



**Office of the National Election Board of Ethiopia**

**Election Manual**

*(December 2004)*

**PART THREE**  
**THE ELECTORS REGISTRATION PROCESS**

**CHAPTER ONE**  
**RESPONSIBILITIES OF ELECTION OFFICERS**  
**DURING THE ELECTORS REGISTRATION PROCESS**

1. Ten days in advance, the polling station shall notify the public as to the time of electors registration by displaying posters at public places.
2. From among the three election officers of each polling station, two shall be assigned as registrars.
3. The registration of electors shall be carried out by the two registrars only.
4. Any person, other than the two registrars, who carries out registration shall be punished in accordance with the Penal Code.
5. A registrar, who carries out registration outside the polling station and out of the dates and hours specified in the election schedule shall be punished in accordance with the Penal Code.
6. Ballpoint pen shall be used to make entries onto the electoral registers and the elector's card.  
*(The use of pencil is absolutely prohibited.)*
7. Entries shall be made in legible handwriting with no cancellation or erasure.
8. Particulars entered onto the electoral register, with respect to an elector, shall forthwith be copied onto an elector's card. After both the elector and the registrar have signed it, the elector's card shall be issued to the elector.

**CHAPTER TWO**  
**ACTIVITIES TO BE CARRIED OUT BEFORE**  
**ELECTORS REGISTRATION**

Prior to the commencement of electors registration, the following advance preparations shall be made at every polling station.

**1. Setting the Electoral Register in Order**

Each of the registrars shall write down the following information on the front cover of the electoral register he is assigned to:

- Electoral Register No. I . . . . . on either of the two
- Electoral Register No. II . . . . . on the other thereof
- The designation of the region, zone, constituency, Woreda/sub-city, Kebele and polling station as well as the year . . . . on both.

**2. Eligibility for Registration**

2.1 Eligible for registration as electors are:

2.1.1 Ethiopians;

2.1.2 those who are eighteen years old or above on the day of registration;

2.1.3 those who have resided in the constituency for a minimum of two years.

*(The period of residence shall include confirmed lengths of stay in different Kebeles or polling stations within the same constituency.)*

2.2 The following shall be exempted from complying with the condition under item no. 2.1.3 above:

2.2.1 those who stayed away from the constituency for fear of political persecution;

2.2.2 for waging armed struggle against the previous regime;

2.2.3 for purposes of duty; or

2.2.4 of study.

2.3 Any elector shall be registered only once and at one polling station only.

2.4 An elector shall be registered only upon appearing in person.

2.5 Registration of electors shall be carried out at the place provided within the polling station and during the dates and hours specified in the election schedule, including week-ends and holidays.

2.6 Electors who comply with the criteria/conditions set forth under items no. 2.1 and 2.2 above, shall be registered by appearing in person before the public observers and candidates' representatives of the polling station.

2.7 Electors shall be made to sign or put their fingerprint in the space across their name, as appearing in the electoral register.

### **3. Restrictions on Registration**

3.1 The following shall not be eligible for registration as electors:

3.1.1 notoriously insane persons;

3.1.2 persons serving prison-terms.

3.2 The weak and the blind may be registered through their assistants, subject to appearance in person at the polling station.

## **CHAPTER THREE** **UNDERTAKINGS OF ELECTORS REGISTRATION**

### **1. Registration of Electors**

The following undertakings shall be carried out during electors registration in accordance with the election schedule.

1.1 Ensuring that the elector has appeared in person.

1.2 Requiring the elector to produce:

- a Kebele identity card,
- a passport (even if invalid),
- a driving license,
- a UN refugee card, or
- other acceptable proofs of identity.

1.3 Where the elector fails to produce any of the proofs mentioned above, he may be registered subject to keeping minutes on a confirmation that he has resided in the constituency for two years:

1.3.1 as according to the testimony of the polling station election officers or public observers, or

1.3.2 as obtained through traditional means, in the case of rural areas.

1.4 The registrars shall, for the benefit of the public observers and the elector himself, speak out the particulars that they enter onto the electoral register.

1.5 The registration of electors shall be effected as evenly distributed between the two electoral registers.

*(That would help to avoid the inconvenience of electors/voters queuing up to get registered or to cast their ballot on polling day.)*

## **2. Methods of Registration**

The following methods shall be observed in carrying out the registration of electors:

### **2.1 Serial Number**

Entries of elector registration shall be serially numbered.

**N.B.** - During the regular registration period, electors shall be registered on pages 1 - 56 of the electoral registers.

- Pages 57 - 60 thereof are reserved for special registration. Only upto fifty-two electors shall be registered accordingly.
- Special registration shall be effected in respect of electors who, for good cause, failed to register during the regular period. Special registration shall run only for two consecutive days after the regular one is concluded.

### **2.2 Date of Registration**

Numerals shall be used to mark the date, month and year of registration; thus, it may appear as: 5/6/99 or 5-6-99.

### **2.3 Full Name, Sex, Age and Duration of Residence in the Constituency**

These particulars shall be entered as from the proof of residence produced by the elector, pursuant to item no. 1 of this Chapter Three.

### **2.4 Elector's Signature on the Date of Registration**

The elector shall be caused to put his/her signature or fingerprint in the space across his/her name, as appearing in the electoral register.

- in order for illiterate electors to affix their fingerprint neatly, a plastic device shall be provided together with each electoral register.

### **2.5 Voter's Signature on Polling Day**

This column shall come into use on polling day.

### **2.6 Remarks**

Points of correction shall be annotated in this column, as across the name of the elector/voter in respect of whom the error occurred.

## **3. Issuance of Elector's Card**

Immediately upon registration, all particulars entered onto the electoral register shall be copied onto the elector's card which shall be co-signed by the elector and the respective registrar and issued to the elector. In that connection:

- 3.1 the registrar shall carry out such copying carefully, and
- 3.2 make entries of the identification of the electoral register as well as of the page and serial number of registration, on to the elector's card.

#### **CHAPTER FOUR** **ACTIVITIES TO BE CARRIED OUT UPON** **CONCLUSION OF ELECTORS REGISTRATION**

Immediately upon conclusion of the regular and special registration of electors, the electoral registers shall be closed to prevent further registration.

##### **1. Closing of the Regular Register**

At the end of the last day and hour for the regular registration of electors, closing of the electoral registers shall proceed as follows.

- 1.1 The lines below the name of the last elector registered shall be criss-crossed.
- 1.2 Subsequent to closing the regular register as under item no. 1.1 above, the total number of electors registered in each electoral register, as including classification by sex, shall jointly be certified.
- 1.3 The jointly certified total number of registered electors, as classified by sex, shall be entered onto the closing page of each electoral register.
- 1.4 The polling station election officers and public observers shall jointly write down minutes which confirm that electors registration was carried out duly.
- 1.5 Such minutes shall be copied onto the closing page of each electoral register, as below the line wherein the total number of registered electors is entered, and shall be co-signed by the election officers and public observers.

##### **2. The Use and Closing of the Special Register**

- 2.1 Special registration shall be carried out on pages 57 - 60 of each electoral register.
- 2.2 The special register shall be closed on the date and hour to be specified in the schedule that the Board shall issue.

**N.B.** The special register has an additional column for recording the grounds alleged by electors for not having registered during the regular period.