Each station chair is responsible for organizing the count in her/his station.

PREPARATION OF MATERIALS

After sealing the fifth top slot of the ballot boxes at the end of polling, the Centre Manager will:

- place the boxes in a visible, separate area where they will remain until the actual count begins
- pack away all materials, which were used during polling but are no longer required for reconciliation, sorting and counting and store them so that they do not interfere with the work.
- carefully check that s/he has all the materials required for the reconciliation, sorting counting process:
 - Polling, Sorting, Counting and Packing Procedures Manual
 - Reconciliation and Results Forms
 - HNEC Stamp
 - Calculator
 - Elastic bands
 - Bulldog clips
 - Pens (black and red)
 - A4 paper ream for each race

ARRANGING THE STATION TABLES FOR THE COUNT

The Station should be arranged in such a way as to enable the conduct of the processes of sorting and counting of the ballots in the following manner:

- The tables to be used for the sorting and counting processes should be placed side by side as to enable polling staff to comfortably conduct counting of votes and, in preparation for the start of the sorting and counting, the tables should be completely empty.
- There will be a separate table for the station chair which should be equipped with the materials mentioned in the previous section.
- Voting screens could be used in addition to the available tables if additional space is required for the sorting and counting of ballot papers.

17. PERSONS ALLOWED TO WITNESS THE COUNT

After voting has finished, one of the Polling Centre Queue Controllers, under the supervision of the Centre Manager, must ensure that unauthorized people do not enter the centre during the counting process.

Persons who may enter the station or remain for the count are:

- Station staff
- HNEC staff
- Accredited candidates' agents
- Accredited domestic and international observers
- Accredited domestic and international media
- Accredited guests

Security personnel assigned for guarding the polling centres may enter only if called upon by the Polling Centre Manager for security reasons.

Before the start of the polling process, the Station Chair must enter in the station journal the name of any person from the above list who is present for the start of the counting process, and should make a record of any person who later enters the station during the count.

LOCATION OF OBSERVERS AND AGENTS

The station chair needs to allocate space for observers, candidates' agents and guests in the station, so that they are able to see all the stages of the count. If possible, seats should be provided for them if any, but they should be stationed at a distance that **does not allow them to interfere with the processes of counting or tamper with the ballots or forms or any other materials used in counting.**



Observers, agents and guests must be kept informed about all stages of the process, as they may not fully understand it. The station chair should briefly explain each step taken during each stage of the counting process (as outlined in section 3 below), and should:

- Treat persons authorized to enter the station courteously and answer their questions promptly and accurately
- Take note of and, if appropriate, act on complaints brought to her/his attention by persons allowed access to the station
- Make appropriate announcements when special circumstances arise

Counting staff should always work only on one side of the table during reconciliation, sorting and counting, so that agents and observers can have a clear view of the entire process. They should never turn their backs to agents and observers whilst handling ballot papers.

The station chair should not impose additional restrictions on agents or observers unless it is necessary to maintain order. They may remain in the centre until all the materials are packed and have been collected for transfer to the Electoral Committee Office office



18. STAGES OF THE RECONCILIATION, SORTING AND COUNTING PROCESS

Before the count starts, the station chair will briefly explain the entire process to all those present in the station. S/he will state that the counting process has three stages, which are: (1) reconciliation, (2) sorting, and (3) counting.

STAGE 1 - RECONCILIATION OF BALLOT PAPERS

Reconciliation means at the end of polling, the total number of ballot papers in the ballot box(es) and those outside the box is the same as the number of ballot papers received before the start of polling for this type of ballots.

If the station has two types of ballot papers, the ballot boxes for both types will need to be separately reconciled before any sorting or counting of ballots takes place. During the reconciliation stage, if any ballot papers are found in the wrong ballot box they will be removed and added to the correct ballot box.

STAGE 2 - SORTING OF BALLOT PAPERS

During this stage, the ballot papers are sorted by the type of race and then by the candidates. Separate piles will be created for unstamped and invalid ballot papers. In general, a ballot will be counted as valid if it has a validating stamp on the back, and if the intention of the voter is clear.

If it does not have a validating stamp, it will be placed in the unstamped pile; if it is blank or if the intention of the voter is unclear, it will be placed in the invalid pile.

STAGE 3 - COUNTING OF VOTES

Immediately after the ballots have been sorted, the votes cast for each candidate will be counted and recorded on the results form.

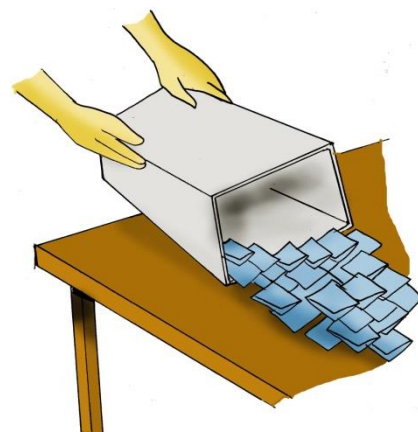
- Reconciliation, Sorting and Counting manual will refer to the terms Ballot Paper for the General Race and Ballot Paper for Special Race
- If the station deals with two types of ballots, the reconciliation process is done firstly for the general race and then it is followed by the special race. After the completion of these reconciliation processes, sorting and counting for the general race ballots is done and then special race.



