



Office of the National Election Board of Ethiopia

Election Manual

(December 2004)

PART FOUR
THE VOTING PROCESS

CHAPTER ONE
ADVANCE PREPARATIONS TO BE MADE
AT POLLING STATIONS

The following undertakings shall be carried out by polling station election officers jointly and by working out a division of responsibilities.

1. Conditions to be Fulfilled

- 1.1 ensure that the three election officers of the polling station have reported for duty;
- 1.2 ensure that the five public observers of the polling station are all present;
- 1.3 ensure that policemen (security personnel) whom the Constituency Electoral Office caused to be assigned are stationed in the vicinity of the polling station;
- 1.4 cause public observers and candidates' representatives to have the necessary grasp of the voting process;
- 1.5 cause all the three election officers of the polling station to appear before the Constituency or Woreda Electoral Office for purposes of receiving briefings on the electoral process and taking delivery of documents and materials, as per the date theretofore to be announced on the mass media by the Board;
- 1.6 follow-up the training for election officers to be broadcast over the radio on:
 - 1.6.1 voting,
 - 1.6.2 vote counting, and
 - 1.6.3 publicizing the results thereof;
- 1.7 work out a programme for the one-day briefing to be given to the electorate of the polling station and call on them accordingly;
- 1.8 organize the polling station by way of arranging:
 - 1.8.1 seats for candidates' representatives,
 - 1.8.2 seats for public observers,
 - 1.8.3 a seat for Registrar No. I,
 - 1.8.4 a seat for Registrar No. II,
 - 1.8.5 a place for applying the voter marking-ink,
 - 1.8.6 a place for handing out ballot papers,
 - 1.8.7 a secret voting booth/shelter,
 - 1.8.8 a place for suspending the ballot box,

- 1.8.9 a place for giving briefings on the voting process, as at the entrance to the polling station ;
- 1.9 decorate the premises of the polling station in as much as possible;
- 1.10 in respect of arranging tags supplied from the Center:
 - 1.10.1 inscribe the designation of the polling station on the tag therefor and place it at the entrance thereto,
 - 1.10.2 fix the tag for both registrars in front of their respective seat,
 - 1.10.3 fix the tag for the ballot paper dispenser in front of his seat,
 - 1.10.4 fix the tag for the secret voting booth/shelter at the entrance thereto,
 - 1.10.5 fix the tag for the ballot box on the suspending cord thereof or on the box itself,
 - 1.10.6 fix the tag for public observers and candidates' representatives at their respective seat,
 - 1.10.7 fix the posters for publicizing candidature symbols, of both types of election, and for displaying a pictorial illustration of the voting process, at the place where the electorate are to be briefed thereon;
- 1.11 strictly warn:
 - 1.11.1 election officers,
 - 1.11.2 public observers,
 - 1.11.3 election wardens, and
 - 1.11.4 candidates' representativesto report at the polling station at 5:30 a.m.;
- 1.12 display within the polling station and at public places of its environs:
 - 1.12.1 posters and forms for publicizing the respective candidature symbol and the individual name of candidates,
 - 1.12.2 the poster for a pictorial illustration of the voting process;
- 1.13 fill in and issue ID's supplied from the Center, to public observers of the polling station;
- 1.14 keep at a place which is:
 - 1.14.1 secure,
 - 1.14.2 free from pests and rodents, and
 - 1.14.3 from humiditysuch documents and materials for voting, vote counting and publicizing the results thereof, as are sealed in a plastic bag delivered by the Constituency Electoral Office;
- 1.15 give due briefing to public observers, candidates' representatives and election wardens on voting, voting counting and publicizing the results thereof as well as on their respective duties and responsibilities in relation thereto;
- 1.16 during the one-day briefing to be given to residents of the polling station, offer due explanation on:
 - 1.16.1 the number of candidates running for each type of election within the constituency,
 - 1.16.2 their individual name,
 - 1.16.3 their respective candidature symbol,

- 1.16.4 their respective status of candidature (whether a political party nominee or an independent runner),
- 1.16.5 types of ballot paper,
- 1.16.6 the voting process and the number of candidates to vote for under each type of election,
- 1.16.7 vote counting and publicizing the results thereof,
- 1.16.8 the opening and closing hours of the polling station.

