

HANDBOOK FOR ...

**PRESIDING OFFICERS
AND
VOTING OFFICERS**



INDEPENDENT ELECTORAL COMMISSION

HANDBOOK FOR
PRESIDING OFFICERS
AND
VOTING OFFICERS

INDEPENDENT ELECTORAL COMMISSION
A FREE AND FAIR ELECTION FOR ALL

Preface

Over 200 000 South Africans representing all sections of our society will play a historic role in administering our country's first democratic elections.

Many of those who will run the elections will be administering elections for the first time. Indeed, many of them would not even have voted in the past. But all those who will do duty for the nation in this election have agreed, with enthusiasm and commitment, to make their skills and time available to our emerging democracy,

Running an election for over 20 million voters is no easy task, even in countries where there is much experience of electoral processes. For us this task is even more daunting. It is for this reason that this handbook is a key tool to assist Presiding Officers and Voting Officers to understand thoroughly their role and responsibilities. This handbook will be supplemented by other training events before the elections, but serves as the first component of your training.

Many people have contributed to this handbook. Victor Butler, Joycelyn Lucas, Steve Godfrey and Judy Thompson from the Commonwealth Technical Resource Group played a valuable role in drafting the handbooks and providing much needed international expertise. Cindy Futhane, Claire Jonsson, Pindelwa Mda and Gugu Nxumalo, and the staff of the National Training Unit of the Administration Directorate of the Independent Electoral Commission, also contributed in different but equally important ways. Various staff of the English Literacy Project (an affiliate of the National Literacy Co-operation) and the SACHED Trust must be thanked for working at very tight (and ever-changing) deadlines and specifications. Special mention must be made of Lucienne Hunter, Orenna Krut, Luisa Potenza, Joe Setloboko, Carola Steinberg and Michael Westcott. Lastly, we need to thank various IEC staff for their comments and input, including the directors of the Administration Directorate, J.T.Madiba, Yunus Mahomed and Piet Colyn.

We trust that this handbook will be a valuable contribution to enabling Presiding Officers and Voting Officers to fulfil their responsibilities effectively.

Yours for a free and fair election

Kumi Naidoo

Deputy Director: Training
Elections Administration Directorate
Independent Electoral Commission

Johannesburg, 21 March 1994

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1 Introduction

Welcome to your job as Presiding Officer or Voting Officer for the April 1994 elections. Presiding Officers are responsible to their District Election Officer. Voting Officers are responsible to the Presiding Officer at each Voting Station. It is your duty to make sure that the election is run properly at your Voting Station.

This handbook explains the parts of the Electoral Act which deal with the work of the Presiding Officer and the Voting Officers at the Voting Station. The Electoral Act is the law which you follow at all times when you carry out your tasks. You must make sure that you know the rules of this law and use it every time you are not sure how to solve a problem in your job. If you are unsure of your duties some people may try to make you take wrong decisions. The only way to prevent this is to check the Electoral Act. In this handbook we show you which regulations and sections of the Act to check.

The Presiding Officer is in charge of the Voting Station and must make sure that all the instructions in this handbook are carefully followed. Together the Presiding Officer and the Voting Officers form a very important team whose responsibility it is to see that the Voting Station works properly. While the Presiding Officer is in charge, your Voting Station will only run smoothly if you work together as a team.

You are an election officer. While you do this job, you represent only the Independent Electoral Commission (IEC). You are responsible to the IEC through the District Electoral Officer who appoints you.

You are not allowed to show support for any political party, organisation, or other interests of any kind. Voters must see for themselves that you are neutral and do not openly support a political party. This is so that they can feel comfortable about voting for any party they choose.

After your appointment you will sign a Declaration of Secrecy. This commits you to making sure that voters can choose their party in secret. You may not break the secrecy of their vote for any reason, and it is your duty to prevent other people from breaking the secrecy of the voter's choice.

Read this handbook carefully. It will prepare you for your important responsibility on the election days. If you have any questions, please ask your District Electoral Officer for help.

2 The IEC Electoral Officers

Who appoints electoral officers?

The Chief Director of Administration of the IEC appoints all electoral officers and the staff they are responsible for. The Chief Director tries to appoint people from amongst all the people of South Africa, for example, from men and women, black people and white people, people from the rural areas and people from towns. The Chief Director will ask the Party Liaison Committee for a list of people they want to serve as electoral officers. This list is not the final list. The Chief Director chooses who to appoint and who to leave out from this list. He has the final say over staff appointments. (See Section 7.)

The duties of the officers

- **Provincial Electoral Officer in each province**
Responsible to the Chief Director and the IEC. Duties are to take charge of the administration, organisation, supervision and running of the election in the province. (See Section 8 and Regulation 3.)
- **Deputy Provincial Electoral Officer**
Responsible to the Provincial Electoral Officer. Duties are to carry out all directions and instructions given by the Provincial Electoral Officer. (See Regulation 3.)
- **District Electoral Officer in each electoral district**
Responsible to the Provincial Electoral Officer. Duties are to deal with the administration, organisation, supervision and running of the election in the district. (See Section 9 and Regulation 4.)
- **Deputy District Electoral Officer**
Responsible to the District Electoral Officer. Duties are to carry out the directions and instructions of the District Electoral Officer. (See Regulation 4.)
- **Presiding Officer for each Voting Station**
Responsible to the District Electoral Officer. Duties are to make sure that the voting happens in an orderly manner on election days. (See Section 10 and Regulation 5.)
- **Voting Officers for each Voting Station**
Provincial Electoral Officers and District Electoral Officers can appoint Voting Officers for Voting Stations. Voting Officers are responsible to the Presiding Officer at each Voting Station. Duties are to help the Presiding Officer run the voting in each Voting Station. (See Section 11 and Regulation 6.)
- **Counting Officer for each Counting Station**
Provincial Electoral Officers and District Electoral Officers can appoint Counting Officers. Counting Officers are responsible to the Provincial Electoral Officer. Duties are to make sure the votes are counted in a fair and orderly manner. (See Section 12 and Regulation 7.)

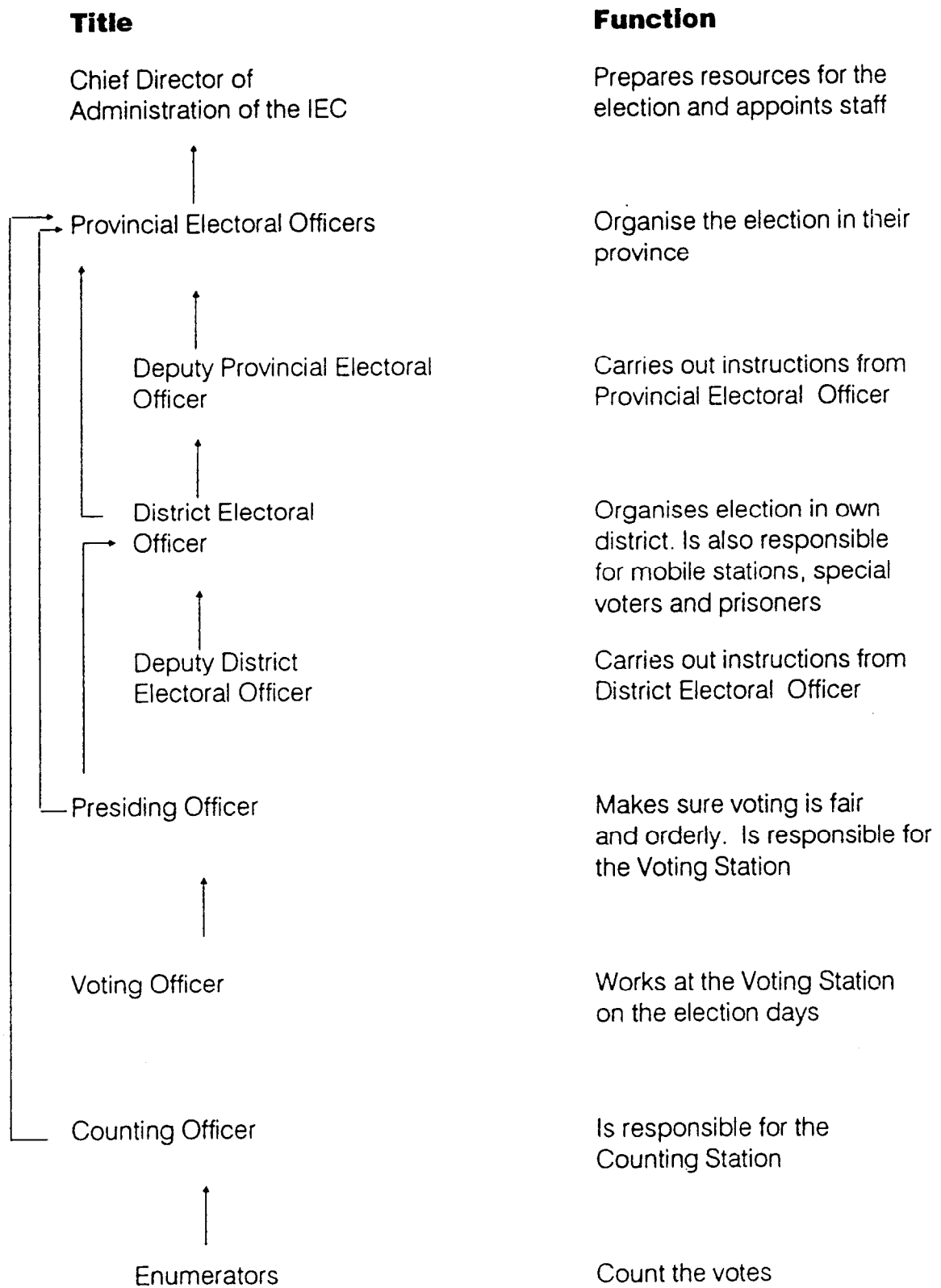
- Enumerators for each Counting Station
Provincial Electoral Officers, District Electoral Officers and Counting Officers appoint Enumerators. Enumerators are responsible to the Counting Officer at each Counting Station. Duties are to carry out the instructions of the Counting Officer. (See Section 12 and Regulations 7 and 8.)
- Other staff needed to run the voting
Provincial Electoral Officers, District Electoral Officers and Counting Officers can appoint other staff, for example, interpreters, to help run the voting on election days if this is necessary. (See Section 7.)

