

Dear Elections Officials,

The decision you have made to become members of Team GECOM is far reaching and quite momentous. In effect, you have decided to be a part of Guyana's history, since Elections arguably represents the most important tiles in the complex mosaic of the democratic process. You have now joined a team which is fully committed to the delivery of a free, fair and transparent election.

You, individually and collectively, have an immensely important role to play in maintaining the concept of democracy. The Commission, the Secretariat, the contesting political parties and the public are expecting your professional and impartial conduct in the execution of your respective tasks. You have a solemn duty to abide with, to enforce and to defend the rules and procedures that have been established to permit electors to exercise their rights to vote in a conducive environment.

I am therefore encouraging you to carefully read and absorb the contents of this "Official Manual for Returning Officers and other District Staff." This document has been prepared in accordance with the authority delineated in those laws associated with the electoral process.

This manual is prepared in a user-friendly format and serves to afford you a text to which you can refer at all times for guidance. Reading and re-reading of this manual is mandatory.

Allow me, on behalf of the Guyana Elections Commission, to wish each and everyone of you every success during your training and subsequently in discharging your responsibilities and implementing your commitment.

Yours sincerely

INTRODUCTION

This manual is designed for use during the conduct of elections for the President, Members of National Assembly and Members of the Regional Democratic Councils in 2006. It is intended to provide an easy guide to the duties and responsibilities of:

- Returning Officers;
- Deputy Returning Officers
- Election Clerks; and
- Clerical Assistants.

The information in the manual is so organized to allow the reader to follow the steps in the election process in a sequential manner, and become fully acquainted with:

- The roles and responsibilities of returning Officers;
- The functions to be carried out by them; and
- The Returning Officers' relationships with the Elections Commission, Chief Elections Officer, Secretariat staff and all Stakeholders.

In this manual, when reference is made to "elections Officials", it is understood to be applicable to all staff as recorded on page 5 of this Manual.

BACKGROUND

RESPONSIBILITIES AND FUNCTIONS OF THE ELECTIONS COMMISSION

The registration of electors and the conduct of General and Regional Elections are subject to the directions and supervision of the Elections Commission. Constitutional requirements provide that the Commission shall:

- Be responsible for the efficient functioning of the Permanent Secretariat which shall comprise the Officials and employees of the Commission;
- Appoint all staff, inclusive of all temporary staff; and
- Have the power to remove and exercise disciplinary control over such staff.

ELECTORAL SYSTEM

The Electoral System is conducted under Proportional Representation with an element of Geographical and Gender Representations. Ballots will be cast throughout Guyana in favour of a List of Candidates representing Political Parties for the President, sixty-five members of the National Assembly and for members of the ten Regional democratic Councils.

REFERENCE TO ELECTION LAWS

The conduct of the General and Regional Elections must adhere to the Laws that are entrenched in the Statute. This manual was prepared in strict accordance with Election Laws. These Laws define the procedures to be followed by Election Official and this manual was designed to clearly explain in full detail the regulations pertaining to Returning Officers, Deputy returning Officers, Election Clerks and Clerical Assistants in carrying out their functions and duties.

In this manual, reference will be made to relevant enactments governing the conduct of the 2006 Elections. These are:

- The Constitution of the Co-operative Republic of Guyana
- The Representation of the People Act Cap. 1:03; and
- The relevant Subsidiary Legislation mainly
 - Election Laws (Amendment) Act No 15, 2000.

POLLING DISTRICTS

The country is divided into ten (10) **Polling Districts**, which coincide with the country's ten Administrative Regions. The Polling Districts will be divided into **Polling Sub-districts** and **Polling Divisions/Sub-Divisions**. For Election Day, there will be a number of **Polling Stations** in each Division, which can be grouped, for administrative purposes, into one **Polling Place**.

APPOINTMENT OF ELECTION OFFICERS/OFFICIAL

Provision is made for the Elections Commission to hire all required personnel for the purpose of the exercise and discharge of the functions conferred upon it under the Constitution.

The Elections Officials and Staff referred to are:

- Chief Election Officer
- Deputy Chief Election Officer
- Assistant Chief Election Officer
- Returning Officers
- Deputy Returning Officers
- Election Clerks
- Presiding Officers
- Assistant Presiding Officers
- Poll Clerk
- Ballot Clerk/Counting Assistants and
- Other staff appointed as necessary.

The Elections Commission makes appointments to these offices on the following bases:

- A Returning Officer for each Polling District;
- Deputy Returning Officers and Election Clerks as needed, depending on the number of electors and characteristics of the district.
- A Presiding Officer, an Assistant Presiding Officer, one Ballot Clerk/Counting Assistant and two Poll Clerks for each Polling Station; and
- Other staff as may be necessary or desirable for the implementation of the Act.

OATH OF OFFICE

Before any Election Officer can perform any function under the Act, he/she must take and subscribe to an Oath (FORM 1) before a Justice of the Peace or an Election Official.

No Election Officer shall administer an Oath/Affirmation until he/she has taken the Oath as prescribed.

CODE OF CONDUCT

Elections Officials have a major role in the election processes. You, as Election Officials are very important since you have direct contact with the electors and the manner in which you fulfill your duties is essential to the degree of confidence voters will have in the electoral system and in the Elections Commission.

You should be courteous, polite and helpful at all times. Remember to treat all voters impartially and with respect.

Each of your actions should reflect the highest standards of:

- Integrity;
- Neutrality;
- Transparency;
- Fairness;

You must:

- Respect the secrecy of the vote
- Ensure the security of election materials; and
- Report promptly and accurately the election results.

