

Elections Guidelines

Original text is in Arabic language

Forward

In pursue to complete the causes of democratic rule, and for a better future based on peoples' participation in the exercise of power, the amended constitution of the Kingdom of Bahrain issued in 2002, has guaranteed the right to vote and to stand for elections, as Article (1/e) states that **“Citizens, both men and women, are entitled to participate in public affairs and may enjoy political rights, including the right to vote and to stand for elections, in accordance with this Constitution and the conditions and principles laid down by law.”**

Voting and standing for elections are two indispensable rights to practice democracy in its substance which is endorsed by the constitution. To guarantee that the elected councils (the Council of Representatives and the Municipal Councils) reveal and truly express the wills of the citizens, the constitution in its Article (56) necessitated that the members of the Council of Representatives are members elected by direct and secret general voting in accordance with the provisions of the law.

This Guidelines booklet is issued in order to ensure that the election process progresses in ease and to make those in charge including heads and members of the supervisory committees and the ballot and counting committees aware of the procedures and practical matters that could encounter them as they carry out their national duty.

PART ONE

ELECTING THE MEMBERS OF THE COUNCIL OF REPRESENTATIVES

In order to ensure the integrity of the election process that would bolster democracy, the Legislative decree (14) for 2002 with respect to Exercising the Political Rights stated in Article (18) that the Minister of Justice Islamic Affair and Endowments heads a Supreme Supervisory Committee, comprising a large number of judges and legal consultants, to supervise the validity of Parliamentary Elections all over the Kingdom, and to announce the final results and to inform the winners of their membership to the parliament.

The above Law also included in its Article (7) that in every Electoral governorate a committee is to be formed and called “The Elections Supervisory Committee” authorized to prepare the voters’ schedules and receive applications for candidacy and other specializations which will be mentioned in detail. Article (17) provided the formation of sub-committees required to carry out the process of the voting and ballot counting. The Law entrusted the Minister of Justice, Islamic Affairs and Endowments to form all the above mentioned committees.

Decree No. (71) for 2014 determined the areas and electoral constituencies and their boundaries and the sub-committees required for electing the members of the Council of Representatives, as it divided the Kingdom of Bahrain into four electoral areas, and defined the limit of every area to be as the limits of the governorate it is located in. The decree also divided each electoral area to a number of electoral constituencies and assigned a sub-committee to each electoral constituency to carry out the processes of voting and ballot counting, in addition to some General Committees for ballot and vote counting at Kingdom level.

Chapter One
Procedures Related to the Voters' Schedules
(The Elections Supervisory Committee)

The law requires that in order for the citizen to be able to exercise his right to vote he should be registered in the voters' schedule. The following is the method whereby voters' schedules are prepared and displayed and ways to object to them:

Firstly: Method of preparing voters' schedules:

The Elections Supervisory Committee in each of the governorates prepares the voters' schedules in the electoral constituencies of the Governorate which comes under the Committee's jurisdiction. The following should be considered while preparing the schedules:

1. The list is to be in alphabetic order based on the official documents.
2. The list of voters must include all those eligible to vote, taking into consideration the previous participation in the elections based on the official records.

In order for every citizen to exercise those rights and consequently be listed in the voters' schedules, he is bound by the following rules:

- a) Should be 20 year of age on the day of elections.
- b) Should be of complete mental health.
- c) Should be a resident of his electoral constituency according to the CPR. In case he is living abroad, the last place of residence in the Kingdom will be his electoral constituency. If he has no residence in Bahrain, then he follows the constituency of his immediate family.
- d) Should not have been sentenced in a felony, or a crime breaching honor, integrity or public morals unless rehabilitated.
- e) Should not have been sentenced to imprisonment in any of the elections crimes provided in the Law by Legislative Decree No. (14) for 2002 regarding the Practice of Political Rights, unless the sentence was suspended or he was rehabilitated.

Accordingly, the Committee, while preparing the schedules, should take into consideration the final judgments which the Public Prosecution had

informed the Ministry of Justice, Islamic affairs and Endowments of, and which leads to the prohibition from exercising the political rights.

3. A voter is not allowed to be registered in more than one electoral constituency.
4. The registry in the schedule should include the name of the voter, his CPR number and his normal residency address.
5. Members of the Bahrain Defense Force, Public Security and National Guard right to elected is governed by the rules and regulations of their work place.
6. The Committee will prepare two copies of voters' schedules for each electoral constituency, to be signed by the Committee's chairman and secretary. One copy remains with the Committee and the second copy goes to the Ministry of Justice , Islamic Affairs and Endowments.
7. It is not permitted to enter any amendments to the voters' schedules after the announcement of elections date except that are concerning corrections in the schedules as per the rules and directives issued in the special appeals or if orders and final judgments are issued barring persons from exercising political rights.

Secondly: Display of the voters' schedules:

When the Elections Supervisory Committee completes the preparation of the voters' schedules as per the above-mentioned method, the lists should be displayed for 7 days at the headquarter and public places defined by the Minister of Justice Islamic Affairs and Endowments at least 45 days before the date of the elections.

Thirdly: Objections on the voters' schedules:

1. A person whose name is not registered in the voters' schedule or there is an error in his details has the right to ask the Elections Supervisory Committee to register his name or make the necessary corrections. Any person, whose restrictions have been lifted after the schedules were made, can ask to be registered in the voters' schedule.
2. Every registered voter has the right to request to register the name of anyone who failed without plausible reason to register his name, or to delete the name of anyone whose name was registered without plausible reason, or to make

- corrections to the details of the person, this is with regard to the schedule for the electoral constituency where the voter is registered.
3. The request to be registered or to correct the details included in the schedules should be done using the form prepared for this purpose and during the period the schedules are displayed, which is seven days from the date of the display.
 4. The Committee will issue its decision within 3 days of the objection, and if there were no decision issued then the objection is implicitly considered rejected.
 5. The person in concern can appeal against the rejection, whether it was explicitly or implicitly made, before the Supreme Civil Court of Appeals within 3 days, and the Court will issue an un-appealable ruling within 7 days
 6. The Committee should take into consideration the reasons of deprivation or exemption from registering in the schedules and the termination of the ban to register until the end of the specified period for correcting the schedules and preparing them in their final form.
 7. The Committee will amend the voters' schedules in their final forms according to the rules or final decisions issued– as mentioned above – and these schedules will be final and a copy of it will be kept at the Ministry of Justice Islamic Affairs and Endowments in prelude to submit them to the General Secretariat of the Council of Representatives.

Chapter Two

Procedures to stand for Parliamentary Elections

(Elections Supervisory Committee)

The Elections Supervisory Committee receives applications for the Parliamentary candidacy during the period specified by the Royal Order issued calling for Elections. The Order will include the start and end date of candidacy registrations. Applications should be submitted using the forms prepared for this purpose provided that the applicant shall determine the electoral constituency in which he is applying. The following are the terms and conditions of candidacy which the Committee should take into consideration.

Also, in the following a review of the candidates lists and objection against them, as well as the candidates' rights.

Firstly: Conditions for nominations to the Parliament:

1. The candidate should be a Bahraini national that has acquired the Bahraini nationality for a period not less than ten years, and does not acquire any other nationality with the exception of the nationality of any of the Gulf Co-operation Council countries, provided that his original nationality shall be the Bahraini nationality, and that he is enjoying full civil and political rights.
2. The candidate's name must be on the votes' schedules for the constituency the nominee represents.
3. The candidate's age must not be less than 30 years on the day of elections. This should be verified by a birth certificate or an identity card.
4. The candidate should be able to read and write in Arabic.

If the candidate obtains an academic qualification that proves passing a certain school grade, this should be considered as evidence that he can write and read, and it is permissible that in case no academic certificate is available, the candidate is asked to write to verify the fulfillment of this condition.

5. The candidate must not have been removed from a position on the Shura Council or the Council of Representatives by the order of the body he was a member of due to loss of trust or credibility or due to negligence of his duties as a member. However, the person who was removed can nominate himself if the legislative term during which he was removed ends or if the council he was a member of issues a cancellation of the cause of the candidate's removal only after the end of the session of the council during which the removal was passed.
6. The candidate's membership in the Council of Representatives shouldn't be ended due to resignation during the legislative term in which he resigned.
7. The candidate should not have been sentenced in a felony; even if he was pardoned or rehabilitated. He should not have been sentenced to imprisonment in misdemeanor crimes for a period more than six months even if he was pardoned and that is after 10 years starting from the day following the date of execution of

- the sentence or its forfeiture Or from the date of which the judgment becomes final if it was covered by a stay of execution
8. The application form must be accompanied by a receipt for a cash deposit of BD200 from the treasury of the Ministry of Justice Islamic Affairs and Endowments.

The Elections Supervisory Committee should consider the following:

1. The application should be applied using a form prepared for this purpose, and must not contain any irrelevant information otherwise it will be negated.
2. The nominations of ministers, judges and public prosecutors to the parliament will not be accepted unless they resign from their posts prior to the nomination. Each member of the judiciary and the public prosecutor shall be consider to resigned from his job from the date of his nomination
3. In the case of Bahrain Defense Force, The Public Security and the National Guard members' right to stand for elections to the parliament shall be governed by the rules, regulations and directives from their own service apply to them.
4. The applications will be processed by date and time of submission in a special register, and the applicant will be provided a receipt in return
5. The Committee continues to receive candidacy applications until the announced closing date of nomination. The Committee will review the fulfillment of the conditions in the applications, and after the closing date of nomination, it will prepare lists of the candidates' lists in each constituency using a form prepared for this purpose.

Secondly: Display of candidates' Lists:

The candidates' lists issued by the Committee to be displayed in each electoral constituency for a period of 3 days following the closing date of the nomination.

Thirdly: Objection to the candidates lists:

1. Whoever has nominated himself and does not find his name on the list of candidates can request the Committee to add his name on the list or if he has any objections to any other candidate on the list to do so within the 3 days of the display of the candidates list.

2. The Committee will issue its decision within 3 days of the objection, and if there were no decision issued then the objection is implicitly considered rejected.
3. The person in concern can appeal against the rejection, whether it was explicitly or implicitly made, before the Supreme Civil Court of Appeals within 3 days, and the Court will issue an un-appealable ruling within 7 days.
4. The Committee, following this, will prepare a final list of the candidates issued in every constituency using the forms prepared for this purpose.
5. The final candidates' lists will be displayed at each of their respective constituency, and will be published in the local media.

Fourthly: The rights of the candidates standing for Parliamentary Elections:

The candidate running for the Parliamentary Elections have the right to the following:

1. To obtain 1 official copy of the voters' schedule in his constituency.
2. To obtain a statement from the Committee providing the acceptance of his candidacy in order that he present it to his employer – if he was an employee – so that he is granted a leave without pay if he does not have enough leave in due, and the leave will start from the day after the closing date of nominations up to the end of the elections process. The nominee is not allowed during this period to practice any activity related to his general occupation.
3. To appoint a person registered in the voters' schedule of his constituency as an agent to represent him with the sub-committee. The candidate forwards the name of his agent to the Ministry of Justice Islamic Affairs and Endowments at least 7 days before the day of the elections using a form prepared for this purpose.
4. To carry out an elections campaign according to the rules stipulated in the Advertising Law and the Law of the Shura and Representatives Councils and the decisions issued to this effect.
5. To withdraw his nomination by informing the Committee using a form prepared for this purpose at least 10 days before the Election Day. The Committee should verify the identity of the withdrawing candidate, and confirm this in front of his name in the candidates list of his constituency. This decision will also be announced on the day of elections at the door of the polling station of his

- constituency. The withdrawal will also be published by the Ministry of Justice Islamic Affairs and Endowments in any of the local media at least 3 days before the day of the election.
6. To enter by himself or his agent, approved by the Ballot and Counting Committee, to the polling station during ballot and to observe the process of counting but not the deliberations of the Committee.
 7. To contest in the Cassation Court the results of the elections in his constituency within 15 days from the date of announcement of the final elections results.