When can electoral officers be dismissed?

The Chief Director can dismiss electoral officers and staff without an appeal. Junior officers such as Presiding Officers, Voting Officers, Counting Officers and Enumerators can be dismissed for the following reasons:

- misconduct
- not doing duties properly
- showing support for (or opposition to) a political party
- unsuitable as an officer

Summary of positions and functions of election staff



KEY: ↑ Shows reporting structure

3 The Voting Station

What is the Voting Station?

The Voting Station is an area with clear boundaries where the election takes place. (See Section 24.)

The Voting Station is divided into three different areas

1. Controlled Area

The Controlled Area has a radius of 1 100 metres and surrounds the whole Election Centre. The boundary is clearly marked. The Presiding Officer will not allow political activity like speeches or marches in this area. Political party candidates will be allowed in this area. They can greet the public. (See Regulation 14.)

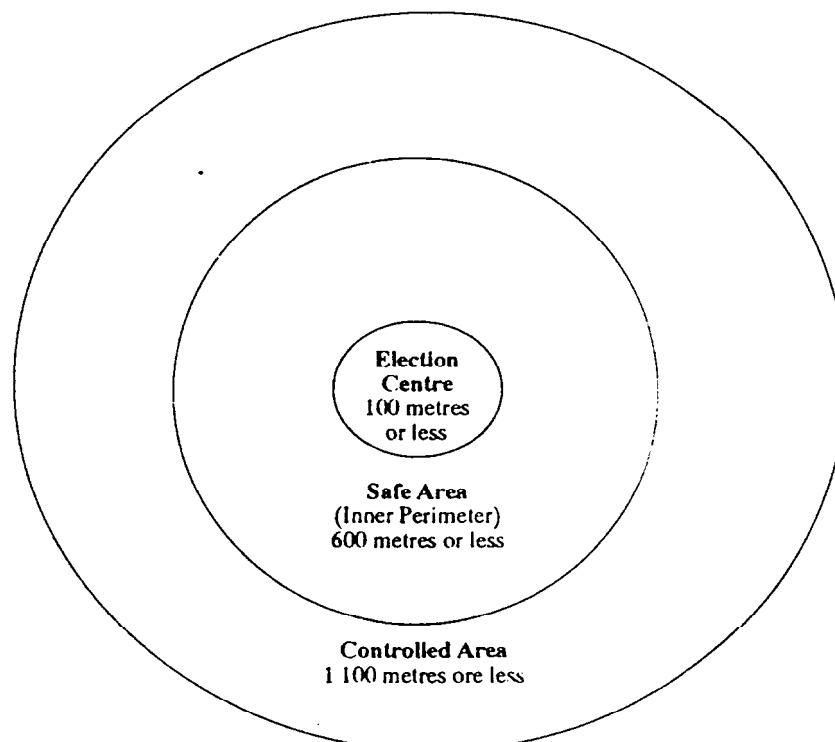
2. Safe Area

The Safe Area (Inner Perimeter) has a radius of 600 metres. It is the ground that surrounds the Election Centre building. The boundary is clearly marked. The Presiding Officer will not allow any political activity in this area. Voters are allowed in this area. (See Regulation 15.)

3. Election Centre

The Election Centre has a radius of 100 metres. The boundary is a fence or a road. If there is no fence or road already there, the Provincial Electoral Officer, the District Electoral Officer and Party Election Agents must make a clear boundary. The Election Centre is the place where people vote. (See Regulation 14.)

Map of three areas of a Voting Station



Who can come into the Safe Area and the Election Centre? (See Section 10.)

- **The Presiding Officer and Voting Officers**
These officers are appointed to work in the Voting Station.
- **Members, representatives and employees of the IEC**
These persons must wear IEC identification cards and can only come in when they are on official duty.
- **Electoral officers including Provincial Electoral Officers and their deputies, District Electoral Officers and their deputies**
These people must wear IEC identification cards
- **Party Voting Agents**
Party Voting Agents are representatives of their political parties. Only one Party Voting Agent from each political party can be there at any one time.
- **Observers**
Only three Observers are allowed to enter this area; the Presiding Officer will make the final decision. These Observers must be registered by the Chief Director of Monitoring, and must represent an accredited organisation. The IEC will provide them with identification. They may not wear identification from any other organisation or political party. (See Regulations 64 and 65.)
- **Intergovernmental Observers**
These Observers must wear identification which has been approved by the foreign governments concerned and by the Department of Foreign Affairs.
- **Monitors**
Monitors are appointed by the IEC Chief Director of Monitoring. They must wear identification provided by the IEC and may not wear anything which identifies them with any political party. (See Regulation 68.)
- **Candidates**
Political parties which have registered for the election will each be allowed to have one candidate in this area. (See Regulation 5.)
- **Interpreters and other persons to help voters**
Voters may be assisted by a person of their choice if they have problems with language and communication or if they are physically disabled (see special procedures).
- **Voters**
The Presiding Officer will control the number of voters that can enter the Safe Area and Election Centre. Voters must leave the area as soon as they have finished voting

4 Voting Days and Hours

Special Votes	26 April 1994	07:00 - 1900
Sick or old people		7 am - 7 pm
Prisoners		7 am - 7 pm
Foreign Voting Stations		7 am - 7 pm according to their time
General Votes	27 and 28 April	07:00 - 1900 7 am - 7 pm

5 The Work of the Presiding Officer

As Presiding Officer you are responsible for the smooth running of the Voting Station. You are the main electoral officer that the voter will meet during the election. The way in which you do your job and communicate with the public will influence the way people think about the election process and the IEC. Please make sure that you are always polite with all voters. Be sure to wear your identification card at all times.

The duties of the Presiding Officer

The Presiding Officer has many duties to perform, some of which need to be done before the election day. Here is the list of the duties:

What to do when appointed

- Complete the documentation as required by the District Electoral Officer and make the Declaration of Secrecy.
- Know where the Voting Station is and find out where the boundaries will be.
- Attend a training session.

How to prepare for the voting day

- Receive the materials which are to be used on the voting day and check them. You will receive election materials, which include ballot papers, envelopes, ink, seals, statements and other documents used for the voting. These materials require high security. You will also receive voting materials, which include voting compartments (booths), ballot boxes, equipment and other items to conduct the election. These materials requires less security.
- Sign for the ballot papers and check the numbers
- Notify the District Electoral Officer if anything is missing.
- Assist with training your Voting Officers (see section on Training Guidelines). Be sure your team of Voting Officers is ready for their duties. Make sure each Voting Officer has signed the Declaration of Secrecy.
- If you are the Presiding Officer for a mobile Voting Station, check with your District Electoral Officer what you need to do.