CHAPTER TWO

RECRUITMENT AND DUTIES AND RESPONSIBILITIES OF ELECTION WARDENS

1. Recruitment of Election Wardens

Election wardens shall be recruited on the day briefing as to the voting process is to be given to residents of the polling station. Three of them, as are eighteen years old or above, shall be elected by and from among the public and shall thereupon receive due orientation from the election officers of the polling station.

- 2. Election wardens shall search voters as at the entrance to the polling station and show them in, in order of arrival.
- 3. They shall ensure that no voter is carrying:
 - 3.1 a weapon or such cutting tools as a dagger and a pen-knife,
 - 3.2 traditional fighting tools such as a club and a stick; and
 - 3.3 duly retain same, if any, until the claimants thereof are through with casting their vote; they shall also
 - 3.4 upon joint instruction by the election officers, bid:
 - 3.4.1 unqualified voters, and
 - 3.4.2 voters who have already cast their ballotto leave the polling station peacefully;
 - 3.5 in case where voters bent on making trouble approach the polling station, the wardens shall:
 - 3.5.1 forthwith advise the election officers on the circumstances, and
 - 3.5.2 search and allow entry to those so approved by joint decision of the election officers and bid the others to leave;
 - 3.6 where a crowd gathers around the polling station, the wardens shall forthwith so notify the election officers and upon joint decision by the latter, they shall:
 - 3.6.1 search and allow entry to those who have not voted yet,
 - 3.6.2 bid those who have already voted and non-voters to keep away, and
 - 3.6.3 in case of defiance, use such force as is necessary to have the crowd disperse;
 - 3.7 upon encountering other similar problems, the wardens shall forthwith notify the election officers and execute the joint decision reached by the latter;
 - 3.8 the wardens shall search and allow entry to such mobile observers and newsmen as are holding appropriate ID's from the Secretariat of the Board.

CHAPTER THREE
ACTIVITIES TO BE CARRIED OUT AT
POLLING STATIONS ON POLLING DAY

1. Advance Preparations to be Made Before the Commencement of Voting

1.1 As having been called upon in advance:

- 1.1.1 election officers,
- 1.1.2 public observers,
- 1.1.3 election wardens, and
- 1.1.4 candidates' representatives

shall take their seats at the polling station.

1.2 The polling station head shall, in full view of:

- 1.2.1 public observers, and
- 1.2.2 candidates' representatives

open the sealed plastic bag delivered by the Constituency Electoral Office and count out the election documents and materials contained therein, as well as

1.2.3 verify that the quantity and the variety thereof tallies with the checklist.

1.3 The tag number of the ballot box and of the padlocks thereto shall be recorded as clearly noted by public observers and candidates' representatives.

1.4 Setting Election Documents and Materials in Order

1.4.1 Both of the electoral registers shall, as noted by public observers and candidates' representatives, be checked for:

- 1.4.1.1 non-entry of additional registration after their closure, and
- 1.4.1.2 non-occurrence of erasures and deletions.

1.4.2 The stamp pad shall be placed as positioned between the two registrars.

1.4.3 The voter marking-ink shall be placed at the proper spot.

1.4.4 Signing of Ballot Papers and Setting the Ballot Box in Order

The polling station head shall sort out usable ballot papers, by type of election. Subsequently, he shall:

- 1.4.4.1 sign on the reverse side of each ballot paper,
- 1.4.4.2 count out as many ballot papers as equal to the total number of registered electors, and
- 1.4.4.3 place same within sight of the public observers.

1.4.5 He shall openly count out excess ballot papers and keep them aside as a reserve.

1.4.6 He shall place a ballpoint pen and a stamp pad in the secret voting booth/shelter.

1.4.7 He shall bring the ballot box before the public observers and candidates' representatives and have it confirmed for being empty.

- 1.4.8 He shall have the lower opening of the ballot box zipped up, align the sliding tabs of the zippers with the canvas ring of the ballot box and lock them together using the green-coloured padlock earlier identified.
- 1.4.9 He shall have the ballot box suspended within sight of the public observers and candidates' representatives.