Chapter Three

Procedures Followed Preceding and During the Ballot Process

(The Ballot and Counting General and Sub-Committees)

Firstly: Procedures preceding the voting process:

The Chairman of the Ballot and Counting Committee should undertake the following:

1. Make sure that all Committee members are present.
2. The Committee convenes in the place allocated for the voting process.
3. Inspect the polling station to ensure it is fully equipped.
4. Review and receive the tools and tasks necessary for starting the voting process.
5. Display a copy of the “Voters’ Guide” in a clear place outside the polling station.
6. To inform the head of the appointed security force at the polling station to prevent non-voters from entering the polling station or staying within the outside vicinity of the station. The security forces are not to enter the polling station without the permission of the Committee chairman.
7. When the Committee members are complete (the chairman, secretary and the other member), the chairman inspects the ballot box, in front of the candidates attending or their agents, by opening it and to make sure it is empty and sound and then close it. The box should not be opened afterwards until the time of counting is due.
8. The Committee chairman dictates the secretary the particulars of the minutes to confirm the procedures taken, using the form prepared for this purpose.

Secondly: Procedures followed during the voting process:

1. At 8:00 am, and when all the above procedures are complete, the Committee starts receiving votes by inviting the voters present in the station to enter and cast their votes.
2. The Committee will not accept any voter whose name is not registered in the voters' schedule.
3. Every voter, when casting his vote, should present to the committee proof of his identity including his passport or any other accepted official document.
4. It is allowed that the candidates or their agents enter the polling stations, taking into consideration that the agent is the one who was approved by the Committee.
5. It is not allowed for non-voters or anyone not authorized to enter the polling station.
6. It is the duty of the chairman of the Committee to maintain order, and to this effect he can seek help from Public Security forces if necessary. These forces are not allowed to enter the polling station unless requested by the chairman.
7. Voting is carried out by ticking the prepared ballot paper which include the candidates' names and in the place allocated for voting.. The voter cannot vote more than once in the elections.
8. Voters' schedules are marked - manually or electronically – providing that the voter has cast his vote, and any other way to proof that he cast his vote approved by the President of the Supreme Committee mentioned in Article (18) of the Law of Exercising the Political Rights.
9. Any voter who does not know how to write or read or is blind or with special needs who cannot mark their votes by themselves on the ballot paper, should vote verbally, and the Committee chairman will mark the voter's choice in the presence of one of the committee members on the ballot paper which will be then inserted in the box.
10. If any electoral offence is committed, the Committee chairman will issue a report about it to be signed by him and the Committee's secretary. The report and the accused will be handed to the security force. The incident will also be noted in the ballot's report.

11. The voting process will continue until 8 pm. If there were voters at the polling station who have not yet cast their votes and wish to do that then the process will continue for them only. If all voters registered in the schedule have cast their votes before the end of the closing time, the Committee chairman will declare the end of the voting process after the last voter casts his vote.
12. The Committee chairman will write down notes in the ballot report on every matter reported to him during the voting process and the decisions taken, and it will be signed by him and the secretary.
13. The box's opening will be closed until the Committee starts the counting process.

Chapter Four

Procedures followed during the Counting Process

(The Ballot and Counting General and sub-committees)

1. After the Ballot and Counting Committee finishes from the voting process, the same committee starts the counting process in the same polling station.
2. Every candidate or his agent is allowed to observe the process of counting but not the deliberations of the committee, i.e. his role is restricted to observing the counting process.
3. The Committee starts counting votes and calculating what every candidate has received of votes.
4. When counting, the committee will consider that the vote is invalid in the following cases:
 - a) If the vote was conditional.
 - b) If marked with more than the required number of candidates, taking into account that only one candidate should be selected on the ballot paper.
 - c) If none of the candidates was chosen.
 - d) If the voter states his selection on a sheet other than the special ballot paper.
 - e) If the ballot paper carries a mark that indicates the identity of the voter.
5. The Committee will decide on all matters related to the election process and on the validity or invalidity of any vote cast. The Committee's deliberations will be

held in secret with the attendance of its chairman and its two members only. Its decisions will be by outright majority, and the decisions will be recorded in the counting report with their justifications, and signed by the chairman and the secretary.

6. The Committee writes down in the counting report the following information:

- a) The number of voters in the electoral constituency.
- b) The voters who have cast their votes.
- c) The valid votes.
- d) The invalid votes.
- e) The number of votes cast for each candidate.
- f) The procedures taken by the Committee during the counting process.

Then the report will be signed by the chairman and the secretary.

7. The ballots papers will be kept in the ballot box, which will then be sealed and then handed with the ballot and counting reports and all ballot papers to the specialized Elections Supervisory Committee.

8. It should be noted that the chairman of the Ballot and Counting Committee cannot know the winning candidate, hence cannot announce the winner, as this matter relates to the collection of votes in each of the sub-committees, the general committees and the committees abroad, the matter which is restricted to the Elections Supervisory Committee.

Chapter Five

Procedures Of Announcing The Results

(The Elections Supervisory Committee)

- 1. The election of the members of the Council of Representatives will comply with the regulations of the individual candidate elections. For each electoral constituency one member will be elected.
- 2. If in a particular constituency the number of candidates for the parliamentary election does not exceed one candidate, or for any reason only this candidate remains, then the Minister of Justice Islamic Affairs and Endowments will declare him a winner without the need to hold elections in that constituency.

3. After all the minutes of the Ballot and Counting Committee and the ballot papers from the various sub-committees , general committees and the external committees are delivered to the electoral areas, the Election Supervisory Committee in each area reviews them and add the counting results from the sub-committees as well those from the general committees and the external committees. Then, the Committee chairman announces the results of the elections of all the electoral constituencies belonging to his area, and the number of votes won by each candidate.
4. The candidate with the outright majority of votes will be elected as member of the Council of Representative. If this majority is not achieved by any of the candidates in the constituency, then a re-election will be held between the two members receiving the highest number of votes, in this case the person taking the most votes in the re- election will be the winner. In the event where the votes are equal; a draw will be held between them with the knowledge of the Chairman of the Elections Supervisory Committee.
5. The Elections Supervisory Committee will draft a report for each electoral constituency that comes under its jurisdiction, in which it states the total of voters registered in the constituency as per the voters' schedules, the total number of voters who showed up and cast their votes, the total number of valid votes and total number of invalid votes and the number of votes which each candidate received in that constituency. The Committee chairman and the secretary will then sign the report and stamp it with the committee's seal.
6. The Committee shall send the minutes it has drafted along with all the Ballot and Counting reports and Ballot Papers to the Supreme Committee, which shall undertake the responsibility of the final declaration of the final result of the election of the Council of Representatives and notifying the winning members.

Chapter Six

Election Offenses

Firstly: List of Election Offenses:

Part 4 of the Legislative Decree No. (14) for 2002 with respect to Exercising Political Rights listed the election offenses and consequent punishments as follows:

A person can be sentenced to imprisonment for a period not more than 6 months and fined not more than 500 Bahraini Dinars or any of the above if found guilty of committing any of the following acts:

1. Intentionally gave a false statement in any of the documents presented for matters related to the voters' schedules or intended by any means to add a name to the schedules or deleted it in breach of the law.
 2. Falsified, disfigured, hid, destroyed or stole a voters' schedule, a nomination form, a ballot paper or any document related to the election process with the intention to change the results.
 3. Has voted in the election knowing that he is not eligible to vote because he did not meet the conditions, after the schedules were finalized.
 4. Disrupted the freedom to vote in an election or its procedures by using force or threat or disturbance or take part in demonstrations or gathering.
 5. Used his right to vote more than once on the day of election or impersonated someone else.
 6. Insulted any of the committees mentioned in the above mentioned law or any of its members while they were doing their duty.
 7. Published or broadcast false statements about the conduct of a candidate or his morals intending to influence the outcome of the election.
- Any public official connected to the election process found guilty of the offenses mentioned above will be punished by imprisonment for a period of not less than one year and a fine of 1000 Bahraini Dinars or any of these two penalties.
 - It is not permitted to stay of the execution of the fine penalty mentioned above.
 - The intention to commit the above mentioned offenses receives the punishment of the full crime.

Secondly: Procedures to be followed concerning these offenses:

The chairmen of the election supervisory committees and the ballot and counting committees have full authority given to the judicial receiver with regards to the offenses committed in their premises or are intended to be committed in these premises.

Therefore, if any of the above-mentioned election offenses occur in the committees premises, the committees chairmen should issue a report on the incident and hand it to the head of the Public Security Force entrusted with keeping order in the committee and assign him to arrest the accused if he was present and send him to the police station to complete the rest of the procedures and drafts a special report to document the incident and the procedures taken by the supervisory committees, or that incident can be documented in the ballot report by the ballot and counting committees.

Chapter Seven
Election Campaign

The election campaign is open by law, and any candidate can campaign from the date the nominations are accepted as per the following conditions:

1. The candidate is bound by the following during his election campaign:
 - a. To abide by the principles of the Constitution and respect the rule of law.
 - b. To respect the freedom of thought and opinion of others.
 - c. To maintain national unity and national security and stability, and to avoid any action that would cause factions or sectarianism between citizens.
 - d. Not to carry out any campaigning in government ministries and their directorates and affiliating bodies & public institutions.
 - e. Not to interfere in the campaign of other candidates personally or by other intermediaries.
2. It is prohibited to organize and hold meetings for campaigns or to give speeches in places of worship, universities, educational institutions, public or private schools, public places, roads or streets or buildings used by the ministries or their affiliates like public institutions and corporations.
3. Advertising will be at locations specified by each municipality within the governorate, giving equal spaces for the candidates.

4. Each candidate has to print posters, slogans etc. containing his aims, objectives and working agenda in the specified locations allocated for this purpose. The publications must contain the full name of the candidate.
5. Elections advertisements are exempted from licenses and fees.
6. It is prohibited to put up any notice or campaign statement including posters, pictures drawings or writings in places other than those specified. The Municipality Director has the right to order the removal of such items on the expense of the person related to those publications without notice.
7. It is prohibited to hold gatherings or festivals near the ballot and counting stations.
8. The use of the national emblem is not allowed at any gathering or meeting, campaign slogans, pictures, posters etc. as well as the use of loud speakers and amplifiers outside the halls and on transportation vehicles.
9. Government officials, employees of public organizations and corporations and chairmen and members of the Municipal Councils are prohibited from campaigning for any candidate in their work places.
10. Candidates are prohibited during their election campaigns to present gifts, donations or any financial or complementary aid in person or through someone else to any natural or legal person. Every person is also prohibited from asking for such gifts, donations or aid or receive a promise to be given to him by any candidate.
11. Candidates are also banned from receiving any funds for their election campaigns from any party.
12. The mass media is required to treat all candidates equally.
13. All election campaigning has to stop in all over the Kingdom 24 hours before the Election Day.
14. Anyone commits any of the above-mentioned campaigning offenses will be punished by imprisonment for a period of not more than 6 months and fined not more than BD500 or any of these two punishments.
15. It is not permitted to stay of the execution of the fine penalty in the campaigning offenses mentioned above.

