



Republic of Liberia

National Elections Commission

**Polling Procedures for the Election of the
President, the Senate and Members of the House
of Representatives of the Republic of Liberia
11 October 2005**

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Part 1 – General Overview

1. General Definitions and Provisions

Electoral Law: The Liberian Electoral Reform Law of 2004, the 1986 New Elections Law, the 2003 Comprehensive Peace Agreement, and the Constitution of the Republic of Liberia.

The National Elections Commission (NEC): The NEC is the body responsible for the administration, conduct and supervision of the Liberian national elections. It is responsible for taking all the necessary measures to guarantee that the polling process is carried out in a fair and transparent manner and according to the electoral law.

County Electoral Offices: The NEC has established 18 electoral offices at the county level. A Magistrate of Elections, who reports directly to the Board of Commissioners, will head each county electoral office.

Final Registration Roll: The voter's registration roll contains the names of all eligible voters. The list is drawn up pursuant to the NEC's decisions regarding the claims and challenges filed against the provisional registration roll.

Elector: Every Liberian who meets all the requirements established by the electoral law to exercise the right to vote and whose name is entered in the voter's registration roll.

Voter Registration Card: The voter registration card is that part of the registration form which was issued to each registrant, at the time of voter registration, to confirm their registration.

Constituency: For the election of President and Vice president, the whole of the Liberia will be considered one constituency. For the election of Senate, each county (15) in total shall be considered a constituency, electing two Senators each. For the House of Representatives, there will be 64 constituencies which are called Electoral Districts for the purpose of October 2005 elections.

Polling place: The place, within the voting precinct, where the ballot box and ballot papers are positioned and where the polling staff is present.

Voting precinct: The place where voters go to cast their votes. There will generally be up to five polling places in one voting precinct but in some places there will be more. In most cases voting precincts will be at the same locations where people registered to vote

(A certain number of previous voter registration centres were consolidated into nearby registration centres for the purposes of voting, due to either the small number of voters that registered in those centres or their close proximity to other centres).

Polling Officials: Polling officials include the staff of the polling place and voting precinct staff.

Presiding Officers Worksheet: The presiding officer's worksheet records all details of the receipt, distribution and use of all ballot papers within a polling place.

Political Party Representatives/Independent Candidate Representatives: are persons nominated by a political party or candidate to observe the polling process on their behalf. All political party representatives/independent candidate representatives (known hereafter by the term 'party representatives') must be accredited by the NEC.

Observers: An observer is a person nominated by a Liberian or International organization, to observe the polling process on their behalf. All observers must be accredited by the NEC.

2. Introduction

The Comprehensive Peace Accord (CPA) mandates the Liberian National Elections Commission (NEC) to operate in conformity with UN standards, in order to ensure that elections are organized in a manner that is acceptable to all. The full responsibilities of the NEC are detailed in the Electoral Reform Law of 2004 and the 1986 New Elections Law. The CPA provides that elections are to be held in October 2005.

These procedures have been developed by the National Elections Commission (NEC), pursuant to the powers given to it by the Comprehensive Peace Accord (CPA) of August 2003, and expand upon the prescriptions in the Electoral Reform Law and the New Elections Law, and the various guidelines (on rights and responsibilities of observers, etc.) for the conduct of the election of President and Vice President, Senators and members of the House of Representatives of the Republic of Liberia.

These procedures clearly explain the process to be carried out on polling day in all voting precincts and polling places in the Republic of Liberia. A separate polling procedures manual will describe in detail the tasks of the respective polling officials and other stakeholders in the electoral process, as well as all aspects of the process in the polling places.

3. The Election

The elections for President and Vice President, Senator and House of Representatives of the Republic of Liberia will take place concurrently on the same day – 11 October 2005, from 08.00 hrs to 18.00 hrs.

Election to the office of President and Vice President of the Republic of Liberia shall be conducted under an absolute majority electoral system (50% of valid votes cast plus one vote). If no candidate obtains an absolute majority of the valid votes cast in the first round, a second round shall be conducted. The two candidates with the highest number of valid votes in the first round shall be designated to participate in the second round, to take place no later than two weeks after the publication of the official results of the first round of voting (i.e. no later than November 8). The candidate who obtains the majority of the valid votes in the second round shall be elected.