19. RECONCILIATION OF BALLOT PAPERS

To complete the reconciliation process, the Station Chair will:

- Place the ballot boxes for each race on the table
- Read out the serial numbers of the seals
- Allow any agent or observer who wishes to verify the serial numbers of the seals before unsealing the ballots
- Cut the plastic seals on the four sides of the ballot box (the fifth upper slot on the box will remain uncut)
- Record the time of unsealing the boxes in the correct field in the Record of Seals Form for the ballot boxes that contain the ballots undergoing the reconciliation process.
- Empty the ballots inside the ballot box on the table.
- Display the empty ballot boxes to those present in the station.

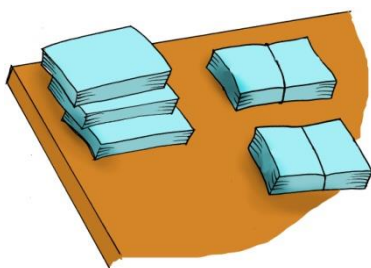


If the station has two types of ballots, the Station Chair must open one ballot box at a time for each type of ballots



After emptying the ballot box, the officer will:

- Unfold the ballots one after the other
- If there are two types of ballots in the station and a ballot of one type was found with a set of the other type, put the ballot aside until the relevant ballot box is unsealed.
- Without looking at the front of the ballot paper, place the ballot paper face down so that only the back of the ballot paper with stamp is visible.
- Place any ballots without the official stamp on the back of the ballot paper in a separate pile
- Count the unstamped ballots into bundles of 50 ballots.



recount

- Count the stamped ballots into bundles of 50 ballots
- For bundles of less than 50 ballot papers, write on a piece of paper the number of ballots in the bundle and clip it to the bundle.
- Another staff member recounts each bundle to confirm the quantity of ballots
- Place a rubber band around each bundle of 50 ballot papers after the

- Clearly label the bundle of unstamped ballots using a piece of paper clipped to that bundle

At the end of the process, the Chair will:

- Calculate the totals of all ballot papers (stamped and unstamped) to determine the total number of ballot papers withdrawn from the ballot box
- Announce to all present the number of the ballots found in the ballot box

- Record that number in the station journal
- Place the ballots back into the ballot box
- Put the lid onto the ballot box, but do not seal it
- Leave the ballot box in a position where it is in full view of all people in the polling station.

- If two types of ballot papers were in use in the station, the station chair will carry out the above measures for the general race ballot box and will then immediately start the measures above for the special race ballot box, following the instructions above
- Despite the fact that it is preferable to have agents and observers present to observe the opening of the ballot boxes, the station chair does not need to wait for them to be present to proceed with the process, when ready.



MISPLACED BALLOTS

Ballots can be misplaced in two ways:

- Ballot papers might have fallen to the floor unnoticed while taking out the ballots from the ballot box
- The voter might have placed special race ballot papers in the general race ballot box, or vice versa

If either of these cases occur, the ballot papers must be placed in the correct box at this stage.

For this, the Station Chair will:

- Explain to all present in the station the reason for the actions s/he is taking
- Take the lid off the ballot boxes
- Check that the misplaced ballots have the HNEC stamp on the back of the ballot
- If the misplaced ballots have the HNEC stamp, either
 - Remove the bundle of less than 50 stamped ballot papers from the ballot box, add the misplaced ballots to that bundle, and amend the number recorded on the piece of paper clipped to that bundle to include the newly added ballot papers; or
 - If there is no bundle of less than 50 stamped ballot papers, start a new bundle of less than 50 stamped ballot papers, write on a piece of paper the number of ballots in the bundle and clip it to the bundle
 - Announce the new numbers loudly to all present in the polling station
- If the misplaced ballots do not have the HNEC stamp, carry out the process above using bundles of unstamped ballot papers rather than stamped ballot papers.
- Re-calculate the totals of all ballot papers (stamped and unstamped) to determine the total number of ballot papers withdrawn from the ballot box
- Announce to all present the revised number of the ballots found in the ballot box
- Record that number in the station journal

- Place the ballots back into the ballot box
- Put the lid onto the ballot box, but do not seal it

RECORDING NUMBERS OF BALLOT PAPERS ON THE RECONCILIATION FORM

When the Station Chair ensures s/he has recorded in the journal the correct total number of ballots found in the ballot box(es), s/he will take out the Reconciliation and Results Forms for each type of ballot paper for the following reasons:

- Record in field 7 of the Reconciliation Form the total number of ballots found in the box
- Add together the total number of ballots found inside the box in field 7 and the total number of ballots outside the box in field 6 (this number was calculated and recorded at the end of polling)
- Write the result in field 8 on the Reconciliation Form for that type of ballot

This number should be the same as the total number of ballots received before the start of polling (shown in field 1).