Duties and Responsibilities of Election Officials

ESTABLISHMENT OF OFFICE

As soon as the Returning Officer takes the Oath of Office he/she shall:

- Establish an office in his/her District with the approval of the Chief Election Officer. This office must be opened as stipulated by the Elections Commission;
- Display prominently the location of his/her office and the hours of operation;
- Maintain liaison and close coordination with the Chief Election Officer; and
- Establish offices for his/her Deputies.

The Returning Officer will ensure that the Deputy Returning Officers perform duties at the offices established within hi/her Polling Sub-districts and maintain the same hours of operation. However, since hours of operation are stipulated by the Elections Commission, Election Officials must report to their respective offices at least one hour before.

The Election Clerks and Clerical Assistants will perform duties as assigned by the Returning Officers Deputy Returning Officers respectively.

MAIN FUNCTIONS OF ELECTION OFFICIALS

The main functions and responsibilities of the Election Officials and staff are stipulated by the Representation of the People Act Cap. 1:03 and relevant subsidiary legislation. The following represents the main functions that Election Officials are required to perform to ensure the effective conduct of the Election.

RETURNING OFFICERS:

The Returning Officer shall:

- Be responsible to the Chief Election Officer for the proper conduct of the poll within his/her Polling District.
- Maintain close liaison and coordination with the Chief Election Officer and the Elections Secretariat.
- Report to the Chief Election Officer through ACEO/DCEO.
- Supervise the work of the Deputy Returning Officer(s), Election Clerks and all other Election Officials within hi/her District.
- Administer the Oath of the Office to all staff members before they perform any function under the Act (Cap. 1:03).
- Assist the Training Instructors with the training of Polling Day Officials.

Before Election Day:

- Identify and establish Polling Stations in his/her District.
- Be responsible for local arrangements for the use of buildings as Polling Places, including organizing for contracts, where necessary.
- Publish information of the location of Polling Places (buildings in which Polling Stations are located).
- Liaise with Divisional Commander of Police to put in place local security arrangements. The Returning Officer must also inform the Divisional Commander of Police that the Police Officers must operate under the instructions of the Presiding Officers.
- Post the Official Lists of Candidates provided by the Guyana Elections Commission.
- Prepare and display Lists of names of Disciplined Forces and Non Resident Electors deemed to have voted in advance at Polling Stations where necessary, that is, at Polling Stations where intermixing will take place.
- Requisition, receive and issue election supplies to Presiding Officers for use on Election Day. Ensure that all election materials are made available to Polling Stations in sufficient quantities and on time.
- Inspect each Polling Station with the Presiding Officer.
- Be prepared to provide replacement of Polling Day Staff as the need arises.
- Make arrangements for the receipt, safe storage, delivery and return of all election materials, giving special attention to ballot boxes, ballots and electoral ink.
- Ensure that arrangements are made by his/her Deputies to receive results of the poll from Presiding Officers and for the results to be delivered to the Returning Officer's Office.
- Post notice of poll and location of Polling Stations not later than the twentieth day before Election day giving the day and hours of the poll (of 2006 from 6 a.m to 6 p.m), as well as the official List of Electors and List of Candidates for each Political Party.
- Publish notice of poll at EACH Polling Station not later than the fourteenth day before Election Day.
- Publish a copy of the Official List of Electors for each Polling Station not later than the fourteenth day before Election Day.
- Receive applications for cancellation of proxies not later than the tenth day before Election Day.
- Publish notice of appointments of political parties' Polling Agents (Assistants and Counting Agents included) not later than the seventh day before Elections Day.
- Process and approve proxies not later than the fourth day before Election Day.
- Post lists of proxies not later than the fourth day before Election Day.
- Receive requests for certificates of employment, and issue same as well as prepare a list of Certificates of Employment.

Duties on Election Day:

- Supervise and carry out visits to Polling Stations on Election Day.
- Provide replacement Polling Station Staff where necessary.
- Receive Poll results from Deputy Returning Officers or Presiding Officers within his/her District.
- Ascertain the total votes cast in favour of each List of Candidates in his/her District by adding the votes recorded in accordance with the statements of poll.
- Publicly declared and publish the votes recorded in the District for each List of Candidates.
- Promptly and accurately submit on Form 24, certified copies of elections results for his/her District to the Chief Election Officer.

Duties after Election Day:

- Receive request(s) by noon of the day after Election for a limited or general recount.
- Conduct final count or recounts if necessary.
- Ensure that all Ballot Boxes and Election supplies, materials and equipment are securely returned to the Guyana Elections Commission.
- Submit final accounts and election report for his/her District to the Chief Election Officer.

ELECTION CLERK

Election Clerk must be prepared to carry out all duties and responsibilities of the Returning Officer or the Deputy Returning Officer since in case of need he/she will act in their place. He/she is expected to:

- Provide general assistance to the Returning Officer/Deputy Returning Officer;
- Function as Office Manager;
- Supervise the arrangements for pre-poll distribution and the post-poll collection, transportation and return of election equipment and documents, etc; and
- Perform any other duties related to the conduct of elections as assigned by the Returning Officer.