Election to the Senate of the Republic of Liberia shall be based on a simple majoritarian system, with 2 Senators elected per each of Liberia's 15 counties (30 Senators in total). The two candidates that obtain the highest number of valid votes cast in each of the 15 counties will be elected.

Election for members of the House of Representatives shall be based on a simple majoritarian system, in 64 single-member electoral districts. The candidate who obtains the highest number of valid votes cast in each electoral district shall be declared elected.

Voting will take place in 1,422 voting precincts on polling day, which will accommodate a total of 3,212 polling places. Each voting precinct consists of a number of polling places depending on the number of registered voters. Each polling place is designed to serve a maximum of 600 voters. Most polling places, however, will accommodate less than 500 voters.

Part 2 – Who May Vote

1. Eligible voters

A Liberian citizen, who has attained the age of 18 years or above, presenting a valid registration card, may vote in the voting precinct for which he/she is registered.

2. Voting with Replacement VR Cards

Section 3.5(2) of the Election Law states that in the event of loss or destruction of the registration card and after proof has been established, the registrar shall issue a new card

Replacement VR cards will contain all the information that appears on the VR card issued during the VR process; photo, name, sex, age, RC code, ID number. The Replacement VR card will, however, be clearly marked REPLACEMENT. If a replacement card has been issued to the voter, the original VR card cannot be used by the voter to vote.

On polling day, the Voter Identification Officer will indicate against the name of a voter that has been issued with a Replacement VR card, the word REPLACEMENT. This will be done in advance of the opening of the polling place. The voter will then proceed as normal.

3. Polling place staff, LNP, Observers, Political Party Representatives

Polling staff and Liberian National Police (LNP) officers registered to vote in the voting precinct where they are assigned will vote as normal. Polling staff and LNP assigned to a different precinct from where they registered will vote at the polling place where they work, regardless of whether they are on the list for that polling place or not. Advance notice of assignments of LNP officers will be provided to NEC county offices, to allow them to be added to the FRR on polling day.

In the case of staff members and LNP registered in a different voting precinct, within the same district:

- their name will not appear on any of the FRRs for that precinct;
- their name, RC code, voter ID number, sex, age and number of ballots issued will be recorded on the 'Additions to the FRR' form attached to the end of the FRR before the ballots are issued;
- they will receive all three ballot papers and vote.

In the case of staff members and LNP registered in a different district, within the same county:

- their name will not appear on any of the FRRs for that precinct;
- their name, voter ID number, sex, age and number of ballots issued will be recorded on the 'Additions to the FRR' form attached to the end of the FRR before the ballots are issued;
- they will only receive Presidential and Senate ballots. A ballot paper for the House of Representatives will not be issued as they did not register in that district.

In the case of staff members and LNP registered in a different county;

- their name will not appear on any of the FRRs for that precinct;
- their name, voter ID number, sex, age and number of ballots issued will be recorded on the 'Additions to the FRR' form attached to the end of the FRR before the ballots are issued;
- they will only receive Presidential ballots. Ballot papers for both the Senate and the House of Representatives will not be issued as they did not register in that county.

Observers and party representatives will also be allowed vote as any other voter registered in that voting precinct if they are on the FRR for one of the polling places in that precinct. Observers and party representatives will not be allowed vote if they are assigned to a voting precinct other than the one for which they registered.

4. Exceptional cases

In some cases, the polling staff will have to deal with voters in possession of VR cards but their particulars are not correct or particulars of the voter are missing on the FRR. The general principle to be followed is that if the VR card appears to be legitimate and for that polling place, and the Presiding Officer is reasonably confident that the person is entitled to vote at that polling place, then they should be allowed to vote. Details of cases where:

- a registered voter has lost or misplaced his/her VR card;
- the photo of the VR card is damaged and the staff cannot identify the voter;
- the correct information appears on the VR card but the voter is missing from the FRR;

- the correct information appears on the VR card but the details of the voter on the FRR is incorrect;
- the name on the VR card is unreadable but the voter can be identified by photo;

will be dealt with in the comprehensive polling and counting procedures training manual.

