

Manual for Polling Officials

COUNCIL OF
REPRESENTATIVES
ELECTION



المفوضية الوطنية
العليا للانتخابات
High National Elections Commission





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2. Message from the Chair of the HNEC

Dear Polling, Sorting and Counting Officers,

The HNEC highly values your efforts exerted for the success of the most important event, whose creation has cost our people a great deal of anguish, suffering and sacrifices, i.e. the Constitution, the early steps to which have started with the election of the CDA.

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 without any errors or personal reasoning.

We are positive 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. Code of conduct for election officials

This code of conduct is issued under the authority of the Electoral Law 10/2014, in order to specify legal and ethical criteria for HNEC staff. The High National Elections Commission can impose sanctions or take major steps against election officials who violate any provision of this code of conduct.

HNEC staff shall:

- Perform their duties according to laws and regulations, and particularly the laws related to electoral process management
- Respect everyone's fundamental rights of freedom of opinion, expression, political pluralism, assembly and engagement in CSOs
- Act impartially and without bias with voters, candidates, observers, media representatives and others
- Not indicate support of any political entity or candidate by their clothes, badges, deeds, behaviour or speeches
- Be fully neutral with all stakeholders in the electoral process, and removed from any suspicion through receiving money or any benefits from political entities or candidates or any other bodies
- Respect the secrecy of private or any other information gained in the conduct of their duties
- Treat all persons with honour and respect, without considering their gender, religion, belief, age or disability and regardless of their social origin or personal status
- Attend all training sessions and familiarise themselves with all relevant procedures provided by the General Administration of the HNEC prior to the start of duties
- Be punctual for their tasks and carry out the tasks entrusted to them with professionalism and good will, according to the timetable approved by the HNEC and the General Administration

I have read, understand, and will abide by the above principals:

Location: _____ Date: _____

Name: _____ Signature: _____



4. Background and general information

4.1 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.

HNEC decided Out-of-Country Voting for the Council of Representatives (CoR) Election to be conducted in 13 countries: Canada, Egypt, Germany, Ireland, Italy, Jordan, Malaysia, Qatar, Tunisia, Turkey, United Arab Emirates, United Kingdom and United States of America.

These procedures, developed by the High National Election Commission (HNEC), describe the process of polling and counting in the OCV for the CoR Election. The procedures also provide a reference manual for the staff of the polling centres and stations, explaining in detail the procedures that staff must follow to enable registered voters to vote and count their votes.

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4.2 Conduct of Council of Representatives election

- ◆ The Council of Representatives will comprise of 200 representatives to be elected by a majoritarian system. 16% or 32 seats of the 200 are reserved for women..
- ◆ The candidates compete in 75 sub-constituencies. Some of the 75 sub-constituencies are single-member, while some are multi-member sub-constituencies.
- ◆ All of the 75 sub-constituencies have general race, while some have both general and special race.
- ◆ The special race is for candidates who contest the seats reserved for women.

4.3 Who can vote?

A person can vote in the CoR Election if s/he is:

- ◆ listed in the Final Voter Register (FVR) for the centre where s/he is voting
- ◆ able to provide a photographic personal identity document to prove her/his identity
- ◆ comes in person to vote in the Polling Center where s/he is registered, on the days of polling

If s/he is not listed in the FVR, s/he will not be able to vote.

4.4 Where will voting for OCV take place?

Polling for the OCV for the CoR Election will take place in Polling Centres established in 13 countries and the following cities in those countries:

- | | |
|---|--|
| <input type="checkbox"/> Canada – Ottawa, Toronto and Calgary | <input type="checkbox"/> Qatar – Doha |
| <input type="checkbox"/> Egypt – Cairo and Alexandria | <input type="checkbox"/> Tunisia – Tunis |
| <input type="checkbox"/> Germany – Berlin and Bonn | <input type="checkbox"/> Turkey – Istanbul |
| <input type="checkbox"/> Ireland – Dublin | <input type="checkbox"/> United Arab Emirates – Dubai |
| <input type="checkbox"/> Italy – Rome | <input type="checkbox"/> United Kingdom – London and Manchester |
| <input type="checkbox"/> Jordan – Amman | <input type="checkbox"/> United States of America – Washington DC, |
| <input type="checkbox"/> Malaysia – Kuala Lumpur | Chicago, Denver, Houston and Los Angeles |



4.5 Polling centres and stations

A **Polling Centre (PC)** is a location where voting will take place. Each polling centre is composed of at least one polling station.

A **Polling Station (PS)** is the place within the polling centre where registered voters will cast their ballots. Voters can only vote in the centre where they registered as a voter.

4.6 Polling centre and station coding

The coding of the OCV PCs and PSs will follow the standard coding format as shown below:

1. Country code – 2 digits
2. City code – 2 digits
3. Polling Station code – 3 digits

Important: It is ESSENTIAL to use the correct coding on all of the forms. Do not leave blank any places on forms or other materials where you have to fill in a station or centre code.

4.7 When will out of country voting take place?

Out of Country Voting for the CoR Election will last for a period of 2 days and take place on 21st and 22nd of June 2014. The counting of votes will take place on 25th of June upon close of polls in Libya. The PCs will open at **8am** and close at **6pm**.

4.8 Overview of the voting steps

- ✔ Polling centre support staff directs voter to correct polling station
- ✔ Voter shows photographic ID document to ID officer
- ✔ ID officer finds voter's name in the FVR
- ✔ Voter signs next to her/his name in the FVR
- ✔ Explainer asks voter for which sub-constituency s/he wants to vote
- ✔ Explainer issues to the voter candidate booklet(s) opened on the page that lists the candidates for the sub-constituency of her/his choice
- ✔ Explainer explains the mechanism of voting to the voter
- ✔ Ballot paper issuer writes down the number of the main constituency and the number of the sub-constituency of voter's choice on the ballot paper
- ✔ Ballot paper issuer stamps ballot paper(s) with HNEC stamp
- ✔ Ballot paper issuer folds ballot paper(s) and gives to voter
- ✔ Voter goes to the voting screen and marks each ballot paper with one choice, in secret
- ✔ Ballot box controller receives the candidate booklet(s) from the voter
- ✔ Ballot box controller marks voter's finger with ink
- ✔ Voter puts ballot(s) in the correct box(es)
- ✔ Voter leaves the polling centre



المفوضية الوطنية العليا للانتخابات

High National Elections Commission

5. Management of the Out-of-Country Voting process

5.1. High National Election Commission

According to the Law 8/2013, the High National Election Commission (HNEC) is the Libyan institution authorized to conduct the electoral processes in Libya. HNEC is fully responsible for all aspects of the elections, including the Out-of-Country Voting process. The International Organization for Migrations (IOM) upon HNEC's request is the implementing partner of HNEC for the conduct of the OCV in the 13 selected countries.

HNEC established an OCV Committee to work with the IOM OCV Coordination Office and ensure coordination and adherence to the HNEC's regulations and procedures.

IOM OCV Coordination Office is based in Tripoli and it coordinates the conduct of the OCV process in the 13 countries. The OCV Coordination Office reports to the HNEC OCV Committee.

IOM OCV Country Offices are established in each of the 13 countries. Each OCV Country Office coordinates the conduct of the OCV process in the respective country and reports to the OCV Coordination Office.

Polling Centres (PC) will be established in each of the 13 countries and 22 cities in those countries (for cities see chapter 4.4). Each Polling Centre will have at least one Polling Station (PS). The PSs report to the PCs which in turn report to the OCV Country Office.

6. Polling staff

6.1 Polling centre staff

Polling centre staff will comprise a Polling Centre Chair and support staff.

Polling centre chair

In some PCs, one Polling Centre Chair will be appointed in addition to the Polling Station Managers. In PCs with up to two PSs one of the PS Managers will also act as PC Chair.

The PC Chair is the official in charge of the Polling Centre. The PC Chair will:

- ◆ Receive polling station materials from the OCV Country Office and store them securely
- ◆ Set up the PC a day before the elections with assistance from the other polling staff
- ◆ Distribute election materials to the PSs
- ◆ Deliver to each PS the ballot papers for each type of election races
- ◆ Ensure that PC and PS staff wear their tunics
- ◆ Take attendance of all PC and PS staff
- ◆ Manage and maintain order in the PC during polling and counting
- ◆ Ensure that all polling and counting procedures are followed accurately
- ◆ Check and ensure that all ballot boxes are properly labelled
- ◆ Check that all forms completed by PS Managers are correctly filled in
- ◆ Deal with the media, observers and candidate agents at the PC
- ◆ Deal with complaints raised at PC level

Polling centre support staff

The number of PC support staff will depend on the number of stations in the centre. The PC support staff will have the following roles:

- ◆ To maintain order in the polling centre and ensure smooth and orderly movement of people in the PC
- ◆ To help the voter find the correct polling station by examining the FVR list displayed in front of the PSs

6.2 Polling station staff

Each PS will have 6 staff members:

- ◆ Polling Station Manager
- ◆ Identification Officer
- ◆ Explainer
- ◆ Ballot Paper Issuer
- ◆ Ballot Box Controller / Inking officer
- ◆ Queue Controller

All polling officials are representatives of the HNEC and must behave impartially and honestly at all times, and in accordance with the Code of Conduct for electoral staff. The impartial behaviour of polling officials is important for transparent, credible and acceptable elections.

Polling Station Manager

The PS Manager is the polling official in charge of a polling station, who will:

- ◆ Set up the PS with assistance of the other PS staff
- ◆ Insert the correct details in the top of all forms
- ◆ Complete all required processes before the opening of the poll (as detailed in this manual)
- ◆ Maintain order inside the PS
- ◆ Supervise PS staff to ensure that correct procedures are followed and that sensitive materials can be accounted for at all times
- ◆ Ensure that there is always a pen inside each voting screens
- ◆ 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 media at the PS
- ◆ Record important events in the PS Journal
- ◆ Deal with complaints raised at PS level
- ◆ Refer issues which cannot be resolved within the PS to the PC Chair
- ◆ Close the PS after the last voter in the queue has voted
- ◆ Complete duly all PS forms
- ◆ Perform the duties of other polling staff during periods of absence.

Queue controller

The Queue Controller is positioned at the entrance of the PS and s/he will:

- ◆ Control the entrance and the exit of the PS so that only authorized persons enter the PS
- ◆ Ensure that the queue is maintained in orderly manner throughout each polling day
- ◆ Give the elderly, disabled and pregnant women priority in the queue
- ◆ Check voters' fingers for ink

Identification officer

The Identification Officer will:

- ◆ Check voter's finger for ink
- ◆ Check voter's personal identification document
- ◆ Locate the voter in the Final Voter Register
- ◆ Tick voter's name in the FVR
- ◆ Ask the voter to sign her/his name in the FVR

Explainer

The Explainer will:

- ◆ Present the voter with the map of Libya and explain the boundary delimitation of sub-constituencies
- ◆ Assist the voter in locating the sub-constituency of her/his choice
- ◆ Issue to the voter candidate booklet(s) which contain the list of all candidates in the sub-constituency of voter's choice
- ◆ Explain the voting mechanism to the voter

Ballot Paper Issuer

The Ballot paper issuer will:

- ◆ Write down on the ballot paper(s) the number of the constituency and the number of the sub-constituency in which the voter wishes to vote
- ◆ Stamp the back of the ballot paper(s) using the HNEC stamp
- ◆ Pre-folds and issues the ballot paper(s) to the voter

Ballot box controller/inking officer

The Ballot box controller will:

- ◆ Guard the ballot boxes at all times
- ◆ Receive the candidate booklet(s) from the voters
- ◆ Ink voter's right index finger before the voter deposits the ballot paper to the ballot box
- ◆ Ensure that the voter casts the ballot paper(s) in the corresponding ballot box

7. Persons who can be present in the polling centre and station

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

- ◆ Registered voters waiting to vote at that particular centre/station
- ◆ Polling staff
- ◆ HNEC officials
- ◆ IOM Representatives
- ◆ Accredited candidate agents
- ◆ Accredited national and international observers
- ◆ Accredited national and international media representatives
- ◆ Guests accredited by the HNEC
- ◆ Host country police staff, only if called upon by the PC Chair.

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

Observers, agents, guests and members of the media must wear a badge issued by the HNEC.

Polling staff must wear the tunics supplied in the polling kits, and other HNEC officials must carry their HNEC identification. Police or other security officers must wear their official uniforms and display ID where available.

No one may carry arms in a polling centre, with the exception of police officers, if invited into the polling centre/station for security reasons by the PC Chair.

In order to prevent overcrowding, the PC Chair regulates access to the PC and, if necessary, may establish a schedule for observers and agents, to ensure all have an equal chance to monitor the process.

7.1 Accredited candidate agents



Candidate agents have an important role to help ensure that the elections are transparent and credible.

A candidate agent in the polling station/centre can:

- ◆ Observe the polling and counting on behalf of her/his candidate
- ◆ Bring questionable issues to the attention of the polling station manager who may, if s/he wishes, record her/his remarks in the PS Journal
- ◆ Observe the counting and record the results
- ◆ Report her/his findings to the candidate which s/he represents

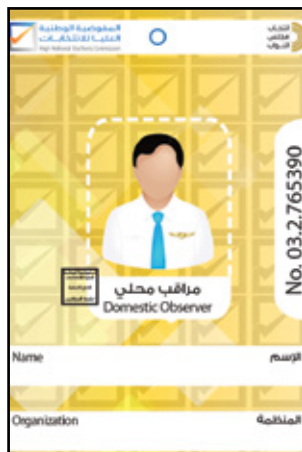
The candidate agents must comply with the code of conduct issued by the HNEC. In order to ensure that this happens, the PS Manager will ensure that:

- ◆ candidate agents carry an accreditation badge issued by the HNEC
- ◆ agents do not interfere with the polling and counting process in any way
- ◆ candidate agents do not display anything which may indicate that they are representatives of a particular candidate

The PS Manager may order any agent to leave the PS if s/he is not complying with her/his obligations. In case of overcrowding, the PS Manager may order that each candidate is represented by no more than one agent at a time in the PS.

7.2 Accredited electoral observers

Domestic and international observers accredited by the HNEC can:



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

International observers are permitted to have one interpreter per team inside the station.

Observers comply with the code of conduct issued by the HNEC and the polling station manager will ensure that they:

- ◆ act in an impartial and neutral manner while observing polling and counting processes
- ◆ visibly display their accreditation badges and do not wear or carry any sign that associates them with a candidate
- ◆ do not interfere with the polling and counting processes in any way, or touch any polling material

The PSM may order an observer to leave the PS if s/he is not complying with her/his obligations, and may request observers to leave if s/he believes that the station is becoming overcrowded.

Domestic and International accredited observers and accredited candidate agents must follow the code of conduct approved by the HNEC.

7.3 Accredited media representatives

Mass media are natural partners in the efforts of the HNEC to disseminate accurate information and relevant and effective messages to the Libyan population. Media representatives who have been accredited



by HNEC can have access to the polling centre/stations at all times during the polling and counting processes to perform their tasks.

In order to prevent overcrowding, the number of media representatives allowed in each PC and PS is at the discretion of the PC Chair and the PS Manager

The PC Chair and the PS Manager will ensure that media personnel:

- ◆ act in an impartial and neutral manner inside and outside the PS

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

7.4 Guests

The following categories of people are considered as guests of the HNEC:

- ◆ Members of the diplomatic community
- ◆ International advisers
- ◆ High ranking Libyan officials
- ◆ Officials of the host country
- ◆ A limited number of entourage associates accompanying the guests
 - Security guards assigned to ensure the security of the guests and their entourage.