DEPUTY RETURNING OFFICER

The Deputy Returning Officer reports to the Returning Officer and is responsible for the operation of a group of Polling Stations or for a Sub-district. He/she is expected to;

- Organize and supervise the arrangements for Polling Stations in his/her sub-district;
- Ensure that all Polling Day Officials appointed, have the skills for the effective and efficient performance of their duties by assisting the Commission's Training Instructor;
- Promptly report matters of concern to the Returning Officer with his/her District.
- Ensure that all election materials are made available to Polling Stations in sufficient quantities and on time;
- Disseminate official information throughout his/her sub-district;
- Visit Polling Stations before Election Day with Returning Officer and Presiding Officer.
- Visit Polling Stations in his/her sub-district on Election Day and give:
 - Feedback to the Returning Officer
 - Advice and guidance to the Presiding Officer and other Polling Officials.
- Receive results of the poll from Presiding Officers.
- Transmit Results of the Poll to the Returning Officer IMMEDIATELY;
- Ensure that all postings and publications are taken down as soon as practicable after Election Day,
- Ensure that all election materials other fixtures and ballot boxes are promptly remitted to the Returning Officer; and performing other duties related to the conduct of poll as required by the Returning Officer.

CLERICAL ASSISTANT

The Clerical Assistant is assigned to the office of the Returning Officer/Deputy Returning Officer. He/she reports to the Election Clerk and is expected to:

- Facilitate all communications between his/her supervisor and headquarters;
- Carry out clerical and typing duties;
- File documents;
- Take telephone calls and messages;
- Ensure the neat and tidy appearance of the office; and
- Perform any other related duties as may be assigned by the Election Clerk.

Establishment of Polling Stations

ALLOCATION OF POLLING STATIONS

The Returning Officer, subject to the approval of the Chief Election Officer, establishes as many Polling Places and Polling Station as may be required for each Polling Division or Sub-division. In special cases, especially in riverain and hinterland areas, a Polling Place/Station may serve more than one Polling Division.

CLASSIFICATION OF POLLING PLACES

When a Returning Officer makes arrangements for the conduct of the poll, he/she takes into consideration the peculiarities of the locality and its existing conditions. To this end, the administrative classifications presented below may apply.

Polling Station

It is the basic unit for polling day. Each Polling Station serves a specific number of voters and is properly staffed.

Polling Place

This refers to one building housing more than one Station. In each Polling Place, the Official List of Electors is placed at the entrance and an Information Clerk located there to direct registered voters to their assigned Polling Stations.

Polling Complex

This refers to one building housing more than one, and usually several, Polling Stations for the same polling unit. At this complex, the List for that unit is at each station and each voter can exercise his/her franchise at any of them as directed. This arrangement may be used only if it cannot be avoided.

Polling Cluster

This refers to two or more buildings in close proximity, housing several Polling Stations in the same polling unit. The List for that unit will be at each station and each voter can exercise his/her franchise at any of them as directed.

Simple Floating Unit

This refers to several Polling Stations in different building far and apart, serving the same polling unit. The same List of Electors for that unit is displayed at each Polling Station and persons exercise their franchise in their respective locations of that polling unit. A Presiding Officer manages each such station.

Multi-Unit Floating Arrangement (Within a Polling Unit)

This refers to several buildings set far apart in one or more polling units. This requires that the relevant List of Electors for the respective polling units be placed in each of the polling Station in that float.

Special Polling Arrangements (Outside Polling Unit)

This refers to establishing a Polling Station outside of the Polling Unit/Polling District in an adjacent polling unit where accommodation for a Polling Station could be found.

Returning Officers are expected to publish extensively at the local level, the polling arrangements set in place to ensure that voters know the exact location at which they are expected to vote.

Staffing the Polling Station

APPOINTMENTS

The elections Commission appoints persons to positions of Presiding Officers, Assistant Presiding Officers, Poll Clerks and Ballot Clerks/Counting Assistants, and any other staff necessary for the management of all Polling Stations.

Their duties and responsibilities are clearly laid out in the **Official Manual for Polling Day Officials** prepared by the Elections Commission and should be considered as an Appendix to the Returning Officers and other District Staff Manual.

PRESIDING OFFICER

The Presiding Officer is the officer in charge of all activities at each Polling Station and is responsible for the efficient and effective functioning of the poll and the count as well as reporting results to the Returning Officer/Deputy Returning Officer.

ASSISTANT PRESIDING OFFICER

In addition to his/her assigned duties, the Assistant presiding Officer should be prepared to temporarily perform duties of the Presiding Officer.

POLL CLERK

Poll Clerks (if required) should be assigned to each Polling Station. A Returning Officer may assign additional clerks, or if necessary, an additional Clerk to a specific Station depending on the number of registered voters.

BALLOT CLERK/COUNTING ASSISTANT

During the day, this person is responsible for the supervision of the ballot box and administering the electoral ink. At the vote count, the Counting Assistant's main function is to assist the Presiding Officer to accurately count and record votes cast for each List of Candidates.

OTHER STAFF

The Returning Officer may consider increasing the number of Clerks assigned to each Polling Station and appointing Information Clerks as he/she sees necessary, particularly in those places where large numbers of voters are registered.

POLICE OFFICER

A Police Officer is assigned to **EACH** Polling Station on Election Day. Though not an election officer, he/she complements personnel present and assists in maintenance of order, crowd control and security of the Polling Station. **He/she operates under the supervision of the residing Officer.**

Equipping the Polling Station

The returning Officer is responsible for equipping and preparing every Polling Station in his/her District.

The Returning Officer requisitions from head Office, all election supplies, materials and equipment that would be needed for the Polling Stations in his/her District.