Part 3 – Persons Allowed to Enter the Polling Place

Only the following categories of people may be present in a voting precinct and polling place:

- eligible voters;
- polling officials (and NEC/UNMIL ED staff);
- party representatives of political parties, coalitions/alliances, and independent candidates;
- accredited electoral observers, national and international;
- accredited members of the media
- Liberian National Police and CIVPOL.

Except for voters, all the above must wear a badge issued by the NEC. Also, the police officers must display LNP ID. No one may bear arms in a voting precinct, with the exception of police officers, if invited into the voting precinct by the Presiding Officer.

1. Polling Officials

All polling officials are representatives of the National Elections Commission (NEC) and must remember to behave impartially at all times. The impartial behaviour of polling officials is important for a free and fair election.

Polling officials are employed as needed, and all polling officials work on polling day. Polling officials must also attend training and be available to help set up the Polling place. The majority of Liberia's polling places will have 6 polling officials, namely:

- Presiding Officer;
- Queue Controller;
- Voter Identification Officer;
- Ballot Paper Issuer;
- Ballot Box Controller;
- Inker.

In the case of polling places with 300 or less voters, the duties of the Ballot Box Controller and Inker will be combined, so that there will be a total of five staff, as follows:

- Presiding Officer;
- Queue Controller;
- Voter Identification Officer;

- Ballot Paper Issuer;
- Ballot Box Controller/Inker.

In the case of polling places with 150 or less voters, the duties of Presiding Officer and Voter Identification Officer will be combined, so that there will be a total of four staff, as follows:

- Presiding Officer/Voter Identification Officer;
- Queue Controller;
- Ballot Paper Issuer;
- Ballot Box Controller/Inker.

Voting precincts with three or more polling places will also have voting precinct staff, whose task will be to manage overall queue control at the voting precinct. The number of voting precinct staff per voting precinct will be calculated according to a formula on the basis of the number of polling places in the precinct.

The polling place is managed by the Presiding Officer. In some voting precincts, particularly in inaccessible areas that will necessitate air transport of materials days in advance of election day, one of the Presiding Officers will be nominated to receive delivery of all voting precinct and polling place materials. In all voting precincts, one of the Presiding Officers will supervise the voting precinct staff.

2. Party Representatives

Party representatives and election observers have an important role to help ensure that the election is free, fair and transparent. They must agree to follow a Code of Conduct prepared by the NEC. The following should be read in conjunction with the Code of Conduct.

Registered political parties and independent candidates may appoint representatives to observe the polling process, as long as the representatives have been issued accreditation by the NEC. Representatives will receive accreditation either at the NEC in Monrovia or from the Magistrates at the NEC County offices. Representatives will be assigned to individual polling places, and cannot move from polling place to polling place. Representatives may only vote, however, at the voting precinct for which they registered, and at the polling place assigned.

Representatives at all times must wear a badge issued by the NEC, and must also carry another identity document. Representatives may enter a polling place from the time that

the polling officials arrive, however, no more than one representative per registered political party or independent candidate may be in a polling place.

Representatives may witness all processes in the polling place except the act of a voter recording his/her vote. Inside the polling place, representatives may not communicate with voters in any way.

Representatives may make their own record of seal numbers and of the number of voters. Representatives may also sign both the Presiding Officers Worksheet and the Record of the Count for all three elections. If there are more representatives than spaces for signatures, representatives may sign in the margins.

Presiding Officers of polling places must record in the Journal any concerns raised by the representatives and, where possible, resolve any such concerns.

Although representatives are entitled to bring to the attention of the Presiding Officer their concerns regarding procedures followed in the polling place and any suspected irregularities, they may not interfere with the polling process, or place unreasonable demands on either the Presiding Officer or other polling place staff. Such unreasonable demands could include crowding around the Voter Identification Officer for periods of time, and regularly requesting data from the Voter Identification Officer on numbers of people that have voted up to a particular time. If an agent conducts him/herself inappropriately, the Presiding Officer must warn him or her to stop the misconduct. If the misconduct continues, the Presiding Officer may ask the agent to leave the polling place and voting precinct.

Representatives may remain in the polling place while the polling place is being prepared for the count. They may also remain for the entire counting process.