PROCEDURES FOR DISCREPANCY

If the total number of ballots inside and outside the ballot box(es) for either type of ballot is not the same as the total number of ballots of that type received before the start of polling, the Station Chair must, for that type of ballot:

- Check that no ballot papers have fallen off the table
- Check the calculations made in the Reconciliation Form.
- If the calculations are not correct, the numbers must be re-calculated
- If there is now no discrepancy, the Station Chair must, in full view of any observers and agents, put a neat line through the incorrect number and write the correct results of the calculation next to it in red pen, and sign next to the correction. The process can then be continued as normal
- If there is still a discrepancy, or if the calculations are correct, then the Station Chair must recount the spoiled, cancelled and unused ballot papers.
- If the numbers of the spoiled, cancelled or unused ballot papers are different from the numbers recorded in the Reconciliation Form, the Station Chair must, in full view of any observers and agents, put a neat line through the incorrect number, write the correct numbers next to them in red pen, and sign next to the correction. The process can then be continued as normal
- If there is still a discrepancy in the number of the ballots taken out of the ballot box compared to the number recorded in field 7 of the Reconciliation Form, the Station Chair must, in full view of any observers and agents, put a neat line through the incorrect number and correct it in full view of the observers and agents, in red pen, and signed next to the correction.
- In the cases where discrepancy is not solved by following the above steps, the Station Chair will:
 - Inform the agents and observers of the case
 - Record the case in the journal
 - Write a short explanation in the 'Remarks' section of the Reconciliation Form about the discrepancy and the actions taken to try to redress it

- Continue with the sorting and counting of the ballots.

SEALING A BALLOT BOX

If there are two types of ballot papers in use in the station, the ballot box(es) for the Special Race ballots must now be sealed while the sorting and counting of the General Race ballot papers takes place.

The Station Chair must:

- Seal all four sides of the ballot box using the security seals. The seals must be tightened firmly to ensure that the top of each box is held securely and there are no gaps along the edge of the top through which any material could be inserted
- Read aloud the seal numbers to enable observers and candidate agents to record the seal numbers
- Record the seal numbers used to secure the ballot box(es) in the Special Race ballot box section of the Record of Seals Form
- Place the sealed ballot box in a place where it can remain secure, but out of the way of the counting process.

20. VALID AND INVALID BALLOTS

GENERAL PRINCIPLES FOR DETERMINING VALID AND INVALID BALLOTS

In order to continue with the counting process, it is necessary to decide whether a ballot is valid or invalid. The rules for determining the validity of the ballot papers are based on the principle that the ballot should be counted as valid if the intention of the voter is clear.

However, the rules for determining the invalidity of the ballot papers are based on the principle that the ballot should be counted as invalid if the intention of the voter is unclear, or if the ballot is not formally designed, distributed or approved by the HNEC.

RULES FOR DETERMINING VALID BALLOTS

The ballot is 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;
- 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
- A mark in two different boxes for two different candidates, the largest portion of the the mark is in one box for either candidates.
- The ballot is torn but all boxes for all candidates remain intact;

- A mark is made on the name of the candidate.

RULES FOR DETERMINING INVALID BALLOTS

A ballot is considered invalid if:

- There is no official stamp on the back of the ballot paper;
- There is no mark of any description on the ballot paper;
- The voter has made marks indicating a choice for more than one candidate;
- A mark indicating a choice for one candidate has been altered, erased or crossed out, and another choice has been marked;
- There is only one mark on the ballot paper but it is impossible to be sure which candidate it has been recorded for;
- There is writing such as a name or any other mark on the ballot paper which would identify the voter who marked the ballot paper;
- A mark is placed so that its greater portion is between two boxes;
- The ballot is torn so as to remove one or more boxes used for marking a voter's choice;
- The ballot paper is not genuine or designed for training purposes.

In the course of the sorting process, the unstamped ballots must be placed separately from the invalid ballots



21. SORTING BALLOT PAPERS

Following the end of the reconciliation of ballot papers, the Station Chair will announce that the sorting and counting of the ballots will begin. If there are two types of ballots, the General ballot box will be the first one to be sorted and counted.

Officials will:

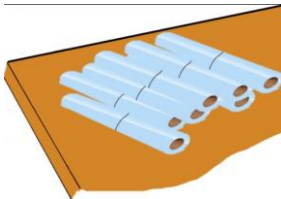
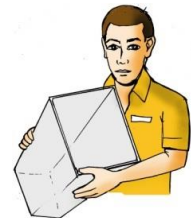
- Prepare name cards for all candidates on the ballot paper, using the A4 paper provided. Each paper should read one candidate only.
- Prepare another A4 card for unstamped ballot papers and another one for invalid ballots
- Place the candidates' name cards separately on the tables, allowing enough space for the ballot papers to be placed above the cards.
 - If there is a large number of candidates, it may be necessary to use the voting screens as well as the tables for the sorting and counting of ballot papers.