Guests and their international interpreters and international security staff must have an accreditation card issued to them by the HNEC at all times publicly visible while they are in PC.

During their time at the PC, guests

- ◆ may ask the polling officials for explanations about the process
- ◆ must not interfere in any way in the electoral process or disrupt the procedure
- ◆ must respect voting secrecy and the information put on the ballot paper
- ◆ must not, in any way take a stand for a candidate
- ◆ are responsible for their entourage and security guards' behaviour

In case of a violation, the HNEC may restrict the presence of guests at PCs and PSs.

8. Electoral materials

8.1 Types of electoral materials

Electoral materials are categorised as either sensitive or non-sensitive.

- ◆ Loss of or damage to sensitive materials could seriously affect the electoral process.
- ◆ Non-sensitive materials are important and necessary, but it would not affect the election process as seriously if they are damaged or lost; they should, however, be replaced in a short period of time.

8.2 Sensitive materials

The following materials are considered as sensitive:

- ◆ Ballot papers
- ◆ Final Voter Register
- ◆ Official HNEC stamp
- ◆ Reconciliation forms
- ◆ Results forms
- ◆ Indelible ink
- ◆ Ballot box seals

8.3 Essential non-sensitive materials

Essential non-sensitive materials are:

- ◆ Empty ballot boxes
- ◆ Voting screens
- ◆ Empty tamper-evident bags (TEBs)
- ◆ Book of Forms
- ◆ General ballot candidate booklets
- ◆ Special ballot candidate booklets
- ◆ Envelopes
- ◆ PS Journal

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

8.4 Other non-sensitive items

Other non-sensitive items include lamps, calculators, tape, pens, pencils etc. If these items are lost, it should be possible to replace them locally.

8.5 Summary of materials and their uses

| Item | Purpose | Quantity per polling station |
|---|--|--------------------------------------|
| Materials transported as separate items | | |
| Ballot boxes | Translucent boxes used by voters to deposit their ballot papers. One of the boxes will be used as storage box for the sensitive materials. | 3 |
| Voting screens | To enable voters to mark their ballots behind a screen, without anyone being able to see whom they are voting for. | 3 |
| Indelible ink | To mark voters' fingers to prevent them from voting more than once. | 3 |
| General Race Ballot papers | Ballot paper used for the general race. | In pads of 100 ballots |
| Special Race Ballot papers | Ballot paper used for the special – women race. | In pads of 100 ballots |
| General race Candidate Booklet | Booklet listing all candidates for general seats by sub-constituency | 50 |
| Special race Candidate Booklet | Booklet listing all candidates for special – women seats by sub-constituency | 50 |
| Tissues | To wipe voters' fingers before applying ink, and to remove excess ink | Enough for two tissues per person |
| Envelopes containing forms | | |
| Final Voter Register | Lists names of registered voters. | 1 |
| Reconciliation forms | Used for recording reconciliation of ballot papers. | 3 |
| Results forms | Used for reporting results for the PS. There is a separate Results Form for each sub-constituency. Each sheet consists of an original and two copies. Each copy will be of different colour. | Total of 102 different Results forms |
| Book of Forms | Contains forms used to record seals on the ballot boxes and to account for the ballot papers used. | 1 |
| Materials transfer form | Used to record the transfer of materials between PCand Country Office | 3 |
| Attendance sheet | To be filled in for all polling staff on daily basis | 1 |
| Ballot box labels | To apply on the front of the ballot box, to identify the polling station and the type of ballot | 3 |
| Tamper evident bag labels | To label TEBs with contents and station where they came from | At least one per TEB used |
| Kit Box | Plastic box used to store and transport materials for polling and counting | 1 |
| Materials transported inside polling kit | | |
| Pens (black) | To complete forms, and for voters to mark ballot papers | 25 |
| Pens (red) | To make corrections in the forms | 5 |
| Plastic seals with unique numbers | For sealing ballot boxes, safeguarding sensitive materials inside the box and protecting from tampering during the process and transportation. | 100 |



| Item | Purpose | Quantity per polling station |
|-------------------------------------|--|------------------------------|
| HNEC stamp | To validate the ballot papers and the Reconciliation and Results forms | 2 |
| Stamp pad | Blue ink pad for the Commission stamp | 1 |
| Thumbprint pads | To mark the thumbs of illiterate voters so that they can mark the FVR form in the signature space | 1 |
| Brown C3 envelope | For storing forms, spoiled and cancelled ballot papers | 5 |
| C2 Tamper Evident Bag | For transporting counted and unused ballot papers to the Country Office | 6 |
| C3 Tamper Evident Bag | For transporting the results forms to the Country Office and to the National Tally Centre | 4 |
| Permanent marker pen | To mark information on ballot boxes, TEBs etc. as required. | 1 |
| Polling journal | Notebook for the polling station manager to record key information | 1 |
| Calculator | To assist in the calculations needed on the reconciliation and results forms | 1 |
| Polling station sign | To be pinned onto walls outside the polling stations | 2 |
| Flag | To display at the entrances of the polling centre | 1 |
| Rope | For tying flag onto trees, buildings or poles | 1 |
| Barrier tape | To organise the queue at the entrance of the polling centre and polling 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, barrier tape, and any other cutting required | 1 |
| Rulers | For marking straight lines, helping to tear ballot papers off stubs, etc. | 2 |
| Thin cord rope | To attach pen to voting screen, and any other purpose | 1 |
| Scotch tape | For sticking result forms onto A2 sheets of paper, and other uses | 4 |
| Box of thumb tacks | For putting final results onto walls and other uses | 5 |
| A2 Paper | For final results to be stuck onto | 15 |
| Tunic | To identify polling centre and polling station staff | 6 |
| Double-sided adhesive sticker | Round pads, sticky on both sides, to hold the thumbpads, ink pads and the pots of indelible ink securely onto a flat surface | 4 |
| Plastic bag containing counting kit | | 1 |
| Bulldog clips | To hold piles of ballot papers together, and other uses | 1 |
| Lamp with batteries | To enable counting to continue if there is a power cut | 1 |
| Batteries | For the lamp | 1 |
| Rubber bands | To secure bundles of ballot papers | 1 |
| Pack of A4 papers | For general use and to use for labelling piles and bundles of ballot papers during the count | 1 |
| General stationery | Materials such as plastic folders, card punches, which have general uses | |

9. Preparation for polling

9.1 Delivery and receipt of electoral materials

One day before the start of polling, the PC Chair will receive from the OCV Country Office all the sensitive and non-sensitive materials for all PSs within the PC, packed as explained in the previous chapter.

The following handover process must be followed:

- ◆ Upon receipt of the materials, the PC Chair must carefully check the delivered materials against the list of items shown on the material transfer form before s/he signs the form. By signing the form, the PC Chair confirms that the quantity of the items received, as listed in handover form are correct.
- ◆ The PC Chair will keep the original of the materials transfer form and give the copy of the form to the person who delivered the materials.
- ◆ The PC Chair will pass on polling kits and other materials to the PS Manager of each PS
- ◆ If the PS Manager identifies any shortage of materials, s/he immediately reports this to the PC Chair who will contact the OCV Country Office to request additional supplies. The PS Manager records in the PS Journal any items that were missing and the action taken by the PC Chair in order to supplement missing items.

9.2 Preparations in the polling centre and stations

Before polling day, the PC Chairs and PS Managers will plan the layout of the polling centre and stations with the collaboration of all polling staff members.

9.3 Polling centre layout

In order to enable easy flow of voters to and out of polling centre, the PC Chair must plan arrangements for the centre, such as:

9.4 Polling centre support staff

The polling centre support staff must stand inside the polling centre but outside the polling stations, so that s/he can ensure that:

- ◆ only authorized people enter the centre
- ◆ voters are directed to the correct polling station by locating their names on the FVR
- ◆ voters do not remain at the centre after voting
- ◆ the polling centre queue is closed at **6pm**

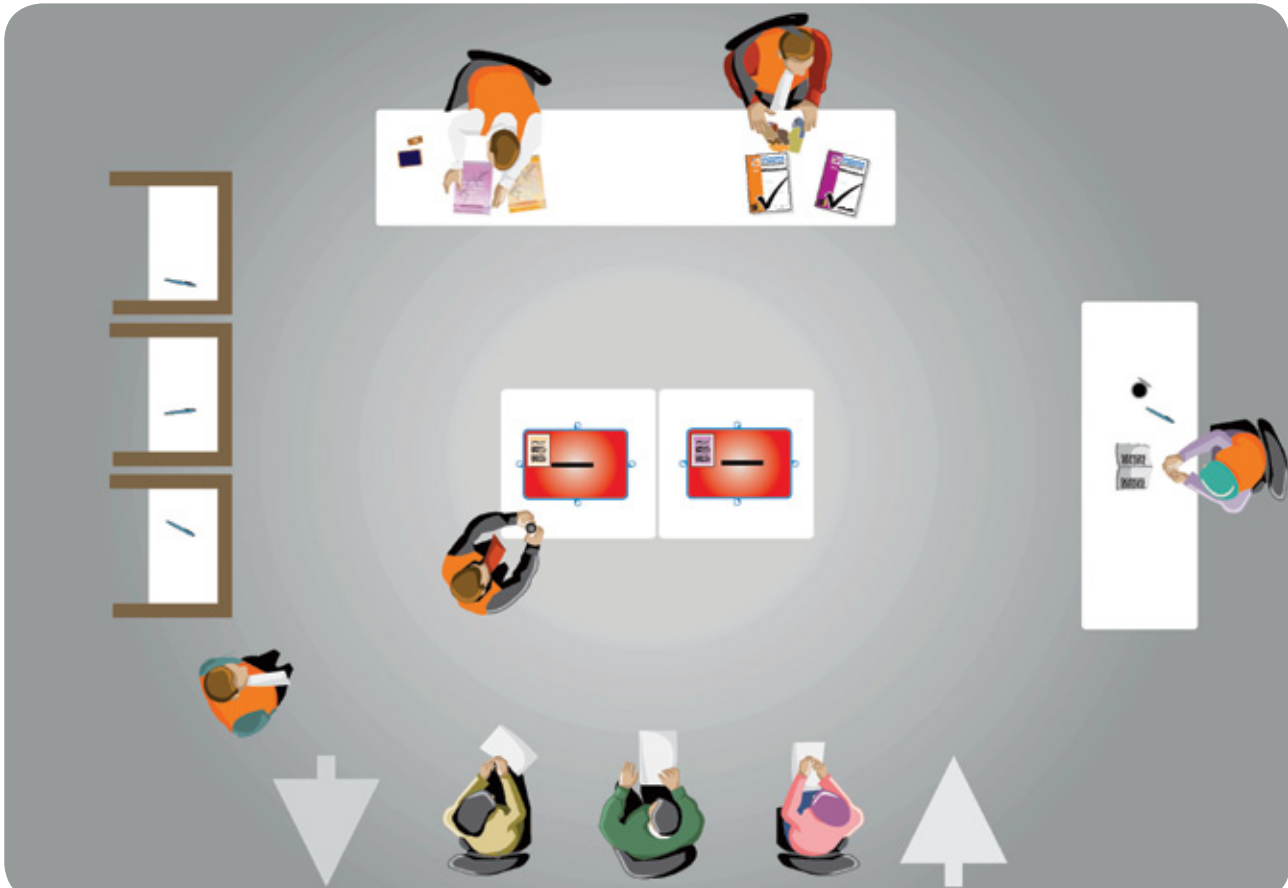
9.5 Polling centre chair

The PC Chair must be able to control all activities inside the PC, and if s/he has a desk or office, this must be in a position to enable her/him to carry out her/his supervision duties.

9.6 Polling station layout

The polling station must be organized to allow the most efficient flow of voters, from entry to exit, throughout the day. The layout of the polling station will depend on the size and shape of the room, the location of the entrance and exit doors, and the tables and chairs or benches available.

The following drawing illustrates one possible polling station layout:



9.7 Polling station manager

The PS Manager makes sure that the polling station is set up and functioning appropriately all day long. Her/his desk, if available, should be positioned in a place where s/he can have a clear view of the entire polling station and all activities taking place in the PS.

9.8 Queue Controller

The Queue Controller is positioned at the entrance of the PS, in order to be able to check voter's finger for ink and enable smooth flow of applicants in the PS.

9.9 Identification Officer

The table of the Identification Officer should be positioned as the first station after the entrance to the PS. The Identification Officer must have sufficient workspace to be able to search for a person's name in the FVR for that station.

9.10 Explainer

The Explainer should be positioned next to the Ballot Paper Issuer and have sufficient space to allow her/him to handle the map of Libya presenting all the sub-constituencies; the list of sub-constituencies and their numbers; and the candidate booklets while explaining to the voters how to locate the sub-constituency of their choice in the candidate booklets and how to mark the ballot.

9.11 Ballot Paper Issuer

The Ballot Paper Issuer will have to have adequate workspace to ensure that ballots can be maintained in good order and out of the reach of voters or other persons not authorized to handle them. S/he must also have sufficient workspace to pre-fold and stamp each ballot with the official stamp.

9.12 Voting screens

The voting screens should be positioned to be the next place the voter goes to after receiving her/his ballot paper from the Ballot Paper Issuer. Voting screens should remain in full view of all PS 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 political materials left in the screens and that a pen is always available for marking of the ballot paper.

9.13 Ballot boxes

The PS will have one ballot box for each type of ballot paper being used in that station. The ballot boxes must remain in clear view of the PS Manager, the other staff of the polling station, candidates agents and observers at all times.

The ballot boxes 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.

9.14 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. Before the start of polling

On the first day of polling, the polling staff must arrive at the PC/PS no later than **7am** to make the final preparations in the PC and PS. On arrival, they must sign the attendance sheet which will then be kept safely with the set of polling forms.

10.1 Preparatory work

Tasks of the PC Chair

The PC Chair must

- ◆ Ensure that the PC support staff has a copy of the FVR for every station
- ◆ Deliver the electoral materials to the PS Managers
- ◆ Ensure that each PS in the PC has the required materials for conducting the election
- ◆ Ensure that each PS Manager knows the correct details to fill in on the polling station forms
- ◆ Put up directional signs inside and outside the PC and PSs. On the exterior of the building, appropriate signs should be posted to identify it as a polling centre. Additional signs should be posted to clearly mark the route to the PSs.

The PC Chair must ensure that the PC and PSs are ready to open at 8am.

Tasks of the PS Manager

The PS Manager with the polling station staff will:

- ◆ Clean up the PS and remove all unnecessary materials
- ◆ Make sure that the voting screens are well assembled and each screen has a pen for marking the ballot papers
- ◆ Put up any directional signs and educational materials that need to go inside the PS

The PS Manager must ensure that the PS is ready to open at 8am.

10.2 Opening the polling stations on the first day of polling

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

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

The PS Manager will carry out the following tasks, where necessary repeating the same thing, for each type of ballot paper:

- ◆ Complete the details at the top of the following forms:
 - The Book of Forms – cover page
 - The Reconciliation Form (one for each type of ballot paper)
 - The Ballot Box Record of Seals Form

Details to be filled in are: name of the country, name of the city and PS code.

- ◆ Check the label on top of each pack of ballot papers and record the starting and finishing ballot paper serial numbers and the total number of ballot papers received in Section A on separate

Reconciliation Form for each type of ballot.

