



POLLING & COUNTING PROCEDURES



Presidential

Parliamentary



Chair/Mayor

Councillors



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MESSAGE

From the Chief Electoral Commissioner and Chairman of the National Electoral Commission, Sierra Leone to Polling Officials

The 7th March, 2018, is another major milestone in the consolidation of democracy in Sierra Leone, as eligible voters are going to the polls to elect a President, Ordinary Members of Parliament, Mayors/Chairpersons and Councillors that are going to lead the country for the next five years.

For a second time, Sierra Leoneans will participate in the conduct of four elections on the same date and time.

This manual is part of a set of materials for training those who will conduct the 2018 elections in Sierra Leone. It contains polling and counting procedures that guide and regulate the conduct of polling and counting organized and managed by the National Electoral Commission (NEC).

The primary audiences of this manual are all NEC officials that will be directly involved in polling and counting at various polling centres and stations and will actually implement the procedures.

Stakeholders including political party agents, agents of independent candidates, security personnel, accredited observers and members of interested institutions will also find it very useful. It will not only enhance the cooperation, collaboration between staff at various levels and stakeholders but also give an insight into the nature and scope of the mechanism by which the will of the people is reflected in Sierra Leone.

On behalf of the National Electoral Commission, I encourage all staff engaged in the conduct of the elections to work in accordance with the NEC legal framework and guiding principles for a successful outcome of the 2018 Presidential, Parliamentary and Local Council Elections.

Mohamed N'fah Alie Conteh
Chief Electoral Commissioner and Chairman
National Electoral Commission

GLOSSARY

NEC	National Electoral Commission
MTF	Material Transfer Form
RRF	Reconciliation and Result Form
RSF	Record of Seals Form
TEE	Tamper Evident Envelope
SLP	Sierra Leone Police
TBG	Tactile Ballot Guide

CHAPTER ONE

1. Background & General Information

1.1 Authority to conduct the elections

The National Electoral Commission (NEC) of Sierra Leone is the institution established by the 1991 Constitution to be the sole authority in charge of, among other tasks, preparing and conducting all public elections in Sierra Leone. Section 38, subsection (8) of the 1991 Constitution states that the “registration of voters and the conduct of elections in every constituency shall be subject to the direction and supervision of the Electoral Commission”.

1.2 Types of elections for which polling will be conducted

1. Presidential elections
2. Parliamentary elections (conducted in 132 Constituencies)
3. Chair/Mayor elections (conducted in 22 Localities)
4. Councillors elections (conducted in 446 wards, out of which 12 are multi-member wards)

Presidential Election

In this election registered voters elect one Presidential candidate (and the associated vice-presidential candidate). Only candidates that are members of and nominated by registered political parties can contest such elections; there are no independent candidates for Presidential election.

A Presidential candidate must gain 55 percent of the total valid votes cast to be declared the winner. If no candidate achieves this, a runoff election will be conducted using a simple majority system between the two candidates who obtained the highest number of votes in the first round. The candidate who obtains a simple majority of valid votes in runoff the second round shall be declared elected.

Parliamentary Election

This is the election in which voters elect candidates to represent them in parliament from 132 constituencies in the country. One member is elected for each constituency based on a “simple majority” or “First Past the Post” system by which the candidate who obtains the highest number of valid votes cast in the constituency is elected for a five-year term. Candidates can contest either on behalf of a registered political party or as independent candidate for a particular constituency.

Local Council Elections

a) Chair/Mayor elections

These are the elections conducted to choose the 22 Chairs/Mayors of the 22 localities (local councils) into which the Republic of Sierra Leone is divided. The election of Chair/Mayor will be conducted using a “simple majority” or “First Past the Post” system; meaning that the candidate who obtains the highest number of valid votes cast in the locality is elected. Independent candidates can also contest in these elections. While Chairss are elected for District Councils, Mayors are elected for City Councils and Municipalities.

b) Councillors’ elections

In the Councillors’ elections, a total of 489 Councillors will be elected across 446 Wards nationwide to be part of the 22 local councils around the country. There will be one Councillor elected for each ward, except in the 12 wards where the number of Councillors may vary from 4 to 8. 434 Councillors will be elected for single member wards and 55 from multi-member wards. The multi- member election is in four districts (Kono, Bombali, PortLoko and Bonthe).

Elections for Councillors are based on a “simple majority” or “First Past the Post” system; meaning that the candidate (or in multi-member wards, candidates) who obtains the highest number of valid votes cast in the ward is elected. Both political party and independent candidates may contest these the elections.

- ***Councillors’ elections in single member wards***

In single member wards voters will mark the ballot only once in the box of the candidate of their choice. The candidate with the highest number of valid votes will be elected.

- ***Councillors’ elections in multi-member wards***

In multi-member wards voters will mark the Councillor’s ballot paper as many times as the number of Councillors required to be elected in that particular ward. The candidates with the highest votes will be elected.

1.3 The legal and regulatory framework for elections

The conduct of the upcoming elections is governed by the following:

1. The Constitution of Sierra Leone of 1991;
2. The Public Elections Act 2012;
3. The Local Government Act 2004;
4. Political Parties Act 2002; and
5. NEC regulations and procedures.

1.4 Eligible voters

All Sierra Leoneans who were registered by the NEC in 2017 will be eligible to vote in these elections.

1.5 Date and Time for Polling

Polling will take place on **7th March, 2018;**

Voting will start at **7:00am**



and end at **5:00pm.**



1.6 Polling Centres and Polling Stations

A “Polling Centre” will be establish in the same location as 2016 Voter Registration Centres and is the location where voting for the 2018 elections will take place. Each Polling Centre has a five digit code that is printed on the Voter ID Card. Within any particular Polling Centre there will be a number of Polling Stations where a number of voters will cast their ballots. A Polling can have a single Polling Station or a number of Polling Stations.

A “Polling Station” is the designated place within the Polling Centre where a team of polling officials work together to conduct the election and count the votes. Each Polling Station will process at most 300 voters, but this can vary depending on the number of voters assigned to the Polling Centre. Below are two examples to demonstrate how voters may be assigned:

Example 1: Polling Centre 12335 has 685 registered voters who are assigned to the respective Polling Stations as follows:
Polling Station 1: **300 voters** and Polling Station 2: **385 voters.**

Example 2: Polling Centre 12341 has 750 registered voters who are assigned to Polling Stations as follows:
Polling Station 1: **300 voters**, Polling Station 2: **300 voters**, and Polling Station 3: **150 voters**

1.7 NEC staff and polling personnel

The structure of managerial level for NEC staff is reflected in following flowchart;

Ward Coordinator

Supervises all elections in his/her area of responsibility. Each Ward Coordinator will liaise with the NEC District Office, the Polling Centre Managers and Presiding Officers to ensure the smooth running of the election process.



1.7.1 Staff of Polling Centres and Polling Stations

Polling staff are the personnel responsible for running Polling Centres and Polling Stations and processing voters.

Polling Centre staff:

1. Polling Centre Manager
2. Polling Centre Queue Controllers

The number of Polling Centre staff (Polling Centre Manager and Polling Centre Queue Controllers) will be based on the number of Polling Stations in a centre.

Polling station staff:

1. Presiding Officer
2. Polling Station Queue Controller
3. Voter Identification Officer
4. Ballot Paper Issuer 1 (for Presidential & Parliamentary ballot papers)
5. Ballot Paper Issuer 2 (for Chair/Mayor & Councillor ballot papers)
6. Ballot Box Controller 1 (for Presidential & Parliamentary ballot boxes)
7. Ballot Box Controller 2 (for Chair/Mayor & Councillor ballot boxes)

1.7.2 Guiding Principles to Polling Officials

All polling officials are representatives of NEC and must remember to behave impartially and honestly at all times. The impartial behavior of polling officials is important for transparent, credible and acceptable elections.

When a polling official has accepted to serve NEC and Sierra Leoneans, the official must sign a “declaration of secrecy” along with the contract which guarantees that s/he will:

- Abide by the electoral rules and the administrative procedures governing these elections
- Maintain impartiality at all times
- Maintain the secrecy of each voter’s vote
- Count and report the results of the elections accurately and promptly

1.7.3 General Responsibilities Polling Staff

Polling Centre Staff	
Polling Centre Manager	- Manages the Polling Centre, and reports to the Ward Coordinator. - Trains polling staff - Receives electoral materials and oversees the arrangements in and around the Polling Centre - Ensures that voting and counting take place in an orderly manner and according to procedures - Oversees the distribution and retrieval of materials from the Ward Coordinator to the Polling Centre/Polling Station and vice versa - Completes the necessary forms for the Polling Centre - Reports to the higher level as instructed
Polling Centre Queue Controller	- Manages overall queue control at the Polling Centre - Assists voters by directing them to the correct Polling Station - Ensures voters with special needs (person with disabilities, aged, nursing and pregnant women) have priority in the queue
Polling Station Staff	
Presiding Officer	- Manages the assigned Polling Station - Trains polling staff (together with Polling Centre Manager) - Supervises polling staff to ensure the integrity and procedural accuracy of the polling operation - Counts the ballots at the Polling Station - Ensures that all documentation required for the Polling Station is completed correctly
Polling Station Queue Controller	- Controls the entrance and exit of the Polling Station so that to allowed only authorised persons - Ensures that queue is maintained in an orderly manner throughout the day - Ensures that voters with special needs: (person with disabilities, aged, nursing and pregnant women) have priority in the queue
Voter Identification Officer	- Verifies the presence of each voter on the Register of Voters - Instructs the voter to sign/thumbprint the Register of Voters - Verifies that the voter has not already voted (no traces of ink) - Directs the voter to the Ballot Paper Issuer 1
Ballot Paper Issuer 1	- Validates the Presidential & Parliamentary ballot papers using the NEC validation stamp - Issues the Presidential & Parliamentary ballot papers to the voter and instructs on how to mark them - Directs the voter to a vacant voting screen and points out the Presidential & Parliamentary ballot boxes - Issues the Tactile Ballot Guide to voters with special needs for the Presidential and Parliamentary elections

Ballot Box Controller 1	- Makes sure that voters exiting from the first voting screen go directly to the Presidential & Parliamentary ballot boxes - Guards the Presidential & Parliamentary ballot boxes to ensure that all voters deposit their ballots in the appropriate ballot box - Directs the voter to Ballot Paper Issuer 2
Ballot Paper Issuer 2	- Validates the Chair/Mayor & Councillor ballot papers using the NEC validation stamp - Issues the Chair/Mayor & Councillor ballots to the voter and instructs on how to mark them - Directs the voter to a vacant voting screen and points out the Chair/Mayor & Councillor ballot boxes - Issues the Tactile Ballot Guide to voters with special needs for the Chair/Mayor and Councillor elections
Ballot Box Controller 2	- Makes sure that voters exiting from voting screen 2 move go to the Chair/Mayor & Councillor ballot boxes - Guards the Chair/Mayor & Councillor ballot boxes to ensure that all voters deposit their ballots in the appropriate ballot box - Ink the voter's left index finger - Invites the voter to leave the Polling Station

1.8 Assistance to voters

NEC is committed to ensuring access to all eligible voters. This means that NEC is committed to making polling day equally accessible to all registered voters, regardless of age, literacy or physical mobility. Polling staff must therefore consider access issues in all areas of their work. Key principles of access for polling staff to keep in mind are:

- Equal access means that all voters should be able to exercise their vote, and NEC must provide whatever assistance required to allow them to do so;
- Polling staff must treat all voters equally, and should not make assumptions about the capacity of voters based on physical characteristics;
- All elements of the Polling Station must be designed with the needs of all voters in mind, ensuring that the process will be able to be used by voters with disabilities, the elderly, the infirm and women who are pregnant or nursing babies.

In this manual, there will be information in each section on how to ensure polling is accessible for all. NEC is providing additional tools for to make these elections accessible, and you will be shown when and how to use them. In addition, here are some tips on respecting the human rights and dignity of people with disabilities.

Use respectful language: Referring to people with disabilities using derogatory language is unacceptable.

Do not make assumptions – ask first: Do not assume that people need help. The best way to provide assistance to a voter with disabilities is to ask if assistance is needed, then find out how you can be helpful. You can say something like: “Sir/ Madam, my name is ‘Lucy’ and I am a NEC polling official. May I help/guide you to the Polling Station?”, “Madam would you like to come to the front of the line”, or “Sir, may I help you”?

• **Identify the type of disability and make an effort to accommodate the person’s needs.**

When communicating with a person who does not hear well:

- Face the person and gain his/her attention before speaking and make sure he/ she can see your face clearly
- Assist him/her to read your lips by keeping your hands away from your face
- Speak a little more slowly than normal and as clearly as possible- there is no need to raise your voice, and to perform exaggerated gestures, and do not be patronising
- Keep your language simple and go to the point
- Rephrase your words instead of repeating them
- If necessary, write down the important points if the voter can read.

When communicating with a person with visual impairments:

A person with visual impairment needs to be guided with specific directions. Indicate whether the person should go to the right, the left, straight forward; speaking out loudly if there is a step before the voter reaches it, etc.

1.9 Persons allowed to enter the Polling Centres and Stations

In addition to voters and the escorts of voters requiring assistance, the following only are permitted to access the Polling Centres and stations, on presentation of their badges:

1. Any NEC staff member displaying NEC badge and having official duties
2. Polling Officials
3. NEC Technical Advisors displaying a NEC badge
4. Accredited Agents of Political Parties and Independent Candidates
5. Accredited National and International Electoral Observers
6. Accredited Members of the Media
7. Sierra Leone Police or other Security Officers assigned to the Polling Centre enter the Polling Centre only upon request of Presiding Officer, Polling Centre Manager, Ward Coordinator or other NEC staff

IMPORTANT NOTES

- **Polling officials must wear the supplied apron and their ID card during the whole process.**
- **All other categories must present and wear accreditation cards/badges issued by NEC.**
- **The police must wear their official uniforms and display ID cards.**

1.9.1 Managing access to the Polling Centre and Polling Stations

The Polling Centre Manager and Polling Centre Queue Controller and security officials are responsible for controlling the access of the authorised visitors to the Centre. The Presiding Officer is responsible for managing the access of authorised visitors to the Polling Station.

Authorized visitors	Permitted in a Polling Station at any one time (maximum)
Local /Domestic Observers	One from each observer organisation, they can move from Station to Station in the Centre.
International Observers	Two from each observer organisation, they can move from Station to Station in the Centre.
Party/Candidate Agents	One from each party or independent candidate, as assigned to the Station
Media Representatives	One team at any time, they can move they can move from Station to Station in the Centre.

1.9.2 Rights and Responsibilities of Party/Candidate Agents

Party/Candidate Agents	
He/ She Can	He/ She Must
Observe the polling exercise on behalf of her/his party/candidate	Comply with the guidelines and the code of conduct issued by NEC
Bring questionable or irregular activities to the attention of the Presiding Officer	Only one Agent Party/Candidate to represent each Party / Candidate at a time in the Polling Station
Observe the counting procedures, sign the Reconciliation and Result Forms	Display visibly their accreditation badges/ID Cards issued by the NEC and make sure that it clearly refers to the specific Polling Centre
Obtain a copy of the Reconciliation and Result Forms	Not interfere with the polling and counting processes in any way
Be asked to leave the Polling Station if s/he is not complying with his/her obligations	Not display anything which indicates that s/he is a representative of a particular party/independent candidate

1.9.3 Rights and Responsibilities of Accredited Electoral Observers

Domestic and International Observers	
He/ She Can	He /She Must
Have access to the polling and counting centres at all times during the polling and counting processes	Comply with the guidelines and the code of conduct issued by NEC
Observe all steps of the polling and counting processes	Act in an impartial and neutral manner while observing polling and counting processes
Record any questionable or irregular activities in his/her Journal;	Display visibly their accreditation badges/ID Cards and that they do not wear or carry any sign that associates them with a political party or a candidate
Sign the Reconciliation and Result Form after counting	Not interfere with the polling and counting processes in any way, or touch any polling material
Obtain a copy of the Reconciliation and Results Form	
Be ordered to leave the Polling Station if s/he is not complying with his/her obligations	

1.9.4 Role of Media Representatives at the Polling Centre/Stations

Mass media are natural partners in the efforts of the NEC to disseminate accurate information and relevant and effective messages to the Sierra Leone population.

Media Representatives	
He/ She Can	He/ She Must
Have access to the Polling Centre/Stations at all times during the polling and counting processes to perform their tasks	Act in an impartial and neutral manner inside and outside the Polling Centre/ station;
Be informed about polling and counting processes, if needed but do not release statements over the process	Display visibly valid Press Cards and NEC accreditation badges
	do not wear or carry any sign that associates them with a political party or a candidate
	Not disrupt or interfere with the polling and counting processes in any way
	Not communicate with any voters inside the Polling Station or photograph in such a way that the voter's choice of candidate is identified
	Not report any result unless the Reconciliation and Result Form is completed

1.10 Electoral Offences

Electoral Offences are specifically breaches or violations of the legal framework, and other NEC rules and regulations.

They can be committed not only by political parties, candidates and members of the public, but also by election officials/staff.

The following actions constitute an offence in connection with the conduct of elections; which can, if convicted, result in fines and/or imprisonment or being banned from holding public office for ten years (the list is not exhaustive).

- Printing, distributing or altering of Voter ID Cards or ballot papers
- Prevention of election by force
- Impersonating another person when applying to vote
- Voting or attempting to vote more than once
- Hindering or obstructing a polling staff in the execution of his/her duties
- Hindering or obstructing a voter from voting
- Infringement of secrecy of the voters' ballot
- Improper practice by election officials e.g. partiality and undue influence by polling staff
- Interference with voting materials by unauthorised persons
- Falsification of the elections results to give advantage to a particular party or candidate
- Bribery
- Campaigning within 400 yards of the Polling Centres in support for a particular party or candidate
- Over voting

If any of such offences occur, the Polling Centre Manager and Presiding Officers shall collect as much information as possible about the suspect and record the incident in the journals, and report the issue to a higher authority, WC, DEO. In addition to inform the SLP securing the centre

1.10.1. Dealing with complaints on polling day

Complaints regarding perceived irregularities observed during preparations for polling and counting should be resolved with the complainant immediately.

Who can complain? Three categories can lodge a complaint;

- A voter
- A Party/Candidate Agent
- A Polling Official

How can the above categories complain?

Either written or oral complaint; both are accepted. All formal complaints, including oral complaints, must be recorded in the Presiding Officer or Polling Centre Manager's Journal, and must be signed by both the complainant and the polling official receiving it.

To whom can one complain?

One can complain either to Presiding Officer or Polling Centre Manager; during the polling or counting processes.

What are the actions to resolve the complaint?

The Presiding Officer and Polling Centre Manager tries to resolve all complaints as far as they can, however, any response or actions by the polling official in relation to the complaint must also be recorded in the journal.

If the complaint is made to the Presiding Officer, and the Presiding Officer considers it valid and can't solve it, the complaint can be referred to the Polling Centre Manager for advice. In this case the Polling Centre Manager will also record the complaint and the response in the Polling Centre Manager's Journal, and the entry must be signed by both the Presiding Officer and the Polling Centre Manager.

Both the Presiding Officer's and Polling Centre Manager's Journals must remain intact throughout the election process and no pages are to be removed from the journals. At the conclusion of polling and counting, Presiding Officer and the Polling Centre Manager's Journals, must be returned, with all other election materials, to the DEO.

What are the administrative levels to deal with the complaint?

- If the complainant is not satisfied with the response to the complaint from the Presiding Officer and/or the Polling Centre Manager, he/she may be advised to address the complaint in writing to the District Electoral Officer who is the Returning Officer in the NEC electoral district.



- If the complainant is not satisfied with the response from the District Electoral Officer, he/she can appeal the complaint by writing to the NEC Headquarters.
- If the complainant is still not satisfied with the response from the NEC, he/she can refer the complaint to the Election Offences Court, or petition the results of the election to the High Court; as indicated in the chart below.

1.11 Security and Safety

Before commencing polling, the Polling Centre Manager must, in collaboration with the SLP, ensure that the Polling Centre is safe for the voters and the staff. There will be SLP or other security personnel either attached to individual Polling Centres or patrolling them.

The security personnel will always be outside of the Polling Station unless their presence is required inside by the Presiding Officer or Polling Centre Manager.

1.12 Suspension of polling due to disturbances or other incidents

The Polling Centre Manager must suspend polling if advised to do so by the Ward Coordinator (Ward Coordinator) or the Police, or if the Polling Centre is threatened by riot, violence, storm, flood or any other event which makes orderly polling impossible. If possible, the Ward Coordinator and/or the District Electoral Officer should be consulted before the suspension takes effect.

In the case of an unforeseen suspension of polling or counting, the Polling Centre Manager will, as soon as it is practical, inform the Ward Coordinator of the suspension. After polling has been suspended, the Presiding Officer will:

- Seal ballot boxes slots and write the seals numbers on the **“Record of Seals”** Form
- Makes sure to collect the following sensitive materials:

Ballot boxes containing ballots	Unused ballot papers
Register of Voters	Indelible ink (check is closed)
Official Ballot Stamps	Forms that have been filled
Envelopes with spoiled ballots	Stubs of issued ballot papers
Presiding Officer Journal	All TEEs

- Keeps or hands over election materials to the Polling Centre Manager
- Records time and reasons for suspension of the polling in the Presiding Officer Journal

CHAPTER TWO

2. Electoral Materials and Preparation for Polling

2.1 Electoral materials

Electoral materials are categorised as either sensitive or non-sensitive.

Sensitive Materials: are those materials that, due to their specific nature and in the event of damage, non-availability or misuse by non-authorized people, could seriously affect the electoral process.

Non-Sensitive Materials: are important and necessary, but will not adversely affect the election process in case they are damaged or destroyed; they should, however, be replaced in a short period of time. Both, sensitive and non-sensitive materials are crucial to the election process.