CHAPTER FOUR
ACTIVITIES TO BE CARRIED OUT AT POLLING
STATIONS DURING THE VOTING PROCESS

1. Official Opening of the Polling Station and Commencement of Voting

- 1.1 The polling station shall open and commence operations, officially, at exactly 6:00 a.m. on polling day.
- 1.2 Commencement of voting shall officially be announced to such voters as have already arrived at the polling station.

2. Persons Eligible for Voting

Such persons:

- 2.1. as have duly registered during the regular or special registration period and holding an elector's card as a proof thereof;
 - 2.2 with none of their fingers showing the voter marking-ink;
 - 2.3 as are holding an elector's card the entries of which tally with those made onto one of the two electoral registers;
 - 2.4 whose signature does not appear under such column of the electoral register as to be signed on polling day;
 - 2.5 as have appeared in person;
- (Voting by proxy is strictly prohibited.)*
- 2.6 as are able to produce proof of their identity
- shall be eligible for voting.

3. Briefing to be Given to Voters

- 3.1 Briefing shall be given before voters enter the polling station.
- 3.2 Briefing shall be given by the polling station head only.
- 3.3 Briefing shall be given outside the place for casting ballots.
- 3.4 Briefing shall be given openly and at such intervals as a group of voters gathers.
- 3.5 The polling station head shall speak aloud and use a pointer of some sort while giving the briefing. Accordingly, he shall:
 - 3.5.1 call out the full name of each candidate, in the order it appears on the poster thereof, and
 - 3.5.2 point out the respective candidature symbol by referring only to its designation.

(It is strictly forbidden to expound on the significance of candidature symbols.)

- 3.6 In his briefing for the introduction of candidates and their candidature symbols to voters, the polling station head shall exercise equal treatment by way of:
 - 3.6.1 not leaving out,
 - 3.6.2 not hinting to favour, and
 - 3.6.3 not de-emphasizing any of them.
- 3.7 The polling station head shall unhurriedly explain:
 - 3.7.1 which of the candidates are political party nominees;
 - 3.7.2 which of the candidates are independent runners;
 - 3.7.3 which type of election they respectively run for;
 - 3.7.4 that a voter shall be issued with one ballot paper for each of the two types of election;
 - 3.7.5 what colour the ballot paper for the election to the House of Peoples' Representatives is; and
 - 3.7.6 what colour the ballot paper for the election to a regional council is.
- 3.8 He shall then similarly clarify that:
 - 3.8.1 votes shall be cast by marking an "x" or one's fingerprint onto the ballot paper, in the space across the candidature symbol of the favoured candidate;
 - 3.8.2 only one candidature symbol is to be so marked, for the election to the House of Peoples' Representatives;
 - 3.8.3 only as many candidature symbols as equal to the number of candidates to represent the constituency are to be so marked, for the election to a regional council.

(The polling station head shall clearly point out the number of candidates to be elected to a regional council from within the constituency.)

4. Receiving of Voters at the Polling Station

The election officer assigned for the purpose shall, in order of arrival, show in such voters as have attended prior briefing. In that connection, he shall:

- 4.1 politely ask of them to produce their elector's card;
- 4.2 check whether the designation of the polling station correctly appears on their elector's card and identify the electoral register relating to them;
- 4.3 check that the concerned registrar is not attending to or having other voters queuing up;
- 4.4 politely direct them to the appropriate registrar;
- 4.5 ensure that they have approached the recommended registrar;
- 4.6 allow entry to actual assistants of the weak and the blind having come to cast their vote;
- 4.7 politely remind voters of the need to firstly attend the briefing being given on the voting process;
- 4.8 disallow entry to non-voters other than those identified as mobile observers and newsmen;
- 4.9 notify the other election officers, public observers and candidates' representatives on the case of voters alleging to have lost their elector's card and get the matter cleared;
- 4.10 allow entry to same upon being confirmed to have registered at the polling station.

N.B. No entertainments shall be served on the premises of the polling station.