- If the ballot papers are very big and contain a large number of candidates, the floor, screen and tables may be used for the sorting and counting.

SORTING PROCEDURES OF VALID AND INVALID BALLOTS

The Station Chair will:

- Empty the ballot papers out of the ballot box onto the table
- Show the empty ballot box to the agents and observers
- Put the bundle of unstamped ballot papers identified during the reconciliation process on the relevant pile
- Remove the rubber band from the bundle of stamped ballot papers (50 ballots)



- Give one bundle to each station official

The polling officials will then sort the ballots according to the voter's choice in the following manner:

- Take one ballot paper at a time
- Check the ballot paper for a voter's mark:
 - If the ballot is valid, place the ballot paper in the pile for the candidate who was the voter's choice
 - If ballot is invalid, it should be placed in the pile of invalid ballots
- When the official has finished sorting the first bundle, s/he will get a second bundle of ballot papers from the Station Chair, and will continue sorting.
- After all the ballot papers are sorted, the polling officials, in teams of two, will check every ballot paper in every pile for candidates to make sure it has been sorted correctly.

SORTING BALLOTS WHOSE VALIDITY IS SUSPECTED

If polling officials have doubts over the validity of a ballot paper, the ballot must be placed aside until the Station Chair decides whether they are in fact valid or not.

The Station Chair will:

- Take the ballot papers that have been placed in the invalid pile and go through them, one by one
- Decide whether each ballot is invalid or not
- If the Station Chair decides that the ballot is invalid, s/he must display it to those present in the station, explaining why it is invalid and then put it back on the pile of invalid ballots

- If s/he decides that it is valid, s/he must display it to those present in the polling station, explaining why it is valid put it onto the pile for the candidate for whom the person voted

22. COUNTING VOTES, COMPLETING FORMS AND PACKING BALLOTS

Before proceeding with the counting, the Station Chair must check that no ballot papers have fallen to the floor unnoticed and have not been included in the sorting process. If s/he finds any such ballots, s/he must:

- Explain what has happened to all present in the station
- Place the ballot paper(s) on the correct pile (unstamped ballot papers, invalid ballot papers, or the pile for the correct candidate).

COUNTING VOTES

Immediately after the sorting of ballots, the counting of votes for each candidate will start by the station officials in the following manner:

- The station officials are divided into teams of two
- Each team takes two piles of ballots
- Each station official counts one pile of ballots. S/he puts the candidate ballots into bundles of 50 and places a rubber band around each bundle. If the bundle has less than 50 ballots, the polling official will write on a piece of paper the number of ballots in the bundle and will clip it to the top of the bundle
- After they have finished counting, the team members will switch piles and recount the ballots in the other person's pile to confirm that the same total is reached twice
- Invalid ballot papers will be counted in the same way

After the number of votes cast for all candidates has been counted and verified, the Chair will announce loudly the number of votes cast for each candidate, so that the observers and candidate agents present at the station can record the results. S/he will also announce loudly the number of invalid votes cast.

COMPLETING THE RECONCILIATION AND RESULTS FORM

After the end of the counting process, the station Chair will:

- Fetch the Results and Reconciliation Forms
- Record the results of each candidate in the correct field
- Write zero (0) on the Results Form for candidates who have received no votes.
- Record the number of unstamped ballots in the field 9 of the Reconciliation Form

- Record the number of invalid ballots in the field 10 of the Reconciliation Form
- Record the total number of valid votes for candidates in the field 11 of the Reconciliation Form.
- Add up the total number of unstamped, invalid and valid ballots (9+10+11) and write the outcome in the field 12 of the Reconciliation Form.

The total in field 12 must equal the number of ballots inside the ballot box recorded in field 7 at the end of the reconciliation process.

If there is any mistake while completing the results form, the Chair must cross out the original number neatly, and write the correction on the form next to the original entry with red pen, and sign against the correction made.



PROCEDURES FOR DISCREPANCY

If the total number of unstamped valid and invalid ballots cast (field 12) is not the same as the total number of ballots found in the ballot box (field 7), the Station Chair must:

- Check if any ballot has fallen off the table
- Verify the calculations in the Results and Reconciliation Forms.
- If the calculation are incorrect, they must be re-done
- If the numbers are consistent the station chair must, in full view of any observers and agents, put a neat line through the incorrect number, write the correct numbers next to them in red pen, and sign next to the correction and continue working normally.
- If the discrepancy persists, despite the correct calculations, the Station Chair must recount the valid, invalid and unstamped ballots.
- If there is any discrepancy in the number of valid, invalid and unstamped ballots and the numbers recorded in the fields (9, 10 and 11) of the Reconciliation Form, the Station Chair will, in full view of the observers and agents, put a neat line through the incorrect number with a red pen and write the correct number next to them and sign next to the correction, and then recalculate the outcome and record it in field 12.
- If the discrepancy continues despite the previous measures, the Station Chair must:
 - Inform the agents and observers of the discrepancy
 - Record the discrepancy in the journal
 - Write a short explanation in the “Remarks” section of the reconciliation form about the discrepancy and the actions taken to try to correct it
 - Pack away the ballots

