

ELECTION COMMISSION OF BHUTAN



Handbook for Presiding Officer

Handbook for Presiding Officer

ELECTION COMMISSION OF BHUTAN

**Publisher : Election Commission of Bhutan,
Post Box 2008,
Thimphu: Bhutan.**

E-mail : cec@election-bhutan.org.bt

Visit us at : www.election-bhutan.org.bt

Phone : (00975) 2 334 851/2

Fax : (00975) 2 334763

Copyright : © ECB, 2013

Anybody wishing to use the name, cover, photo, cover design, material part or whole thereof in any form in any book or magazine may do so with due acknowledgement.

Date of Publication : March 2013

Printed at :

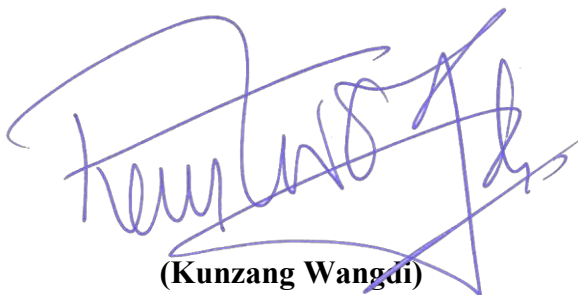
FOREWORD

Dear Presiding Officer,

With the adoption of the Constitution on the 15th Day of the Second Fifth Month of the Male Rat Year corresponding with 18th July 2008, the Kingdom of Bhutan was formally established as a Democratic Constitutional Monarchy with the sovereign power bestowed upon the citizens of Bhutan wherein this sovereign power shall be exercised through periodic elections conducted in a free and fair manner.

To ensure that there is consistent application of laws and procedures throughout the Kingdom during elections, the Election Commission has developed this Handbook for the Presiding Officer. Further, this Handbook will guide and assist the Presiding Officers with particular points of practice and procedure in the conduct of elections for ensuring Free, Fair and Democratic elections.

This Handbook must be read thoroughly by the concerned officer upon assuming responsibility. However, it should not be treated as an exhaustive compendium in all aspects or as a substitute reference for various provisions of Electoral Laws of the Kingdom of Bhutan, the various Rules, Regulations, Guidelines and Notifications made in this regard.



(Kunzang Wangdi)

CHIEF ELECTION COMMISSIONER

Table of Contents

CHAPTER 1	1
ELECTIONS.....	1
Introduction.....	1
Overview of Elections	1
Election Officials	3
Employment Conditions	4
CHAPTER 2	5
PRESIDING OFFICER	5
Introduction.....	5
Appointment of Presiding Officers.....	5
Unavoidable Absence of Presiding Officer	5
Unavoidable Absence of Polling Officer.....	6
Law Relating to Corrupt Practices & Electoral Offences.....	6
CHAPTER 3	7
ROLES AND RESPONSIBILITIES OF PRESIDING OFFICER	7
Introduction.....	7
Broad Duties of a Presiding Officer	7
Duties at Commencement of Poll	8
Duties at the Close of Poll	9
Other Duties.....	9
Polling Rehearsals and Training.....	10
CHAPTER 4	12
ELECTRONIC VOTING MACHINES (EVMS)	12
Introduction to EVMs	12

Features on the EVM	16
Safe Preservation of Voting Machines	18
CHAPTER 5	19
COMMISSIONING OF EVM.....	19
Introduction.....	19
Ballot Unit	19
Control Unit.....	19
Mock Poll.....	20
Sealing of Control Unit.....	21
Sealing of Result Section.....	21
Closing of Result Section	23
CHAPTER 6	25
DISTRIBUTION DAY.....	25
Introduction.....	25
Election Materials and EVMs.....	25
Voter's List	26
Electronic Voting Machine.....	26
PRE- POLL DAY	29
Introduction.....	29
Polling Station Arrangements.....	29
CHAPTER 8	33
POLL DAY.....	33
Introduction.....	33
Commencement of Poll	33
Attendance of Polling Representative and Candidates	34
Persons Entitled to Enter the Polling Stations	34

Instructions for Presiding Officers.....	35
Procedures for Casting Vote	36
Procedure for Casting Provisional Vote	36
Procedure for Conducting Summary Inquiry for Challenged Voters.....	37
Maintenance of the Presiding Officer’s Diary	38
Removal of Disorderly Persons	38
CHAPTER 9	39
CLOSE OF POLL.....	39
Introduction.....	39
Result Declaration and Sealing of EVM	39
Return of EVM and Election Material to the Returning Officer	40
Return of Furniture	41

CHAPTER 1

ELECTIONS

Introduction

The Handbook for Presiding Officer is designed to provide information and guidance, for you to perform your functions conduct of elections. However, it may be noted that this Handbook cannot be treated as an exhaustive compendium in all aspects and as a substitute reference for various provisions of electoral laws, rules and regulations.

Five main legislations govern the conduct of elections:

1. The Constitution of the Kingdom of Bhutan;
2. The Election Act of the Kingdom of Bhutan, 2008;
3. The Public Election Fund Act of the Kingdom of Bhutan, 2008;
4. The National Referendum Act of the Kingdom of Bhutan, 2008; and
5. Local Government Act of the Kingdom of Bhutan, 2009.

You must keep in mind that this handbook should not be treated as exhaustive and must be read in conjunction with the Election Act, 2008 various Rules, Regulations, Guidelines, Orders and Notifications made in this regard.

Overview of Elections

Elections will be conducted according to the system of 'First Past The Post' (FPTP) where voters will be electing their representatives to Parliament and Local Governments as the case may be, through a single member constituency chosen by direct elections from territorial constituencies/*Demkhongs* in each Dzongkhag.

Elections to the National Assembly differ from the National Council and Local Governments, as independent candidates are not permitted to contest in the National Assembly elections. On the other hand,

elections to National Council and Local Government elections, only independent candidates not affiliated to any political party or lapse the one-year period from the date of acceptance of the application of resignation and removal from the membership list of a political party will be eligible to contest.

The National Assembly elections are held in two rounds: the first round is called the Primary Round where all registered parties can contest and the two parties obtaining the highest and the second highest number of valid votes cast throughout the Kingdom shall be declared eligible to contest in the second round, namely the General Elections. In the General Elections, each of the two parties eligible to contest will field a candidate in all of the Constituencies/*Demkhongs*. The Party winning the maximum number of seats in the National Assembly would be the Ruling Party and the other, the Opposition Party.

The National Council election is held to elect one member from each Dzongkhag for representation in the National Council. For this purpose, each Dzongkhag will form a *Demkhong* for the National Council with twenty seats being filled through direct election of one candidate from each of the twenty Dzongkhags.

The Local Government Election in Bhutan comprises the election to Dzongkhag *Tshogdus*, Gewog *Tshogdes* and Dzongkhag *Thromde Tshogdes*.

A Dzongkhag *Tshogdu* shall comprise of all *Gups* and *Mangmis* elected to the Gewog *Tshogdes* of the concerned Dzongkhag and one each elected from the Dzongkhag *Thromdes* and Dzongkhag *Yenglag Thromdes*.

A Gewog *Tshogde* shall comprise of a *Gup* and a *Mangmi* elected by the Dzongkhag *Thromde* and a minimum of six and maximum of eight Gewog *Tshogde Tshogpas* from every *Chiwogs* assigned to a particular Gewog.

A Dzongkhag *Thromde Tshogde* shall comprise of a *Thrompon* elected by the Dzongkhag *Thromde* and a minimum of six and

maximum of nine Dzongkhag *Thromde Tshogde Tshogpas* elected from each Dzongkhag *Thromde Demkhong* equal to the number of seats allocated to the particular Dzongkhag *Thromde*.

Election Officials

The Election Act provides that the Election Commission can deploy any officer or staff of the Government including election security personnel. All persons so employed will be deemed to be on deputation to the Commission and are subject to the control, superintendence and discipline of the Commission, during the period for which they are so employed.

The Election Officials appointed for the conduct of election includes Chief Election Coordinators, Deputy Chief Election Coordinators, Assistant Chief Election Coordinators, Media Arbitrator, members for Election Dispute Settlement Bodies, Spokespersons, Observers, Returning Officers, Presiding Officers, Polling Officers, Polling Assistants and Counting Supervisors. The Observers are appointed to oversee and report on the manner in which elections are conducted. The Returning Officer is the Officer-In-Charge of elections in a Dzongkhag/*Demkhong*.