How to prepare the Voting Station

- Arrive at least an hour and a half before the voting starts, that is at 5.30 am
- Make sure that all materials, equipment and the ballots are there. Be sure the ultra violet lights are working. Set up the furniture and the voting compartments (see the suggested layout).
- Ask any persons who are not allowed to be there to leave
- Be sure each Voting Officer has identification.

- Check that you have the appointment forms for each Party Voting Agent. Let each Party Voting Agent make a Declaration of Secrecy. Give each Party Voting Agent an armband.
- Put up any signs or notices which will be needed.

What to do just before you open the doors of the Voting Station (See Section 28)

- Inspect the ballot box to make sure that it is empty. Allow the Party Voting Agents, monitors and observers to inspect the ballot box as well.
- Close and seal the ballot box and record the numbers of the seals you used. Party Voting Agents can also put seals on the ballot box if they want to.
- Open the doors at 7 am.

What to do during voting hours

- Make sure that the vote is secret, by following all the rules described in the section on 'Security and Order' and 'Secrecy of the Ballot'.
- Check that the Voting Officers are doing their jobs properly. Delegate work to your Assistant Presiding Officer when necessary.
- Keep order in the Voting Station and make sure that the queue of voters keeps moving. Do not allow voters into the Election Centre if the queue has stopped moving inside.
- Consult with the peace officer if problems arise.
- When a ballot box is full, follow the rules to close and seal it. Once a ballot box has been sealed, it must not be opened until it is at the Counting Station. When a new ballot box is needed, follow the rules for checking and sealing a ballot box.

How to close the Voting Station (See Section 38)

- Closing time is 7 pm. Voters who are in the Election Centre or Safe Area (Inner Perimeter) by 7 pm must still be allowed to vote. (See Section 30 and Regulation 30.)
- Close and seal the openings of the ballot boxes and record the numbers of the seals. The ballot boxes must not be opened until they get to the Counting Station. (See Section 28 and Regulation 38.)
- Allow the Party Voting Agents, Monitors and Observers to witness the closing and sealing of the ballot boxes.
- Make up the packets and seal them.
Make separate packets for:
 - each ballot box, unopened
 - unused ballot papers
 - discarded ballot papers
 - counterfoils (stubs) of used and discarded ballot papers
 - Declarations of Secrecy (see Regulation 9)

- the list of voters who could not have their fingers inked because of a physical disability (see Regulation 32)
- written objections from Party Voting Agents (see Regulation 34).

Seal each packet. The Party Voting Agents, Observers and Monitors can each put a seal on the packets if the IEC says so. Then mark each sealed packet.

- Fill in the Ballot Paper Statement (see Appendix 4 and 5), as follows:
 - number of ballot papers received from the District Officer
 - number of ballot papers issued
 - number of ballot papers not issued
 - other counts as described on the statement
(See Regulation 35.)
- Close the voting station. Store the sealed ballot boxes and packets as instructed by the District Electoral Officer.

Security and order

As Presiding Officer you are in charge of the Voting Station and have to make sure that the election materials and voting materials are kept safely. You also have to make sure that the voting takes place in secret and that all persons and property are protected.

Security before voting day

- Make sure that the plans for transporting the voting materials and the election materials safely to and from the Voting Station are followed carefully. (See Regulation 54.)
- You are directly responsible for the security of the election materials and voting materials at the Voting Station, before the voting day as well as when they are not being used. (See Regulation 58.)

Security of the whole Voting Station

- You will be responsible for the safe-keeping of the voting materials at the Voting Station and the election materials during the voting period. (See Regulations 57 and 58.)
- You need to make sure that persons and property are protected as far as possible (See Section 10.)
- You must also make sure that steps are taken to prevent violence or disturbance in the area around the Voting Station. You will need to consult with the peace officer in charge of security about this. (See Regulation 17.)
- If it looks as if there is a possibility that the situation will become dangerous, you must notify the District Electoral Officer immediately.

Security in the Controlled Area

- You must make sure that proper order is kept as far as possible. (See Section 10.)
- You must make sure that no political activity takes place in this area. (See Regulation 16.)
- If a person has broken one of the rules of the Electoral Act or is about to do so, or behaves in a way which will prevent a fair and free election, warn the person to stop or order the person to leave.

Security in the Safe Area

- People who are not allowed to be in this area must be kept out, Check the list (page 6) of who can be in the Safe Area. (See Section 10.)

Security in the Election Centre

- The number of voters admitted to the Election Centre must be controlled. This will depend on how fast people move through the Election Centre. If people are moving very slowly, you will need to stop more people from entering until those inside have finished voting and have left.
- You must make sure that voters leave as soon as they have finished voting.
- Persons who are not allowed to be in this area must be kept out. Check the list of who can be in the Election Centre. (See Section 10)

Security after the close of the Voting Station

- You are responsible for keeping the ballot boxes and other materials safe.

Special procedures

When a voter's fingers already have an ink mark

The voter does NOT get a ballot paper and is escorted to the exit. (See Section 35.3.)

When a Party Voting Agent raises an objection

A Party Voting Agent can object to a voter on the following grounds:

- the voter is not the person described in the identification or voting document
- the voter has already voted
- the voter is not entitled to vote. (See Section 18.)

You will check the voter's fingers under a UV light, inspect the voter's document and consult with the Party Voting Agents. If the objection is valid, the voter is escorted to the exit. If the objection is not valid, the voter is taken to the Ink Marking Officer and continues with the process.

The objection must be recorded and your decision is written in the report.

When a Document Check Officer finds a problem

You check the identification document to see if the problem is valid. Decide whether the voter continues to vote or not.

When a voter refuses to have their identification document stamped or the Temporary Voter's Card retained

The voter does NOT get a ballot paper and is escorted to the exit. (See Section 35:3.)

When a voter cannot have their fingers inked because of a physical defect

You write down the voter's name, address, identity or identification number and the reason why the fingers cannot be inked. Then the voter can follow the normal procedure. (See Section 35.3 and Regulation 32.)

When a voter refuses to have their fingers inked

The voter does NOT get a ballot paper. (See Section 35.5.)

When a voter refuses a National or Provincial ballot paper

The voter is escorted to the exit.

When a voter needs help

Voters can get special help if they

- cannot read
- are blind
- are physically disabled in any other way.

The Presiding Officer can mark the ballot paper for the voter. You mark the ballot paper in front of a Monitor or an Observer or one other Voting Officer. You must follow the voter's instructions exactly when marking the ballot paper. (See Section 36.)

Voters who are blind or physically disabled in any other way can also ask someone they know to help them mark the ballot paper. The person helping the voter must be at least 18 years old. The person must mark the ballot paper according to the voter's instructions. (See Section 36.)

The person helping the voter must prove his or her age by showing an identification or voting document to the Presiding Officer if asked to do so. (See Regulation 33.)

When a voter spoils their ballot paper

If a voter spoils a ballot paper by mistake or chooses the wrong party by mistake, the voter can return the ballot paper to the Presiding Officer. (See Section 35.8.)

This is what you do:

- Give the voter another ballot paper if you are satisfied that the ballot paper was spoiled or wrongly marked in error.
- Cancel the spoiled ballot paper by writing 'cancelled' on the back.
- Put it into a separate packet marked 'discarded (spoiled) ballot papers'.

The voter takes the new ballot paper to the voting compartment and votes in the normal way.

Ballot paper does not bear the official mark of the Voting Station or any mark at all when the voter gets to the ballot box

If you think that it is a valid ballot paper and that the lack of a stamp is simply an oversight, ask the Ballot Paper Officer (National or Provincial) to put the official stamp on it. This must be done while the ballot paper is still folded. The voter then places the ballot paper in the ballot box.

If you think the ballot paper is not valid because it has the wrong mark or is not a ballot issued in the Voting Station, you will keep the ballot paper. Place it in the envelope provided for this purpose.

6 The Work of the Voting Officers at the Voting Station

These are the duties of the Voting Officers employed by the IEC to run the Voting Station. While you are reading this section, look at the diagram of a suggested layout for the Election Centre to help you imagine what it will be like. The diagram is at the end of this section.

Presiding Officer

The Presiding Officer is in control of the Voting Station. -He or she makes sure that everything runs smoothly and gives work to the various Voting Officers.