- ◆ Hand over to each polling official the materials needed to perform their duties:

Materials to be issued to the Identification Officer

- FVR
- Thumbprint pad
- Ruler
- Black pen

Materials to be issued to the Explainer

- Map of Libya poster
- List of sub-constituencies
- Candidate booklets

Materials to be issued to the Ballot Paper Issuer

- One pad of ballot papers for each type of ballot paper (always start with the pad with the lowest serial number)
- Ruler
- Black pen
- Envelope for spoiled ballot papers
- Envelope for cancelled ballot papers

Materials to be issued to the Ballot Box Controller

- Bottle of indelible ink
- Box of tissues

After handing the materials to each PS staff, the PS Manager will:

- ◆ Prepare a sticker for each ballot box and place it on the ballot box

It is **essential** that all PS Manager complete the sticker with the required information

- ◆ Show the empty ballot box(es) to all present in the PS
- ◆ 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 boxes in the section of the Ballot Box Record of Seals form corresponding to that ballot paper
- ◆ Hand over the sealed ballot box to the Ballot Box Controller
- ◆ At 8am, in full view of candidate agents and observers (if present), announce that the PS is ready for voting
- ◆ Allow PS staff to vote before opening the station to the voters

After the PS staff have finished voting the PC Chair will declare the PC open, and the PS Manager will allow other voters to enter the PS and vote.

Observers and agents who were registered at that PS may vote after the PS Manager has opened the PS to normal voters.

11. The polling process

11.1 Who may vote?

During the polling days, all Libyans registered to vote out of country will have the right to vote for the CoR election in the PC where they registered to vote. Anyone who has not registered to vote out of country will not be allowed to vote.

11.2 General rules for processing voters

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

- ◆ Each voter must vote in person in the PC where they registered. Voting on behalf of another person is not permitted
- ◆ Each voter must mark her/his ballot(s) in secret behind the voting screen provided for this purpose. Family or group voting, where more than one person is behind the voting screen at a time, is not permitted
- ◆ Not more than one voter must be at the desk of any one polling official at the same time
- ◆ The elderly, people with disabilities, nursing and pregnant women will be given priority and will be allowed to come to the front of the queue
- ◆ Once a voter has put the ballot(s) in the ballot box, s/he must leave the PS and then the PC.

11.3 Step 1 – queue control

Polling centre

The Polling Centre Support Staff are responsible for ensuring that voters are directed to the correct polling station and that they queue in an orderly manner. They will

- ◆ Ensure that only authorized people enter the centre and that voters do not remain at the centre after voting
- ◆ Assist the voters in finding their names on the FVR and direct them to the correct PS
- ◆ Politely ask voters to let any disabled or elderly people, people with small children or pregnant women pass to the front of the queue

Polling station

The Queue Controller will be responsible for the station queue control and s/he will:

- ◆ Ensure that voters queuing have no ink on their fingers. If a person has traces of ink on the finger s/he informs the person that s/he cannot enter the PS to vote; the person will only be allowed to enter in order to assist another voter
- ◆ Politely ask the other voters to let any disabled or elderly people, people with small children or pregnant women pass to the front of the queue

11.4 Step 2 – identification

When the voter enters the polling station, s/he will first go to the identification officer. This official will:

- ◆ Check the voter's fingers for ink to ensure that no finger has been inked. If any of the voter's fingers are inked, s/he must not be allowed to vote
- ◆ Check voter's personal identity document to ensure that the photograph is of the same person

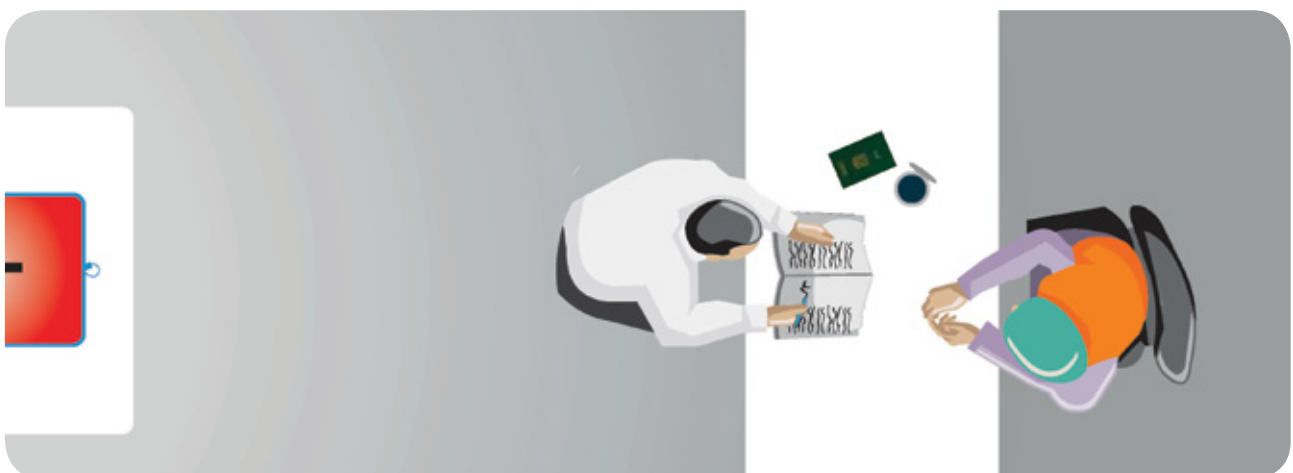


- If the person has not brought her/his ID document, s/he must be asked to leave the centre, and to return with her/his document

The personal identity document can be any of the following:

Family book with photo of the person, Libyan passport, Libyan ID Card, Libyan National Number Card, any official photo ID issued by any state authority

- ◆ Find voter's name on the FVR
- ◆ Tick voter's name in the FVR
- ◆ Ask the voter to sign her/his name in the signature space on the FVR



- ◆ Direct the voter to the Explainer

11.5 Step 3 – selecting a sub-constituency and issuing candidate booklet

The voter will then move to the Explainer who will do the following:

- ◆ Present the voter with the map of Libya poster and list of sub-constituencies



- ◆ Inform the voter that Libya for electoral purposes has been divided to 13 main constituencies which are then divided into total of 75 sub-constituencies. Some sub-constituencies have only general race while some have both general and special race.
- ◆ Ask the voter to choose the sub-constituency in which s/he will cast her/his vote: if the voter chooses sub-constituency that has one race, s/he will receive one ballot paper; and if the voter chooses sub-constituency that has two races, s/he will receive two ballot papers
- ◆ Present to the voter the candidate booklet open on the page that lists the candidates in the sub-constituency of voter's choice

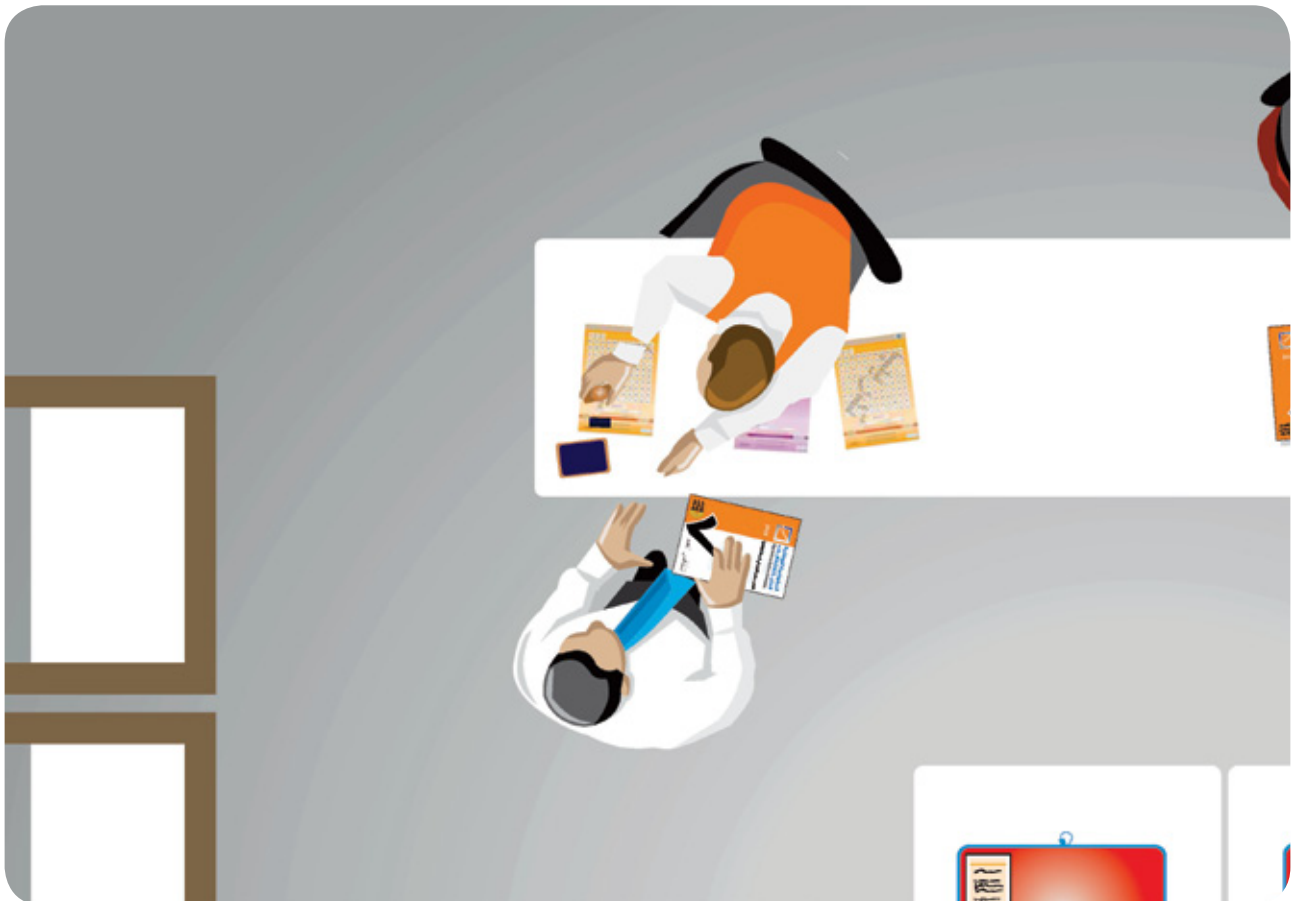


- ◆ Explain that the ballot needs to be marked by ticking the number in the table on the ballot paper that corresponds to the number of the candidate on the list shown in the booklet
- ◆ Direct the voter to the Ballot Paper Issuer

11.6 Step 4 – issuing the ballot paper

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

- ◆ Ask the voter in which sub-constituency s/he will cast the vote. If the sub-constituency that the voter selected has two ballot papers, s/he will do the following for both ballot papers:
 - Write down on the ballot paper the number of the main constituency and the number of the vsub-constituency
 - Detach the ballot paper along the perforated line
 - Stamp the back of the ballot paper

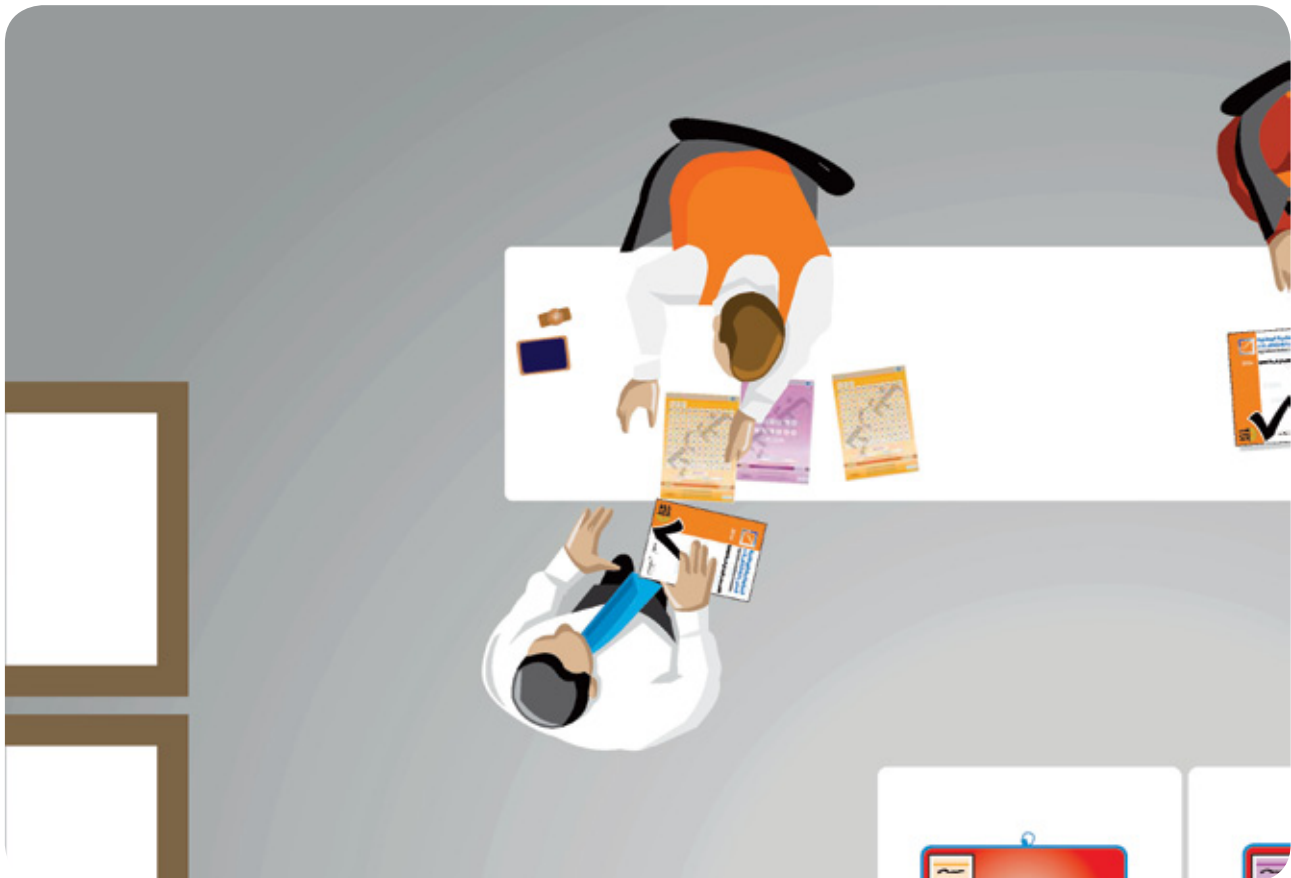


The stamping of ballot papers is essential in order to validate them. Ballot papers with no stamp will be treated as invalid, and the vote will not be counted.

- Instruct the voter how to mark the ballot

The instruction must be completely impartial, and must explain to the voter how to mark the ballot paper without indicating any particular number: “To vote you have to tick the number in the table on the ballot (point to the table without pointing to any particular number) that corresponds to the number of the candidate of your choice as presented on the list of candidates in the sub-constituency of your choice (point to the candidate booklet(s) that has already been given to the voter by the Explainer and is open on the page of the sub-constituency of voter’s choice). Tick only one number in the table”

- 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.