5. Verification of Voters by the two Registrars

Each registrar of the polling station shall, on his part, verify the identity of voters in the following manner:

- 5.1 politely ask of voters to produce their elector's card;
- 5.2 confirm that their elector's card was issued at the polling station, by carefully checking the authenticity of the registrar's script and signature appearing thereon;
- 5.3 ask of them to produce their ID's or the equivalent thereof;
- 5.4 ascertain their identity by cross-checking such ID's and their elector's card;
- 5.5 check whether they are duly registered, by cross-checking entries on the elector's card and the electoral register;
- 5.6 check that neither their signature nor any other mark appears in the electoral register, as under the column entitled "voter's signature on polling day";
- 5.7 politely ask of them to stretch out and show him all their fingers;
- 5.8 carefully check that none of their fingers is showing the voter marking- ink;
- 5.9 where they are eligible to vote, cause them to put their signature or fingerprint to the designated column of the electoral register, by way of:
 - 5.9.1 having literate ones use a ballpoint pen, and
 - 5.9.2 making use of the stamp pad and the plastic device, in the case of illiterate ones;
- 5.10 tear up in two and dispose of their elector's card and give them back their ID's;
- 5.11 where they turn out not eligible to vote, that is:
 - 5.11.1 where their full name, as appearing in the elector's card, is not fully entered onto any of the two electoral registers,
 - 5.11.2 where their signature or fingerprint appears in the electoral register, as under the column entitled "voter's signature on polling day",
 - 5.11.3 where they fail to produce their elector's card or their ID,
 - 5.11.4 where they are unwilling to show their fingerspolitely tell them of their ineligibility and
 - 5.11.5 immediately report the situation to the election officers, public observers and candidates' representatives for purposes of investigation;
- 5.12 in case where they have lost their elector's card or their ID but are confirmed to have been duly registered at the polling station, direct them to the ballot paper dispenser, subject to:
 - 5.12.1 verifying, as the case may be, that the conditions specified under items no. 5.1 - 5.8 above are met,
 - 5.12.2 ascertaining that their name and other particulars entered onto the electoral register tally with those on their ID or the equivalent thereof,
 - 5.12.3 making them put their signature or fingerprint to the designated column of the electoral register, and

- 5.12.4 entering the circumstance of their losing the elector's card or their ID, onto the remarks column of the electoral register;
- 5.13 where the stipulation under item no. 5.12 above does not apply to them, bid them to leave the polling station, by taking away and tearing up their elector's card in case where they still have it;
- 5.14 carry out the above-mentioned tasks expeditiously and with due care, in order to avoid unnecessary queuing up of voters.

6. Issuance of Ballot Papers to Voters

- 6.1 The election officer assigned to issue ballot papers shall, while doing so, raise up each one and point out aloud to the voter that:
 - 6.1.1 the ballot paper for the election to the House of Peoples' Representatives, and
 - 6.1.2 the one for the election to a regional councilare different in colour and content.
(No further explanation shall be made as briefing has been given beforehand.)
- 6.2 He shall, in order of arrival, issue each voter with:
 - 6.2.1 one ballot paper for the election to the House of Peoples' Representatives, and
 - 6.2.2 another one for the election to a regional council.
- 6.3 Where the weak and the blind turn up with assistants, he shall:
 - 6.3.1 brief the latter as under item no. 6.1 above, and
 - 6.3.2 issue them with one ballot paper for each type of election.
- 6.4 In case where voters request clarification on the voting process, he shall:
 - 6.4.1 bring the matter to the attention of the polling station head; and
 - 6.4.2 give them a short briefing in front of the public observers.
- 6.5 Lastly, he shall:
 - 6.5.1 make sure that no voter is inside the secret voting booth/shelter, and
 - 6.5.2 in order of arrival, politely direct the voters and, as the case may be, assistants thereof to the secret voting booth/shelter.
- 6.6 In case of misuse of a ballot paper, he shall forthwith so notify:
 - 6.6.1 the election officers,
 - 6.6.2 public observers, and
 - 6.6.3 candidates' representativesand issue the voter with a substitute thereof.
- 6.7 Subsequently, he shall:
 - 6.7.1 as on the reverse side thereof, mark and sign the misused ballot paper for being "spoilt and returned", and
 - 6.7.2 carefully put it aside in the bin supplied for the purpose.