Before the Voting Station opens, the Presiding Officer checks to see if all the Voting Officers and Party Voting Agents have taken the Declaration of Secrecy (see Appendix 3). He or she also checks to see that there is an appointment form for each Party Voting Agent.

The Presiding Officer gives each Party Voting Agent and Voting Officer the correct armband for identification in the Voting Station.

The Presiding Officer inspects the ballot boxes (National and Provincial) to be sure they are empty. He or she allows Party Voting Agents, Monitors and Observers to check the ballot boxes.

The Presiding Officer closes and seals the ballot boxes according to instructions (see Appendix 2). He or she records the numbers on the seals used. He or she allows Party Voting Agents to put their seals on the ballot box if they want to.

The Presiding Officer opens the Voting Station at 7.00 am (0700 hours).

Assistant Presiding Officer

The Assistant Presiding Officer helps the Presiding Officer to supervise the team of Voting Officers. He or she helps the Presiding Officer when people come with complaints and objections. He or she explains the voting procedure to voters and answers their questions. He or she helps voters who are disabled. And he or she does any job that the Presiding Officer asks for.

Interpreters

If necessary the IEC will employ official interpreters who translate for voters when they don't understand. Voters can also use their friends or relatives as interpreters if the IEC has not employed an interpreter for that Voting Station. (See Section 35.9.)

Interpreters are not allowed to go into the voting booth with the voter.

Usher

An usher is in the Inner Perimeter to answer questions and to remind voters that they need an identification document to vote. The usher will also take voters who need assistance or who have babies with them to the front of the line.

Voting Officers at entrance to Election Centre

These Voting Officers will ask the voter to have the identification document ready. Voters will be allowed to enter the Election Centre when the usher tells them they can.

Usher

The usher inside the Election Centre directs the voter to the table with the UV Light Operator.

Ultra Violet (UV) Light Operator

The UV Light Operator puts both of the voter's hands under the ultra violet light to check that they have not voted before. He or she checks particularly the cuticle around the finger nails, because that is where the ink stays the longest.

If any ink shows up on a person's hand under the ultra violet light, the UV Light Operator must refer the voter to the Presiding Officer who deals with the situation,

The Party Voting Agents have a right to watch, so they must be given a chance to see what is going on.

Document Check Officer

The Document Check Officer makes sure that each voter is really the person they say they are by checking the voter's documents.

If the voters have any one of the following documents, then they can vote:

- Identity Documents
- ID books issued in the independent homelands (Transkei, Bophuthatswana, Venda, Ciskei)
- Reference books (the old passbooks)
- Old-style reference cards, issued before 1972 (old green card)
- Temporary ID certificates
- Temporary Voter's Cards. (See Sections 15, 17, 34.)

A voter can vote at a Voting Station anywhere in the country. They don't need to vote in their home town. (See Section 31.)

If there is any kind of problem - maybe the photo does not look like the person - the Document Check Officer must refer the person to the Presiding Officer who will deal with the situation.

The Party Voting Agents are allowed to watch what is going on, so the Document Check Officer must give them a chance to see. If a Party Voting Agent has an objection, the Document Check Officer refers both the voter and the Party Voting Agent to the Presiding Officer who deals with the objection.

The Document Check Officer puts an official IEC stamp into each identity document. This is an invisible mark. (See Section 31.)

If the voter has a Temporary Voter's Card, the Document Check Officer keeps it in a sealed box.

If the voter refuses to have the mark put into the document or refuses to give in the Temporary Voter's Card, the Document Check Officer refers the person to the Presiding Officer.

Ink Marking Officer

The Ink Marking Officer takes each voter's right hand, including the nails, and marks it with invisible ink. If the person does not have a right hand, he or she marks the fingers of the left hand. If the person has no hands, the Ink Marking Officer refers the voter to the Presiding Officer.

The ink is invisible to ordinary eyes, but it shows up under the ultra violet light.

The Ink Marking Officer gives each voter a paper towel, so they can dry their fingers. There needs to be a dustbin next to the table, so that voters can throw away the used paper towels.

The voter is then asked to place the hand under the UV Light to show that the fingers are marked. If the ink does not show, mark the fingers again.

If a voter refuses to have their fingers marked, refer the person to the Presiding Officer.

National Ballot Paper Officers

The first Officer tears a single ballot paper from the ballot paper book and passes it to the second Officer.

The second Officer folds the ballot paper as required (see Appendix 1). He or she puts an official IEC stamp on the back of the ballot paper. Then he or she gives the folded ballot paper to the voter.

The Officer tells each voter:

- to go to the voting booth so they can vote in private
- that this is the vote for the National Assembly
- that they can make only one cross for one party
- that the voter must refold the ballot paper the same way so the official mark shows.

If a voter needs help to vote, refer the person to the Presiding Officer.

Usher

An usher shows the voter to an empty voting booth. The voter marks the ballot paper in private and refolds it with the official mark visible.

The voter leaves the voting booth and the usher directs him or her to the ballot box.

If the voter has spoiled the ballot paper by marking it wrongly by mistake, refer the voter to the Presiding Officer for another ballot paper.

National Ballot Box Controller

The job of the National Ballot Box Controller is to watch the ballot box carefully all the time and to make sure that voters only put in one ballot paper each.

He or she stands next to the ballot box. He or she checks the voter's folded ballot paper to see if it has the official stamp. Then he or she watches to make sure that the voter puts only one ballot paper into the ballot box.

If the ballot paper does not have the official mark, the voter is referred to the Presiding Officer.

He or she shows the voters where they must go to get their provincial ballot paper.

When a ballot box is nearly full, he or she tells the Presiding Officer so that they can bring a new box.

Provincial Ballot Paper Officers

The first Officer tears a single ballot paper from the ballot paper book and passes it to the second Officer.

The second Officer folds the ballot paper as required (see Appendix 1). He or she puts an official IEC stamp on the back of the ballot paper. Then he or she gives the folded ballot paper to the voter.

The Officer tells each voter:

to go to the voting booth so they can vote in private

that this is the vote for the Provincial Legislature

that they can make only one cross for one party

that the voter must refold the ballot paper the same way so the official mark shows.

If a voter needs help to vote, refer the person to the Presiding Officer.

Usher

An usher shows the voter to an empty voting booth. The voter marks the ballot paper in private and refolds it with the official mark visible.

The voter leaves the voting booth and the usher directs him or her to the ballot box.

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Provincial Ballot Box Controller

The job of the Provincial Ballot Box Controller is' to watch the ballot box carefully all the time and to make sure that voters only put in one ballot paper each.

He or she stands next to the ballot box. He or she checks the voter's folded ballot paper to see if it has the official stamp. Then he or she watches to make sure that the voter puts only one ballot paper into the ballot box.

If the ballot paper does not have the official mark, the voter is referred to the Presiding Officer.

When a ballot box is nearly full, he or she tells the Presiding Officer, so that they can bring a new box.

Presiding Officer's table

The Presiding Officer, Deputy Presiding Officer and one other Voting Officer sit at the Presiding Officer's table. These Officers assist voters who are referred to the table by the Voting Officers. They assist voters who are unable to read, who are blind or physically disabled and who have requested assistance with marking the ballot paper. These Officers also make decisions on problems referred by any of the Voting Officers and solve problems resulting from objections raised by Party Voting Agents. (See Special Procedures.)