It must be borne in mind that all Election Officials must be apolitical and further, must ensure that they are not posted to the Dzongkhag/*Demkhong* where he/she has his *Gung* or *Mitsi* registered.

The Assistant Returning Officer, Presiding Officer and Counting Supervisor reports to the Returning Officer. In the polling station, the Presiding Officer conducts the elections assisted by the Polling Officer and Polling Assistant. The Counting Supervisor carries out the counting of votes at the close of polls.

In addition, the Election Commission will also be using the services of the election security personnel through the Election Security Coordinator at the Royal Bhutan Police Headquarter and Superintendent of Police in the respective Dzongkhags to ensure safe and free fair conduct of elections.

Employment Conditions

For effective and efficient discharge of the duties of the Election Officials, the Commission will ensure that a conducive and safe working environment is provided during their temporary appointment. The Election Officers who are posted in remote areas where there is no or poor accommodation will be provided with some temporary shed or tents to accommodate well. The Gewog Administration should give full co-operation in arranging polling stations with the electorate in-charges. The lady election officers should not be sent longer distance to avoid family conflict.

All entitlements due to the Election Officials so appointed will be governed by existing Financial Rules and Regulations (FRR). The entitlements will be provided by the Election Commission of Bhutan. Arrangements for accommodation and food during the temporary appointments must be made by yourself and the cost met from the Daily Allowance (D.A) admissible to you.

CHAPTER 2

PRESIDING OFFICER

Introduction

As a Presiding Officer, you have an important role to play in the conduct of poll. You enjoy full legal power to control the proceedings in the polling station under your charge. It is your primary duty to ensure a free and fair poll at your polling station

It is necessary for this purpose to acquaint yourself fully with the **relevant** Rules, Regulations, Guidelines and directions of the Election Commission and other relevant laws and procedures in relation to the conduct of elections. Further, you must familiarize yourself with the various stages of the election process and the operation of the Electronic Voting Machines. The slight mistake, lapse, or wrong application of the law or rules or inadequate of various functions of the voting machine may vitiate the poll at your polling station.

Appointment of Presiding Officers

The Presiding Officer during his/her appointment is subject to the control, superintendence and discipline of the Election Commission. As per the criteria developed by the Commission, the Presiding Officer is appointed from the civil service between Position Level P3-P5. The appointment is of temporary nature.

Appointment to the post of Presiding Officer will be made not later than three days (or depending upon the distance of travel to polling station) before the date of poll. The appointment letter will indicate the number and name of polling station at which you will be on duty. However, the Commission reserves the right to revoke such appointment or change the polling station assigned at any time.

Unavoidable Absence of Presiding Officer

In case of unavoidable absence of Presiding Officer from the Polling Station, a Polling Officer will be authorized by the Returning Officer to perform the duties of Presiding Officer. Therefore, one Polling

Officer from the three Polling Officers of the Polling Station will be identified in advance for such unforeseen circumstances.

Unavoidable Absence of Polling Officer

In the case of unavoidable absence of Polling Officer appointed for your polling station, you have the authority to appoint a suitable substitute. The appointment will later have to be communicated formally to the Returning Officer. However, under any circumstances, appointments should not be made for a person who is an active supporter or worker of any of the candidates or an active opponent of any candidates.

Law Relating to Corrupt Practices & Electoral Offences

For free and fair elections and guidance of the contesting candidates, you should draw attention of the contesting candidates or their representatives to the corrupt practices and electoral offences in the Election Act, 2008 and offences relating to elections contained in Penal Code of Bhutan.

CHAPTER 3

ROLES AND RESPONSIBILITIES OF PRESIDING OFFICER

Introduction

As a Presiding Officer, you are required to provide service to the voters in fulfillment of the constitutional provision, which enshrines the right to vote as a fundamental right. The Election Commission considers this right of paramount importance and as a Presiding Officer; you must treat the voters and candidates with utmost respect and courtesy. Your main responsibility is to ensure that the elections are conducted in a free and fair manner in the polling station under your charge.

Broad Duties of a Presiding Officer

The general outlines of your duties are as follows:

1. Acquaint fully with the latest rules and procedures prescribed for the conduct of poll;
2. Familiarize thoroughly with the operation of the voting machine and the functions of various buttons and switches provided therein;
3. Familiarize with the duties of the three Polling Officers as provided in the Handbooks for Polling Officer and Counting Supervisor;
4. Maintain good working relationship with members of your polling team;
5. Have a clear idea of the location of your polling station and your itinerary to and from the polling station;
6. Polling station must have two doors which could be used as separate entry and exit points;
7. Provide guidance and necessary assistance to the Polling Officers under your charge;

8. Ensure that the Polling Officers are given proper briefings and instructions on their duties. For example, you must ensure that the Officers direct voters to the correct places in the polling station without undue delay;
9. Must keep in ready possession of all relevant instructions of the Returning Officer (s) and Assistant Returning Officer;
10. Should attend all rehearsals and training sessions without fail;
11. Ensure that, while collecting election materials, all items required for the conduct of election have been handed over to you;
12. Regulate the proceedings in the polling station for peaceful and smooth conduct of poll;
13. Must be through with SMS format for sending two hourly voter turnout reports;
14. Ensure that at least the 1st Polling Officer knows how to operate computer to be used during the poll day; and
15. Familiarize with all the Checklists and Forms and ensure when to use them.

Duties at Commencement of Poll

On arrival at the polling station, you should have a clear idea of the arrangements to be made for setting up a proper polling station especially to secure secrecy of voting, regulation of queue of voters and protection of poll proceedings free from outside interference. For an ideal Polling Station, refer blueprints given in Fig 7.1. Polls will generally commence at 9.00 a.m. unless otherwise directed by the Commission.

The outline of duty at the commencement of poll will include:

1. Cautioning the candidates or their representatives present and the Polling Officers, before the commencement of poll, about the consequences of the breach of secrecy;

2. Demonstrating the EVM to the polling representatives present, before the commencement of poll to satisfy them that no votes are already recorded therein;
3. Demonstrating that the machine is in perfect working condition. A mock poll should be held by recording a few votes at random for each of the contesting candidates and tallying the result; and
4. Clearing data relating to the mock poll from the EVM so that no memory remains of the votes recorded at the mock poll. The “Control Unit” of the EVM should then be sealed and secured.

Duties at the Close of Poll

Polls must be closed at 5.00 p.m. or at the hour fixed for the purpose by the Election Commission, even if the commencement of poll was delayed for any reason.

The outline of duty after the close of poll will include:

1. EVM and all election materials must be sealed and secured after the close of poll, in the manner prescribed by the Commission. The candidates or their representatives present should also affix their seals on the EVM and the election papers in addition to your seal; and
2. Handing over the EVM and all election material duly sealed and secured personally to the Returning Officer or an officer designated for the collection thereof.

Other Duties

You are personally responsible for the:

1. Safe custody of the EVMs and all election materials;
2. Transportation of the EVMs, election materials from the Distribution Centre to the Polling Station;
3. Positioning of the EVMs during the poll; and
4. Voting activities at the polling station.

Further, at the time of counting of votes, if you are appointed as the Counting Supervisor by the Returning Officer, you must refer the Handbook for the Counting Supervisor for the consistent application of laws and procedures in the counting and announcement of results.

Polling Rehearsals and Training

It is the responsibility of the Presiding Officer to attend all trainings organized by the Dzongkhag Electoral Officer so that you are well acquainted with the correct procedure to be followed on the polling day.

Further, you must ensure that every Polling Officer under your charge attend the polling rehearsals so that they are also thorough with the operation of the EVM and the procedures to be followed on the polling day.

You must at the training collect the following documents from the Dzongkhag Electoral Officer without fail:

1. Election Dispute Settlement Rules and Regulations of the Kingdom of Bhutan, 2012;
2. Election Security Rules and Regulations of the Kingdom of Bhutan, 2012;
3. Electronic Voting Machine (EVM) Rules and Regulations of the Kingdom of Bhutan, 2012;
4. Media Coverage of Elections Rules and Regulations of the Kingdom of Bhutan, 2012;
5. Permissible and Non-permissible Activities during 48 hours before Commencement of Poll and the Poll Day Rules, 2009;
6. Guidelines for Implementation of Section 323 of the Election Act of the Kingdom of Bhutan, 2008 regarding the Physically Challenged and Remote Area Voters, 2009;
7. Handbook for Presiding Officer;
8. Handbook for Polling Officer; and

9. Handbook for Counting Officer.

CHAPTER 4

ELECTRONIC VOTING MACHINES (EVMS)

Introduction to EVMs

The EVM consists of two units namely the “Ballot Unit” and the “Control Unit” which are inter-connected by means of a cable. The two units are supplied in two separate cases, which is easy to transport.