7. Casting of Votes

- 7.1 Voters shall one at a time be allowed into the secret voting booth/shelter, in order of arrival.
- 7.2 No one shall be allowed therein while a voter is casting his vote.
(Only the weak and the blind shall be accompanied into the secret voting booth/shelter, as by an assistant of their own choosing.)
- 7.3 While casting their vote:
 - 7.3.1 literate voters shall use the ballpoint pen, and
 - 7.3.2 illiterate ones shall make use of the stamp pad placed in the secret voting booth/shelter.
- 7.4 Voters shall:
 - 7.4.1 mark both types of ballot paper for the respective candidate or candidates of their choice, and
 - 7.4.2 fold each ballot paper into four before leaving the secret voting booth/shelter.
- 7.5 Such folding shall be done:
 - 7.5.1 into two equal parts across length first, keeping the candidature symbols inwards, and
 - 7.5.2 next into two equal parts across width.
(Election officers shall demonstrate on the manner of folding.)
- 7.6 Voters shall then come out of the secret voting booth/shelter holding the folded ballot papers up in front.
- 7.7 Voters shall drop both ballot papers into the ballot box, one at a time.
- 7.8 Voters having cast their ballot may not leave without applying the voter marking-ink to one of their fingers.
- 7.9 In the case of voters unwilling to abide thereby, the assigned election officer shall report the matter to the:
 - 7.9.1 election officers,
 - 7.9.2 public observers, and
 - 7.9.3 candidates' representatives, and shall then
 - 7.9.4 execute the joint decision of the election officers.
- 7.10 Assistants accompanying the weak and the blind shall not be obliged to so apply the voter marking-ink.

CHAPTER FIVE
WINDING-UP OF THE VOTING PROCESS

- 1. On polling day, the voting process shall be carried out without interruption.
- 2. **Closing of the Polling Station**
 - 2.1 At 6:00 p.m. the gate to the polling station shall be closed.
 - 2.1.1 Voters who arrive while the gate is being closed shall be allowed to come in and cast their ballot.

2.1.2 Those who arrive after the gate is closed shall not be so allowed.

2.2 Voters who are:

2.2.1 still being briefed, or

2.2.2 queuing up

shall be allowed to cast their ballot.

2.3 Upon conclusion of the voting process, the gate to the polling station shall be closed.

2.4 The election wardens shall thereupon be posted at the gate.

3. Locking of the Ballot Box

3.1 Upon conclusion of the voting process and closure of the polling station, the upper opening of the suspended ballot box shall be locked with the yellow-coloured padlock, in full view of the:

3.1.1 election officers,

3.1.2 public observers, and

3.1.3 candidates' representatives.

3.2 Accordingly:

3.2.1 the upper opening of the ballot box shall be zipped up, and

3.2.2 the sliding tabs of the zippers and the canvas ring of the ballot box shall be aligned and locked together, as with the yellow-coloured padlock.

3.3 The tag number of the padlock shall be noted down by the election officers, public observers and candidates' representatives.

4. Advance Preparations for Vote Counting

A convenient space as well as the necessary documents and materials shall be set in order, before vote counting activity is commenced .

4.1 Setting the Required Space in Order

Tables and chairs shall be arranged in such a way as to enable the public observers and candidates' representatives to closely watch the vote counting process.

4.2 Setting Vote Counting Documents and Materials in Order

4.2.1 The ballot box shall, in full view of the public observers and candidates' representatives, be taken down from where it is suspended and be placed on the table arranged for vote counting.

4.2.2 Both of the electoral registers shall be brought before the public observers and candidates' representatives to count out, add-up and note down the number of signatures appearing under the column entitled "voter's signature on polling day".

4.2.3 Ballot papers in reserve or marked for being "spoilt and returned", in respect of each type of election, shall separately be counted, added-up and the sum thereof shall be noted down in front of the public observers and candidates' representatives.