Representatives will be given copies of election results for the polling place where they observe.

3. Electoral Observers

Domestic observers will be accredited either by the NEC or by the NEC county offices in the county in which they are based. International observers will be accredited by the NEC in Monrovia only. Electoral observers must wear a badge issued by the NEC at all times while observing, and they must also carry another identity document. Electoral observers may enter a polling place from the time that the polling officials arrive, and may move between polling places and between voting precincts. They may only vote,

however, at the voting precinct for which they registered, and at the polling place assigned.

Observers may witness all processes in the voting precinct except the act of a voter recording his/her vote. They may make their own record of seal numbers, of the number of voters, or of any other relevant process. Inside the polling place, observers may not communicate with voters in any way.

Electoral observers may not interfere in the electoral process. They cannot raise any concerns with the Presiding Officers, but should bring their concerns to the attention of the NEC instead. Electoral observers may remain in the polling place until it is closed. They will not receive copies of election results. If they wish to record the votes received by each party/candidate, they must do so themselves.

4. Media

Media are free to visit any of the Voting precincts throughout Liberia, but need to strictly follow the NEC rules. These rules try to meet both the needs of journalists, and the right of the Liberian people to vote in secret, without any pressure or interference.

Journalists may film or photograph the overall situation in a polling place, but they must not, under any circumstances, film or photograph a person marking her/his ballot.

The following guidelines are for situations where journalists or camera crews attend voting precincts.

Only journalists accredited by the NEC or by UNMIL's Public Information Office will be allowed inside voting precincts, and they must wear a badge issued by either the NEC or by UNMIL's Public Information Office at all times. They must also carry another identity document.

The polling place Presiding Officers are the points of contact at the voting precinct, and media are asked to direct any questions only to the Presiding Officers. **Inside the voting precinct, voters, observers, or representatives cannot be interviewed at any time.** Only the Presiding Officers can be interviewed.

When interviewed, a Presiding Officer will not comment on the conduct of the election, other than to state the broad nature of his/her role at the polling place, and the numbers of voters up to that point.

Journalists are asked to be as brief and unobtrusive as possible in their visits to the voting precincts.

Inside the **polling places**, there can be only one photographer or one camera person at a time (unless decided otherwise by the Presiding Officer, such as in the case of covering VIPs). Shots of individuals (such as of a voter placing her/his ballot in the ballot box) must be cleared with the Presiding Officer and with the individual being photographed. **Decisions of the Presiding Officer are final and binding.**

Journalists must not, under any circumstances, film or photograph a person marking his or her ballot.

The purpose of the guidelines above is not to restrict media coverage of the election, but to ensure that voters feel no fear of adverse consequences for participating in the election.

5. Security

The LNP are responsible for the security of the voting precinct. Police officers should generally station themselves inside voting precincts, but outside polling places, unless their presence is requested by the Presiding Officer. LNP officers will be assigned to individual voting precincts.

Part 4 – Before Polling Day

1. Training of Polling Officials

ESO/ES will train Presiding Officers. Presiding Officers will in turn train all polling staff for their polling place before polling day.

On polling day, Presiding Officers must give all polling staff a Declaration of Secrecy form, which staff must sign and give back. The forms will be placed in an envelope and stored by the Presiding Officers until the end of counting, when they will be placed into one of the Tamper Evident Envelopes for return to the **NEC County electoral office** with the other sensitive materials.

2. Receiving and Storing Election Materials from the NEC

Materials will be sent from the NEC HQ to the county electoral offices and stored in previously identified secure county-level storage facilities.

ESO/ES will deliver election materials to Presiding Officers on or before polling day (depending on county movement plans). Presiding Officers will place the materials in secure storage at the polling place or in some other secure location, with police security.

If necessary, Presiding Officers and selected polling place staff will store materials in the polling place under 24 hour police security/CIVPOL or UNMIL Military security.

County movement plans will detail precisely delivery, storage and retrieval arrangements for all sensitive and non-sensitive materials.

3. Planning the Voting Precinct and Polling Place Layout

Presiding Officers must plan the layout of their voting precincts/polling places, well before polling day and discuss their plans with the Election Supervisors (ES) and UNMIL Electoral Support Officers (ESO). Plans for queue control should also be made well in advance and where possible should be discussed with the police officers assigned to the polling place. It may be possible to build temporary barricades to keep queues well ordered.