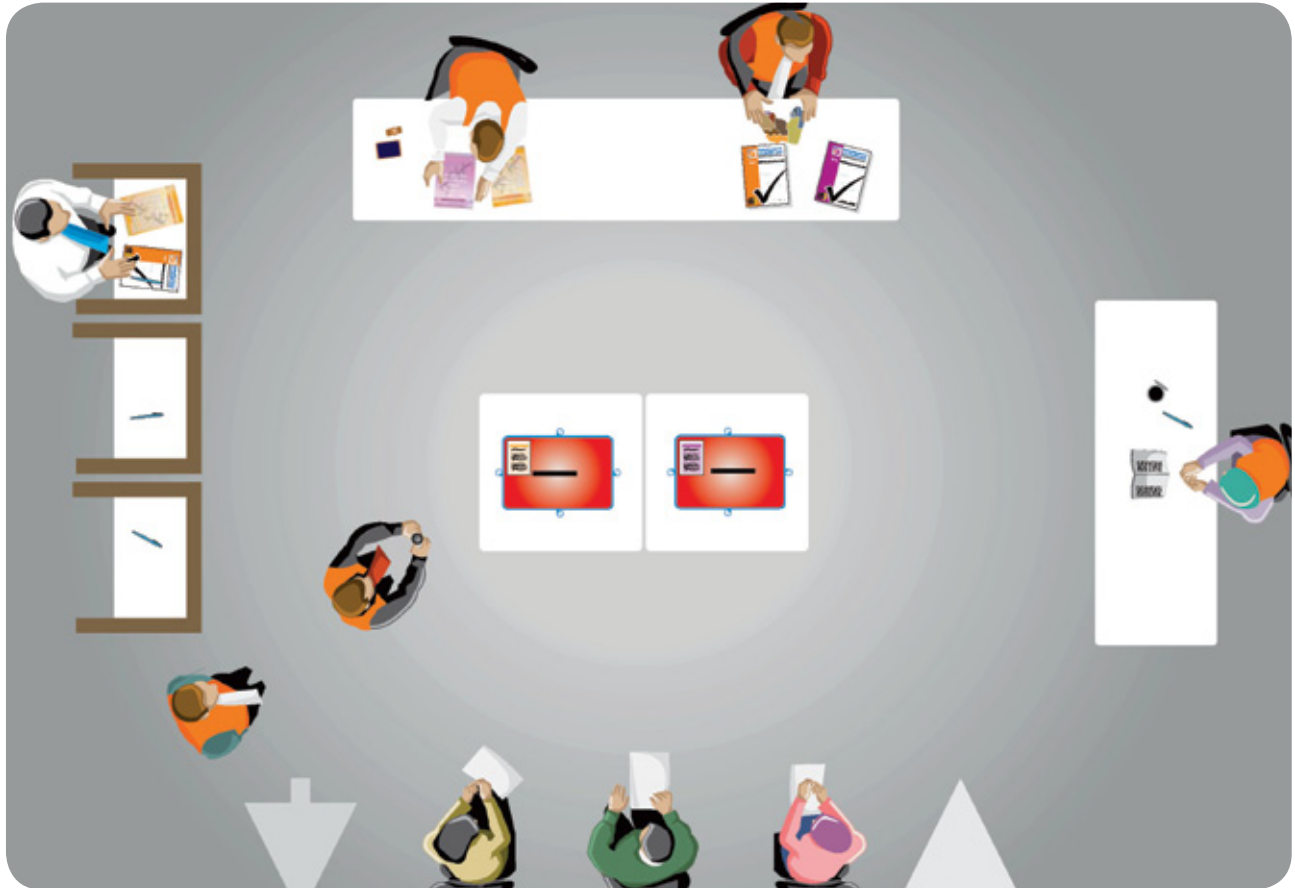


- ♦ Inform the voter that if s/he makes a mistake on the ballot paper s/he may return the ballot to her/him in exchange for a new ballot
- ♦ Direct the voter to go behind the voting screen and mark the ballots in secrecy.

11.7 Step 5 – voter marks the ballot paper

Upon receiving the ballot paper, the voter will go to a voting screen which is not in use, and stand behind it so that no-one can see how s/he is marking the ballot. S/he will then:

- ♦ Using the pen which is inside the voter screen, mark only once the number in the table on the ballot paper(s) corresponding to the number of the candidate of her/his choice



- ◆ Fold the ballot paper, 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 so 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 the polling day. Observers or agents who are working at that polling station are not allowed to assist the voter.

The PS Manager must explain to the helper the need to keep the voter's choice secret.

If the voter cannot find a person to assist him/her, the PS Manager will be allowed to assist the voter in marking her/his ballots. The PS Manager 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
- ◆ is soiled

In these cases the ballot paper will be given to the Ballot Paper Issuer, who will write the word “SPOILED” on the back of the ballot paper and put it in the envelope for spoiled ballot papers which is kept on her/his desk. The voter will be issued another ballot paper.

A ballot paper will also be considered as spoiled if the voter returns from the voting screen and claims that s/he has mismarked the ballot. In this case, 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.

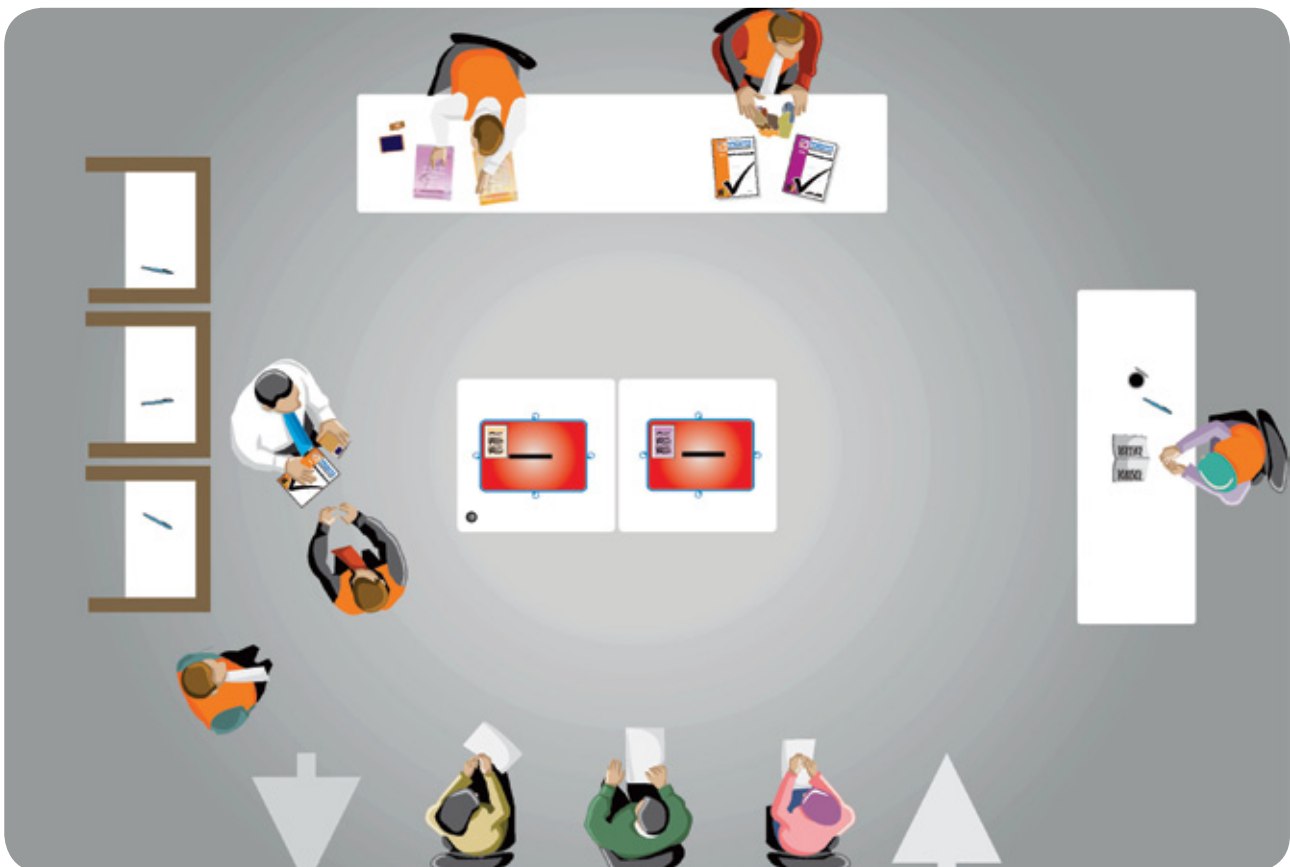
Separate spoiled ballot envelopes will be kept for each type of ballot paper and for each day of polling, clearly marked for each type of ballot paper and date.

11.8 Step 6 – voter places the ballot in the ballot box

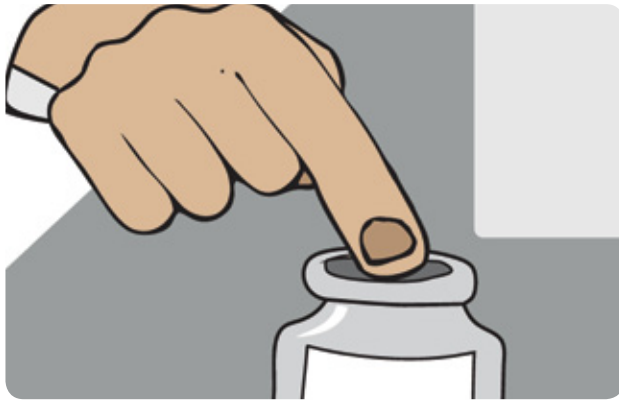
The voter re-folds her/his ballot paper(s) and moves from the voting screen to the ballot box. Only one voter at a time is allowed to deposit ballot(s) in the ballot box(es).

The Ballot Box Controller / Inking officer will:

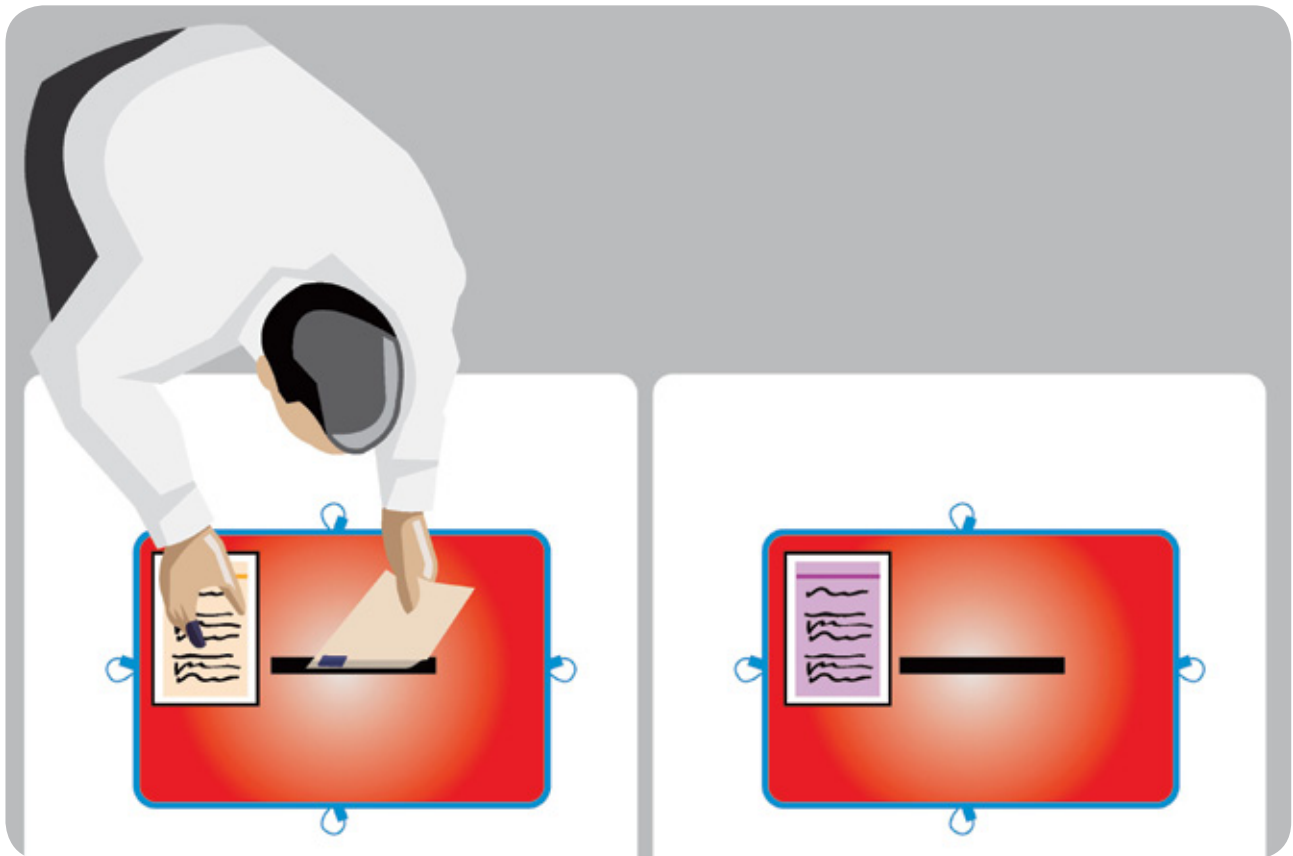
- ◆ Guard the ballot boxes at all times
- ◆ Ensure that the voter returns the candidate booklet(s)



- ◆ 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(s) in the correct ballot box without showing anyone how s/he has marked the ballot(s)



- ◆ Instruct the voter to leave the station after depositing ballot in the box

The PS Manager must ensure that nobody leaves a polling 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 the left hand of the voter starting with Index finger,
- ◆ 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 inside the polling station
- ◆ the voter refuses to take one of the two ballot papers in case of sub-constituency with two races
- ◆ the voter refuses to have her/his hand inked

If a voter refuses to have her/his hand 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 put the ballot in the ballot box and will be asked to give her/his ballot paper to the PS Manager. The voter will then be asked to leave the PS.

In both the above cases, the PS Manager will, **without looking at the front of the ballot paper**, write the word 'CANCELLED' across the ballot paper and hand it to the Ballot Paper Issuer who will put it into an envelope on which s/he will write 'CANCELLED BALLOTS'.

Separate cancelled ballot envelopes will be kept by the Ballot Paper Issuer for each type of ballot paper and for each day of polling, clearly marked for each type of ballot paper and date.

12. Daily closing and opening during polling

12.1 Daily closing of the polling centre

Every day of polling, exactly at 6pm the PC Chair will ask a PC Support Staff member to ensure that all the people waiting to vote in the PC have joined a PS queue, or, if appropriate, the PC queue. The PC Support Staff member will stand at the back of the centre queue or at the entrance to the PC, and must not permit any additional voters to enter the PC or to join the queue.

12.2 Daily closing the polling station

After the PC Chair has told all PS Managers that the PC has closed, the PS Manager will check whether there is still a queue outside the PS. S/he will allow everyone in the queue to vote and will then close the door to the PS and declare the station closed for the day.

S/he will record the closing time in PS Journal, and will then carry out the following tasks.

There are two types of ballot papers, there are two ballot boxes, two envelopes for spoiled ballots, two envelopes for cancelled ballots and the following activities must be carried out separately for each type of ballot paper.