4.2.4 Such a sum of ballot papers of each type of election:

- 4.2.4.1 shall be deducted from the respective consignment thereof, as having been supplied from the Center, and
 - 4.2.4.2 the difference thereof shall be declared to be the total of each type of ballot paper issued to voters.
 - 4.2.5 Documents received from the Constituency Electoral Office, that is:
 - 4.2.5.1 three copies of Form No. 07 to be used for reporting polling station vote counting results in respect of the election to the House of Peoples' Representatives,
 - 4.2.5.2 same number of copies of an identical form to be used for purposes of the election to a regional council,
 - 4.2.5.3 such quantity of vote counting tables as equal to the number of candidates,
 - 4.2.5.4 copies of the certificate for confirmation of vote counting results to be issued to each candidate or his representative, and
 - 4.2.5.5 four copies each of the respective Poster No. 07 to be used for separately publicizing the vote counting results of both types of election, to the electorate of the polling station
- shall be counted out and placed before the public observers and candidates' representatives.

4.2.6 Allocation of Vote Counting Documents and Materials to Election Officers

- 4.2.6.1 It is only the polling station head who shall conduct the vote counting, subject to involving the public observers and candidates' representatives.
- 4.2.6.2 The designation of each candidature symbol shall clearly be written down on the vote counting table allocated thereto, in respect of both types of election.
- 4.2.6.3 Vote counting tables for the election to the House of Peoples' Representatives shall first be issued to the assigned election officers.
- 4.2.6.4 The polling station head shall openly brief the public observers and candidates' representatives to the effect that:
 - 4.2.6.4.1 counting of votes for the election to the House of Peoples' Representatives shall be done first,
 - 4.2.6.4.2 counting of votes for the election to a regional council shall then follow. Thereupon,
 - 4.2.6.4.3 the assigned election officers shall each be ready with a ballpoint pen,
 - 4.2.6.4.4 they shall place their respective vote counting table within close sight of the public observers and candidates' representatives, and
 - 4.2.6.4.5 they shall be reminded of their earlier briefing that:
 - 4.2.6.4.5.1 it is the polling station head who announces a valid vote cast in respect of a particular candidature symbol,
 - 4.2.6.4.5.2 they are to progressively mark the numbers on the vote counting table whenever the candidature symbol of their assignment is declared to have received a valid vote, and

- 4.2.6.4.5.3 that they have to position themselves clear of the view of public observers and candidates' representatives, while doing the marking.

CHAPTER SIX
COMMENCEMENT OF VOTE COUNTING
ACTIVITIES

1. Removing Ballot Papers out of the Ballot Box

The polling station head shall:

- 1.1 ensure that advance preparations for vote counting are fully made;
- 1.2 announce to those attending that vote counting is to commence;
- 1.3 point out and confirm to all, that the yellow and green-coloured padlocks to the ballot box have remained undone; and that
- 1.4 the respective tag number of the padlocks and of the ballot box is identical with the one previously noted down;
- 1.5 carefully undo the green-coloured padlock and zip the lower opening of the ballot box open;
- 1.6 remove the ballot papers out of the ballot box and place them on the table;
- 1.7 invite the public observers and candidates' representatives to check that the ballot box is emptied of all ballot papers;
- 1.8 fold the ballot box and place it on the table;
- 1.9 jointly with the other election officers, unfold the ballot papers and sort them out by type of election;
- 1.10 check whether the signature on the reverse side of each ballot paper is authentic;
- 1.11 count the sorted out ballot papers, and ensure that the respective tally thereof conforms with the number of voters having cast their vote.

2. Invalidation of Ballot Papers

Ballot papers cast shall be invalidated and kept aside, upon consensus reached by election officers and public observers as under the following circumstances:

- 2.1 ballot papers by which candidates in excess of the number to be elected from the constituency are voted for; that is:
 - a) for more than one, in the case of the election to the House of Peoples' Representatives, and
 - b) in excess of the fixed number, in the case of the election to a regional council;
- 2.2 ballot papers at variance with those delivered to the polling station;
- 2.3 ballot papers by which no candidate is voted for;
- 2.4 ballot papers marked ambiguously, as occurring by way of:
 - 2.4.1 a questionable positioning of the "X" mark or
 - 2.4.2 of the fingerprint, or
 - 2.4.3 otherwise.