The polling place must provide for a circular movement of voters from the entrance, to the Voter Identification Officer, to the Ballot Paper Issuer, to the voting screens, to the

ballot boxes, to the Inker and to the exit point. If the room used has 2 doors, a separate entrance and exit point should be used.

The Voter Identification Officer and the Ballot Paper Issuer need desks of sufficient size. Ballot box controllers need a desk or other raised surface on which to put the ballot boxes. The Presiding Officer needs a desk located away from the flow of voters where s/he can observe all proceedings and be easily reached by voters needing assistance.

Political party representatives and electoral observers need seating located away from the flow of voters but where they can observe all proceedings. They are not bound to remain seated, but may not communicate with voters or observe voters marking their ballot papers.

4. Setting up the Polling place

Where possible, polling places should be set up in advance of polling day. A polling place shall be arranged in such a way that it allows an orderly and efficient flow of voters.

Tables should be placed in such a way that, when sitting behind them, all polling place members can see the voters entering the polling place. The tables should also be positioned such that voters move in a logical order from one table to the next, without crossing in front of other voters. The polling place should be set up in a circular manner that allows the voters to complete all steps in the process in a single direction before exiting. Sufficient space should be allowed between the tables of the polling place officials, voting screens, ballot boxes and chairs for the accredited representatives and observers so that voters with reduced mobility may pass through easily.

On the day before polling day (and throughout polling day), the following actions are not allowed within 100 metres of a voting precinct:

- campaigning or canvassing for votes;
- displaying posters or any other material related to the election;
- using a loudspeaker.

Campaign materials should thus be removed from the 100-meter area around the entrance to a voting precinct. The voting screens must also be checked regularly during the day to ensure that no political materials have been left in the screens. Distributing or displaying political campaign brochures, posters or any other such materials is not permitted at any voting precinct or polling place.

Signs and posters provided by the NEC for voter information, etc., must be posted inside and outside the voting precinct and the polling place. On the exterior of the building, appropriate signs should be posted to identify it as a voting precinct where people will be voting. Additional signs should be posted inside the building to clearly mark the route to specific polling places, and signs should also be posted to direct voters to the polling place within the precinct where they will vote. The allocation of voters to particular polling places will be done on the basis of their voter ID numbers on their Voter Registration card, so as to ensure an even split of voters to polling places within a voting precinct.

Once the polling place has been set up, security measures must be taken to ensure the building will not be used by others until after the count of the ballots has been finalized and all other polling materials have been removed from the premises.

Part 5 – Polling Day

1. Before the Start of Polling

On polling day, all polling officials must arrive at the polling place by 06.30h.

All polling officials must wear their NEC badge and t-shirt until counting finishes.

The Presiding Officer of the polling place will record the names and positions of all the polling officials in the polling place as well as all the accredited representatives and observers that are present throughout the day in the Presiding Officer's Journal.

The Presiding Officer will record the quantity and serial numbers of the ballot papers received by the polling place on the Presiding Officers Worksheet (Form P1). In most cases ballot papers and other sensitive materials will be handed over to the Presiding Officer that receives all the materials on behalf of the voting precinct, using the Transfer of Material form. In voting precincts with only one polling place, materials will be handed over to the Presiding Officer by the county ES/ESO team (as per the county movement plan).

In the polling place the Presiding Officer inspects the ballot box to ensure it is empty and asks electoral observers and representatives to confirm that it is empty. S/he fixes tightly a seal on each side of the ballot box and writes the serial numbers of the seals on the Presiding Officer's Worksheet. The Presiding Officer invites electoral observers and representatives to make their own record of the seal numbers.

The Presiding Officer shall not delay preparations for polling if representatives and electoral observers have not yet arrived at the polling place.

After all the preparations are done for beginning of voting and before the first voter votes, polling place staff members, members of the LNP and representatives and observers will vote (if representatives and observers are registered in that county). The Presiding Officer also marks the names of those voters that have been issued with replacement VR cards on the FRR (from the list of such voters received with the other sensitive materials).

