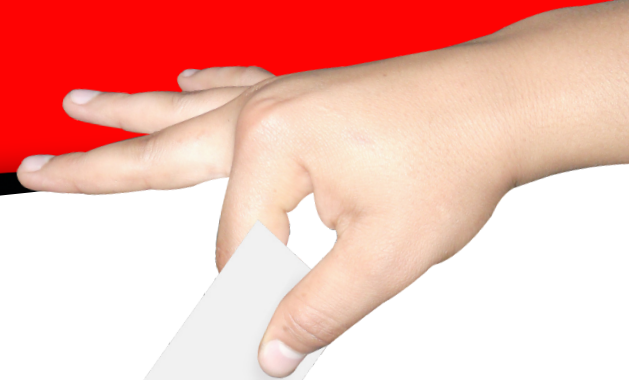




National Constituent Assembly Elections

October, 23th 2011



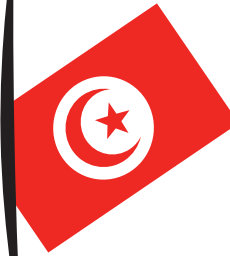
Voting and Counting Procedural Manual for Tunisian Territory

*Voting and Counting
Procedural Manuel
for Tunisian Territory*

الهيئة
العليا
المستقلة
لانتخابات

TUNISIE

INSTANCE SUPERIEURE
INDEPENDANTE
POUR LES ELECTIONS



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Preamble

Ladies and gentlemen, members of polling offices,

The Independent High Commission for Elections appreciates your role in the elections process and offers you the procedures manual for voting and counting, which, we hope, will help you to perform your task. We are convinced that the success of the elections process depends on the success of voting , which means the integrity and the transparency of the process.

The accuracy of the voting process is a guarantee of free, impartial and transparent elections that express the will of Tunisian people who, on October 23, 2011 will entrust you with their hopes, ambitions and aspirations.

The Independent High Commission for Elections reminds you that one of the most important principles of elections lies in the respect of equality between the candidate lists and the candidates. This can only be realized through the standardization of voting procedures in all polling offices.

Each member of the polling center shall study this manual carefully to ensure the success of voting and shall apply accurately and faithfully all the procedures therein.

General framework

I. The election of the National Constituent Assembly

Date of election

The elections of the members of the National Constituent Assembly will be held on Sunday, October 23, 2011 for voters in Tunisia, and on Thursday, October 20, Friday, October 21 and Saturday, October 22 for voters who are resident abroad.

Voting system

The elections shall take place in one round and the seats shall be distributed among constituencies on the basis of a proportional representation, while taking into account the largest remainders where:

- At a first stage, each list shall be allocated a number of seats that is equal to the number of times during which it obtained the electoral quotient in the constituency. This quotient shall be determined by dividing the number of valid votes over the number of seats allocated to the constituency.
- At a later stage, if seats remain vacant after calculation of the quotient, they shall be distributed on the basis of the highest remainders in the constituency. If the figures relevant to two lists or more are found equal, the youngest candidate shall be given priority.

II. The administration of elections

The Independent High Commission for Elections; created as per decree N°27 dated April 11, 2011, shall be entrusted with the preparation of the elections of the National Constituent Assembly, ensuring democratic, equal, plural, impartial and transparent elections. It is a public independent commission that is autonomous and financially and administratively independent.

The Independent High Commission for Elections is made up of:

- a central commission based in the capital Tunis comprising 16 members.
- a regional commission in each constituency. These regional commissions represent thirty three commissions including six commissions affiliated to the Tunisian diplomatic and consular missions.
- local units at the districts level that helping with election supervision

Section 1: Voting

Part 1: Voting general principles

- 1) Any Tunisian citizen registered on the record of votes shall be entitled to vote.
- 2) Voting shall be personal and voting by proxy shall be prohibited.
- 3) Voting shall be carried out in the polling office that was assigned to the voter on the record of votes.
- 4) Every voter shall be entitled to a secret vote and is not allowed to forfeit it. Voting shall not be public.
- 5) Voting shall be transparent and shall allow the candidate lists, the national and international observers and the journalists accredited by the Independent High Commission for Elections to supervise it in compliance with their code of conduct.
- 6) Voters with disabilities shall benefit from special measures ensuring they exercise their right to vote.