The Deputy Returning Officer requisitions from his/her Returning Officer all election supplies, materials and equipment that would be needed for the Polling Stations in his/her Sub-District.

Training of Polling Day Staff

TRAINERS

The Election Officials will assist and provide logistical support to the Training Instructors appointed by the Elections Commission. These Trainers conduct training for Presiding Officers, Assistant Presiding Officers, Poll Clerks and Counting Assistants/Ballot Clerks.

TRAINING PROGRAMME

A cascade model of training is adapted where training will be from top to bottom involving:

- Core training at the national level under the supervisor of Senior Election Officials;
- Training of Regional and Local trainers at central venues by Core Trainers
- Training of Polling Day Staff at the District Level in manageable clusters by Regional and Local Trainers; and
- Training Polling Day Staff to operate Polling Stations on Election Day.

ROLE OF TRAINERS

The **CORE TRAINERS** will:

- Train District/Local Trainer;
- Co-ordinate the work of the National Training Unit;
- Assist in providing Logistical support to Local Trainers;
- Support the Election Processes at the National and District Level; and
- Serve as ideal substitute to correct lapses and fill gaps on Election Day.

The REGIONAL TRAINERS will:

Train Polling Day Staff in their respective Polling Districts or Georgetown Areas;
Assist the DRO's in Co-ordinating the work of District Polling Units;
Provide Logistical support to District, Sub-District, Polling Division and Sub-Polling Division workers;
Maintain the momentum of the training process right on to Election Day; and
Provide necessary technical Support and back-up on Election Day.

TRAINING SESSIONS

Election Official are responsible for locating and adequately arranging for training sessions to be conducted in each particular District or Division. This includes posting notices of dates and locations where training sessions are to be conducted. The number of participants in each session must not exceed 50 persons.

Trainers are encouraged to place great emphasis on practical training sessions so that the many varied experiences that persons can reasonably expect on E-Day, are simulated in the training environment.

It is necessary to train a number of persons in excess of the actual amount needed to staff Polling Stations. These persons should be ready and available in case of any unexpected absence of absence of appointed Election Officials on Election Day.

MANUAL

The source document for the training of Polling Day Officials is the Official Manual prepared by the Elections Commission for this purpose. Returning Officers and their staff must become fully acquainted with the contents of the manual and be prepared to instruct emergency polling personnel if necessary.

Election Day Supplies

RETURNING OFFICER'S RESPONSIBILITY

The Returning Officer ensures that each Polling Station is in a state of readiness for the efficient conduct of the poll. It is the Returning Officers' responsibility to see that, through his/her Deputies, the Presiding Officers are provided ON TIME with furniture, equipment and other relevant supplies in sufficient quantities.

FURNITURE

The basic requirements for the Polling Stations are:

- Tables and chairs for the Presiding officer, the Assistant Presiding Officer, the Poll Clerk(s) and the Counting Assistants/Ballot Clerk
- Facilities for polling compartments;
- Facilities for the counting of votes; and
- Facilities for Polling Agents.

EQUIPMENT AND MATERIALS

- Presiding Officer's seal.
- Ballot box with plastic seals
- Voting compartment(s) for the electors to cast their vote in secrecy.
- Numbering stamp (official mark)
- Stamp pad
- Presiding Officer's seal
- Electoral ink
- Waste (tissue)
- Polling Place Officer's badges.
- Ballot pencils
- Pencils sharpeners
- Pens
- Drawing pins
- Wrapping tape (masking and duct)
- Twine
- Fluorescent lamp with batteries
- Scissors
- Staple machine
- Sealing wax
- Matches
- Candles.

DOCUMENTS

- Copies of Act Cap. 1:03 with relevant amendments
- Certified Official List of Electors for each Polling Place
- Official List of Candidates
- List of persons appointed as Agents, Assistant Agents, Polling Agents, and Duly Appointed Candidates.
- List of persons authorized to enter the Polling Station.
- Ballot Papers (Ordinary and Tendered).
- Specimen Ballot Papers
- Poll books (Form 13)
- Sacred Books
- Warning notices.
- Over printed envelopes (numbered and titled: PE1 –PE22) Plain envelopes
- Note paper
- Administrative Forms (numbered and titled)

These are:

- o Form 7: List of Proxies;
- o Form 9: Notice of poll;
- o Form 10: Directions for Voting;
- o Forms 19-22: (Oaths);
- o Form 23: Ballot Paper Account – General and Regional;
- o Form 23A: Statement of Poll – General and Regional;
- o FormA23: Tally Sheets – General and Regional: and
- o Polling Place notices.

It is the duty of each Returning Officer of each District to make all necessary arrangements to supply every Presiding Officer in his/her District with a sufficient number of Ordinary Ballot Papers and Tendered Ballot Papers, and to keep a record of the number of ballot Books provided and their serial numbers. Use shipping Form to supply materials.

Each Returning Officer is responsible for the requisition of Ordinary Ballot Papers and Tendered Ballot Papers to be delivered to each Polling Station.

To determine the number of Ballot Papers to be supplied to each Polling Station, allowance should be made for a percentage in excess of 5% over the number of voters registered at each Polling Station. This is in prevention of involuntary spoilage and voters with Certificates of Employment, thus ensuring that there will be no shortage of Ballot Papers on Election Day.