2. Main Responsibilities of the Polling Officials

On polling day, the voter will interact with the polling officials in the voting precinct, whose main responsibilities are:

a. Presiding Officer of the Polling Place

The Presiding Officer of the polling place manages a polling place and is responsible firstly to the NEC, and secondly to the County Magistrate, who is by law responsible for all electoral activities in the county. All Magistrates are further responsible to the National Elections Commission (NEC).

In the performance of her/his main duties, the Presiding Officer

- trains the polling staff on polling and counting procedures;
- sets up the polling place so that polling can start at 0800 hrs;
- supervises polling officials to ensure that correct procedures are followed and that sensitive materials can be accounted for at all times;
- resolves problems as they are encountered in accordance with the procedures;
- provides assistance to voters when necessary;
- ensures that order is maintained at the polling place;
- closes the polling station after the last voter who arrived before 1800 hrs has voted;
- ensures that the voting screens always have a pen and a thumbprint pad;
- records in a Polling Journal any incidents or disturbance during polling day at the polling place, as well as any complaints or concerns made by party representatives and/or voters, and any failure to follow correct procedures in the polling place;
- records in the journal the way in which complaints or concerns are resolved;
- ensures that the polling place is ready for counting at the close of polling;
- undertakes thorough and accurate counting of the votes cast and recording of the results ;
- reports the results of the count in an accurate and timely manner to the NEC County Office;
- ensures that all sensitive materials are ready for transportation to the County Office;
- fills out and signs all necessary forms, including both the Presiding Officer's Worksheet (P1), the Count Sheet, Tamper Evident Envelopes, etc.

If any of the other staff are unable to fulfil their tasks or need to leave the polling place for whatever reason, the Presiding Officer takes his/her place.

b) Voting Precinct Queue Controller

Depending on the number of polling places within the voting precinct, the number of Voting Precinct Queue Controllers may vary. Voting precincts with three polling places will have one queue controller, voting precincts with four, five or six polling places will have two precinct queue controllers. Additional queue controllers will be available for precincts with additional polling places.

The Voting Precinct Queue controller manages a voting precinct queue and is responsible to the polling place Presiding Officer that is managing the voting precinct staff. In performance of her/his main duties, the Voting Precinct Queue Controller;

- Displays signs on the entrance to the voting precinct directing voters to their respective polling places according to their voter ID numbers on their Voter Registration cards. The exact allocation of voters to polling places will be determined at the data centre depending on the numbers of voters in that voting precinct;
- checks that voters have brought their registration card;
- directs voters to the correct polling place;
- ensures that voters form orderly queues outside the polling places, according to the queuing plan that has been developed;
- allows elderly, pregnant and disabled voters and parents with babies to go to the head of the queue;
- reports cases of campaigning or canvassing for votes, displaying posters or any other material related to the election within 100 metres to the polling place Presiding Officer that is managing the voting precinct staff.

c) Polling Place Queue Controller

The Polling Place Queue Controller is responsible to the Presiding Officer of the polling place. In the performance of her/his main duties, the Polling Place Queue Controller:

- plans, organises and manages the queuing system for the polling place, in conjunction with the Presiding Officer;
- ensures that the queues are orderly;
- inspects the hand of the voter to see if he/she has already voted;
- organises queues so that only authorised people enter the polling place and the polling place does not become crowded;
- stays in contact with Presiding Officer, who will indicate to him/her to slow down or to speed up the voter flow;
- examines each voter's registration card to ensure that the voter is in the correct polling place;

- ensures that no unauthorised persons are lingering in the vicinity of the polling place;
- asks voters to have their VR card ready to show to the Voter Identification Officer;
- reports any security concerns to the Presiding Officer;
- ensures that voters leave the polling place as soon as they finish voting;
- closes the polling place queue at 1800 hours, upon instructions from the Presiding Officer.

d) Voter Identification Officer

The Voter Identification Officer is responsible to the Presiding Officer of the Polling place. In the performance of her/his main duties, the Voter Identification Officer:

- examines each voter's VR card to ensure that the voter is eligible to vote;
- checks the photo on the VR card to ensure that the card belongs to the voter;
- checks if the name of the voter and other details in the card match the details in the register;
- ticks the appropriate box on the register;
- punches through the voter's VR card with a punch;
- returns the ID card to the voter;
- marks the FRR in the case of voters that have been issued with replacement voter cards (in advance of the opening of the polling place);
- directs the voter to the Ballot Paper Issuer.

e) Ballot Paper Issuer

The Ballot Paper Issuer is responsible to the Presiding Officer of the polling place. The Ballot Paper Issuer is responsible for the security of the ballots at all times. If s/he needs to leave the Polling place, the Presiding Officer takes her/his place. In the performance of her/his main duties, the Ballot Paper Issuer:

- stamps the back of the ballot papers;
- explains to the voter that he/she will be receiving three different-coloured ballots for the three elections: red for President, blue for Senate, and green for House of Representatives;
- detaches the ballot papers from the books;
- pre-folds the ballot papers;
- issues the pre-folded ballot papers to each voter;

- explains the method of voting to the voter. S/he must ensure his/her explanation is completely impartial, and should not point to the ballot paper as it may appear that s/he is telling the voter who to vote for. S/he explains to the voter that;
 - he/she must thumbprint/mark the box against the candidate of his/her choice in each of the ballot papers;
 - he/she must only make one mark on each ballot paper;
 - the choice of the voter is secret and that no one has the right to know how he/she has voted;
 - he/she should fold each ballot paper separately and deposit each in the appropriate ballot box, once he/she has voted;
- directs the voter to a vacant voting screen to mark the ballot papers;
- ensures that only one voter goes into the voting screen at a time.

f) Ballot Box Controller

The Ballot Box Controller is responsible to the Presiding Officer of the polling place. The ballot box controller is responsible for the security of the ballot boxes at all times. In the performance of her/his main duties, the Ballot Box Controller:

- ensures that each voter places the correct ballot paper in the correct ballot box before leaving the polling place;
- ensures that the ballot boxes do not get too congested, by shaking the boxes at intervals in order to re-distribute the ballots inside the boxes. If a box is full, s/he must inform the Presiding Officer;
- guards the ballot boxes at all times;
- ensures that no voter leaves the polling place without placing all ballots in the ballot boxes;
- ensures that no unauthorized materials are deposited in the ballot boxes and that no one tampers with the ballot boxes;
- directs the voter to the ink.

g) Inker

The inker is responsible to the Presiding Officer of the Polling place. In the performance of her/his main duties, the inker:

- wipes the RIGHT thumbnail of the voter with the piece of cloth provided;
- applies indelible ink to the cuticle at the base of the right thumbnail (If a voter has missing fingers, the ballot box controller inks one of her/his fingers in the following order: the third, fourth, fifth finger and thumb of the right hand, the

- index, third, fourth, fifth finger and thumb of the left hand. If the voter has no fingers, it is not necessary to apply ink);
- thanks the voter for participating in the elections and directs him/her out of the polling place (the Polling Place Queue Controller helps to ensure that the voter leaves the polling place);
 - discourages voters from remaining in the polling place after they have voted;
 - informs the Presiding Officer, in cases where the voter refuses to have his/her finger inked after he/she has voted.

3. Polling

Upon entering the voting precinct, the voter:

- shows his/her VR card to the Voting Precinct Queue Controller in order to be directed to the correct polling place;
- enters the polling place when the Polling Place Queue Controller deems there to be sufficient space to conduct voting in a safe and orderly manner;
- is directed to approach the Voter Identification Officer by the Polling Place Queue Controller;
- shows his/her VR card to the Voter Identification Officer;
- has his/her name ticked off in one of the boxes beside his/her name on the FRR by the Voter Identification Officer, if the VR card is in order and belongs to the person presenting it;
- has his/her VR card punched by the Voter Identification Officer;
- is directed to approach the Ballot paper Issuer, who explains the methods of voting to the voter, stamps the back of the ballots and issues the ballots to the voter;
- is directed to an empty voting screen;
- marks his/her ballot papers in secret, folds through so that his/her choices cannot be seen, and places the ballots in the separate ballot boxes;
- has his/her finger inked.

The voter then leaves the polling place.