Part 2: Voting regulations

I. Polling Place

1. Polling center

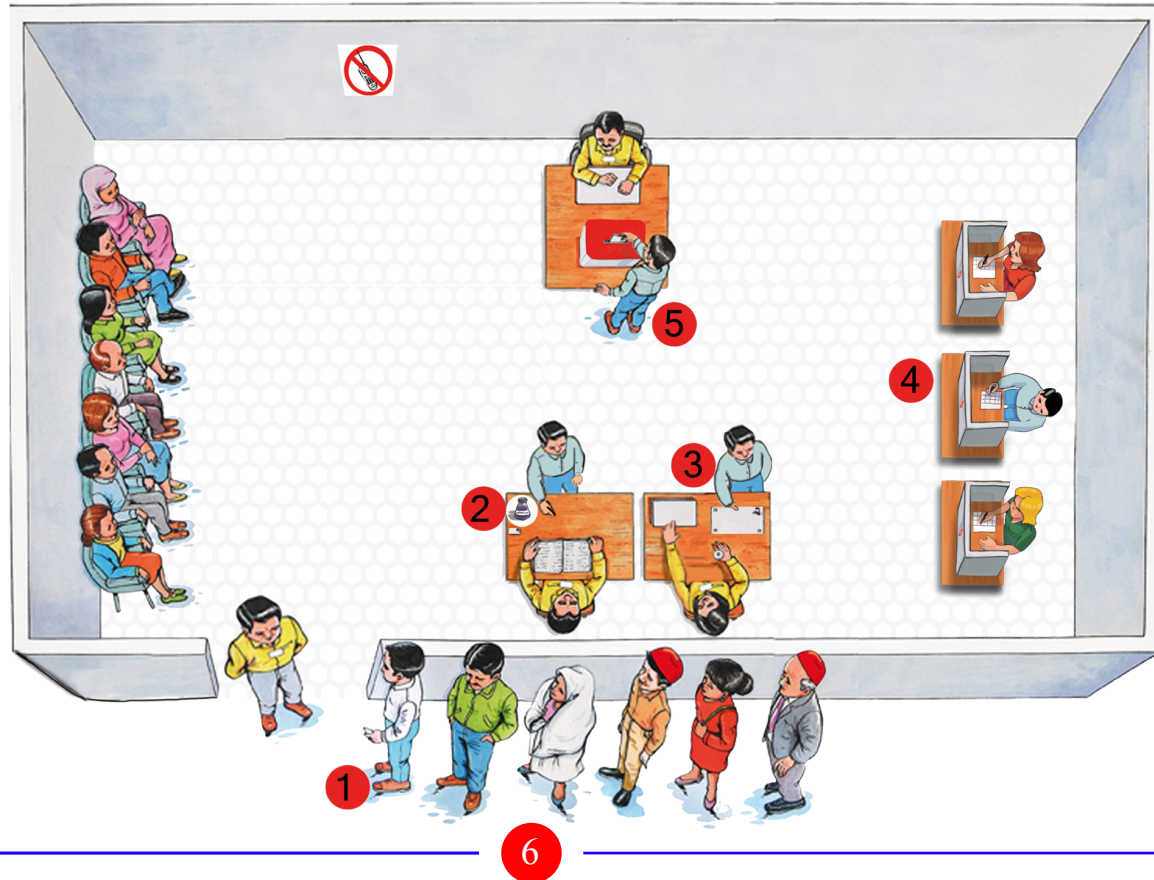
The polling center shall be composed of a polling office or many polling offices. It shall have an information agent and a head of center.



2. Polling Office

Voting shall be done inside the polling office that is designated to that purpose and that is inside the polling center (a school's classroom or a public space designated to that purpose). The polling office is made up of:

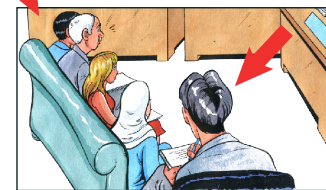
- Head of the polling office
- An agent in charge of verifying identities
- An agent in charge of ballot papers inside the polling office
- An agent in charge of the organization of queuing in front of the polling office



III. Access to Polling Places

The persons entitled to enter the polling office in addition to the members of the office are:

- Members of the central commission of the Independent High Commission for Elections, members of the Independent Regional Commissions for Elections to which the polling office defers and any other person who is entitled by the commission.
- Candidates and representatives of candidate lists who are accredited in the specific constituency by the Independent High Commission for Elections.
- Voters while voting.
- National and international observers accredited by the Independent High Commission for Elections.
- Journalists and media representatives accredited by the Independent High Commission for Elections.
- The guests of the Independent High Commission for Elections.
- Police and the army if requested by the head of the polling office.



The head of the polling office shall authorize the aforementioned persons to be present and this within the limits allowed in the area of the polling office and shall ensure smooth voting and compliance with security regulations. The head of the polling office may have recourse to a draw to determine whosoever shall be allowed in.

1. The duties of the persons present at the polling office

- Any kind of weapon shall be prohibited inside the polling office. It shall only be authorized for police and the army, in case their presence inside the polling office is an absolute necessity and if requested by the head of the office.
- Each voter shall leave the polling office immediately after finishing voting.
- All discussions and negotiations shall be prohibited inside the polling office.
- Members of the polling office shall not wear any badges that indicate any political affiliation. This ban shall not apply to accredited representatives of lists, observers and journalists. The head of the polling center shall ensure oversight of this regulation.
- No campaigning will be allowed inside the polling office, and neither will political discussions or propaganda inside it or inside the polling center.
- The use of speakers shall be prohibited inside the polling center and its surroundings. The head of the polling office may have recourse to the police or the army to prevent it.
- Interviews shall be prohibited inside the polling center and its offices. It shall also be prohibited for national and international observers, representatives of candidate lists and voters to make press statements inside these spaces.

