



**Republic of Liberia**  
**NATIONAL ELECTIONS COMMISSION**

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**Regulations on Polling and Counting**

**MAY 6, 2016**  
**Monrovia, Liberia**

**Preamble**

**Whereas**, Article 89 of the January 6, 1986 Constitution of the Republic of Liberia established the Elections Commission as autonomous public Commission;

**Whereas**, Section 9 (a) and (g), Chapter 2 of the New Elections Law of 1986 further empowers the National Elections Commission to administer and conduct all elections for all referendums and declare the results thereof;

**Whereas**, Section 9(h), Chapter 2 of the 1986 Elections Law empowers Elections Commission to formulate and enforce electoral guidelines;

**Whereas**, The National Elections Commission recognizes the importance of transparent polling and counting procedures;

**Whereas**, the requirements of all of the above referenced legal provisions and instruments have been respected and there has been full compliance with the same;

**NOW THEREFORE, it is hereby promulgated as follows:**

## **General Provisions**

### ***Article 1. Purpose and Citation***

- 1.1. These Regulations establish the rules governing the Election Day including but not limited to the process of polling and counting.
- 1.2. These regulations apply to all elections for public office.
- 1.3. These Regulations may be cited as "Polling and Counting Regulations" and shall come into force upon publication.

### ***Article 2. Definitions***

2.1. In these Polling and Counting Regulations, unless context otherwise requires:

"Candidate" means any individual who has been endorsed by a political party or who runs as an independent candidate for the elective office and has been duly registered as a candidate by the NEC.

"Election Day" means the date set by NEC for voting in an election.

"Elections Law" means New Elections Law of 1986 with subsequent amendments of 2003, 2004, 2014, and any subsequent amendments.

"Journal" means the book of record of events at a polling place, approved by the NEC.

"NEC" means the National Elections Commission;

"Presiding Officer" means the officer-in-charge and responsible for all activities inside the polling place during the polling and counting and assisted by other polling staff members as assigned by the NEC.

"Political party" means an organization registered as a political party, which supports a candidate or candidates in an election.

"Polling Place" means a room, building, a structure or any other place determined by the NEC where registered voters cast votes in an election.

"Voter" means any qualified person who has been registered and in possession of a Registration Card and whose name appears on a registration roll.

"Voting Precinct" or "Polling Center" means a location where one or more polling places are located.

"Registration Card" means a card issued by the National Elections Commission to an elector as an identification which entitles him/her to vote during an election.

"Registration Roll" means a list of eligible voters duly registered by the NEC with a process and format prescribed by the NEC.

### ***Article 3. Who May Vote***

- 3.1. A person registered as a voter who presents his/her valid registration card, may vote in person at the voting precinct marked on the registration card on Election Day.
- 3.2. If a person has a valid Registration Card marked for a precinct, but whose name cannot be found on the voter registration roll for the precinct, subject to paragraph (3), the presiding officer



shall permit the person to vote, if the person's Registration Card is verified through the SMS verification system managed by the NEC.

3.3. If the name of a person described in paragraph (2) is on the list of persons provided by the NEC who have been removed from the Registration Roll as double registrations or under age registrations, the person shall not be allowed to vote.

### **Polling Places**

#### ***Article 4. Voting Precincts and Polling Places***

4.1. The NEC shall establish voting precincts with sufficient polling places to serve the voter population in accordance with Sections 4.1 and 4.2 of the New Elections law.

4.2. The NEC shall provide voting screens at every polling place that will allow voters to vote in secret.

4.3. The location of a Polling Place may be changed by the NEC if it determines that same is necessary. The NEC shall post signs showing the new location at least a week before the start of polling, unless the change is caused by an emergency in which case signs for the new location shall be posted as soon as possible.

#### ***Article 5. Assisting a Voter***

5.1. A voter who is illiterate or physically challenged may choose another registered voter to be assisted as provided by Section 5.8 of the Elections Law.

5.2. No registered voter shall assist more than one illiterate or physically challenged voter in an election.

5.3. If more than one election is being held on the same day, a registered voter may assist an illiterate or physically challenged voter for all of the elections held that day.

5.4. Polling officials shall not assist an illiterate or physically challenged voter in marking ballot.

#### ***Article 6. Time of Voting***

6.1. As provided for by Section 4.8 of the Elections Law, voting shall commence at 8 a.m. and end at 6 p.m. on Election Day, subject to paragraph 6.2.

6.2. Any voter in queue at 6 p.m. shall be permitted to vote.

6.3. At the time set for the end of voting, the last voter in the queue is marked. All voters who are in the queue, including the last person there shall be allowed to vote. No one shall join the queue of voters after that time.

## Persons allowed in the Polling Place

### **Article 7. Observation of Voting and Counting**

7.1. Any person accredited by the NEC as a political party's agent, candidate's agent, observer or media representative who is present may observe any stage of the voting, counting, completion of forms, sealing of boxes and transportation of materials under these regulations.