PACKING BALLOT PAPERS

Upon completion of the count of that type of ballot papers, the Station Chair must pack ballot papers as follows:

- Make one roll of ballot papers for each candidate
- Put the candidate's name card, which was used, in the sorting process around the roll to form a name tag for the roll. This will enable easy identification of rolls of the different candidates. If the name card is missing, another name card can be made
- Make a separate roll for the invalid ballot papers;
- Place all the rolls in a tamper evident bag but do not seal it
- Put the TEB into the ballot box
- If the station is only using one type of ballot paper, the Station Chair will now move on to the display of the results and the packing process as detailed in the following sections.
- The chair will then seal the ballot box using the following process:
 - Seal all four sides of the ballot box using the security seals. The seals must be tightened firmly to ensure that the top of each box is held securely and there are no gaps along the edge of the top through which any material could be inserted
 - Read aloud the seal numbers to enable observers and candidate agents to record the seal numbers
 - Record the seal numbers used to secure the ballot box in the general race section of the Record of Seals form
 - Place the sealed ballot box in a place within the station where it can remain secure, but out of the way of the counting process for the other type of ballot papers.

SECOND BALLOT BOX

If the station was using two ballot papers, the votes in the Special Race ballot box must now be counted.

The chair will:

- Place the ballot box on the table
- Read out the serial numbers of the seals
- Ask the agents and observers if they would like to check the seal numbers before the seals are removed
- Cut the plastic seals on the sides of the ballot box. The slot seal on top of the ballot box remains sealed.
- Record the opening of the seals on the Record of Seals Form.
- Empty the ballot papers out of the ballot box onto the table.
- Display the empty ballot box to the agents and observers

S/he will then carry out the sorting and counting process, as explained above, for this ballot box.

23. DISPLAYING THE STATION RESULTS

After ensuring the Reconciliation and Results Forms for the station have been completed by the Chair, s/he must request the Centre Manager to come to the station in order to check that the form (or both forms, if the station was using two ballot papers) has been completed correctly.

If the Centre Manager identifies any mistakes in either form, corrections must be made only with RED PEN. The Station Chair and the Centre Manager must both sign against the correction.



Once the calculations are confirmed as being correct, the Chair will sign and stamp the Results Form, using the ballot paper stamp. At the same time, s/he will sign at the bottom of the Reconciliation Form, and will ask two other polling officials to sign. Then the Station Chair will:

- Remove the bottom copy to keep for her/his own records, in case of any later queries.
- Display the second copy at the station
- Inform candidate agents that they can copy results from that copy of the form, but that no further copies will be given to the agents.
- The Centre Manager must ensure that this copy of the results form remains on display until the centre is closed after the packing of materials.

Under no circumstances should the Centre Manager or Station Chair sign and certify information recorded by the agents in their notebooks or other unofficial forms not issued by the HNEC.



END OF COUNTING REPORT

Upon the completion of the processes of reconciliation, sorting and counting in all stations and the exhibition of the results, the Centre Manager will:

- Fetch the station journal for Station 1.
- Write a report indicating the end of the counting processes in all stations, with reference to the number of stations and the time counting ended as well as the names of any candidates' agents present to observe the process, if any.
- Centre Manager and Queue Controllers shall add their signatures to the report. Candidates' agents will also be asked to sign.
- The station journal will be returned to the chair of Station 1 for the latter to fill out as per the regular procedures.

POLLING CENTRES OFFICIALS MANUAL

ELECTION OF THE COUNCIL OF REPRESENTATIVES

(PACKING)

24. PACKING OF STATION MATERIALS

At the end of counting process, the Station Chair will pack all sensitive and non-sensitive materials for the station following instructions given below. After packing, all materials will be handed over to the Centre Manager for onward delivery to the Electoral Committee Office.

It is extremely important that items are packed as described below. If items are not packed correctly, it can affect the outcome of the election.



PACKING STATION SENSITIVE MATERIALS

The following items are considered sensitive at this stage, and are to be sealed into tamper evident bags to ensure their safe delivery to the Electoral Committee Office and to the national tally centre.

There are four C3 size tamper evident bags (TEBs) and six C2 size TEBs in the kits. The items packed in each TEB are listed in the checklist of each TEB.

C2 TEB NO 1 FOR PACKING BALLOTS EXTRACTED FROM THE GENERAL RACE AND SPECIAL RACE BALLOT BOX

The following ballots must be packed in this TEB, after being extracted from the ballot box, sorted and then counted:

- ☐ Valid ballots
- ☐ Invalid ballots
- ☐ Unstamped ballots

N.B. the aforementioned ballots must be placed in this TEB until the end of the counting process.