- voters inside the polling center and its offices shall be prohibited.
- It is strictly forbidden to close the polling centers and related offices and to abstain from working during the time set for voting without any instructions from the Independent High Commission for Elections. This shall only be authorised in case of absolute necessity when it is not possible to wait for the decision of the Independent High Commission for Elections.
- The head of the polling office shall be in charge of maintaining order inside the office and preventing any disruption. He shall ensure compliance with the afore-mentioned obligations.
- In case of breach of the code of conduct endorsed by the Independent High Commission for Elections by the observers or the representatives of candidate lists or the journalists, the head of the office shall warn the offender(s) and in case of relapse, the head of the office can proceed to the dismissal of the offender(s) from the office.
- Members of the polling office, representatives of lists, observers, journalists and guests of the Independent High Commission for Elections who are accredited shall wear, all the time and during their presence at the polling centers and polling offices, the badges issued to them by the commission.

Part 3: The voting process

I. Voting preparations before Election Day

1. Preliminary preparations

- The Independent High Commission for Elections shall set the list of polling centers including the offices in each municipality, district and delegation.
- The Independent High Commission for Elections shall appoint amongst voters four officials in each polling office, as of:
 - Head of polling office
 - Two members; the oldest shall be the deputy head of the polling office
 - An agent in charge of organizing the queue

Members of the polling office and its agents can not be chosen amongst candidates or list representatives.

- The Independent High Commission for Elections shall ensure the training of the members of the polling offices and their coaching for a due accomplishment of their job. Trainings attendance is compulsory.

2. Security at the polling office

- Maintaining order inside the office shall be the responsibility of the head of the polling office. In case of absolute necessity he or she may have recourse to security forces.
- The police and the army shall be outside the premises of the polling office. They shall ensure its security until the end of sorting and the hand over of voting material to the central center or to the central office.
- In case of shortage in the voting material or in case of event that can threaten the integrity of voting inside the polling office or in its surroundings, the head of the polling office shall inform the regional commission that is territorially competent, and in case of absolute necessity shall stop the voting process.

- If the head of the polling office decides to stop the voting process for any reason, he shall specify the time during which voting was stopped and he shall inform the regional commission in charge immediately.
- The head of the polling office shall be entitled to ask any person intent on causing disruption to leave the office during voting.

Any person present in the polling office should switch off his/her phone or put it into the “silent” mode except the head of the office. Using mobile phones inside the polling office for whatever reason shall be prohibited except for the head of the office.

3. Organization of the polling office

- The head of the polling office and his assistants shall be present at the polling center they are assigned to on Saturday, October 22 at 1p.m.
- The members of the polling office shall ensure the room they will be using as polling office, is ready (controlling the windows, the doors, the lighting...).
- The head of the polling office shall receive the polling material and shall ensure its availability through an inventory.
- In case of non availability of some materials, the head of the polling office shall inform the head of the polling center, who shall contact the coordinator of the local unit or the head of the regional commission for elections for replenishment.
- **The head of the polling office shall ensure:**
 - The organization of the office.
 - Fetching the polling booths in a way that protects voting secrecy.
 - Assigning seats for accredited observers, representatives of lists and journalists and ensuring they are positioned at a distance that shall not allow them to influence voters.

- Assigning tables for ballot papers, the voter register, the ballot box and polling booths. (see the picture of the polling office)
- Ensuring the polling booth is devoid of any paper or propaganda material and the pens for marking on the ballot paper are available.
- Should the head of the polling office notice any irregularity pertaining to the condition of the room or the polling material, he shall immediately inform the coordinator of the local unit or the head of the regional commission for elections to offset the irregularities established.
- The head of the polling office shall distribute the tasks between the office's members (according to the organisation decided by the commission).
- The members of the polling office shall proceed to a rehearsal to ensure the tasks are well distributed and the room is organised according to the model adopted by the Independent High Commission for Elections for polling offices.
- The head of the polling office shall ensure that voter lists are exhibited in the entrance of the office and it is preferable that the lists are organised according to the number of the identity card.

II. Election Day procedures

1. Before the beginning of voting

- Members of the polling office shall be necessarily present at the polling center at 6a.m.
- Members of the polling office shall prepare the attendance sheet related to them according to the model in this manual.
- Members of the polling office shall wear the badges describing their functions as members of the polling office.

- If a member is absent, the head of the polling office shall inform the head of the polling center, who shall inform the coordinator of the local unit or the head of the regional commission for elections and this member shall be substituted immediately.

- It is imperative to ensure the availability of:

- The banner that includes the number of the polling office.
- The sign prohibiting cell phones and cameras use inside polling offices.

● After the members are seated, the head of the polling office shall welcome the observers, the representatives of lists and the journalists and shall show them their seats.

● The head of the polling office shall be entitled to select the number of observers, representatives of candidate lists and journalists who can be authorised to enter the polling office according to the area of the room and to ensure due progress of voting. The head of the polling office shall be entitled to use a draw to select these persons.

● Journalists shall not be authorised to use cameras inside the polling office unless otherwise authorized by the head of the office.