PART TWO

ELECTING THE MEMBERS OF THE MUNICIPAL COUNCILS

The Constitution has explicitly adopted in Article (50/a) the municipal system, as it states: **“The law shall regulate public institutions and municipal departmental bodies so as to ensure their independence under State direction and supervision. The law shall ensure the municipal departmental bodies can administer and oversee the services that have a local character and are within their area.”** This, in fact, means expanding the concept of citizens’ participation in decision making on one hand, and on the other hand affirming that the municipal system is a system for local administration based on non-centralized administration method. The Municipalities Law issued by the legislative decree No. (35) for 2001, as amended, included the formation of Municipal Councils through voting as being the ideal and followed by democratic countries, for it allows electing the members of the municipal councils through voters within the municipality itself, with due regard to the amendment established by Law No.(24) of 2014 .

In order to give the municipal elections process more guarantees that would ensure its validity, Legislative Decree No. (3) for 2002 with respect to Electing members of the Municipal Councils as amended regulated the procedures of nominating and electing the members of the municipal councils and the formation of the committees in charge. The Law also stipulated that each of these committees should be headed by someone from the judicial or legal systems in the Kingdom, and entrusted the Minister of Justice Islamic Affairs and Endowments to form those committees and regulate their work procedures.

Meanwhile, electoral municipal areas, electoral constituencies and its boundaries, and the number of sub-committees needed to elect members of municipal councils have been identified in accordance with the resolution of the Prime Minister, where the Kingdom of Bahrain have been divided into four electoral municipal areas, in addition to the Capital Secretariat established under Law No. (24) for the year of 2014. The resolution set the boundaries of the electoral municipal areas within the

province in which it is located. It divided each electoral municipal area to a number of electoral constituencies, and established to each constituency a sub-committee to direct the processes of ballot and counting, along with some General Committees of ballot and counting in the Kingdom.

Chapter One

Procedures Related to the Voters' Schedules (The Municipal Councils Election Committee)

The law requires that in order that the citizen can exercise his right to vote that he be registered in the voters' schedule. The following is the method whereby voters' schedules are prepared, displayed and ways to object to them:

Firstly: Method of preparing voters' schedules:

The Municipal Councils Election Committee in each of the electoral municipal areas prepares the voters' schedules in the electoral constituencies of the area which comes under the Committee's jurisdiction. The following should be considered while preparing the schedules:

1. The list is to be in alphabetic order based on the official documents.
2. The list of voters must include all those eligible to vote, taking into consideration the previous participation in the elections based on the official records.

In order for every citizen to exercise those rights and consequently be listed in the voters' schedules, he is bound by the following rules:

- a. Should be 20 year of age on the day of elections.
- b. Should be of complete mental health.
- c. Should be a resident of his electoral constituency according to the CPR. In case he is living abroad, the last place of residence in the Kingdom will be his electoral constituency. If he has no residence in Bahrain, then he follows the constituency of his immediate family.
- d. Should not have been sentenced in a felony, or a crime breaching honor, integrity or public morals unless rehabilitated.

- e. Should not have been sentenced to imprisonment in any of the elections crimes provided in Legislative Decree No. (3) for 2002 regarding the Municipal Elections, unless the sentence was suspended or he was rehabilitated.

Accordingly, the Committee, while preparing the schedules, should take into consideration the final judgments which the Public Prosecution had informed the Ministry of Justice Islamic affairs and Endowments of, and which leads to the prohibition from exercising the political rights.

3. Any GCC citizen upon whom the above mentioned conditions apply can participate in the Municipal Elections as long as he obtains a permanent residential address in the Kingdom of Bahrain, this also apply to others whoever own constructed properties or land plots in the Kingdom.
4. A voter is not allowed to be registered in more than one electoral constituency, nor in more than one voters' schedule.
5. The registry in the schedule should include the name of the voter, his CPR number and his normal residency address.
6. Members of the Bahrain Defense Force, Public Security and National Guard rights to elect or nominate are governed by the rules and regulations of their work place.
7. The Committee will prepare three copies of the voters' schedules for each electoral constituency, to be signed by the Committee's chairman and secretary. One copy remains with the Committee and the second copy goes to the Ministry of Justice Islamic Affairs and Endowments, and the third remains at the Municipal Council.
8. It is not permitted to enter any amendments to the voters' schedules after the announcement of municipal elections date except that are concerning corrections in the schedules as per the rules and directives issued in the special appeals or if orders and final judgments are issued barring persons from exercising political rights.

Secondly: Display of the voters' schedules:

When the Committee completes the preparation of the voters' schedules as per the above-mentioned method, the schedules should be displayed for 7 days at the municipality headquarter and at areas specified by the municipality at least 45 days before the date of the municipal elections.

Thirdly: Objections on the voters' schedules:

1. A person whose name is not registered in the voters' schedule or there is an error in his details has the right to ask the Committee to register his name or make the necessary corrections. Any person, whose restrictions have been lifted after the schedules were made, can ask to be registered in the voters' schedule.
2. The request to be registered or to correct the details included in the schedules should be done using the form prepared for this purpose and during the period the schedules are displayed, which is seven days from the date of the display.
3. The Committee will issue its decision within 3 days of the objection, and if there were no decision issued then the objection is implicitly considered rejected.
4. The person in concern can appeal against the rejection, whether it was explicitly or implicitly made, before the Supreme Civil Court of Appeals within 3 days, and the Court will issue an un-appealable ruling within 7 days
5. The Committee will amend the voters' schedules in their final forms according to the rules or final decisions issued– as mentioned above – and these schedules will be final.
6. It is not permitted to enter any amendments to the voters' schedules after the announcement of municipal elections date except that are concerning corrections in the schedules as per the rules and directives issued in the special appeals or if orders and final judgments are issued barring persons from exercising political rights.

Chapter Two

Procedures to stand for Municipal Elections (The Municipal Councils Election Committee)

The Municipal Councils Election Committee receives applications for the municipal candidacy during the period specified by the Prime Minister resolution issued calling for Municipal Elections. The resolution include the start and end date of candidacy registrations. Applications should be submitted using the forms prepared for this purpose provided that the applicant shall determine the electoral constituency in which he is applying. The following are the terms and conditions of candidacy which the Committee should take into consideration. Also, in the following a review of the candidates lists and objection against them, as well as the candidates' rights.

Firstly: Conditions for nominations to the Municipal Councils:

1. The candidate should be a Bahraini.
2. The candidate's age must not be less than 30 years on the day of elections.
3. The candidate should be able to read and write in Arabic.
If the candidate obtains an academic qualification that proves passing a certain school grade, this should be considered as evidence that he can write and read, and it is permissible that in case no academic certificate is available, the candidate is asked to write to verify the fulfillment of this condition.
4. The candidate should be enjoying full civil and political rights, thus anyone lacks capacity is forbidden from standing for municipal elections candidacy. This applies to anyone who has been sentenced in a felony, or a crime breaching honor, integrity or public morals unless rehabilitated. He should not have been sentenced to imprisonment in any of the elections crimes unless the sentence was suspended or he was rehabilitated.
5. The candidate's name must be listed in the voters' schedule for the constituency the nominee represents.
6. The candidate should have paid the municipal fees if he legally subject for them, and attach to the candidacy application whatever proves this.

7. The application should be supported by the recommendation of ten voters from the constituency the nominee represents. No voter can recommend more than one candidate.
8. The application form must be accompanied by a receipt for a cash deposit of BD50 from the treasury of the Municipality.

The Municipal Councils Elections Committee should consider the following:

1. The application should be applied using a form prepared for this purpose, and must not contain any irrelevant information.
2. The applications will be processed by date and time of submission in a special register, and the applicant will be provided a receipt in return
3. The Committee continues to receive candidacy applications until the announced closing date of nomination. The Committee will review the fulfillment of the conditions in the applications, and after the closing date of nomination, it will prepare lists of the candidates' lists in each constituency using a form prepared for this purpose.

Secondly: Display of candidates' Lists:

1. The candidates' lists issued by the Committee to be displayed in each electoral constituency for a period of 3 days following the closing date of nomination.
2. The candidates' names should be published in one of the local media.

Thirdly: Objection to the candidates lists:

1. Whoever has nominated himself and does not find his name on the list of candidates can request the Committee to add his name on the list or if he or she has any objections to any other candidate on the list to do so within the period of the display of the list.
2. The Committee will issue its decision within 3 days of the objection, and if there were no decision issued then the objection is implicitly considered rejected.
3. The person in concern can appeal against the rejection, whether it was explicitly or implicitly made, before the Supreme Civil Court of Appeals within 3 days, and the Court will issue an un-appealable ruling within 7 days.

4. The Committee, following this, will prepare a final list of the candidates and it will be issued in every constituency using the forms prepared for this purpose.
5. The final candidates' lists will be displayed at each of their respective constituency.

Fourthly: The rights of the candidates standing for Municipal Elections:

The candidate running for the Municipal Elections have the right to the following:

1. To obtain 1 official copy of the voters' schedule in his constituency.
2. To obtain a special leave without pay starting from the day after the closing date of nominations up to the end of the elections process, and the person is not allowed during this period to practice any activity related to his occupation.
3. To appoint a person registered in the voters' schedule of his constituency as an agent to represent him with the Ballot and Counting Committee at his constituency. The candidate forwards the name of his agent to the Municipal Councils Elections Committee at least 7 days before the day of the elections. For this, the candidate should use a form prepared for this purpose.
4. To carry out an elections campaign according to the rules stipulated in the Ministerial Order issued to this effect.
5. To withdraw his nomination by informing the Committee in writing at least 10 days before the elections day. The Committee should verify the identity of the withdrawing candidate, and confirm this in front of his name in the candidates list of his constituency. This decision will also be announced on the day of elections at the door of the polling station of his constituency. The withdrawal will also be published by the Municipality in any of the local media at least 3 days before the day of the elections.
6. To enter by himself or his approved agent by the Ballot and Counting Committee, to the polling station during ballot and to observe the process of counting but not the deliberations of the Committee.
7. To contest in the Cassation Court the results of the elections in his constituency within 15 days from the date of announcement of the final elections results.