2.1.1 Sensitive Materials

Item	Item Description
Ballot Papers	These are the ballot papers on which voters should mark their chosen candidate(s) for each election. These ballot papers will be in all Polling Stations, each ballot paper will have four columns: the first for the candidates' picture, the second for the candidate's surname and other names, the third for symbol, and the fourth for the voter's mark. There will be different colour and design for the four elections ballot papers: • Presidential ballot papers: Blue frame with blue stripes on the back • Parliamentary ballot papers: Yellow frame with yellow stripes on the back • The Chair/Mayor ballot papers: Pink frame with pink stripes on the back • Councillor ballot papers: Brown frame with brown stripes on the back (for both single and multi-member wards)
Register of Voters	Each Polling Station within a Polling Centre will receive its own specific Register of Voters, which is arranged alphabetically by surname, other name Supplementary Register of Voters will be available for the last station only, for Polling Officials and SLP
Official Validating Stamp	Two stamps with the same artwork will be used in each Polling Station. The stamps are used to validate all ballot papers issued to voters. An inkpad will be provided to stamp the ballots.
Indelible Ink	The indelible ink is used to mark the fingers of voters showing that they have voted. This is an added security feature to ensure that a voter votes only once. Each voter will dip the left hand index finger in the indelible ink bottle after casting their votes.

2.1.2 Non-Sensitive Materials

Item	Item Description
Ballot Box	Four semi-transparent ballot boxes must be used in each Polling Station, one for each election. Each ballot box is designed so that each of the four corners of the cover can be secured with plastic security seals during polling, counting and during transportation to the NEC District Office after the completion of the election process. In addition to that, the slot has a lid that must be sealed after the Polling Station is declared closed.
Security Seals	These seals are plastic pull-through strips that, once engaged, can only be released by cutting. These seals will be used to tightly seal the ballot boxes and therefore guarantee that the boxes remain sealed and are not tampered with at any stage of the process or even during transportation. Each seal has a unique serial number (seven digits) that has to be recorded on Record of Seals Form that keeps track of all the seals used in a Polling Station during the process.
Voting Screens	In order to ensure the integrity of the process and the secrecy of the vote, voting screens will be delivered to all Polling Stations which will facilitate efficient, orderly and secret voting. At least two voting screens will be provided, one is standing two sided and can accommodate two voters at the time. The other is a table top screen, can be used for disabled and aged voters as well as other voters.
Presiding Officer's Journal	The Presiding Officer's Journal is used to record routine as well as significant events or circumstances. The Presiding Officer should manually record required information in the Presiding Officer journal: • the Polling Centre name and code as well as the Polling Station number; • the names and mobile numbers of the Polling Station staff including him/herself; • the time the Polling Station opened and closed; • the names of the Agents and Observers present and their organizations; • any complaints made during polling day, and how they were resolved
Polling Centre Manager's Journal	The Polling Centre Manager Journal's is used to record routine as well as significant events or circumstances. The Polling Centre Manager should manually record the following information in the journal: • the Polling Centre name and code; • The number and codes of Polling Station • the time all Polling Stations in that centre opened and closed; • the time for the start of the counting at every Polling Station; • any complaints made and how they were resolved
Tamper Evident Envelope	Used to transport Reconciliation and Result Forms and other materials at the end of polling and counting.

2.1.3 Forms

Form name	Numb.	Sets/ Copies
Reconciliation & Results Form Presidential Election,	RRF1	1 set 5 copies 2 sets 5 copies
Reconciliation & Results Form Parliamentary Election,	RRF1	1 set 5 copies 2 sets 5 copies
Reconciliation & Results Form –Local Council Election, Chair/Mayor	RRF3	1 set 5 copies 2 sets 5 copies
Reconciliation & Results Form – Local council election, Councillors Single Member Ward	RRF4a	1 set 5 copies 2 sets 5 copies
Reconciliation & Results Form – Local Council Election, Councillors Multi-Member Ward	RRF4b	1 set 5 copies 2 sets 5 copies
Record of Seals Form	RSF	1 copy
Record of the Count Worksheet- for Multi-Member Ward	RCW	2 copy
Material Transfer Form 1 before the polling	MTF1	1 set 3 copies
Material Transfer Form 2 before the polling-from PMC to Presiding Officer	MTF2	1 set 2 copies
Material Transfer Form after counting- from Presiding Officer to Polling Centre Manager	MTF3	1 set 2 copies
Material Transfer Form after counting- from Polling Centre Manager to Ward Coordinator	MTF4	1 set 3 copies
Polling Centre Manger Summary Checklist	PCMSC	1 copy

2.2 Delivery and Receipt of Electoral Materials

The Ward Coordinator is responsible for receiving the election materials from the District Electoral Offices and delivering them to the Polling Centre Managers in his/ her area of responsibility.

Polling Centre Managers will receive the kits for the Polling Centre and ballot boxes and voting screens for the stations. Polling and Counting Procedures Manual and Quick Reference Guide will be among the materials.



ELECTORAL MATERIALS

Polling Centre Kit it comes in two boxes:

- **Polling Center Kit 1:** Includes sensitive materials (ballot papers, Forms and it is center specific.
- **Polling Center Kit 2:** Includes non-sensitive materials like seals, barrier, tapes, Journals, pens ...etc.

Polling Center Kit it include all non-sensitive items required to carry out the polling and counting processes in a station.

The Polling Station kits are not polling-station specific, and therefore any Polling Station kit can be delivered to any polling station.

IMPORTANT NOTES

- In any case when there are some materials missing, the Polling Centre Manager must immediately notify the Ward Coordinator.
- Polling Centre kits containing ballot papers cannot be opened and unsealed overnight
- The safekeeping of the election materials is the responsibility of the Polling Centre Manager and SLP until the materials are delivered to the Presiding Officers for each Polling Station before 7am on polling day.

2.2.1 Introduction to the “Material Transfer Forms”

Four types of Material Transfer Forms – MTFs - will be used during the whole process; however only two types of MTFs will be used **before polling (MTF 1& MTF2)**.

MTF 1 is the form that will be used by different levels of the NEC structure (NEC HQ, DEO, Ward Coordinator and Polling Centre Manager) to keep track of sensitive and/or non-sensitive materials handed over and received before polling. The MTF 1 comes in **triplicate**: (one original and two copies). The form can be used to transfer materials for more than one level in the NEC structure.

The MTF 1 contains a preprinted list of materials and items. Unlisted items, if any, can be added.

2.2.2 How to Fill in the MTF 1

MTF 1, includes three sections; all details below must be carefully entered

SECTION 1: Key information

From: Tick 1 box only; tick one of the level of the NEC structure that is handing over the materials and write in the corresponding box the (District Name or Ward Number or Polling Centre Code);

To: Tick 1 box only; tick one of the level of the NEC structure that is receiving the materials and write in the box the (District Name or Ward Number or Polling Centre Code);

From	Tick 1 box only		From	Tick 1 box only	
NEC HQ			NEC HQ		
DEO		District Name	DEO		District Name
WC		Ward Name	WC		Ward Name
PCM		PC Code	PCM		PC Code

SECTION 2: Description of Items

In the quantity column, carefully write the exact number of each item listed; if not listed put it under others and being handed over.

SECTION 3: The Deliverer and Recipient

Deals with the person who hands over the materials and the recipient.

- **Handed over by:** to write his/her name, date and signature.
- **Received by:** to write his/her name, date and signature.

MTF 2 This Form is specifically used by the Polling Centre Manager to hand over all polling materials (sensitive and non-sensitive) to the Presiding Officer. The form is in duplicate. The original (white) goes to the official receiving the materials and the first copy (blue) goes to the official handing over the materials.



2.2.3 How to Fill in the MTF 2

SECTION 1: Key information

The District: name where the Polling Centre is located;

Constituency number where the Polling Centre is located;

Ward number where the Polling Centre is located;

Polling Centre name assigned to that particular location;

Polling Centre Code the 5 digits code of the Polling Centre as it is assigned to that centre;

Polling station number: Write the two digits number assigned to that particular Polling Station;

SECTION 2: Description of Items

1. Write the total number of the listed items received/handed over in the quantity column.
2. **For ballots papers-the four types** -Write the total number of each type of the ballot papers received/handed over in the quantity column separately, and the serial number of first and last ballot papers in the serial number column or the package label number.

SECTION 3:

Fill the last part of the form which include personal information about personnel who dealt with the materials Who “**Handed over**” and “**Received by**”.

- **Whenever you sign a Materials Transfer Form before polling you will be held accountable for the materials received.**
- **Polling Centre Managers and Presiding Officers must keep safely all copies and original of the Materials Transfer Form.**
- **NEC District Electoral Officer may request copies if there is a need to run any cross-check.**

2.3 Preparation for Polling

2.3.1 Preparations in the Polling Centres and Stations

Preparations for the Polling Stations within a Polling Centre must take into consideration the space needed for sitting accommodation of Polling Staff, Agents, Observers and Media.

Polling Centre Managers and Presiding Officers must plan the layout of the Polling Centres and Polling Stations well in advance of polling day. All polling staff must help in the arrangement of the setting up.

The polling staff must arrive at the Polling Centre no later than **6am** on polling day to make the final preparations in the Polling Centre and Polling Station.

Any rearrangement of the room or open space that may be necessary before the polls open must not delay the opening of the Polling Stations at **7am** on polling day.

2.3.2 Polling Centre layout Considerations

Polling Centre Managers must plan the arrangement for the centre regarding the entry and exit points, forms of queue control for the Centre and for the Stations, a secure place to keep the Polling Centre kit (it could be in one of the Polling Stations).

The Polling Station must be organised to allow the most efficient flow of voters, from entry to exit, throughout the day. The setup of the Polling Station will depend on the size and shape of the room or open space, the location of the entrance and exit doors, and the tables and chairs or benches available.

2.3.3 Considerations for easy access to voters in Centers and Stations

Inside the Polling Centre

Design both the external and internal elements of your Polling Centre and stations with voter access in mind. The following steps will ensure that all voters, including those with disabilities, the elderly and infirm, and women who are pregnant or nursing babies can participate equally.

- When designing areas for queuing and waiting, where possible include a seating area for those who cannot stand.
- Use the NEC barrier tape to set up the queue in an area where the most number of people can access the area without assistance.
- If your Polling Centre has been issued a temporary ramp, set it up to provide maximum access to the centre and if necessary, use barrier tape to mark the way to the ramp and from the ramp to the centre itself.
- The Polling Centre Manager and Presiding Officers should check the queuing area and any ramps regularly during the day to ensure they remain as placed in the morning.
- Place any posters or notices at a height where they can be read by all voters.

Inside the Polling Station

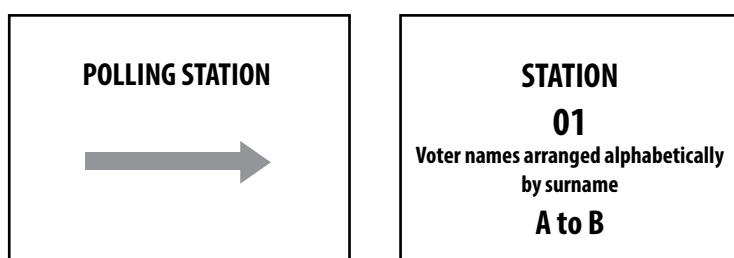
Carefully set up the interior of the Polling Station to allow maximum access for all voters without disrupting polling. Use as much space as possible to ensure that voters can move from table to table without disturbing other voters or the voting process.

- If possible, place the ballot boxes on chairs or a bench to allow all voters to reach them easily.
- NEC have provided a desktop voting screen for use by those in wheelchairs and with limited mobility. This screen should be set up on a low table with a chair. DO NOT attempt to make the desktop voting screen the same height as the standing voting screen.
- Don't forget to check exits from the Polling Station to make sure the way is also easy to navigate and free of hazards for all voters.

2.3.4 General principles for Polling Station Set Up and Layout

- a) Seating should be arranged so that the Polling Staff, Party/Candidate Agents and Observers are able to view the entire voting process and have a clear view of the ballot boxes at all times;
- b) Position the various tables so that voters move in a logical order from one table to the next, without crossing in front of other voters;
- c) The Ballot Box Controllers must be able to carefully monitor that each voter casts their ballot papers in the correct boxes.
- d) Position the dedicated voting screens (1 & 2) so that the secrecy of the vote is ensured, and voters and polling officials can see which compartment is free;
- e) Set up the station in a way that allows free movement for voters with disabilities

2.3.5 Posting signs and educational posters



The NEC directional signs and educational posters provided must be posted **inside and outside** the Polling Centre and Polling Stations.

On the exterior of the building, appropriate signs should be posted to identify it as a Polling Centre. Additional signs should be posted to clearly mark the route to specific Polling Stations in Centres with more than one Polling Station. Each Polling

Station will be clearly marked to identify which voters have been allocated to it. The following notices must be displayed in the most visible and appropriate locations:

The Polling Centre number is a (5 digit unique number), Polling station number signs and directional arrow signs, barrier tape and voter educational posters, if available.

- **No campaign materials will be allowed anywhere in or around Polling Centres after midnight on 5 March.**
- **Polling staff are to remove any campaign material found less than 400 yards from the Polling Centre the day before polling day, and must check on polling day to ensure that no new campaign materials have been posted.**

CHAPTER THREE

3. Polling

3.1 General Rules for Processing Voters

In order to process the voters, polling staff must follow the rules that are mentioned below:

- a) Each voter must vote in person. Voting on behalf of another person is not allowed
- b) Before voting, each eligible voter must either to sign or thumbprint next to their name in the Register of Voters.
- c) Voters vote at the Polling Centres (formerly registration/exhibition centres) where they registered and collected their Voter ID Cards
- d) Each voter must mark the ballot papers in secret behind the dedicated voting screen provided for this purpose
- e) More than one voter behind the voting screen at a time is not permitted, except when a voter with disabilities is being assisted (see section Assistance to Voters)
- f) All voters will be inked their left hand index finger before leaving the Polling Station
- g) The aged, people with disabilities, nursing and pregnant women will be given preferential treatment in the queue and, if required assistance. If there are a large number of such persons then a separate queue can be formed

3.2. Who Qualifies to Vote?

All registered Sierra Leoneans whose names are in the Register of Voters for a particular Polling Station are qualified to vote in that Polling Station.

3.3 Before Opening of Polling

On polling day, Polling Centre Managers and Presiding Officers and all polling officials must arrive no later than 6am to set-up the final preparations at the polling center and stations before the opening of the poll.

- The Polling Centre Manager starts distributing the electoral materials to each Presiding Officer, in full view of Agents and Observers if available; each station will receive station kit, and other sensitive materials. Each Presiding Officer will receive 300 ballot papers for each of the four elections, in booklets that contain 50 ballots each booklet, and relevant forms)
- The Polling Centre Manager directs all Presiding Officers to start the setup of their stations

The Presiding Officer start to allocate the tasks of his/her team, and:

1. Reminds the polling staff about their duties and responsibilities
2. Puts up directional signs on the building or around the area housing the polling center and stations with the assistance of the polling staff
3. Makes sure that the voting screens are well assembled and have pens and thumbprint pads (**Note: Presiding Officer, from time to time, checks if these items are still in the voting screen**)
4. Writes the Polling Centre name and code and Polling Station number on the cover page of the Presiding Officer's Journal
5. Pastes the three stickers on each of the four ballot boxes. (Two on the side and one on the lid) Fills out the Polling Centre code and Polling Station number
6. Fills out on the cover of four envelopes for spoiled ballot papers for each election
7. Hands over to each polling staff the required materials to perform their duties
8. Writes the Polling Station number on the four Reconciliation and Result Forms (RRF) and write the number of ballots received for each of the four elections on Section A of the RRF
9. Handover the first booklet of 50 ballot papers for Presidential and Parliamentary elections, beginning with the lowest serial number, to Ballot Paper Issuer 1. Also hand over the first booklet of 50 ballot papers for Chair/Mayor and Councillor elections beginning with the lowest serial number, to Ballot Paper Issuer 2.

IMPORTANT NOTE:

- **Whenever filling the NEC set of RRFs also copy the same details on the two sets of RRFs for Agents and Observers**

3.4 Forms

Two Forms must be used by the Presiding Officer before opening of the Poll, RRF and RSF. Instructions on how to use the forms follows:

3.4.1 Introduction to the Reconciliation and Result Form (RRF)

The Reconciliation and Result Form (RRF) is the **most important form** used to record vital information pertaining to the polling and counting exercise in each single Polling Station.

There are four RRF allocated for each Polling Station:

- RRF 1 for Presidential elections,
- RRF 2 for Parliamentary elections,
- RRF 3 for Chair/Mayor elections, and
- RRF 4a for Local Council elections (single member wards) or RRF 4b (multi-member wards).

Each of the four RRFs will come in **three sets**.

The first set will be for NEC, comes in five copies; one original (white) and four carbon copies: first copy (blue) second copy (pink) third copy (yellow) fourth copy (green).

The other sets are meant for distribution to Party/Candidate Agents and/or Observer; comes in five copies: one original (white) and four carbon all white too.

The Reconciliation and Result Form Sections

The form is divided in **two main sections**:

- **Section A – Reconciliation:** is used to keep accurate record of the number of ballot papers used in each Polling Station
- **Section B – Polling Station Result:** is used to account for votes obtained by each candidate

The 'Reconciliation and Result Form' will be used in different stages of the polling and counting processes.

Section A of the RRF includes four stages:

- **Stage 1 - Before opening the Poll:**
 - Write the Polling Station number only, other information will be pre-printed
 - Record the number of ballot papers received from the Polling Centre Manager – row A
- **Stage 2 - During Polling:**
 - Record the number of additional ballot papers received from another Polling Station, if any – rows B
 - Record the number of other ballot papers handed to another Polling Station, if any – row C.
- **Stage 3 - Before Opening the Box:**
 - Record the total number of ballots received and the number of used, (row D) unused (row E) and spoiled (row G) ballot papers – rows D, E, F and G.
- **Stage 4 - After Reunification: after the Screening and Renification processes completed and before starting the counting of ballots):**
 - Record the number of ballot papers found in the ballot boxes, including misplaced ballots for the same election found in another box, and to record any discrepancy – between rows H and I.
 - *Notes: 1 - Only stage one is required to fill in the opening.*
 - *Notes: 2 - The Presiding Officer must accurately fill all three sets of the RRFs without separating the copies of each set.*

Section B of the RRF, will be used during counting the votes in the counting process, and therefore will be illustrated later.

3.4.2 How to fill the “Record of Seals Form” (RSF)

The Record of Seals Form is the form that will be used by the Presiding Officer to record the 7 digit serial numbers of the seals used for the four ballot boxes during the polling and counting processes.

The form is divided into four portions to be used for each of the four elections. Each portion comes in different colour match the election type.

The Record of Seals Form is a crucial resource to keep record of the seals used by the Presiding Officer to seal the ballot boxes for all the elections in a Polling Station.

The Presiding Officer will fill in the form at different stages of Polling and Counting as indicated in the form.

Below are the stages at which the seals will be used by the Presiding Officer **Before and After Polling** for all four ballot boxes: (4 seals applied) before polling and (1 slot seal applied) after polling.

Other stages of using the form will be during counting,

3.5 Opening the Poll



15 minutes before **7 am**, in full view of Party/Candidate Agents and Observers who are present, the Presiding Officer:

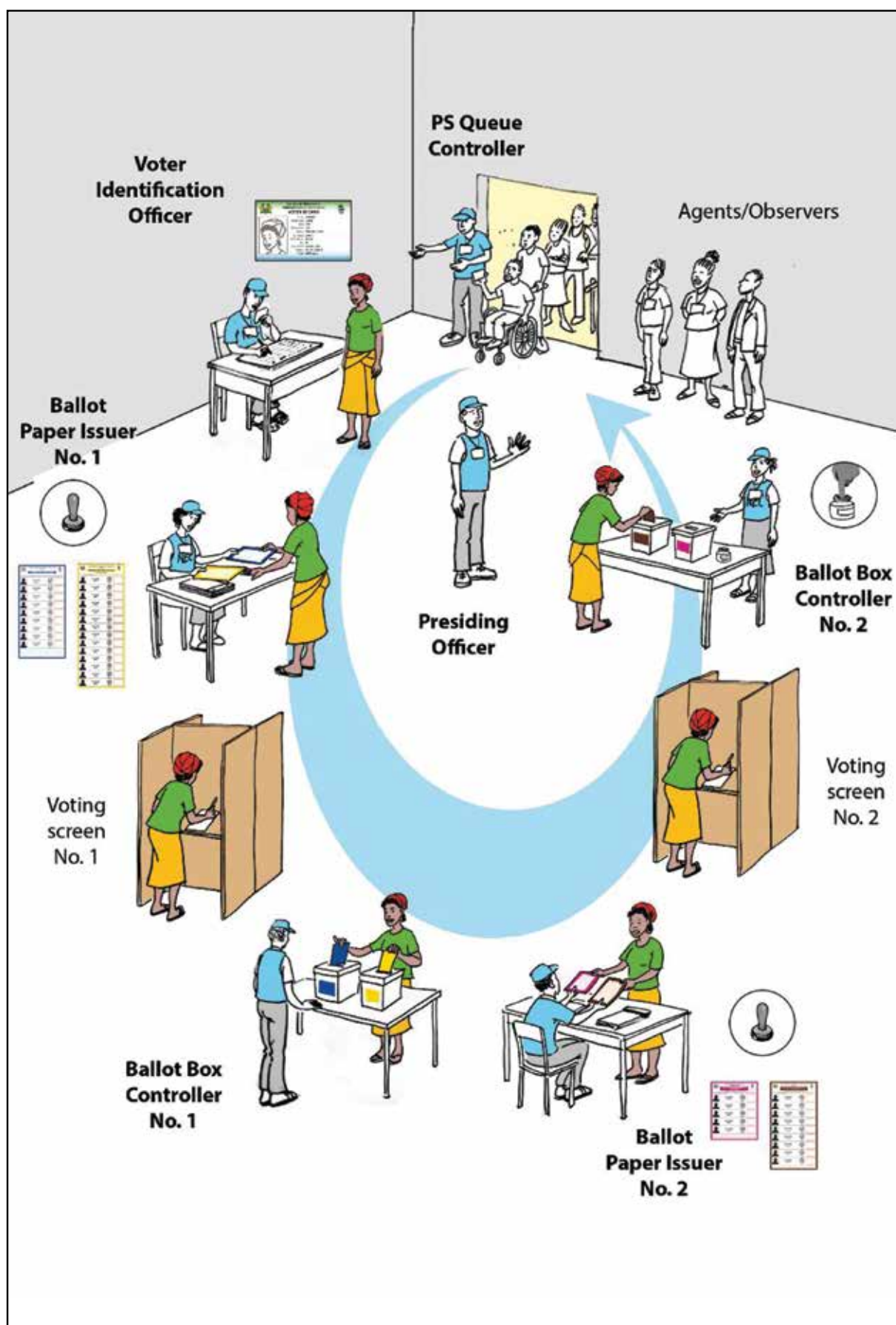
- Opens the ballot boxes one after the other and allow those present to see the empty boxes
- Seals the four corners of each ballot box using the security seals. The seals must be tightened firmly to ensure that the top of each box is held securely and there are no gaps along the edge of the top through which any material could be inserted
- Records the seal numbers used to secure the four ballot boxes in the Record of Seals Form (Before Polling Section) and announce the numbers to all present
- Invites Party/Candidate Agents and Observers to sign the Record Of Seals Form and record the numbers in their journals after physically inspecting the seals
- Handover the four sealed ballot boxes to the ballot box controller 1(Presidential and Parliamentary ballot boxes) and ballot box controller 2 (Chairs/Mayor ballot boxes)
- Announces that the Polling Station is open for voting.