- ◆ Seal the slot of each of the ballot boxes with a plastic seal and record the seal number on separate Ballot Box Record of Seals Form for each ballot box, allowing the present observers and candidate agents to also record it
- ◆ Ensure that the ballot boxes are at all times clearly visible to all those present in the PS
- ◆ Instruct the Identification Officer to count the number of signatures on the FVR
- ◆ Record the number of voters who voted in the PS Journal and inform the PC Chair of the number
- ◆ Record in the Daily Account of Ballot Papers Form for each of the two types of ballot papers the number of ballot papers issued to the Ballot Paper Issuer during the day
- ◆ Read aloud the serial number of the last ballot paper issued that day for each of the two types of ballot papers and record it in separate Daily Account of Ballot Papers Form for each of the two types of ballot papers
- ◆ Instruct the Ballot Paper Issuer to count the spoiled ballots for that day for each of the two types of ballot papers
- ◆ Record the figures on separate Daily Account of Ballot Papers Forms for each of the two types of ballot papers
- ◆ Instruct the Ballot Paper Issuer to count the cancelled ballots for that day for each of the two types of ballot papers
- ◆ Record the figures on separate Daily Account of Ballot Papers Forms for each of the two types of ballot papers
- ◆ Instruct the Ballot Paper Issuer to count the remaining ballot papers in the pads for each of the two types of ballot papers
- ◆ Record the figures on separate Daily Account of Ballot Papers Forms for each of the two types of ballot papers

- ◆ Record the number of ballot papers issued that day on separate Daily Account of Ballot Papers Forms for each of the two types of ballot papers
- ◆ Pack the sensitive materials (FVR, envelopes with spoiled and cancelled ballots, unused ballot papers, stamp, PS Journal) in the extra ballot box which will now be used as storage box.
- ◆ Pack the non-sensitive materials in the polling kit. There is no need to seal the polling kit.
- ◆ Take two seals to be used for sealing of the storage box and record their numbers on the Record of Polling Kit seals form.
- ◆ Place the Book of Forms inside the storage box and seal it with the selected seals
- ◆ Hand the ballot boxes, the storage box and the polling kit to the PC Chair who will store them in a safe, lockable room within the PC
- ◆ Organize the PS and prepare it for the next day of polling.

12.3 Daily opening of the polling centre

On the second day of polling and before opening the PC to the voters the PC Chair will hand the ballot boxes and the polling kits to the PS Managers and assign the PC Support Staff to their specific duties.

12.4 Daily opening of the polling station

Upon receiving the ballot boxes and the polling kit from the PC Chair, the PS Manager will do the following:

- ◆ Confirm that the seals on the storage box are intact
- ◆ Cut the seals on the storage box
- ◆ Check their numbers against the Record of Polling Kit Seals form and sign
- ◆ Confirm that the seals on the ballot boxes are intact
- ◆ Sign the Ballot Box Record of Seals Form, confirming thus the presence of the seals
- ◆ Read aloud the serial number of the last ballot paper issued for each of the two types of ballot papers, checks that it corresponds to the numbers recorded on the Daily Account of Ballot Paper Forms and shows that no ballot papers have been removed from the pads
- ◆ Hand over the ballot papers to the Ballot Paper Issuer and instruct her/him to start with the partially used pads from the day before
- ◆ Cut the slot seals of the ballot boxes, hand the ballot boxes to the Ballot Box Controller
- ◆ Hand the remaining materials to the PS staff
- ◆ Open the PS to the voters at 8 am.

13. Disturbances and complaints

13.1 Security and safety

Police forces of the host country will be attached to individual PCs to provide security. They will always be outside the PC unless their presence is required by the PC Chair.

13.2 Suspension of polling due to disturbances or other incidents

During the day, the PC Chair may suspend polling and counting if the centre and stations are threatened by riot, violence, storm, flood, or any other occurrence that will make the proper conduct of polling and counting impossible. For suspension of polling due to the security reasons, the police personnel should be consulted.

The OCV Country Office must be consulted before the suspension takes effect.

The PC Chair **must** suspend polling if advised to do so by the OCV Country Office.

After polling has been suspended, the PS Manager should, **if possible without risk to anyone in the PS:**

- ◆ Seal ballot boxes slot and write the seal numbers in the Ballot Box Record of Seals Forms for each ballot box
- ◆ Pack election materials according to the packing instructions;
- ◆ Make sure that the following sensitive materials are not left behind:
 - Ballot boxes containing ballots
 - Official Ballot Stamp
 - Unused ballot papers
 - Completed forms
- ◆ If requested to do so, hand over election materials to the PC Chair ;
- ◆ Record the time and reasons for suspension of the polling in the PS Journal.

13.3 Complaints

A registered voter, candidate or candidate agent may complain to the PS Manager if they believe that the polling process is not being carried out correctly or fairly. The PS Manager 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 by the end of polling, the registered voter, candidate or candidate agent can file a complaint with HNEC Board of Commissioners and/or with the judiciary.

14. Closing the polls on the last day of polling

14.1 Closing the polling centre

On the last day of polling, exactly at 6 pm the PC Chair will ask a PC Support Staff member to ensure that all the people waiting to vote in the PC have joined a PS queue, or, if appropriate, the PC queue. The PC Support Staff member will stand at the back of the centre queue or at the entrance to the PC, and must not permit any additional voters to enter the PC or to join the queue.

14.2 Closing the polling station

After the PC Chair has told all polling station managers that the polling centre has closed, the PS Manager will check whether there is still a queue outside the polling station. S/he will allow everyone in the queue to vote and will then close the door to the PS and declare the PS closed.

S/he will record the closing time in PS Journal, and will then carry out the following tasks.

There are two types of ballot papers, there are two ballot boxes, two envelopes for spoiled ballots, two envelopes for cancelled ballots and the following activities must be carried out separately for each type of ballot paper.

- ◆ Seal the slot of each of the ballot boxes with a plastic seal and record the seal number on separate Ballot Box Record of Seals Form for each ballot box, allowing the present observers and candidate agents to also record it
- ◆ Ensure that the ballot boxes are at all times clearly visible to all those present in the PS
- ◆ Instruct the Identification Officer to count the total number of signatures on the FVR
- ◆ Record the total number of voters who voted in field number 2 on the Reconciliation Form for each ballot paper type; as well as in the PS Journal and inform the PC Chair of the number
- ◆ Record in the Daily Account of Ballot Papers Form for each of the two types of ballot papers the number of ballot papers issued to the Ballot Paper Issuer during the day
- ◆ Read aloud the serial number of the last ballot paper issued that day for the two types of ballot papers and record it on separate Daily Account of Ballot Papers Form for each of the two types of ballot papers
- ◆ Instruct the Ballot Paper Issuer to count the spoiled ballots for that day for each of the two types of ballot papers
- ◆ Record the figures on separate Daily Account of Ballot Papers Forms for each of the two types of ballot papers
- ◆ Instruct the Ballot Paper Issuer to count the cancelled ballots for that day for each of the two types of ballot papers
- ◆ Record the figures on separate Daily Account of Ballot Papers Forms for each of the two types of ballot papers
- ◆ Instruct the Ballot Paper Issuer to count the remaining ballot papers in the pads for each of the two types of ballot papers
- ◆ Record the figures on separate Daily Account of Ballot Papers Forms for each of the two types of ballot papers

- ◆ Record the number of ballot papers issued that day on separate Daily Account of Ballot Papers Forms for each of the two types of ballot papers
- ◆ Take the spoiled ballots envelopes for every day of polling, count all spoiled ballot papers for each ballot paper type and record this figure in the PS Journal
- ◆ Put the spoiled ballots back in separate envelope for each ballot paper type and place it aside till the end of counting
- ◆ Take the cancelled ballots envelopes for every day of polling, count all cancelled ballot papers for each ballot paper type and record this figure in the PS Journal
- ◆ Put the cancelled ballots back in separate envelope for each ballot paper type and place it aside till the end of counting
- ◆ Count the number of unused ballots for each ballot paper type and enter this figure in the PS Journal
- ◆ Add together the number of spoiled, cancelled and unused ballots for each type of ballot papers and write the result in the PS journal
- ◆ Once certain that the numbers and calculations are correct, write in the Reconciliation Forms for each type of ballot papers
 - The number of unused ballots in field 3
 - The number of spoiled ballots in field 4
 - The number of cancelled ballots in field 5
 - The sum of these three numbers in field 6

If any mistakes are made in filling in the numbers in the reconciliation form, corrections must be made using a **red** pen, and the PS Manager must sign next to the correction.

14.3 Packing and safekeeping of polling materials until start of counting

All the polling materials must be packed and stored safely until 25th of June when the counting will take place.

The PS Manager will:

- ◆ Pack the unused ballot papers, stubs of used ballot papers, envelope with spoiled ballot papers and envelope with cancelled ballot papers in a TEB 2. Both ballot paper types will go into a single TEB.
- ◆ Place the FVR and the Reconciliation Forms in an A4 envelope, write the content and the PS code on the envelope and seal it
- ◆ Place the Result Forms in an A3 envelope, write the content and the PS code on the envelope and seal it
- ◆ Select two seals that will be used to seal the storage box and record their numbers in the Record of Polling Kit Seals Form
- ◆ Place the PS Journal and the Book of Forms in an A4 envelope, write the content and the PS code on the envelope and seal it
- ◆ Pack inside the storage box the following materials:
 - TEB 2 containing unused ballot papers, stubs of used ballot papers, envelopes with spoiled ballot papers and envelopes with cancelled ballot papers
 - Envelope containing the FVR and the Reconciliation Forms

- Envelope containing the PS Journal and the Book of Forms
- Envelope containing the Result Forms
- HNEC stamp
- Empty TEBs and TEB stickers
- ♦ Seal the storage box with the seals previously selected for such purpose
- ♦ Pack the remaining non-sensitive materials in the polling kit – without sealing it, while making sure the indelible ink remains outside
- ♦ Place the ballot boxes, the storage box, the polling kit and the voting screens in the safe room for storage until the beginning of counting

15. Polling Forms

15.1 Ballot box record of seals – General race ballot papers


 المفوضية الوطنية
العلية للانتخابات
High National Elections Commission


 انتخاب
مجلس
النواب

سجل الإقفال

The serials no. have to be recorded in the fields below


PS Code:

Country:

General race


| PS Manager Signature | Date And Time of Opening | PS Manager Signature | Date And Time of Closing | Serial No. |
|----------------------|--------------------------|----------------------|--------------------------|------------|
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15.2 Ballot box record of seals – Special race ballot papers



المفوضية الوطنية
العليا للانتخابات
High National Elections Commission

سجل الإقفال



انتخاب
مجلس
النواب

Country

PS Code

The serials no. have to be recorded in the fields below

Special race

| PS Manager Signature | Date And Time of Opening | PS Manager Signature | Date And Time of Closing | Serial No. | |
|----------------------|--------------------------|----------------------|--------------------------|------------|--|
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15.3 Daily account of general race ballot papers

|  المفوضية الوطنية العليا للانتخابات High National Elections Commission | |  انتخاب مجلس النواب | |
|--|-------|---|--|
| Daily Account of Ballot Papers | | | |
| General race | | | |
| DAY 3 | DAY 2 | DAY 1 | |
| | | | A Total number of ballots received by Ballot Paper issuer per day |
| | | | B Number of spoiled ballots |
| | | | C Number of cancelled ballots |
| | | | D Number of remaining ballots |
| | | | E Number of ballot issued |
| | | | Serial number of last ballot paper issued |
| | | | Name and signature of Ballot Paper issuer |
| | | | Name and signature of Manager (after confirming figures) |

15.4 Daily account of special race ballot papers

| المفوضية الوطنية العليا للانتخابات High National Elections Commission | | انتخاب مجلس النواب | |
|--|-------|--------------------|---|
| Daily Account of Ballot Papers | | | |
| Special race | | | |
| DAY 3 | DAY 2 | DAY 1 | |
| | | | A Total number of ballots received by Ballot Paper issuer per day |
| | | | B Number of spoiled ballots |
| | | | C Number of cancelled ballots |
| | | | D Number of remaining ballots |
| | | | E Number of ballot issued |
| | | | Serial number of last ballot paper issued |
| | | | Name and signature of Ballot Paper issuer |
| | | | Name and signature of Manager (after confirming figures) |

15.5 Polling kit record of seals

|  المفوضية الوطنية العليا للانتخابات High National Elections Commission | |  انتخاب مجلس النواب | | |
|--|-----------------|---|-----------------|--|
| PS Manager's signature | Date of opening | PS Manager's signature | Date of sealing | Seal numbers first seal / second seal |
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16. Preparations for counting

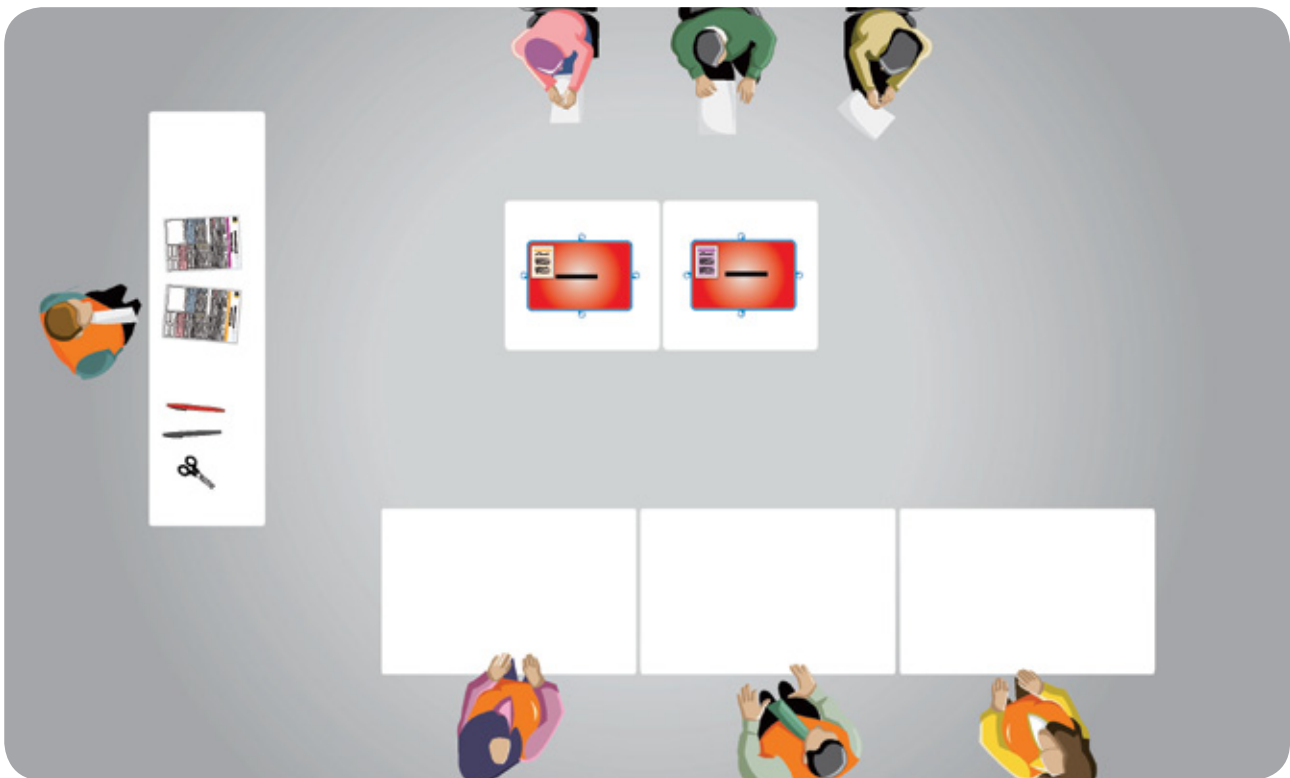
16.1 Introduction

Counting the ballots for the CoR election will take place on 25th of June, upon close of polls in Libya. PS staff will conduct the count. Each PS Manager is responsible for organizing the count in her/his polling station.

16.2 Arranging the polling station tables for the count

The Polling Station should be arranged in such a way as to enable a smooth and transparent process for the counting of the ballots:

- ◆ The tables to be used for the count should be assembled into a large rectangle as to enable polling staff to comfortably conduct counting of votes and, in preparation for the start of the count, the tables should be completely empty.
- ◆ There will be a separate table which the PS Manager will use for the forms and counted ballot papers
- ◆ Voting screens could be used in addition to the available tables if additional space is required for the sorting and counting of ballot papers.



16.3 Preparation of materials

After arranging the PS for the counting the PS Manager, with assistance of the other PS staff will bring the materials from the storage room.