Before Polling Day

There is a series of procedures and administrative requirements for which the Returning Officer is responsible. These are:

NOTICE OF POLL

The Returning Officer of each District gives Notice of Poll (Form 9) not later than the twentieth day before Election Day. Such notice should specify:

(FORM)

**The day and date of Elections;
Hours of operation of the Polling Stations; and
Location of each Polling Station throughout the District.**

Additional Publication

The Returning Officer, not later than the fourteenth day before Election Day, posts in EACH Polling Station of his/her District the following:

A copy of the Notice of Poll;
A copy of the Official List of Candidates;
A copy of the Official Voters List for that division; and
Notification of Joiner of any List (of Candidates).

APPOINTMENT BY RESTRICTIONS OF ELECTION AGENTS

Political Parties are entitled by Law to appoint Polling Agents.

- **Election Agent:** the Representative of each List of Candidates for the entire country appoints one. This appointment is to be done not later than the 32nd day before Election Day.

The Election Agent appoints:

- Assistant Election Agent: One for each District.
- Counting Agent: One for each District
- Polling Agent: One for each Polling Station.

Note that the Polling Agent can also be appointed as a Counting Agent or as a Polling Agent at more than one Polling Station.

Note that the Polling Agent can also be appointed as a Counting Agent or as a Polling Agent at more than one Polling Station.

Restrictions on Appointment

There shall not be, at any time:

- More than one Assistant Agent in each District;
- More than one Counting Agent for a List of Candidates for any one District; and
- More than one Polling Agent for each List at any one Polling Station. However, such a Polling Agent may be appointed to more than one Polling Station.

Notification of Appointment

The Election Agent of each Political Party notifies in writing to the appropriate Returning Officer of each District, not later than the seventh day before Election Day, the following:

- Names and addresses of Assistant Agents, Counting Agents and Polling Agents; and
- The Polling Stations for which Polling Agents are appointed

Publication of Appointments

The Returning Officer publishes, not later than the seventh day, the appointments of Assistant, Counting and Polling Agents by giving public notice of the names and addresses of the persons appointed for each List of Candidates.

Revocation of Appointment

In the event that an Election Agent requests the revocation of appointment of an Assistant Counting or Polling Agent, such request should be submitted in writing to the Returning Officer, with the appointment of a replacement. The Returning Officer is duty bound to notify the respective Deputy Returning Officer and Presiding Officer of any such revocation along with the necessary replacement.

PROXIES

What is Proxy voting?

Proxy voting is vote cast by an appointed elector on behalf of another.

Who is entitled to vote by Proxy?

An elector who is unable, or likely to be unable, to personally go to the Polling Place, which he/she is registered, for any of the following reasons:

- Duties of employment of Election Day either as a member of a Disciplined Force, a Rural Constable, or those connected with the Elections as assigned by a Returning Officer;
- Engaged in running a vessel for the Transport and Harbours Department on Election day;
- A duly appointed candidate at the Election, away from home on Election day; and
- Blind or physically incapacitated.

Who can be appointed to Vote as Proxy?

To be appointed as a proxy, an elector must be a registered voter at the SAME Polling Station as the voter he/she is representing.

- An elector can be appointed as proxy for NO MORE than two other electors.
- An elector acting as a proxy must be listed on the same OLE, must be listed to vote at the same polling station and **must vote at the same** time that he/she votes on his/her own behalf.
- Not more than ONE elector can be appointed to vote on behalf of another elector.

Form of Application

Application for appointment of proxy (Form5) must be presented to the District Returning Officer not later than the **tenth day** before Election Day.

Notice of Appointment of Proxies

The Returning Officer:

- Confirms that the application is in order
- Instructs the applicant to return on a specific date to collect Form 6; and
- Issues notice of appointments as a proxy to the voter (Form 6).

Notice of Refusal of Proxies

If the Returning officer refuses the application, he/she informs the application in writing of the refusal and the reasons for the decision. This is recorded and kept on file.

List of Proxies

The Returning Officer of each District keeps a list of proxies on Form 7 and sets out the names, addresses, National Identification Card numbers and the Polling Division No. of Elector and proxy.

- Electors for whom the proxies have been granted; and
- Elections who have been appointed as proxies.

At the request of a Polling Agent, the Returning Officer shall allow that agent to inspect and copy the list of proxies on or after the fourth day before Election Day.

FORM 7
THE REPRESENTATION OF THE PEOPLE ACT
GENERAL ELECTION
LIST OF PROXIES

POLLING DISTRICT

Elector's Names	Electors Address	Elector's Identity No.	Proxy's Name	Proxy's Address	Proxy's Identity No.	Polling Division of Election and Proxy

I hereby certify that proxy papers were issued to the electors whose names appear in the fourth column above to vote as proxies on behalf of the electors whose names appear opposite thereto in the first column.

.....

Returning Officer

Cancellation of appointment of Proxy

An elector may cancel the appointment of another person to vote as a proxy on his/her behalf by giving notice in writing on (Form 8), to the Returning Officer who issued the notice of appointment. Such notice must reach the Returning Officer not later than the tenth day before Election Day. The Returning Officer:

- Notifies the elector whose appointment as a proxy is cancelled; and
- Deletes the names of both electors from the list of proxies (Form 7).

(FORM)

CERTIFICATE OF EMPLOYMENT

Provision is made for certain electors to vote at a Polling Station other than the ones at which they are registered. This arrangement applies only to:

1. Election Officials assigned to Stations other than the one at which they are registered; and
2. Member of the Disciplined Forces and Rural Constables.

These persons obtain a certificate of Employment (Form 4) from the Returning Officer of the District, where they are expected to work, not later than the day before Election Day.