3.6 Voting Steps

A simple voting process has been designed to safeguard against impersonation and multiple voting while ensuring strict secrecy of the ballot. Essentially, the voting process will involve a series of steps shown below.

Step	Activity
Step 1	Voter joins the queue of the polling station, Polling Station Queue Controller checks that voter name belongs to the Polling Station, then allow the voter to enter the Polling Station.
Step 2	Voter Identification Officer collects Voter ID Card from the voter, cross checks that the voter's finger is not inked and verifies details of the voter in the Register of Voters; Ask the voter to sign or thumbprint the Register of Voters, and then directs the voter to Ballot Paper Issuer 1 (for Presidential & Parliamentary ballots);
Step 3	Ballot Paper Issuer 1 validates Presidential & Parliamentary ballots with the official stamp and in neutral way informs the voter on how to mark the ballot; folds the two ballots and hand them over to the voter; directs him/her to the voting screen 1
Step 4	Voter moves to voting screen 1, marks and folds the two ballots one after the other, then exits the voting screen 1 and casts the two ballots in the Presidential & Parliamentary ballot boxes under close supervision of the Ballot Box Controller 1 who directs the voter to Ballot Paper Issuer 2
Step 5	Ballot Paper Issuer 2 validates Chair/Mayor and Councillors ballots with the official stamp; Ballot Paper Issuer 2 informs in neutral way the voter on how to mark the ballots; folds the two ballots and hand them over to the voter and directs him/her to voting screen 2
Step 6	Voter moves to voting screen 2, marks and folds the two ballots one after the other; exits the voting screen 2 and casts the two ballots in the Chair/Mayor and Councillors boxes under close supervision of Ballot Box Controller 2 who also inks the left index finger of the voter and asks her/him politely to leave the Polling Station.

- **Remember To Inform The Voter, Not to sign on the ballot paper**



POLLING STATION LAYOUT

3.7 Polling Officials and Voting Steps

3.7.1 Polling Centre Staff

Polling Centre Manager:

- Manages and maintains order in the centre, and report to the Ward Coordinator in different stages of the polling day
- Sets up the Polling Centre with assistance of the other polling staff, so that polling can start on time (7am)
- Writes the centre name and number in the Polling Centre Manager's Journal
- Ensures timely distribution of election materials to the Presiding Officers responsible for the Polling Stations
- Provides assistance to voters when necessary
- Monitors and ensures that the polling staff follow polling and counting procedures accurately
- Deals with the Media, Party /Candidate Agents and Observers at the centre when required
- Deals with complaints raised at the Polling Centre level
- Records relevant/important events and complaints in the Polling Centre Manager's Journal, and refers issues which cannot be resolved within the Polling Centre to the Ward Coordinator
- Collect all election materials from Presiding Officers and from his/her centre and hands them all over to the Ward Coordinator for further delivery to the District Electoral Offices



**Polling Centre
Queue Controller:**

- Ensures that only authorized people enter the centre and that voters do not remain in the Centre after voting
- Checks that voters have brought their Voter ID Cards and directs them to the correct Polling Station

- Ensures that persons with disabilities, the aged, nursing and pregnant women are given priority in the queue. If there are many such persons the queue controller can form a separate queue for the persons with special needs
- If a person with disability has an escort that person is also given priority in the queue and priority to vote if registered in that polling station
- Closes the gate of the Polling Centre at . No more voters will be allowed to enter, except those already in the queue
- Controls the entrances of the Polling Centre until the counting process has finished in all Polling Stations and all Presiding Officers have handed over materials to the Polling Centre Manager

3.7.2 Polling Station Staff

Presiding Officer

- Maintain order inside the Polling Station
- Sets up the Polling Station with assistance from the other polling staff, so that polling can start at 7am
- Fills the required information in the Reconciliation and Results Forms and other forms
- Supervises Polling Station staff to ensure that correct procedures are followed and that sensitive materials can be accounted for at all times
- Ensures that the voting screens always have pen(s) and thumbprint pad(s)
- Provides support to voters when necessary, except marking of ballots
- Deals with party /candidate Agents, Observers and the Media at the Polling Station
- Records important events in the Presiding Officer's Journal
- Deals with complaints raised at Polling Station level and refers issues which cannot be resolved within the Polling Station to the Polling Centre Manager
- Closes the Polling Station after the last voter in the queue has voted
- Ensures that the Polling Station is ready for reconciliation and counting at the end of polling and undertakes thorough and accurate reconciliation and counting of the votes cast and recording of the results
- Reports the results of the Polling Station in an accurate and timely manner to the Polling Centre Manager; after the counting completed, ask the Polling Centre Manager to check the packing before sealing the TEEs. And report to a higher level.
- Ensures that all sensitive and non- sensitive materials are ready for transportation to the NEC District Office after counting

Polling Station Queue Controller:

- Organises queues so that the Polling Station does not become crowded
- Allows only authorised people inside the Polling Station and checks that the voters' card name is within the alphabetical order assigned to the Polling Station

- Takes position at the entrance of the Polling Station and keeps voters in an orderly line outside the Polling Station
- Ensures that persons with disabilities, the aged, nursing and pregnant women are given priority in the queue. If there are many such persons the queue controller can form a separate queue for the persons with special needs
- Reminds voters with disabilities in the queue if they need assistance to mark their ballots, they can be accompanied by any registered voter of their choice. No person can assist more than one voter
- Directs voters one at a time to the Voter Identification Officer and asks them to have their voter card ready
- Keeps the entrance to the Polling Station clear at all times
- Reports any security concerns to the Presiding Officer

Note: If a person with disability has an escort that person is also given priority in the queue and priority to vote if registered in that polling station



Voter Identification Officer

- Checks the left hand index finger for traces of ink before identifying the voter in the Register of Voters. If the voter has been inked s/he cannot vote again
- Examines the Voter ID Card to ensure the voter's identity matches with her/his details on the Register of Voters
- If s/he doubts the voter's identity, ask clarifying questions to ensure that the card belongs to the voter
- Asks the voter to sign/thumbprint the Register of Voters in the allocated space

Note: if voter chooses to thumbprint make sure to carefully dry/remove ink with the cloth provided to avoid any unwanted stain/mark on the ballot papers

- Directs the voter to the Ballot Paper Issuer 1

Note: Voter Identification Officer does not allow two voters at their table, unless where a voter has a disability and is being assisted.

The Voter Identification Officer will apply certain actions depending on each case, **the most common cases and actions can be:**

1. If the voter is without a Voter ID Card, but presents an Attestation from NEC, the VIO searches the voter's details on the Register of Voters, and if confirmed, no additional proof of identity document will be requested.
2. If the voter is without a Voter ID Card, and does not have an Attestation from NEC, the VIO searches the voter's details on the Register of Voters, and if confirmed, either additional proof of identity documents will be requested or witness is allowed to attest the voter's identity.
3. If the voter presents an unclear or damaged Voter ID Card, She/he is required to present an identity document or a witness attesting the voter's identity.
4. If the voter photo is on the Register of Voters is correct, but other information (age, sex or misspelled name) do not match, the VIO allows the voter to vote.

The identity documentary proof which is accepted for above cases are:
(National ID card, NASSIT card, National Passport and Driver-s License)

The accepted witnesses are: Paramount and Section Chiefs, Religious and Traditional Leaders).



**Ballot Paper
Issuer 1:**

- Detaches the two ballot papers (Presidential and Parliamentary) from the ballot booklets;
- Stamps the back top right hand corner of each of the two ballot papers with the official validating stamp
- Shows the two ballots and explains to the voter that the blue one is for Presidential and the yellow one is for Parliamentary elections
- Explains the method of voting and instruct the voter to make only one mark on both ballots; the explanation must be completely impartial

- Informs the voter saying “(Select your candidate, tick with a pen or a mark with a thumbprint against the candidate of choice in the blank box that corresponds to the symbol/photo of the candidate)”
- Tells the voter that once s/he has made a mark, especially by thumbprint, s/he has to wait a moment till the mark becomes dry before folding
- Shows how to fold the ballots (pre-folds first vertically) and then horizontally making sure the stamp remains visible and then unfold the ballot papers. Folds each ballot separately and directs the voter to vacant voting screen 1
- Ensures that only one voter goes into one portion of the voting screen at a time,
- Issues the Tactile Ballot Guide to a voter with special needs



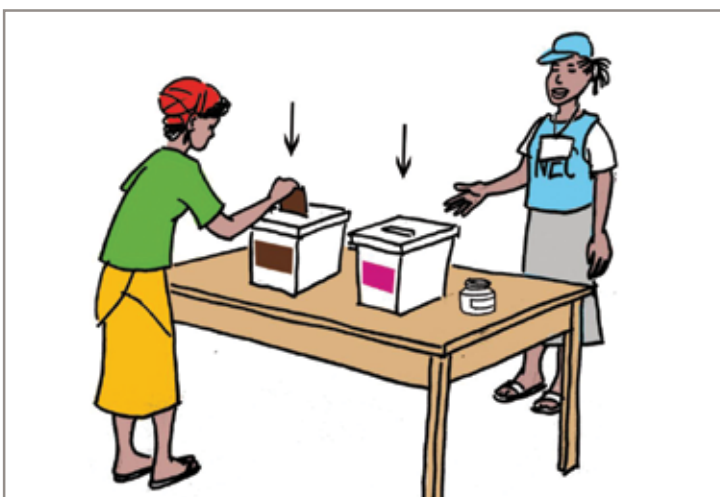
**Ballot Box
Controller 1:**

- Makes sure that the voters is leaving the voting screen 1 moves towards the Presidential and Parliamentary ballot boxes
- Ensures that the voter places folded and stamped ballot papers in the correct ballot box.
- Directs the voter to the Ballot Paper Issuer 2
- Guards the Presidential and Parliamentary ballot boxes at all times. If s/he needs to leave the Polling Station, the Presiding Officer takes his/her place
- Does not admit more than one voter to the ballot box area (except a helper for a voter with disability)
- Ensures that NO ballot paper is taken out of the Polling Station or dropped on the floor;
- Ensures that the ballot boxes do not get too congested, by shaking them at intervals in order to re-distribute the ballots inside the boxes
- Ensures that no unauthorized materials are deposited in the ballot boxes and that no one tampers with the ballot boxes



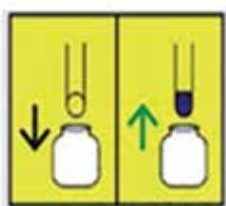
**Ballot Paper
Issuer 2:**

- Detaches the two ballot papers (Chair/Mayor and Councillors) from the ballot paper booklets;
- Stamps the back top right hand corner of each of the two ballot papers with the official validating stamp
- Shows the two ballot papers and explains to the voter that pink one is for Chairs/Mayor and brown is for Councillors elections
- Explains the method of voting, and instructs the voter to make only one mark on both ballot papers. The explanation must be completely impartial
- Informs the voter to either tick with a pen or a mark with a thumbprint against the candidate of choice in the blank box that corresponds to the symbol/photo of the candidate
- Tells the voter that once s/he has made a mark, especially by thumbprint, s/he has to wait a moment till the mark becomes dry before folding
- Shows how to fold the ballots (pre-folds first vertically) and then horizontally making sure the stamp remains visible and then unfold the ballot papers. Folds each ballot separately and directs the voter to vacant voting screen 2
- Ensures that only one voter goes into one portion of the voting screen at a time,
- Issues the Tactile Ballot Guide to voter with special needs



**Ballot Box
Controller 2:**

- Makes sure that the voter exiting the voting screen 2 moves towards the correct ballot boxes
- Ensures that the voter places folded and stamped ballot papers in the correct ballot box
- Guards the Chairs/Mayor and Councillors ballot boxes at all times. If s/he needs to leave the Polling Station, the Presiding Officer takes his/her place
- Does not admit more than one voter to the ballot box area (except a helper for a voter with disability)
- Ensures that NO ballot paper is taken out of the Polling Station or dropped on the floor
- Ensures that the ballot boxes do not get too congested, by shaking the boxes at intervals to re-distribute the ballots inside the boxes
- Ensures that no unauthorised materials are deposited in the ballot boxes and that no one tampers with the ballot boxes
- Asks the voter to dip the left hand index finger in the ink. After inking the finger of the voter, advise the voter that the inked finger should not be cleaned/dried with any cloth
- Thanks the voter for participating in the elections, reminds voter to keep the Voter ID Card safe for future elections and directs voter out of the Polling Station



How to ink the voter's finger

1. Shake the bottle before opening
2. Dip inside sponge the left index finger covering the nail completely
3. Let dry and don't wipe
4. Cap on the bottle after use
5. Shake the bottle from time to time during the day



Note: *If the voter has no left index finger, the ink may be applied on the next closest finger on the left hand. If the voter has no left hand then follow the above procedures for the right hand, and if he/she has no arms, it is not necessary to apply ink*

If the voter refuses to be inked

If a voter refuses to be inked, the Ballot Box Controller must explain that it is a necessary part of the procedures. If voter still refuses to comply the Ballot Box Controller should report the case to the Presiding Officer who in turn should try to persuade the voter by mentioning that refusing to be inked could be construed as wanting to vote twice which is an electoral offense.

If voter still refuses, the Presiding Officer will refer the issue to the police. In any case, the Presiding Officer will record the event and will write the voter's name and Voter ID Card number in the Presiding Officer Journal.

If any of the polling staff needs to leave the Polling Station, the Presiding Officer takes her/his place.



National Electoral Commission – Sierra Leone
ELECTIONS 2018



How to mark your ballots

with a pen



or

with your finger



For each ballot, put **one mark** inside the box next to candidate of your choice

National Electoral Commission – Sierra Leone
1334879
PARLIAMENTARY ELECTIONS 2018
Constituency 26

Choose ONE (ONE) CANDIDATE and put a mark inside the box next to the candidate of your choice

	CHESSEN EDWARD		☐
	CORNFIELD JOHN		☐
	JONES DAVID		☐
	KOMU LOME		☐
	RIVERS DORIS		☐
	SAYDEE SYAMAR		☐
	GALBRAITH ANSU		☐
	CORNFIELD JOHN		☐
	CHESSEN EDWARD		☐
	JONES DAVID		☐

Presidential

Parliamentary

National Electoral Commission – Sierra Leone
1334879
LOCAL COUNCIL ELECTIONS 2018
Council of JRD – Ward 07

Choose ONE (ONE) CANDIDATE and put a mark inside the box next to the candidate of your choice

	CHESSEN EDWARD		☐
	CORNFIELD JOHN		☐
	JONES DAVID		☐
	KOMU LOME		☐
	RIVERS DORIS		☐
	SAYDEE SYAMAR		☐
	GALBRAITH ANSU		☐
	CORNFIELD JOHN		☐
	CHESSEN EDWARD		☐
	JONES DAVID		☐

Chair/Mayor

Councillors

3.7.3 Spoiled Ballots

How the Ballot Paper Issuers deal with spoiled ballots

If a ballot is torn as it is being removed from the booklet or destroyed or spoiled, writes **"SPOILED"** on the back of the ballot paper (**With Red Pen**), places it in the corresponding envelope for spoiled ballot papers of the relevant election and gives the voter a new ballot;

If a voter claims that s/he has mis-marked his/her ballot, retrieves it without looking at the front of the ballot paper, writes the word **"SPOILED"** on the back of the ballot paper, puts it in the corresponding envelope for spoiled ballot papers of the relevant election and gives the voter a new ballot.

Note: There are four envelopes for spoiled papers. Each Ballot Paper Issuer will have two envelopes corresponding to the ballots s/he deals with. Each spoiled ballot paper must be placed in its corresponding envelope.

- Remember under no circumstance should a polling official inspect a marked ballot paper
- Ballot papers with no stamp will be treated as invalid
- Do not pre-stamp ballot papers. Stamping has to be in front of the voter

3.8 Assistance to voters

It is the policy of NEC to make the voting process as easy as possible for all voters. This includes:

Giving voters with disabilities, the aged and infirm and nursing or pregnant women **Priority** by moving them to the front of any queue at the station

If the station has steps or barriers, the Polling Centre Manager and Queue Controllers will provide **Assistance** to voters in wheelchairs as needed or if provided

Provision of a **Table-top Voting Screen** to be used with a table and chair for those voters who find it difficult to stand

Provision of a **Tactile Ballot Guide (TBG)** for voters who are blind or with low vision, and others who may benefit from it

Polling staff should provide the Table-top Voting Screen for those who find it difficult to stand or persons in wheelchairs.

3.8.1 Voters needing assistance to mark the ballot paper

A disabled voter may request the assistance of a helper of his/her own choice (i.e. either a friend or relative, but not any of the polling staff or Party/Candidate Agents) to assist in marking the ballot. However, the friend or relative must:

1. Assist one voter only on polling day;
2. Be a registered voter

In such a case the Presiding Officer must allow the voter to be accompanied by the helper of his/her choice in the voting screen. The Presiding Officer should follow these steps:

- Ensures that the Voter ID Card of the voter is checked by the Voter Identification Officer; and that Voter signs or thumbprint the Register of Voters; (but do not ask the helper to sign the Register of Voters)
- Issues the following statement to the helper:

You are going to help this voter to cast her/his vote. The voter must tell you which candidate her/she wishes to vote for on each ballot paper; and you must mark or help that person to mark that ballot paper exactly as instructed. You must not tell anyone who this voter chooses to vote for – this is an offence and punishable by law.

The secrecy of this person's vote is most important.

- The person assisting the voter shall accompany voter to a voting screen and help in the marking of ballot and return the ballot paper to the person being assisted, properly folded, to be deposited in the correct ballot box
- "Helping" means that the assistant after ascertaining the voters choice ,can actually mark the paper OR the assistant can hold the voters hand while voter marks, OR the assistant can indicate to the voter where the voter needs to make a mark
- The voter should place their ballot paper in the ballot box, and if voter cannot place the ballot in the box the assistant can place the ballot paper in the box

Note: The Presiding Officer will ensure that when someone is assisted to mark the ballot and note saying "assisted" is made on the register beside the voters' name.

Polling staff, Party/Candidate Agents and Observers must not give assistance to a voter in marking the ballots and must not see the actual marking of the ballots.

3.8.2 Tactile Ballot Guide

NEC has provided a Tactile Ballot Guide primarily for the use of the blind or partially sighted voters. This device allows these voters to mark their own choices, in secret, on their ballot papers.

This device may also be of assistance to those voters who are sighted but will use thumbprint) rather than a pen to mark their ballot papers (for example illiterate, unsteady hands, nervous conditions, aged) as it helps keep marks inside the boxes; thus avoiding spoiled/Invalid ballot papers.

There are two Tactile Ballot Guides in each Polling Station; a voter can ask to have a helper to assist him/her to use the TBG. (However, this should be an exception as the purpose of the TBG is to help blind and the visually impaired vote independently)

Explain the Guide to the voter as follows:

- I am the ballot paper issuer number 1. Here is a Tactile Ballot Guide that will allow you to mark your own choice on each ballot paper
- I am giving you TBG with the Presidential ballot inside
- Use the cut outs on the top and left side to ensure the ballot paper is properly lined up and securely placed in the TBG. (If there is a helper, the helper can check that the ballot paper is properly lined up inside the Guide)
- I will now read out the names on the ballot paper in the order they appear on the ballot paper
- Try to remember the number of the candidate of your choice if you do not already know it
- (For those who have a helper which is the exception the helper can also read out the names of the candidates when behind the screen with the voter)
- You will find the cut out box that matches the candidate of your choice and you can also use the raised numerals next to the cut out box to find your candidate
- Mark the ballot paper with either a pen or thumbprint on the ballot paper through the cut-out box in the TBG
- After marking you will remove the ballot paper
- Fold it so the mark cannot be seen by other people
- Put the ballot paper in the appropriate box, and the ballot box controller will direct to you the appropriate box
- Return to me to receive the second ballot paper and repeat the process
- Same procedure is applied for the four types of elections/ballot papers;
- If you need help please ask the Presiding Officer

• **Do not issue the two ballots to the voter using TBG, give one at a time.**

3.9 Procedures For Polling Officials and Sierra Leone Police

Polling staff and **Police** on duty in the **same Polling Centre** from where they registered are allowed to be to vote following the regular procedures

Polling staff and **Police** on duty in a **different Polling Centre** are allowed to vote according to the procedures of polling officials and Sierra Leone Police:

- **Police** voting in a different Polling Station from where they registered are allowed to **vote only for Presidential elections**.
- **Polling staff** are allowed to vote for up each of the four elections based on whether the Polling Centre they work on polling day is within the same constituency, or ward as the Polling Centre where they registered.