ورقة حضور أعضاء مكتب الاقتراع (رئيس مكتب الاقتراع، أعضاء مكتب الاقتراع)				
يرى من رئيس مكتب الاقتراع				
1- تعبئة البيانات بدقة للأغذية والمصادقة عليها.				
2- تعبئة هذا النموذج قبل البدء بوقت الاقتراع				
أولاً بيانات مركز الاقتراع				
البلدية الانتخابية:				
مكتب الاقتراع:				
ثانياً بيانات أعضاء مكتب الاقتراع				
الترتيب	الإسم واللقب	رقم بطاقة التعرف الوطنية	الوظيفة / الصفة (مؤيد مرشح)	الإحداث
اسم رئيس مكتب الاقتراع		إحداث رئيس المكتب		التاريخ
				2011/10/23

2. During voting

a) Preliminary preparations

At 6:30 a.m, the head of the polling office, in the presence of all the members, the observers, the representatives of lists and the journalists present in the room, shall proceed with the following:

- Opening the ballot box and taking out the voting materials that are inside and ensuring they are all available (voter register, ballot papers, seal, minutes, locks...)
- Ensuring the box is empty and has only one opening. Showing the empty box to the attendance.
- The head of the polling office shall close the ballot box using four yellow plastic locks designated for this purpose.
- The upper opening of the box shall remain unlocked.
- The received ballot papers shall be counted.
- At the same time, and in parallel with each process mentioned above, one of the members of the polling office, commissioned by the head of the polling center, shall complete the minutes according to the model in this manual.



محضر عمليات الاقتراع			
تحديد مكاتب الاقتراع			
رمز مكتب الاقتراع		اسم مركز الاقتراع	
الدائرة الانتخابية		ساعة بداية عملية الاقتراع (تكون هنا بدقة الساعة التي تم فيها الإعلان عن بدء الاقتراع فعلياً)	
1 - افتتاح الاقتراع			
عدد الناخبين المسجلين في المكتب		عدد أوراق التصويت الممنوعة للمكتب	
بلسان القلم		بلسان القلم	
بالأرقام		بالأرقام	
أرقام الأقفال التي أقفل بها صندوق الاقتراع			
قفل احتياطي يستعمل عند تخليق أو ختم الاقتراع			

b) Beginning of voting

- Members of the polling office shall ensure the voter votes in total freedom and secrecy. They shall ensure absence of any influence on voters from any party. They shall abstain during the whole day of polling from any intervention or influence that might strain the integrity of the elections.

Note: starting from this stage, there shall be at least two members of the polling office at the office.

- The head of the polling office or the head of the center, if there is more than one polling office, shall be entitled at 7:50 a.m to open the door of the center to the voters so they can enter the polling center.

- The information agent shall direct the voters to their polling office.

- Voters shall be able to enter the polling office and vote starting from 7a.m.

Note: If there is any delay concerning the beginning of voting, the Independent High Commission for Elections shall be informed and it shall take the appropriate measures such as extending voting time.

Voting steps

First step: queuing in front of the polling office (agent for organizing queuing)

- The agent in charge of organizing the queue shall organize the entrance of voters into the polling office according to the instructions of the head of the polling office.

- In some places, it might be possible to organize a queue for women and another one for men respecting rotation in entering the office.



- The agent in charge of organizing the queue shall carry out the following tasks:

1/ remind voters to prepare their identity cards to show them when requested.

2/ ensure voters are in the right polling office they are registered in.

3/ insist on ensuring mobile phones are switched off and left with the agent in charge of identity verification and not bearing arms.

4/ grant voting priority for people with specific needs like the elderly, pregnant women and disabled persons.

The persons whose fingers are inked shall not be authorised to enter the polling office.

- The agent in charge of organizing the queue shall direct the voter to the agent in charge of verifying identities after ensuring the other voter passed to the agent in charge of distributing ballot papers.

Second step: verifying identity, checking the voter register and inking voters (agent in charge of verifying identities)

1/ Ensure the voter did not vote before by checking the ink on his hand.

2/ Ensure the identity of the voter using only the national identity card. Any other personal document and the photocopy of the national identity card shall not be accepted.

3/ Ensure the voter is registered on the voter register of the polling office and that his/her data correspond to the voter register.

- If the correspondence of the name or the number of the national identity card is not totally matching, the agent in charge of verifying identities shall give the voter back his card and ask him/her to leave the room.



- If the agent in charge of verifying identities fails to find the name of the voter on the voter register he/she is using, he/she shall proceed as the follows:
 - If the voter shows a voluntary registration receipt stating that he/she is registered in that particular polling office, the agent in charge of verifying identities shall bring the case to the head of the polling office.
 - If the voter does not have a voluntary registration receipt, the agent in charge of verifying identities shall direct him/her to the information agent present in the polling office, who can send a short message service (sms) to check the aptitude of the voter to vote and to determine the office in which he/she can vote.

4/The agent in charge of verifying identities, after verifying the identity of the voter and the checking of the voter register, shall ask the voter to dip his left hand forefinger in ink.

- If the voter refuses to dip his finger in ink, the head of the polling office shall remind him of the decision of the commission related to inking, and if he/she insists on refusing inking his/her national identity card shall be returned to him/her and he/she shall be ordered to leave the office.