3. Counting of Votes for the Election to the House of Peoples' Representatives

The polling station head shall commence vote counting with the ones for the election to the House of Peoples' Representatives as hereunder:

- 3.1 He shall pick a ballot paper, closely show it to the public observers and candidates' representatives, as on the side bearing candidature symbols, and announce the candidature symbol validly voted for.
- 3.2 Upon joint agreement on the validity of the vote, he shall instruct that the corresponding vote counting table be marked by the assigned election officer.
- 3.3 The election officer assigned thereto shall put a mark across the number appearing within the first square figure.
- 3.4 The polling station head shall:
 - 3.4.1 ensure that every valid vote received by each candidature symbol has been marked on the corresponding vote counting table,
 - 3.4.2 sort out ballot papers by the type of candidature symbol having received valid votes.
- 3.5 Each election officer shall, as on his assigned vote counting table, consecutively put a mark across the number appearing within each square figure, whenever the corresponding candidature symbol is announced to have received a valid vote.
- 3.6 The assigned election officers shall take care not to mark the number appearing in a square other than the one they meant to.

(In case of any inadvertent marking, the election officers, public observers and candidates' representative shall immediately be notified thereon for purposes of making the necessary correction.)

- 3.7 Upon conclusion of the counting of votes for the election to the House of Peoples' Representatives, the polling station head shall:
 - 3.7.1 announce that no ballot paper is left out of counting; and
 - 3.7.2 cause the public observers and candidates' representatives to confirm same.
- 3.8 The assigned election officers shall each, in turn, be called upon to announce the last number marked up on their respective vote counting table.
- 3.9 Verification of the results so announced shall be made by counting out the validly marked ballot papers sorted out by type of candidature symbol.
- 3.10 The polling station head shall then check that no objection is raised as to the total number of valid votes received by each candidate.

(In case where objection thereto is raised, recounting shall be undertaken in respect of the candidature symbol at issue.)

- 3.11 Each election officer shall, as on his assigned vote counting table, vertically cross out all the square figures below the last one marked for a valid vote received by the corresponding candidature symbol.
- 3.12 Each vote counting table shall be handed over to the polling station head subsequent to being co-signed, on the reverse side, by the election officers, public observers and by the candidate or his representative.

4. Making Entries of Vote Counting Results and Other Information

- 4.1 The polling station election officers shall fill in the blank at the bottom of the reverse side of each vote counting table and sign same. The signing thereof shall also be done by:

- 4.1.1 public observers, and
 - 4.1.2 candidates or their representatives.
 - 4.2 The polling station head shall make entries of the vote counting results onto Form No. 07 and Poster No. 07:
 - 4.2.1 as in three copies each, and
 - 4.2.2 have same signed by the election officers and public observers
- for purposes of reporting such results to the Constituency Electoral Office and of publicizing them to the electorate, respectively.
- 4.3 He shall, in respect of each type of election, make entries of the voting counting results onto the certificate for confirmation thereof and issue same to each candidate or his representative, as against signature.
 - 4.4 Such ballot papers as are:
 - 4.4.1 carrying a respective valid vote and sorted out by type of candidature symbol,
 - 4.4.2 invalidated,
 - 4.4.3 marked for being "spoilt and returned", and
 - 4.4.4 in reserve
- shall be bundled separately and put into the ballot box.
- 4.5 The polling station head shall announce that counting of votes for the election to the House of Peoples' Representatives is concluded.
 - 4.6 He shall then fold and set aside the vote counting tables as sorted out by type of candidature symbol.

5. Counting of Votes for the Election to a Regional Council

- 5.1 The polling station head shall issue the assigned election officers with a vote counting table as corresponding to each of the candidature symbols for the election to a regional council.
- 5.2 Vote counting activities for the election to a regional council shall be carried out as set forth under items no. 3 and 4 above.
- 5.3 Making entries of the vote counting results thereof and of other related information onto vote counting tables, forms and other documents as well as placing of the respective ballot papers into the ballot box shall be carried out as set forth with regard to the election to the House of Peoples' Representatives.

CHAPTER SEVEN
CONCLUSION OF VOTE COUNTING
AT THE POLLING STATION

1. Locking of the Ballot Box

- 1.1 As pointed out above, the separately bundled ballot papers shall all be put into the ballot box.
- 1.2 The lower opening of the ballot box shall be zipped up.
- 1.3 The tag number of the red-coloured padlock shall be noted down in front of the public observers and candidates' representatives.
- 1.4 The ballot box shall be locked as elaborated hereinabove.