C2 TEB NO 2 FOR PACKING THE OTHER BALLOTS OF THE GENERAL RACE AND SPECIAL RACE

This TEB is used for the following materials:

- ☐ Stubs of completely used ballot paper pads
- ☐ Partly used and unused ballot paper pads
- ☐ Spoiled ballot paper envelope
- ☐ Cancelled ballot paper envelope

C3 TEB NO 3 FOR PACKING VR BOOKLETS AND OTHER SENSITIVE MATERIALS

This TEB contains the VR booklets for the station:

- ☐ Printed station VR booklet
- ☐ Station VR lists
- ☐ Supplementary voters list
- ☐ Station Chair's journal

C3 TEB NO 4 FOR PACKING RECONCILIATION AND RESULTS FORMS (ORIGINALS) ADDRESSED TO THE HNEC GENERAL ADMINISTRATION

The Reconciliation and Results Forms addressed to the HNEC General Administration must be packed in one TEB, even if there are two types of races in the station.

- ☐ Original R&R Form of the General Race
- ☐ Original R&R Form of the Special Race

C3 TEB NO 5 FOR PACKING COPIES OF R&R FORMS ADDRESSED TO THE ELECTORAL COMMITTEE OFFICE

Copies of the R&R Forms addressed to the Electoral Committee Office in one TEB only, even if there are two types of races

- ☐ Carbonated copy 1 of the R&R form for General Race
- ☐ Carbonated copy 1 of the R&R Form for Special Race
- ☐ Station staff attendance sheet

PACKING THE TEBs

Once s/he is sure that the correct items were put into each TEB, the Station Chair must seal the TEB.

S/he must then place the sealed TEBs containing all types of ballot papers along with the sealed TEB containing the voter registration books into one of the ballot boxes. If there is not enough space for all these TEBs in the ballot box, s/he should also use another ballot box.

After placing these TEBs in the ballot box, the Chair must:

- Call the Centre Manager to verify that the TEBs have been correctly placed inside the ballot box
- Take four plastic seals for each ballot box
- Read aloud the seal numbers for agents and observers
Record all four side seals in the record of seals form
- Place the record of seals form in the ballot box with the TEBs

- Seal the ballot box(es)
- With brown sticky tape, securely attach to the side of the sealed ballot box the TEB C3 No 1 containing the copies of the R&R Forms for the HNEC General Administration.
- With brown sticky tape, securely attach to the side of the sealed ballot box the TEB C3 No 2 containing the copies of the R&R Forms for the Electoral Committee office.

PACKING STATION KIT

The indelible ink bottle must be placed inside a plastic bag and wrapped so that it would not leak. All materials, polling forms (apart from the voting screens) which are not in the TEBs are to be placed in the station kit.

The Station Chair will seal the kit with a brown tape to secure and prevent the loss of materials while transported.

DELIVERY OF SENSITIVE AND NON-SENSITIVE MATERIALS TO THE POLLING CENTRE MANAGER

After the Station Chair has completed the packing of the materials, s/he hands over the following materials to the Centre Manager:

- Ballot box(es) that contains TEBs as outlined above
- TEBS 1, 2 attached to the side of the ballot box
- Empty boxes (if any)
- Sealed polling kit
- Voting screens

The Centre Manager must ensure for each station that:

- The TEBs containing copies of the R&R forms addressed to the Electoral Committee Office are securely attached to the side of the ballot box
- The Electoral Committee name and Polling Centre name and code and station code are correctly written on the ballot box



25. PACKING BOXES AND DISPATCHING THEM BY POLLING CENTRE MANAGER

Centre Manager must ensure:

- All ballot boxes and TEBs have been correctly received from each station
- All polling kits have been sealed and delivered to her/him

PACKING POLLING CENTRE MATERIALS

Polling Centre Manager will complete the MTF form listing all the items, which are ready for transportation to the Electoral Committee Office:

- Sealed ballot boxes containing TEBs from each station (one or two per station)
- TEBs1 and 2 attached to the ballot boxes
- Polling kit from each station (one per station)
- Empty ballot boxes (if any)
- Voting screens (two or three) from each station.

The Electoral Committee Office will inform the Polling Centre Manager when to expect collection of the ballot boxes, and s/he must remain on duty, guarding the ballot boxes, until they have been handed over to the Electoral Committee office staff. It is possible that the other materials (such as polling kits and voting screens) may be collected at a later stage; if this is the case, the Polling Centre Manager should store these items and await further instructions about their collection by the Electoral Committee Office.

HANDING OVER MATERIALS TO THE ELECTORAL COMMITTEE OFFICE TEAM

The Polling Centre Manager will hand over all polling materials to the Electoral Committee office staff. S/he will keep a carbonated copy of the Materials Transfer Form, and will give the original and one copy to the Electoral Committee office staff.