Chapter Three

Procedures followed preceding and during the Ballot Process

(The Ballot and Counting General and Sub-Committees)

Firstly: Procedures preceding the voting process:

The Chairman of the Ballot and Counting Committee should undertake the following:

1. Make sure that all Committee members are present.
2. The Committee convenes in the place allocated for the voting process.
3. Inspect the polling station to ensure it is fully equipped.
4. Review and receive the tools and tasks necessary for starting the voting process.
5. Display a copy of the “Voters’ Guide” in a clear place outside the polling station.
6. To inform the head of the appointed security force at the polling station to prevent non-voters from entering the polling station or staying within the outside vicinity of the station. The security forces are not to enter the polling station without the permission of the Committee chairman.
7. When the Committee members are complete (the chairman, secretary and the other member), the chairman inspects the ballot box, in front of the candidates attending or their agents, by opening it and to make sure it is empty and sound and then close it. The box should not be opened afterwards until the time of counting is due.
8. The Committee chairman dictates the secretary the particulars of the minutes to confirm the procedures taken, using the form prepared for this purpose.

Secondly: Procedures followed during the voting process:

1. At 8:00 am, and when all the above procedures are complete, the Committee starts receiving votes by inviting the voters present outside the Committee’s premises to enter and cast their votes.
2. The Committee will not accept any voter whose name is not registered in the voters’ schedule.
3. Every voter, when casting his vote, should present to the Committee proof of his identity including his passport or any other accepted official document.

4. It is allowed that the candidates or their agents enter the polling stations, taking into consideration that the agent is the one who was approved by the Committee.
5. It is not allowed for non-voters or anyone not authorized to enter the polling station.
6. It is the duty of the chairman of the Committee to maintain order, and to this effect he can seek help from Public Security forces if necessary. These forces are not allowed to enter the polling station unless requested by the chairman.
7. Voting is carried out by ticking the prepared ballot paper which include the candidates' names and in the place allocated for voting. The paper shall. The voter cannot vote more than once in the elections.
8. Voters' schedules are marked - manually or electronically – providing that the voters has cast his vote.
9. Any voter who does not know how to write or read or is blind or with special needs who cannot mark their votes by themselves on the ballot paper, should vote verbally, and the Committee chairman will mark the voter's choice in the presence of one of the committee members on the ballot paper which will be then inserted in the box.
10. If any electoral offence is committed, the Committee chairman will issue a report about it to be signed by him and the Committee's members. The report and the accused will be handed to the security force. The incident will also be noted in the ballot's report.
11. The voting process will continue until 8 pm. If there were voters at the polling station who have not yet cast their votes and wish to do so, the Committee will draft a list of their names, and the process will continue until those voters cast their votes. If all voters registered in the schedules have cast their votes before the end of the closing time, the Committee chairman will declare the end of the voting process after the last voter casts his vote. The Committee chairman will write down the procedure taken in the ballot report.
12. The Committee chairman will write down notes in the ballot report on every matter reported to him during the voting process and the decisions taken, and it

- will be signed by him and all Committee members. If any member refrains from signing, this will be written down in the report with the reasons he might show.
13. The box's opening will be closed until the Committee starts the counting process.

Chapter Four

Procedures followed during the Counting Process

(The Ballot and Counting General and sub-committees)

1. After the Ballot and Counting Committee finishes from the voting process, the same committee starts the counting process in the same polling station.
2. Every candidate or his agent is allowed to observe the process of counting but not the deliberations of the committee, i.e. his role is restricted to observing the counting process.
3. The Committee starts counting votes and calculating what every candidate has received of votes.
4. When counting, the committee will consider that the vote is invalid in the following cases:
 - a. If the vote was conditional.
 - b. If marked with more than the required number of candidates, taking into account that only one candidate should be selected for each electoral constituency.
 - c. If none of the candidates was chosen.
 - d. If the voter states his selection on a sheet other than the special ballot paper.
 - e. If the ballot paper carries a mark that indicates the identity of the voter.
5. The Committee will decide on all matters related to the election process and on the validity or invalidity of any vote cast. The Committee's deliberations will be held in secret with the attendance of its chairman and its members only. Its decisions will be by outright majority, in case the votes were equal, the side of the chairman will be made outright. The decisions are to be recorded in the counting report along with their justifications and signed by the chairman and the Committee members.

6. The Committee writes down in the counting report the following information:

- a. The number of voters in the electoral constituency.
- b. The voters who have cast their votes.
- c. The valid votes.
- d. The invalid votes.
- e. The number of votes cast for each candidate.
- f. The procedures taken by the Committee during the counting process.

Then the report will be signed by the chairman and all members.

7. The ballots papers will be kept in the ballot box which will then be sealed and then handed with the ballot and counting reports and all ballot papers to the Municipal Councils Elections Committee concerned.

8. It should be noted that the chairman of the Ballot and Counting Committee cannot know the winning candidate, hence cannot announce the winner, as this matter relates to the collection of votes in each of the sub-committees and the general committees, the matter which is restricted to the Municipal Councils Elections Committee in each electoral municipal area.

Chapter Five

Procedures of Announcing the Results

(The Municipal Councils Elections Committee)

1. The election of the members of the Municipal Councils will comply with the regulations of the individual candidate elections. For each electoral constituency one member will be elected.
2. If in a particular constituency the number of candidates for the municipal elections does not exceed one candidate, or for any reason only this candidate remains, then the candidate will be declared winner without the need to hold elections in that constituency.
3. After all the minutes of the Ballot and Counting Committee and the ballot papers from the various sub-committees and general committees are delivered to the Municipal Councils Elections Committee in each area, the Committee will review them and add the counting results from the general and sub-committees.

4. The candidate with the outright majority of votes will be elected as member of the Municipal Council. If this majority is not achieved by any of the candidates in the constituency, then a re-election will be held between the two members receiving the highest number of votes, and in the event where the votes are equal; a draw will be held between them with the knowledge of the Chairman of the Ballot and Counting Committee.
5. The Committee will draft a report for each electoral constituency that comes under its jurisdiction, in which it states the total of voters registered in the constituency as per the voters' schedules, the total number of voters who showed up and cast their votes, the total number of valid votes and total number of invalid votes and the number of votes which each candidate received in that constituency. The Committee chairman, members and the secretary will then sign the report and stamp it with the committee's seal.
6. The Committee chairman in each electoral municipality area will announce the general results of elections in that area.
7. A copy of the general results will be sent to the Minister of Justice Islamic Affairs and Endowments, and another copy to the Municipality Directorate.

Chapter Six

Election Offenses

Firstly: List of Election Offenses:

Legislative Decree No. (3) for 2002 with respect to Electing members of the Municipal Councils, as amended, states that a person can be sentenced to imprisonment for a period not more than 3 months and fined not more than 200 Bahraini Dinars or any of the above if found guilty of committing any of the following acts:

1. Intentionally gave a false statement in any of the documents presented for matters related to the voters' schedules or intended by any means to add a name to the schedules or deleted it in breach of the law.
2. Falsified, disfigured, hid, destroyed or stole a voters' schedule, a nomination form, a ballot paper or any document related to the election process with the intention to change the results.

3. Disrupted the freedom to vote in an election or its procedures by using force or threat or disturbance or take part in demonstrations or gathering.
4. Used his right to vote more than once on the day of election or impersonated someone else.
5. Printed or published any form of public announcement with the intention of electoral campaigning but without the name and address of the publisher printed on the first page.
6. Insulted any of the committees mentioned in the above mentioned law or any of its members while they were doing their duty.
7. Published or broadcast false statements about the conduct of a candidate or his morals intending to influence the outcome of the election.

The intention to commit the above-mentioned offenses receives the punishment of the full crime.

Secondly: Procedures to be followed concerning these offenses:

The chairmen of the municipal councils elections committees and the ballot and counting committees have full authority given to the judicial receiver with regards to the offenses committed in their premises or are intended to be committed in these premises.

Therefore, if any of the above-mentioned election offenses occur in the committees premises, the committees chairmen should issue a report on the incident and hand it to the head of the Public Security Force entrusted with keeping order in the committee and assign him to arrest the accused if he was present and send him to the police station to complete the rest of the procedures and drafts a special report to document the incident and the procedures taken by the municipal councils elections committees, or that incident can be documented in the ballot report by the ballot and counting committees.

Chapter Seven

Election Campaign

1. Each candidate should follow the civilized ethical rules in his election campaign without targeting any other candidate or offending him or challenging his competency whether directly or indirectly.

2. The election campaign, including slogans, posters, pictures, booklets and brochures should not offend the fundamental beliefs of Islamic doctrine, the unity of the people, nor should they include what would create factions or sectarianism between the citizens.
3. Candidates are prohibited to carry out election campaigns, including the holding of meetings, putting posters and ads inside or outside or on the following places and buildings:
 - a. Mosques and other places of worship.
 - b. Ministries and their directorates and affiliate bodies, as well as government and public institutions buildings, and in public places allocated for public services.
 - c. Universities, educational institutions and public and private schools.
 - d. Monuments and their bases and archaeological buildings and their surrounding fences.
 - e. Electricity, telephone or lamp posts as well as traffic lights and traffic sign boards.
 - f. Headquarters of the supervisory committees and polling stations.
4. Electoral festivals and gatherings are prohibited to be held within the distance of 200 meters from all sides of the committees' headquarters and polling stations. In all cases the election campaign works should not disturb public security or general ethics or religions or common traditions of the society.
5. All election campaign works will halt in all over the Kingdom 24 hours before the start of the voting process.
6. Any municipal candidate carrying out an election campaign against the conditions mentioned herewith will be punished with the penalty stipulated in Article (16) of Law (14) for 1973 "Regulation of Advertisements".
7. Anyone removes, breaks, takes off, tears out or deforms any advertisement or picture or poster or any licensed electoral campaign during the elections period will be punished with the penalties stipulated in Article (17) of Law (14) for 1973 "Regulation of Advertisements".

PART THREE
PRACTICAL ASPECT FOR ELECTING THE MEMBERS OF THE
COUNCIL OF REPRESENTATIVES AND THE MUNICIPAL COUNCILS

The parliamentary elections supervisory committees and the municipal councils elections committees (the supervisory committees) and the ballot and counting general and sub-committees will start their work as soon as the necessary resolutions are issued in regard to their formation. The supervisory committees will carry out preparation of the voters' schedules and acceptance of candidacy applications, preparation of candidates' lists and looking into the applications and objections to these schedules and lists, as well as the announcement of the results. In general, they are concerned with supervising the proper progress of the election process. The general and sub-committees will carry out their functions in regard to ballot and counting on Election Day.