2. Filling in of Other Forms and Publicizing of Vote Counting Results

- 2.1 Two copies of Form No. 10 which is used to report on the summary of the electoral process shall be filled in.
- 2.2 Vote counting results for each type of election shall separately be entered onto Poster No. 07 and be displayed at different places within the locale of the polling station.
- 2.3 Vote counting results for each type of election shall be entered onto the certificate for confirmation thereof and be issued to each candidate or his representative, as against signature.

CHAPTER EIGHT
DISPATCHING OF COMPLETED FORMS, DOCUMENTS AND MATERIALS TO THE CONSTITUENCY
ELECTORAL OFFICE

1. Two copies each of the respective Form No. 07, used for reporting the results of both types of election, together with one copy of Form No. 10, which is used to report on the summary of the electoral process, shall be placed in a sealed envelope; as by the polling station head.
2. The polling station head shall, in person and under escort by the assigned police (security) staff, make delivery of the following to the Constituency Electoral Office:
 - 2.1 Form No. 07 and 10, as placed in a sealed envelope;
 - 2.2 the vote counting tables, as sorted out by type of election and candidature symbol;
 - 2.3 both of the electoral registers;
 - 2.4 the ballot box, as locked;
 - 2.5 document and material holders; and
 - 2.6 other documents and materials.

(Election officers, public observers or candidates' representatives may at their own discretion accompany the consignment.)

CHAPTER NINE
SUMMING-UP OF VOTE COUNTING
RESULTS AS AT THE CONSTITUENCY
ELECTORAL OFFICE

1. The Constituency Electoral Office shall undertake the summing-up of votes upon receiving, from polling stations, vote counting results entered onto Form No. 07 and sorted out by type of election.
2. The summing-up shall be done by type of election, one after the other.
3. The number of votes a candidate received shall be summed-up as from respective entries made onto Form No. 07 by the different polling stations.
4. Accordingly, candidates with the highest number of votes shall be declared winners, that is :
 - 4.1 one candidate only, in the case of the election to the House of Peoples' Representatives, and
 - 4.2 as many candidates as are to represent the constituency, in the case of the election to a regional council.
 - 4.3 The summed-up result shall be entered onto two copies each of the respective Form No. 08, used for reporting election results to the Secretariat of the Board, in respect of both:
 - 4.3.1 the election to the House of Peoples' Representatives, and

4.3.2 the election to a regional council.

5. Recounting of Votes at the Constituency Electoral Office

- 5.1 Appeals may be lodged with the Constituency Electoral Office Complaints Committee, in case of objection to the determination made by the polling station Complaints Committee in respect of the vote counting process.
- 5.2 Where the Constituency Electoral Office Complaints Committee, after thorough investigation, decides that recounting be undertaken, only such ballots as are at issue shall be recounted.
- 5.3 Recounting shall be carried out within twenty-four hours of receipt of vote counting results from the polling station complained against.
- 5.4 Recounting shall be carried out in the same manner as during the first round of counting.
- 5.5 Upon concluding the recounting, the lower opening of the ballot box shall be zipped up and locked with the blue-coloured padlock.

6. Issuance of ID's to Winner Candidates and Dispatching of Completed Documents to the Secretariat of the Board

- 6.1 Winner candidates of both types of election shall be issued with an Identity Card for Deputies (Form No. 09).
- 6.2 The results of both types of election shall, in sufficient copies, be entered onto Poster No. 08 for display at respective polling stations.
- 6.3 Other election documents shall similarly be completed by making entries of summarized data.
- 6.4 The election result reporting Form No. 08 shall, as for both types of election, be placed in a sealed envelope and dispatched to the Secretariat of the Board, either directly or through the respective Coordinator of Constituencies.
- 6.5 All other completed forms and documents as well as unused documents and materials shall similarly be forwarded to the Secretariat of the Board.

(Each and every copy of forms and documents completed by the Constituency Electoral Office shall be authenticated as under the seal thereof, prior to being dispatched to the Secretariat of the Board.)