

COMPREHENSIVE GUIDE to the Parliamentary Elections 2018



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FOREWORD BY THE MINISTER OF INTERIOR AND MUNICIPALITIES

“Lebanon Votes- 2018”

The 2018 parliamentary elections are a golden opportunity for every Lebanese citizen to express their opinion freely and participate in the democratic process either by running for election or by electing their representatives to the parliament.

The 2018 parliamentary elections stand out from all previous parliamentary elections held in the Republic of Lebanon since the proclamation of the State of Greater Lebanon nearly 100 years ago. Lebanon is looking forward to these elections not only because they come after a long nine-year wait and several extensions of the incumbent parliament’s mandate, but also because they will involve important breakthroughs and the implementation of new electoral practices, most importantly, the proportional representation system.

The Ministry of Interior and Municipalities has thus made all efforts possible to ensure the best administrative, logistic, and organizational environment for the success of these elections.

As part of the Ministry’s efforts to make the 2018 elections a success, all actors concerned, including participants in and observers of the electoral process, have been provided with all resources available, including this comprehensive guide which, we hope, will foster compliance with the highest standards of morality, impartiality and transparency.

Nohad Al Machnouk

Minister of Interior and Municipalities

CHAPTER ONE

Candidate nomination for the parliamentary elections in accordance with Law no. 44/2017

FIRST: CANDIDATE NOMINATION APPLICATIONS:

■ **ARTICLE 45 OF LAW NO. 44/2017:**

All candidates running for parliamentary elections shall submit the following:

1. An application form prepared by the Ministry of Interior to be filled out by the candidate and submitted to the Directorate General of Political Affairs and Refugees at the Ministry of Interior and Municipalities, signed by the candidate, authenticated by a notary, and including the following information:
 - The full name of the candidate
 - The seat in the minor constituency or in the constituency not composed of minor constituencies where the candidate wishes to be elected.
2. The following documents to be enclosed with the application:
 - A recent individual civil status record not older than one month.
 - A recent criminal record not older than one month.
 - Two passport photos authenticated by the Mukhtar.
 - A financial receipt issued by the financial department of the Ministry confirming the deposit of eight million Lebanese pounds as nomination fee by the candidate.

- A bank statement confirming that the candidate has opened a bank account for the electoral campaign, as required in the present law, and mentioning the name of the person authorized by the candidate to perform transactions on the said account.
- A copy of the final voter lists proving the registration of the candidate, signed by the DGPS officer serving as rapporteur in the primary registration committee of the constituency.
- A statement by the candidate, prepared at the notary's office, stating the name of the auditor appointed by the candidate, provided that the candidate submits a certified copy of this statement to the Supervisory Commission for Parliamentary Elections.
- A statement by the candidate, prepared at the notary's office, authorizing the Commission to access and check the candidate's bank account for the electoral campaign.

■ **ARTICLE 46 OF LAW NO. 44/2017:**

1. The candidate nomination period shall be closed sixty days prior to Election Day.
2. Candidates shall submit their nomination application with all the required documents to the Ministry no later than the closing date of the nomination period.
3. The Ministry shall issue the candidate a temporary receipt in acknowledgement of receipt of their application and documents.
4. The Ministry shall either approve or reject each nomination application within a period of five days from the date of receipt thereof. For approved applications, the Ministry shall issue the candidate a final receipt confirming the registration of their nomination. For rejected applications, the Ministry shall inform the candidate of the reasons for such rejection.
5. If the five-day period used by the Ministry to decide on the nomination application expires without any decision announced by the Ministry, the nomination application shall be considered as approved. The Ministry shall issue the candidate a final receipt confirming the registration of their nomination.

6. Candidates whose nomination applications have been rejected by the Ministry may, within three days of notification of such express rejection, lodge a non-dutiable appeal to the State Council who shall decide on the appeal in the deliberation room within three days of receipt thereof. The State Council's decision, in this case, shall be final and not subject to any ordinary or extraordinary legal recourse.

SECOND: CANDIDATE LIST REGISTRATION:

■ **ARTICLE 52 OF LAW NO. 44/2017:**

- Candidates shall organize themselves into lists at least forty days before Election Day. Each list shall include at least 40% of the number of seats in the constituency- that is a minimum of 3 seats- including one seat at least for each of the minor constituencies in constituencies composed of multiple minor constituencies. The largest remainder shall be used in the calculation of the minimum number of seats in single-seat constituencies.
- The candidate list shall take responsibility for wasting the seat for which they fail to nominate a candidate. Such seat shall be transferred to the candidate nominated in other lists for the same confessional seat and having the highest preferential vote in the same minor constituency.
- The Ministry shall keep the order of the names on the candidate lists according to which the candidates have organized themselves in the minor constituencies, and shall not take into account the withdrawal of any candidate from the list after its registration.
- The Ministry shall as well commit to placing the lists on the ballot paper according to their date of registration. The applications of candidates who have failed to organize themselves in lists in accordance with the provisions of this Article shall be discarded.

■ **ARTICLE 53 OF LAW NO. 44/2017:**

In the event of death of a candidate after the registration of their list, the concerned list may nominate a replacement within a period of ten days before Election Day. Post-deadline nominations are strictly allowed in this case.

■ **ARTICLE 54 OF LAW NO. 44/2017:**

Candidates must organize themselves into lists and authorize one of them by virtue of a power of attorney signed by them all at the office of the notary, to submit the registration application of the list to the Ministry within a maximum period of forty days before Election Day. No lists may be registered or amended after the said deadline. The authorized representative of the candidate list shall submit the following for the list registration:

- The full names of all candidates of the list
- The nomination approval receipts of all candidates of the list.
- The order of candidate names on the list of the minor constituency.
- A specification of the constituency for which the list is nominated.
- The name and representative color of the list.
- One color passport photo for every candidate.
- A statement of appointment of a financial auditor in accordance with the provisions of the present law, and the appointed auditor's acceptance of such appointment.
- A bank statement proving the existence of a bank account opened for the list, in the name of its authorized representative.

- If the application meets all legal requirements, the Ministry shall issue (within 24 hours) a receipt confirming the registration of the list; however, if the application is found lacking all or part of the legal requirements, the Ministry may give the members of the list a 24-hour time limit to correct the application for registration, or otherwise have their application rejected. The time limit shall start on the date of notification of the list representative referred to in the above paragraph.

The Ministry's decision to reject the registration may be appealed to the State Council within a 24-hour time limit from the date of notification of the list representative referred to in the above paragraph. The State Council shall decide on the appeal within a similar time limit and its decision, in this case, shall be final and not subject to any ordinary or extraordinary legal recourse.

CHAPTER TWO

PRINTED MATERIALS AND OTHER SUPPLIES

The head officer and clerk of the polling station receive the following documents and materials from the district center on the last Saturday before Election day.