The PS Manager will:

- ◆ place the ballot boxes in the centre of the station where they will be visible at all times to everyone present

- ◆ check that the seals of the ballot boxes are intact (the seal numbers will be checked at a later stage)
- ◆ check that the seals of the storage box are intact and open the box
- ◆ open the envelope containing the Book of Forms and check the storage box seal numbers against the Record of Seals pack away all materials which were used during polling but are no longer required for counting and store them so that they do not interfere with the counting process.
- ◆ carefully check that s/he has all the materials required for the counting process:
 - Book of Forms
 - PS Journal
 - Reconciliation Forms (one for each ballot paper type)
 - Results forms (100 – one for each sub-constituency)
 - HNEC stamp
 - Calculator
 - Rubber bands
 - Bulldog clips
 - Pens (black and red)
 - Post-it notes to be used as sub-constituency and candidate labels

17. Persons allowed to witness the count

On the day of counting, the PS Manager will ask the Queue Controller to remain at the door and ensure that no unauthorized people enter the PS during the counting process. Persons who may enter the station or remain for the count are:

- ◆ Polling staff
- ◆ IOM Representatives
- ◆ Other HNEC officials
- ◆ Accredited candidate agents
- ◆ National and international accredited electoral observers
- ◆ National and international accredited media representatives
- ◆ Guests accredited by the HNEC

Police or other security officers assigned to the PCs may enter only if called upon by the PC Chair for security reasons.

Before the start of the count, the PS Manager must enter in the PS 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 PS during the count.

17.1 Location of observers and agents

The PS Manager needs to allocate a space for observers and candidate agents in the PS, so that they are able to see all the stages of the count. If possible, the PS Manager should provide seats for agents and observers, who should be close enough to the table to be able to clearly see ballot papers but out of the reach of ballot papers. **They are not allowed at any time to touch the ballot papers or any other sensitive materials such as results forms, stamps, etc.**

Observers and agents must be kept informed about all stages of the process, as they may not fully understand the process. The PS Manager should explain each step taken during each stage of the counting process (as outlined in section 19 below), and should

- ◆ Treat agents, observers and media courteously and answer their questions promptly and accurately
- ◆ Take note of and, if appropriate, act on complaints brought to her/his attention by agents
- ◆ Make appropriate announcements when special circumstances arise

Counting staff should always work only on one side of the rectangle table during the 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 PS Manager should not impose additional restrictions on agents or observers unless it is necessary to maintain order. They may remain in the PS until all the materials are packed and have been collected for transfer to the OCV Country Office.

18. Explaining the stages of the counting process

Before the count starts, the PS Manager will briefly explain the entire process to all those present in the polling station. S/he will explain that the counting process has three stages, which are:

- 1.Reconciliation
- 2.Sorting and counting of special race ballot papers
- 3.Sorting and counting of general race ballot papers

18.1 Stage 1 - Reconciliation of ballot papers

Reconciliation means opening the ballot box from a polling station at the end of polling and checking that the total number of ballot papers in the ballot box for that station added to those outside the box is the same as the number of ballot papers received before the start of polling.

Reconciliation will be conducted separately for each of the two types of ballot papers before any sorting or counting of ballots takes place. During the reconciliation stage, if any ballot papers are found to have been put into the wrong ballot box they will be moved to join the ballots for the correct box.

The ballot papers will be reconciled in the following order:

1. Special race ballot papers
2. General race ballot papers

18.2 Stage 2 - Sorting and counting of special race ballot papers

During this stage, the special race ballot papers are sorted first by sub-constituency and then ballot papers of each sub-constituency are sorted by candidates.

Once the ballot papers have been sorted the votes counted for each candidate will be counted and recorded on the Results Forms. There is separate Results Form for every sub-constituency with special race."

18.3 Stage 3 - Sorting and counting of general race ballot papers

During this stage, the general race ballot papers are sorted first by sub-constituency and then ballot papers of each sub-constituency are sorted by candidates.

Once the ballot papers have been sorted the votes counted for each candidate will be counted and recorded on the Results Forms. There is separate Results Form for every sub-constituency with general race.

19. Reconciliation of ballot papers

Reconciliation of ballot papers will involve all PS staff members. Although it is desirable for agents and electoral observers to witness the opening of the ballot boxes, the PS Manager must not wait for agents or observers to be present. S/he will start the process as soon as s/he is ready to do so.

19.1 The reconciliation process

There are two types of ballot papers and reconciliation process as described above will be carried out for each ballot paper type in the following order:

1. Special race ballot papers
2. General race ballot papers

For the reconciliation process, the PS Manager will:

- ◆ Put the ballot box on the table
- ◆ Read out the serial numbers of the seals
- ◆ Ask any candidate agents present if they would like to check the seal numbers before the seals are removed
- ◆ Cut the plastic seals on the sides of one of the ballot boxes, (the slot seal on top of the ballot box remains sealed)
- ◆ Empty the ballot papers from the ballot box onto the table;



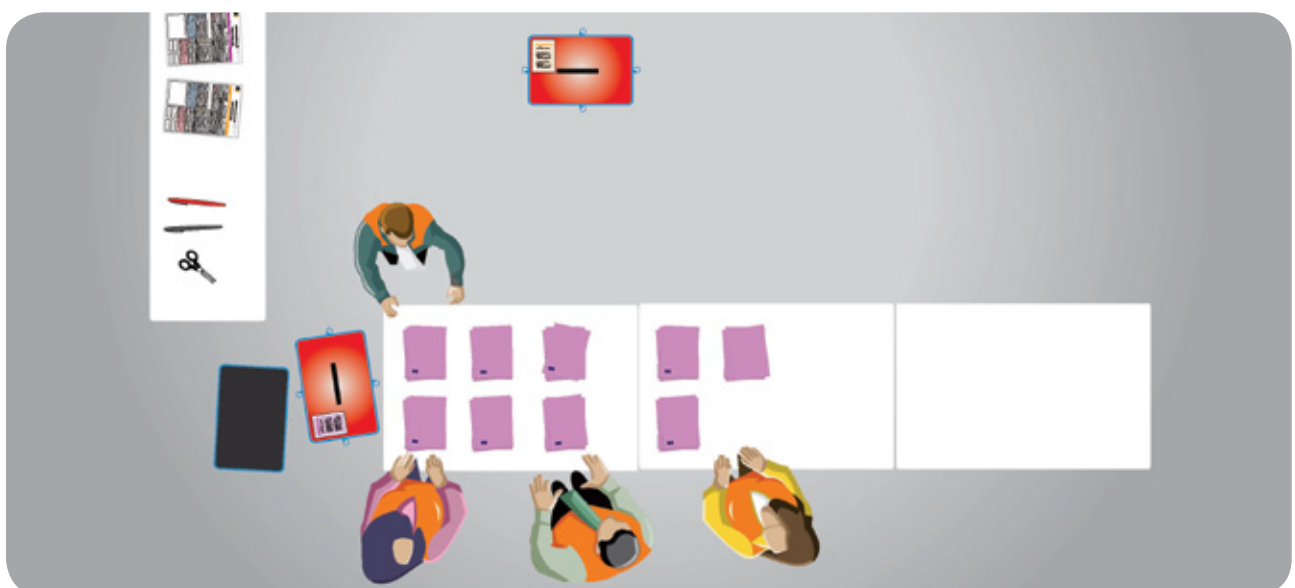
- ◆ Show the empty ballot box to all those present in the PS.

Once all the ballot papers are emptied from the ballot box, polling staff will:

- ◆ Unfold the ballot papers one at a time
- ◆ Since there are two types of ballots in use at the PS, and any ballots are found that should have been placed in the other, so far unopened, ballot box, put those ballots aside in full view, until their ballot box is opened
- ◆ **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
- ◆ 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 recount



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

At the end of the process, the PS Manager 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 ballot papers found in the ballot box
- ◆ record that number in the PS journal
- ◆ place the ballot papers 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 PS
- ◆ proceed with reconciliation of the other types of ballot papers.

19.2 Misplaced ballots

Ballots can be misplaced in two ways:

- ◆ ballot papers might have fallen to the floor unnoticed and not been included in the reconciliation process
- ◆ the voter might have placed general race ballot papers in the ballot box for special race ballot papers , or vice versa

If any of these things has occurred, the ballot papers must be placed in the correct box at this stage.

In order to do this, the PS Manager must:

- ◆ explain to all present in the PS the reason for the actions s/he is now 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 PS Journal
- ◆ place the ballots back into the ballot box
- ◆ put the lid onto the ballot box, but do not seal it

19.3 Recording numbers of ballot papers on the reconciliation form

Once the PS Manager is sure that s/he has recorded in the PS Journal the correct total number of ballots found in the ballot box(es), s/he will take out the Reconciliation Forms. In the correct Reconciliation Form, s/he will then:

- ◆ record in field 7 the total number of ballots found in the box
- ◆ add together the total number of ballots found inside the box and the total number of ballots outside the box (this number was calculated and recorded in field 6 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).

The reconciliation procedures described in sections 19.1 to 19.3 must be repeated for each ballot paper type. Separate Reconciliation Form is filled in for each of the two ballot paper types.

19.4 Procedures for discrepancy

If the total number of ballots inside and outside the ballot box 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 PS Manager must, for that type of ballot:

- ◆ Check that no ballot papers have fallen to the floor unnoticed and have not been included in the reconciliation process. If there are any such ballots:
 - Check that they have the HNEC stamp on the back
 - If they have the HNEC stamp, 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 PS
 - If the ballots do not have the HNEC stamp, carry out the process described above using bundles of unstamped ballot papers instead of bundles of stamped ballot papers
- ◆ Correct the figures recorded on the Reconciliation Form using the red pen
- ◆ Recalculate the totals of ballot papers (stamped and unstamped) to determine the new total of ballot papers withdrawn from the ballot box
 - If there is now no discrepancy, the PS Manager 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 and were therefore not the cause of the discrepancy, then the PS Manager must recount the spoiled, cancelled and unused ballot papers.
 - If the numbers of these spoiled, cancelled or unused ballot papers are different from the numbers recorded in the reconciliation form, the PS Manager 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

- S/he must then repeat the calculations using the new numbers
- If there is still a discrepancy, the PS Manager must recount the ballot papers withdrawn from the ballot box in order to ensure that the number of ballots withdrawn from the boxes was correctly recorded on the form. If an error is found, the form must be corrected in the same manner as above, in red pen, and with the correction signed by the PS Manager.

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

- ♦ Inform the candidate agents and observers about the discrepancy
- ♦ Record the discrepancy in the PS Journal
- ♦ Write a short explanation in the 'notes' section of the Reconciliation Form about the discrepancy and the actions taken to try to correct it
- ♦ Continue with the sorting and counting of the ballots.

19.5 Sealing a ballot box

After completing the reconciliation for both types of ballot papers in use in the PS the general race ballot papers must now be sealed in their ballot box while the sorting and counting of the special race ballot papers takes place.

The PS Manager 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 in the Ballot Box Record of Seals Form for general race ballot box
- ♦ Place the sealed ballot box in a place within the PS where it can remain secure and visible, but out of the way of the counting process

20. Valid and invalid ballots

20.1 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 validity of the ballot papers are based on the principle that, to the greatest extent possible, the ballot should be counted as **valid if the intention of the voter is clear**.

20.2 Rules for determining valid ballots

Ballot papers are valid if:

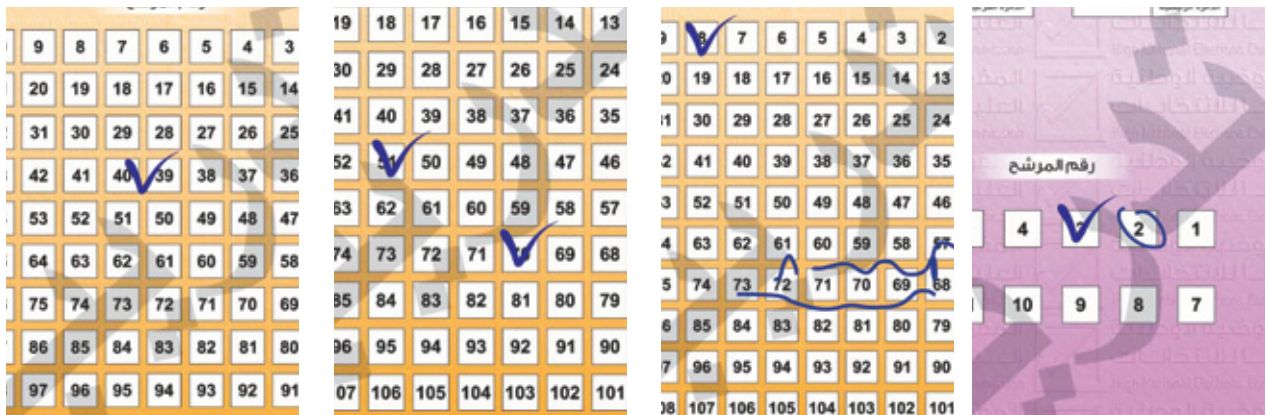
- ◆ There is a mark of any description (other than a tick which will identify a voter) which is clearly in the numbered box on the ballot paper and there are no other marks on the ballot paper;
- ◆ There are two or more marks on the ballot paper, but they are all within the area of a single numbered box of the ballot paper;
- ◆ A mark made in a numbered box touches other numbered boxes, but the greater part of the mark is within a single box;
- ◆ The ballot is torn but all numbered boxes remain intact.

20.3 Rules for determining invalid ballots

Ballot papers are not valid if the intention of the voter is not clear, or the ballot was not supplied by the HNEC in the format authorized and officially issued at the polling station.

Below are some of the cases when the ballot paper will be considered as invalid:

- ◆ There is no official stamp on the back of the ballot paper;
- ◆ The voter has made marks indicating a choice for more than one numbered box;
- ◆ A mark indicating a choice for one numbered box 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 numbered box it has been recorded for;
- ◆ There is writing such as a name or any other mark on the ballot paper which would enable the candidates or their agents to identify the voter who marked the ballot paper;
- ◆ There is no mark of any description on the ballot paper;
- ◆ A mark is placed so that its greater portion is between two numbered boxes;
- ◆ The ballot is torn so as to remove one or more numbered boxes used for marking a voter's choice.



21. Sorting and counting of special race ballot papers

Following the end of the reconciliation of all types of ballot papers, the PS Manager will announce that the sorting and counting of the special race ballot papers will begin.