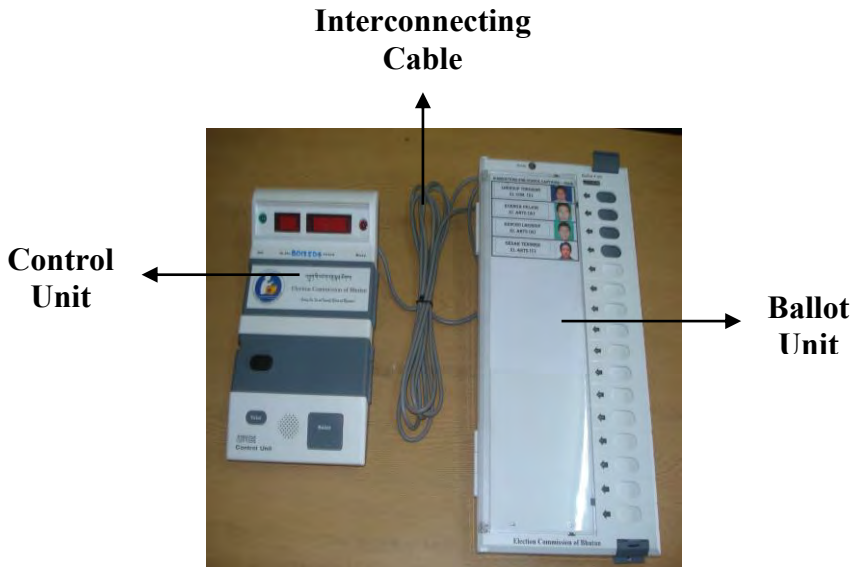


Fig. 4.1: The Electronic Voting Machine

Each of the Ballot Unit caters to a maximum of 16 candidates. The Ballot Unit has a provision for a ballot paper containing the particulars of the candidate such as the name of the candidate, photograph and the symbol reserved for him (refer **Fig. 4.2 (a) and (b)**).



ELECTIONS TO THE NATIONAL COUNCIL	
<p>འཇིགས་མེད་ཚོས་སྒྲོན།</p> <p>Jigme Choden</p>	
<p>དཀར་མ་དབྱངས་རབས།</p> <p>Karma Sungrab</p>	

Fig. 4.2 (a): Example of Ballot Paper for National Council



ELECTIONS TO GEWOG TSHOGDE	
<p>འཇིགས་མེད་ཚོས་སྒྲོན།</p> <p>Jigme Choden</p>	
<p>དཀར་མ་དབྱངས་རབས།</p> <p>Karma Sungrab</p>	

Fig. 4.2 (b): Example of Ballot Paper for *Gewog Tshogde* (Local Government)

The candidate nominated by a political party shall use the name and symbol of its political party (refer **Fig. 4.3** and **Fig. 4.4**). The font size of the letters used for the label shall be a minimum of 8 millimeters and this is sufficiently legible by a person with normal vision from a distance of one metre.

PRIMARY ROUND OF ELECTIONS TO NATIONAL ASSEMBLY	
X ཚོགས་པ། X PARTY	
Y ཚོགས་པ། Y PARTY	
Z ཚོགས་པ། Z PARTY	
A ཚོགས་པ། A PARTY	

Fig. 4.3: Example of Ballot Paper for Primary Round



Fig. 4.4: Example of Ballot Paper for General Round

The voter, to cast vote, must press the button opposite the name and symbol of the candidate or party of his or her choice. When the button is pressed, a red light will glow alongside the button that will indicate that the vote has been recorded.

Four “Ballot Units” can be connected to a “Control Unit” at one time, that is to say a single “Control Unit” can cater up to 64 candidates.

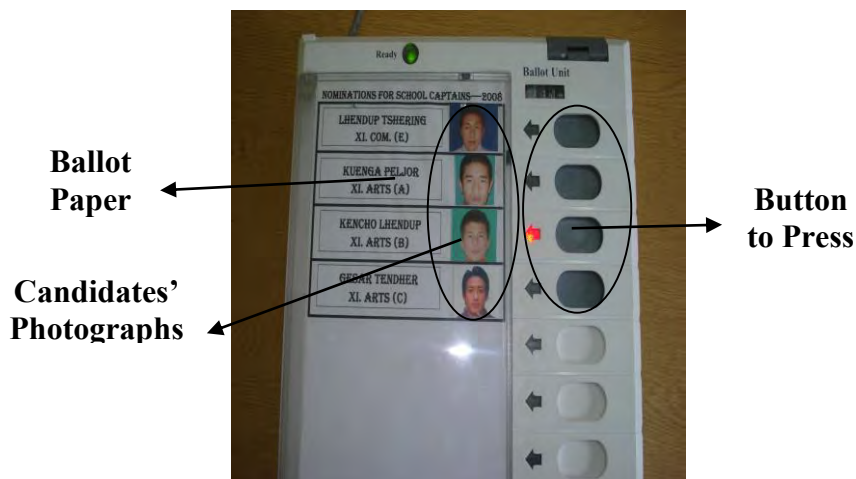


Fig. 4.5: Ballot Unit

Features on the EVM

On the “Control Unit” there is a display section on the top. Below the display section, there is the “Cand Set Section” which contains two compartments the first compartment where the batteries are inserted and the second where the “Cand Set Button” is found and is used for setting the machine for the number of candidates (refer **Fig 4.6**).

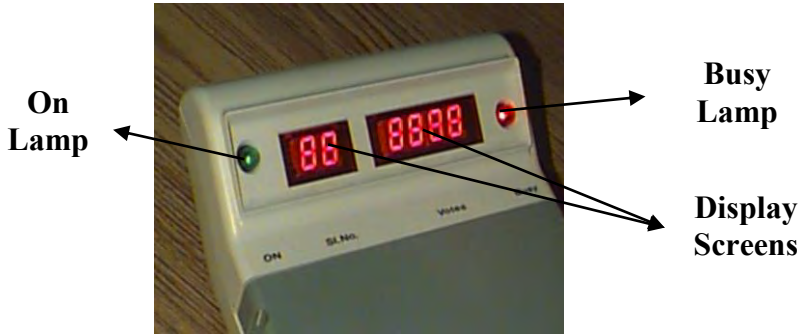
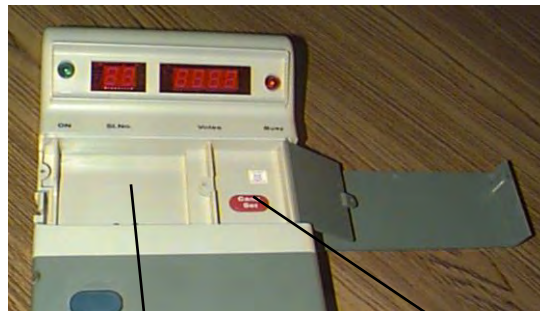


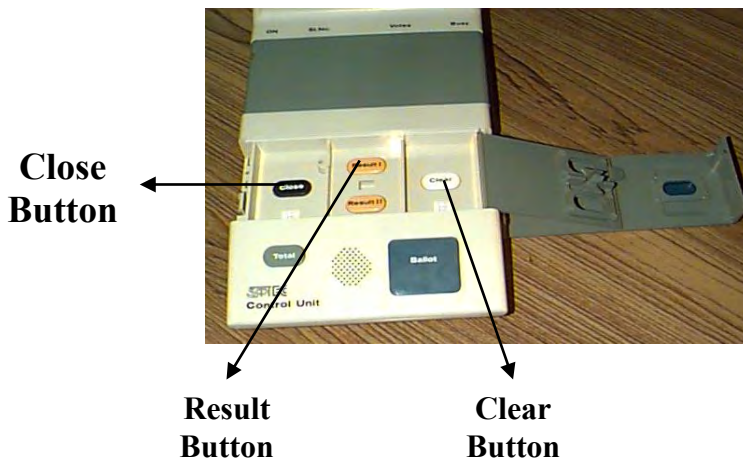
Fig. 4.6: The Top Part

Next to the “Cand Set Section” is the “Result Section”. This section contains three buttons namely the “Close Poll Button”, “Result” button and the “Clear” button. The “Close Button” is used for closing the poll, the “Result” button for ascertaining the results and the “Clear” button for erasing the data recorded. The “Close” button once pressed will ensure that no further votes can be recorded (refer **Fig. 4.7**).