PRINTED MATERIALS

- Official pre-printed ballot papers.
(+ 20% from the total number of voters).
- Official stamped envelopes.
- Official unstamped envelopes.
(+ 20% from the total number of voters).
- Voters' lists.
- Voter's checklists in a special envelope.
- Polling station report form (4 copies).
- List votes sorting sheet.
- Preferential votes sorting sheet.
- The vote tally sheet.
- The voting results report.
- The new parliamentary elections law.
- The polling station handbook.
- The MoIM decree on the designation of polling stations in the electoral constituency.
- The decree on the appointment of the head officer and clerk and the use of cars.
- Badges of the polling station officers.
- Informative posters on the voting procedure.
- Polling station signboard.
- Envelopes.

ELECTORAL SUPPLIES

- A transparent ballot box
- The ballot box seals
- Special ink bottles
- A pair of scissors
- Red wax
- Paper tissues for drying excess ink
- Electoral stamp
- Stamp pad
- Dry blue ink pen
- Glue stick
- Gloves
- Head officer and clerk uniforms

Ahead of Election Day, the Ministry delivers to each polling station:

- A polling booth
- A TV set, camera, and their accessories
- A generator set (as arranged by the Qaimqam or Muhafez)



ELECTION DAY PROCEDURES



On the day of the election, the head officer and clerk are expected to be at the polling station at 6:00 AM to prepare for the polling procedure. The polling station head officer and clerk wear the “2018 elections” official uniform and cap.

Any employee who without a legitimate excuse fails to join the polling station to which they had been appointed as head officer or clerk shall be liable to imprisonment for a period of one month or a fine of one million Lebanese pounds.

The polling station head officer shall have two assistants: one chosen by the head officer from among the voters present at the opening of the polling station, and the other chosen by the voters from among themselves. Both assistants shall be literate. The head officer shall write the names of both assistants in the polling station report provided for in the law, and have them sign it. The head officer and clerk shall be present in the polling station throughout the electoral process.

Observers, candidate agents, and media representative may not, under any circumstances, be asked to assist in the electoral process



SETTING UP OF THE POLLING STATION

The head officer and clerk of the polling station shall:

- Post at the entry of the polling station:
 - A copy of the voters’ lists. Attention should be paid not to post the voters’ checklists instead.
 - A copy of the MoIM decree designating the polling station.
- Prepare the tables and place the following supplies on them (see the polling station layout):

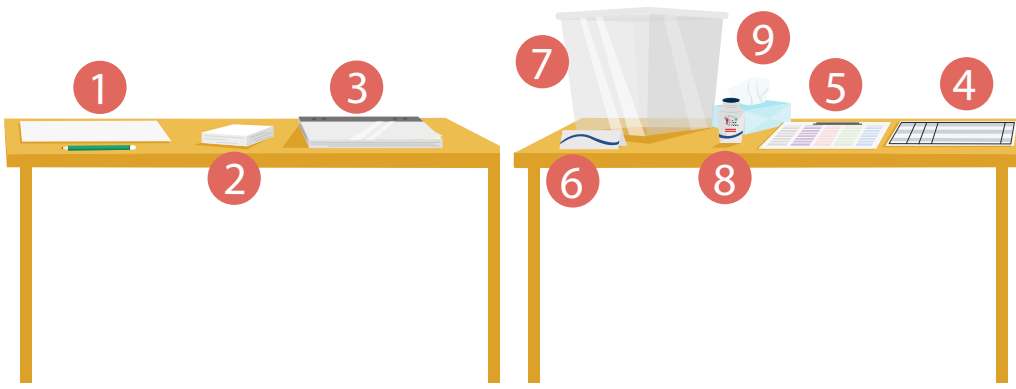


Table 1

- 1. Copy of the Parliamentary Elections Law no. 44/2017
- 2. Name list of candidate agents
- 3. Polling station report

Table 2

- 4. A copy of the voters’ checklist
- 5. Pre-printed ballot papers
- 6. Official stamped envelopes
- 7. A transparent ballot box
- 8. Special ink bottles
- 9. Paper tissues for drying excess ink

- Set the polling booth (at least one booth per polling station) and position it in a manner that preserves the secrecy of the voting but also prevents the voters from using their mobile phones or other devices to take pictures of their ballot paper behind the polling booth.
- Place the “2018 election” poster on the table and put the informative poster explaining the voting process up on the wall.
- Store other electoral supplies in a safe place behind the table.
- Remove any pictures, symbols, writings or logos from the polling station.
- Prepare an adequate number of chairs for observers and candidate agents.
- Place a dry blue ink pen inside the polling booth.



BEFORE THE POLLS OPEN

Before the polls open, the polling station head officer shall:

1. Choose an assistant from among the literate voters who are available at the polling station, and the voters choose the second assistant from among themselves. The head officer notes the names of both assistants on the polling station report form and asks them to sign it.



If there are not enough voters available at the polling station to complete the polling station staff, the head officer continues the preparations and opens the polling process.

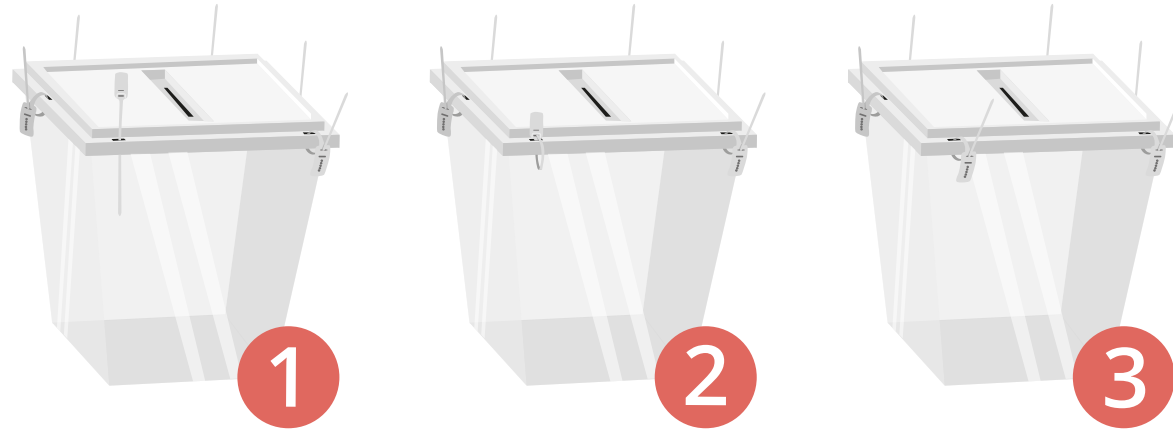


The head officer chooses one assistant from among the voters available at the polling station.