7.2. A presiding officer may:

- a) Order a political party agent, observer or media organization representative to leave the polling place and surrender the identification issued by the NEC in the case of a violation of the Elections Law or NEC's regulations or guidelines.
- b) In case of over-crowding or security concerns at a polling place, the presiding officer may, in consultation with agents of parties and candidates, agree on procedures for alternating their observations in the polling place.

7.3. The NEC is not required to provide any accommodation, food, security, transportation or other service to a party or candidate's agent, observer, media representative or to any other person.

### **Article 8. Persons Allowed Inside the Polling Place**

8.1. No person is allowed to enter or remain in a voting precinct or polling place except the following:

- a) A member of the voting precinct or polling place staff,
- b) An official of the NEC authorized by the NEC,
- c) A person eligible to vote who has not completed voting.
- d) A political party's agent, independent candidates' agent, observer or media representative, wearing a badge showing accreditation by the NEC,
- e) A person authorized to help an illiterate or disabled voter in accordance with the Elections Law and this regulation.
- f) Special Guests accredited by the NEC bearing badges of accreditation issued by the NEC.

## Polling Procedure

### **Article 9. Opening of Polling**

9.1. At the opening of the polls, the ballot box shall be opened and shown to all voters, representatives of political parties or independent candidates and election observers who are present in the polling station. After it has been confirmed that the box is completely empty, it shall be closed, sealed and placed in open view of the voters.

9.2. The serial numbers on the seals shall be read aloud and recorded by the presiding officer. Party and candidate's agents as well as observers may record the serial numbers of the seals.

### **Article 10. Journal**

10.1. Every polling place shall have a Journal. The presiding officer of the polling place shall enter in the Journal information on:



- a) Election offences or violations of any regulation, guideline or procedure approved by the NEC;
- b) Events that affect or interrupt voting;
- c) Any order of extension of the voting time;
- d) Any ballot spoiled and replaced;
- e) Any order to a person or persons allowed in the polling place to leave the polling place for the violation or the reason of over-crowded polling place;
- f) Details of any complaint made orally at the polling place and the action taken;
- g) The time of receipt of any written complaint in a sealed envelope for transportation to the Magistrate's Office and the name of the complainant;
- h) Segregated gender turnout as counted from the Registration Roll during the counting;
- i) Any additional information as instructed by the NEC; and
- J) Name and contact information of polling staff within a polling place.

**Article 11. Casting Ballot**

11.1. No person with a finger that appears to have been marked with ink for the election may enter a voting precinct or polling place, except to assist an illiterate or disabled voter.

11.2. Every voter's selected finger shall be marked with indelible ink before placing a ballot paper in the ballot box.

11.3. Polling place official (ballot paper issuer) shall demonstrate or show every voter how to mark the ballot before the voter goes behind the voting screen.

11.4. The voter shall mark the ballot in secret and shall fold it to conceal the way it is marked before leaving the voting screen.

11.5. A voter who spoils a ballot may return it to the ballot paper issuer who shall issue a replacement ballot and keep the spoiled ballot and record it in the polling place Journal.

**Article 12. Counting**

12.1. After voting is completed, the polling place staff shall immediately commence the process of counting the ballots.

12.2. The reconciliation, sorting and counting of the ballots and the completion of the count of results and other documents and tasks required by the NEC shall be carried out according to the procedures approved by the NEC.

12.3. If the voter's choice of candidate is clear, the ballot shall be counted as a valid vote for that candidate, even if the voter has not made a mark in the box provided, or has not made the correct mark.

## Complaints

### Article 13. Complaints

13.1. A voter, candidate or a registered political party may file a complaint with the Presiding Officer alleging that an offence against the Constitution or the Elections Law or a violation of a regulation issued by the NEC has occurred in connection with the administration of an election.

13.2. The NEC may provide complaint forms at polling places, but a complaint in any written form may be submitted if it contains the information required.

13.3. Complaints with respect to voting or counting shall be dealt with under the Regulation on Challenges and Complaints approved by the NEC.

## Amendments and Entry into Force

### Article 14. Amendments

14.1. These regulations may be amended or revised at any time and published by the NEC. All amendments and revisions shall become effective upon publication.

### Article 15. Entry into Force

15.1. These Regulations shall come into effect upon publication by the NEC on its web-site and shall be binding on all citizens, political parties, political entities, alliances and coalition of Liberia.

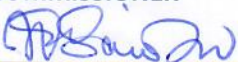
Approval of Polling and Counting Regulations:

**DONE UNDER OUR HANDS AND SEAL OF THE NATIONAL ELECTIONS COMMISSION (NEC) ON THIS 6 DAY OF MAY, A.D. 2016.**

Signed:



Cllr. Boakai Amadu Dukuly  
**COMMISSIONER**



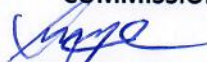
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