Chapter One

Procedures Relating to the Voters' Schedules

**(Elections Supervisory Committee and the Municipal Councils Elections
Committee "Supervisory Committees")**

1. Voters' schedules will be prepared as mentioned in chapter 1 of part one and two, There will be a voters' schedule for citizens eligible to vote in the parliamentary and municipal elections, accompanied by another schedule for the GCC citizens if they have a permanent residence address in the Kingdom, or those who own properties in the Kingdom and those who have the right to vote in the Municipal Elections.
2. The Committee will sign the schedules and stamp them with the Committee's seal.
3. The voters' schedules will be displayed on special display boards for 7 days.
4. Voters should verify that their names are mentioned in the schedules and that the details are correct, by using the available tools or by visiting the supervisory station, as in the following:

- **Voters' schedules display boards:** the voter verifies his name in the voters' schedules as per the block number marked at the top of the display board, and then search for his name in alphabetic order. In case he could not find his name, he would seek the assistance of any of the organizers.
 - **Voters' schedules display systems:** the voter verifies his name by swiping his ID paper in the paper reader or enter his CPR number in the voters' schedule display program with the assistance of one of the organizers.
 - **Elections Website:** the voter verifies his name by entering his CPR number in the Elections Website, which will display the name of the voter and his constituency.
5. The Committee receives objection to the voters' schedules during the display period of the schedules. The Committee cannot accept any request after the expiration of this period.
 6. An objection can be submitted by the voter of concern or by other voters as long there was an interest in doing so.
 7. Objections should be applied in the electoral constituency in which the applying voter is registered. No objection shall be accepted if it was applied by a voter not registered in the electoral constituency in which the objection is applied.
 8. Objection application consists of the following:
 - **Request to insert a name:** the applicant can request to insert a voter's name which was never been inserted in any of the voters' schedules. This application can be based on the fulfillment of the voting conditions like rehabilitation or reaching the eligible age.
 - **Request to delete a name:** the applicant can request to delete a voter's name in all of the voters' schedules, and this can be based on the lack of one of the elections eligibility conditions like losing mental health or committing a felony or crime breaching honor or integrity.
 - **Request to amend an address:** the applicant can request to amend the address. In this case the voter shall be omitted from the constituency in

which he is registered, and added to the new constituency to which the address has been amended. The request should be applied at the constituency in which the voter is registered at and from which he wishes to be transferred to the new constituency.

As for the request to amend the name the applicant can request to amend his name if the supporting documents were available. This request shall be written down in a special report to be attached to the objection application.

9. To submit an objection application, the voter shall do the following:

Inserting or deleting the name:

- The voter shall approach the data entry officer to receive a special objection form, and present it after filling the required fields, and attaching the supporting documents, to the Committee chairman.

Amending the address:

- The voter shall approach the data entry officer to receive a special objection form with the address amendment request form, and present it, after filling the required fields and attaching the supporting documents, to the Committee chairman. The address will be amended according to the rules followed by the Central Informatics and communication Organization in this regard. In case the objection is submitted by others, the residential address as appearing in the CPR of the voter objected against will be considered.

10. The Committee takes a decision in the objection, after discussing the request and checking the supporting documents presented. The Committee should hold secret deliberations, and takes decisions by outright majority. Its decision should be noted in the objection request form, and signed by the Committee chairman and members and stamped by the Committee seal. The Committee is not obliged to draft a special report for this, but writing its decision on the objection request form will be enough.
11. The Committee should take a decision on the objection request during 3 days from the date it was submitted. In case this period passes without a decision taken, then it will be considered that the request is implicitly rejected.

12. The Committee shall amend the voters' schedules in their final forms according to the final rulings and decisions issued– as previously mentioned- and these schedules will be considered final.
13. Voter's schedules for the Parliamentary elections will be produced in two copies signed by the Committee chairman and secretary. One copy will remain with the Committee, while the other will be delivered to the Ministry of Justice Islamic Affairs and Endowments. As for the Municipal elections, the voters' schedules will be produced in three copies signed by the Committee chairman and secretary. One copy will remain with the Committee, the second with the Ministry of Justice Islamic Affairs and Endowments and the third with the Municipal Council.

Chapter Two

Procedures for nomination for the Parliament and Municipal Councils (Elections Supervisory Committee and the Municipal Councils Elections Committee "Supervisory Committees")

1. The candidate applies for nomination as per the following:
For Parliamentary elections:
 - The candidate approaches the data entry officer to receive the nomination application form.
 - The candidate fills the form attaching the following to it:
 - a) Copy of the passport and CPR.
 - b) Two copies of his personal photo (size 6x4 cm)
 - c) A deposit receipt of BD200 from the treasury of the Ministry of Justice Islamic Affairs and Endowments. A Ministry employee will be present to receive these funds.
 - d) A copy of the candidate's last educational qualification – if available – and this qualification will be considered as proof of his ability to read and write. In case no educational qualification is available, the Committee can ask the candidate to write to verify his ability to write and read.

- e) A copy of the birth certificate for candidates aged 30 years to verify the date of birth.
- f) CV including no more than 300 words, and should preferably be in electronic form, if any.

For Municipal elections:

- The candidate approaches the data entry officer to receive the nomination application form.
 - The candidate fills the form attaching the following to it:
 - a) Copy of the passport and CPR.
 - b) Two copies of his personal photo (size 6x4 cm)
 - c) A deposit receipt of BD50 from the treasury of the Ministry of Municipalities and Urban Planning. A Ministry of Municipalities and Urban Planning employee will be present to receive these funds.
 - d) A copy of the candidates last educational qualification – if available – and this qualification will be considered as proof of his ability to read and write. In case no educational qualification is available, the committee can ask the candidate to write to verify his ability to write and read.
 - e) A notice stating that he paid due municipal fees if he was legally subject for them.
 - f) Recommendations from ten voters from the same constituency accompanied by copies of their CPRs.
 - g) A copy of the birth certificate for candidates aged 30 years to verify the date of birth.
 - h) CV including no more than 300 words, and should preferably be in electronic form, if any.
2. The data entry officer enters the initial details of the candidate (personal number, electoral constituency, educational level and number of the deposit receipt) and stores the information. Then, he scans the personal photo and completes the

- details and print a formal application for the candidate and a receipt of the application, and the status of the application will be as “Candidacy Applicant”.
3. The candidate verifies the details and signs on the printed application and hands it to the Committee chairman.
 4. The Committee chairman receives the applications and number them according to the date and time of submission, and signs a receipt of candidacy application and stamps it with the Committee’s seal. Then the station’s supervisor takes a copy of the candidacy application form to keep it in a special folder for the Operations Committee, and also sends a copy of it by fax to the Operations Committee.
 5. The Committee verifies the fulfillment of the candidacy conditions, and writes down its decision on a candidacy form to be signed by the chairman, the secretary and the Committee’s member, and stamped with the Committee’s seal.
 6. In case the candidacy conditions are fulfilled in the candidate, his name is then inserted in the candidates’ list in the constituency he is nominating in, and his status will be amended in the computer system to “accepted”.
 7. After the closing date of nomination, the candidates’ lists are displayed in the supervisory and sub-committees’ headquarters for 3 days. In respect to the election of the municipal councils members, the candidates’ lists are displayed in municipal headquarters and the candidates’ names are announced by publishing them in one of the local media.
 8. The Committee receives objections to candidates’ lists during the period the lists are displayed. No objections will be accepted afterwards.
 9. No one but those who applied for candidacy can submit objections. The applicant should present the candidacy application number.
 10. The objection application should include the following:
Request to insert a name: this request should be made by those who previously applied for candidacy, and they would request to insert their names in the candidates’ lists.

Objection to inserting a candidate's name: this request should be made by those who previously applied for candidacy, and they would request to remove another candidate's name within their constituency.

11. To submit an objection, the candidate would approach the data entry officer to receive the specially prepared form. He then submits it, after filling the required fields and attaches the supporting documents for his objection, to the Committee chairman.
12. The Committee takes a decision in the objection, after discussing the request and checking the supporting documents presented. The Committee should hold secret deliberations, and takes decisions by outright majority. Its decision should be written in the objection request form, and signed by the Committee chairman and members and stamped by the Committee seal. The Committee is not obliged to draft a special report for this, but writing its decision on the objection request form will be enough.
13. The Committee should take a decision on the objection request during 3 days from the date it was submitted. In case this period passes without a decision taken, then it will be considered that the request is implicitly rejected.
14. When the above period elapses, the Committee prepares final lists of the candidates' names in its constituencies, using the form prepared for this purpose.
15. The final lists of the candidates' names will be displayed at each of their constituencies. In respect to the Parliamentary elections, the names will be published in one of the local media means.
16. The Committee receives withdrawal applications from the candidates at least 10 days before Election Day. Applicants should use the form prepared for this purpose. The Committee should verify the identity of the withdrawing candidate. In this case, the Committee does not have the right to reject the withdrawal application, but should only accept it, and marks this withdrawal in front of his name in the candidates' list in the constituency. This withdrawal should be announced on Election Day and displayed on the Ballot Station's door of his constituency. The Ministry of Justice Islamic Affairs and Endowments and the

Municipality will publish an advertisement in respect to the elections of the Parliamentary Candidates and Municipal candidates respectively, in one of the local media at least 3 days before Election Day.

17. The Municipal Councils Elections Committee receives an application from the municipal candidate for choosing a voter registered in his constituency to be his agent to the Ballot and Counting Committee of this constituency. The candidate should submit his agent's name to the committee at least 7 days before Election Day, using the form prepared for this purpose.

The parliamentary candidate should submit an application for choosing an agent using the form prepared for this purpose at least 7 days before Election Day to the Ministry of Justice Islamic Affairs and Endowments employee who will be present in the Supervisory Committee's headquarters.

Chapter Three

Procedures followed during the Ballot Process

(General and Sub-Committees for the Ballot and Counting processes)

The Ballot process should be conducted as follows:

1. The ballot and counting committees chairmen should be present on Election Day at the premises of the Ministry of Justice Islamic Affairs and Endowments at 5 am.
2. The committee chairman receives his package from the premises of the Ministry of Justice Islamic Affairs and Endowments, and makes sure that the package includes all of its components (the committee seals, elections stamps, minutes/reports, numbered security tapes to seal the ballot boxes and the voters' schedules). He should also make sure that the components are intact and enough in number. Ballot boxes, ballot papers and computers will be available at the ballot station s.
3. Special vehicles for transporting the committees' chairmen will then head to the ballot station at 6 am.
4. Upon arrival at the ballot station, the committee chairman makes sure that the supervisory member is present as well as all of the support team members

who include: The secretary, Data entry officers, Organizers, Ballot boxes observers, Ladies identity matchers (for veiled women), Computer technicians, Helper (for disabled persons). The attendance register is then signed. All support team members should be present at the ballot station at 6:30 am. The employees then will be distributed within the station as per their respective locations and tasks. In case any support team member is absent, the Committee chairman should entrust the supervisory member to coordinate with the Operations Committee to call in a standby member.

5. The Committee chairman verifies the number of the ballot boxes, ballot papers, computer systems, while the computer technicians check the systems and applications to start the election process. In case of shortage in the ballot boxes, ballot papers or in the event of a failure in any of the computer systems, the committee chairman will assign the supervisory member to coordinate with the Operations Committee to fill in for that shortage or fix any failures.
6. The Committee chairman will check the ballot boxes by opening them and verifies that they are empty and sound before whoever is present of the candidates or their agents, and then he closes them and seals them with a security tape.
7. The Committee chairman opens a ballot report using the form prepared for this purpose and writes down the procedures and decisions taken by the Committee on matters reaching it during the ballot process. He will take note of the number of support team members, the voters' schedules, the computer systems, ballot boxes, ballot papers, the Committee's seals and the elections stamps.
8. The Committee chairman distributes the ballot papers randomly to the employees.
9. At 8 am sharp, ballot doors are open to voters.
10. The Committee chairman will practice the legal tasks assigned to him during the ballot process.