4. Spoiled Ballot, Discarded Ballots

If the voter spoils a ballot paper s/he may return to the Ballot Paper Issuer and receive a replacement ballot paper. (Similarly, if a ballot paper is torn as it is being removed from the booklet, the Ballot Paper Issuer will issue a replacement ballot paper). Without looking at the front of the ballot paper, the Ballot Paper Issuer writes the word “Spoiled”

on the back of the spoiled ballot paper and puts it in the Spoiled Ballot Paper Envelope. The voter returns to the voting screen and continues to record his/her vote.

A discarded ballot paper is a ballot paper which a voter misplaces or throws away. If polling officials find a discarded ballot paper in or near a voting precinct, they must not put it in a ballot box. The Presiding Officer writes “Discarded” on the back of the ballot paper and puts it in the Discarded Ballots Envelope. There is only one Discarded Ballot Paper Envelope for a voting precinct as it may be unclear which polling place a discarded ballot paper comes from. The Discarded Ballot Paper Envelope will be held by the Presiding Officer of one of the polling places of the voting precinct.

5. Distribution of Extra Ballot Papers During Polling Day

If a polling place within a voting precinct runs out of ballots, the Presiding Officer will request extra ballots from a neighbouring polling place’s stock. These extra ballot papers must be recorded by the Presiding Officer on the Presiding Officer’s Worksheet (form P01).

6. Assistance to Voters

A voter who is unlettered or physically incapacitated may request the assistance of a friend or relative to assist him/her, but the friend or relative may only assist one voter on polling day. The person assisting the voter must be a registered voter. The Presiding Officer must explain to the friend or relative the need to keep the voter’s choice secret. The one assisting the voter shall go behind an unoccupied voting screen with him/her and help him/her in the preparation and marking of his/her ballots and return the ballot papers properly folded for deposit in the official ballot boxes.

In case the voter cannot find a person to assist him/her, the Presiding Officer will be allowed to assist the voter in marking of his/her ballots, according to the voter’s instructions. The choice of the voter must be kept secret.

Party representatives and Observers may not give assistance to a voter and may not witness assisted voting.

7. Suspension of Polling

The Presiding Officer may decide to suspend polling if a polling place is threatened by riot, violence, storm, flood or any other event which makes orderly polling impossible. If

possible, the county Magistrate should be consulted, where possible, before the suspension takes effect.

The Presiding Officer should accept police advice to suspend polling, and can also act on his/her own initiative.

As soon as possible after suspending polling, the Presiding Officer must inform the county Magistrate and discuss the practicality of resuming the poll. The county Magistrate must keep the UNMIL ESO/ES team and NEC HQ informed.

8. Close of Polling

At exactly 1800h the Voting Precinct Queue Controller ensures that all voters have joined the queue and, if there is one, closes the door to the voting precinct. In this case, the Voting Precinct Queue Controller ensures that the door is used only as an exit and informs any voters who arrive after 1800h that they cannot vote at this election. Polling continues until all voters in the queue have voted.

Part 6 – After Polling

1. Closing of Polling place

Immediately upon the conclusion of polling the Presiding Officer of the polling place will seal the ballot boxes, prepare the required paperwork and prepare the place for counting. No counting shall begin at the polling place before the Presiding Officer has given permission.

2. Completing the Presiding Officer's Worksheet

The Presiding Officer seals tightly the slot of each ballot box and writes the third seal number on the worksheet. Representatives and electoral observers may make their own record of the seal number.

Each Presiding Officer counts the number of spoiled, unused and discarded ballot papers for his/her polling place. S/he enters these figures in the Presiding Officer's Worksheet (form P01) and calculates the total number of ballot papers issued by the polling place.

After the Presiding Officer has completed filling in the Presiding Officer's Worksheet, the Presiding Officer seals the Spoiled Ballot Paper Envelope (whichever Presiding Officer has the Discarded Ballot Paper Envelope seals it also).

After the Presiding Officer signs his/her worksheet, party representatives and election observers may sign as witnesses.

Details on completing counting forms, and the procedures for packing sensitive and non-sensitive materials, as well as delivering materials to the NEC county office, will appear in a separate counting procedures document.

Annex 1: Forms to be used during the polling process

Annex 2: Polling – form contents