**Battery
Compartment**

**“Cand Set”
Section**



**Close
Button**

**Result
Button**

**Clear
Button**

Fig. 4.7: “Cand Set” and “Result” Sections

On the lower portion of the “Control Unit” is the “Ballot Section” which contains the “Ballot” button and “Total” button. The “Ballot” button when pressed will make the “Balloting Unit” ready for recording vote. The “Total” button when pressed will display the total votes cast at that point of time, however this will not give the candidate-wise break up (**Fig 4.8**). For further information on the EVM’s, you are required to read the EVM manual and the EVM Rules

and Regulations of the Kingdom of Bhutan prepared by the Commission.



Fig. 4.8: The Lower Part

Safe Preservation of Voting Machines

The voting machines when not in use should be stored in a well secured storeroom. Likewise, proper arrangements and storage should be made for their safe custody and preservation after the completion of the election and during the period for which they are required to be so preserved under relevant directions of the Commission.

After the expiry of the period, if no election petition or appeal is pending, the machines may be removed and handed over to the Dzongkhag Electoral Officer.

For the safe and proper storage of voting machines in the secure storeroom, you can follow the instructions given by the manufacturing companies.

CHAPTER 5

COMMISSIONING OF EVM

Introduction

Elections at the polling station will be conducted with the use of EVMs. As the Presiding Officer for a polling station, you should be thorough in the operation of EVM as per the EVM manual and the *EVM Rules and Regulations of the Kingdom of Bhutan, 2012* prepared by the Commission. A slight mistake, lapse or wrong application of the law or rules or inadequate knowledge of various functions of the EVM may vitiate the poll at your polling station.

Preparations for the commissioning of the EVMs must start about an hour before the time fixed for the commencement of the poll. The preparations have to be done by you at the polling stations in the presence of the candidates/their polling representatives.

Ballot Unit

The “Ballot Unit” is already duly prepared by the Returning Officer in all respects and no further preparation of this Unit is required on the date of poll, except that its interconnecting cable has to be plugged to the “Control Unit”. Further you have to check that:

1. The Ballot Paper is properly fixed in the Ballot Display Panel under the Ballot paper screen (refer **Fig 4.5**); and
2. The two seals put by the Returning Officer at the top and the bottom portion on the right hand side is intact.

Control Unit

In the “Control unit” the seal of the Returning Officer on the “Candidate Set” Section on the left side should be intact. Thereafter, you should open the Bottom compartment of the Unit and take the following steps:

1. Connect the “Ballot Unit” to the “Control Unit” by plugging the connector of the Interconnecting cable in the socket in the said compartment;

2. Put the “Power” switch to “ON” position. It will give a beep sound and the “ON” lamp on the “Display Section” of the “Control Unit” will glow “RED”; and
3. Close the Bottom Compartment (refer **Fig 4.6** and **Fig 4.7**).

If any seal on the EVM is broken, you must report to the Returning Officer or the Assistant Returning Officer and immediately requisition for a new EVM. The report must be recorded in the Presiding Officer’s Diary.

Mock Poll

A mock poll should be held before the preparation of the EVM. For that purpose, perform the following operations:

1. Press the “Ballot” button on the “Ballot Section” of the “Control Unit”. On pressing the “Ballot” button, a “Busy” lamp in the Display Section will glow “RED”. Simultaneously, the “Ready” lamp on the “Balloting Unit” will also start glowing “GREEN”;
2. Ask any polling representatives to press, according to his/her choice, any of the Candidates button on the “Balloting Unit”;
3. On the Candidate's button being so pressed, the candidate's lamp near the switch will start glowing “RED”. In addition, a beep sound will emit from the “Control Unit”. After a few seconds, the “RED” light in the candidate's lamp, “RED” light in the “Busy” lamp and “GREEN” light in the “Ready” lamp and the beep sound will go off simultaneously. This will be the indication that the vote for the candidate, whose button has been pressed, has been recorded in the “Control Unit” and the machine is now ready to receive the next vote;
4. Repeat the process explained in the preceding paras (1), (2) and (3) for recording one or more votes for each of the remaining candidates. Keep a careful account of the votes so recorded in respect of each candidate;
5. When the votes are being so recorded, press the “Total” button on the “Ballot Section” to verify at any time that the total votes

recorded in the machine tally with the number of votes which have been polled up to that stage;

6. At the end of the mock poll, press the “Close” button in the “Result Section”;
7. Now press the button marked “Result” button in the “Result Section” so that the display panels will start to show the results of the mock poll;
8. Finally, press the “Clear” button to clear the account of votes recorded during the mock voting. On the “Clear” button being so pressed, all counters will show zero (000); and
9. After the votes are being cleared, once again press the “Total” button on the “Ballot Section” to ensure that the total votes in the machine also shows zero (000).

Sealing of Control Unit

You must keep in mind that sealing of Control Unit must be properly done and the sealing must immediately follow the completion of the mock poll. The Presiding Officer shall put his seal and signature on the green paper seal, special tag and strip seal. The Polling Representatives of candidates or parties, if they so desire, may also put their seals and signature on the green paper seal, special tag and strip seal.

The Presiding Officer shall, after sealing the machines, place the Control Unit on the table of the Polling Officer 3 and the Ballot Unit in the voting compartment, while making sure that the inter-connecting cables are routed in such a way that it does not come in the way of the voters or polling personnel.

You must make necessary arrangements for the safekeeping of the seals provided to you.

Sealing of Result Section

Before the commencement of the actual poll, the “Result Section” should be sealed. The sealing of the “Result Section” will involve

firstly the fixing of the “Green Paper Seal” (refer **Fig 5.1**) in the frame provided for the purpose on the inner side of the door of the inner compartment. The seal should be so fixed that its green surface is seen through the apertures from the outer side. These seals have been printed specially by the Election Commission on Security paper serially numbered.



Fig. 5.1: Green Paper Seal

Then the door of the inner compartment should be closed in such a manner that the two open ends of the paper seal project outwards from the sides of the inner compartment. On the white surface of the paper seal, so projecting outwards, you should affix your signature in full immediately below the serial number of the seal. It shall also be signed by the candidates/polling representatives as are present if they so desire. Note down the serial number of the paper seal used and allow the candidates/polling representatives present to note down the numbers.

Finally, seal the inner door by passing a thread through the two holes provided for the purpose on the left side of the inner door and seal it with the Control Unit’s “Address Tag” over the “Close” button. Ensure to put seal and signature of Presiding Officer along with the polling representatives of the candidates.

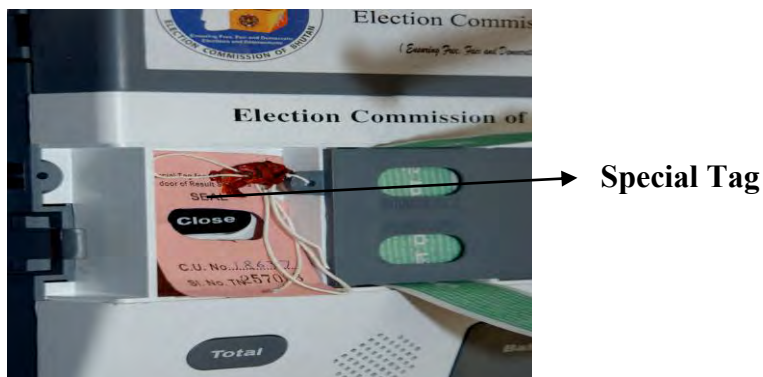


Fig. 5.2: Closing Result Button with Special Tag

Closing of Result Section

The outer cover of the “Result Section” has to be pressed for closing this section. Before pressing the outer cover, fold the open ends of the Green Paper Seal neatly in such a manner that no part of the paper seal protrudes from either side of the cover.

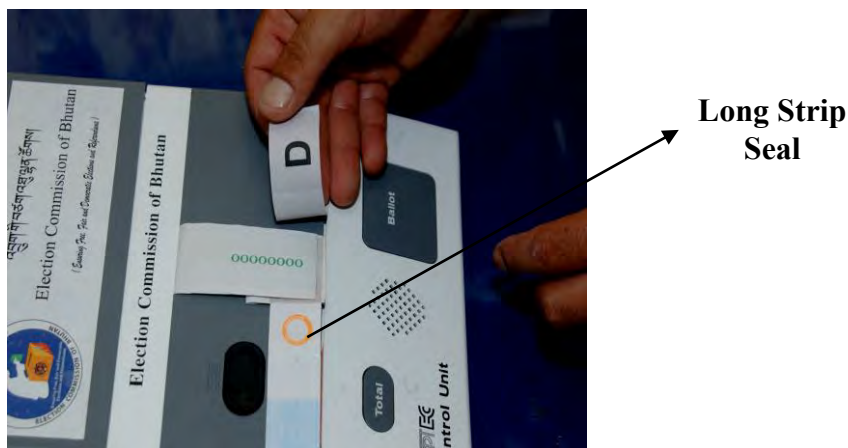


Fig. 5.3: Sealing with Long Strip Seal

After pressing the outer cover, the “Result Section” should be sealed by passing a thread through the two holes provided for the purpose on

the left side of the outer cover and putting a thread seal with the seal of the Presiding Officer.