- If the voter accepts inking and dips his finger in ink, he/she then shall sign or fingerprint in the column opposite to his/her name on the voter register.

Warning: The head of the polling office shall shake the ink bottle each half an hour to ensure the efficiency of the ink.

People with disabilities in their upper limbs shall be exempt from signing or fingerprinting.



5/The agent in charge of verifying identities shall keep the national identity card and shall ask the voter to leave his mobile phone with it.

6/The agent in charge of verifying identities shall direct the voter to the agent in charge of ballot papers.

Third step: distribution and reception of the ballot paper (the agent in charge of ballot papers)

The agent in charge of ballot papers shall carry out the following tasks:

1/ Ensure the ballot paper is valid and clear (has no printing ink or spilling ink on it and all its basic parts are clear and are not torn).

If the ballot paper is not clear (has printing ink or spilling ink on it or is torn...), the agent in charge of the ballot papers shall give it in to the head of the polling office, who shall write it off, write on its back the term “damaged paper” and put it in an envelope designed for this purpose.

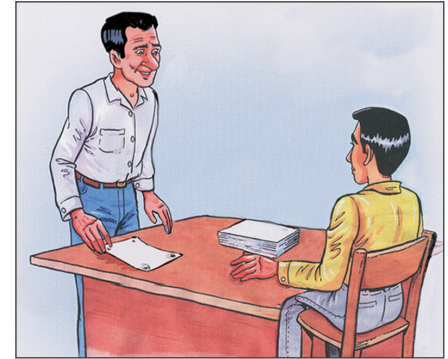
2/The agent in charge of ballot papers shall stamp the ballot paper on its back on its four angles (only when distributed) and shall put it on the table.

Warning: Non-stamped ballot papers will be cancelled, therefore due care should be given to ballot paper stamping

3/ Ensure the voter gets only one ballot paper.

4/The ballot paper, after being stamped and validated, shall be put in front of the voter on the table so he/she can get it.

5/The voter shall take the ballot paper from the table and shall necessarily go to the polling booth.



Fourth step: voting in the booth

1/The voter shall take the ballot paper from the table and shall necessarily go to the polling booth.

2/The voter shall use the pen in the booth, shall mark only one candidate list and shall fold the ballot paper.

Warning: The voter shall ensure the ballot paper is clean and not stained with ink.

- In case of misuse of the ballot paper or in case of its damage, the voter can ask the head of the polling office for a change of paper.

- The head of the polling office shall receive the paper immediately, shall fold it without looking at the voter's choice and shall write on its back the term "paper that has been offset and shall not be counted". He/she shall put it in the envelope of damaged papers.

- The head of the polling office shall direct the voter to the agent in charge of ballot papers for the second time to receive another ballot paper and shall warn him/her that this shall be the last paper distributed to him/her.

3/ Once the ballot paper has been marked, the voter shall leave the booth, go to the ballot box and put his ballot paper himself/herself.

Warning: One of the members shall ensure the availability of a magnifying glass inside one of the booths for visually impaired voters and shall ensure all booths are devoid of any papers or any propaganda material related to the lists.



Fifth step: putting the ballot paper inside the ballot box (the head of the polling office)

- The voter shall go to the ballot box.
- The voter shall put the ballot paper in the box by himself/herself.
- The head of the polling office shall direct the voter to the agent in charge of verifying identities.



Disabled voters voting

The following disabled persons are entitled to vote:

- Blind people
 - People with mild mental impairment
 - People with infirmity in their upper limbs.
- Each disabled person who fits into the mentioned categories shall have the authorization to bring a chosen voter with him/her, who shall enter the booth with him/her and help him/her vote.
- In all cases, the same voter shall not be authorized to accompany more than one disabled voter.
- The accompanist shall be authorized to help the disabled voter during the whole voting process including the booth.
- The agent in charge of verifying identities shall ask the accompanist of the disabled voter for his/her identity card.
- If the disabled voter is not able to sign, he/she shall fingerprint opposite to the column dedicated to him/her on the voter register. The following sentence: “the voter was helped by mister (...) holder of the national identity card number (...), shall be written opposite to his fingerprint



- In case the disabled voter comes to the polling office without an accompanist, the head of the polling office shall ask any voter present at the office to help him/her.

Note: Illiterate people shall not be authorized to bring accompanists with them to vote.

Periodic monitoring of voter turnout

-The head of the polling office shall ensure periodically the monitoring of voters turnout as set by the commission.

3.Closing the polling center door

- The head of the polling office shall close the door of the polling center at 7p.m.
- All voters that are inside the polling office can carry on voting.
- The head of the polling office with the help of the agent in charge of organizing the queue shall check the number of voters still queuing.
- When all voters finish voting, the head of the polling office shall announce the end of voting and shall close the ballot box with the fifth lock.
- The head of the polling office shall count the following:
 - Ballot papers that were not used.
 - Ballot papers that were damaged.
 - The number of voters' signatures in the voter register.
 - The triplicate of the end of voting minutes shall be prepared according to the model in this manual.