11. In coordination with the supervisory member, the Committee chairman will allow the supporting team members to leave in order to vote at their own electoral constituencies.
12. At 8 pm, the chairman asks the voters queuing to cast their votes for the parliamentary and municipal councils elections to enter the station's hall and locks the station's door.
13. After the queuing voters finish casting their votes, the chairman asks the computer technicians to close the voting program of the parliamentary and municipal councils elections.
14. The chairman collects all the ballot papers, counts the remaining papers and make note of the number in the ballot report.
15. The chairman closes the openings of the ballot boxes by the security tape and leaves them in their places.
16. The chairman closes the ballot report of the parliamentary and municipal councils elections, and it shall be signed by the chairman and the secretary for the parliamentary elections, and by the chairman, the members and the secretary for municipal councils elections, then stamps it with the committee's seal.

Chapter Four

Procedures followed during the Counting Process

(General and Sub-Committees of the Ballot and Counting Processes)

The counting process should be carried out according to the following:

1. The Committee chairman asks the supervisory member to join tables together and prepare them for counting. The counting area will be cordoned off with barriers so as no one can reach the elections tools.
2. The chairman opens the counting report of the municipal elections first, using the form prepared for this purpose, and writes in it the procedures and decisions taken by the committee during the counting process.

3. The chairman asks the supervisory member to open the municipal elections' ballot boxes and empties them on the counting table and makes sure they are totally empty.
4. The counting process is carried out as follows:
 - a. For the General Committees:
 1. Counting teams are divided into several groups. Each group counts the votes of one governorate.
 2. The ballot papers of the governorate are sorted according to its constituencies.
 3. Each constituency's votes are counted separately.
 4. Valid and invalid votes are sorted.
 5. Invalid votes are handed to the Committee to take a decision in their validity.
 6. Votes are sorted vertically.
 7. Votes are then sorted horizontally for each candidate.
 8. Votes are then counted.
 9. The ballot papers of each candidate are then bundled; each ten papers in one bundle, and every ten bundles are tied together in one pack using a rubber band, making each pack consists of 100 ballot papers.
 - b. For Sub-Committees
 1. Valid and invalid votes are separated.
 2. Invalid votes are sent to the committee to take a decision in their validity.
 3. Votes are sorted vertically.
 4. Votes then sorted horizontally for each candidate.
 5. Votes are then counted.
 6. The ballot papers of each candidate are then bundled; each ten papers in one bundle, and every ten bundles are tied together in one

pack using a rubber band, making each pack consists of 100 ballot papers.

5. The results of counting are then noted down in the counting report, and the confirmed ballot papers for each candidate are then kept in one or more designate envelope. The envelopes are then put in one of the municipal elections ballot boxes. The Committee chairman should not disclose the result to any of the municipal candidates until the ballot boxes of the parliamentary candidates are counted.
6. The same process is repeated for the ballot boxes of the parliamentary election.
7. After the counting process is complete, the ballot boxes should be sealed with the security tapes, and the number marking each of these tapes should be registered in the counting report and the result of each candidate is recorded.
8. The counting report is then closed and signed by the committee chairman and members for the municipality elections' report, and by the chairman and the secretary for the parliamentary elections' report, and are all stamped with the committee's seal.
9. A copy of the report is faxed to the supervisory committee. The original copy should be kept to be given by hand to the supervisory committee, while a copy shall be kept in the ballot box. As for the General Committees, a copy of the each of the counting reports of each electoral constituency will be faxed to the supervisory committees concerned in each electoral area, while the original copies will be handed to the supervisory committees in each electoral area.
10. Each candidate will be informed of the number of votes he received in his constituency, and the candidates should be informed that this is not the final result, until the result is announced at the Supervisory Committee.
11. When the counting process ends, the vehicle assigned to transport the ballot papers shall take the papers from the sub-committees or the general committees to the Supervisory Committee.

12. The Committee chairman shall accompany the ballot boxes to the Supervisory Committee using the provided vehicle, and hands them with the original reports to the chairman of the Supervisory Committee.

Chapter Five

Procedures of Announcing the Results

(Elections Supervisory Committee and the Municipal Councils Elections

Committee “Supervisory Committees”)

1. The supervisory committees receive the ballot boxes, the ballot papers and the original ballot and counting reports from the sub-committees, the general committees and the external committees.
2. The committee will calculate the total votes received by each candidate. As for the general committees, the total of votes for each constituency of every governorate will be calculated.
3. The supervisory committees will draft a report for each electoral constituency within their jurisdiction, in which they confirm the total voters registered in the constituency as per the voters’ schedule, and the total voters who attended and cast their votes, as well as the total number of the valid and invalid votes, and the number of votes received by each candidate in his constituency. The reports will be signed by the Committee chairman and the secretary and then are all stamped with the committee seal.
4. All original reports, ballot boxes and ballot papers shall be then sent to the Supreme Committee.
5. The Committee will announce the winning candidates, while the Supreme Committee will announce the final results of these names.

Chapter Six

Organizational Chart of the Elections Supervisory Committee and the Municipal Councils Elections Committee “The Supervisory Committees”

The Supervisory Committee

The supervisory committees are present in the headquarters assigned for them and undertake supervision on the proper progress of the elections process, and they comprise of:

Committee Chairman: one of the judicial or legal systems members in the Kingdom and he is in charge of the general supervision in his committee’s headquarters, receiving objections to voters’ schedules, nomination applications, objections to candidates lists and announcing the final results to the candidates.

Secretary to the Committee: in charge of writing reports and minutes and the committee’s decisions.

Supervisory Member: in charge of the administrative supervision in the committee’s headquarters.

Supporting team members to the Supervisory Committee

Data Entry Officer:

1. Verifies the identity of the voter and that his name is registered in the voters’ schedule. He provides to voters and candidates objection application forms whether those to the candidates lists or candidacy withdrawal applications. He also receives these applications from them after they fill the required information and he makes sure the availability of the supporting documents.
2. Enters data in the computer system, following the approval of the committee chairman.

Organizer:

Keeping public order inside the ballot station.
Assists voters in verifying their names in the voters’ schedules by guiding them to the schedules display boards, or through the schedules display systems, and helps them in the search process.

<p>Cashier: (Employee from the Ministry of Justice Islamic Affairs and Endowments):</p> <p>Receives the cash sum of BD200 from the parliamentary candidates, and deposits it in the Ministry's treasury.</p>	<p>Cashier: (Employee from the Ministry of Municipalities and Urban Planning):</p> <p>Receives the cash sum of BD50 from the municipal candidates to deposit it in the Ministry's treasury.</p>
<p>A representative from the Ministry of Justice Islamic Affairs and Endowments:</p> <p>Receives applications for selecting an agent for parliamentary candidates.</p>	

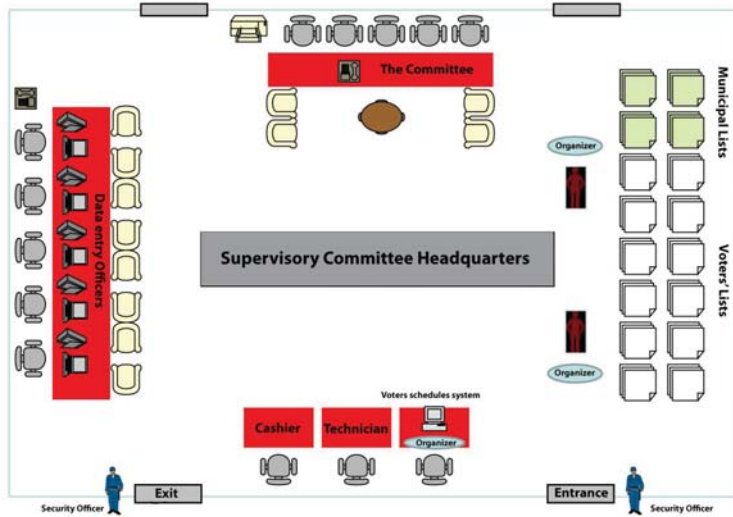
Matters that should be considered by the Supervisory Committees

The supervisory committees should take into consideration the following:

1. Full cooperation amongst the supervisory committees in the electoral areas and should coordinate between themselves.
2. Full cooperation by the employees inside the Committee and they should follow the instructions of the Committee chairman and supervisory member.
3. Treat the voter and candidate with respect and answer their questions tactfully. In case any improper behavior by a voter and candidate, he will be referred to the Committee chairman to look into his issue with prudence and tolerance to avoid any problems and harming the supervisory committees' image before the press and the media and instigate public opinion.
4. Handle journalists and media in the same manner followed with the voters and candidates. Caution should be practiced so that no information is disclosed to any of them that relates to the voters or candidates regarding numbers or statistics belonging to the elections process.

Supervisory Committee Headquarters

Distribution of employees inside the committee



Chapter Seven

Organizational Chart of the General and Sub-Committees for the Ballot and Counting Processes

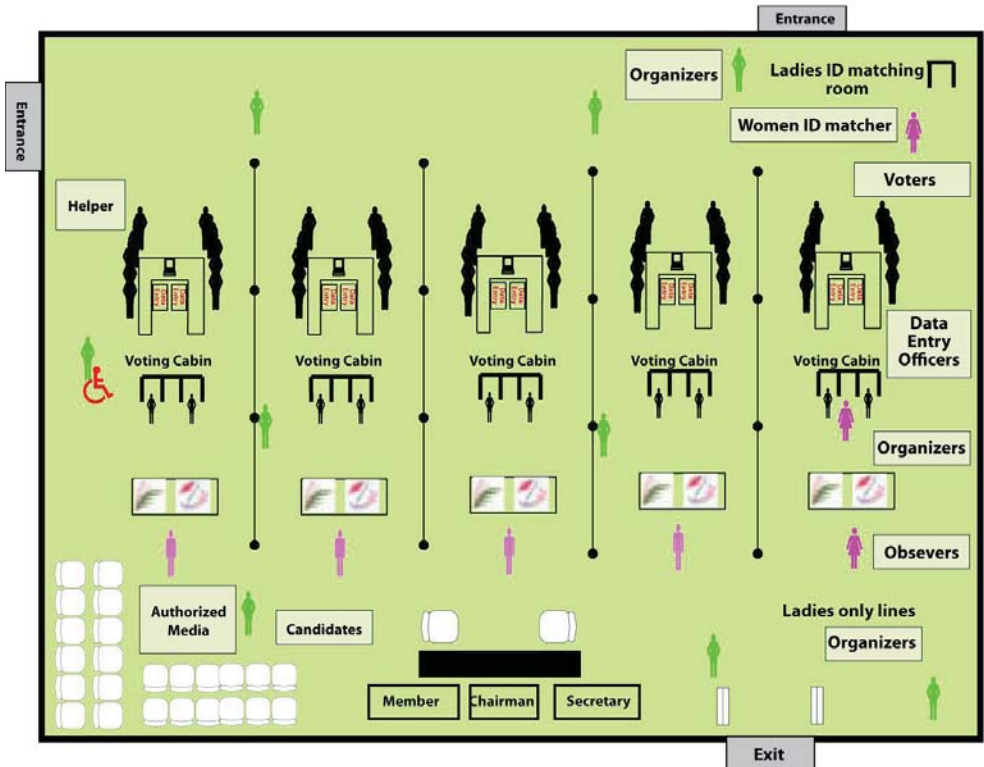
Ballot and Counting Committee
<p>The Ballot and Counting Committees are present at the designated ballot stations and supervise over the ballot and counting processes. They comprise of the following:</p> <p>Committee Chairman: a member of the legislative or legal systems in the Kingdom. He supervises the legal aspects related to the ballot and counting processes.</p> <p>Secretary to the Committee: writes the ballot and counting reports.</p> <p>Supervising member: in charge of the administrative supervision over workers in the ballot and counting station, in coordination with the Committee chairman.</p>

Supporting team members to the General and Sub-Committees of the ballot and counting processes	
Data Entry Officers:	Organizers:
<ol style="list-style-type: none"> 1. Receive passports or any other accepted official document and verify the voter's identity by matching the photo. 2. Make sure that the voter did not cast his vote as by the specified mean. 3. Entering the details of every voter in the computer systems. 4. Matching the voter's details with what is available in the computer system. 5. Handing out the ballot papers. 6. Providing that the voter has cast his vote by the specified mean, and marking voters' schedules manually or electronically. 7. Take turn on entering voters' details using one computer system. 	<ol style="list-style-type: none"> 1. Keeping public order inside the ballot station. 2. Organizing voters' queues in front each table of verifying the identity of the voter. 3. Guiding the voters to the appropriate queuing lanes. 4. Make sure to give every voter the appropriate privacy to vote in the voting cabins. 5. Inform the ballot station's supervisor of any faults or failures that might hinder the ballot process.