Fig. 5.4: Seal with Address Tag

Place the “Balloting Unit” inside the voting compartment. This compartment should be located at sufficient distance from the table of the third Polling Officer where the “Control Unit” shall be kept and operated. Now the EVM is ready in all respects for use in actual poll.



Fig. 5.5: Ready Control Unit

CHAPTER 6

DISTRIBUTION DAY

Introduction

On the Distribution Day, you must report before 8.30 a.m. or as directed by the Returning Officer during refresher course to the Distribution center to receive the EVM and other election material. The distribution of EVMs and election materials by the Returning Officer will begin early depending on the distance you need to travel on that day. You can instruct any Polling Officer under your charge to assist you with the transportation of the EVMs and other election materials.

From the date of receipt, you must ensure safe and secure custody and transportation of EVMS and other election materials to the Polling Station. After the completion of poll, the EVMs and election materials should be handed over to the Returning Officer or any officer designated by him. The Returning Officer will arrange transport for the polling team and election security personnel accompanying election materials to and from the Polling Station.

You must ensure that you and your Polling Officer accompanying you wear the official badge provided to you by the Returning Officer at the Distribution Centre.

Election Materials and EVMs

You are supplied with the necessary polling materials, including one complete EVM, consisting of a “Control Unit” and such number of “Balloting Units” as is to be used at the polling stations having regard to the number of contesting candidates. A standard list of such polling materials is given in **Election Materials** as in **Presiding Officer Form No. 8**.

You must keep the signed copy of the Voter’s List and all other items provided to you in a bag. You must stick the Polling Place Identification Label on the EVM and outside of the Bag. Then you will leave the Distribution Centre with the Set-up Bag and you should

contact and inform all Polling Officers on the date and place for convening the instructional meetings.

Check the stationery and other items, voters list and ballot papers based on the prescribed checklist.

Voter's List

During the collection of election materials, you must check that the voter's list contains the following:

1. Voter's Serial No;
2. Name in full;
3. Sex of voters;
4. Date of birth;
5. Age of the voter;
6. Citizenship Identity Card No;
7. Voter Photo Identity Card No;
8. Passport size photograph of the voters; and
9. Station and number.

Only persons whose names appear in the Voter's List will be allowed to vote at that particular polling station. On no account should their names be manually written in even though they produce Citizenship Identity Cards. Further, to facilitate searching, the range of Serial Nos. in each page should be printed at the top right-hand corner of the page.

Electronic Voting Machine

At the time of issue of EVM, a spot test must be conducted for the machine so that in case of defect including cases where seal affixed by the Returning Officer on the EVM is broken, it can be returned or changed with another.

Check, in particular, the following that:

1. You have been supplied with the requisite number of balloting units and the ballot papers are duly fixed under the Ballot Paper Screen in each of them.
2. Control unit and the balloting unit(s) of the voting machine given to you are the same, which are meant for use at your polling station. This shall be checked with reference to the address tags attached to the said units as the number and name of the polling station shall be indicated by the Returning Officer on each of those address tags.
 - (a) The address tag for control unit will contain the following particulars:
 Election to from
 constituency
 Control unit No.....
 Sl. No. and Name of Polling Station
 Date of Poll.....
 - (b) The address tag for balloting unit will contain the following particulars:
 Election to from
 constituency
 Balloting unit No.....
 Sl. No. and Name of Polling Station.....
 Date of Poll.....
3. The “Cand Set Section” of control unit is duly sealed and the address tag is firmly attached.
4. The battery installed in the “Cand Set Section” of the control unit is fully operational. This may be checked by putting the Power Switch provided in the rear compartment to “ON” position. The power switch must be then put to “OFF” position.

5. The candidate's buttons which are visible on the balloting units are equal to the number of contesting candidates, and that the remaining buttons, if any, have been masked.
6. Each of the balloting units is duly sealed and secured at two places, i.e. at right top and right bottom portions, with the seals of the Returning Officer, and that the address tags are firmly attached thereto.

Further, you must also ensure that the ballot paper aligned on the EVM contains:

- (a) The name and party symbol of candidate contesting in the constituency in the case of National Assembly elections are in the same order as the pre-printed authenticated order; and
 - (b) The name, party symbol or photographs of the candidate contesting in the constituency are in the same order as pre-printed authenticated order.
7. Further, you must also take an **Undertaking** as in the prescribed **Presiding Officer Form No. 9** from the Polling Officer III that he/she is fully conversant with the operation of the Control Unit of the EVM.

CHAPTER 7

PRE- POLL DAY

Introduction

The Dzongkhag Electoral Officer with the approval of the Election Commission will provide sufficient number of polling stations for a Dzongkhag/*Demkhong* not less than 30 days before the date of poll. Thereafter a list of Polling Station in a constituency and the polling areas will be published. Transportation for the Presiding Officer, Polling Team and Security Personnel accompanying the EVMs and Election Materials to the polling station will be provided by the Returning Officer

You must be familiar with the name of each village covered by the Polling Station, the territorial extent of the polling station and the number of voters in the polling area. Prior to the polling day, you must arrange for your Polling Officers to visit the Polling Station to make the necessary preparations for the conduct of polls.

It is required under law that no polling station will be cancelled before the completion of poll after it has been provided and published. However, it may be done only after obtaining prior approval of the Election Commission.

Polling Station Arrangements

On arrival at the polling station, you should have a clear idea of the arrangements to be made for setting up a proper polling station especially to secure secrecy of voting, regulation of queue of voters, protection of poll proceedings free from outside interference, etc.

As far as practicable the polling booth should be as spacious as possible, so that there is no congestion inside the polling station. The polling booths must be well-lit and have at least one entry and an exit point, for the smooth and orderly conduct of poll.

Polling arrangement must be made taking into consideration the following:

1. There is enough space for the voters to wait outside the polling station;
2. There is easy flow of voters inside the polling station and there is no crisscrossing movements within the polling station;
3. The inside of the voting compartment is sufficiently lit. If necessary, arrangements for proper lighting must be made;
4. Voting compartments are correctly and securely placed so as to prevent anyone from seeing a voter cast his vote; and
5. Posters containing the following information are properly displayed:
 - (a) Name and number of constituency and the polling station;
 - (b) Directions for the guidance of voters; and
 - (c) Names and symbols of Candidates in the pre-printed authenticated order.

Thereafter, you will start to set up the polling station. You will lead the Polling Officers in the setup of the polling station as follows:

1. Properly set up or arrange the furniture including voting compartment;
2. Tie Polling Station Demarcation tapes along the perimeter of the polling station to guide the movement of voters;
3. Assemble chairs, tables, and other furniture in the polling station and install and test electronics and other communication equipment to be used;
4. Display the notices at the gate or entrance to the polling station;
5. Check to ensure unencumbered access for voters and also clear view of the polling booth for effective supervision;
6. Check within 100 meters of the polling station for election advertisement and have it removed;

7. Place all other items, including drinking water, lanterns, paper bags containing forms and envelopes in proper and safe places; and
8. Test the telephone and facsimile machine, if available.

In addition, the following furniture, materials and equipment must be made available:

1. A table each for the “Control Unit” and the “Balloting Unit”;
2. Tables and chairs for the Polling Officer, Polling Assistants and Polling Representatives;
3. Voting Compartment with correct specification and in proper condition;
4. Telecommunications links; and
5. Few additional chairs for voters with disability.