Under no circumstances is any person allowed to open the TEB or the sealed ballot boxes while receiving these items or transporting them from the centre to the HNEC Electoral Committee Office.



POLLING CENTRE OFFICIALS MANUAL

ELECTION OF THE COUNCIL OF REPRESENTATIVES

(SUPPORT FORMS)

26. SUPPORT FORMS


1. Material Transfer Form

[illegible]

2. Record of Seals Form


[illegible]

3. Attendance sheet form



المفوضية الوطنية
العليا للانتخابات
High National Elections Commission

سجل حضور موظفي المحطة



الانتخاب
مجلس
الشورى

رقم مركز الاقتراع

اسم اللجنة الانتخابية

نوع المحطة / دعال

رقم المحطة

اسم مركز الاقتراع

ت	اسم الموظف الرياعي	الوظيفة	ساعة الحضور	التوقيع	ساعة الانصراف	التوقيع
1			:		:	
2			:		:	
3			:		:	
4			:		:	
5			:		:	
6			:		:	
7			:		:	
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9			:		:	
10			:		:	

ختم المفوضية


توقيع رئيس المركز

.....

اسم رئيس المركز


.....

4. Supplementary Voters Form



المشوضية الوطنية
العليا للانتخابات
High National Elections Commission

قائمة الناخبين الإضافيين



انتخاب
مجلس
الشيوخ

رقم مركز الاقتراع

اسم اللجنة الانتخابية

☐ ذكور
 ☐ إناث
 ☐ نوع المحطة /
 ☐

رقم المحطة

اسم مركز الاقتراع

ت	اسم الناخب الرئاسي	اسم مركز الاقتراع الأصلي	رقم مركز الاقتراع الأصلي	توقيع الناخب	ملاحظات	الناخبين الإضافيين
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* يحدد بالناخبين الإضافيين أولئك الذين وردت أسمائهم في سجل الناخبين النهائي الخاص بالمحطة مقابل لمسجلهم.

اسم مدير المحطة

توقيع مدير المحطة

ختم المشوضية


5. Reconciliation and Results Form



انتخاب
مجلس
النواب

انتخاب مجلس النواب في المرحلة الانتخابية

التنافس العام



المفوضية الوطنية
العلوية للانتخابات
High National Elections Commission

نموذج النتائج

الدائرة الانتخابية الحادية عشر
اسم مكتب اللجنة الانتخابية

نموذج التسوية

اسم مركز الاقتراع
اسم مكتب اللجنة الانتخابية

1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	

في جميع الحالات أثناء يرجى التحقق من أعداد أوراق الاقتراع لمرتين لضمان الدقة

القسم (أ) يبدأ قبل فتح المحطة

الرقم التسلسلي لأوراق الاقتراع التي استلمتها المحطة

من إلى

العدد الكلي لأوراق الاقتراع التي استلمتها المحطة

القسم (ب) يبدأ عند غلق المحطة

عدد التوقيعات في سجل الناخبين

عدد أوراق الاقتراع غير المستخدمة

عدد أوراق الاقتراع ثقالة

عدد أوراق الاقتراع الملمة

العدد الكلي لأوراق الاقتراع خارج صندوق الاقتراع (9+10+11)

القسم (ج) يبدأ بعد عدد أوراق الاقتراع المستخرجة من صندوق الاقتراع

عدد أوراق الاقتراع الموجودة داخل صندوق الاقتراع

مجموع أوراق الاقتراع الموجودة داخل وخارج الصندوق (7+8)

ملاحظة: إذا كان الرقم في الخانة 8 لا يساوي الرقم في الخانة 1 يجب تكرار التسيات أعلاه

إذا ظل الفرق قائماً يجب إعادة عدد أوراق الاقتراع التي تتحقق من الأرقام في الخانات 7, 8, 9, 10, 11, 12 كما هو مبين في التابلو

إذا ظل الفرق قائماً يجب ملاحظة في الخانة أسفل النموذج ذكر الإجراءات المشيعة قبل الانتقال إلى الخطوة التالية

الرقم مركز الاقتراع

اسم مكتب اللجنة الانتخابية

نكر/نشي

نكر

نكر/نشي

الجلس

القسم (د) يبدأ بعد إكمال نتائج للتنازع

عدد الأوراق غير المستخدمة

عدد الأوراق الثقالة

عدد الأوراق الصحيحة

مجموع أوراق الاقتراع المغروزة (9+10+11)

ملاحظة: إذا كان الرقم في الخانة 12 غير مساوي للرقم في الخانة 7 يجب إعادة حساب الناتج في الخانات 9, 10, 11, 12

إذا ظل الفرق قائماً يجب إعادة الحساب يجب إعادة عدد أوراق الاقتراع في الخانات 9, 10, 11, 12 كما هو مبين في التابلو