2 - ختم الاقتراع								
عدد الناخبين الذين صوتوا			عدد أوراق التصويت غير المستعملة			ساعة ختم عملية الاقتراع (تكون هنا بطاقة الساعة التي تم فيها الإعلان عن ختم الاقتراع فعلياً)		
بالأرقام			بالأرقام			بالأرقام		
.....								
ملاحظات								
.....								
.....								
.....								
أسماء وتوقيعات ممثلي القنصت								
الاسم	القائمة	التوقيع	الاسم	القائمة	التوقيع	الاسم	القائمة	التوقيع
.....								

Section 2: The sorting and counting process

Part 1: The principles of the process of sorting and counting

Sorting votes shall be done inside the polling office immediately after the end of voting. Sorting shall be subject to the following procedures:

- 1) Immediately after the end of voting, the polling office shall be turned into a sorting office and shall be accommodated for this purpose. The sorting process shall continue till the end without interruptions and it shall not be authorized to postpone it or stop it.
- 2) Each polling office shall be entitled to sort the ballot box dedicated to it.
- 3) The disclosure of the ballot papers shall be public in the presence of local and international observers, representatives of lists, journalists and representatives of media who are accredited by the commission and who are present at the sorting office.
- 4) Weapons shall be prohibited inside the polling centers and its offices during the sorting procedure.
- 5) Members of the sorting offices shall not be authorized to make any statements concerning the sorting results before the end of the sorting process.
- 6) People present inside the sorting office shall not be authorized to leave it except in case of absolute necessity and with permission from the head of the polling office.

Part 2: The sorting and counting mechanism

Members of the polling office shall be entitled to sort votes and shall be supported where appropriate by additional sorting agents from the voters that shall be appointed by the head of the polling office.

I. The preparations for the sorting and counting process

Before sorting, the head of the polling office or one of the members shall be entitled to perform the following tasks:

- a) Evacuation from the polling office of all the persons who are not authorized to attend the sorting process (except the representatives of lists, the observers and the journalists who are accredited by the commission).
- b) Organize the polling office to start the sorting process in a way that allows all the attendance to follow the whole process:
 - Rearrange tables into a big one for the disclosure of ballot papers and for sorting in an organized way.
 - Bring all the documents and sorting and counting material (voter register, ballot papers that were not used, ballot papers that were damaged, ballot box, model of minutes of sorting, ballot box locks...)
- c) Attendees will be asked to keep silent, to stay in the places designated to them and not to make any trouble during the public sorting.
- d) Journalists in charge of monitoring the sorting process shall not be authorized to use their cameras except with authorization from the head of the polling office.



II. Initiation of the process of sorting and counting

Members of the polling office who are in charge of sorting shall execute the process according to the following steps:

1. Beginning of minutes preparation

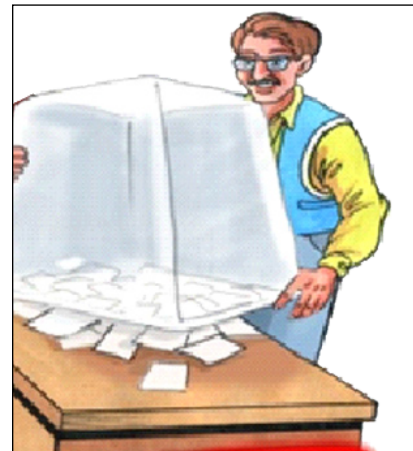
The head of the polling office shall be entitled before opening the ballot box to add the following data to the sorting minutes, which shall be prepared in triplicate.

- Include data concerning the first part of the minutes related to the name of the constituency, the name of the polling office and its number.
- Include the general number of voters registered in the polling office as stated in the minutes of voting
- Include the number of the ballot papers received by the polling office as stated in the minutes of voting
- Include the ballot papers that were not used with the same way.
- The head of the polling office shall be entitled to record, in the sorting minutes, the number of voters after counting the number of signatures in the voter register that are in the appropriate column.
- The number of damaged ballot papers shall be recorded in the box designated to it in the sorting minutes.

2. Opening of the ballot box and emptying it of ballot papers

The head of the polling office shall start taking out the ballot papers according to the following steps:

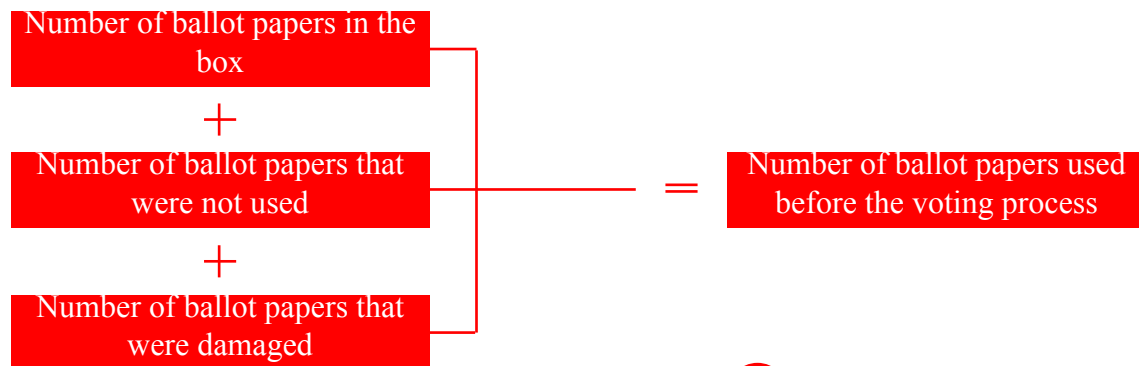
- The ballot box shall be put on the sorting table after ensuring it is free of any paper or pen.
- The head of the polling office shall read out loud the numbers of the ballot box locks and shall confirm the numbers of locks correspond to the numbers recorded in the voting minutes.