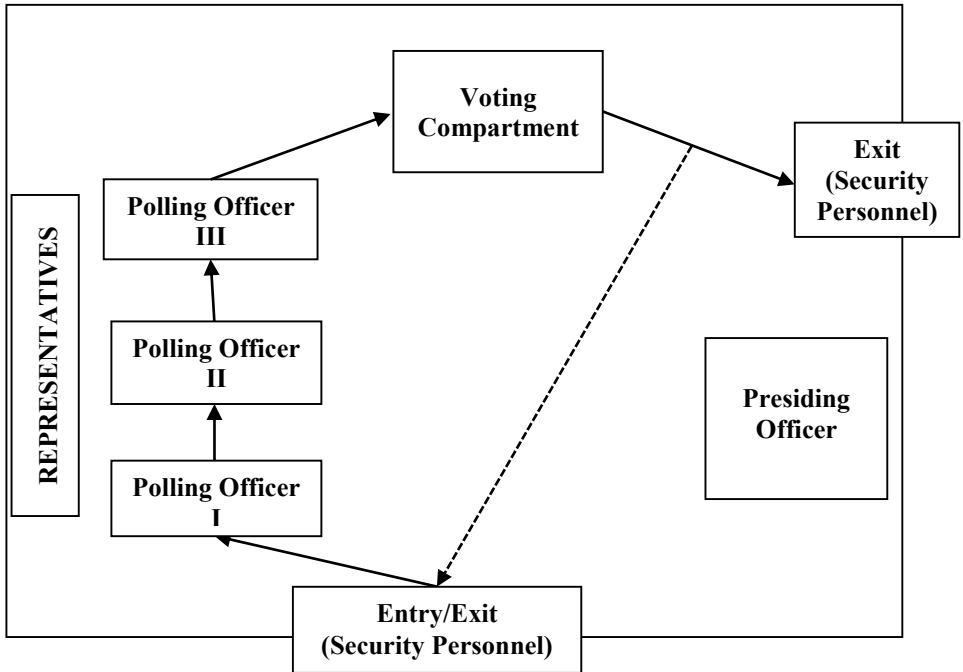


Fig. 7.1: Proposed Layout of Polling Station for Parliamentary Elections

CHAPTER 8

POLL DAY

Introduction

Poll is the most important event in the election process. It is through the poll that the voters express their choice of their political parties and candidate to represent them. Any irregularity in the conduct of poll may vitiate the election and, therefore, you should ensure that the poll is conducted strictly in accordance with the law and the prescribed procedure.

You will attend to the election candidate (s), their representatives and media where necessary as well as handling any enquiry from the public and coordinating activities concerning them.

You must ensure that you and your Polling Officers wear the official badge provided to you by the Returning Officer at the Polling Station.

Commencement of Poll

The polling must generally commence at 9 am or at an hour fixed for such commencement by the Election Commission. You and your Polling Team must arrive the polling station not later than 7.00 am and make a final check of the polling station, so as to ensure that all election equipment and paraphernalia are in working condition.

At the commencement of poll, you have to make a declaration as prescribed in the **Declaration by the Presiding Officer Before the Commencement of the Poll** as in **Presiding Officer Form No. 1** about the demonstration of the EVM, display of the marked copy of the Voter's List, the Register of Voters to candidates or their polling representatives present and get it signed by them.

Make a final check of the polling station, so as to ensure that all election equipment and paraphernalia are in working condition. You must also look out for displayed posters and banners within 100 meters of the polling station.

The Polling Representatives of candidates are expected to arrive, before 8 am however non-attendance by any representative of the candidate or political party should not hinder the commencement of poll.

Attendance of Polling Representative and Candidates

Polling representatives of candidates are expected to arrive, before 8 am and each of them must handover their Letter of Appointment to you. Verify and check the Appointment Letter signed by the Candidate or their Election Representative before admitting any polling representative into the polling station. In the case of any candidates visiting the polling station, you should ask to see his identity card for identification.

However, it should be noted that the non-attendance by any representative of the candidate or political party does not invalidate the act, if the act is done in accordance with the provisions of the Act.

Persons Entitled to Enter the Polling Stations

Apart from the voters assigned to your polling station as per the Voter's List, the following persons can be admitted into the Polling Station:

1. Polling Officers;
2. Polling Assistants;
3. Lady Friskers;
4. Each Candidate or his/her Polling Representatives;
5. Persons authorized by the Commission;
6. Public servants on duty in connection with election;
7. Observers and Micro-Observers appointed by the Commission;
8. Nodal-Officers;
9. A child in arms accompanying a voter;
10. A person accompanying a physically challenged voter; and

11. Such other persons as you may from time to time admit for the purpose of identifying voters or otherwise assisting you in taking the poll.

Instructions for Presiding Officers

During the actual conduct of polls, the Presiding Officer must:

1. Allow Polling Representatives to observe the voting but ensure that they do not interfere with the polling process;
2. Care for the aged and the physically challenged voters and it is your duty to maintain a **List of Physically Challenged Voters** as prescribed in the **Presiding Officer Form No. 2**;
3. Accompany physically challenged voters who do not have a companion;
4. Maintain proper order and discipline in the polling station and ensure that voting progresses smoothly and efficiently. This includes supervising Polling Officers and promptly resolving any problems they encounter; and
5. Be helpful and courteous to the voters and be prompt in attending to any other matters that may arise. It is essential that you make the right decision in such cases. You require much tact, but at the same time you should be firm and impartial.

You may, if requested by a voter, explain to the voter, in the presence of all, the method of voting but should take care not to perform any action that may be construed by onlookers as influencing the voter to vote for a particular candidate.

Further, you may, if requested by physically challenged voter, assist in taking him to the voting compartment, to cast his vote according to his instructions. Secrecy of the vote cast must be maintained at all times.

Procedures for Casting Vote

The First Polling Officer verifies the identity of voters with reference to his entry in the Voter's List and the Voter Photo Identity Card (VPIC) issued by the Commission.

After verification, the Second Polling Officer obtains the signature or thumb impression of the voter on the Register of Voters and the serial number of the voter as given in the marked copy of the Voter's List are noted in the Register of Voters. Voters refusing to put signature or thumb impression will not be permitted to vote. An entry such as "Refused to vote" will be made in the remarks column of the Register of Voters and signed by you and the voter.

Thereafter, the voter's finger is marked with an indelible ink and issued a **Voter's Slip** the sample of which is as prescribed in **Presiding Officer Form No. 3** showing the serial number at which the entry relating to him has been made in the Register of Voters.

Then, the Third Polling Officer inspects the indelible ink mark on the finger of the voter. The voter is then permitted to record his vote in the EVM on the basis of the Voters' Slips in the strict order in which they have been entered in the Register of Voters.

It should be ensured that only one voter is admitted inside the voting compartment to vote. Special care should be taken to ensure that a voter goes in that compartment in the same order in which his/her serial number is entered in the Register of Voters. Also ensure that the "Ballot" button is pressed only when the earlier voter has come out of the voting compartment.

Procedure for Casting Provisional Vote

A Provisional Vote is given when a voter at the polling station finds that his/her name is already struck off in the Voter's List indicating that he/she has cast his vote.

In such instances, the voter should sign the **Oath of Identity** as prescribed in **Presiding Officer Form No. 4** declaring that he/she has not voted earlier. You should make a 2nd strike across the voter's

particulars in the Voter's List and fill the voter's particulars in the Provisional Voter's List. Further, the serial number of the voter is to be noted on the **List of Provisional Votes** as prescribed in **Presiding Officer Form No. 5**, which is to be kept in an envelope, marked "Provisional Votes List".

Thereafter, the voter is given a "Provisional Ballot Paper" with the name and serial number of the voter clearly written at the back of the ballot paper. The time of issue of the Provisional Ballot Paper must be immediately recorded in the Voter's List. It should be noted that a voter given Provisional Vote cannot cast his/her vote in the EVM but make his/her preference in the Provisional Ballot Paper provided by you.

Procedure for Conducting Summary Inquiry for Challenged Voters

A summary inquiry may be conducted by you if an identity of a voter is challenged. In such instances, the challenger may be asked to produce evidence that the voter is not the person he/she claims to be. If the challenger fails to provide evidence in support of his/her challenge, the challenge may be considered as not established and the challenged voter allowed to vote.

However, if the challenger succeeds in making out a case that the person is not the voter in question, you should call upon the latter to produce evidence to rebut the challenge i.e. to prove that he/she is the voter he/she claims to be. If he/she proves his/her claim by such evidence, allow him/her to vote after filling in the form for the **List of Challenged Voter** as prescribed in **Presiding Officer Form No. 6**. If he/she fails to do so, the challenge may be considered as established and the challenged voter disallowed from voting.

Once the challenge has been established, you should hand over the person to the policeman on duty, together with your complaint addressed to the Officer-In-Charge of the Police Station under whose jurisdiction your polling station falls.