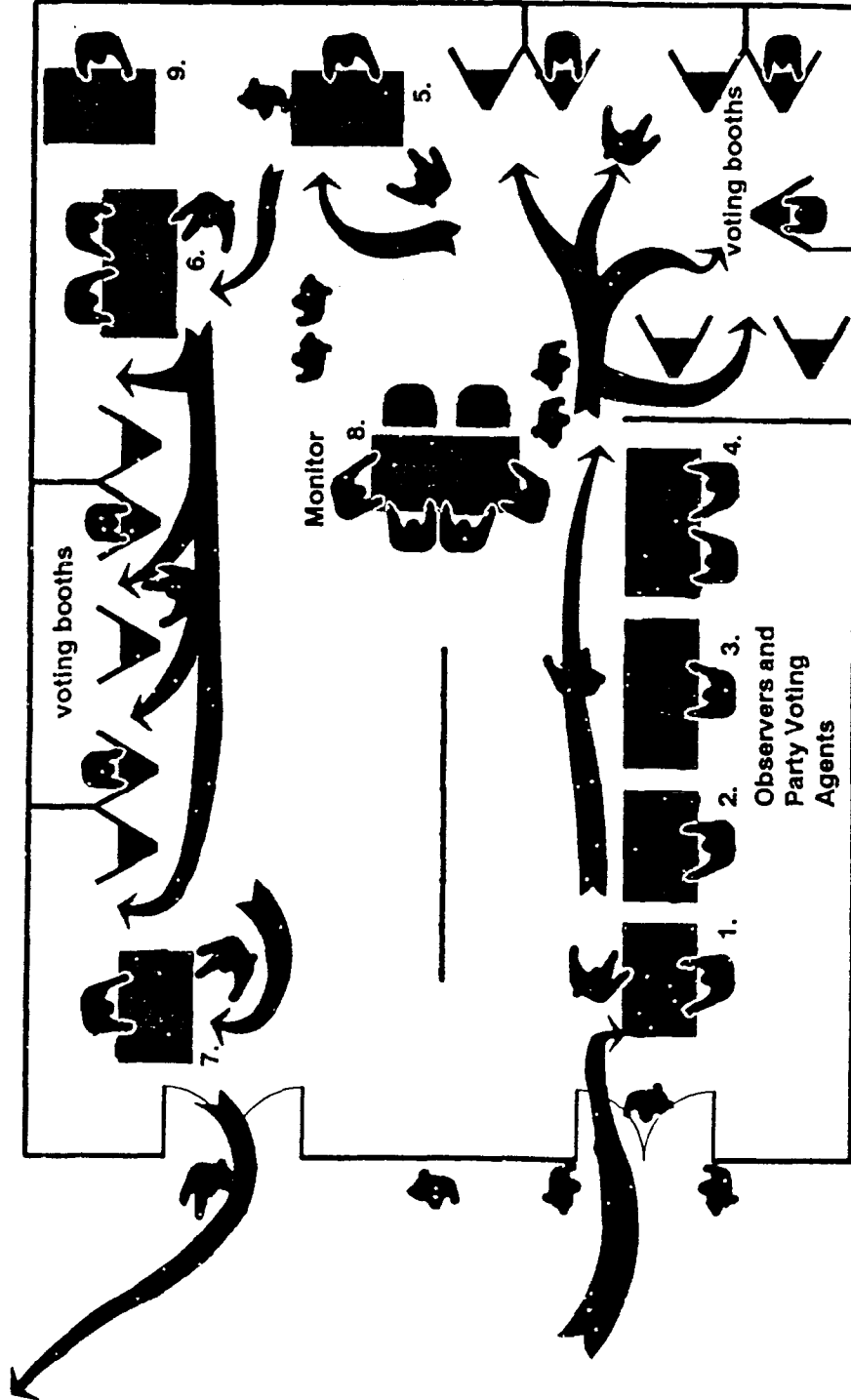
Supplies table

The Voting Officer at the Supplies table looks after extra supplies and ballot papers. The Officer must record the serial numbers on ballot papers, ballot boxes, seals and stamps at the beginning of the day and sign receipts for supplies given to the other Voting Officers.

Voting Station - preferred flow

KEY

1. Ultra Violet Light Operator
2. Document Check Officer
3. Ink Marking Officer
4. National Ballot Paper Officer
5. National Ballot Box Controller
6. Provincial Ballot Paper Officer
7. Provincial Ballot Box Controller
8. Presiding Officer's table
9. Supplies table



7 Secrecy of the Ballot

What does secrecy of the ballot mean?

Voters do not have to tell anyone which party they will vote for. They do not have to tell anyone which party they voted for after they put their vote in the ballot box. The system for voting and counting votes makes it impossible to see where the voter puts his or her cross. Nobody in the Voting Station will know which party the voter chose.

How will the voter's choice be kept secret?

- The voter takes the ballot paper to the voting booth just before he or she makes a cross. No one has written on the paper before.
- People vote in a voting booth which is shaped in a way that nobody can see how they mark their ballot papers.

The only time another person will see the voter's mark is if the voter is blind or disabled in a way that he or she cannot put a cross on the ballot paper. When this happens the voter can choose either a trusted friend or the Presiding Officer to make their mark for them. A voter who cannot read can also get help from the Presiding Officer.

- Voters must keep their own votes secret. If a voter puts his or her name on the ballot paper, this vote will be a spoiled vote and will not be counted.
- After a ballot paper is marked, a voter must fold the paper so that nobody else can see the mark. The voter must fold the ballot paper before leaving the voting booth.
- Voters put ballot papers into a sealed ballot box. When it is in the ballot box, nobody can reach in to take votes out.
- The ballot box is put in a place where everyone can see it all the time. This means that nobody can take anything out of the ballot box without being seen.
- Voters cannot leave the Voting Station before they have put their ballot paper into the ballot box, or given the ballot paper to an election officer if it is spoiled or unused. Voters cannot take ballot papers out of the Voting Station.
- All voters must leave the Voting Station after they have voted. They cannot stay in the Voting Station and watch other people make their votes. They cannot stay and tell other people which party to vote for.
- Anybody who tries to see someone else's ballot paper or interferes in the voting in any way is committing a crime. They can be taken out of the Voting Station by force if necessary.
- After the voting is over, all the ballot papers are sent to the Counting Centre to be counted.
- All voting officials and party agents must sign a Declaration of Secrecy, promising to keep secret any information they might accidentally find about how people voted.

8 Special Voting Stations

What are Special Voting Stations?

Special Voting Stations are open on the 26th of April 1994, one day before the general election. Their locations are specified in the Government Gazette. They can be in hospitals, old age homes, prisons or other places.

The District Electoral Officer prepares Special Voting Stations and gives them boundaries just like normal Voting Stations. All the security requirements are also the same.

Special Voting Stations are for special people. The following people can vote at Special Voting Stations if they want to:

- people who are sick and are in hospitals
- people who have a physical disability
- blind people
- people in old age homes
- pregnant women
- prisoners
- South Africans who are living in other countries, (See Section 39.)

Most voting procedures at Special Voting Stations are just the same as in normal Voting Stations. You must check the identity of special voters, check their hands with UV light, apply ink to their hands and mark their identity documents to say they have voted.

Mobile Special Voting Stations have special procedures. Check the Handbook for the Mobile Voting Stations.

All the closing procedures for Special Voting Stations are just the same as for normal Voting Stations.

Prisons

The Special Voting Stations at each prison or place of detention will be under the control of the Presiding Officer during the hours of voting. The Presiding Officer must control it in such a way that there is no danger to security. (See Regulation 28.)

The manner of voting at the prison Voting Stations is the same as at normal Voting Stations.

The procedures to close and seal the ballot boxes at the end of voting time is also the same as at normal Voting Stations.

9 Observers

Who are Observers?

Observers are representatives of national or international non-governmental organisations. They watch what is going on during the election to see that everything is done in a fair and free way. Then they report on what they saw. Observers and the organisations that send them must be registered with the IEC.

There are also intergovernmental Observers who are registered with the Department of Foreign Affairs.

Code of Conduct for Observers

Observers must behave according to the following principles:

1. Observers must be impartial

They cannot publicly prefer one candidate or political party over the others. They must not talk about which political group they prefer.

2. Observers must identify themselves and their cars

They must wear their IEC identification cards or clothes at all times and they must show their IEC identification to anybody who asks them.

3. Observers must be neutral

They cannot wear clothes, stickers, badges, colours or anything that shows support for any of the political groups.

4. Observers are not allowed to carry any kind of weapons

5. Observers must respect the rules of the IEC

They must listen to what the IEC says and follow the decisions of the IEC and its structures.

6. Observers must obey IEC employees

If someone with the authority of the IEC asks the Observers to leave a particular area or not to enter a particular area, the Observers must do so immediately.

7. Observers must report to the IEC Chief Director of Monitoring or his representative

If Observers see or hear or get information about problems that interfere with the election, or about things like dishonesty, corruption, intimidation or violence that show that the elections are not free and fair, then they must report this problem to the IEC Chief of Monitoring as soon as possible. They must not get involved in trying to sort out the problem.

8. Observers must attend EC meetings

The IEC will have briefings, training workshops and other meetings to inform people and to organise what's happening. Observers should go if invited.

9. The job of Observers is only to watch

They must not help with the voting or talk to people about how they voted. The vote is secret. Observers must not interfere with the voting or counting process.

10. Observers must keep things secret

They can only report to the IEC and to the organisations that sent them to be Observers. They cannot talk to anyone else about what they saw at the Voting and Counting Stations.

10 Monitors

Who are Monitors?

Monitors are employed by the IEC. Their job is to watch what is going on during the election, to investigate problems and to resolve conflicts.