The Returning Officer signs Forms 4.

Note that there will be no Registration Cards in place at the Polling Station for persons voting with Certificate of Employment.

(FORM)

Returning Officer's Report on State of Preparedness for a Poll.

At least the seventh day before Election Day, each Returning Officer submits a written Status report to the Chief Election Officer stating:

- The extent of arrangements completed; and
- Situations of concern that could affect the efficient conduct of the poll.

Following is a proposed **format** of the Report Sheet:

From: (name of Returning Officer)
(Polling District No....)
Chief Election Officer thru' ACEO/DCEO

Subject: Report on Preparedness for Poll

Date: Notice of poll (posted).

- Polling Place:
 - Permission for use;
 - Furniture.
- Ballot Papers required.
- Official List of Electors, and
 - Supplementary, that is:
 - List of Disciplined Forces and
 - List of Non-residents.
- Polling day staff:
 - Appointments
 - Performance
 - Training needs if any.
- Access to the keys of Polling Stations.
- Arrangements for the receipt of ballot boxes and supplies.
- Arrangements for receiving and transmitting Statement of Poll (result)
- Arrangements for Security.

IMPORTANT REMARKS:

Record here any deficiency, which could adversely affect the conduct of the poll.

Certified correct:

Signed and dated by Returning Officer.

Conduct of the Poll

Hours of Poll

Polling Stations are opened for twelve consecutive hours between the hours of six in the morning and six in the afternoon. Polling Stations are not closed or polling interrupted during that period. However, if at the hour of closing the poll there are electors at the Polling Station waiting to vote the poll remains open for a sufficient period of time to enable those electors to vote. The Presiding Officer then takes the name of the last voter in the queue at 6 p.m. and instructs the Police Officer to stand behind the voter and not let anyone else enter the queue.

Polling Officials are instructed to be at the premises not later than 5:00 a.m. on Election Day.

Persons Authorized to enter Polling Places

In addition to the election personnel assigned to a Polling Station, the following persons are entitled to enter the Polling Station:

- Chairman and members of the Guyana Elections Commission
- Chief Election Officer/DCEO/ACEO
- Duly authorized Secretariat Staff
- Designated Observers
- Polling Agents for the Polling Place
- Election Agents
- Assistant Agents for the District
- Returning Officer
- Deputy Returning Officer
- Election Clerk

All of the above persons must have taken the Oath of Office and must present Identification Cards issued by GECOM when entering the Station. Also a

- Duly Appointed Candidate:
 - An Election Agent may appoint one of the candidates to attend the Polling Station. Notice of his appointment must be delivered to the Returning Officer not later than the seventh day before Election Day; and
 - A duly appointed candidate can be so designated for two or more Polling Districts.

Counting of the Ballots

The Presiding Officer at the Polling Station carries out the count. After completion, the Presiding Officer delivers to the Returning Officer, thru' the Deputy Returning Officer:

1. Sealed envelopes PE: 2 Returning Officer's return containing:
 - PE 11 – Poll Book with Oaths/Affirmations and Certificates of Employment.
 - Completed Ballot Paper Account and Tendered Ballot Paper Account (Form 23) for both Regional and General Elections in envelope PE 12;
 - Statement of the Poll (Form 23A) for both Regional and General Elections in envelopes PE 13.

(FORMS)

2. Sealed Ballot Box in which are enclosed sealed envelopes containing:
 - The counted and Rejected Ballot Papers – PE 7 and PE 8;
 - The marked copies of the Official Voters List – PE 9;
 - Notices of appointments to vote as proxy and copies of the lists of proxies – PE 10;
 - Spoiled Ballot Papers and spoiled Tendered Ballot Papers – PE 3
 - Unused Ballot Papers and Unused Tendered Ballot Papers – PE 4;
 - Used Tendered Ballot Papers – PE 5;
 - Counterfoils of Used Ballot Papers and Unused Tendered Ballot Papers – PE 6 (note: PE 4 and PE 6 are placed in PE 15);
 - Destroyed Ballot Papers – PE 16;
 - Used Disciplined Forces and Non Resident Elector Ballot Paper envelopes and PE 1 envelopes - PE 21;
 - Six digit stamp (official Mark) and Presiding Officer's Seal – PE 18; and
 - Used Ballot Box Seals and used registration Card Canister Wire Seals – PE 17.

Polling Agents and observers present at the counting of the votes, affix their signatures to the Statement of the Poll. Procedures for Counting are addressed in the manual for Presiding Officers and Polling Day officials.

Delivery of Ballot Boxes to Returning Officers.

The Returning Officer has to ensure that proper transportation arrangements are in place to transport the Presiding Officers with election materials to his/her Office (or the Deputy's Office as assigned).

Subject to transportation capacity, Polling Agents of Duly Appointed Candidates may accompany the Presiding Officer to deliver to the Returning Officer (Or the Deputy's office as assigned), all election materials originally supplied.

PUBLIC DECLARATION

(FORMS)

The Returning Officer shall:

- Ascertain the total votes cast in favour of each List of Candidates in the District by adding up the votes cast in favour of each list accordance with the Statements of the Poll for all Polling Stations in his/her Districts;
- Publicly declare, verbally and writing on Form 24, the number of votes recorded for each List of Candidates.
- Report the results on Form 24, in person, to the Chief Election Officer.

Such results shall be final, provided that the assigned Counting Agent for the District does not request the Returning Officer to conduct a recount of the votes counted by the Presiding Officer. Such a request must be presented before noon of the next day after the Poll.