During the summary inquiry, you are free to ascertain the fact from the elders and neighbors of the voter in question and any other person present. You may administer an oath to the person challenged or any other person offering to give evidence.

Maintenance of the Presiding Officer's Diary

During the conduct of poll, you should maintain a “**Presiding Officer's Diary**” to record the proceedings of conducting polls in the polling station as prescribed **Presiding Officer Form No. 7**. You must go on recording the relevant events as and when they occur.

Further, you must record in the Presiding Officer's Diary the total number of votes polled hour by hour since the commencement of the poll. For this purpose “Total” button should be pressed. The display panel will then show the total number of votes polled by that time. Please remember that the “Total” button is to be pressed only when the 'Busy' lamp is “Off”.

It should be noted that any lapse on your part in the proper maintenance of diary at all points of time during the process of poll will be viewed seriously by the Commission.

Removal of Disorderly Persons

Any person who misconducts himself or fails to obey your lawful directions during the poll may be removed from the polling station on your orders by any Police Officer or other persons authorized by you.

CHAPTER 9

CLOSE OF POLL

Introduction

The Poll generally closes at 5.00 pm sharp or at such time as the Commission specifies and no voter should be allowed in the polling station after such time. Any voter in the polling station before such time should be given a slip so that only those present in the polling station premises on or before 5.00 pm can vote. The slip must be distributed starting from the end of the queue.

Result Declaration and Sealing of EVM

On expiry of the hour fixed for the close of poll, the Presiding Officer who is also the Counting Supervisor will declare the result for his polling station. For detail result declaration, please refer to handbook on Counting Supervisor. Immediately after the result declaration, Presiding Officer must invite the polling representatives for sealing of EVM and to sign or affix their seals if they wish to do so.

For sealing the EVM, you will have to perform the following operations:

1. Switch “OFF” the EVM by pushing Power Switch in the “Control Unit” to “OFF” position;
2. Remove the interconnecting cable;
3. Close the bottom compartment;
4. Put back the “Balloting Unit” and “Control Unit” in their respective carrying cases;
5. Seal the carrying cases by passing the thread through the two holes provided for the purpose on both sides of the carrying cases;
6. Put thread seal on the prescribed address tag showing the particulars of the polling station with the Presiding Officer's seal and also the seals of such polling representatives as are present

and desirous of putting their seals. While sealing proper care should be taken to see that the direct flame does not come in contact with carrying cases and the molten wax does not fall on any part of the machine; and

7. Now the EVM is ready to be transported from the polling station to the counting place.

Under exceptional circumstances, if the last voter chooses not to record his vote after the “Ballot” button has been pressed or in the case of an accidental pressing of the “Ballot” button when there is no voter left to record his vote at the close of the poll, the “Busy” lamp will glow “Red”.

In such a case, remove the interconnecting cable and the “Busy” lamp will stop glowing “RED”. Thereafter perform the operations (c) to (h) above for closing the EVM so that no further recording of votes in the machine is possible.

Return of EVM and Election Material to the Returning Officer

At the close of poll, you and your Polling Team must forward to the Returning Officer the following:

1. EVM;
2. Counted Ballot Papers;
3. Account of votes recorded;
4. A filled list of challenged votes form;
5. Used provisional ballot papers;
6. Unused and spoiled paper seals;
7. Appointment letters of representatives;
8. List of physically challenged voters;
9. Presiding Officer’s Diary’s report;
10. Election Duty Certificate;

11. Register of Voters containing signatures/thumb impression of voters;
12. Unused ballot papers;
13. Unused and damaged special tag;
14. Unused and damaged strip seal; and
15. Spoilt postal ballot papers.

Return of Furniture

The furniture or other items acquired for the conduct of poll at the polling station may be handed over to the person from whom the premise was taken over after completion of poll. A Polling Officer may be identified to complete the handing taking of the following items:

1. Furniture;
2. Telephone set; and
3. Other items belonging to the premises.

Check Memo for Presiding Officers

This check memo for Presiding Officers should be used for assessing the completion of the assigned tasks on the Poll Day.

Note that this check memo does not elaborate on the tasks to be performed, and cannot be referred to as guide in carrying out the roles and responsibilities of Presiding Officers.

This check memo should be merely used to confirm the completion of tasks.

Sl. No.	ACTION TO BE TAKEN	Check and tick if done as per procedure	
		REMARKS	Check (✓) for YES and (X) for NO
A. Before Poll Day			
1	Ensure all rehearsals and training classes were attended and familiarized with Election Forms and operation of EVMs and functions of various buttons and switches provided therein	Whether attended and familiarized?	
2	Obtaining and keep in possession all relevant instructions from the Returning Officer (RO)	Whether obtained and kept?	
3	On the day of dispatch of polling party ensure to collect all polling materials for use at the polling station	Whether ensured that all the election materials and that too in sufficient quantities and numbers have been collected?	
4	Checking up of Ballot & Control unit of the EVMs and ensure that correct Voter Lists' has been issued	Whether done?	
5	Collect the contact details of election security deployed in your polling station	Whether collected or NOT?	
6	Get the list of contesting candidates and check whether the names, symbols and photograph tally with the ballot paper on Ballot unit (should be in alphabetical order)	Whether crosschecked or Not?	
7	Organize the layout of the polling station as per standard design provided using in particular that the voting compartments provide secrecy of voting and regulation of queue of voters	Whether organized?	
	Make separate entrance and exit for voters at polling station	Whether done?	
8	Display prominently the copy of the list of contesting candidates	Whether displayed?	
9	Remove any photograph, campaign materials belonging to any contesting	Whether removed or covered?	

	candidate hung in the polling station or cover them fully.		
B. During the hours of Poll			
1	Conduct Mock Poll(s) control in presence of representative and after Mock Poll(s) clear and seal the Control Unit(s) following the CLOSE, RESULT and CLEAR (CRC) procedure	Whether Conducted?	
2	Inter-link Control unit and Balloting units and switch on the EVMs and ensure wires are taped safely to the wall/floor	Whether done?	
3	Commencement of Poll(s) at the appointed time.	Whether done?	
4	Communicate 2 hourly voter turnout report to Returning Officer (RO) as per the format given by RO	whether communicated with RO or Not	
5	Allow polling representative to note the serial numbers of Ballot and Control Unit and Green Paper seal	Whether allowed?	
	Maintenance of Presiding Officer's Diary	Whether done?	
6	Close of poll at the appointed hour but if there are voters queued at time of closure, give tokens starting at the end of the queue with token 1 and second last with 2	Whether done?	
7	Ensure the secrecy and security of the ballot	Whether ensured or Not?	
C. After the close of Poll			
1	Close EVM and initiate counting of votes	Whether done?	
2	Report the polling results to the respective RO	Whether reported?	
3	Hand over voter turnout with male and female segregation to concerned Returning Officer	Whether done?	

Your comments:

.....

.....

Presiding Officer's Poll Day Checklist

Procedure for the Start of Poll

1. Ensure Polling Officers and Polling Representatives if any are present during the Mock Poll.
2. Connect the cable of the Ballot Unit to the Control Unit.
3. Press the **"Total"** button on the Control Unit. Display panel should show **"0"**.
4. Ensure the number of candidates displayed on the Ballot Screen corresponds to the number of candidates set in the Control Unit.
5. Conduct the Mock Poll by allowing the Polling Representatives to vote. Keep a careful account of the votes so polled and recorded.
6. To close the Mock Poll, press the **"Total"** button to show that the number of votes recorded corresponds to the number of people who voted.
7. Press the **"Close" (C)** button, then the **"RESULT" (R)** button and the **"CLEAR" (C)** button while explaining the process of each. Remember that it is always **CLOSE, RESULT and CLEAR (CRC)**.
8. Switch **"OFF"** the Control Unit to seal it. Insert the **"Green Paper Seal"** in the space provided in the underside of the **"Result Section"** compartment door, ensuring the top portion of the **"Green Paper Seal"** just reaches the lower edge of the outer compartment door. Close the compartment and seal it with the **"Special Tag"** over the **"Close"** button.
9. Close the outer compartment and seal it with the Control Unit **"Address Tag"**. Fold the lower portion of the **"Green Paper Seal"** by placing **"A"** of the **"Long Strip Seal"** underneath it from the right side. Place **"B"** over it going to the left side. Then place the upper portion of the **"Green Paper Seal"** on **"C"** and take it all around the Control Unit going from the right side. Finally, place **"D"** to complete the sealing of the Control Unit.
10. Ensure that the marked sides (with serial numbers and security features) of both **"Green Paper Seal"** and **"Long Strip Seal"** are correct side up and the direction of the serial numbers are perpendicular to each other so as to form an **"L"**.
11. Ensure all the necessary information are filled in and signed by the Polling Representatives and the Presiding Officer on all of the seals.
12. Switch **"ON"** the Control Unit. The EVM is ready for Poll.