What do Monitors do?

Monitors observe and report

Monitors watch what is going on in the whole election process, including political meetings, canvassing, or advertising. They get instructions about when and where to go, Then they report to the IEC Chief Director of Monitoring or his representative.

Monitors investigate complaints

If Monitors hear complaints about anything that makes the elections not free or not fair, they must investigate. They listen to both sides of the complaint and they try to resolve the problem with the people concerned. Then they report to the IEC Chief Director of Monitoring what happened.

Monitors get involved in disputes

If Monitors hear about a dispute, they get involved. Their aim is to prevent conflicts and to solve problems. They negotiate and mediate so that people can talk to each other and agree.

Monitors respect the rules of the IEC

They obey the election laws and the Code of Conduct for Monitors.

Monitors obey the instructions of the IEC Chief Director of Monitoring

Monitors write reports

The Monitors must write full reports on any irregularities they see or hear about. They must take the reports to the Chief Director of Monitoring.

Monitors do their duties to the best of their abilities

Code of Conduct for Monitors

The Code of Conduct for Monitors is exactly the same as the Code of Conduct for Observers for points 1-8. Then there are three slightly different points.

9. Monitors don't help people to vote

Monitors must not help anybody with how to vote. They also cannot talk to or influence people in how to vote or ask them how they voted. The vote is secret. Monitors must not interfere with the voting or counting process.

10. Monitors must keep things secret

Monitors report only to the IEC. They cannot talk to anyone else about what they saw at the Voting and Counting Stations.

11. Monitors don't make public statements

Monitors cannot talk to the press or the public about the elections.

11 Party Voting Agents

Who are Party Voting Agents?

Party Voting Agents are representatives of their political parties. They have the right to check what is going on at the Voting and Counting Stations. They want to make sure that all the procedures are carried out according to the election law, so that their party is not disadvantaged.

Party Voting Agents are appointed by their political parties in consultation with the IEC Provincial Electoral Officer. This appointment is in writing. The IEC Chief Director and the IEC Provincial Electoral Officer keep a copy of these appointments for public inspection. The Presiding Officers also get a copy of all the appointments for their Voting Station.

Only people who are eligible voters can be appointed to be Party Voting Agents

A political party cannot appoint more than 5 (five) Party Voting Agents for each Voting and Counting Station. These 5 Party Voting Agents must share the work between them. At any one time, only 1 (one) Party Voting Agent from each political party can be present at the Voting Station.

What must Party Voting Agents do?

- Party Voting Agents must make a Declaration Of Secrecy:
- Party Voting Agents must wear an IEC identification armband while they are at the Voting or Counting Station. (See Section 14.)

What can Party Voting Agents do?

- Party Voting Agents can object to a person being allowed to vote.

These are the reasons they can give for objections:

- that the voter is not the same person as the one described in the identification document
 - that the voter has already voted once before
 - that the voter is not entitled to vote.(See Section 16)
- Party Voting Agents can come to the Presiding or the Counting Officer and report any irregularity or inaccuracy that they think has happened. The Presiding Officer must take up the matter. (See Section 37.)

12 Training Guidelines

The Presiding Officer is responsible for running workshops to train the Voting Officers that work under him or her. There is another handbook that describes how to run the workshops.

Here we will suggest some guiding principles that can help you with the training.

When you are training the Voting Officers, you are expecting them to learn the following.

- new concepts, such as democracy and secret ballot
- new attitudes, such as impartiality and neutrality
- new skills, such as checking identification or managing queues.

They need to learn it well, so they can put this knowledge into practice easily on the election days. So a lot will depend on you.

Prepare the workshop carefully

- Think about and plan:
 - what you want to teach
 - who the Voting Officers are
 - how things will work at the Voting Station on election day
 - which skills the Voting Officers will need so as to cope.
- Know what equipment you will use, how it works and what the content is - be it a video, overhead projector or handbook.

Run the workshop with enthusiasm

- Be enthusiastic and confident and encourage the same qualities in the trainees,
- Emphasise teamwork, flexibility and creativity.
- Be observant and encourage the trainees to be observant too.

Teach through activity

- Use role-plays so that trainees can experience as close to the real situation of being Voting Officers as possible.
- Use exercises that give trainees the chance to develop problem-solving and independent learning skills.
- Ask trainees questions, then provide them with access to information and let them discover the answers themselves.
- Give trainees a chance to predict their own problems, to set their own targets and to work on those areas where they need most support.
- Play games to make trainees aware and tolerant of cultural differences.
- Use small group work regularly, so that trainees interact with each other and are not afraid to speak out.

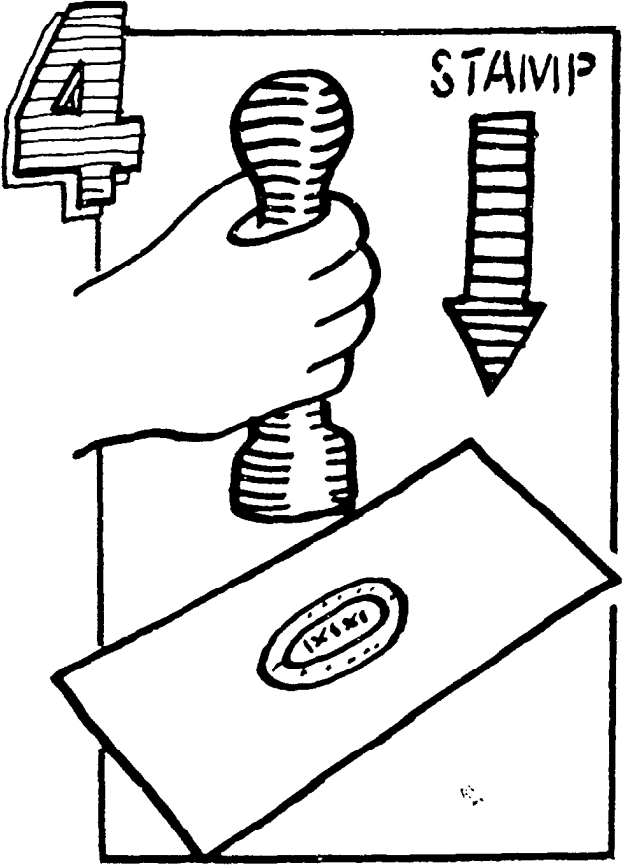
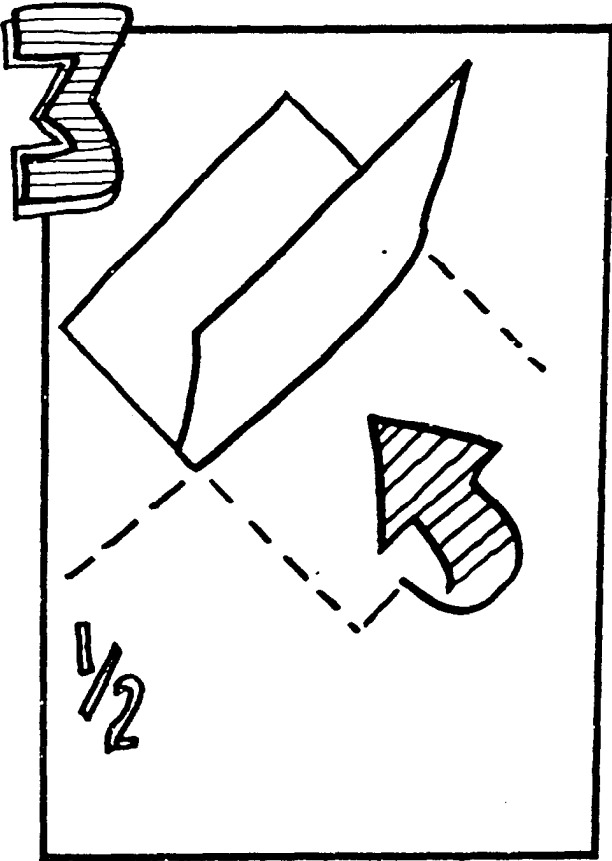
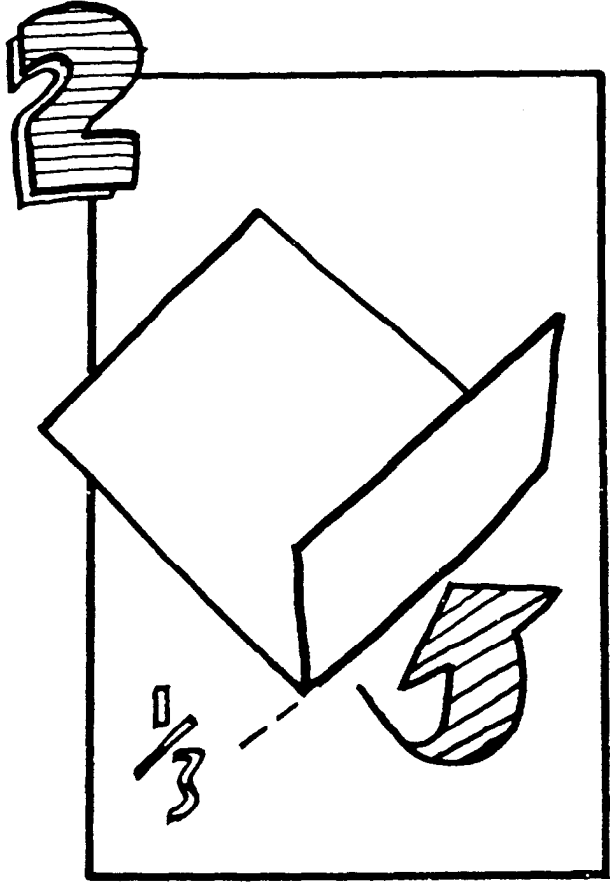
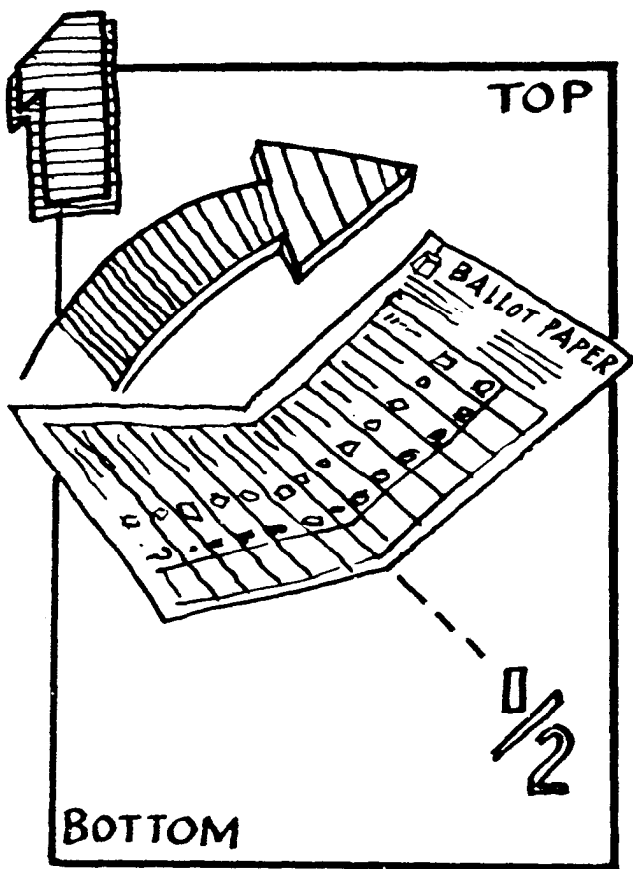
Evaluate what trainees are learning