1. Eligibility for Polling Staff to vote for Presidential and Parliamentary Elections

NEC Polling Staff	Presidential	Parliamentary
In the same Polling Centre where they registered (they go to the respective Polling Station)	✓	✓
In a different Polling Centre where they registered within the same constituency	✓	✓
In a different Polling Centre where they registered but located in a different constituency	✓	Must not vote for Parliamentary

2. Eligibility for Polling Staff to vote for Chairs/Mayors and Councillors Elections

NEC Polling Staff	Chair/Mayor	Councillors
In the same Polling Centre where they registered (they go to the their registered Polling Station)	✓	✓
In a different Polling Centre where they registered within the same ward	✓	✓
In a different Polling Centre where they registered located in a different ward	✓	Must not vote for Councillors
In a different Polling Centre where they registered located in a different <i>locality</i>	Must not vote for Chair/Mayor	Must not vote for Councillors

Remember : Sierra Leone Police voting in a Polling Centre different from the one they registered are only allowed to vote for Presidential elections

3.9.1 Voting Procedures for Polling Staff and SLP

The **last Polling Station** in the centre will be allocated for Polling staff and Police voting under these special procedures.

The polling staff of the last station will process the voters as follows:

- The Voter Identification Officer asks Police and Polling staff voting in a different centre than the one they registered to show their Voter ID Card. SLP **can vote only when their name is found on the list provided by the relevant authority**
- The Voter Identification Officer examines the voter card to ensure the voter's identity. If s/he doubts the voter's identity, ask clarifying questions to ensure that the card belongs to the voter
- The Voter Identification Officer will then carefully handwritten the Voter's details in the **"Supplementary list to the Register of Voter"** that is meant to list the names and details of eligible voters from (Polling staff and SLP) that are allowed to vote in a Polling Centre different from They registered.
- Information required in Supplementary list:
 - **Voter Card Number:** copy it from the voter card ID No
 - **Surname, Other Names, Sex, Date of Birth, Address, Occupation, Father's Name, Mother's Name**

- **Voter F/print or Signature:** Asks the voter to sign/thumbprint the “**Supplementary list to the RV**” in the dedicated space.
- Checks the left hand index finger for traces of ink
If the voter has been inked s/he can't vote again.
- Presiding Officer informs Ballot Paper Issuer 1 and Ballot Paper Issuer 2 on the type of ballots to be issued to the voter
- Directs the voter to the Ballot Paper Issuer 1
- Continue the rest of voting procedures normally

3.10 Closing of the Poll



Polling closes at **5pm**. However, voters standing in the queues at this time can still vote. Any person joining the queue after 5pm should not be allowed to vote.

3.10.1 Close of the Polling Centre

At exactly 5pm, the Polling Centre Queue Controller must ensure that all voters have joined the Polling Station queue, and close the entrance to the Polling Centre. If the Polling Centre does not have a door or if the queue is too large to fit inside the Polling Centre, one of the Polling Centre Queue Controllers stands at the end of the line to ensure that no voter attempts to join it. The Polling Centre Queue Controller must control the entrance and exit of the centre until the counting of votes has finished in all the stations.

3.10.2 Close of the Polling Station

The Presiding Officer counts the voters standing in the queue and asks the Polling Station Queue Controller to stand behind the last person. The Polling Station Queue Controller should not allow voters who arrive after 5pm to join the queue. After the last voter in the queue has voted, polling closes.

Immediately after the last voter has voted, the Presiding Officer will:

1. Inform polling staff and Party/Candidate Agents that the poll is closed
2. Ask the Polling Station Queue Controller to monitor all persons entering or leaving the Polling Station
3. Immediately seal the slot of the four ballot boxes and record the number of each of the seals in the After polling section of the Record of Seals Form
4. It is the Presiding Officer task to fill the RRFs, he/she starts with Presidential ballot box and subsequently Parliamentary, Chairperson and Councillors ballots. A clipboard has been provided to assist in this task. Use only one form at a time
5. Start first with Presidential Ballot Papers and RRF; fill in the information below:
 - Confirm/check that rows **A, B** and **C** of the reconciliation form (Section A of the RRF) have been accurately filled in

- Calculate the total number of ballots of presidential election received and enter this figure in row **D** of the Reconciliation and Result form (**A+B +C= D**)
 - Count the number of unused ballots of presidential election and enter this figure in row **E** of the Reconciliation and Result Form. **Two counts** by Presiding Officer and Voter Identification Officer must be done for this step before entering the matching figure in row **E**
 - Calculate the number of ballots used for presidential election and enter this figure in row **F**, (**D-E = F**)
 - Count the number of spoiled ballots and enter this figure in row **G**
 - Repeat the same process for each election and fill out each RRF accordingly
6. Bring Tamper Evident Envelope TEE 6a, and fill in the information on the TEE for Presidential election
District Name: Write the name of the district where the Polling Station is located;
Constituency number: Write the constituency number where the Polling Station is located;
Ward number: Write the ward number where the Polling Station is located;
Polling Centre code: Write the five (5) digits code assigned to that PC;
Polling Centre name: Write the name of the Polling Centre assigned to that location;
Polling Station number: Write the two digits number
 7. Place the following items in the TTE **without sealing it:**
 - Unused ballots
 - Used stubs
 - Spoiled ballots
 8. Repeat the above points (5, 6, and 7) steps subsequently for Parliamentary, Chairs/Mayors and Councillors ballots.
Do not forget that different TEEs are assigned to each election as follow:
 - TEE **6a** = Unused ballots, used stubs and spoiled ballots for Presidential elections;
 - TEE **6b** = Unused ballots, used stubs and spoiled ballots for Parliamentary elections;
 - TEE **6c** = Unused ballots, used stubs and spoiled ballots for Chair/Mayor elections;
 - TEE **6d** = Unused ballots, used stubs and spoiled ballots for Councillors elections.
 9. Safely store the four **unsealed** TEEs 6 in safe and visible place.
 10. Record the names of the party/Candidate Agents and Observers present for the counting process in the Presiding Officer's Journal
 11. Collect all other polling materials and put them on aside table in safe and visible place; you will use some of them during counting
 12. Start preparing the Polling Station for the counting processes

- **Do not seal at this stage. You would need to add additional items or access these TEEs throughout the other stages of counting and packing.**
- **Fill in one set of RRF in time, start with Presidential, subsequently for Parliamentary, Chair/Mayor and Councillors ballots.**

CHAPTER FOUR

4. Counting

4.1 Introduction to the Count

It is essential for an efficient and transparent counting process that all stakeholders involved are clear of their roles in the process. Therefore, once the Polling Station has been prepared for Counting, the Presiding Officer who is responsible for organising the Count in his/her Polling Station will explain the entire process to all those present in the Polling Station. The Presiding Officer will pay particular attention to the role of party/Candidate Agents and Observers and what they are permitted to do and what they must not do.

The counting of the ballots will be done in **five stages**, and these are:

1. **Screening:** This stage is aimed at identifying and putting aside ballots that were misplaced in the wrong ballot box during the polling process.
2. **Reunification:** Through the reunification process, misplaced ballots will be placed in their correct ballot box and joined with the group of ballots they belong to
3. **Reconciliation:** Reconciliation means checking that the number of ballot papers in each ballot box is equal to the number of ballots handed out to voters in that specific Polling Station. Also, this step is meant to note an accurate record of the number of ballot papers used in each Polling Station.
4. **Sorting:** During this phase, the ballot papers are sorted by candidates.
5. **Counting:** During this phase, the total votes obtained by each candidate are counted.

4.1.1 Transparency of the Process

Transparency is vital to the counting process. It is essential that all the stages of the process are transparent, and that it should not be possible for any person to have grounds for claiming that the process was open to fraud or manipulation. In order to ensure the transparency of the process, the Presiding Officer should follow the instructions given below:

1. Treat Party/Candidate Agents, Observers and Media courteously and answer their questions promptly and accurately
2. Be responsive to complaints brought to your attention by Party/Candidate Agents
3. Make appropriate announcements when special circumstances arise
4. Determine if complaints are justified and take appropriate steps to make corrections if warranted. Any such complaint must be recorded in the Presiding Officers' Journal

5. Repeat the count if asked to do so by a Party/Candidate Agent. Nevertheless, Presiding Officer may refuse to do so if in his opinion, the request is unreasonable

The Presiding Officer must record in the Journal issues raised by a Party/Candidate Agents and, where possible, resolve them

- **At no point during the process are Party/Candidate Agents and Observers allowed to handle sensitive materials.**
- **Party/Candidate Agents and Observers may remain in the Polling Station until the count is completed and all materials are sealed and packed for delivery**

4.2 Preparation for the Counting

4.2.1 Arranging the Polling Station for the counting process

The Polling Station will be laid out in such a manner as to facilitate the easy handling and counting of the ballots. Polling officials, under the supervision of the Presiding Officer, will:

- Join tables together in order to have just one large table space for the ballots; use the tape in case you need to cover holes between the tables
- Allocate a space for Party/Candidate Agents and Observers in the Polling Station, so that they are able to see all the stages of the count
- Place the tables directly in front of where the observers and agents will be stationed, and in a way which will enable the polling staff to comfortably conduct the counting of votes
- Prepare an area for the four ballot boxes; it is important that they can be seen at all times
- Prepare a separate table for the counting materials, and ensure that all materials are ready for the counting process (see list below)

4.2.2 Preparation of Counting Materials

Once the ballot boxes are sealed following completion of polling, the Presiding Officer will place them in a visible, separate area where they will remain until the screening of ballot papers begins.

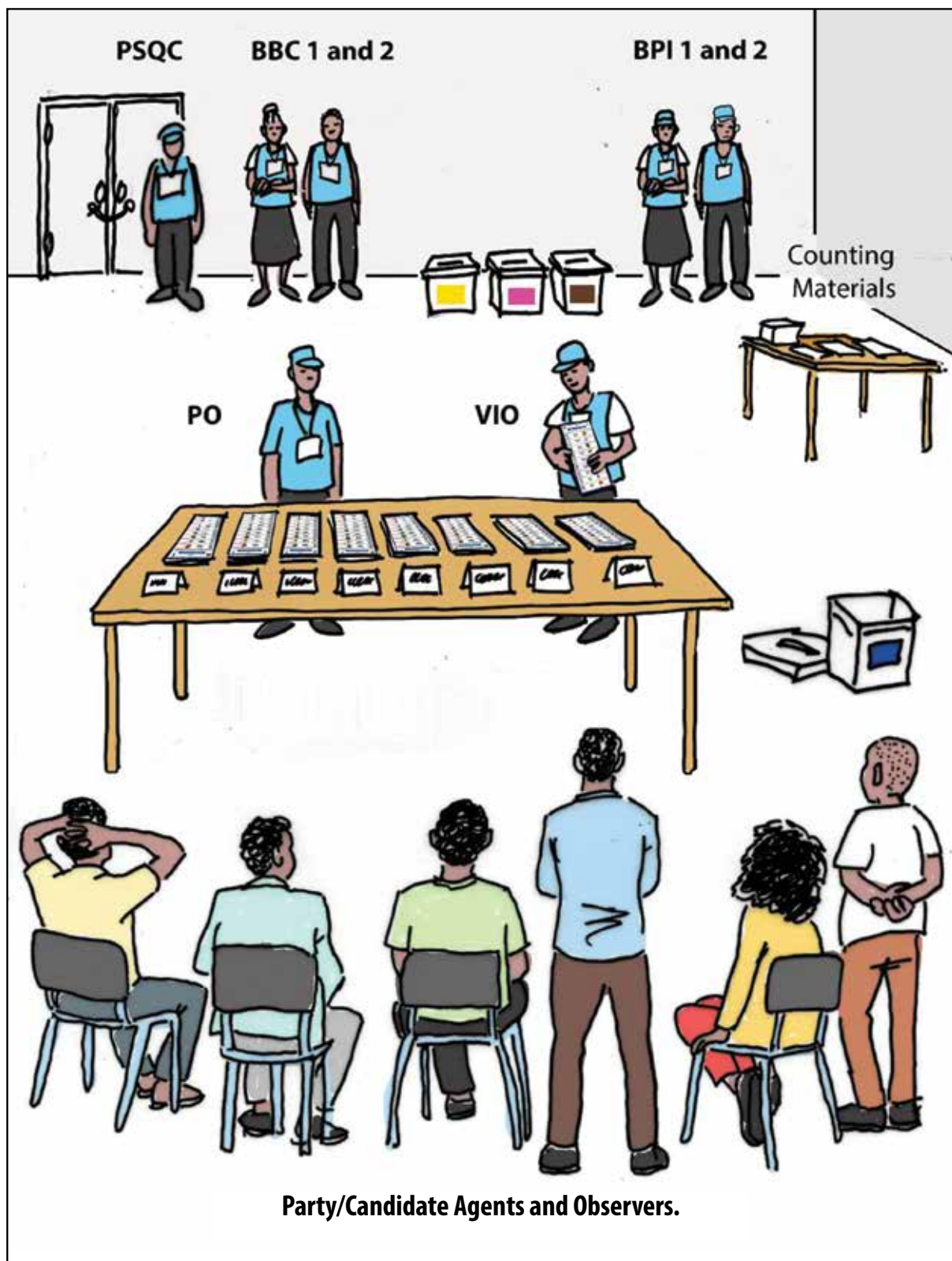
Materials required for the counting process should be carefully checked and placed in the appropriate area/table before the commencement of the counting process.

The following materials will be used during the counting process (some of these materials will have to be retrieved from the TEEs where they were previously placed):

- The Polling and Counting Manual
- Reconciliation and Result Form 1 – Presidential Elections

- Reconciliation and Result Form 2 – Parliamentary Elections
- Reconciliation and Result Form 3 – Chair/Mayor Elections
- Reconciliation and Result Form 4 (a or b) – Local Council Elections
- The additional sets of the four RRFs for Party/Candidate Agents and Observers
- Envelope for misplaced ballots
- Tamper Evident Envelope 1, 2, 3, 4, and 5 (all empty)
- Tamper Evident Envelopes 6 a, b, c and d, unsealed and containing: (unused ballots, spoiled ballots in their envelope, and used stubs)
- Presiding Officer Journal
- Record of Seals Form
- Record of the count worksheet (for multi-member wards only)
- Inkpads
- Official stamps
- Unused plastic seals
- Calculator
- Rubber bands
- Paper clips
- Pens (black and red)
- Indelible markers (to write on TEEs)
- Lanterns.

In preparation for the commencement of the counting process, the dedicated tables should be completely empty.



COUNTING STATION LAYOUT

4.3 Starting of the Count

Opening the ballot boxes

It is important that agents and electoral observers witness the opening of the ballot boxes. If, however, there are no Agents or Observers present, the Presiding Officer will still start the process. Before a ballot box is opened, the Presiding Officer will:

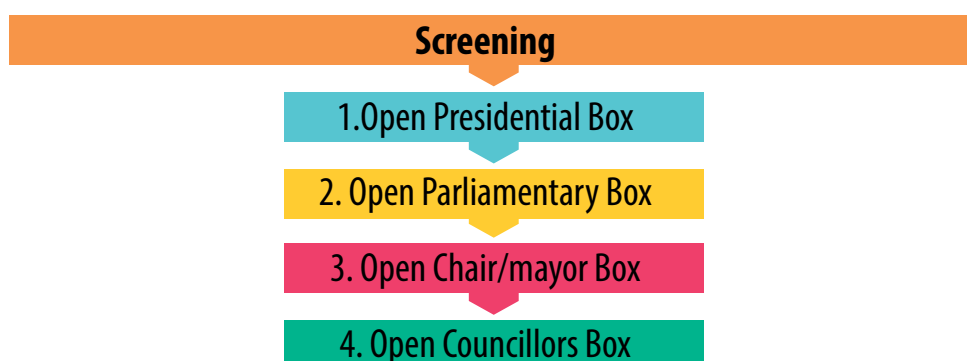
- Confirm the seal numbers recorded on the Record of Seals Form with the numbers of seals on the ballot boxes
- Ask Party/Candidate Agents and Observers to check seal numbers before seals are removed
- Cut three of the seals of the ballot box, **but never cut the slot seal on top of the ballot box**

Throughout the five stages of the counting process the four ballot boxes will be opened and closed twice:

Ballot box opened	Ballot box closed
1. Before the screening process	After the screening process
2. Before the reunification process	After the counting process

4.4 Screening of Ballot Papers

The screening of ballot papers is meant to identify ballots that have been mistakenly cast in the wrong ballot box during polling. Each of the four boxes will be opened, one at the time, misplaced ballots, if any, will be put aside in one dedicated envelope and the boxes will be then sealed again. The Presidential ballots will be screened first followed by the Parliamentary, Chair/Mayor and Councillor ballots.



The process

- The Presiding Officer will:
- Break three corner seals of the ballot box
- Record the three seal numbers in the Record of Seals

- Open the ballot box and empty the ballot box in the centre of the table
- Unfold the ballot papers one at a time
- Place all the ballot papers face down in one pile so that only the back of the ballot is visible
- If a misplaced ballot is found announce it to Party/Candidate Agents and Observers
- Place it in the envelope for misplaced ballots without looking at the front of the ballot
- Once all ballots have been screened, carefully place the pile of ballots back into its ballot box
- Reseal the ballot boxes with new seals
- Record the seal numbers in the relevant section of the Record of Seals

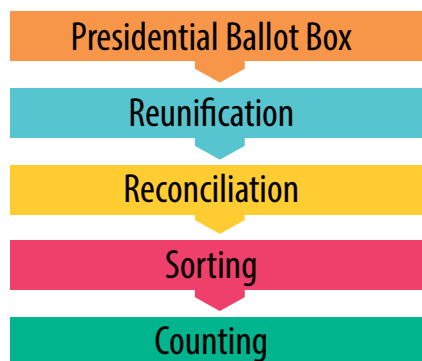
Note: No counting of ballots required at this stage

After the screening of Presidential ballots has ended, the Presiding Officer proceed with the screening of the other ballot boxes and keep placing misplaced ballots, if any, in the same dedicated envelope. When all four boxes have been screened, the reunification process will start.

- **Open one ballot Box in each time, start with first with Presidential ballot box**
- **Make sure to screen all ballot boxes before moving to reunification process**

4.5 Reunification, Reconciliation, Sorting and Counting of ballots

After all four ballot boxes have been screened and sealed, the other four stages of the counting process will start, with the Presidential box, which will be opened again and ballots will first reunited, then reconciled, sorted and counted. The same process to be repeated for the rest of the three ballot boxes of Parliamentary, Chair/ Mayor and Councillor.



The process of Reunification

The Presiding Officer will:

- Break the seals of the ballot box

- Record the numbers in the Record of Seals
- Open the ballot box in full view of Party/Candidate Agents and Observers
- Draw the pile of ballot papers from the box and place in the centre of the table
- Show the empty ballot box to the Party/Candidate Agents and Observers
- Remove all the misplaced ballots from the dedicated envelope.
- Identify the misplaced ballots belonging to the box, announce the number to Agents and Observers, and reunify them placing them on the top of the pile
- After the misplaced ballots have been reunited to their respective pile, the reconciliation process will follow

4.6 Reconciliation of Ballot Papers

During the reconciliation process ballot papers will be counted for the first time (**no counting of votes marked at this stage**).

The Presiding Officer together the Voter Identification Officer will be involved in the reconciliation, sorting and counting processes. The two Ballot Paper Issuers would act as assistants if needed and carefully follow the instructions provided. The Polling Station Queue Controller will remain in charge of controlling the entrance to the Polling Station while the Ballot Box Controller will be on standby and replace Ballot Paper Issuers if needed.

The Reconciliation Process

The staff involved in reconciliation will:

- Count the ballot papers into piles of 50; repeat the count of the same 50 ballots by another officer
- Check all ballots paper stamp from the back, and put them into stamped and unstamped piles
- A rubber band should be placed around each bundle of 50 ballot papers and the bundle immediately recounted by another staff member to confirm the quantity
- Bundles of less than 50 ballot papers will be clipped with a piece of paper indicating the number of ballots (do not place a rubber band around any bundle of less than 50 ballots)
- Bundle of less than 50 ballots are recounted by another staff member to confirm the quantity
- Un-stamped ballots should be placed in a separate bundle without looking at the front of the ballot. The unstamped ballot papers will be included in the reconciliation count but will be treated as invalid
- The Presiding Officer will add the totals of stamped and unstamped ballots to determine the total number of ballot papers taken from the ballot box; and announces the total number

4.6.1 How to fill in section a of the RRF during counting

- H. Count the total number of ballot papers ballots found inside the ballot box (including misplaced ballots) and write the total number in this row **H**;
- I. Record the discrepancy (+/-), if any ($H + G - F = I$): Add **H** and **G** and subtract **F** from the total. Use the calculator. If there is no discrepancy, write "000" Row **I**

If there is any discrepancy, recounts and recalculations will be made according to procedures described above, and if the discrepancy is confirmed write the figure in Row **I**. and proceed.

After filling all details in the Reconciliation Form (Section A of the RRF) for each election, the Presiding Officer must accurately copy these details on the other sets of RRF for Party/Candidate Agents and/or Observers

4.6.2 Procedures to be followed in case of discrepancy

Any discrepancy issue should be solved at this very stage. In order to solve discrepancies in the Polling Station, the Presiding Officer must follow steps as outlined below:

- The Presiding Officer checks if all calculations (**Rows D, F and I**) in the Reconciliation and Result Form are correct. If a mistake is found, correct the affected Row with **RED PEN**. If no mistake is found proceeds with the next steps,
- The Presiding Officer must recount ballot papers found in the ballot box (including misplaced ballots previously reunified) and crosscheck if the number entered in **Row H** is correct. If a mistake is found, correct **Row H** with **RED PEN**; If no mistake is found proceeds with the next steps,
- The Presiding Officer recounts the spoiled ballot papers against the numbers recorded in **Row G** to confirm that the numbers recorded are correct. If a mistake is found, correct **Row G** with **RED PEN**. If no mistake is found proceeds with the next steps,
- The Presiding Officer recounts the unused ballots papers and crosschecks if the number entered in **Row E** is correct. If a mistake is found, correct **Row E** with **RED PEN**.