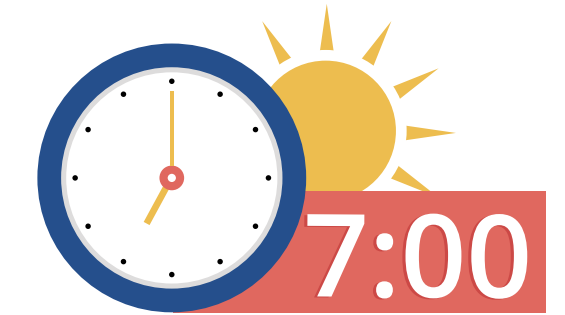


The voters available at the polling station choose another assistant from among themselves.

2. The head officer opens the ballot box and verifies with other polling officers and candidate agents that it is empty before sealing it tight with the special plastic seals.



3. The head officer counts the official ballot papers and stamped envelopes to make sure that they are equal to the number of registered voters expected to vote in the polling station. He also counts the additional ballot papers and stamped envelopes and puts them aside. The head officer and clerk shall be present in the polling station throughout the electoral process.

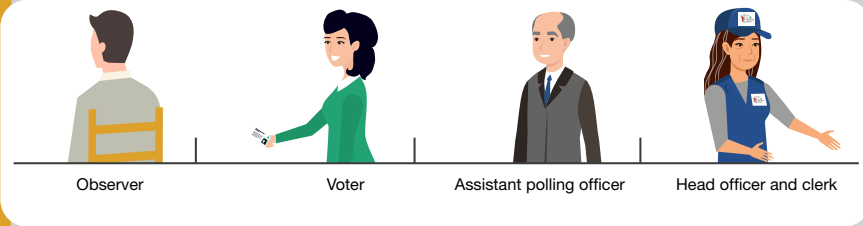


At 7:00 am, the head officer announces the opening of the polling station where the voting process takes place until 7:00 pm.





Polling Station
Layout



STAGES OF THE VOTING PROCESS

1 STAGE I: MANAGING THE VOTERS' QUEUE

At the door of the polling station, the polling officer (or security officer at the request of the head officer) shall:

- Verify that the voter's fingers are not already inked.

Voters with already inked fingers may not enter the polling station.

- Verify that the voter holds the identification documents (ID card or valid Lebanese passport) required to vote.

Voters who do not show a valid identification document may not enter the polling station.

- Admit the voters, one by one, to the polling station

Make sure that the elderly, people with disabilities, the sick, and pregnant women are allowed to go first. Maintaining orderly queues of voters waiting to be admitted.



2 STAGE II: VERIFYING THE VOTER'S IDENTITY

The head officer shall:

- Verify that the voter's fingers are not already inked.

Voters with already inked fingers may not enter the polling station.

- Request the voter to show their National Identification Card or valid Lebanese passport.

Voters who do not show a valid identification document may not enter the polling station. Voters may not delegate any other person to vote on their behalf.



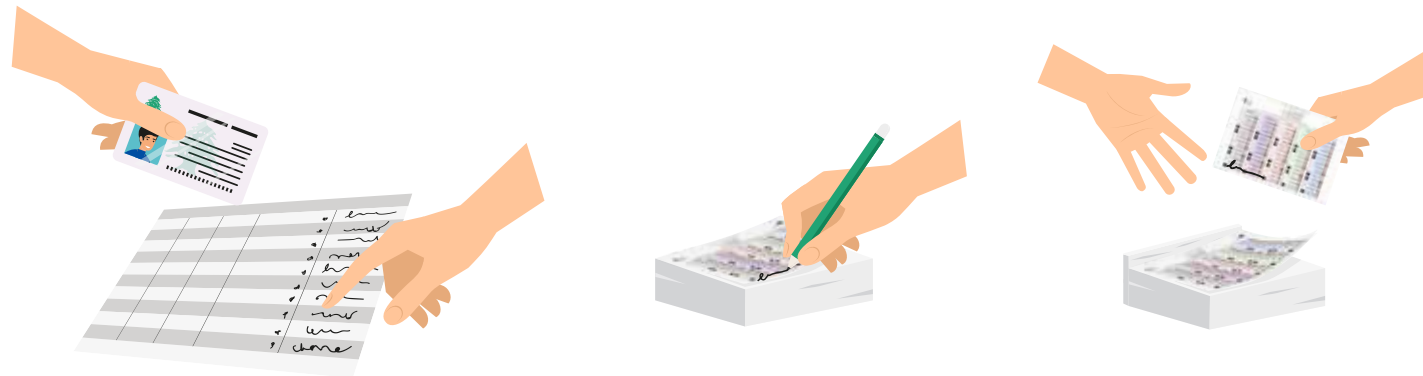
- Verify the voter's name on the voters' checklist.

If a voter's name listed on the voters' list is found materially different from their name on the ID or passport, the head officer should allow the voter to vote only if their ID or passport number matches the same number on the voters' checklist.

Military personnel and security forces are not entitled to vote even if they are registered as voters. (If any candidate agent makes an objection in this regard, the Central Operating Room may be contacted for verification purposes).

A voter who does not have their name listed on the checklist of the polling station may vote only if they had obtained a decision from the competent registration committee to have their name registered before March 25 upon consultation with the Ministry.

- The head officer hands to the voter one ballot paper signed on its back by both the head officer and clerk, and an official stamped envelope signed by the head officer.



If the polling station runs out of ballot papers or official stamped envelopes (or in the case of force majeure or attempted cheating) the head officer may use the official unstamped ballot papers and envelopes after marking them with the polling station stamp and the date. The reasons for this occurrence shall be recorded in the polling station report.

If the head officer or voter accidentally damages the envelope, the damaged envelope shall be attached to the polling station report, and the cause of the damage shall be mentioned in the same report. In this case, the voter may be handed another stamped envelope.

- The head officer explains to the voter that it is mandatory to use the booth and that they may not vote otherwise.

Voters who refuse to go to the booth or mark their ballot papers openly may not vote. The head officer shall take the envelope from the voter, attach it to the polling station report, and record the occurrence in the same report.

Voters may not disclose the content of their ballot paper after they have exited the booth.

- Occurrences involving voters with special needs assisted by other voters shall be recorded on the space provided for special notes on the voters' checklist.

3 STAGE III: MARKING THE BALLOT PAPER

- In the polling booth, the voter marks two choices on the ballot paper: one for the list they wish to vote for, and one for their preferred candidate as indicated on the ballot paper.

A voter with special needs who needs assistance in marking their choices on the ballot paper may be assisted by another voter under the supervision of the polling station staff. (The head officer shall make sure that the voter with special needs has freely chosen their assistant). Such occurrence shall be recorded on the voters' checklist every time a voter receives voting assistance.