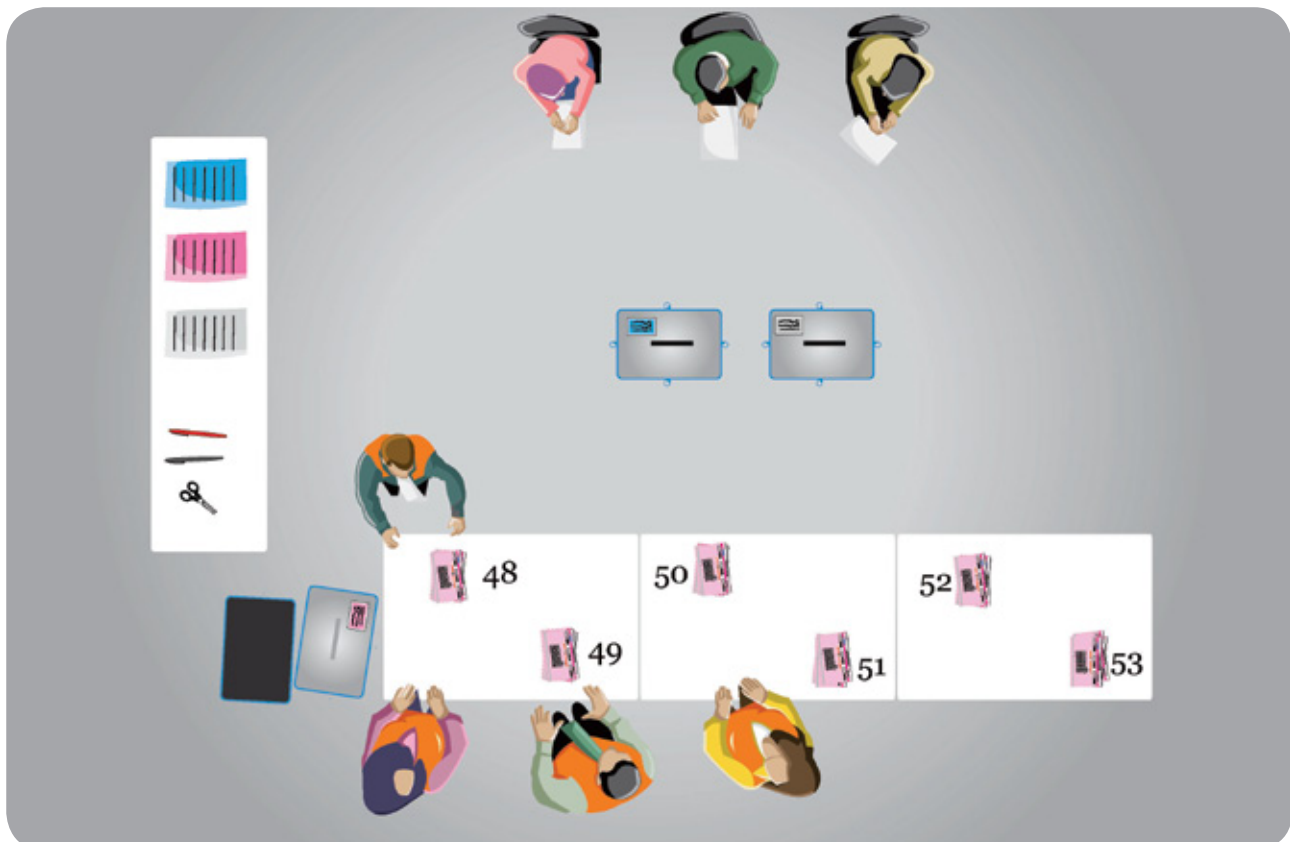
The sorting and counting of special race ballot papers consists of the following steps:

- ◆ Sorting of ballot papers by sub-constituency (there are 27 sub-constituencies with special race)
- ◆ Sorting of ballot papers by candidate
- ◆ Counting of votes
- ◆ Recording the votes on the Results Forms
- ◆ Completing the Reconciliation Form

21.1 Step 1 – Sorting of ballot papers by sub-constituency

The PS Manager will:

- ◆ Empty the ballot papers out of the ballot box onto the table
- ◆ Separate the unstamped ballot papers identified during reconciliation and place them on the table at a place marked with unstamped ballot papers
- ◆ Assign one PS staff to place sub-constituency sorting labels and place them on the table allowing enough space for the ballot papers to be placed below the labels
- ◆ Take one bundle of 50 ballot papers at a time
- ◆ Remove the rubber band from the bundle of ballot papers
- ◆ Give one bundle to each PS staff



The PS staff will then sort the ballot papers according to the number of sub-constituency recorded on the ballot paper. In order to do this each person will:

- ◆ Take one ballot paper at a time
- ◆ Check the number of sub-constituency
- ◆ Place the ballot paper on the pile for the sub-constituency indicated on the ballot paper

Once all special race ballot papers are sorted by sub-constituency, the PS Manager will create one bundle for every sub-constituency without counting the ballot papers in it; attach the label with the sub-constituency number to the bundle and place the bundle on a visible place on her/his table. These steps will be repeated until bundles are created for each sub-constituency with special race ballot papers.

21.2 Step 2 – Sorting of ballot papers by candidate

The PS Manager will take the bundle of the first sub-constituency and:

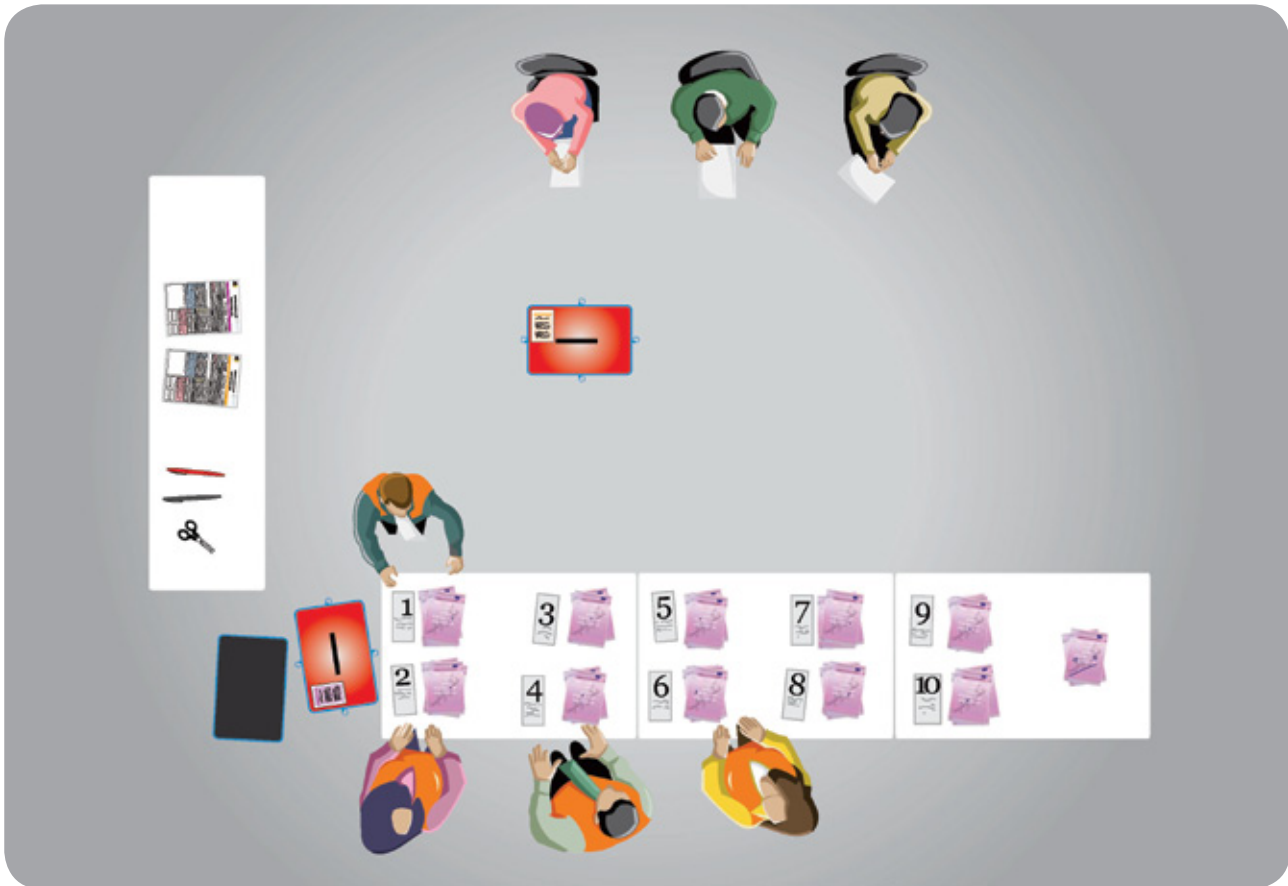
- ◆ Assign one PS staff to prepare labels with the names of the candidates contesting the sub-constituency and place them on the table allowing enough space for the ballot papers to be placed below the labels
- ◆ Place label for invalid ballots on the table
- ◆ Divide the bundle with the sub-constituency ballot papers to two PS staff.

Each PS staff will:

- ◆ Take one ballot paper at a time
- ◆ Check the ballot paper for voter's mark
- ◆ If the ballot is valid, place the ballot paper in the pile for the candidate which was the voter's choice
- ◆ If the PS staff believes that the ballot may be invalid because:
 - it is not possible to determine the voter's choice, or
 - the voter marked the ballot paper more than once, or
 - the ballot paper is blank or
 - the voter has signed the ballot paper or made a mark which would identify her/him, or
 - for any other reason,

then s/he will place the ballot on the invalid pile for further investigation.

After all the ballot papers for the sub-constituency are sorted by candidate, the PS staff, in teams of two, will check every pile of ballot papers to make sure it was sorted correctly.



At the end of the sorting process the PS Manager will go through the pile of invalid ballots, check them one by one and decide whether a ballot is invalid or not following the rules described in section 20. If the PS Manager decides that the ballot is invalid, s/he must:

- ◆ display it to those present in the PS, explaining why it is invalid
- ◆ put it back on the invalid pile

If the PS Manager decides that the ballot is valid, s/he must:

- ◆ display it to those present in the PS, explaining why it is valid
- ◆ put it in the pile for the candidate for which was the voter's choice

21.3 Step 3 – Counting of votes

Immediately after all ballot papers of the sub-constituency have been sorted by candidate, the counting of votes for each candidate contesting the sub-constituency will start. During the counting process the PS Manager and four PS staff that he assigns, will count the votes as follows:

- ◆ The four PS staff are divided into teams of two
- ◆ Each team takes two piles of ballot papers
- ◆ Each PS staff 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 staff will write on a piece of paper the number of ballots in the bundle and 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

- ◆ After the number of votes cast for all candidates within the sub-constituency has been counted and verified the PS Manager will announce loudly the number of votes cast for each candidate, so that the observers and the candidate agents present at the PS can record the results.

21.4 Step 4 – Recording votes on the results form

The PS Manager will take the Results Form for the respective sub-constituency and will:

- ◆ record the results for each candidate in the Results Form
- ◆ write zero (0) for candidates that received no votes
- ◆ calculate the total of valid votes for all candidates of the sub-constituency and record it in the Results Form

The same steps will be repeated for each sub-constituency with special race ballot papers. The invalid ballots are counted as a total for all sub-constituencies with special race once all the votes of all special race sub-constituencies have been counted and recorded on the Results Forms.

21.5 Step 5 – Completing the Reconciliation form

Once all votes for each sub-constituency with special race have been counted and recorded in the Results Forms, the PS Manager will:

- ◆ Record the number of unstamped ballot papers in the Reconciliation Form in field 9
- ◆ Count the total of invalid votes from all special race sub-constituencies and record it in the Reconciliation Form in field 10
- ◆ Calculate the total of valid votes from all special race sub-constituencies by adding the totals of valid votes from every Result Form for each sub-constituency with special race and record it in the Reconciliation Form in the field 11
- ◆ Calculate the total of valid votes plus invalid votes plus unstamped ballot papers (fields 9+10+11) and record it in the Reconciliation Form in the field 12

This total (field 12) should be the same as the total number of ballots found in the ballot box at the end of the reconciliation process (field 7).

If the PS Manager makes a mistake while completing the Results Forms and/or Reconciliation Form, s/ he 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 ballots and valid and invalid votes cast is not the same as the total number of ballots found in the ballot box, the PS Manager must:

- ◆ Check the calculations made on both the Reconciliation Form and Results Forms.
- ◆ If the calculations are not correct, the numbers must be re-calculated
 - If there is now no discrepancy, the PS Manager 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 and were therefore not the cause of the discrepancy, then the PS Manager will instruct the staff to recount the valid votes cast for each candidate for each sub-constituency as well as the invalid votes.
 - If the numbers of these votes are different from the numbers recorded in the results form, the PS Manager 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
 - S/he must then repeat the calculations using the new numbers

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

- ♦ Inform the candidate agents and observers about the discrepancy
- ♦ Record the discrepancy in the PS Journal
- ♦ Write a short explanation in the 'notes' section of the Reconciliation Form about the discrepancy and the actions taken to try to correct it
- ♦ Pack away the ballot papers

21.6 Packing ballot papers

Upon completion of the count of each type of ballot papers the PS Manager must pack ballot papers as follows:

- ♦ Fold all the ballot papers cast for each candidate to the half and secure them with a rubber band into a single bundle



- ◆ Put the candidate's name label which was used in the sorting process on the folded ballot papers as name tag for the bundle. This will enable easy identification of bundles of the different candidates. If the name label is missing, another name label can be made
- ◆ Make a separate bundle for the invalid ballot papers
- ◆ Make a separate bundle for the unstamped ballot papers
- ◆ Place all the bundles in a tamper-evident bag, but **do not seal the TEB since once counted, the general race ballot papers will be placed inside the same TEB**
- ◆ Put the TEB into the ballot box
- ◆ Seal all four sides of the ballot box using the security seals. The seals must be tightened firmly to ensure that the top of the 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 Ballot Box Record of Seals Form
- ◆ Place the sealed ballot box in a place within the PS where it can remain secure and visible, but out of the way of the counting process for the other type of ballot papers

Same packing procedure will be followed after completion of sorting and counting of general race ballot papers.

22. Sorting and counting of general race ballot papers

Following the end of the sorting and counting of the special race ballot papers, the PS Manager will announce that the sorting and counting of the general race ballot papers will begin.

The sorting and counting of general race ballot papers consists of the following steps:

- ◆ Sorting of ballot papers by sub-constituency (there are 75 sub-constituencies with general race)
- ◆ Sorting of ballot papers by candidate
- ◆ Counting of votes
- ◆ Recording the votes on the Results Forms
- ◆ Completing the Reconciliation Form

22.1 Step 1 – Sorting of ballot papers by sub-constituency

The PS Manager will:

- ◆ Empty the ballot papers out of the ballot box onto the table
- ◆ Separate the unstamped ballot papers identified during reconciliation and place them on the table at a place marked with unstamped ballot papers
- ◆ Assign one PS staff to place sub-constituency sorting labels and place them on the table allowing enough space for the ballot papers to be placed below the labels
- ◆ Take one bundle of 50 ballot papers at a time
- ◆ Remove the rubber band from the bundle of ballot papers
- ◆ Give one bundle to each PS staff

The PS staff will then sort the ballot papers according to the number of sub-constituency recorded on the ballot paper. In order to do this each person will:

- ◆ Take one ballot paper at a time
- ◆ Check the number of sub-constituency
- ◆ Place the ballot paper on the pile for the sub-constituency indicated on the ballot paper

Once all general race ballot papers are sorted by sub-constituency, the PS Manager will create one bundle for every sub-constituency without counting the ballot papers in it; attach the label with the sub-constituency number to the bundle and place the bundle on a visible place on her/his table. These steps will be repeated until bundles are created for each sub-constituency with general race ballot papers.

22.2 Step 2 – Sorting of ballot papers by candidate

The PS Manager will take the bundle of the first sub-constituency and:

- ◆ Assign one PS staff to prepare labels with the names of the candidates contesting the sub-constituency and place them on the table allowing enough space for the ballot papers to be placed below the labels
- ◆ Place label for invalid ballots on the table
- ◆ Divide the bundle with the sub-constituency ballot papers to two PS staff.

Each PS staff will:

- ◆ Take one ballot paper at a time
- ◆ Check the ballot paper for voter's mark

- ◆ If the ballot is valid, place the ballot paper on the pile for the candidate which was the voter's choice
- ◆ If the PS staff believes that the ballot may be invalid because:
 - it is not possible to determine the voter's choice, or
 - the voter marked the ballot paper more than once, or
 - the ballot paper is blank or
 - the voter has signed the ballot paper or made a mark which would identify her/him, or
 - for any other reason,

then s/he will place the ballot on the invalid pile for further investigation.