إذا ظل الفرق قائماً يجب ملاحظة في الخانة أسفل النموذج ذكر الإجراءات المشيعة قبل الانتقال إلى الخطوة التالية

عدد الحاجة استخدام هذه الخانة لأي ملاحظات ضرورية

ترقيم مخطط الاقتراع

ترقيم مخطط الاقتراع

التاريخ/الخطم

ترقيم مدير محطة الاقتراع

6. TEBs stickers

3	2	1
 انتخاب مجلس النواب	 انتخاب مجلس النواب	 انتخاب مجلس النواب
اسم اللجنة الانتخابية اسم مركز الاقتراع رقم مركز الاقتراع نوع المحطة <input type="checkbox"/> نساء <input type="checkbox"/> رجال رقم المحطة	اسم اللجنة الانتخابية اسم مركز الاقتراع رقم مركز الاقتراع نوع المحطة <input type="checkbox"/> نساء <input type="checkbox"/> رجال رقم المحطة	اسم اللجنة الانتخابية اسم مركز الاقتراع رقم مركز الاقتراع نوع المحطة <input type="checkbox"/> نساء <input type="checkbox"/> رجال رقم محطة الاقتراع
ملصق كيس كتيبات سجل الناخبين والمواد الحساسة الأخرى (توضع في داخل الصندوق وترسل إلى مكتب اللجنة الانتخابية)	ملصق كيس أوراق الاقتراع الأخرى التنافس العام (توضع في داخل الصندوق وترسل إلى مكتب اللجنة الانتخابية)	ملصق كيس أوراق الاقتراع المستخرجة من صندوق التنافس العام (توضع في داخل الصندوق وترسل إلى مكتب اللجنة الانتخابية)
المحتويات: <input type="checkbox"/> كتيب سجل الناخبين المطبوع الخاص بالمحطة <input type="checkbox"/> أوراق سجل الناخبين الخاص بالمحطة <input type="checkbox"/> قائمة الناخبين الإضافيين <input type="checkbox"/> سجل مدير المحطة	المحتويات: <input type="checkbox"/> كمعرب رزم أوراق الاقتراع المستخدمة كليا <input type="checkbox"/> رزم أوراق الاقتراع غير المستخدمة والمستخدمة جزئياً <input type="checkbox"/> طرف أوراق الاقتراع الثالثة <input type="checkbox"/> طرف أوراق الاقتراع الملقاة	المحتويات: <input type="checkbox"/> أوراق الاقتراع الصحيحة <input type="checkbox"/> أوراق الاقتراع الباطلة <input type="checkbox"/> أوراق الاقتراع غير المختومة
5	4	
 انتخاب مجلس النواب	 انتخاب مجلس النواب	
اسم اللجنة الانتخابية اسم مركز الاقتراع رقم مركز الاقتراع نوع المحطة <input type="checkbox"/> نساء <input type="checkbox"/> رجال رقم المحطة	اسم اللجنة الانتخابية اسم مركز الانتخاب رقم مركز الانتخاب نوع المحطة <input type="checkbox"/> نساء <input type="checkbox"/> رجال رقم المحطة	
ملصق كيس نسخ نماذج التسوية والنتائج (تكون خارج الصندوق وترسل إلى مكتب اللجنة الانتخابية)	ملصق كيس نماذج التسوية والنتائج (الأصلية) (تكون خارج الصندوق وترسل إلى الإدارة العامة بالمفوضية)	
المحتويات: <input type="checkbox"/> النسخة الكرتونية الأولى من نموذج التسوية والنتائج <input type="checkbox"/> للنقاش العام <input type="checkbox"/> النسخة الكرتونية الأولى من نموذج التسوية والنتائج <input type="checkbox"/> للنقاش الخاص (إن وجد) <input type="checkbox"/> سجل حضور موظفي المحطة	المحتويات: <input type="checkbox"/> النسخة الأصلية من نموذج التسوية والنتائج للنقاش العام <input type="checkbox"/> النسخة الأصلية من نموذج التسوية والنتائج للنقاش الخاص (إن وجد)	

★ The actual size of these stickers is A4

7. Ballot boxes stickers



المفوضية الوطنية
العلية للانتخابات
High National Elections Commission

انتخاب
مجلس
النواب



صندوق الاقتراع

التنافس العام

☐ رجال
 ☐ نساء

نوع المحطة

رقم المحطة

رقم مركز الاقتراع

اسم مركز الاقتراع

اللجنة الانتخابية

اسم مدير المحطة

توقيع مدير المحطة



المفوضية الوطنية
العلية للانتخابات
High National Elections Commission

انتخاب
مجلس
النواب



صندوق الاقتراع

التنافس الخاص

☐ رجال
 ☐ نساء

نوع المحطة

رقم المحطة

رقم مركز الاقتراع

اسم مركز الاقتراع

اللجنة الانتخابية

اسم مدير المحطة

توقيع مدير المحطة

★ The actual size of those stickers is A4