<p>Ballot Boxes Observers:</p> <ol style="list-style-type: none"> 1. Make sure the voter personally inserts the ballot paper into the ballot box. 2. Make sure that the color of the ballot paper matches the respective box color. 3. Prevent inserting any paper inside the box other than the ballot paper. 4. Follow up shutting the box's opening in case no voters present. 	<p>Computer Technicians:</p> <ol style="list-style-type: none"> 1. Solve any technical problem that could occur in the computer system in the station. 2. Assist the Data Entry Officers in case they are unable to enter voters' details.
<p>Ladies Identity Matchers: to verify the identity of veiled women.</p>	

Polling Station	
Entrance (the organizer):	The Polling Station should have one or two entrances – depending on the station – through which order should be preserved by using the specified doors to enter.
Line (the organizer):	The voters queue outside the entrance. The organizer then allows every three persons to head to the Data Entry Officers in lines. One line will be allocated for women which will be looked after by one of the ladies organizers.
Tables (Data Entry Officers):	The Data Entry Officers will check the identities of the voters and that their names are mentioned in the voters’ schedules. They check the passports or any other accepted official document and take the necessary action to provide that the voter has cast his vote by the specified mean. The officers will hand the voter the ballot papers and guide him to the ballot cabins which are next to the officers’ tables.
Ballot Cabins (the organizers):	The organizer secures privacy at each voting cabin, and gives ample time to the voter to mark the ballot paper. After the voter casts his vote on the paper, the organizer will guide him to the ballot boxes which are next to the cabins.
Ballot Boxes (observer):	An observer will be present at the ballot boxes of both parliamentary and municipal elections, to ensure that every voter inserts the appropriate ballot paper in its designated ballot box, in the following manner: <ul style="list-style-type: none"> - Parliamentary ballot papers in the red-covered boxes. - Municipal ballot papers in the green-covered boxes.
Ballot and Counting Committee table (the Committee):	Will be dedicated for the Committee chairman and its secretary and the member who is the station’s supervisor.
Exit (the organizer):	The organizer will guide the voters to exits and makes sure that they pass through the security system before leaving through the exit door.

Ballot and Counting Committee Headquarters (Ballot Center)



The Counting Process

Step 1: Counting Invalid Votes: The Invalid Votes Counting Group counts the invalid votes and hand them to the Committee for discussion and deliberation on the extent of their validity.

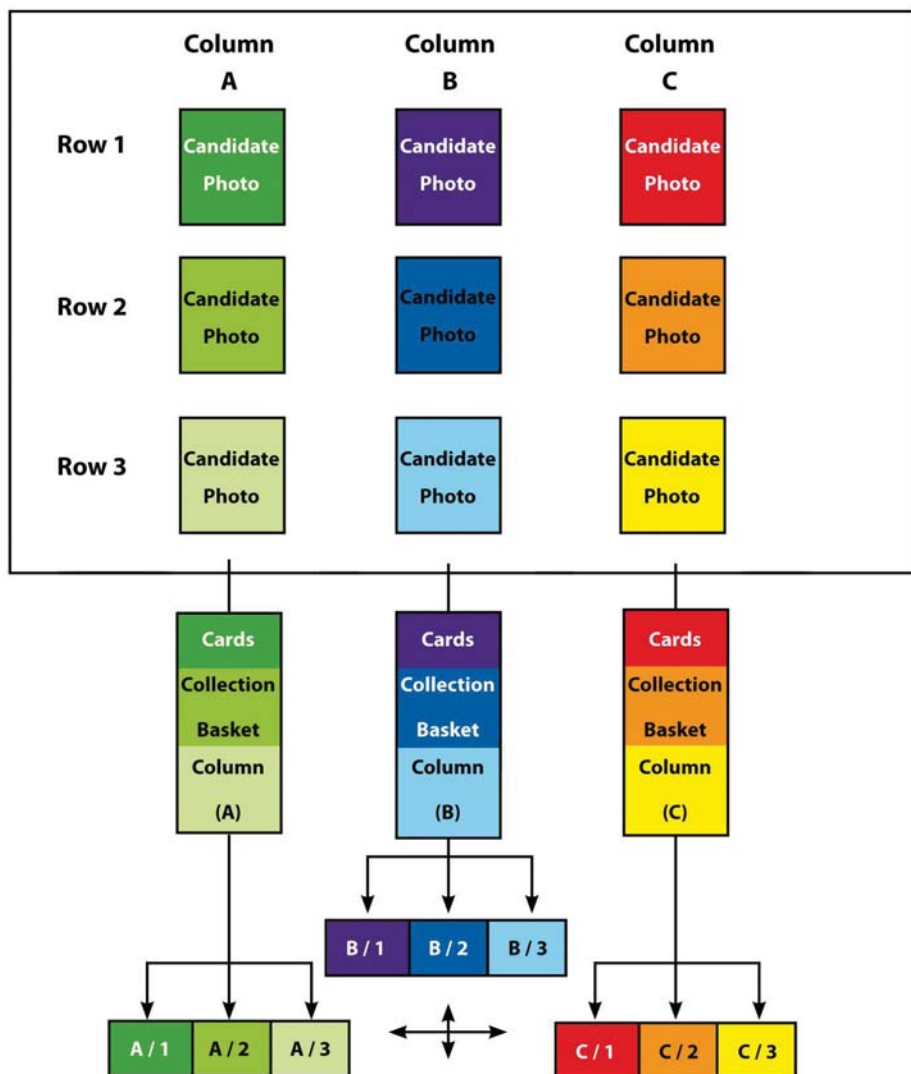
Step 2: Counting Columns: Members of the Columns Counting Group join in collecting the ballot papers of each column into one large basket as follows:

1. Put large baskets on the counting table, the number of which will correspond to the number of columns in the ballot paper.
2. Each basket will be named after the column it represents, i.e. if the columns were three (a, b and c), the baskets will be named “Basket A”, “Basket B” and “Basket C”.
3. Columns Counting employees will collect all the ballot papers which were marked in column “a” and put them in “Basket A”, and so on for “b” and “c”. Then all baskets will be handed to the next group to count the rows.

Step 3: Counting Rows: The Rows Counting Group counts the votes according to the horizontal rows. The Group is divided into three teams, and in front of each team there will be three paper holders numbered according to the rows’ numbers. These paper holders could increase or decrease according to the number of candidates on the ballot paper in each column. If one column consisted of three rows then three paper holders will be provided to the team etc. Each of these teams receives one basket. The first team receives “Basket A” and sorts all the containing papers according to the marked row. If the mark was on row (1), then the paper will be held by paper holder No. (1) and so on. By this each candidate will be held in one paper holder, and then will be sent for the vote counting process. The same process applies to the second and third teams. By this the row counting process ends and the vote counting starts.

Step 4: Vote Counting: The Vote Counting Group consists of three counting teams. The first team receives paper holders No. 1, 2 and 3 which were sorted from “Basket A”. (Each paper holder holds the votes of one candidate). The team will count and staple each 10 ballot papers together in one bundle and tie each 10 bundles together in one package that would consist of 100 ballot papers. The same goes to the second and third teams who will receive the three paper holders of “Basket B” and “Basket C” and repeat the same actions followed by the first team. The counting results, with the candidates’ ballot papers separated, are then handed to the Committee chairman after revision and confirmation in order to approve the result and note it down in the counting report.

Detailed Outline of the Counting Process



Chapter Eight

Samples of Practical Cases that could occur during the Ballot and Counting Processes

The Problem	Action
One of the supporting team members is absent.	Committee chairman instructs the supervisor to arrange with the Operations Committee to call in the standby employee.
Shortage in ballot boxes or papers, or a failure in the computers or one of their programs before the start of the ballot process.	The chairman instructs the supervisor to coordinate with the Operations Committee to cover for the shortage or to fix the failure.
The CPR card not brought, or expired, or any other cards or driving license were brought instead.	The reference in this case will be the passport or any accepted official document such as CPR or driving licenses. The reason for bringing the CPR card is to speed up the data entry process. The expired CPR will be accepted as far as it's not cancelled.
The voter does not bring his passport.	The reference in this case will be the passport or any accepted official document such as CPR or driving licenses.
The voter brings an expired passport.	Will be accepted as far as it's not cancelled.
The voter brings a notice from the General Directorate of Nationality; Passports & Residence that states his passport is lost.	The reference in this case will be any accepted official document such as CPR or driving licenses.
The personal photo in the passport is old or does not match the passport holder.	He will be presented to the chairman of the Ballot and Counting Committee who will take the necessary decision in this matter, and this will be noted in the ballot report.
An agent for a voter who wanted to vote on his behalf.	Will not be allowed, and the voter must come in person to cast his vote.

The voter's address conflicts with the address recorded in the computer; or conflicts with the constituency that he wants to vote in, or the voter has changed his address recently.	The address in the voters' schedule available in the computer system will be considered.
The computer system rejects the voter's name.	The voter will be presented to the Ballot and Counting Committee chairman to verify the presence of the voter's name in the voters' schedule. If present, he will be permitted to vote, and this will be noted in the ballot report. If not, then he will not be allowed to vote.
A veiled lady voter who refuses to show her face to the Ladies ID Matcher.	Will not be allowed to vote.
A computer of one of the Data Entry Officers breaks down.	The queue will be shifted to the other officers whose computers are in operation. Action should be taken to fix the fault as soon as possible by the technicians.
All data entry computers break down.	The chairman should resort to the voters' schedules given to him within the package. The schedules will be manually marked. In the meantime, the break down should be rectified in the earliest time possible by the technicians.
A voter requesting another paper to vote.	The voter will be presented to the Ballot and Counting Committee chairman to verify the matter. The chairman will take the decision on whether to accept his request and give him a paper after withdrawing the previous paper, or reject his request. This will be registered in the ballot report.