- The voter may mark their choice for one list and one candidate within the same list, as provided for in the law.

The head officer and clerk shall not allow the voter to use their mobile phone or any other device to take a picture of their ballot paper behind the polling booth.

- The voter may not sign the ballot paper or add any symbol or identification sign.
- The voter may not write foul language on the ballot paper.
- The voter is instructed to fold the ballot paper, put it inside the official envelope, and close the envelope.



4 STAGE IV: VOTING AND INKING

The head officer must:

- Ensure that the voter has marked their choice secretly behind the voting booth.

If the voter does not mark their choice secretly behind the booth, the head officer takes their envelope, attach it to the polling station report, and record the occurrence in the same report (without opening the envelope).

Voters may not disclose the content of their ballot paper after they have exited the booth.

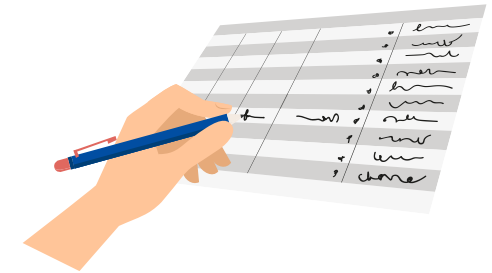
- The voter is asked to cast the envelope containing the ballot paper in the ballot box.

No one other than the voter may touch the envelope or cast it in the ballot box (except for the assistants of voters with special needs).

- The voter is asked to sign next to their name.



- The clerk shall sign next to the signature of the voter (in the box designated for this signature).



- The voter is asked to ink their finger as a sign that they have voted.

The polling staff shake the ink bottle every hour to keep the ink from drying out.

The voter is informed that they will not be able to remove the ink before at least 24 hours.





- After having voted, the voter is asked to leave the polling station (unless they are an assistant to the polling station staff, a candidate, an accredited candidate agent, or an accredited media representative).

THE PERSONS AUTHORIZED TO ENTER THE POLLING STATION

In addition to the polling station staff, the following persons are authorized to enter the polling station:

- Candidates and their accredited agents (one permanent agent per candidate or list and one mobile agent per two polling stations in villages and one mobile agent per three stations in cities. The names of candidate and list agents shall be mentioned on the approved list of candidate agents.
- Accredited observers (of Lebanese NGOs, international bodies, state representatives and delegates) who hold an observer accreditation card.
- Accredited Media representatives.
Candidates, candidate agents, observers and media representatives must show their accreditation documents issued by the Supervisory Commission to enter the polling station.
- Visitors who hold accreditation cards issued by the Ministry of Interior and Municipalities.



- Local and international observers accredited by the Ministry of Interior (the Supervisory Commission for Parliamentary Elections) may enter the polling stations at any time to observe the progress of the electoral process. All local and international observers are expected to comply with the provisions, principles and standards contained in the Code of Conduct issued by the Supervisory Commission for Parliamentary Elections.
- Candidates, candidate agents, observers, and media representatives must act in compliance with the rules, in all circumstances, without interfering in the voting process or distracting the head officer or clerk from their tasks.
- The head officer may not prevent candidates, candidate agents, and accredited observers from exercising the right to remain inside the polling station and observe the voting and counting process. Candidate agent may not be expelled unless they commit a breach of order despite a warning from the head officer. The head officer shall report such incidents and indicate the facts and reasons and the time of their occurrence, sign the report with other candidate agents who are present in the polling station, and submit the report to the competent registration committee. The occurrence shall as well be recorded in the polling station report.
- Permanent and mobile candidate agents may use computers, tablets and mobile phones inside the polling stations; however, they may not use such devices to take pictures.
- The media representatives may be asked to leave if there is not enough space for them inside the polling station.

COMPLAINTS AND OBSERVATIONS DURING ELECTION DAY

The head officer shall record in the polling station report all observations or complaints expressed by the persons authorized to enter the polling stations, including voters, concerning the electoral process.

MAINTAINING ORDER IN THE POLLING CENTERS

The head officer is exclusively authorized to maintain order inside the polling station.

If the head officer sees that the conduct of the electoral process is jeopardized, they may ask the security forces to enter the polling station. Once the order has been restored, the head officer must ask the security forces to leave the polling station. In this case, the head officer announces the suspension of the voting process and records the cause of the problem in the polling station report. Once the problem has been resolved, the voting is resumed, and the time of resumption of the voting process is recorded.

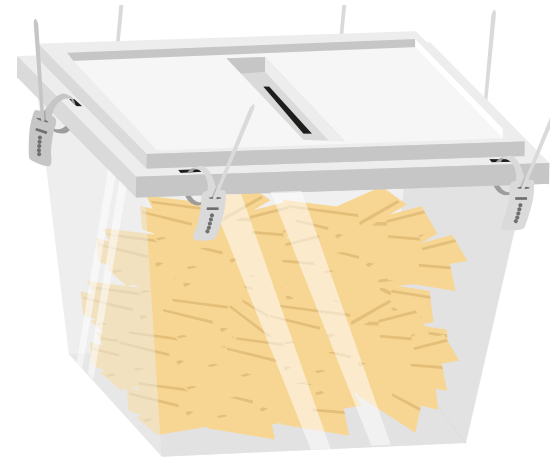
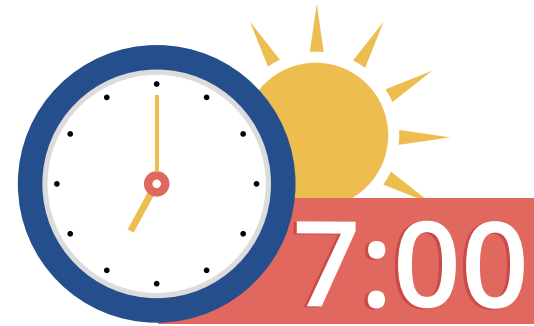
Security forces ensure protection for every polling station and maintain order at the entrance and in the vicinity of the polling center. Any electoral activity or propaganda (including the use of loudspeakers, loud music, political party flags and parades) is prohibited in the vicinity of the polling center.

The distribution of elections-related materials, leaflets or any other printed material in favor or against any candidate and/or list at the entrance or in the vicinity of the polling center is prohibited, subject to confiscation in keeping with the provisions of this Guide.