Presiding Officer's Checklist for Two Hourly Voter Turnout

Sl. No.	Action to be Taken
Before Poll Day	
1	Have you received adequate number of voter slips, for both male and female voters?
2	Is the Polling Officer 1 familiar with the Polling Officer Form No. 1 for recording the 3 categories of age for male and female voters.
3	Ensure Polling Officer 2 marked the Voter Slips with serial number and arrange accordingly for the Poll Day.
On Poll Day	
1	Polling Officer 1 must record the male and female voters as per the age groups on the Polling Officer Form No. 1 .
2	Polling Officer 2 must issue voter slips to the voters according to their gender (White for male and Yellow for female) and record their names and signature on the Register of voter.
3	Polling Officer 3 must take the voters' slip from the voter before releasing the Ballot.
4	After every two hours get the two hourly voter turnout according to the different age categories (male/female) from Polling Officer 1
5	Get the total number of votes cast from the Polling Officer 2 as per his record on the Register of voter.
6	Get the sl. no. of the last voter's slip which will automatically translate to the total vote cast from the Polling Officer 3.
7	Tally the total votes provided by Polling Officers 1, 2 and 3 and send the two hourly voter turnout as per the format by SMS to "1919".



Presiding Officer Form No. 1

DECLARATION BY THE PRESIDING OFFICER BEFORE THE COMMENCEMENT OF THE POLL

Election to:
Polling Station:
Demkhong:
Dzongkhag:

I hereby declare that:

I have demonstrated to the polling agents and other persons present by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;

The marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers; and

The Register of Voters to be used during the poll does not contain any entry in respect of any voter.

The following Polling Representatives were present:

Signature of Polling Representatives:

- 1..... (of candidate)
- 2..... (of candidate)
- 3..... (of candidate)
- 4..... (of candidate)
- 5..... (of candidate)
- 6..... (of candidate)

The following polling representatives who did not affix their seals:

- 1..... (of candidate)
- 2..... (of candidate)

3..... (of candidate)

4..... (of candidate)

Date: ... / ... / ... Time:

Signature: (Presiding Officer)



Presiding Officer Form No. 2

List of Physically Challenged Voters

Election to:

Polling Station:

Demkhong:

Dzongkhag:

Sl. No.	Name of Voter	Serial No. in Electoral Roll	Remarks
1			
2			
3			
4			
5			
6			
7			

(Use additional sheet as required)

Dated: ... / ... / ...

Signature of Presiding Officer



Presiding Officer Form No. 3

VOTER'S SLIP

(SAMPLE)

For Female Voters

Voter's Slip

Sl. No. of voter as per the Register of Voters.....

Sl. No. of voter as entered in the Voter's List.....

Sig. of Polling Officer-2.....

For Male Voters

Voter's Slip

Sl. No. of voter as per the Register of Voters.....

Sl. No. of voter as entered in the Voter's List.....

Sig. of Polling Officer-2.....



Presiding Officer Form No. 4

Oath of Identity

Election to:

Polling Station:

Demkhong:

Dzongkhag:

I,, Son/Daughter of, age
of *Gewog* under Dzongkhag

Hereby, declare that:

- (a) I have not voted earlier;
- (b) The Presiding Officer has warned me of the penalty for impersonation; and
- (c) I am fully aware of the consequences under Section 546 of the Election Act of the Kingdom of Bhutan, 2008.

Signature of Declarant

Date: ... / ... / ...

Signature of Companion

Date: ... / ...

Name:

VPIC No:

Serial number of Voter:



Presiding Officer Form No. 5

List of Provisional Votes

Election to:

Polling Station:

Demkhong:

Dzongkhag:

SL No.	Name of Voter	Serial No. in Voters' List	Remarks
1			
2			
3			
4			
5			
6			

Dated: ... / ... / ...

Signature of Presiding Officer



Presiding Officer Form No. 6

List of Challenged Voters

Election to:

Polling Station:

Demkhong:

Dzongkhag:

Sl. No.	Name of Voter	Serial No. in Voters' List	Remarks
1			
2			
3			
4			
5			
6			

Dated: ... / ... / ...

Signature of Presiding Officer



Presiding Officer Form No. 7

PRESIDING OFFICER'S DIARY

Election to:

Polling Station:

Demkhong:

Dzongkhag:

1. Location of the polling station:

.....
.....

2. Appointment of polling officer made in the absence of duly appointed polling officer, if any, and the reasons for such appointment:

.....
.....

3. Election materials:

- a. Sl. No. of Control Units used:
- b. Number of Ballot Units used:
- c. Sl. No. of Ballot Units used:
- d. Number of paper seals used:
- e. Sl. Nos. of paper seals used:
- f. Sl. No.(s) of special tags returned as unused:
- g. Number of Strip Seals supplied:
- h. Sl. No.(s) of Strip Seals supplied:
- i. Number of Strip Seals used:
- j. Sl. No.(s) of Strip Seals used:
- k. Sl. No.(s) of Strip Seals returned as unused:

4. Number of polling representatives and the number who arrived late:

5. Number of candidates who had appointed polling representatives at the polling stations:

6. Total no. of voters assigned to the polling station:

Number of voters allowed to vote according to marked copy of the electoral roll:

Number of voters who actually voted as per the Register of Voters:

Number of votes recorded as per the voting machine:

7. Number of voters who voted:

Men.....

Women.....

Total.....

8. Challenged votes:

Number allowed.....

Number rejected.....

9. Number of voters who voted with the help of companions:

10. Number of Provisional votes:

11. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment:

.....
.....

12. Number of slips issued at the closing hour of the poll:

13. Electoral offences with details:

.....
.....

14. Number of cases of:

- a. Canvassing within one hundred meters of the polling station:
- b. Impersonation of voters:
- c. Fraudulent defacing, destroying or removal of the list of notice or other document at the polling station:
- d. Bribing of voters:
- e. Intimidation of voters and other persons:
- f. Booth capturing:

- 15. Was the poll interrupted or obstructed by (Please give details):**
.....
.....
- 16. Was the poll vitiated by any voting machine used at the polling station having been (Please give details):**
.....
.....
- 17. Serious complaints, if any, made by the candidate/representatives:**
.....
.....
- 18. Report of mistakes and irregularities committed, if any, at the polling station:**
.....
.....
- 19. Whether the declarations have been made before the commencement of the poll and if necessary during the course of poll when a new voting machine is used and at the end of poll as necessary:**
.....
.....

Place:

Date: ... / ... / ...

Presiding Officer

This diary should be forwarded to the Returning Officer along with the Electronic Voting Machine(s) and other sealed papers.



Presiding Officer Form No. 8

Election Materials

Ensure that you have been issued with the following election materials in enough quantities:

Sl. No.	Item Name	Whether Received	Quantity Received
1	Address Tag for Ballot Unit		
2	Address Tag for Control Unit		
3	Strip Seal		
4	Green Paper Seal		
5	Special Tags		
6	Candle		
7	Match Box		
8	Wax		
9	Register of Voters		
10	Voters Slip		
11	Indelible Ink		
12	Cello Tape		
13	Thread		
14	Thumb Pin		
15	Stamp Pad		
16	Provisional Vote Envelope		
17	Scissor		
18	Punching Machine		
19	Stapler Pin		
20	Photo copy paper		
21	Ruled Register No.12		
22	Paper Glue		
23	Card Hanger		
24	Envelope A4 Size with print		
25	Presiding Officer carrying bag		
26	Presiding Officer Paper Seal		
27	Presiding Officer Hand Book		
28	Counting Officer Hand Book		
29	Manual for Election Dispute Settlement		



Presiding Officer Form No. 9

UNDERTAKING

by Polling Officer 3 on EVM Competency

I,

Holder of VPIC No.:

Appointed as Polling Officer 3

For Polling Station:

Of *Demkhong*:

For Elections to:

hereby, declare that I have attended the Training conducted for Operation and Management of EVM and I am fully conversant with the operation of the EVM and undertake to follow the instructions contained in the Checklist strictly during the discharge of my duties.

Dated: ... / ... / ...

Signature

Endorsement of Presiding Officer

I, Presiding Officer of Polling Station of
Code: endorse the above.

Dated: ... / ... / ...

Signature