In the cases where discrepancy is not solved by following the above steps, the Presiding Officer will:

- Record the discrepancy in **Row I** of the Presiding Officer Ballot Paper Reconciliation Form (Section A of the RRF) and inform Agents and Observers.
- Record the information on Presiding Officer's Journal, and inform the Polling Centre Manager who in turn will inform the Ward Coordinator of the discrepancy.
- Announce that the reconciliation has been satisfactorily completed for that election and inform all the parties presents about the total number of ballots found in the ballot box.
- Continue the counting process.

4.7 Sorting of Ballot Papers

After the ballot box has been reconciled, sorting and counting of the ballot papers will immediately follow. In the sorting and counting of ballot papers, the Presiding Officer and the Voter Identification Officer will be involved. If assistance is needed Ballot Paper Issuers will be asked to help.

The Process

Before the start of sorting, the Presiding Officer will explain the process to the Party/Candidate Agents and Observers present at the Polling Station, and he/she will prepare name cards (blank papers is provided for this purpose) for each candidate appearing on the ballot paper for the relevant election to facilitate accurate and easy sorting of the ballots. A card for invalid ballot papers will also be written.

Sample of name of paper cards is shown below.



During the sorting process, the Presiding Officer:

- Takes off elastic bands and paper clips from the bundles of ballot papers
- **Unstamped ballot papers** identified during the Reconciliation process will be separated and will be placed in the stack of invalid ballot papers

Take a ballot paper, one at a time, and declare the voter's choice of candidate

- Show each ballot paper to the Agents and Observers in order to ensure the transparency of the process
- Hands over the ballot paper to the Voter Identification Officer, he/she places the ballot paper in the stack for the candidate

The Presiding Officer during this process will determine the validity of the ballot papers

Important: Throughout the process, polling staff should periodically check under their chairs and tables to make sure that nothing has accidentally fallen to the floor.

4.7.1 General principles for determining Valid or Invalid Ballots

The rules for determining valid and invalid ballots have been based on the principle that, to the greatest extent possible, the ballot should be counted **if the intention of the voter is clear**. In other words, every ballot shall be presumed to be valid unless there is a clear and good reason to justify its rejection. This policy is based on the fundamental principle that the object of any election is to obtain the expressed will of the voter.

Rules for determining Valid ballots

A ballot will be considered as a valid ballot if the voter's intention is clear.

Voters record their choice by marking the space on the ballot paper corresponding to the candidate of their choice with a pen or thumbprint. The Presiding Officer

must interpret this requirement as liberally as possible. The guiding principle is that all voters tried to record a choice. Do not consider ballot papers as invalid for arbitrary reasons.

Ballot papers are valid if;

- There is a mark of any description (other than a mark which will identify a voter) which is clearly in the area allocated to a candidate on the ballot paper and there are no other marks on the ballot paper
- There are 2 or more marks on the ballot paper, but they are all within the area allocated to a single candidate
- There are 2 or more marks on the ballot paper, but the Presiding Officer is satisfied that one mark represents the voter's intention and that the other marks are stray marks, (provided that they are outside of the boxes corresponding to the candidates)
- The ballot is torn but boxes for all candidates remain intact and voter's mark is clear,
- A mark made in a box touches other boxes, but the greater part of the mark is within a single box next to one candidate, i.e. the major portion of the mark is within the box for one candidate

Rules for determining Invalid Ballots

Ballot papers are not valid if the intention of voter is not clear. Below are some of the cases when a **ballot paper will be considered invalid if:**

- There is no official stamp on the back of the ballot paper
- There is writing (ex. a name or signature) on the ballot paper by which the voter may be identified
- There is no mark of any description on the ballot paper
- There is only one mark on the ballot paper but it is impossible to be sure which candidate it has been recorded for
- The voter has made marks indicating a choice for more than one candidate
- A mark is placed so that its greater portion is between two boxes
- The ballot is torn so as to remove one or more boxes used for marking a voter's choice
- A mark indicating a choice for one candidate has been altered, erased or crossed out, and another choice has been marked

If the ballot paper is invalid, the Presiding Officer will write the word **"INVALID"** on the back of the ballot paper with **RED PEN** to indicate that the particular ballot is invalid.

If a Party/ candidate Agent is not satisfied with the decision of the Presiding Officer, he/she may object to a decision of the Presiding Officer. In this case the

Presiding Officer will also write on the back of ballot paper **“OBJECTED TO”** with **RED PEN**.

- **Decision of the Presiding Officer in respect of Ballot Papers in the Polling Station shall be final.**

In case the Party/Candidate Agent is not satisfied with the decision of the Presiding Officer to the invalidation, the Presiding Officer should advise him/her that he/she can object further at the District Electoral Office.

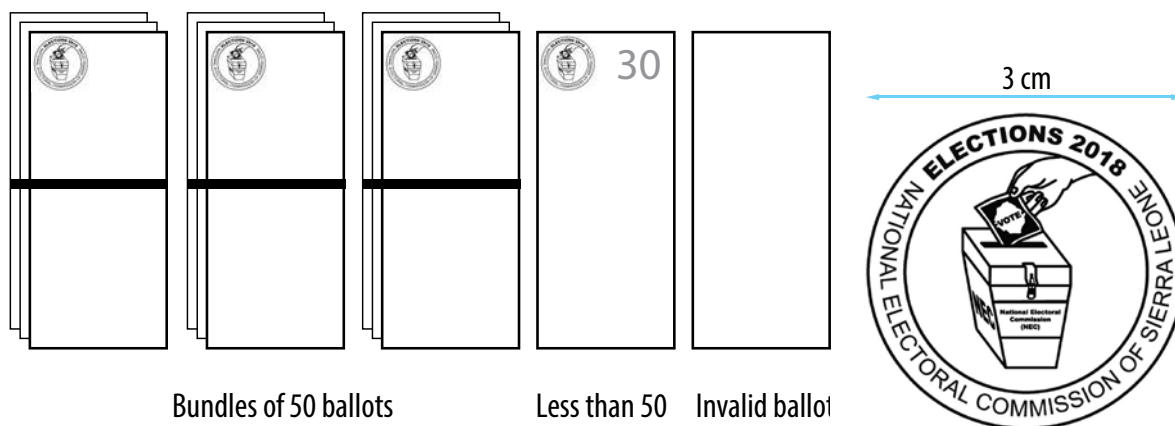
4.8 Counting of Votes

Once the ballots have been sorted into separate stacks for each candidate (plus the stack for invalid ballots), each stack will be counted separately in the order in which the candidates appear on the ballot until all candidates have been counted. When the stacks have been counted for all candidates, the invalid ballots will be counted. Only the Presiding Officer and the Voter Identification Officer will count the ballot papers. The process will be carried out in the following way:

- The Presiding Officer will assign the Voter Identification Officer to count the ballots for each candidate
- The Presiding Officer will recount votes for each candidate to confirm that the total is reached twice before any record on the number of votes for each candidate is written on the RRF
- Counting of votes must be done in full view of Party/candidate Agents and Observers
- When the ballots are counted for each candidate (and votes entered in the in the RRF), the Presiding Officer will:
 - Place a rubber band around each bundle of 50 ballots separately; after that, another rubber band will be placed to tie all ballots for each candidate. In cases of bundles with less than 50 ballot papers, the Presiding Officer writes the number of ballots on a piece of paper and clips the number to the bundle
 - Collects all ballot bundles and joined together with another rubber
 - Make a separate bundle for the invalid ballot papers
 - Join the two bundles together with a rubber band in order to create only one bundle
 - This one bundle will include ballots of candidates and invalid ballot papers
 - Place the ballot papers bundles inside the ballot box

Note: Do not place a rubber band around any internal bundle of less than 50.

- The Presiding Officer will announce the results loudly after votes are counted for each candidate so that Agents and Observers present at the Polling Station can record the results.



4.8.1. How to fill the Result in the Reconciliation and Result Form (Section B of the RRF) after Counting

The Presiding Officer fills Section B of the RRF for Presidential election to record the number of votes obtained by each of the candidate in that particular Polling Station.

After Counting:

This part of the form is filled when the counting of votes for all candidates is completed:

- J. Total number of valid votes for candidates:** Add up all the votes obtained by each candidate and enter the total in this box.
- K. Total number of invalid ballots:** Write the total number of invalid ballot papers.
- L. Total number of ballots (J+K=L):** Add up **J** (Total number of votes for candidates) to **K** (Total number of invalid ballots) and enter the total in this box.
- M. Record Discrepancy (+/-), if any (L-H=M):** Follow the steps below
 - Calculate if there is any discrepancy to be entered in **box M** ($L - H = M$).
 - If there is no discrepancy write “000” in **box M**. This ballot box may go forward to the next stage (packing of the ballot box)
 - If any discrepancy exists, recount votes for each candidate and crosscheck if the number entered in the corresponding row of the Polling Station Result in Section B of the RRF is correct. If a mistake is found correct the figure with **RED PEN**
 - If the discrepancy is not solved, record the discrepancy in **box M** of the Polling Station Result Section B of the RRF and inform accordingly party/independent candidate agents and observers
 - Record the information on Presiding Officer’s Journal, and inform the Polling Centre Manager who in turn will inform the Ward Coordinator of the discrepancy
 - Announce that the counting process has been completed for that election and inform all parties presents about the number of votes for each candidate

After having completed all counting procedures, the Presiding Officer will record the final details listed below:

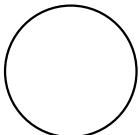
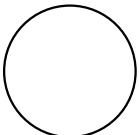
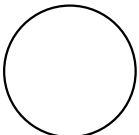
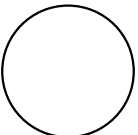
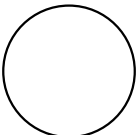
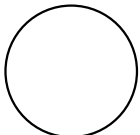
Signature of Presiding Officer and stamp: The Presiding Officer will sign the Reconciliation and Result Form. The Presiding Officer will then stamp (in the dedicated area) both **original and four copies** of the RRF

Date: Fill in the date when the Presiding Officer fills in the RRF. Format to be followed: dd/mm/yy.

Name and Signature of Party/Candidate Agents and/or Observers: Party/Candidate Agents and observers write their names, and sign the form. If they are not willing to sign the form (or no agent/observer is present), the Presiding Officer will record this information in the Presiding Officers Journal

After filling all details in the RRF (Section B) for each election, the Presiding Officer must accurately copy these details on the two other sets of RRF for Party/Candidate Agents and Observers. Original and all copies of the RRFs for Party/Candidate Agents and Observers must be stamped

Important Note: Do not write/mark the RRF section showed below. This will be solely used during the data entry process.

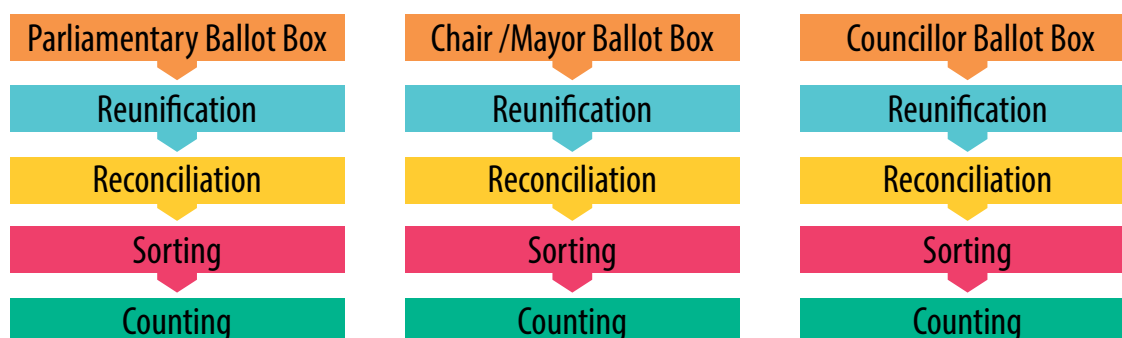
1st DATA ENTRY		2st DATA ENTRY		AUDIT	ARCHIVE
					

After the **Presidential** ballot box is complete, counting is the Presiding Officer places the NEC set of RRF inside the box along with the sorted and counted ballots; the box must be placed aside on the visibility of all yet in safe place without sealing the box, to be ready for packing procedures in later stage.

The Presiding Officer can distribute the other sets of Reconciliation and Result Form of **Presidential Election to Party/Candidate** Agents and Observers in this step.

4.8.2 Reunification, Reconciliation, Sorting and Counting of Parliamentary, Chair/Mayor and Councillors Elections

The same above counting procedures to be repeated for the rest of the three boxes of Parliamentary, Chairs/Mayors and Councillor.as in following charts



By the end of counting the Presiding Officer must have the four elections ballot boxes containing NEC RRFs ready for the packing process.

• **Remember don't seal the boxes in this stage.**

Counting Procedures		
STEP 1 SCREENING - First open Presidential Ballot Box, - Identify ballots that have been mistakenly cast in the wrong ballot box during polling. - Put aside any misplaced ballots in one envelope and the box will be then sealed again.		
- Do the same process for: - Parliamentary Ballot Box, - Mayor/Chair Ballot Box and - Councillors Ballot Box, each time one ballot box only.		
STEP 2 REUNIFICATION <u>Presidential Ballot Box</u> - Open Presidential Ballot Box - Retune misplaced Presidential ballot papers to its box		
STEP 3 RECONCILIATION <u>Presidential Ballot Box</u> - Count the Ballot papers of the Presidential Ballot Box - Check all ballot papers have stamp from the back, and put them into two piles stamped and unstamped - Makes bundles of 50 ballot papers of stamped ballots - Fill section A of the RRF After Reunification step (H and I) rows		
STEP 4 SORTING <u>Presidential Ballot Box</u> - Make paper mark with names of all candidates and for the invalid - Open one band and take a ballot paper, one at a time to declare the voter's choice of candidate in each ballot paper - Place the ballot paper in the stack for the candidate - When there is invalid ballot paper place it in the invalid stack if any		
STEP 5 COUNTING <u>Presidential Ballot Box</u> - Count votes for each candidate, repeat the count twice - Record the number of votes for each candidate in section B of the RRF - Fill in J, K, L and M rows in section B of the RRF - Collect all of the valid ballot papers bundles, and make a separate bundle for the invalid ballot papers - Place the ballot papers bundles inside the Presidential ballot		
STEP 6 REPEAT steps 2, 3, 4 and 5for: - Parliamentary Ballot Box - Mayor/Chair Ballot Box and - Councillors Ballot Box Each time one ballot box only.		

4.8.3 Recounting Procedures

Agents present during the count of votes may request a re-count, if they are not satisfied with the initial count. The Presiding Officer may refuse to do so if, in his/her opinion, such a request is unreasonable; otherwise, he/she has to conduct the re-count of votes and, only after the recount is completed and issues are clarified, the Presiding Officer will conclude the counting process and he/she will announce preliminary results for the Polling Station.

If during the second count of votes, number of votes recorded during the first count in the Polling Station result form has changed, the Presiding Officer will make necessary corrections with **RED PEN** in the Polling Station Result Section B of the RRF against the number being corrected.

The Presiding Officer will then record reasons for recount in the Presiding Officer Journal and, if any change on the votes obtained by candidates or on invalid votes has occurred during the recount of votes.

CHAPTER FIVE

5. Packing

5.1 Packing of Polling Station materials

The Presiding Officer will pack sensitive and non-sensitive materials at the end of the polling and counting processes, and he/she will hand over all materials to the Polling Centre Manager.

5.1.1 Packing of Sensitive Materials

Marked ballot papers (inside the four ballot boxes), and all TEEs (1 to 6 for the Polling Stations and TEE 7 for the Polling Centre s) are considered sensitive materials. Instructions for packing the above materials are as follows.

How to pack Polling Station TEEs

The Presiding Officer must ensure that all necessary materials are enclosed in the relevant TEEs.

IMPORTANT: when packing TEEs, the Presiding Officer must follow the order of materials as printed in each TEE and he/she must ensure that correct numbers for each item enclosed are recorded on the TEEs label.

Special attention should be given to ensure that correct copies of Reconciliation and Result Form are packed in correct TEEs.

5.1.2 How to pack TEE 1, 2 and 3

The Presiding Officer must have the table used for counting empty and ready for packing,

The Presiding Officer bring TTEs: 1, 2 and 3 and filled with the following **details:**

District Name: Write the name of the district where the Polling Station is located

Constituency number: Write the constituency number where the Polling Station is located

Ward number: Write the ward number where the Polling Station is located

Polling centre code: Write the five (5) digits code assigned to that PC

Polling centre name: Write the name of the Polling Centre

Polling station number: Write the two digits number assigned to the Polling Station.

The Presiding Officer will:

1. Place TEEs 1, 2, and 3 in the table
2. Place NEC RRFs for the four elections on the table; then:
 - Remove the original white page of the presidential election and placed to TEE 1
 - Remove the first copy pink of the presidential election and placed to TEE 2
 - Remove the second copy blue of the presidential election and placed to TEE 3
3. Repeat the same for the rest of the RRFs for the other three elections as in the following table:

TEE 1 – Regional Tally Centre	TEE 2 – National Tally Centre	TEE 3 – District Office
1. RRF 1: original page (white)	1. RRF 1: 1st copy (pink)	1. RRF 1: 2nd copy (blue)
2. RRF 2: original page (white)	2. RRF 2: 1st copy (pink)	2. RRF 2: 2nd copy (blue)
3. RRF 3: original page (white)	3. RRF 3: 1st copy (pink)	3. RRF 3: 2nd copy (blue)
4. RRF 4a or 4b: original page (white)	4. RRF 4a or 4b: 1st copy (pink)	4. RRF 4a or 4b: 2nd copy (blue)

4. Check each of the TEE content, each TEE must include 4 types of elections RRFs
5. Keep TEE (1, 2, and 3) on the top of the table and aside. **Don't seal the TEEs in this stage**

5.1.3 How to pack TEE 6a, 6b, 6c and 6d

The Presiding Officer will:

1. Bring the TEEs 6a, b, c and d, put them in the table
2. Check if the all TEE 6 (a, b, c and d) have accurate list of materials
3. Present the rest copies of the four sets of the RRF in the table; and:
 - Remove the yellow copy of the Presidential election RRF and placed to TEE 6a
 - Remove the yellow copy of the Parliamentary election RRF and placed to TEE 6b
 - Remove the yellow copy of the Mayor/Chair election RRF and placed to TEE 6c
 - Remove the yellow copy of the Councillors election RRF and placed to TEE 6d
4. Keep all of the above TTEs on the on the top of the table, and don't seal the TEEs in this stage
5. The Presiding Officer will display the Reconciliation and Results Form (green) copy of the four RRFs with signatures and stamps on the outer side of the door of the Polling Station

The following table explain the list of each TEE 6 (a, b c, d) contents:

Type of Election	Items		TEE		Final Placement
Presidential	- RRF 1: 3rd copy (yellow) - Used Stubs - Spoiled ballots (in envelope) - Unused ballots (with stubs)		TEE 6a		Presidential box
Parliamentary	- RRF 2: 3rd copy (yellow) - Used Stubs - Spoiled ballots (in envelope) - Unused ballots (with stubs)		TEE 6b		Parliamentary box
Chair/Mayor	- RRF 3: 3rd copy (yellow) - Used Stubs - Spoiled ballots (in envelope) - Unused ballots (with stubs)		TEE 6c		Chair/Mayor box
Councillors	- RRF 4 or 4b: 3rd copy (yellow) - Used Stubs - Spoiled ballots (in envelope) - Unused ballots (with stubs)		TEE 6d		Councillor box

5.1.4 How to pack TEES 4 and 5

The Presiding Officer will now fill the details below on TEE4 and TEE 5:

District Name: Write the name of the district where the Polling Station is located

Constituency number: Write the constituency number where the Polling Station is located

Ward number: Write the ward number where the Polling Station is located

Polling centre code: Write the five (5) digits code assigned to that PC

Polling centre name: Write the name of the Polling Centre

Polling station number: Write the two digits number assigned to the Polling Station.

The Presiding Officer will pack the remaining sensitive materials in TEE 4 and 5 as detailed below:

TEE 4 Contents:

1. Polling Station Register of Voters plus "Supplementary RV" form of the last station
2. Presiding Officer's Journal
3. Record of Seals Form (RSF)
4. Original Record of the Count Worksheet (only for Multi-Member wards).

5. Copies of UNUSED RRF 1 (for Party/Candidate Agents and/or Observers), if any
6. Copies of UNUSED RRF 2 (for Party/Candidate Agents and/or Observers), if any
7. Copies of UNUSED RRF 3 (for Party/Candidate Agents and/or Observers), if any
8. Copies of UNUSED RRF 4a or 4b (for Party/Candidate Agents and/or Observers), if any

TEE 5 Contents:

1. Indelible ink (well closed, in a plastic small bag if possible)
2. TBG
3. Official stamps
4. Inkpad
5. Unused plastic seals

IMPORTANT NOTE: Remember first to bring out (20 seals for four ballot boxes) to seal the four ballot boxes

5.1.5 Checking the packing

The Presiding Officer will request the Polling Centre Manager to come and check all TEEs before sealing them. After Polling Centre Manager confirm that the right forms, items, and materials are in the correct TEEs, then:

1. The Presiding Officer enter the following information of the all the TEES:
 - Name/signature of Presiding Officer:** It is the portion of the TEE where the Presiding Officer will write his/her name and sign after the TEE is duly completed;
 - Date:** Fill in the date when the Presiding Officer fills in the TEE. dd/mm/yy.
 - Remarks (if any):** Write any remarks that relates to the materials that are enclosed in the TEE.
2. The Presiding Officer will seal the TEES as in the following order:
 - Seal TEEs 1, 2, 3 first.
 - Seal TEEs 6a and place it inside the Presidential election ballot box;
 - Seal TEEs 6b and place it inside the Parliamentary election ballot box;
 - Seal TEEs 6c and place it inside the Chairs/ Mayors election ballot box;
 - Seal TEEs 6d and place it inside the Councillors election ballot box;
3. The Presiding Officer will place TEE 6 (a, b, c, d) in the corresponding Ballot boxes, seal the four boxes one after one; each box must be closed with five seals.