END OF POLLING

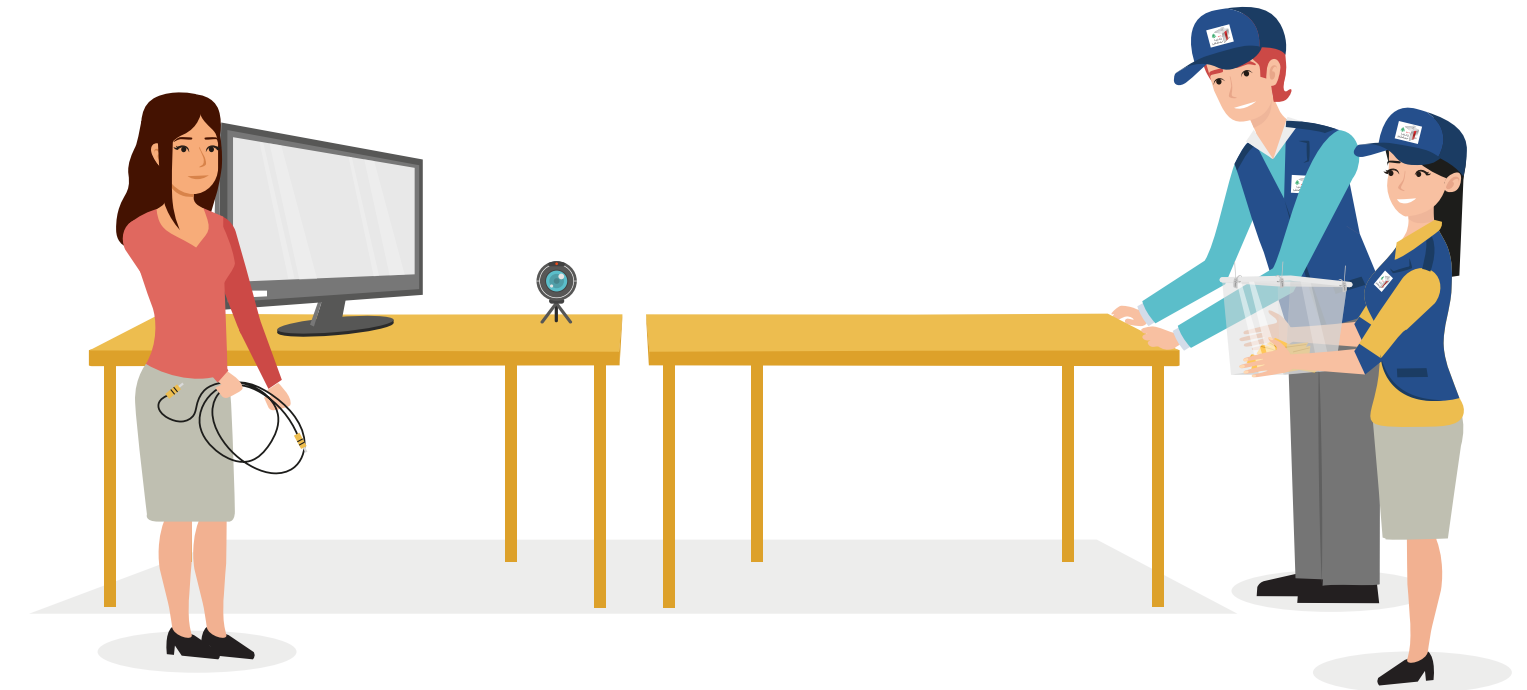
- At 7 pm, the polling station head checks whether any voters are still waiting to vote in front of the polling station. If no voters are still waiting, he shall declare the end of polling.
- Voters still waiting in the inner enclosure of the polling center may still vote.
- Any extension of the polling time shall be recorded in the polling station report. The head officer announces the end of polling after the last voter casts their vote. The time of the closing of the polling shall be immediately recorded in the polling station report. After the head officer declares the end of polling, they shall instruct the persons who are not authorized to be present in the polling station to leave. Only the polling station staff, the candidates, candidate agents (permanent and/or mobile), and accredited observers may stay in the polling station.
- If the polling station is overcrowded, the head officer may determine the number of candidate agents and observers allowed to stay, without preventing any of them from the right to observe the process. (For example, one agent per candidate or list).



SORTING AND COUNTING PREPARATION

The head officer (with the assistance of the polling station staff) shall prepare the room for the sorting process:

- Organize and set the tables.

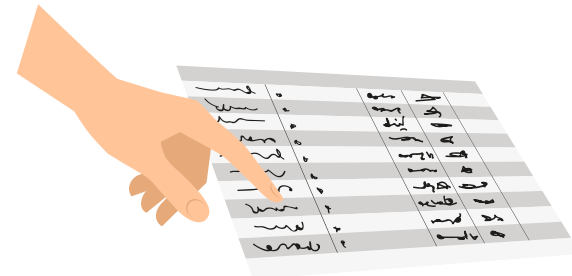


- Install the TV set and camera where the candidates and their agents can see the screen clearly.
- Tell the candidates and observers where to sit.
- Place all documents and forms used in the sorting process on the table:

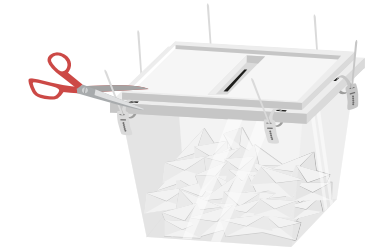
- Voters' checklist
- Polling station report (two copies)
- Ballot box
- The ballot paper containing the lists and candidates
- List votes sorting sheet
- Preferential votes sorting sheet
- Preliminary results report
- The vote tally sheet form
- Packing envelopes

The head officer shall:

- Record the total number of voters in the polling station.
- Determine the accurate number of voters who have signed the voters' checklist and record this number on both copies of the polling station report.



- Verify that the ballot box seals are intact, open the ballot box by cutting the plastic seals using a pair of scissors, carefully empty the box on the table to make sure nothing falls on the ground. The head officer allows all people present to see that the ballot box is empty.
- Count the envelopes removed from the box and record the number of envelopes in the report. The number of envelopes must be equal to the number of voters' signatures on the voters' checklist.



If the number of envelopes does not match the signatures on the voters' checklist, both envelopes and signatures must be counted again.

If the numbers still don't match, the head officer shall mention in the report whether the number of envelopes exceeds or is less than the names written off of the voters' checklist.



SORTING AND COUNTING

- The clerk opens the envelopes, one by one, and hands the ballot papers, also one by one, to the head officer.

If the envelope contains marks that identify or offend a list or candidate, the envelope, including the ballot paper, is considered as invalid.

If the envelope does not bear the official seal, the envelope, including the ballot paper, is considered as invalid.

If the envelope is not signed by the polling station head officer, the envelope, including the ballot paper, is considered as invalid.

If the ballot paper used is not the official ballot paper, it is considered invalid.

If the ballot paper contains any marks other than those provided for in the law, it is considered as invalid.

The invalid envelopes and ballot papers are sorted in two different groups: «invalid envelopes» and «invalid ballot papers». The head officer must enclose them with the polling station report after the polling station staff members sign them. The number of invalid envelopes and ballot papers shall be subtracted from the total number of voters.