- The head of the polling office shall break the locks and open the box. The locks shall be saved in the envelope designed for this purpose. He shall keep the fifth lock on the opening of the box closed.
- All ballot papers that are in the ballot box shall be emptied on the table.
- The head of the polling office shall show the box to the attendance to ensure no paper is left inside.
- The head of the polling office shall assign a member or more to disseminate the ballot papers and put them on top of each other in the form of bundles. Each bundle shall be composed of 100 ballot paper and the papers shall be opened and in reverse.
- The head of the polling office shall assign a member to count all the ballot papers extracted from the box.
- If the number of ballot papers extracted from the box corresponds to the number of voters, the head of the polling office shall note the total number of ballot papers in the sorting minutes.
- In case of inconsistency whereby the number of voters exceeds the number of ballot papers or is less than the ballot papers, the irregularity shall be investigated and established through the voting minutes and the consideration of the comments included therein; as the abstention of a voter to take the ballot paper or to put it in the ballot box...

If the irregularity is confirmed, the counting shall be restarted again. If the inconsistency is confirmed again, it shall be recorded in the sorting minutes and the sorting process shall be carried on.

- The number of extracted ballot papers shall be equal to the number of voters.



- The head of the polling office shall announce to the attendance; observers, representatives of lists, journalists and media representatives that they are authorized to follow the sorting process with the members of the polling office. He shall emphasize that the accredited sorting results shall be the ones recorded by the two members assigned to this task by the head of the polling office.

3. Sorting ballot papers and counting votes

● Sorting ballot papers

The head of the polling office shall authorize the beginning of the sorting process according to the following steps:

- The head of the polling office or another member shall read out loud the content of the ballot paper and shall announce whether the paper assigned to a given list, is cancelled or is blank.
- He shall show it at the same time to the attendance by a show of hands.
- Two other members shall mark the votes on the sorting papers designed for this purpose and in the places designated for this purpose.
- The sorted ballot papers shall be organized on top of each other in bundles of 100 papers.
- Each cancelled ballot paper shall be put in the envelope designed for this purpose and shall have the following term written on it “cancelled ballot paper”. Blank ballot papers shall also be put in the envelope designed for this purpose and shall have the following term written on it “blank ballot papers”.
- Any disputed ballot paper shall be signed by the members in charge of sorting and shall be numbered to be decided by the polling office after the disclosure process.

The valid ballot paper shall be the one that is officially stamped and that is marked only for a list.

Marking shall be considered correct in the following cases:

- The back of the ballot paper shall be marked by the polling office stamp on its four angles.



- Putting any other mark in the box assigned to a candidate list.

الرقم	الرمز	إسم القائمة	
1	☒	~~~~~	
2	☒	~~~~~	
3	☒	~~~~~	
4	☒	~~~~~	
5	☒	~~~~~	
6	☒	~~~~~	
7	☒	~~~~~	✓
8	☒	~~~~~	

- Putting a circle around the name of a candidate list.

الرقم	الرمز	إسم القائمة	
1	☒	~~~~~	
2	☒	~~~~~	
3	☒	~~~~~	
4	☒	~~~~~	
5	☒	~~~~~	
6	☒	~~~~~	
7	☒	~~~~~	
8	☒	~~~~~	

- Putting a (X) in the box assigned to a candidate list.

الرقم	الرمز	إسم القائمة	
1	☒	~~~~~	
2	☒	~~~~~	X
3	☒	~~~~~	
4	☒	~~~~~	
5	☒	~~~~~	
6	☒	~~~~~	
7	☒	~~~~~	
8	☒	~~~~~	

A ballot paper shall be considered blank if the voter did not mark it.

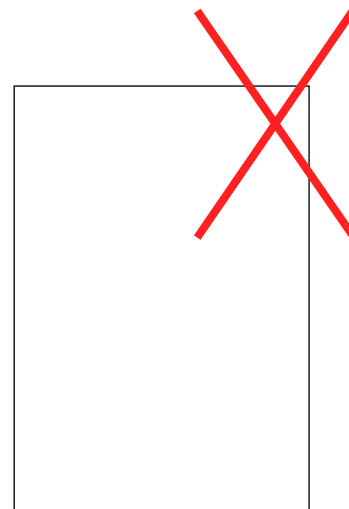
The following ballots are considered null and void:

- Any ballot paper that is different from the ballot papers made available in the polling office.
- Any ballot paper not stamped on its back by the polling center office stamp.
- Any ballot paper that contains a mark or a text revealing the identity of the voter.
- Any ballot paper where names of candidates have been substituted or added.
- Any ballot paper containing marks for more than a list.
- Any ballot paper that does not mark with certainty the choice of the voter.
- Any ballot paper torn in one of its principle parts.