Check regularly that you haven't lost the trainees and that they are learning what you are teaching.

You can use oral and written quizzes, matching exercises, fill in the blank exercises, questions that require short answers in writing, or open-ended questions like: What did you learn from this session?

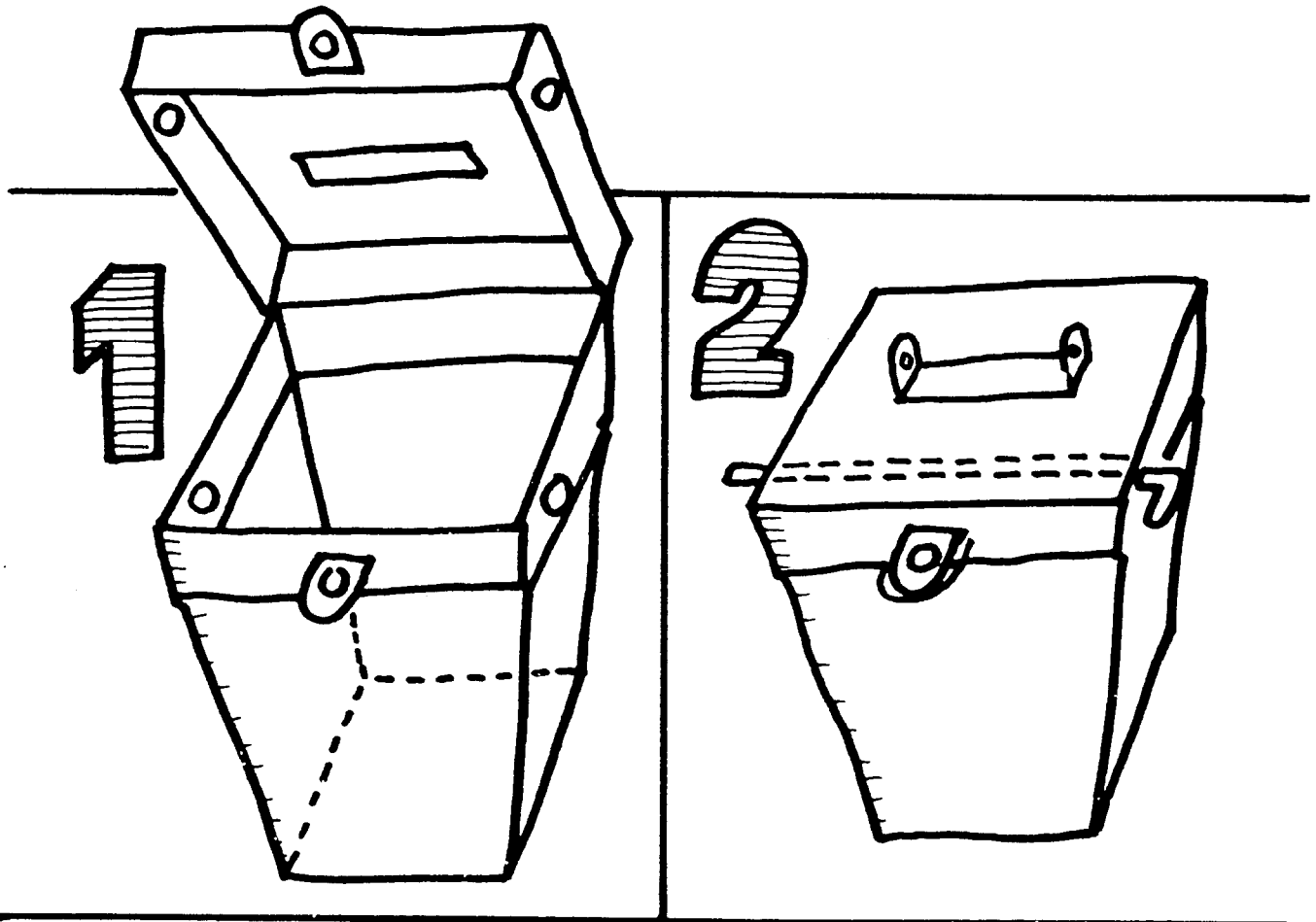
You can also ask trainees to report back from group work, to summarise the session or to explain the important point to someone else.