Request for Final Count

Any Counting Agent can request a final recount of the votes cast in the District. The Counting Agent will indicate whether his or her request is:

- A general re-count of the District; or a
- Limited re-count, for which he/she must specify the Polling Stations in question.

The Returning Officer conducts the re-count of votes cast in accordance with the provisions in place. On the basis of such recount, the Declaration of the votes cast for each List of Candidates would either be confirmed or corrected.

Limited Final Count

Where a limited final count is conducted, the Returning Officer shall ONLY review decisions made by Presiding Officers with regards to questioned and rejected Ballot Papers at the particular Polling Stations under review. All Ballot Papers marked "Q" and all Ballot Papers rejected will be so examined by the Returning Officer.

- Where Returning Officer concurs with the decision of the Presiding Officer, he/she shall write the "CONFIRMED" at the back of the Ballot Paper in question and mark his/her initials.
- Where he/she disagrees with the decision of the Presiding Officer, he/she shall write the "VARIED" at the back of the Ballot Paper and mark his/her initials.

General Final Count

When a general re-count is conducted, the Returning Officer shall review all used Ballot Papers, including rejected Ballot Papers, received from all Polling Stations, including the special Polling Station in his/her District.

General Final Count

When a general re-count is conducted, the Returning Officer shall review all used Ballot Papers, including rejected Ballot Papers, received from all Polling Station, including the Special Polling Station in his/her District.

The same procedure applies as in Limited Final Recount.

All markings on a Ballot Paper by the returning Officer shall be made on the back of the Ballot Paper in ink different in colour from that used by the Presiding Officer; and the 'confirmed' or 'varied' Ballots are placed on the heap of a List of Candidate as decided by the returning Officer.

Procedure on Conclusion of Final Count

Upon the conclusion of the final counting of votes in all the Polling Stations in one District, the Returning Officer, in the presence of the persons entitled to be present shall:

- Seal in separate packets, the counted and rejected Ballot Papers;
- Verify the Ballot Paper accounts given by each presiding Officer by comparing it with:
 - The number of Ballot Papers recorded taken from each ballot box;
 - The unused and spoiled Ballot Papers in his possession; and
 - The record of Tendered Ballots contained in the poll book.

- Reseal the packets of unused and spoiled Ballot Papers; and
- Prepare a written statement on the result of the verification of the Ballot Paper account and on request, allow any Counting Agent present to make a copy thereof.

Reporting of Results

The Deputy Returning Officers transmit all the **sealed envelopes PE 2** for their Sub-districts to the Returning Officer. All the results for any Districts **MUST** be collated by the Returning Officer. This can be done at the Returning Officer's Office following the procedures:

- Each Deputy Returning Officer collates all the results using the Statements of Poll for his/her Sub-district. This must be done at the Returning Officer's Office;
- Each Deputy Returning Officer submits collated results for his/her Sub-district to the Returning Officer;
- The Returning Officer collates the results for his/her District using the Deputy Returning Officers collated results for each Sub-district;
- The Returning Officer completes Form 24 using the collated results for his/her District; and
- The Returning Officer signs the completed Form 24.

After collation is completed the Returning Officer reports the results to the Chief Election Officer.

This is done by:

- Reporting the results immediately by telephone or radio; and
- Reporting the results on Form 24, by presenting himself/herself in person, to the Chief Election Officer.

APPENDIX 1

Election Dos and Don'ts

For Presiding Officers, Assistants Presiding Officers, Polling Clerks, Counting Assistant/Ballots Clerks

- (1) **Do** make sure you walk around the Polling Station and remove all campaign materials from the area before opening of the Poll.
- (2) **Do** maintain a cordial environment within the Polling Station at all times.
- (3) **Do** plan for short breaks during the day for each one of your staff.
- (4) **Do** detach at the point next to the stub where a thick darkened line separates ballot paper from stub.
- (5) **Do** remember that the stub is your guide to the next consecutive number to be used.
- (6) **Do** explain to voters that they must fold the ballot inside the voting compartment.
- (7) **Do** make sure that the voter inks his/her finger BEFORE inserting the ballot paper in the ballot box.
- (8) **Do** make sure that the voter immerses his/her finger so that the ink reaches beneath the fingernail and around the first phalanx (segment) of the finger.
- (9) **Do** make sure to count persons in line at 6 p.m.
- (10) **Do Not** allow canvassing by political parties and other in the confines of the Polling Station and within 200 yards thereof.
- (11) **Do Not** allow candidates and agent to be together in the Polling Station for more than 10 consecutive minutes.
- (12) **Do Not** allow yourself to be drawn into lengthy discussions with Polling Agents. It would interfere with the quick dispatch of electors.
- (13) **Do Not** allow Polling Station staff to leave the Polling Station unnecessarily.
- (14) **Do Not** close the Polling Station for lunch. Lunch breaks must be taken within the polling Station and one person at a time.
- (15) **Do Not** detach the ballot paper at the point where it is stapled to the book of the ballot paper.
- (16) **Do Not** allow the voter to fold his/her ballot paper at the desk of the Presiding Officer.
- (17) **Do Not** allow voter to only dip the tip of his/her finger into the electoral ink.
- (18) **Do Not** allow the news media into the Polling Station.
- (19) **DO Not** anyone to join the line of electors after 6.00 p.m.