Presence of an illiterate voter, or with special need	The voter will be presented to the Ballot and Counting Committee chairman. The voter will give his vote verbally, and the chairman shall, in the presence of one of two Committee members, confirm the voter's vote in the ballot paper, and put it in the box. The voter's name will be ticked in the voters' schedule to indicate he has cast his vote, and that should be registered in the ballot report.
Presence of an elderly voter who comes to the committee in a car and cannot enter the hall due to his age or for any other obstacle.	Helpers will bring a wheelchair for him.
A voter who takes a long time to vote inside the voting cabin.	There is no problem as long as it is within the reasonable time limit.
A voter refusing to vote after entering his name in the computer.	The voter will be presented to the Ballot and Counting Committee chairman to check what could justify his refusal in order to confirm it. The voter will be asked to insert the ballot paper in the box, and if he refuses, then the committee chairman will carry this out, and records this in the ballot report.
In the event of illness or an accident	The chairman evaluates the situation and should not disrupt the election process. He can call for an ambulance. This will be recorded in the ballot report.
In case of chaos	The chairman evaluates the situation and should not disrupt the election process. He has the right to close the station's door, and reopen it after the chaos lessens. He can ask for the public security forces to enter the station if necessary. This will be recorded in the ballot report.

In case of a quarrel.	The chairman evaluates the situation and should not disrupt the election process. He can ask the public security to enter the station and disperse the quarrel. This will be recorded in the ballot report.
In case of over crowdedness, or pressure on work flow.	Ask for support from the Operations Committee.
All ballot boxes are full	The Operations Committee is asked before the last two boxes get full to bring additional boxes. The full boxes will be closed and left at their places. This will be recorded in the ballot report.
All ballot papers are used.	The Operation Committee will be asked enough time before the papers run out, to bring additional ballot papers. This will be recorded in the ballot report.
Doubt in sorting the papers according to rows and columns.	Resorting is necessary.
Doubt in the number of papers for each candidate.	Recounting is necessary.
A candidate interferes in the Committee's work.	If any candidate or his agent interferes in the work of any of the rows or columns coordinators, or in the work of the counters or correspondents, they should inform the chairman to take the necessary action.
In the event of an electoral offense or election campaign offense	The chairman should write a report on the incident and hand it to the head of the security force assigned to preserve order in the committee, and assign him to arrests the accused if he was present, and send him to the police station to complete the rest of the procedures. This will be recorded in the ballot report.

PART FOUR

PROCEDURES OF VOTING ABROAD FOR THE PARLIAMENTARY ELECTIONS

Due to the keenness of the legislator to guarantee the participation of all the citizens in electing the members of Parliament, Article (25) of Legislative decree (14) for 2002 with respect to Exercising the Political Rights, provides that any citizen registered in the voters' schedule and is present abroad has the right to cast his vote in the elections according to the directives of the Minister of Justice Islamic Affairs and Endowments. To this end, the Minister of Justice Islamic Affairs and Endowments has issued an order for organizing the procedures of the Parliamentary Elections in respect to voters present abroad.

Chapter One

External Committees

A Committee for the ballot and counting processes for the Parliamentary elections abroad will be formed at each embassy, consulate or diplomatic mission of the Kingdom of Bahrain abroad, headed by the ambassador, general consul or the head of the diplomatic mission, with the membership of two members of the embassy, consulate or diplomatic mission. One of the members will be a secretary to the committee and are supported by a sufficient number of employees in the embassy, consulate or diplomatic mission. The external committees will carry out the ballot and counting processes for the voters casting their votes for parliamentary elections, and are present in the country where the embassy, consulate or diplomatic mission operates.

Chapter Two

Announcing the Elections

1. An announcement will be made for voters who wish to participate in the parliamentary elections, and are present in the country where the embassy, consulate or diplomatic mission is based. The announcement will be published in Arabic and in the official language of the country where the embassy, consulate or diplomatic mission is based, in one most widely spread daily newspapers, and will

- include procedures for registering Bahrainis overseas in the voters' schedules as well as the voting procedures. The announcement should be made before the date specified for these procedures well in advance. The voters overseas should be notified to prove their identities with their passports or any accepted official document when casting their votes.
2. The embassy, consulate or diplomatic mission may inform the Bahrainis living in the country where the embassy, consulate and the diplomatic mission is based about the procedures of registration and voting through calling them by phone whenever possible.
 3. The embassy, consulate or diplomatic mission should dedicate a phone line to respond to elections inquiries by the citizens living in their respective countries.

Chapter Three

Procedures of the Overseas Voters' Lists

1. Voters' names registration will open for seven days to overseas voters either through the internet, the fax or the hotline with the elections supervisory side in the Kingdom or at the headquarters of the embassy, the consulate or diplomatic mission. The registration process will be carried out during working hours, and the voter should be registered in one of the voters' schedules in the Kingdom.
2. The electoral home for the overseas resident is his last residential address in the Kingdom. If he had no residential address, then the address of his family will be considered.
3. Whosever name not listed in the voters' schedule of Bahrainis living overseas, or if there were a mistake in his details recorded, has the right to delegate others to take the necessary arrangements to register or correct his records, during the period of the display of voters' schedules.
4. The embassy, consulate or diplomatic mission will send the eligible voters' details to the Supreme Supervisory Committee for parliamentary Elections, and their names will be ticked in the voters' schedules indicating their registration in the voters lists outside the Kingdom. This will be carried out after they cast their votes to avoid duplication of their voting inside the Kingdom.

5. The Supreme Supervisory Committee for parliamentary Elections shall send to each embassy, consulate or diplomatic mission before Election Day, the final lists of the voters present overseas who are eligible to vote before the committee formed at each of them, according to their respective constituencies. These lists will be considered in the voting process.

Chapter Four

Procedure Followed During the Voting Process

The voting process should be carried out as per the following:

1. Ballot papers will be sent to the embassy, consulate or the diplomatic mission with a quantity that is double the number of voters registered at them to cover the required number of papers in each round of voting, in addition to an extra amount of 10% as standby.
2. The Committee chairman receives his package, and should ensure that the package includes the following items:
 - One ballot box (taking into consideration embassies with large electoral blocs).
 - One voting cabin (taking into consideration embassies with large electoral blocs).
 - Ballot papers.
 - Committee seal.
 - Minutes/reports
 - Numbered security tapes to close the ballot box.
 - Voters' schedule registered at the embassy, consulate or diplomatic mission.
 - Elections advertisement printed on a roll-up.
 - Envelopes with security bars.

The committee chairman should make sure that these items are sound and in efficient number and are available enough time before Election Day.

3. The Parliamentary elections overseas will be held at the headquarters of the embassies, consulates and diplomatic missions on the specified Election Day abroad. Voting will start from 9 am till 7 pm, local time.
4. The Committee chairman should be present on Election Day at the premises of the embassy, consulate or diplomatic mission at 8 am sharp (local time). He should make sure all committee members and supporting employees are also present.
5. The Committee chairman will examine the ballot box by opening it and make sure it is empty and sound, and then closes it with a security tape.
6. The chairman opens a ballot report using the provided template, and records in it the procedures and decisions taken by the Committee on matters that are received during the ballot process. The records should include the number of supporting employees, voters' lists, ballot boxes (for embassies of large electoral blocs), ballot papers, committee seal and elections stamps.
7. At 9 am (local time), ballot doors will be open for the voters.
8. The chairman will supervise over the voting process while it is in progress.
9. The committee shall not accept the vote of any voter whose name is not registered in the voters' lists.
10. The identity of the voter will be verified by his passport or any accepted official document. His constituency in which the voter is registered will be also verified, and that he did not previously vote, after revising the voters' lists registered in the embassy, consulate or diplomatic mission. Then take the necessary action to provide that the voter has cast his vote by the specified mean.
11. Voting will be done by ticking on the ballot paper which includes the candidates' names and in the place allocated for voting. The voter cannot cast his vote more than once in the elections.
12. The list of voters registered overseas will be marked indicating the voter has cast his vote.
13. Any voter who does not know how to write or read or is blind or with special needs who cannot mark their votes by themselves on the ballot paper, should vote

- verbally, and the Committee chairman will mark the voter's choice in the presence of one of the committee members on the ballot paper which will be then inserted in the box.
14. The voting process will continue until 7 pm (local time), but if there were voters in the embassy, consulate or diplomatic mission who have not yet cast their votes and wish to do that, the process will continue for them only, and then the chairman will declare the end of the voting process, after the last voter casts his vote.
 15. If all voters registered in the voters' list have cast their votes before the end of the closing time, the Committee chairman will declare the end of the voting process after the last voter casts his vote.
 16. The chairman will withdraw all ballot papers and count the damaged and remaining papers and record them in the ballot report.
 17. The chairman will close the ballot box's opening by the security tape and leave it in its place, until the start of the counting process.
 18. The chairman will close the ballot report and it shall be signed by him and the secretary and stamped with the committee seal. A copy of the report will be faxed or sent by email to the Supreme Committee at the Ministry of Justice Islamic Affairs and Endowments.
 19. Whoever did not cast his vote at the embassy, consulate or diplomatic mission in the Parliamentary elections, can cast his vote before the concerned committee in his electoral constituency in case he was present inside the Kingdom on Election Day.

Chapter Five

Procedures Followed During the Counting Process

The counting process should be conducted as follows:

1. The headquarters of the embassy, consulate or the diplomatic mission should be prepared, and the Committee chairman will open the counting report using the provided template and records in it the procedures and decisions taken by the committee during the process.

2. The chairman requests that the ballot box be opened and emptied on the counting table and makes sure that the box is empty.
3. The counting process is carried out as follows:
 - a) Valid and invalid votes are sorted.
 - b) Votes are sorted according to governorates.
 - c) Votes are sorted according to constituencies.
 - d) In embassies of large electoral blocs, votes will be sorted vertically then horizontally for each candidate.
 - e) Votes are counted and the ballot papers of each candidate are bundled in 10s, and every ten bundles are tied with a rubber band in one package which then will consist of 100 ballot papers.
4. When counting, the committee will consider that the vote is invalid in the following cases:
 - a) If the vote cast in the ballot paper was conditional.
 - b) Choosing more than the required candidates. (One candidate should be chosen.)
 - c) Not choosing any of the candidates.
 - d) If the voter marks his choice on a sheet other than the provided ballot paper.
 - e) If the voter writes his name on the ballot paper, or marks anything that would disclose his identity.
5. The Committee will decide on all matters related to the election process and on the validity or invalidity of any vote cast. The Committee's deliberations will be held in secret with the attendance of its chairman and its two members only. Its decisions will be by outright majority, and the decisions will be recorded in the counting report with their justifications, and signed by the chairman and the secretary.
6. The counting results will be recorded in the counting report, and the ballot papers for every candidate will be kept in one or more designated envelopes which will be put in the ballot box.

7. After the end of the counting process, a report will be drafted in this regard, and will include the number of votes cast, the number of valid and invalid votes, the votes which each candidate received in the electoral constituency and the committee's decisions, and will be signed by the chairman and the secretary. The report, the ballot papers and the list of all those who cast their votes, will then be kept in a properly sealed envelope.
8. A copy of the counting report will be sent by fax or by email immediately to the Supreme Committee at the Ministry of Justice Islamic Affairs and Endowments, while the above-mentioned envelope will be sent to the Supreme Committee in the ministry through the diplomatic channel.
9. It should be noted that the Committee chairman cannot know the winning candidate, thus cannot disclose him, as this matter relates to the collection of the votes cast outside and inside the Kingdom.

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