The sorting process

- The head officer shall verify that the list vote and preferential vote required in the electoral system have been marked as follows:

Each voter may give one vote for one of the competing lists, and one preferential vote for a candidate of the minor-constituency of the same list they have voted for.

If no preferential vote is marked by the voter, the list vote remains valid and shall count. However, if the voter marks more than one preferential vote on the list, none of the preferential votes but only the list vote shall count.

If a voter votes for one list but marks their preferential vote for a candidate of another list or on the list of a minor constituency to which they do not belong, the preferential vote shall not count and only the list vote shall count.

If the voter votes for two lists, the ballot paper is considered as invalid. Such occurrences are recorded in the polling station report.

If the voter does not mark any list vote but marks one preferential vote for a candidate on a given list, a vote shall be counted for that list, in addition to the preferential vote.

Ballot papers that do not have any list votes or preferential votes marked on them are considered as blank ballots and counted with the valid votes.

- At the start of the sorting process, the clerk prepares the list vote sorting sheet to sort the votes obtained by each list, and the preferential vote sorting sheet to sort the preferential votes obtained by each candidate.
- The head officer shall place the ballot paper in front of the camera where all persons present can see it, and read out loud the name of the list and candidate who have been voted for, under strict scrutiny by the candidates, candidate agents, and accredited observers, if any.
- The clerk marks the points in the check box provided for list votes and the check box reserved for preferential votes. Once the 10-point line is filled, the clerk starts circling the numbers 10, 20, ... corresponding to the line.
- After having opened all envelopes and verified all ballot papers, the head officer and clerk count the invalid ballot papers, have them signed by the polling station staff members, enclose them with the polling station report, record their number in that report and mention the reason why they were enclosed with it. The number of invalid ballot papers shall be subtracted from the total number of voters.
- Non-official ballot papers and ballot papers containing additional marks that are not provided for in the law shall be considered invalid.
- The head officer and clerk count the blank ballots and record their number in the polling station report.

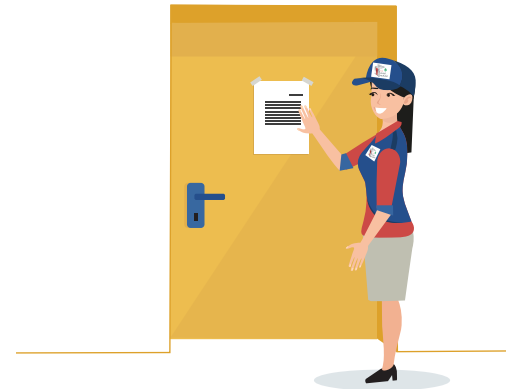
- The number of valid ballot papers is recorded in the report after the number of blank ballot papers has been added to it.
- Ballot papers that do not have any list vote or preferential vote marked on them are considered as blank ballots.
- The head officer and clerk count the votes obtained by each list and the preferential votes obtained by each candidate and write the total votes won by each at the bottom of the sorting sheet.
- The head officer and all polling station staff members sign the sorting sheets.



WRITING REPORTS AND FILLING OUT THE RESULTS FORMS

The head officer shall:

- Write the voting results report on the basis of the votes obtained by each list and the preferential votes obtained by each candidate. The head officer announces the preliminary voting results and signs the results report.
- Post the voting results report on the polling station door (to the outside).
- Provide each of the candidates or candidate/list agents a certified copy of the results report upon their request.
- Write the polling station report (on the basis of the results report) in two copies. The polling station staff members sign all pages of the polling station report.
- The head officer shall fill out the voting report and necessarily mention the **number of registered voters and voters who voted in the polling station, while making sure that the blank ballot papers are counted with the number of voters who voted**. This is extremely important for the calculation of the electoral quotient and the determination of the number of seats obtained by each list.



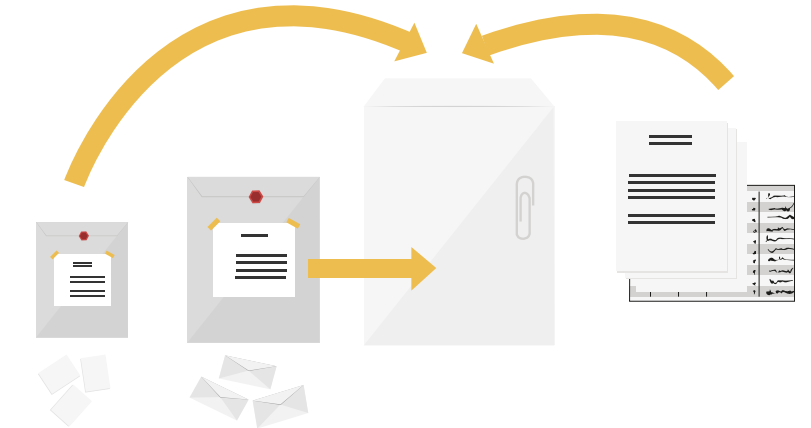
The head officer posts the voting results report on the polling station door (to the outside).

PACKING AND SUBMITTING THE POLLING STATION MATERIAL

The head officer shall:

- Pack the valid ballot papers in a special envelope known as the ballot papers envelope and add this envelope to the large envelope containing the following documents:
 - The polling station report (in two copies)
 - The voters' checklist (with the voters' signatures)
 - List votes and preferential votes tally sheets
 - Invalid ballot papers
- The used stamped envelopes are packed in the envelope enclosed with the large envelope.

The head officer seals the envelope with red wax and writes the name of the minor constituency and town, and the polling station number.



- The head officer fills out the information of the polling station on the documents list printed on the second page of the large envelope and signed by all polling station staff members.
- The head officer and clerk shall carry the above mentioned envelope, with security escort, and deliver it to the registration committee office (to be handed to the committee president or their representative).

The head officer and clerk shall be held liable if the envelope is found open or inconsistent with the voting results report.

RETURNING THE BALLOT BOX AND OTHER SUPPLIES

- The head officer shall return the ballot box to the district center or muhafaza and hand it, together with the unused stationery, to the competent officer who signs the letter of appointment of the head officer in acknowledgement of receipt, on his own responsibility; otherwise, the remuneration of the head officer and clerk may not be paid. The administration is responsible for collecting the TV sets, cameras, polling booths and generators, if any.