4. Retrieve the RSF form from TTE 4, and recorded the seals numbers in the RSF form; and return RSF back to TEEs 4.

Seal TEE 4

Seal TEE 5

5. The Presiding Officer must bundle together with a piece of string TEEs 1 to 5, and put them next to the four ballot boxes ready for transfer to Polling Centre Manager.

• No one is allowed to tamper with the seals of the ballot box or contents of the ballot box after sealing it.

5.1.6 Packing of Non-Sensitive Materials

Non sensitive materials will be packed immediately after the sensitive materials are packed. All non-sensitive items must be packed into the Polling Station kit. Voting screens will as well be packed and must be returned to the Polling Centre Manager. It is important that all materials are returned to the district electoral offices as these can be used for future elections.

Polling Station staff must ensure that no election material is left behind.

5.2 Delivery of Sensitive and Non-Sensitive Materials to the Polling Centre Manager

Once the packing of sensitive and non -sensitive materials for the Polling Station has been concluded, the Presiding Officer must deliver all materials to the Polling Centre Manager following the order as outlined in the "Material Transfer Form after Counting from Presiding Officer to Polling Centre Manager" (MTF 3):

1. TEE 1 (Sealed and duly filled out);
2. TEE 2 (Sealed and duly filled out);
3. TEE 3 (Sealed and duly filled out);
4. TEE 4 (Sealed and duly filled out);
5. TEE 5 (Sealed and duly filled out);
6. Ballot Box, Presidential Election (closed with 5 seals);
7. Ballot Box, Parliamentary Elections (closed with 5 seals);
8. Ballot Box, Chair/Mayor Elections (closed with 5 seals);
9. Ballot Box, Councillors Elections (closed with 5 seals);
10. Polling station kit;
11. Voting screen(s), and

The Presiding Officer must bundle together with a piece of string TEEs 1 to 5

The Polling Centre Manager must make sure that **all** items are carefully accounted for. Once all the items are handed over to the Polling Centre Manager, the Presiding Officer will request the Polling Centre Manager to sign the MTF 3, he/she will keep the copy and will hand over the original of the form to the Polling Centre Manager.

5.2.1 Material Transfer Form after Counting From Presiding Officer to Polling Centre Manager (MTF 3)

The Material Transfer Form after Counting from Presiding Officer to Polling Centre Manager (MTF3) is used by the Presiding Officer and the Polling Centre Manager to keep track of materials handed over and received after counting.



The MTF 3 comes in duplicate.

The original (white) copy goes to the official receiving the materials, Polling Centre Manager.

The first copy (blue) goes to the official handing over the materials, Presiding Officer.

- **Polling Centre Managers and Presiding Officers must safely and orderly keep all originals and copies of the MTF 3. NEC District Office may request such copies if there is a need to run any cross-check.**

REMEMBER: Whenever you sign an MTF you will be held accountable for the materials received. Make sure that you follow carefully the procedures below when filling in the form:

How to Fill In the MTF 3

SECTION 1: Key information

District: Write the name of the district where the Polling Station is located

Constituency number: Write the number of the constituency where the Polling Station is located

Ward Number: Write the ward number where the Polling Station is located

Polling Centre Name: Write the name of the Polling Centre assigned to that particular location

Polling Centre Code: Write the five digits code which has been assigned to the Polling Centre

Polling Station Number: Write the two digits number assigned to that particular Polling Station

SECTION 2: Tick

Carefully tick each item listed in the form and handed over from Presiding Officer to Polling Centre Manager

SECTION 3:

- **Handed over by:** Presiding officer writes his/her name, date and signature
- **Received by:** Polling Centre Manager writes his/her name, date and signature

5.3 Packing and Delivery by the Polling Centre Manager

After receiving sensitive and non-sensitive materials from each Polling Station, the Polling Centre Manager must pack the Polling Centre materials for onward delivery to the District Electoral Office (DEO) via the Ward Coordinator.

Packing of Sensitive and Non-Sensitive Materials by the Polling Centre Manager

How to fill and pack TEE 7

The Polling Centre Manager will:

1. Enter the details below on TEE 7:
2. **District Name, Constituency number, Ward number, Polling centre code, Polling centre name.**
3. Place the **sensitive** items below into TEE 7 and then seal it to hand it over to the Ward Coordinator:
 Polling Centre Manager Journal.
 Polling Centre RV
 Polling Centre Manager Summary Checklist
4. Write in the corresponding boxes the **exact number of each item enclosed in the TEE**
5. Enter **Name/signature and Date**
Remarks (if any): Write any remarks that relates to the materials that are enclosed in the TEE.

REMEMBER: all non-sensitive materials from both Polling Stations and Polling Centre are of utmost importance and must be returned to the District Electoral Office as all these materials may be used for future elections.

Packing in TEEs		
Items	TEE	
• RRF 1 - Presidential election - Original copy <u>WHITE</u> • RRF 2 - Parliamentary elections - Original copy <u>WHITE</u> • RRF 3 - Chair/Mayor elections - Original copy <u>WHITE</u> • RRF 4 - Councillors elections - Original copy <u>WHITE</u>	TEE 1 <i>To: Regional Tally Centre</i>	
• RRF 1 - Presidential election - First copy <u>BLUE</u> • RRF 2 - Parliamentary elections - First copy <u>BLUE</u> • RRF 3 - Chair/Mayor elections - First copy <u>BLUE</u> • RRF 4 - Councillors elections - First copy <u>BLUE</u>	TEE 2 <i>To: National Tally Centre</i>	
• RRF 1 - Presidential election - Second copy <u>PINK</u> • RRF 2 - Parliamentary elections - Second copy <u>PINK</u> • RRF 3 - Chair/Mayor elections - Second copy <u>PINK</u> • RRF 4 - Councillors elections - Second copy <u>PINK</u>	TEE 3 <i>To: District Tally Centre</i>	
• RRF 1 - Presidential election - Third copy <u>YELLOW</u> • Used Stubs, Spoiled ballots (in envelope) and Unused ballots (with stubs) • <i>Place TEE 6a in Presidential Ballot Box</i>	TEE 6a <i>To: District Office</i>	
• RRF 2 - Parliamentary elections - Third copy <u>YELLOW</u> • Used Stubs, Spoiled ballots (in envelope) and Unused ballots (with stubs) • <i>Place TEE 6b in Parliamentary Ballot Box</i>	TEE 6b <i>To: District Office</i>	
• RRF 3 - Chair/Mayor elections - Third copy <u>YELLOW</u> • Used Stubs, Spoiled ballots (in envelope) and Unused ballots (with stubs) • <i>Place TEE 6c in Chair/Mayor Ballot Box</i>	TEE 6c <i>To: District Office</i>	
• RRF 4a or 4b - Councillors elections - Third copy <u>YELLOW</u> • Used Stubs, Spoiled ballots (in envelope) and Unused ballots (with stubs) • <i>Place TEE 6d in Councillors Ballot Box</i>	TEE 6d <i>To: District Office</i>	
• Polling Station RV • "Supplementary RV" only last station • Presiding Officer's Journal • Record of Seals Form (RSF) • Original Record of the Count Worksheet (only for Multi-Member wards) • Unused plastic seals • Copies of UNUSED RRFs (for party/candidate agents and/or observers)	TEE 4 <i>To: District Office</i>	
• Indelible ink • Tactile Blind Guide TBG • Official stamps • Inkipad	TEE 5 <i>To: District Office</i>	
• Polling Centre Manger Journal • Polling Centre RV • Polling Centre Manger Summary Checklist	TEE 7 <i>To: District Office</i>	

5.4. Delivery of Sensitive and Non-Sensitive Materials to the Ward Coordinator

The Polling Centre Manager will deliver all Sensitive and Non-Sensitive Materials for the Polling Centre and all Polling Station in his centre to the Ward Coordinator only when he/she has completed packing of all these materials for the centre. Polling Centre Managers and Ward Coordinators must give special attention to the sensitive materials, as they are very important for the next stage of the tallying of results (TEEs 1 2 and 3). The Polling Centre Manager, when handing over materials to the Ward Coordinator, must complete the "MTF from Polling Centre Manager to Ward Coordinator to DEO" (MTF 4) following the order as written on the form to ensure that **all items are handed over and the number of items are carefully accounted for and recorded.**

IMPORTANT: In all cases the Polling Centre Manager and one of the Presiding Officers will remain with the TEEs, ballot boxes and all other polling materials at all times until they are handed over to the Ward Coordinator.

Party/Candidate Agents as well as Observers will be allowed to remain with the TEEs and materials until they are collected. Agents and observers are also permitted to travel with the TEEs and materials to the district electoral office but **not** in NEC vehicles. They will be required to make their own transportation arrangements.

5.4.1 the Material Transfer Form from Polling Centre Manager to Ward Coordinator to DEO (MTF 4)

The MTF 4 is the Form that will be used by the Polling Centre Managers, Ward Coordinators and District Electoral Officers to keep track of materials handed over and received at the end of the elections.



The MTF 4 comes in triplicate.

The second copy (pink) goes to the Polling Centre Manager when s/he hands over the materials to the Ward Coordinator

1st Transfer

The first copy (blue) goes to the Ward Coordinator when s/he hand over the materials to the DEO who will keep and safely store

The original (white) MTF (2nd Transfer).

Make sure that you follow carefully the procedures below when filling in the form:

How to Fill in the MTF 4

SECTION 1:

Key information

Fill in the follow information:

District: Write the name of the district where the Polling Centre is located

Constituency number: Write the number of the constituency where the Polling Centre is located

Ward Number: Write the ward number where the Polling Centre is located

Polling Centre Name: Write the name of the Polling Centre assigned to that particular location

Polling Centre Code: Write the five digits code which has been assigned to that Polling Centre

Number of Polling Station: Write the number of Polling Station assigned to that particular PC

SECTION 2:

Number of Items:

Below are the contents of the MTF 4, carefully write the exact number of each item (the list include 13 itemes) which will be handed over from Polling Centre Manager to Ward Coordinator.

No	Items	No	Items
1.	TEEs 1	7.	Ballot Box of Presidential Election
2.	TEEs 2	8.	Ballot Box of Parliamentary Election
3.	TEEs 3	9.	Ballot Box Chair/Mayor Election
4.	TEEs 4	10.	Ballot Boxes of Councillors Election
5.	TEEs 5	11.	Polling Centre Kit
6.	TEEs 7	12.	Polling Station Kits
		13.	Voting Screens

SECTION 3:

1st Transfer:

- **Handed over by:** The PCM writes his/her name, Title, date and signature.
- **Received by:** The WC writes his/her name, Title, date and signature.

After collecting the materials from the Polling Centre Managers in his/her area of responsibility, the Ward Coordinator will timely deliver them to the DEO. At this stage the Ward Coordinator would have a number of MTFs 4 (original + 1st copy) already filled in from the 1st transfer and to be now used for the 2nd transfer. For this 2nd transfer, only the details below will have to be filled after the materials handed over have been carefully accounted for by the DEO

The section below is filled in when the second transfer takes place:

2nd Transfer:

- **Handed over by:** WC writes his/her name, Title, date and signature
- **Received by:** DEO write his/her name, Title, personal information, date and signature

5.4.2 Delivering Materials to the NEC District Electoral Officer

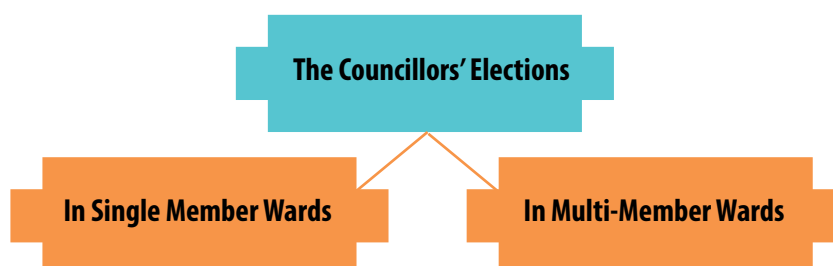
The Ward Coordinator will be responsible for ensuring that all materials collected from Polling Centre Managers assigned to his/her Ward are safely returned to the DEO.

Under no circumstances the Ward Coordinator or any other NEC official are allowed to open any of the TEEs or the ballot box with ballot papers while receiving these items or transporting from Polling Centres to NEC District Office.

CHAPTER SIX

6. Procedures Multi-Member Ward

6.1 Procedures for Multi-Member Wards



The Councillors' election is divided into two categories:

- Councillors' elections in Single Member Wards
 - In single member wards one candidate only will be elected
- Councillors' elections in Multi-Member Wards
 - In multimember wards different number of candidates will be elected ranging from (4-8) as many times as the number of Councilors required to be elected in that particular ward.

In 2018 election, there are 12 Multi-Member Wards. For centers located in multimember wards, they have four elections as the rest of polling centers, same procedures must be applied for the three elections (**Presidential, Parliamentary and Chair/Mayor**); while different procedures are applied to the (**Councilor's in Multi-Member Wards**).

The differences will be explained in the following procedures; noting that it will come in three different stages of the polling counting and packing processes, a part from that, the polling staff are required to follow the normal tasks and responsibilities that in the other type of elections.

6.1.1 Polling Procedures

The same Procedures applied for polling steps by polling staff, except with (BPI 2), The Ballot Paper Issuer 2:

- Detaches the two ballot papers (Chair /Mayor and Councillors) from the ballot paper booklet. The Councillors ballot paper for multimember comes in two pages, the Ballot Paper Issuer 2 must be very careful when detaching the ballots from the stub.
- Stamps the back top right hand corner of each of the two ballot papers with the dedicated official validating stamp

- Shows the two ballots and explains to the voter that pink one is for Chair/Mayor elections and brown is for Councillors election in Multi-Member Ward
- Explains that the voter's choice is secret and no one has the right to know how s/he voted.
- Explains the method of voting in **completely impartial** way for each of the two ballots as follows:
 - a. For the Chair/Mayor ballot paper; Ballot Paper Issuer 2 must tell the voter: "make only one mark with a pen or thumbprint against the candidate of choice in the blank box that corresponds to the symbol/photo of the candidat"
 - b. For Councillors ballot paper; Ballot Paper Issuer must tell the voter: **(make as many marks with a pen or thumbprint for candidates as the number of Councillors to be elected in that specific ward)**

Example:

If 4 Councillors to be elected the voter must be asked to mark up to 4 candidates.

Note: don't forget it's the voter right to select and mark fewer than 4 candidates if they choose to do so.

- Fold each ballot separately and instruct the voter to deposit each in the dedicated ballot box when leaving the voting screen. Reminds the voter that the Ballot Box Controller 2 will be there to assist in casting the ballots
- Gives the two ballot papers to the voter (one ballot paper at a time)
- Directs the voter to a vacant voting screen 2
- Ensures that only one voter goes into one portion of the voting screen at a time, unless the voter needs help

- **Different Tactile Blind Guide - TGB will be used for Councillors' election in Multi-Member Wards**



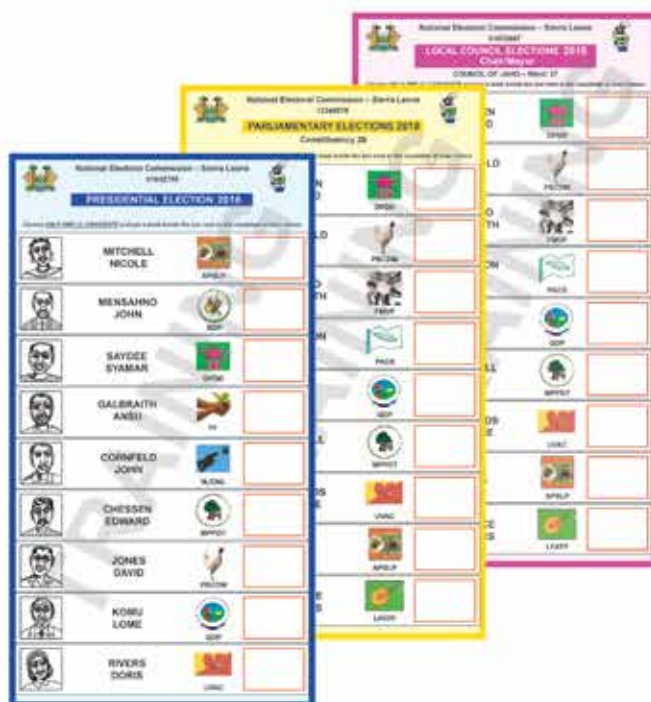
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How to mark your ballots

Put **one mark** inside the box next to candidate of your choice



Presidential

Parliamentary

Chair/Mayor

with a pen



or

with your finger



How to mark your ballot for Councillors



Put as **many marks**
(with a pen or your thumbprint)
for candidates as the number
of Councillors to be elected
in that specific ward.

The polling staff will tell you
how many are to be elected.

Councillors

6.1.2 Counting Procedures

The Presiding Officer will:

Announce the number of Councilors to be elected in that ward and will explain the process of counting to the Party/Candidate Agents and Observers present at the polling station.

The PO will decide on the validity of the ballot papers following the criteria below and the general rules for determining valid and invalid ballots. Main rules:

- **Valid Ballots;** when the marks are the same number of the councilors assigned for this Ward and the intention of the voter is clear
- **Invalid Ballots;** when the marks exceed the number of the Councilors assigned for this Ward. And the intention of the voter is not clear

Examples of Valid Ballot Papers:

There are as many marks as Councilors to be elected in that ward

There are fewer marks than the maximum number allowed for that ward

There are different marks (X, ✓) and it is clear that all the marks clearly indicate the intention of the voter

There are marks in the ballot paper but some of them are clear valid votes, and other(s) where the intention of the voter is not clear. In this case only valid marks will be counted for their relevant candidate; **with a condition** the number of the invalid marks will not exceed the number of the councilors assigned for this Ward.

Example of Invalid Ballot Paper:

- The ballot is not stamped (these ballots, if any, have been identified during reconciliation)
- The ballot is not marked at all
- There are more marks than the maximum number of marks allowed for that ward
- There are different marks but none of them can be considered a clear intention of vote for any candidate

In case of an invalid ballot paper, the Presiding Officer will place it in the invalid pile and, at the end of the counting, will enter the total number of invalid ballots in the (Section B- Result of the RRF 4b).

The Process:

1. The Presiding Officer will remove the rubber band of the first bundle of 50 ballots and will carefully examine them one by one
2. In case the Presiding Officer decides that the ballot paper is invalid, he/she will sort that ballot paper in the stack of invalid ballots

3. In cases where the ballot paper is clearly marked for as many candidates as there are councilors to be elected in that particular ward, or less, the Presiding Officer will read aloud the total number of Valid votes marked in the ballot paper
4. The Voter Identification Officer will enter the votes obtained by candidates in the Record of the Count Worksheet
5. This same information will be entered in the journal or in a blackboard (if available) by one of the Ballot Paper Issuers assigned to this task
6. After the counting of the first bundle of ballots has concluded, the Presiding Officer will:
 - add all valid votes marked in the 50 ballots
 - add the total of votes obtained by all candidates, by first totaling the votes obtained by each candidate, and
7. Compare the results of the Record of Count worksheet against the ones on the Presiding Officer Journal/blackboard, if the numbers do not match, the Presiding Officer will repeat the count of votes in the bundle until there is no discrepancy. When the numbers are equal, the Presiding Officer will continue with the other bundles of 50 ballots and repeat the same procedure until he/she has finished all ballot papers
8. After all the ballots have been checked and all the valid votes have been counted for each candidate, the Presiding Officer will enter all results in (Section B of the RRF 4b)
9. Invalid ballots in the stack will be counted as well and that number will also be recorded in the Reconciliation and Result Form RRF 4 b

In the Multi-Member Wards, the results recorded after the count of the votes will not be the same as in the other Reconciliation and Result Form 4 b, as ballot papers will be marked several times.

6.1.3 How to fill Record of the Count Worksheet for Multi-Member Wards

It is an A2 size form to record the number of votes obtained per candidate in the elections of Councilors in the Multi-Member Wards. It has **one Row** per candidate to have room up to 400 votes per candidate. It has been designed to have groups of 5 votes in each square for an easy counting. The officials will make a line for each vote obtained by a particular candidate after his/her name: four VERTICAL and one HORIZONTAL crossing these, as example shown below. Each line will represent one vote.

Example:

Each polling station in multi-member wards will receive 2 copies of the 'Record of the Count Worksheet'. The original (white) will be placed in TEE 4 at the end of the counting process and the 1st copy (blue) will be posted in the Polling Station together with the four RRFs.

The Presiding Officer will enter, well in advance, the two (2) digits assigned to the PS, other details will be preprinted.

Names of Candidates: the names for each candidate **will be preprinted** as they are written on the ballot paper and follow the order from the ballot paper.

Use ONE row for each candidate.

During Counting

This part of the form is filled in during the counting of the votes for each candidate.

Make 5 (five) lines in each square, 4 (four) vertical and 1(one) horizontal crossing these. Each line will represent one vote.

Example:

White Squares: This is where the Voter Identification Officer will make lines to indicate the number of vote(s) obtained by each candidate during counting. Each white contains a maximum of 5 votes.

Grey Squares (Subtotals): This is where the Voter Identification Officer adds up all valid votes marked in each set of 50 ballots, and enters the subtotal of vote(s) obtained by each candidate (every ten horizontal white squares there is a grey square for this purpose).