● Counting votes

At the end of the sorting of all the ballot papers that were validated:

- The polling office shall decide on the disputed ballot papers and shall add to each list the votes they decide shall be attributed accordingly.
- The persons in charge of sorting shall note on the sorting sheets:
 - The total number of votes each list has collected.
 - The total number of blank ballot papers.
 - The total number of cancelled papers.



	إسم القائمة	الرمز	الرقم		إسم القائمة	الرمز	الرقم
	~~~~~	🗳️	1		~~~~~	🗳️	2
	~~~~~	🗳️	2		~~~~~	🗳️	3
✗	~~~~~	🗳️	3		~~~~~	🗳️	4
	~~~~~	🗳️	4		~~~~~	🗳️	5
	~~~~~	🗳️	5		~~~~~	🗳️	6
	~~~~~	🗳️	6		~~~~~	🗳️	7
	~~~~~	🗳️	7	✓	~~~~~	🗳️	8
	~~~~~	🗳️	8		~~~~~	🗳️	



## Section 3: End of the sorting process and packing of voting materials

### I. Preparation of envelopes for each type of ballot papers

- a) Ensuring valid ballot papers are divided into bundles of 100 papers.
- b) Ensuring damaged ballot papers are put in the envelope designed for this purpose and their number is written on the mentioned envelope.
- c) Ensuring blank ballot papers are put in the envelope designed for this purpose and their number is written on the mentioned envelope.
- d) Ensuring cancelled ballot papers are put in the envelope designed for this purpose and their number is written on the mentioned envelope.
- e) All ballot papers that have not been used shall be put in the envelope designed for this purpose and their number shall be written on the mentioned envelope.
- f) The polling office stamp and the electoral ink shall be put in a special closed envelope.
- g) The locks that were used during voting and that have been broken shall be put in a special envelope.
- h) A duplicate of voting minutes shall be put in the ballot box and each duplicate of voting minutes is added to a duplicate of sorting minutes.
- i) The remaining duplicates of the sorting minutes shall be put in an envelope designed for this purpose.

## II. The special envelopes, the bundles of papers, the voting and sorting materials shall be put in the ballot box and it shall be closed

- a) Members of the polling office shall put the voter register, the valid ballot papers, the non used papers, blank ballot papers and cancelled papers' envelopes and the stamp in the ballot box. The minutes' envelope and the green locks prepared for locking the ballot box are excluded.
- b) The head of the polling office shall close the ballot box including the voting opening using five green locks. The numbers of locks shall be included in the sorting minutes, which shall be kept outside in a special envelope.

## III. Election results disclosure

The head of the polling office shall exhibit a copy of the sorting minutes on the polling office door.

## IV. Delivery of the materials

The head of the polling office shall put the two duplicates of the sorting minutes in two different envelopes and shall send the two envelopes and the ballot box to the collection office or to the central office appointed by the Independent High Commission for Elections.

Note: The remaining voting material including booths shall be kept at the polling centers.

# انتخابات المجلس الوطني التأسيسي

## 23 أكتوبر 2011

### طريقة الاقتراع

الهيئة  
العليا  
المستقلة  
للاقتخابات  
TUMSIE  
INSTANCA SUPREMA  
INDIPENDENTE  
POUR LES ELECTIONS



أعطي أصبي  
في العبيرة



4

أظهر بدي مسودتين  
الإتيان عدم وجود  
الجر الانتخابي ويتم التأكد  
من وجود إسمي في السجل



3

أنتظم في  
الصف أمام مكتب  
الاقتراع المحصن



2

أتوجه إلى  
مركز الاقتراع



1

أضع علامة  
واحدة (X) حسب  
اختياري



8

أدخل الحلوة  
وجوبا



7

أتناول ورقة  
التصويت  
المعتمدة



6

أستلم بطاقة  
التعريف الوطنية  
ثم أعطي أمام  
إسمي في السجل



5

أعادر مركز  
الاقتراع بمحد.



12

أستلم بطاقة  
التعريف الوطنية  
وأعادر المكتب



11

أضع الورقة  
في الصندوق



10

أظهر الورقة  
مطوية و تحمل  
الخم فحل وضعها  
في الصندوق



9

أمنع الأمانة  
الانتخابية داخل  
وفي محيط  
مركز الاقتراع



أولوية لكبار  
السن والحوامل  
و ذوي الحاجات  
الخصوصية



يسلمون الموقوف  
بمن يثق به



يمنع استعمال  
الهاتف الجوال

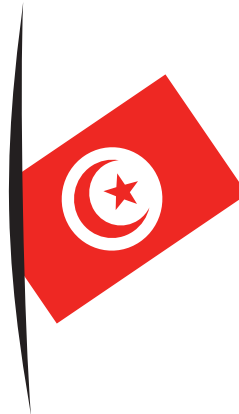


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