THE TASK OF THE PRIMARY REGISTRATION COMMITTEES

- The Ministry provides the supplies necessary for the work of the registration committee, especially a large transparent recipient where the ballot papers can be placed, a programmed computer, and a large screen to display the results, in addition to any other equipment needed to ensure a proper automation of the electoral process.
1. Each registration committee receives the reports of the polling stations falling under its authority.
 2. The registration committee examines the reports and documents and makes the necessary decisions on their subject.
 3. The registration committee performs an automatic count of the votes of each polling station, using the programmed computer. If the automatic count is inconsistent with the number of votes recorded in the polling station report, the votes are counted again manually.
 4. After having verified and counted the number of votes obtained by each list and each candidate, the vote counting result is submitted in accordance with the schedules and forms prepared by the registration committee in two copies signed by all the committee members to the Higher Registration Committee in the major electoral constituency.

THE TASK OF THE HIGH REGISTRATION COMMITTEES

1. The Higher Registration Committee in the electoral constituency receives the figures submitted to it by the registration committees of the same electoral constituency.
2. It verifies the tables and reports, corrects only physical and mathematical errors, if any, and adjusts the results accordingly.
3. Performs an automatic count of the votes received from the primary registration committees, using the computer programmed for this purpose, and records the final results of the electoral constituency

on the final results report in numbers and letters followed by the work “only”. All members of the high registration committee sign the report and final results form.

- 4. Announces to the candidates or their agents the final results or the number of seats obtained by each list and the names of the winning candidates.
- 5. Submits to the Muhafez or Qaimqam, each according to their competence, the final report and general table of results, and prepares a hand-over report signed by the Muhafez or Qaimqam and one of the High Registration Committee members designated by the President of the Committee.
- 6. Sends the results, the final report, and the general table immediately to the Ministry of Interior and Municipalities which shall announce the final official results and the names of the winning candidates. The Minister shall immediately report the results to the Speaker of the Parliament and President of the Constitutional Council.

PENALTIES

State employees, municipality employees, and mukhtars may not distribute any documents, manuscripts or fliers in favor of or against a candidate or a group of candidates. Candidates and lists may not have their agents hold the ID cards and valid passports of voters prior to or on Election Day. Any person who commits such violation is liable to the maximum penalty provided for in the parliamentary elections law. Any state employee who, without a legitimate excuse, fails to join the polling station to which they had been appointed as head officer or clerk is liable to imprisonment for a period of one month or a fine of one million Lebanese pounds. In such case, only medical reports prepared by the official medical committee are accepted. Head officers and clerks who violate their obligations and act in breach of the principles specified in the law are liable to imprisonment for three months to three years, or a fine of one to three million Lebanese pounds.

In such case, and contrary to the provisions of Article 61 of the Civil Servants Law promulgated by virtue of Legislative Decree No. 112/59 on 12/6/1959, public prosecution may be initiated by a personal claim filed by the candidate, by the Public Prosecutor, or at the request of the president of the competent registration committee, without need for the approval of the department to which the civil servant reports.

CHAPTER THREE

DECISION NO. 8

ESTABLISHING THE CODE OF CONDUCT FOR LOCAL AND INTERNATIONAL OBSERVERS OF THE ELECTIONS

The Supervisory Commission for Elections,
Pursuant to Law No. 44 of 17/6/2017 (the Parliamentary Elections Law)
And Decree no. 1385 dated 14/9/2017 (Establishing the Supervisory Commission for Elections),
And the minutes of the Supervisory Commission for Elections’ meeting held on 18/1/2018,

Decrees the following:

ARTICLE ONE:

All international and local bodies and all observers accredited by them and their translators shall commit to the present Code of Conduct and its principles and standards throughout the period of observation of the electoral process. Elections observation consists in the systematic collection of information on the electoral process, without interference in the conduct of the elections, and the use of such collected information to produce an objective and impartial assessment of the electoral process.

ARTICLE TWO:

In the performance of their duties, observers shall:

- Observe the entire electoral process, have access to the polling stations and sorting centers in a systematic manner that does not disrupt the orderly operation of the electoral process.
- Collect information about the electoral process from the institutional stakeholders.
- Interview any person and/or political party representatives and/or candidates and/or foreign or local bodies to collect information that serve the observation mission, provided that such interviews do not appear to directly or indirectly involve support or opposition to any party, political authority, or electoral body.
- Move freely across the Lebanese territory.
- Interview the voters outside the polling stations to collect information needed for observation purposes, provided that such interviews neither involve questions on the voter’s preferences or political inclination, nor obstruct the voting process in any way.
- Inform the polling station head officer of their comments on violations observed inside the polling station, not to instruct or take action against any polling officer, security officer or any other official appointed by the Ministry of Interior, Municipalities and the Lebanese Government, or instruct or take action against any voter, candidate, candidate agent or other observer, but only to draw attention to the violation.

ARTICLE THREE:

In the performance of their duties, observers shall:

- Respect the sovereignty and constitution of the Lebanese state, the human rights and fundamental freedoms of voters.
- Respect the laws in force, especially those relating to the electoral process.

- Refrain from interfering in political affairs.
- Commit to political and religious neutrality throughout the period of observation.
- Refrain from obstructing and interfering with electoral processes.
- Draw conclusions based on accurate observation.
- Show their accreditation card issued by the Supervisory Commission for Elections and provide proper identification at any request from the concerned authorities.
- Refrain from engaging in any action that would obstruct the security of the electoral process.
- Commit at all times to the present code of conduct.
- Commit to the highest level of cooperation and communication with the Supervisory Commission for Elections.

ARTICLE FOUR:

All observers shall sign an unequivocal undertaking to abide by the Decree establishing the procedures and conditions for election observation and the code of conduct attached thereto.

Observers, as well as the bodies to which they belong, understand that the accreditation of any international or local body may be withdrawn, and that in the event of violation of either the provisions above or the code of conduct, the defaultant observer may have their accreditation revoked.

ARTICLE FIVE:

The present decree shall be communicated where needed.

President of the Supervisory Commission for Elections
Nadeem Abdel Malak
Beirut, 22/1/2018

MODEL ACCREDITATION CARDS

The person holding this card is accredited by the Ministry of the Interior and Municipalities to observe the electoral process.

This card is not an ID card. Security forces or other competent authorities may request the holder of this card to show a valid ID card or passport.

All competent authorities are required to provide the holder of this card with the assistance required for the performance of their duties.

The holder of this accreditation card is bound to abide by the provisions of the Code of Conduct, the laws and regulations in force, and to respect the sovereignty of the Lebanese State.

This card may not be used by any other person. If you have found this card, return it immediately to the Ministry of Interior and Municipalities in Beirut.



The size of each card is: 11.3 x 13.7 cm.