Then will also add up the numbers vertically and check if the subtotals for all candidates corresponds to the number recorded in the journal or black board.

After Counting

This part of the form is filled in after the counting of the votes for each candidate.

Total Votes Obtained (last column of the form): The Presiding Officer will add up the total votes obtained by each candidate and will enter the figure in the space provided.

Signature of Presiding Officer: The Presiding Officer will sign the Record of the Count Worksheet only after verifying that the form has been filled in properly and the calculations are correct.

Date: Write the date when the form is filled in. Format to be followed: dd/mm/yy.

6.2.2 How to fill Reconciliation and Result Form RRF 4b

Fill the Reconciliation and Result Form 4b, (Section B- Polling Station Result) with the following:

- Enter the number of votes obtained by each candidates
- Write the total number of votes for all Candidates (it could come in two column) in J

- Write the number of invalid ballots in K row
- Write total number of Valid and Invalid votes in L row $(J+K)=L$
- Write the number of invalid ballots in K row
- Record discrepancy (+/-) if any, $L-H=M$ in M row

6.2 Packing Procedures

During this stage follow the normal procedures, the original copy of the Record of the Count Worksheet RCW (only for Multi-Member wards) will go inside TEE4 along with other materials.

The Presiding Officer must post the second copy of Record of the Count Worksheet RCW (only for Multi-Member wards) of his/her station on the polling station wall.

• Original (white)	TEE 1
• 1st Copy (pink)	TEE 2
• 2nd Copy (blue)	TEE 3
• 3rd Copy (yellow)	TEE 4a
• 4th Copy (green)	Posted at PS



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RRF 1

**RECONCILIATION
AND RESULT FORM 1**

Presidential Election

District Name:
Polling Centre Name:

Constituency Number:
Polling Centre Code:

Ward Number:
Polling Station Number:

SECTION A: RECONCILIATION

Before opening the Poll, FILL: A. Number of ballots received

During the Poll, FILL: B. Number of additional ballots received during the day (if any)
C. Number of ballots issued to another polling station (if any)
D. Total number of ballots received ($A + B - C = D$)
E. Number of ballots unused
Before Opening the Ballot Box, FILL: F. Number of ballots used ($D - E = F$)
G. Number of spoiled ballots
After Reconciliation step, FILL: H. Number of Presidential ballot papers ready to count
I. Record Discrepancy (+/-) if any ($H + G - F = I$)

SECTION B: POLLING STATION RESULTS

Names of Presidential Election candidates	Votes obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
J. Total number of valid votes for candidates	
K. Total number of invalid ballots	
L. Total number of valid and invalid ballots ($J + K = L$)	
M. Record Discrepancy (+/-) if any ($L - H = M$)	

Name and Signature of Party/Candidate Agents and/or Observers:

1.
2.
3.
4.
5.

Name and Signature of Party/Candidate Agents and/or Observers:

6.
7.
8.
9.
10.

Stamp

Signature of Presiding Officer

Date:

1st Data Entry

----------------------	----------------------

2nd Data Entry

----------------------	----------------------

Audit

Archive

• Original (white)	TEE 1
• 1st Copy (pink)	TEE 2
• 2nd Copy (blue)	TEE 3
• 3rd Copy (yellow)	TEE 6a
• 4th Copy (green)	Posted at PS



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RRF 2

RECONCILIATION
AND RESULT FORM 2

Parliamentary Election

District Name:
Polling Centre Name:

Constituency Number:
Polling Centre Code:

Ward Number:
Polling Station Number:

SECTION A: RECONCILIATION

Before opening the Poll, FILL: A. Number of ballots received

During the Poll, FILL: B. Number of additional ballots received during the day (if any)
C. Number of ballots issued to another polling station (if any)
D. Total number of ballots received (A + B - C = D)

Before Opening the Ballot Box, FILL: E. Number of ballots unused
F. Number of ballots used (D - E = F)
G. Number of spoiled ballots

After Reunification step, FILL: H. Number of Parliamentary ballot papers ready to count
I. Record Discrepancy (+/-) if any (H + G - F = I)

SECTION B: POLLING STATION RESULTS

Column 1 Names of Parliamentary Elections candidates	Votes obtained	Column 2 Names of Parliamentary Elections candidates	Votes obtained
1.		15.	
2.		16.	
3.		17.	
4.		18.	
5.		19.	
6.		20.	
7.		21.	
8.		22.	
9.		23.	
10.		24.	
11.		25.	
12.		26.	
13.		27.	
14.		28.	

J. Total number of votes for candidates (total of column 1 + total of column 2)

K. Total number of invalid ballots

L. Total number of ballots (J + K = L)

M. Record Discrepancy (+/-) if any (L - H = M)

Name and Signature of Party/Candidate Agents and/or Observers:

1.
2.
3.
4.
5.

Name and Signature of Party/Candidate Agents and/or Observers:

6.
7.
8.
9.
10.

Stamp

Signature of Presiding Officer

Date:

1st Data Entry	2nd Data Entry	Audit	Archive

• Original (white)	TEE 1
• 1st Copy (pink)	TEE 2
• 2nd Copy (blue)	TEE 3
• 3rd Copy (yellow)	TEE 6a
• 4th Copy (green)	Posted at PS



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RRF 3

RECONCILIATION
AND RESULT FORM 3

Local Council Election: Chair/Mayor

District Name: _____
Polling Centre Name: _____

Constituency Number: _____
Polling Centre Code: _____

Ward Number: _____
Polling Station Number: _____

SECTION A: RECONCILIATION

Before opening the Poll, FILL: A. Number of ballots received

During the Poll, FILL: B. Number of additional ballots received during the day (if any)
C. Number of ballots issued to another polling station (if any)
D. Total number of ballots received (A + B - C = D)
Before Opening the Ballot Box, FILL: E. Number of ballots unused
F. Number of ballots used (D - E = F)
G. Number of spoiled ballots
After Reconciliation step, FILL: H. Number of Chair/Mayor ballot papers ready to count
I. Record Discrepancy (+/-) if any (H + G - F = I)

SECTION B: POLLING STATION RESULTS

Column 1 Names of Chair/Mayoral Elections candidates	Votes obtained	Column 2 Names of Chair/Mayoral Elections candidates	Votes obtained
1. _____		15. _____	
2. _____		16. _____	
3. _____		17. _____	
4. _____		18. _____	
5. _____		19. _____	
6. _____		20. _____	
7. _____		21. _____	
8. _____		22. _____	
9. _____		23. _____	
10. _____		24. _____	
11. _____		25. _____	
12. _____		26. _____	
13. _____		27. _____	
14. _____		28. _____	

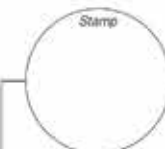
J. Total number of votes for candidates (total of column 1 + total of column 2)
K. Total number of invalid ballots
L. Total number of ballots (J + K = L)
M. Record Discrepancy (+/-) if any (L - H = M)

Name and Signature of Party/Candidate Agents and/or Observers:

1. _____
2. _____
3. _____
4. _____
5. _____

Name and Signature of Party/Candidate Agents and/or Observers:

6. _____
7. _____
8. _____
9. _____
10. _____



Signature of Presiding Officer

Date: _____

1st Data Entry	2nd Data Entry	Audit	Archive

- Original (white)	TEE 1
- 1st Copy (pink)	TEE 2
- 2nd Copy (blue)	TEE 3
- 3rd Copy (yellow)	TEE 6a
- 4th Copy (green)	Posted at PS



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RRF 4a

RECONCILIATION
AND RESULT FORM 4a

Local Council Elections: Councillor (single-member ward)

District Name: Constituency Number: Ward Number:
Polling Centre Name: Polling Centre Code: Polling Station Number:

SECTION A: RECONCILIATION

Before opening the Poll, FILL: A. Number of ballots received

During the Poll, FILL: B. Number of additional ballots received during the day (if any)
C. Number of ballots issued to another polling station (if any)
D. Total number of ballots received (A + B - C = D)
Before Opening the Ballot Box, FILL: E. Number of ballots unused
F. Number of ballots used (D - E = F)
G. Number of spoiled ballots
After Reconciliation step, FILL: H. Number of Councillors ballot papers ready to count
I. Record Discrepancy (+/-) if any (H + G - F = I)

SECTION B: POLLING STATION RESULTS

Column 1 Names of Councillor Elections candidates, single-member ward	Votes obtained	Column 2 Names of Councillor Elections candidates, single-member ward	Votes obtained
1.		15.	
2.		16.	
3.		17.	
4.		18.	
5.		19.	
6.		20.	
7.		21.	
8.		22.	
9.		23.	
10.		24.	
11.		25.	
12.		26.	
13.		27.	
14.		28.	

J. Total number of votes for candidates (total of column 1 + total of column 2)
K. Total number of invalid ballots
L. Total number of ballots (J + K = L)
M. Record Discrepancy (+/-) if any (L - H = M)

Name and Signature of Party/Candidate Agents and/or Observers:

1.
2.
3.
4.
5.

Name and Signature of Party/Candidate Agents and/or Observers:

6.
7.
8.
9.
10.

Stamp

Signature of Presiding Officer

Date:

1st Data Entry	2nd Data Entry	Audit	Archive

• Original (white)	TEE 1
• 1st Copy (pink)	TEE 2
• 2nd Copy (blue)	TEE 3
• 3rd Copy (yellow)	TEE 6a
• 4th Copy (green)	Posted at PS



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RRF 4b

RECONCILIATION
AND RESULT FORM 4b

Local Council Elections: Councillors (multi-member ward)

District Name:
Polling Centre Name:

Constituency Number:
Polling Centre Code:

Ward Number:
Polling Station Number:

SECTION A: RECONCILIATION

Before opening the Poll, FILL: A. Number of ballots received

During the Poll, FILL: B. Number of additional ballots received during the day (if any)
C. Number of ballots issued to another polling station (if any)
D. Total number of ballots received (A + B - C = D)
E. Number of ballots unused
Before Opening the Ballot Box, FILL: F. Number of ballots used (D - E = F)
G. Number of spoiled ballots
After Reconciliation step, FILL: H. Number of Councillors ballot papers ready to count
I. Record Discrepancy (+/-) If any (H + G - F = I)

SECTION B: POLLING STATION RESULTS

Column 1 Names of Councillor Elections candidates, multi-member ward	Votes obtained	Column 2 Names of Councillor Elections candidates, multi-member ward	Votes obtained
1.		22.	
2.		23.	
3.		24.	
4.		25.	
5.		26.	
6.		27.	
7.		28.	
8.		29.	
9.		30.	
10.		31.	
11.		32.	
12.		33.	
13.		34.	
14.		35.	
15.		36.	
16.		37.	
17.		38.	
18.		39.	
19.		40.	
20.		41.	
21.		42.	

J. Total number of votes for candidates (total of column 1 + total of column 2)
K. Total number of invalid ballots

Name and Signature of Party/Candidate Agents and/or Observers:	Name and Signature of Party/Candidate Agents and/or Observers:	 Signature of Presiding Officer Date:
1.	6.	
2.	7.	
3.	8.	
4.	9.	
5.	10.	

1st Data Entry	2nd Data Entry	Audit	Archive

• Original (white)
• 1st Copy (blue)
• 2nd Copy (pink)



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MTF 1

MATERIAL TRANSFER FORM BEFORE POLLING

From:	Tick 1 box only		To:	Tick 1 box only	
NEC HQ			NEC HQ		
DEO		District Name	DEO		District Name
WC		Ward Number	WC		Ward Number
PCM		PC Code	PCM		PC Code

No.	Item Description	Quantity	Seals numbers (if available)
1.	Polling Centre Kit – Large Box		
2.	Polling Centre Kit – Stationary box		
3.	Polling Station Kit		
4.	Ballot Boxes		
5.	Voting Screen		
6.	Other (please specify)		
7.	Other (please specify)		
8.	Other (please specify)		
9.	Other (please specify)		
10.	Other (please specify)		

1st Transfer	Handed over by:
Name, Surname: Signature:	
Title: ID Number (if available): Date (DD/MM/YY): / /	
Received by:	
Name, Surname: Signature:	
Title: ID Number (if available): Date (DD/MM/YY): / /	

2nd Transfer	Handed over by:
Name, Surname: Signature:	
Title: ID Number (if available): Date (DD/MM/YY): / /	
Received by:	
Name, Surname: Signature:	
Title: ID Number (if available): Date (DD/MM/YY): / /	

• Original (white)	PO
• 1st Copy (blue)	PCM



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MTF 2

MATERIAL TRANSFER FORM BEFORE POLLING from PCM to PO

District Name:

Polling Centre Name:

Constituency Number: Ward Number:

Polling Centre Code: Polling Station Number:

No.	Item Description	Quantity	Serial numbers (if available)
1.	Polling Station Kit		
2.	Presidential Election Ballot papers package		
3.	Parliamentary Elections Ballot papers package		
4.	Chair/Mayor Elections Ballot papers package		
5.	Councillors Elections Ballot papers package		
6.	Reconciliation and Result Forms RRF for the four elections		
7.	Record of Seals Form		
8.	Record of the Count Work Sheet (for multi-member districts only)		
9.	Indelible Ink		
10.	Ballot Boxes		
11.	Voting Screens		
12.	Stamps		
13.	Other (please specify)		
14.	Other (please specify)		

Handed over by:

Name, Surname: Signature:

Title: ID Number (if available): Date (DD/MM/YY): / /

Received by:

Name, Surname: Signature:

Title: ID Number (if available): Date (DD/MM/YY): / /

• Original (white)	PCM
• 1st Copy (blue)	PO



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MTF 3

MATERIAL TRANSFER FORM AFTER COUNTING from PO to PCM

District Name:

Polling Centre Name:

Constituency Number: Ward Number:

Polling Centre Code: Polling Station Number:

	Tick
1. TEE 1	☐
2. TEE 2	☐
3. TEE 3	☐
4. TEE 4	☐
5. TEE 5	☐
6. Ballot Box, Presidential Election	☐
7. Ballot Box, Parliamentary Elections	☐
8. Ballot Box, Chair/Mayor Elections	☐
9. Ballot Box, Councillors Elections	☐
10. Polling Station Kit	☐
11. Voting Screens	☐

Handed over by:

Name, Surname: Signature:

Title: ID Number (if available): Date (DD/MM/YY): / /

Received by:

Name, Surname: Signature:

Title: ID Number (if available): Date (DD/MM/YY): / /

• Original (white)	DO
• 1st Copy (blue)	WC
• 2nd Copy (pink)	PCM



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MTF 4

MATERIAL TRANSFER FORM from PCM to WC to DEO

District Name:

Polling Centre Name:

Constituency Number: Ward Number:

Polling Centre Code: Polling Station Number:

	Number of items
1. TEEs 1	
2. TEEs 2	
3. TEEs 3	
4. TEEs 4	
5. TEEs 5	
6. TEEs 7	
7. Ballot Boxes, Presidential Election	
8. Ballot Boxes, Parliamentary Elections	
9. Ballot Boxes, Chair/Mayor Elections	
10. Ballot Boxes, Councillors Elections	
11. Polling Station Kits	
12. Polling Centre Kit	
13. Voting Screens	

1st Transfer	Handed over by:
Name, Surname: Signature:	
Title: ID Number (if available): Date (DD/MM/YY): / /	
Received by:	
Name, Surname: Signature:	
Title: ID Number (if available): Date (DD/MM/YY): / /	

2nd Transfer	Handed over by:
Name, Surname: Signature:	
Title: ID Number (if available): Date (DD/MM/YY): / /	
Received by:	
Name, Surname: Signature:	
Title: ID Number (if available): Date (DD/MM/YY): / /	



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RSF

RECORD OF SEALS FORM

District Name:
Polling Centre Name:

Constituency Number:
Polling Centre Code:
Ward Number:
Polling Station Number:

PRESIDENTIAL ELECTION	
Before polling (4 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After polling (1 seal applied)	Name and Signature of Party/Candidate Agents and/or Observers
Slot Seal No.	
Before screening (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After screening (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
Before reunification (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After counting (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	

PARLIAMENTARY ELECTIONS	
Before polling (4 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After polling (1 seal applied)	Name and Signature of Party/Candidate Agents and/or Observers
Slot Seal No.	
Before screening (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After screening (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
Before reunification (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After counting (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	

CHAIR/MAYOR ELECTIONS	
Before polling (4 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After polling (1 seal applied)	Name and Signature of Party/Candidate Agents and/or Observers
Slot Seal No.	
Before screening (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After screening (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
Before reunification (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After counting (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	

COUNCILLORS ELECTIONS	
Before polling (4 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After polling (1 seal applied)	Name and Signature of Party/Candidate Agents and/or Observers
Slot Seal No.	
Before screening (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After screening (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
Before reunification (3 seals removed)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	
After counting (3 seals applied)	Name and Signature of Party/Candidate Agents and/or Observers
Corner Seal No.	
Corner Seal No.	
Corner Seal No.	

Name of PO: _____ Signature of PO: _____

Date: _____

RECORD OF THE COUNT WORKSHEET

Electoral Name: _____ Polling Station Number: _____
Polling Station Name: _____ Ward Number: _____
Polling Station Code: _____ Polling Station Number: _____

Name of Candidate		Total of votes received									
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
Subtotal											

Make 5 (five) lines in each square, 4 (four) vertical and the last 1 (one) horizontal crossing the other 4. Each line corresponds to one vote. Example:  Every 10 squares (10 white squares max, provided add up valid votes for each candidate in the grey squares



National Electoral Commission – Sierra Leone
ELECTIONS 2018



PCMSR

POLLING CENTRE MANAGER SUMMARY OF RESPONSIBILITIES

District Name:

Polling Centre Name:

Constituency Number:

Ward Number:

Polling Centre Code:

How many Polling Stations:

BEFORE POLLING	<i>Tick</i>																				
1. Receive the Electoral Materials, keep it in safe place and fill out MTF1.																					
2. Set up the Polling Centre with assistance of the other polling staff, earlier to the start of Polling.																					
ON POLLING DAY	<i>Tick</i>																				
3. Be present at 6:am on Polling day, ensure that the center is open on time 7:am.																					
4. Ensure distribution of materials to the Presiding Officer and fill out MTF2.																					
5. Write the Centre name and number in the Polling Centre Manager's Journal.																					
6. Report to the Ward Coordinator as he /she will be instructed.																					
DURING POLLING	<i>Tick</i>																				
7. Monitor and ensure that the polling staff follow polling and counting procedures accurately by checking the stations during the day.																					
8. Deal with the Media, Observers and Agents at the centre when required.																					
9. Deal with complaints raised at the Polling Centre level.																					
10. Record relevant/important events and complaints in the Polling Centre Manager's Journal, and refer issues which cannot be resolved within the Polling Centre to the Ward Coordinator.																					
DURING COUNTING	<i>Tick</i>																				
11. Oversee the counting processes at the Polling Stations, and ensure accurate filling of the Reconciliation and Result Form. Check if: – Polling station number is recorded on all RRF – All rows from A to M are filled up in all RRF – Presiding Officer signed and stamped all RRF – Green copies of RRFs have been placed on the wall of the PS – Copies from all RRFs of Party/Candidate Agents have been handed to them																					
DURING PACKING	<i>Tick</i>																				
12. Check if the content of each of the TEEs is according to list (all samples of TEEs will be inserted).																					
<table border="0"> <tr> <td>TEE 1</td> <td>TEE 2</td> <td>TEE 3</td> <td>TEE 4</td> <td>TEE 5</td> <td>TEE 6a</td> <td>TEE 6b</td> <td>TEE 6c</td> <td>TEE 6d</td> <td>TEE 7</td> </tr> <tr> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> </table>	TEE 1	TEE 2	TEE 3	TEE 4	TEE 5	TEE 6a	TEE 6b	TEE 6c	TEE 6d	TEE 7	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
TEE 1	TEE 2	TEE 3	TEE 4	TEE 5	TEE 6a	TEE 6b	TEE 6c	TEE 6d	TEE 7												
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐												
13. Collect all Materials from all stations and fill out MTF 3.																					
14. Collect election materials of the centre and from all stations. Hand them over to the Ward Coordinator for further delivery to the District Electoral Offices. Fill out MTF 4.																					