Appendix 1
How to fold the ballot paper



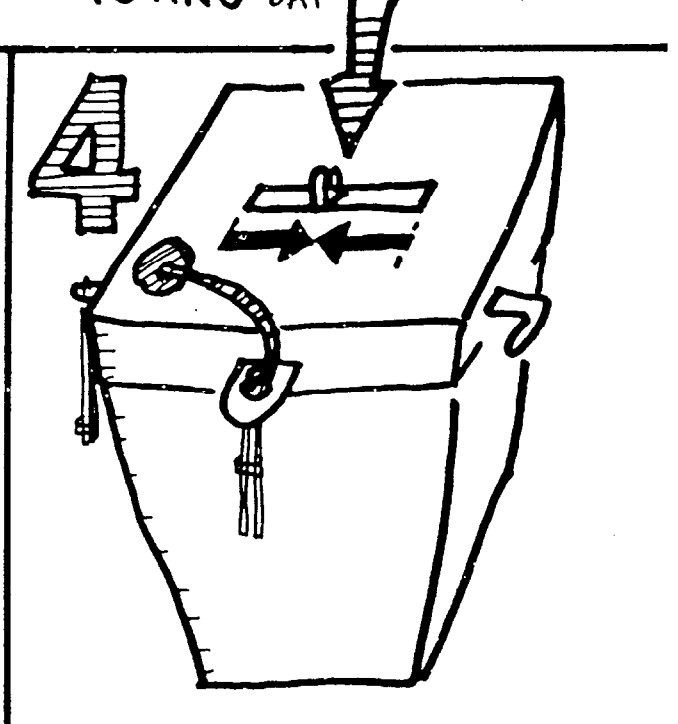
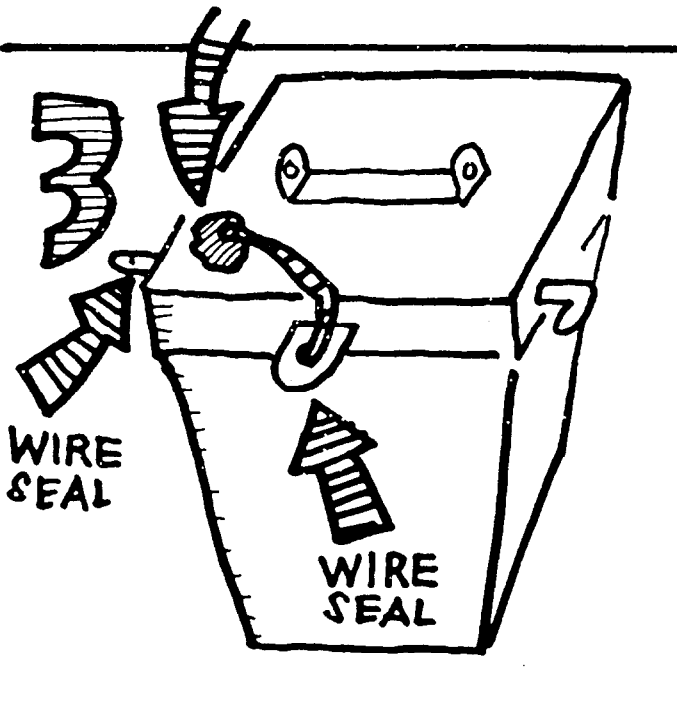
Appendix 2

How to seal the ballot box



SEALED WITH WAX

SEALED AT THE END OF VOTING DAY



Appendix 3

Declaration of Secrecy



Province: District:

To be completed by IEC Official or Party Voting Agent:

I solemnly undertake that I shall not do anything which will infringe the secrecy of the voting at the election for the National Assembly and provincial legislature. I understand that it is an offence to do so.

Signature Date

Full names in print Address

Position

Identity/Identification number

To be completed by IEC Official administering Declaration:

I certify that:

(a) I have satisfied myself of the identity of the deponent, Mr./Mrs./Miss by referring to his/her voter's eligibility document

(b) before administering the prescribed oath/solemn declaration, I put the following question to the deponent and noted his/her reply in his/her presence:

(1) Do you know and understand the contents of the above declaration?
Reply

(2) Have you any objection to taking the prescribed oath?
Reply

(3) Do you regard the prescribed oath as binding on your conscience?
Reply

(c) the deponent has acknowledged that he/she knows and understands the contents of the declaration. This declaration was duly sworn to/solemnly affirmed before me and the deponent's signature was appended thereon in my presence.

Date: Signed
*(Provincial Electoral Officer, Deputy Provincial Electoral Officer, District Electoral Officer, Deputy District Electoral Officer, Presiding Officer)

Place: Address

- (i) An oath is administered by causing the deponent to utter the following words
"I swear that the contents of this declaration are true, so help me God."
- (ii) An affirmation is administered by causing the deponent to utter the following words:
"I solemnly and sincerely affirm that the contents of this declaration are true."

* Delete which is not applicable.

To be forwarded to Chief Director after the election

Appendix 4



National Ballot Paper Statement by Presiding Officer

Province: District:

Voting Station: Date of Voting:

A.

Ballot papers received from DEO	Ballot papers accounted for	Total number of ballot papers accounted for
Serial No.	(1) Total number of ballot papers issued (record serial numbers on reverse side of this statement)
to Serial No.	(2) Number of discarded (spoiled) ballot papers included in (1) above
	(3) Total number of ballot papers placed in ballot box [(1) minus (2)]
	(4) Unused ballot papers (record serial numbers on reverse side)
Total	Total number accounted for [i.e. number issued at (1) plus unused at (4)]

B.

Ballot box numbers	Seals to close ballot box	Seals to close slot
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Seal on packet of:
 Partly used books & stubs from used books _____
 Discarded (spoiled) ballot papers _____
 Unused books _____
 Declarations of Secrecy _____
 Record of Objections _____
 Ballots with no official stamp _____
 Other records _____

C. Discrepancies (state full particulars).....

D. I hereby certify that the particulars furnished in paragraphs A and B are true and correct.

.....
Presiding Officer *Date*

Deliver to Counting Officer with the ballot boxes, copy to DEO

Appendix 5



Provincial Ballot Paper Statement by Presiding Officer

Province:	District:
Voting Station:	Date of Voting:

A.

Ballot papers received from DEO	Ballot papers accounted for	Total number of ballot papers accounted for
Serial No.	(1) Total number of ballot papers issued (record serial numbers on reverse side of this statement)
to Serial No.	(2) Number of discarded (spoiled) ballot papers included in (1) above
	(3) Total number of ballot papers placed in ballot box [(1) minus (2)]
	(4) Unused ballot papers (record serial numbers on reverse side)
Total	Total number accounted for [i.e. number issued at (1) plus unused at (4)]

B.

Ballot box numbers	Seals to close ballot box	Seals to close slot
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Seal on packet of:
 Partly used books & stubs from used books _____
 Discarded (spoiled) ballot papers _____
 Unused books _____
 Declarations of Secrecy _____
 Record of Objections _____
 Ballots with no official stamp _____
 Other records _____

C. Discrepancies (state full particulars).....

D. I hereby certify that the particulars furnished in paragraphs A and B are true and correct.

.....
Presiding Officer
Date

Deliver to Counting Officer with the ballot boxes, copy to DEO

Appendix 6

Explanations of some terms

Chief Director	is the head of the Administration Directorate of the IEC which is the department responsible for preparing the materials and resources for the conduct of the election
Counting Officer	is responsible for the orderly conduct of the counting of the votes at a Counting Station
Counting Station	is the place where the counting of votes takes place and it is made up of a Counting Centre, a Safe Area (Inner Perimeter) and a Controlled Area
District Election Officer (DEO)	responsible for organising and supervising the election in the district
Electoral Officer	includes any deputy director, Provincial Election Officer, District Election Officer, their deputies, Presiding or Voting Officer, Counting Officer or Enumerator
Enumerators	assist the Counting Officer with counting of votes
Foreign Voting Station	is a voting station outside the Republic of South Africa where eligible voters may vote if they are outside the Republic during the election
Independent Electoral Commission (IEC)	is responsible for conducting free and fair elections, promoting conditions for a free and fair election, certifying the results of the election and conducting voter education
International Observer	is a person appointed as a representative of a foreign government or a multinational group, such as the United Nations, to observe and report on the electoral process
Monitor	is a person employed by the IEC to monitor the electoral process and to intervene to resolve disputes or investigate if necessary
Observer	is a representative of a national or international non-governmental organisation who observes the electoral process and reports on it

Party Election Agents	are appointed by the registered parties to represent the party on national, provincial and district committees
Party Liaison Committees	are made up of the Party Election Agents at the national or provincial or district level for the purpose of consulting with the Commission on matters of concern to the electoral process
Party Voting Agent	is a person appointed by a registered party to represent it at the Voting or Counting Station to ensure the procedures are carried out according to the law
Presiding Officer	is responsible for the orderly conduct of the voting at the Voting Station
Provincial Election Officer (PEO)	is responsible for organising and administering the election in the province
Registered party	is any political party registered with the IEC to contest the election
Special voters	are voters who are not able to vote on the general voting days because of illness, physical disability or pregnancy
Special Voting Station	is a Voting Station where special voters can vote on the day before the general voting
Voting compartment (booth)	is the place where a voter can mark the ballot paper in privacy
Voting Officers	assist the Presiding Officer to conduct the voting
Voting Station	is the place where the voting takes place and it is made up of an Election Centre, a Safe Area (Inner Perimeter) and a Controlled Area