After all the ballot papers for the sub-constituency are sorted by candidate, the PS staff, in teams of two, will check every pile of ballot papers to make sure it was sorted properly.

At the end of the sorting process the PS Manager will go through the pile of invalid ballots, check them one by one and decide whether a ballot is invalid or not following the rules described in section 20. If the PS Manager decides that the ballot is invalid, s/he must:

- ◆ display it to those present in the PS, explaining why it is invalid
- ◆ put it back on the invalid pile
- ◆ If the PS Manager decides that the ballot is valid, s/he must:
- ◆ display it to those present in the PS, explaining why it is valid
- ◆ put it in the pile for the candidate for which was the voter's choice

22.3 Step 3 – Counting of votes

Immediately after all ballot papers of the sub-constituency have been sorted by candidate the counting of votes for each candidate contesting the sub-constituency will start. During the counting process the PS Manager and four PS staff that he assigns, will count the votes as follows:

- ◆ The four PS staff are divided into teams of two
- ◆ Each team takes two piles of ballot papers
- ◆ Each PS staff 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 staff will write on a piece of paper the number of ballots in the bundle and 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
- ◆ After the number of votes cast for all candidates within the sub-constituency has been counted and verified the PS Manager will announce loudly the number of votes cast for each candidate, so that the observers and the candidate agents present at the PS can record the results.

22.4 Step 4 – Recording votes on the results form

The PS Manager will take the Results Form for the respective sub-constituency and will:

- ◆ record the results for each candidate in the Results Form
- ◆ write zero (0) for candidates that received no votes
- ◆ calculate the total of valid votes for all candidates of the sub-constituency and record it in the Results Form

The same steps will be repeated for each sub-constituency with general race ballot papers. The invalid ballots are counted as a total for all sub-constituencies with general race once all the votes of all general race sub-constituencies have been counted and recorded on the Results Forms.

22.5 Step 5 – Completing the Reconciliation form

Once all votes for each general race sub-constituency have been counted and recorded in the Results Forms, the PS Manager will:

- ◆ Record the number of unstamped ballot papers in the Reconciliation Form in field 9
- ◆ Count the total of invalid votes from all general race sub-constituencies and record it in the Reconciliation Form in field 10
- ◆ Calculate the total of valid votes from all general race sub-constituencies and record it in the Reconciliation Form in the field 11
- ◆ Calculate the total of valid votes plus invalid votes plus unstamped ballot papers (fields 9+10+11) and record it in the Reconciliation Form in the field 12

This total (field 12) should be the same as the total number of ballots found in the ballot box at the end of the reconciliation process (field 7).

If the PS Manager makes a mistake while completing the Results Forms and or the Reconciliation Form, s/he 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 ballots and valid and invalid votes cast is not the same as the total number of ballots found in the ballot box, the PS Manager must:

- ◆ Check the calculations made on both the Reconciliation Form and Results Forms.
- ◆ If the calculations are not correct, the numbers must be re-calculated
 - If there is now no discrepancy, the PS Manager 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 and were therefore not the cause of the discrepancy, then the PS Manager will instruct the PS staff to recount the valid votes cast for each candidate and each sub-constituency, as well as the invalid votes.
 - If the numbers of these votes are different from the numbers recorded in the results form, the PS Manager 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
 - S/he must then repeat the calculations using the new numbers

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

- ◆ Inform the candidate agents and observers about the discrepancy
- ◆ Record the discrepancy in the PS Journal
- ◆ Write a short explanation in the 'notes' section of the Reconciliation Form about the discrepancy and the actions taken to try to correct it
- ◆ Pack away the ballot papers following the procedures described in section 21.6

23. Displaying the polling station results

It is of the utmost importance that the PS Manager has correctly completed the Reconciliation and Results Forms for the PS. Once the calculations are confirmed as being correct, the PS Manager will sign and stamp the Results Forms and the Reconciliation Form, using the ballot paper stamp. At the same time s/he will sign at the bottom of the Reconciliation Forms, and will ask two other polling officials also to sign.

After s/he has signed the Reconciliation Form and the Results Forms, the PS Manager will:


- ♦ remove the bottom copy and display it in the space designated for such purpose
- ♦ inform candidate agents that they can copy results from that copy of the form, but that no further copies will be prepared or given to the agents.

The PC Chair must ensure that this copy of the Results Form remains on display until the polling centre is closed after collection of materials.

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


24. Counting Forms

24.1 Reconciliation form general ballots



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المفوضية الوطنية
العليا للانتخابات
High National Elections Commission

RECONCILIATION FORM

General race

Polling Station Code

City

Country

In all the fields below, please check the number of ballots twice to ensure accuracy

Section (A) to be filled prior to opening the polling station

To

From

Serial number of ballots received by the polling station

Total number of ballots received by the polling station

1

Section (D) to be filled after the completion of the results forms

| | | |
|---|---|----|
| | Number of unstamped ballots | 9 |
| + | Number of invalid votes (including the blanks) | 10 |
| + | Number of valid votes | 11 |
| = | Total number of the sorted and counted ballots (9+10+11) | 12 |

If the figure in the field 12 does not equal the one in field 7, the sum of the fields 9, 10 and 11 should be recalculated

If after recalculation, the difference persists, the ballots of the fields 9, 10 and 11 should be recounted as in the manual.

If the difference persists, write a note in the field at the bottom of the form to explain the action taken prior to proceeding to the next step.

Section (B) to be filled after closure of polling station

| | | |
|---|--|---|
| | Number of signatures in the VR | 2 |
| + | Number of unused ballots | 3 |
| + | Number of spoiled ballots | 4 |
| + | Number of cancelled ballots | 5 |
| = | Total number of ballots remaining outside the ballot box (3+4+5) | 6 |

N.B. if the figure in field 8 does not equal the figure in field 1, the calculations above should be redone.

If the difference persists, the ballots should be recounted to verify the figures in the fields 3, 4, 5, 7.

If the difference persists, write a note in the field at the bottom of the form to explain the action taken prior to proceeding to the next step.

Section (C) to be filled after counting the ballots in the box

Number of ballots found inside the ballot box

7

Total number of ballots found inside and outside the box (6+7)

8

You may use this space for any necessary remarks


Polling staff signature

Polling staff signature

Polling Station Manager Signature


Date and stamp

24.2 Reconciliation form special ballots



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المفوضية الوطنية
العليا للانتخابات
High National Elections Commission

RECONCILIATION FORM

Special race

| | | | | | |
|--|----------------------|--|------|--|---------|
| | Polling Station Code | | City | | Country |
|--|----------------------|--|------|--|---------|

In all the fields below, please check the number of ballots twice to ensure accuracy

Section (A) to be filled prior to opening the polling station

| | | | | |
|--|----|--|------|--|
| | To | | From | Serial number of ballots received by the polling station |
|--|----|--|------|--|

| | | |
|--|---|---|
| | Total number of ballots received by the polling station | 1 |
|--|---|---|

Section (D) to be filled after the completion of the results forms

Section (B) to be filled after closure of polling station

| | | |
|---|---|----|
| | Number of unstamped ballots | 9 |
| + | Number of invalid votes (including the blanks) | 10 |
| + | Number of valid votes | 11 |
| = | Total number of the sorted and counted ballots (9+10+11) | 12 |

| | | |
|---|---|---|
| | Number of unused ballots | 3 |
| + | Number of spoiled ballots | 4 |
| + | Number of cancelled ballots | 5 |
| = | Total number of ballots remaining outside the ballot box (3+4+5) | 6 |

| | | |
|--|---|---|
| Section (C) to be filled after counting the ballots in the box | | |
| | Number of ballots found inside the ballot box | 7 |
| | Total number of ballots found inside and outside the box (6+7) | 8 |

If the figure in the field 12 does not equal the one in field 7, the sum of the fields 9, 10 and 11 should be recalculated

If after recalculation, the difference persists, the ballots of the fields 9, 10 and 11 should be recounted as in the manual.

If the difference persists, write a note in the field at the bottom of the form to explain the action taken prior to proceeding to the next step.

N.B. if the figure in field 8 does not equal the figure in field 1, the calculations above should be redone.

If the difference persists, the ballots should be recounted to verify the figures in the fields 3, 4, 5, 7.

If the difference persists, write a note in the field at the bottom of the form to explain the action taken prior to proceeding to the next step.


| | |
|--|--|
| You may use this space for any necessary remarks | |
|--|--|

| |
|-----------------------------------|
| Polling staff signature |
| Polling Station Manager Signature |

| |
|-------------------------|
| Polling staff signature |
| Date and stamp |



24.3 Results form general race




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نموذج النتائج

الدائرة الانتخابية الأولى



المفوضية الوطنية
العليا للانتخابات
High National Elections Commission

(2) القبة

| | | رقم محطة الاقتراع | | مدينة | | دولة |
|----------------------|----------------------|-------------------|----------------------|----------------------|----------------------|------|
| <input type="text"/> | <input type="text"/> | 17 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1 |
| <input type="text"/> | <input type="text"/> | 18 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 2 |
| <input type="text"/> | <input type="text"/> | 19 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 3 |
| <input type="text"/> | <input type="text"/> | 20 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 4 |
| <input type="text"/> | <input type="text"/> | 21 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 5 |
| <input type="text"/> | <input type="text"/> | 22 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 6 |
| <input type="text"/> | <input type="text"/> | 23 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 7 |
| <input type="text"/> | <input type="text"/> | 24 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 8 |
| <input type="text"/> | <input type="text"/> | 25 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 9 |
| <input type="text"/> | <input type="text"/> | 26 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 10 |
| <input type="text"/> | <input type="text"/> | 27 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 11 |
| <input type="text"/> | <input type="text"/> | 28 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 12 |
| <input type="text"/> | <input type="text"/> | 29 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 13 |
| <input type="text"/> | <input type="text"/> | 30 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 14 |
| <input type="text"/> | <input type="text"/> | 31 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 15 |
| <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | 16 |

مجموع الأصوات الصحيحة


توقيع موظف الاقتراع

توقيع موظف الاقتراع

توقيع مدير محطة الاقتراع

التاريخ/الختم

24.4 Results form special race




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نموذج النتائج

الدائرة الانتخابية الثانية



المفوضية الوطنية
العليا للانتخابات
High National Elections Commission

(78) شحات + البيضاء + قصر ليبيا

| | | رقم محطة الاقتراع | مدينة | دولة |
|----------------------|----------------------|----------------------|-------|------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 1 | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 2 | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 3 | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 4 | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 5 | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 6 | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 7 | |

مجموع الأصوات الصحيحة

توقيع موظف الاقتراع

توقيع موظف الاقتراع

توقيع مدير محطة الاقتراع

التاريخ/الختم

25. Packing of polling station materials

At the end of counting process, the PS Manager 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 PC Chair for onward delivery to the OCV Country Office.

It is **EXTREMELY** important that items are packed as described in the following sections. **If items are not packed correctly, it can affect the outcome of the election.**

25.1 Packing polling station sensitive materials

The following items are considered to be sensitive items at this stage, and are to be sealed into tamper evident bags to ensure their safe delivery to the OCV Country Office and further to the HNEC Tally Centre. There are 4 C3 size tamper evident bags (TEBs) and 6 C2 size TEBs in the kits. The PS Manager will choose which size of TEB bag to use for the ballot papers, depending on the size of the ballot papers. The materials to be placed inside each TEB are shown in the checklist for each TEB.

TEB 1 for ballot papers that were sorted and counted

The ballot papers in this TEB are those which were removed from the ballot box at the start of the counting process, and were sorted and counted. Both general race and special race ballot papers are placed into the same TEB.

- Valid votes
- Invalid votes
- Unstamped ballot papers

Note: These should already be in the tamper evident bag, having been placed there at the end of the counting process.

TEB 2 for other ballot papers

These will be used for:

- Stubs of used ballot paper pads
- Partly used and unused ballot paper pads
- Spoiled ballot paper envelope
 - This will contain any spoiled ballots from the polling process
- Cancelled ballot paper envelope
 - This will contain any cancelled ballots from the polling process

Note: These should already be in the tamper evident bag, having been placed there at the end of the polling process. Both general race and special race ballot papers are placed into the same TEB.

TEB 3 for FVR and other sensitive materials

This will contain the Final Voter Register that was assigned to the polling station

- FVR
- Book of Forms
- PS Journal

Do not seal this TEB until the seal numbers for the ballot boxes which will be used for transport are recorded in the Ballot Box Record of Seals Form.

TEB 4 for reconciliation and results forms to go to the HNEC tally centre

There will be only one TEB for the copies of the Reconciliation Forms and Results Forms which are being sent to the HNEC Tally Centre. Reconciliation Forms and Results Forms for all types of ballot papers and sub-constituencies will both go one tamper evident bag.

- The first copy (not the original) of the Reconciliation Forms for all ballot paper types
- The first copy (not the original) of Results Forms for all sub-constituencies

TEB 5 for reconciliation and results forms to go to the OCV Country Office

There will be only one bag for the originals of the Reconciliation Forms and Results Forms which are to be sent to the OCV Country Office. Reconciliation Forms and Results Forms for all types of ballot papers and sub-constituencies will both go one tamper evident bag.

- The original Reconciliation Forms for all ballot paper types
- The original Results Forms for all sub-constituencies
- Polling station staff attendance list

25.2 Packing the tamper evident bags

Once s/he is sure that the correct items have been put into each TEB, the PS Manager must seal and stick the appropriate labels onto each TEB in turn.

S/he must then place the sealed TEBs containing all types of ballot paper along with the sealed TEB containing the FVR 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 additional ballot box.

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

- ◆ call the PC Chair to verify that the TEBs have been correctly placed inside the ballot box
- ◆ take four numbered plastic seals for each ballot box used
- ◆ read aloud the seal numbers for agents and observers to note down if they wish
- ◆ record all four side seals in the Ballot Box Record of Seals Form
- ◆ seal TEB 3 containing the Book of Forms and place it in the ballot box
- ◆ seal the ballot box(es)

TEB 4 and TEB 5 must remain outside the ballot box and be handed to the PC Chair.

25.3 Packing the storage box

The indelible ink bottles should be wrapped and sealed in a black plastic bag to prevent leakage. Then all materials (except voting screens) which have not been put into the TEBs must be placed into the storage box.

The PS Manager will seal the kits with brown sticky tape to ensure that they do not open and spill their contents during transportation.

25.4 Delivery of sensitive and non-sensitive materials to the PC Chair

After the PS Manager has completed the packing of the polling station materials, s/he hands over the following materials to the PC Chair:

- Sealed ballot box(es) containing TEBs as outlined above
- TEB 4 and TEB 5 containing Reconciliation and Results Forms
- Empty Ballot Boxes (if any)
- Sealed storage box
- Voting Screens

The PC Chair must ensure for each polling station that

- the TEBs containing materials for the OCV Country Office and the HNEC Tally Centre have been handed over
- the ballot boxes are correctly labelled with the country and city names and the PS code.

26. Packing and transfer of materials by the PC Chair

The PC Chair must ensure that

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

26.1 Packing polling centre materials

The PC Chair will complete a Materials Transfer Form, listing all the items which are ready for transportation to the OCV Country Office:

- Sealed ballot boxes containing TEBs from each polling station
- TEB 4 and TEB 5 from each polling station
- Sealed storage boxes from each polling station (one per polling station)
- Empty Ballot Boxes (if any)
- Voting Screens (two or three from each polling station)

26.2 Handing over materials to the OCV Country Office

The PC Chair will hand over all polling materials to the OCV Country Office staff. S/he will keep a copy of the Materials Transfer Form, and will give the original and one copy to the OCV Country 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 PC to the OCV Country Office.