Name of Polling Centre Manager:

Address:

Contact Number: Date: / / Signature:

TEE 1 → REGIONAL TALLY CENTRE Reconciliation and Result Forms for NEC ☐ 1. RRF 1 – original page (white) ☐ 2. RRF 2 – original page (white) ☐ 3. RRF 3 – original page (white) ☐ 4. RRF 4 – original page (white)	TEE 2 → NATIONAL TALLY CENTRE Reconciliation and Result Forms for NEC ☐ 1. RRF 1 – first copy (pink) ☐ 2. RRF 2 – first copy (pink) ☐ 3. RRF 3 – first copy (pink) ☐ 4. RRF 4 – first copy (pink)	TEE 3 → DISTRICT TALLY CENTRE Reconciliation and Result Forms for NEC ☐ 1. RRF 1 – second copy (blue) ☐ 2. RRF 2 – second copy (blue) ☐ 3. RRF 3 – second copy (blue) ☐ 4. RRF 4 – second copy (blue)	TEE 4 → DISTRICT OFFICE ☐ 1. Polling Station FVR ☐ 2. Presiding Officer's Journal ☐ 3. Record of Seals Reconciliation and Result Forms for party agents and observers ☐ 4. Copies of unused RRF 1 ☐ 5. Copies of unused RRF 2 ☐ 6. Copies of unused RRF 3 ☐ 7. Copies of unused RRF 4	TEE 5 → DISTRICT OFFICE ☐ 1. Indelible Ink ☐ 2. Official Stamps ☐ 3. Inkpads ☐ 4. Unused Plastic Seals ☐ 5. TBGs
TEE 6a → DISTRICT OFFICE PRESIDENTIAL ELECTION Reconciliation and Result Forms for NEC ☐ 1. RRF 1 – third copy (yellow) ☐ 2. Unused Ballots ☐ 3. Used Stubs ☐ 4. Spoiled Ballots	TEE 6b → DISTRICT OFFICE PARLIAMENTARY ELECTIONS Reconciliation and Result Forms for NEC ☐ 1. RRF 2 – third copy (yellow) ☐ 2. Unused Ballots ☐ 3. Used Stubs ☐ 4. Spoiled Ballots	TEE 6c → DISTRICT OFFICE CHAIR/MAYOR ELECTIONS Reconciliation and Result Forms for NEC ☐ 1. RRF 3 – third copy (yellow) ☐ 2. Unused Ballots ☐ 3. Used Stubs ☐ 4. Spoiled Ballots	TEE 6d → DISTRICT OFFICE COUNCILLORS ELECTIONS Reconciliation and Result Forms for NEC ☐ 1. RRF 4 – third copy (yellow) ☐ 2. Unused Ballots ☐ 3. Used Stubs ☐ 4. Spoiled Ballots	TEE 7 → DISTRICT OFFICE Polling Centre Summary of Results Sheet ☐ 1. PCSRS 1 ☐ 2. PCSRS 2 ☐ 3. PCSRS 3 ☐ 4. PCSRS 4 ☐ 5. Polling Centre Journal ☐ 6. Polling Centre FVR

PRESIDENTIAL ELECTION

 National Electoral Commission - Sierra Leone
ELECTIONS 2018 

Polling Centre Code:

Polling Station Number:

PRESIDENTIAL ELECTION

PARLIAMENTARY ELECTIONS

 National Electoral Commission - Sierra Leone
ELECTIONS 2018 

Polling Centre Code:

Polling Station Number:

PARLIAMENTARY ELECTIONS

Local Council Elections: CHAIR/MAYOR

 National Electoral Commission - Sierra Leone
ELECTIONS 2018 

Polling Centre Code:

Polling Station Number:

Local Council Elections: CHAIR/MAYOR

Local Council Elections: COUNCILLORS

 National Electoral Commission - Sierra Leone
ELECTIONS 2018 

Polling Centre Code:

Polling Station Number:

Local Council Elections: COUNCILLORS

PRESIDENTIAL BALLOT

Form template for Presidential Ballot. It features a header with the election title, followed by a table with 10 rows for candidates. Each row includes a small icon, a space for the candidate's name, and a box for the vote. A large blank rectangular area is at the bottom for additional markings.



PARLIAMENTARY BALLOT

Form template for Parliamentary Ballot. It features a header with the election title, followed by a table with 10 rows for candidates. Each row includes a small icon, a space for the candidate's name, and a box for the vote.



LOCAL COUNCIL ELECTIONS CHAIR/MAYOR BALLOT

Form template for Local Council Elections Chair/Mayor Ballot. It features a header with the election title, followed by a table with 5 rows for candidates. Each row includes a small icon, a space for the candidate's name, and a box for the vote.



LOCAL COUNCIL ELECTIONS COUNCILLOR single-member ward BALLOT

Form template for Local Council Elections Councillor single-member ward Ballot. It features a header with the election title, followed by a table with 10 rows for candidates. Each row includes a small icon, a space for the candidate's name, and a box for the vote.



LOCAL COUNCIL ELECTIONS COUNCILLORS multi-member ward BALLOT (4 pages)

Page 1 of the 4-page ballot for Local Council Elections Councillors multi-member ward. It features a header with the election title, followed by a table with 10 rows for candidates. Each row includes a small icon, a space for the candidate's name, and a box for the vote.

Page 1

Pages 2 and 3 of the 4-page ballot for Local Council Elections Councillors multi-member ward. Each page features a table with 10 rows for candidates. Each row includes a small icon, a space for the candidate's name, and a box for the vote.

Page 2

Page 3



back page

VALID BALLOTS



National Electoral Commission - Sierra Leone
000000

LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose **ONLY ONE** CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000

LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose **ONLY ONE** CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☒
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000

LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose **ONLY ONE** CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000

LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose **ONLY ONE** CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☒
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000

LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose **ONLY ONE** CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☒

National Electoral Commission - Sierra Leone
000000

LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose **ONLY ONE** CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000

LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose **ONLY ONE** CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☒
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000

LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose **ONLY ONE** CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

INVALID BALLOTS



National Electoral Commission - Sierra Leone
000000
LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose ONLY ONE (1) CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☒
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000
LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose ONLY ONE (1) CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000
LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose ONLY ONE (1) CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000
LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose ONLY ONE (1) CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☒
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000
LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose ONLY ONE (1) CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☒
	SURNAME Name		☒
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000
LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose ONLY ONE (1) CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000
LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose ONLY ONE (1) CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

National Electoral Commission - Sierra Leone
000000
LOCAL COUNCIL ELECTIONS 2018
Chair/Mayor

NAME OF THE COUNCIL - Ward: 000

Choose ONLY ONE (1) CANDIDATE and put a mark inside the box next to the candidate of your choice

	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐
	SURNAME Name		☐

Case with 4 seats to provide: only a maximum of 4 marks



Valid

LOCAL COUNCIL ELECTIONS 2018 Ward of the Council - SEAT 001			
	MENSAHNO JOHN		
	SAYDEE SYAMAR		
	BENDO SOLOMON		
	GOTOMO ELISABETH		
	GOTOMO ANSU		
	SMITH JERRY		
	KORUI LOME		
	WALLACE CHARLES		
	NOE GLORIA		
	RIVERS DORE		
	CHESSON EDWARD		
	WILMONT PETER		
	RICHARDSON JACKSON		
	MITCHELL NICOLE		

Valid

LOCAL COUNCIL ELECTIONS 2018 Ward of the Council - SEAT 001			
	MENSAHNO JOHN		
	SAYDEE SYAMAR		
	BENDO SOLOMON		
	GOTOMO ELISABETH		
	GOTOMO ANSU		
	SMITH JERRY		
	KORUI LOME		✓
	WALLACE CHARLES		✓
	NOE GLORIA		✓
	RIVERS DORE		✓
	CHESSON EDWARD		
	WILMONT PETER		
	RICHARDSON JACKSON		
	MITCHELL NICOLE		

Valid

LOCAL COUNCIL ELECTIONS 2018 Ward of the Council - SEAT 001			
	MENSAHNO JOHN		
	SAYDEE SYAMAR		
	BENDO SOLOMON		
	GOTOMO ELISABETH		
	GOTOMO ANSU		
	SMITH JERRY		
	KORUI LOME		
	WALLACE CHARLES		
	NOE GLORIA		
	RIVERS DORE		
	CHESSON EDWARD		
	WILMONT PETER		
	RICHARDSON JACKSON		
	MITCHELL NICOLE		

Valid

LOCAL COUNCIL ELECTIONS 2018 Ward of the Council - SEAT 001			
	MENSAHNO JOHN		✓
	SAYDEE SYAMAR		✓
	BENDO SOLOMON		✓
	GOTOMO ELISABETH		
	GOTOMO ANSU		
	SMITH JERRY		
	KORUI LOME		
	WALLACE CHARLES		
	NOE GLORIA		
	RIVERS DORE		
	CHESSON EDWARD		
	WILMONT PETER		
	RICHARDSON JACKSON		
	MITCHELL NICOLE		

Valid

LOCAL COUNCIL ELECTIONS 2018 Ward of the Council - SEAT 001			
	MENSAHNO JOHN		
	SAYDEE SYAMAR		
	BENDO SOLOMON		
	GOTOMO ELISABETH		
	GOTOMO ANSU		✓
	SMITH JERRY		
	KORUI LOME		
	WALLACE CHARLES		
	NOE GLORIA		
	RIVERS DORE		
	CHESSON EDWARD		
	WILMONT PETER		
	RICHARDSON JACKSON		
	MITCHELL NICOLE		

Valid

Case with 4 seats to provide: only a maximum of 4 marks

LOCAL COUNCIL ELECTIONS 2018		
Ward: [Name]		
Name of the Council: [Name]		
MENSAH JOHN		
SAYSEE SYMAR		
BENOU SOLOMON		
GOTOMO ELISABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LOME		
WALLACE CHARLES		
NOE OLORA		
RIVERS DORIS		
CHESSER EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Valid

LOCAL COUNCIL ELECTIONS 2018		
Ward: [Name]		
Name of the Council: [Name]		
MENSAH JOHN		
SAYSEE SYMAR		
BENOU SOLOMON		
GOTOMO ELISABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LOME		
WALLACE CHARLES		
NOE OLORA		
RIVERS DORIS		
CHESSER EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Valid

LOCAL COUNCIL ELECTIONS 2018		
Ward: [Name]		
Name of the Council: [Name]		
MENSAH JOHN		
SAYSEE SYMAR		
BENOU SOLOMON		
GOTOMO ELISABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LOME		
WALLACE CHARLES		✓
NOE OLORA		✓
RIVERS DORIS		✓
CHESSER EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		✓
MITCHELL NICOLE		

Valid

LOCAL COUNCIL ELECTIONS 2018		
Ward: [Name]		
Name of the Council: [Name]		
MENSAH JOHN		
SAYSEE SYMAR		
BENOU SOLOMON		
GOTOMO ELISABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LOME		
WALLACE CHARLES		
NOE OLORA		
RIVERS DORIS		
CHESSER EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Valid

LOCAL COUNCIL ELECTIONS 2018		
Ward: [Name]		
Name of the Council: [Name]		
MENSAH JOHN		
SAYSEE SYMAR		✓
BENOU SOLOMON		✓
GOTOMO ELISABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LOME		
WALLACE CHARLES		
NOE OLORA		
RIVERS DORIS		
CHESSER EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Valid

LOCAL COUNCIL ELECTIONS 2018		
Ward: [Name]		
Name of the Council: [Name]		
MENSAH JOHN		
SAYSEE SYMAR		
BENOU SOLOMON		
GOTOMO ELISABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LOME		
WALLACE CHARLES		
NOE OLORA		
RIVERS DORIS		
CHESSER EDWARD		✓
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Valid

Case with 4 seats to provide: only a maximum of 4 marks



Invalid

National Electoral Commission - Sierra Leone			
LOCAL COUNCIL ELECTIONS 2018			
Candidate (print name in block letters)			
NAME OF THE VOTER (print name)			
	MENSAH JOHN		☐
	SAYDEE SYAMAR		☐
	BENDU SOLOMON		☐
	GOTTOMO ELISABETH		☐
	GOTTOMO ANSU		☐
	SMITH JERRY		☐
	KOMU LORE		☐
	WALLACE CHARLES		☐
	NOE GLORIA		☐
	RIVERS DORIS		☐
	CHESSIN EDWARD		☐
	WELMONT PETER		☐
	RICHARDSON JACKSON		☐
	MITCHELL NICOLE		☐

Invalid

National Electoral Commission - Sierra Leone			
LOCAL COUNCIL ELECTIONS 2018			
Candidate (print name in block letters)			
NAME OF THE VOTER (print name)			
	MENSAH JOHN		☐
	SAYDEE SYAMAR		☐
	BENDU SOLOMON		☒
	GOTTOMO ELISABETH		☐
	GOTTOMO ANSU		☐
	SMITH JERRY		☒
	KOMU LORE		☒
	WALLACE CHARLES		☒
	NOE GLORIA		☒
	RIVERS DORIS		☒
	CHESSIN EDWARD		☐
	WELMONT PETER		☐
	RICHARDSON JACKSON		☐
	MITCHELL NICOLE		☐

Invalid

National Electoral Commission - Sierra Leone			
LOCAL COUNCIL ELECTIONS 2018			
Candidate (print name in block letters)			
NAME OF THE VOTER (print name)			
	MENSAH JOHN		☐
	SAYDEE SYAMAR		☐
	BENDU SOLOMON		☐
	GOTTOMO ELISABETH		☐
	GOTTOMO ANSU		☐
	SMITH JERRY		☐
	KOMU LORE		☐
	WALLACE CHARLES		☐
	NOE GLORIA		☐
	RIVERS DORIS		☐
	CHESSIN EDWARD		☐
	WELMONT PETER		☐
	RICHARDSON JACKSON		☐
	MITCHELL NICOLE		☐

Invalid

National Electoral Commission - Sierra Leone			
LOCAL COUNCIL ELECTIONS 2018			
Candidate (print name in block letters)			
NAME OF THE VOTER (print name)			
	MENSAH JOHN		☐
	SAYDEE SYAMAR		☒
	BENDU SOLOMON		☒
	GOTTOMO ELISABETH		☒
	GOTTOMO ANSU		☐
	SMITH JERRY		☐
	KOMU LORE		☐
	WALLACE CHARLES		☐
	NOE GLORIA		☐
	RIVERS DORIS		☐
	CHESSIN EDWARD		☐
	WELMONT PETER		☐
	RICHARDSON JACKSON		☐
	MITCHELL NICOLE		☐

Invalid

National Electoral Commission - Sierra Leone			
LOCAL COUNCIL ELECTIONS 2018			
Candidate (print name in block letters)			
NAME OF THE VOTER (print name)			
	MENSAH JOHN		☐
	SAYDEE SYAMAR		☐
	BENDU SOLOMON		☐
	GOTTOMO ELISABETH		☐
	GOTTOMO ANSU		☐
	SMITH JERRY		☐
	KOMU LORE		☐
	WALLACE CHARLES		☐
	NOE GLORIA		☐
	RIVERS DORIS		☐
	CHESSIN EDWARD		☐
	WELMONT PETER		☐
	RICHARDSON JACKSON		☐
	MITCHELL NICOLE		☐

Invalid

Case with 4 seats to provide: only a maximum of 4 marks

LOCAL COUNCIL ELECTIONS 2018		
Ward of the Council: 1000-001		
MENSAKO JOHN		
SAYDEE SYAMAR		
BENDU SOLOMON		
GOTOMO ELIZABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LORE		
WALLACE CHARLES		
NOE OLORA		
RIVERS DORIS		
CHESSON EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Invalid

LOCAL COUNCIL ELECTIONS 2018		
Ward of the Council: 1000-001		
MENSAKO JOHN		
SAYDEE SYAMAR		
BENDU SOLOMON		
GOTOMO ELIZABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LORE		✓
WALLACE CHARLES		✓
NOE OLORA		✓
RIVERS DORIS		✓
CHESSON EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Invalid

LOCAL COUNCIL ELECTIONS 2018		
Ward of the Council: 1000-001		
MENSAKO JOHN		
SAYDEE SYAMAR		
BENDU SOLOMON		
GOTOMO ELIZABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LORE		✓
WALLACE CHARLES		✓
NOE OLORA		✓
RIVERS DORIS		✓
CHESSON EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Invalid

LOCAL COUNCIL ELECTIONS 2018		
Ward of the Council: 1000-001		
MENSAKO JOHN		
SAYDEE SYAMAR		
BENDU SOLOMON		
GOTOMO ELIZABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LORE		
WALLACE CHARLES		
NOE OLORA		
RIVERS DORIS		
CHESSON EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Invalid

Valid

Valid

Valid

LOCAL COUNCIL ELECTIONS 2018		
Ward of the Council: 1000-001		
MENSAKO JOHN		
SAYDEE SYAMAR		✓
BENDU SOLOMON		
GOTOMO ELIZABETH		✓
GOTOMO ANSU		✓
SMITH JERRY		✓
KOMU LORE		
WALLACE CHARLES		
NOE OLORA		
RIVERS DORIS		
CHESSON EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Invalid

Valid

Valid

Valid

LOCAL COUNCIL ELECTIONS 2018		
Ward of the Council: 1000-001		
MENSAKO JOHN		
SAYDEE SYAMAR	✓	
BENDU SOLOMON		
GOTOMO ELIZABETH		
GOTOMO ANSU		
SMITH JERRY		
KOMU LORE		
WALLACE CHARLES		
NOE OLORA		
RIVERS DORIS		
CHESSON EDWARD		
WELMONT PETER		
RICHARDSON JACKSON		
MITCHELL NICOLE		

Valid

Invalid

Valid



National Electoral Commission
Republic of Sierra Leone



Register of Voters, 2018

DISTRICT: Western Area Urban

CONSTITUENCY: 128

WARD: 436

POLLING CENTRE NAME: Siena Pasco Elementary Sch--Off Fudia Terrace, Spur Loop

POLLING CENTRE CODE: 16200

POLLING STATION NUMBER: 01

NUMBER OF VOTERS: 350



National Electoral Commission, Sierra Leone
Register of Voters, 7th March, 2018



District: Western Area Urban

Constituency: 128

Ward: 436

Centre Code: 16200

Centre Name: Siena Pasco Elementary Sch.-Off Fudia Terrace, Spur Loop

Serial No: 1 Voter ID: 4351628 Surname: ABOLAI Other Names: PATRICIA DOB: February 23, 1993 Village Name: Wilberforce Father's Name: JOHN ABDULAI Mother's Name: THERESA ARUNA Address: W3 SPU LOOP	Serial No: 6 Voter ID: 5351817 Surname: ALIEU Other Names: BOCKARIE DOB: October 15, 1985 Village Name: Wilberforce Father's Name: ALIEU JOVO Mother's Name: MAMMIE ALIEU Address: J49 WILBERFORCE BARRACKS	Serial No: 11 Voter ID: 5351283 Surname: ALPHA Other Names: EDWARD JOSEPH DALINTON DOB: November 9, 1992 Village Name: Spur Road Father's Name: ASMRU ALPHA Mother's Name: MARY ALPHA Address: 24A SPUR LOOP	Serial No: 16 Voter ID: 4846703 Surname: ALPHA Other Names: MOMOH DOB: July 28, 1979 Village Name: Lumley Father's Name: JEAGBOI ALPHA Mother's Name: MAFOE ALPHA Address: 02 DECKER DRIVE
Serial No: 2 Voter ID: 5352047 Surname: ABU Other Names: JANET DOB: August 20, 1997 Village Name: Wilberforce Father's Name: MORIE ABU Mother's Name: SUSAN ABU Address: 32 SPUR LOOP	Serial No: 7 Voter ID: 5351261 Surname: ALIEU Other Names: WUYATA DOB: March 13, 1977 Village Name: Malama Father's Name: MUSA ALIE Mother's Name: HAJA TASSO Address: IPENTAGON	Serial No: 12 Voter ID: 5351796 Surname: ALPHA Other Names: EMMANUEL FELIX DOB: December 15, 1968 Village Name: Wilberforce Father's Name: DENNIS ALPHA Mother's Name: MARGRET ALPHA Address: 32A FUDIA TERRACE	Serial No: 17 Voter ID: 5351862 Surname: ALPHA Other Names: SHEIK UMARU DOB: March 15, 1966 Village Name: Wilberforce Father's Name: JOE ALPHA Mother's Name: ADAMA JANNEH Address: 41A SPUR LOOP
Serial No: 3 Voter ID: 5351803 Surname: ABU Other Names: PATRICK AMIDU DOB: December 24, 1961 Village Name: Wilberforce Father's Name: KINNIE ARUNA Mother's Name: SAFULA ARUNA Address: 56 OFF SPUR LOOP	Serial No: 8 Voter ID: 5352617 Surname: ALLIE Other Names: MAMIE DOB: May 10, 1972 Village Name: SAMUEL ALLIE Father's Name: MANU SONGAI Mother's Name: ISPUR LOOP STONE GROUND	Serial No: 13 Voter ID: 5351833 Surname: ALPHA Other Names: HASSANATU DOB: March 3, 1997 Village Name: Wilberforce Father's Name: HASSAN ALPHA Mother's Name: ADAMA MBOYAWA Address: 32C SPUR LOOP	Serial No: 18 Voter ID: 5351616 Surname: ALPHA Other Names: WUYA DOB: April 8, 1999 Village Name: Wilberforce Father's Name: UMARU ALPHA Mother's Name: ADDATU ALPHA Address: 41A SPUR LOOP
Serial No: 4 Voter ID: 4844991 Surname: ABU Other Names: SHEKU DOB: May 15, 1989 Village Name: Wilberforce Father's Name: ABUBAKAR SHEKU Mother's Name: MATHER ABU Address: 28E JAGEMA SPUR LOOP	Serial No: 9 Voter ID: 4846926 Surname: ALLIEU Other Names: MAMIE DOB: August 11, 1979 Village Name: Wilberforce Father's Name: MUSA ALLIEU Mother's Name: GBASSAY ALLIEU Address: 15 SPUR LOOP	Serial No: 14 Voter ID: 535182 Surname: ALPHA Other Names: MARIAMA DOB: September 18, 1981 Village Name: Wilberforce Father's Name: SEMION SAM Mother's Name: ABIE SAM Address: 23 SPUR LOOP	Serial No: 19 Voter ID: 5351697 Surname: AMARA Other Names: EDNA DOB: June 15, 1992 Village Name: Wilberforce Father's Name: SYL AMARA Mother's Name: MASSA AMARA Address: 46 PIPE LINE
Serial No: 5 Voter ID: 4847047 Surname: AKUFU Other Names: EMMANUEL DOB: March 23, 1989 Village Name: Wilberforce Father's Name: FRANCIS AKUFU Mother's Name: ISATU SESAY Address: 21 SPUR LOOP	Serial No: 10 Voter ID: 5353115 Surname: ALPHA Other Names: ASMRU DOB: March 14, 1963 Village Name: Wilberforce Father's Name: MOYIBA ALPHA Mother's Name: MARIAMA ALPHA Address: 24N SPUR LOOP	Serial No: 15 Voter ID: 5351896 Surname: ALPHA Other Names: MARY DOB: February 27, 1971 Village Name: Wilberforce Father's Name: THOMAS WILLIAMS Mother's Name: MARY WILLIAMS Address: 44N SPUR LOOP	Serial No: 20 Voter ID: 3463696 Surname: AMARA Other Names: EDWARD DOB: August 12, 1988 Village Name: Wilberforce Father's Name: JOSEPH AMARA Mother's Name: MARY AMARA Address: 28E SPUR LOOP

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SNEC – Support to the National Electoral Commission of the Republic of Sierra Leone



UNDP's SNEC project is supported by Canada, Ireland, the UK, the EU and UNDP.