APPENDIX 11

REVISED

GUYANA ELECTIONS COMMISSION

FORM A 36 R/RD

GENERAL AND REGIONAL ELECTIONS

REQUISITION OF ELECTIONS SUPPLIES

BALLOT BOX PACKING FORM

DISTRICT NO:

SUB-DISTRICT:

NO. OF POLLING STATIONS:.....

NO OF BALLOT BOXES:.....

STAGING AREA:.....

NUMBER OF ELECTORS:.....

TO BE USED BY RETURNING AND DEPUTY RETURNING OFFICERS FOR REQUISITIONING SUPPLIES

LIST OF FORMS AND SUPPLIES FOR PRESIDING OFFICERS

FORM NO.	DESCRIPTION	Required Quantity	Quantity Supplied	Quantity Required	Remarks
1	Oath by Election Officer				
3	Oath by Polling Agent				
7	List of Proxies				
9	Notice of Poll				
10	Directions for voting				
11	Form of Ballot Paper				
13	Poll Book				
19	Oath of Identity				
20	Interpreter's Oath				
21	Oath of Blind or Incapacitated Elector				
22	Oath of friend of Incapacitated or Blind Elector				
23	Ballot Paper Accounts (1) General Elections (2) Regional Elections				
23A	Statement of Poll (1) General Elections (2) Regional Elections				
	B ADMINISTRATIVE FORMS				
A4	Specimen Ballot Paper				
A8	Polling Place Sign				
A9	Polling Place Notice				
A10	'IN' Sign				
A11	'OUT' sign				
A12	Tearing Down of Election Notice				
A13	Maintenance of Secrecy at Polling Place				
A14	Molestation of Electors and Preservation of Order at Polling Place				

FORM No.	Description	Quantity Required	Quantity supplied	Quantity Returned	Remarks
A23	Tally Sheets (1) General Elections (2) Regional Elections				
A36	Ballot Box Packing Form				
ENV. #	C ENVELOPES				
PE 1	Registration record/Folio				
PE 2	Returning Officer's Package				
PE3	Spoiled Ballot Papers				
PE4	Unused Ballot Papers Unused Tendered Ballot Papers				
PE 5	Used Tendered Ballot Papers				
PE 6	Counterfoils of Used Ballot Paper Counterfoils of Used Tendered Papers				
PE 7	Ballot Papers cast for each list of candidates (1) General Elections (2) Regional Elections				
PE 8	Rejected Papers cast for each list of candidates (1) General Elections (2) Regional Elections				
PE 9	Marked List of Electors				
PE 10	Proxy Document – Notice of Appointment. List of Proxies				
PE 11	Poll Box – Form 13, Certificate of Employment – Form 4, Oaths/ Affirmation – Forms 19 – 22				
PE12	Ballot Paper Account – Form 23 (1) General Elections (2) Regional Elections				
PE 13	Statement of Poll – Form 23 A (1) General Elections (2) Region Elections				

ENV. #	Description	Quantity Required	Quantity Supplied	Quantity Returned	Remarks
PE 14	Registration Canister Key				
PE15	Containing unused Ordinary Ballot Papers – Unused Tendered Ballot Papers PE -4. Counterfoils of unused Ballot Paper and counterfoils of used Tendered Ballot Papers – PE 6				
PE 16	(1) Destroyed Ballot Papers (2) Destroyed Tendered Ballot Papers				
PE 17	Used Seals for Ballot Box and registration Card Canister				
PE 18	Six digit Stamp (Official mark) and P.O Seal				
PE 19	Carton with other Elections Supplies				
PE 20	Envelope with Disciplined Forces and Non resident Electors Ballot				
PE 21	Used Disciplined Forces and Non Resident Electors' Ballot Envelopes, PE 20, and PE 1 – Used D/Forces & Non Resident Force				
PE 22	Identity Cards – Electors without National Identification Cards				
ARTICLES #	D SUPPLIES AND EQUIPMENT				
1	Metal canister with lock and key				
2	Voting Compartments (CARD BOARD)				
3	Electoral Ink				
4	Numbering Stamp (Official Mark)				
5	Ink Pad				
6	Stamp Pad Ink				
7	Wire Seal for Ballot Box				
8	Plain envelopes (Assorted Sizes)				
9	Note paper				
10	Pens				
11	Pencils				

Article No.	Description	Quantity Required	Quantity Supplied	Quantity Returned	Remarks
13	Waste/Toilet Paper				
14	Sealing Wax				
15	Matches				
16	Thumb Tacks				
17	Paper Tape				
18	Twine				
19	Candles				
20	Fluorescent Battery Lamp				
21	Batteries				
22	Polling Station Badges				
23	Presiding officer's Seal				
24	Holy Bible				
25	Koran				
26	Ramayan				
27	Gita				
28	Rubber Bands				
29	Rules (Cardboard)				
30	Markers (Assorted Colours)				
31	Lists of Candidates				
32	Official Lists of Electors with				
33	Supplements Ballot Pencils				
34	Ordinary Ballot Papers				
35	Tendered Ballot				
36	Staple Machines				
37	Staples				
38	Scissors				
39	Ballot Box				
40	Ballot Box plastic Seals – (2 green, 2 yellow, 2 multi-coloured, 2 white)				

I hereby acknowledge that this box was packed with the above quantities.

Signature of Packer:..... Date:.....

Signature of Supervisor:..... Date:.....

I hereby acknowledge receipt of the quantities shown above.

Signature of Returning Officer:..... Date:.....

I hereby acknowledge return of the quantities above.

Signature of Packer:..... Date:.....