CHAPTER FOUR

DECREE ON THE PROCEDURES AND MEASURES FACILITATING THE PARTICIPATION OF PEOPLE WITH SPECIAL NEEDS IN THE PARLIAMENTARY AND MUNICIPAL ELECTIONS

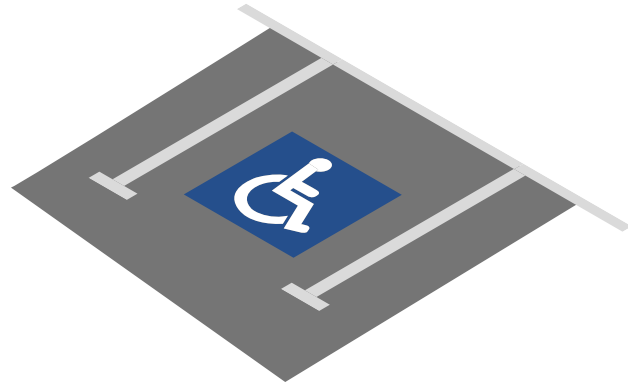
The President of the Republic,
Pursuant to the Constitution,
And Law no. 220 dated 29/5/2000 on the Rights of People with Disabilities, especially Article 98 thereof,
And Law no. 25 dated 8/1/2008 (Parliamentary Elections Law), especially Articles 91 and 92 thereof,
And upon consultation with the Ministry of Social Affairs in its letter no. 792/S dated 11/3/2009, based on the opinion of the associations of persons with disabilities and the service associations mentioned in Law no. 220 of 2000,
And pursuant to the suggestion of the Minister of Interior and Municipalities,
And upon consultation with the Shura Council (Opinion no. 114 dated 26/1/2009 and Opinion no. 171/2008-2009 dated 31/3/2009),
And upon the Council of Ministers’ approval during its session held on 13/5/2009,

Decrees the following:

ARTICLE ONE:

The buildings used as polling centers for the parliamentary and municipal elections shall be equipped with the following engineering specifications:

- **Parking space:** Provide a special parking space for persons with special needs within the enclosure or near the entrance of the polling center.
- **Doors and corridors:** Provide wheelchair accessible doorways and hallways outside and inside the polling center (Minimum doorway width = 100 cm; Minimum hallway width = 120 cm)
- **Stair climbing solutions:** Provide stair ramps (Ramp inclination < 8cm; Minimum ramp width = 100 cm), and install handrails.
- **Elevators:** Provide wheelchair accessible elevators if polling stations are located on the upper floors of the building. (Free space in front of elevator = 150x150cm; Minimum cabin dimensions = 110x140cm; Minimum door width = 80cm).
- **Toilets:** Provide wheelchair accessible toilet compartments in the ground floor with outswing doors (Minimum door width = 80 cm; Minimum free space inside = 150 cm radius; sink height= 65 to 82 cm), and provide adequate grab bars and handles.
- **Polling station:** Provide enough space to enter and move around the polling station (Minimum door width = 90 cm), allow movement around the tables, and make sure the polling booth is accessible).



ARTICLE TWO:

If the engineering specifications in Article 1 above are not available, the competent authorities shall give the necessary instructions to take all measures possible to facilitate the participation of people with special needs in the elections and make sure the following measures are taken:

- Placing signs that lead to the polling station location, and banners outside and inside the polling stations explaining in bold letters the elections procedures for persons with special needs.
- Allowing persons with special needs to have their cars parked near the polling center.



- Make all efforts possible to provide stair ramps that allow persons with special needs to move from their car to the polling station.
- Setting up polling stations on the ground floor of the polling center building, especially in large polling centers, or on the first floor, provided that wheelchair accessible elevators or stair ramps are available.
- Allowing the use of elevators, if available, to facilitate the voting process for persons with special needs, the elderly and the sick.
- Training the polling station head officers and security officers on how to deal with persons with special needs and facilitate their access and movement in and out of the polling station.
- In accordance with Article 91 of Law no. 25 of 2009, all physically, visually, hearing, and mentally impaired voters who cannot vote unaided may be assisted by another voter of their own choice, under the supervision of the polling station staff, or by a caregiver who accompanies them.
- Making sure the voting booth is accessible for persons with disabilities.
- Clearing obstacles (municipal works, excavation works, speed bump) in front of the polling center.



ARTICLE THREE:

An administrative committee shall be formed with the General Director for Political Affairs and Refugees as president, and the following as members:

- From the Ministry of Public Works and Transport:
A representative of each of the General Directorate for Urban Planning and the General Directorate for Roads and Buildings.
- From the Ministry of Education and Higher Education:
A representative of the General Directorate of Education.
- From the Ministry of Social Affairs:
A representative of the General Directorate for Social Affairs.
- From the Council for Development and Reconstruction:
A representative of the Planning and Programming Department.

The Committee also includes one or more representatives of associations of persons with disabilities who have been active in all Lebanese regions for over 5 years and are focused on the protection of the rights and integration of people with special needs. The associations are selected by the Minister of Interior and Municipalities.

The Committee may as well have recourse to experts and specialists when need be. The task of this Committee is to develop a master plan for facilitating the participation of persons with special needs in electoral processes held after the year 2009, and follow up on the implementation of this plan. The Committee shall meet at least three times a year and submit an annual progress report to the Minister of Interior and Municipalities who shall review the report and refer it with comments and recommendations to the Council of Ministers.

ARTICLE FOUR:

The above mentioned works shall be executed and the needed equipment provided immediately after the issuance of this Decree. All unfinished works shall be completed and ready for use in the elections to be held after the 2009 elections.

ARTICLE FIVE:

This Decree shall become effective on the date of its publication in the Official Gazette.

The President of the Republic
The Prime Minister
The Minister of Interior and Municipalities

SIMPLE SIGNS TO FACILITATE COMMUNICATION BETWEEN POLLING OFFICERS AND HEARING IMPAIRED VOTERS



GIVE ME YOUR IDENTITY CARD OR PASSPORT



CHOOSE THE CANDIDATE'S NAME

PUT THE PAPER IN THE ENVELOPE



YOUR NAME IS ON THE LIST

YOUR NAME IS NOT ON THE LIST



COME BACK AND PUT THE ENVELOPE IN THE BOX

PUT YOUR FINGER IN THE INK BOTTLE



TAKE THE ENVELOPE AND GO INSIDE THE POLLING BOOTH



SIGN OR THUMBPRINT HERE



HEAD OFFICER

CLERK



OBSERVER

CANDIDATE AGENT



IF YOUR NAME IS INCORRECT



**BUT THE NUMBER OF YOUR ID CARD
OR PASSPORT IS CORRECT**

YOU CAN VOTE

These signs were provided by the Hearing Association and the Association of the Parents of the Hearing Impaired, and sponsored by the National Commission for Persons with Disabilities.

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**REPUBLIC OF LEBANON
MINISTRY OF
INTERIOR AND
MUNICIPALITIES**

DIRECTORATE GENERAL OF POLITICAL AFFAIRS AND REFUGEES

www.elections.gov.lb



Staff Hotline