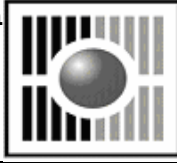


Central Elections Commission
Palestine



PRESIDENTIAL ELECTIONS 2005

Polling and Counting Manual

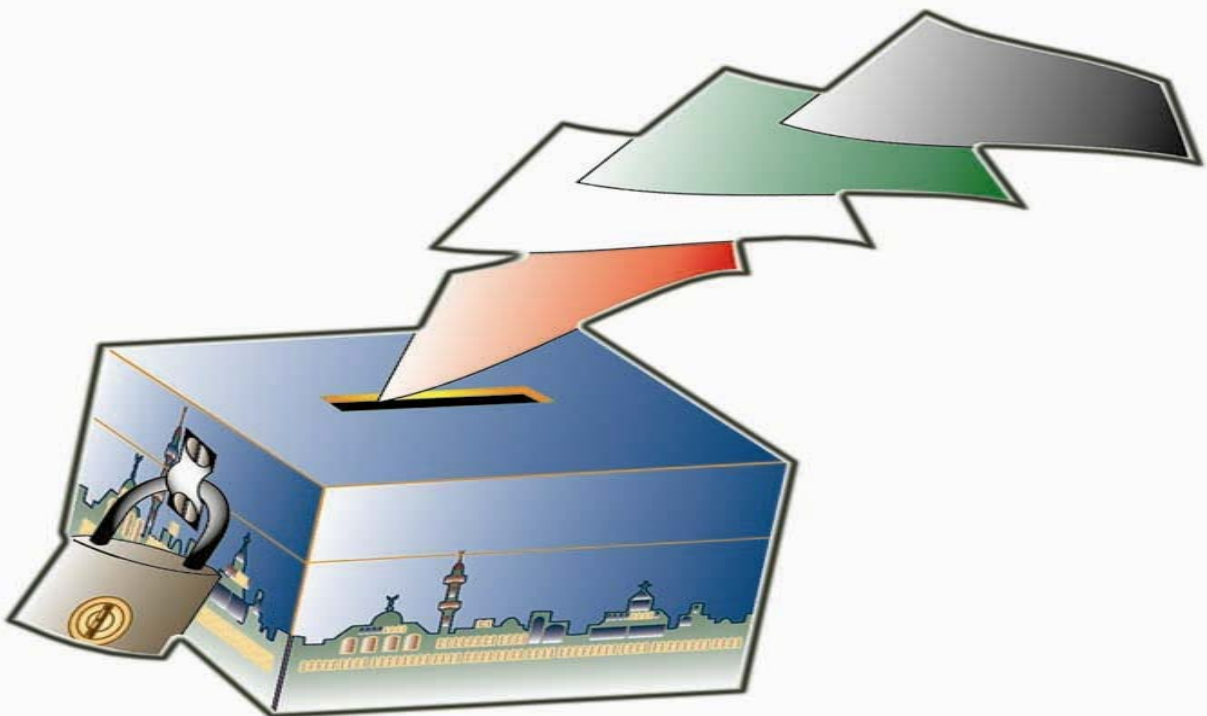


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INTRODUCTION

Dear Polling and Counting official,

This is the Polling and Counting manual prepared by the Central Elections Commission to organize all practical aspects of the 2005 Presidential Elections pursuant to the 1995 Elections Law no. 13.

The success of the election process depends to a great extent on the accuracy of the procedures as well as commitment and sound implementation by the Polling and Counting staff. Considering that the success of the elections is measured against the integrity of the process, accuracy and proper implementation of the procedures are considered the most important factor toward achieving the free and fair elections our people deserve in their quest for a sound democratic system.

It should be noted that among the basic principles of free and fair elections is the principle of fairness, possible only through uniformity of its procedures and their implementation, which requires adopting procedures to be implemented equally across all stakeholders in the elections process – voters and candidates – without exceptions for any reason.

This showcases the vitality of the role of Polling and Counting staff and the heavy responsibility placed on your shoulders in assuring free and fair elections for our country.

We, at the CEC, are certain that each of you will take considerable care to examine all procedures and instructions herein, commit to them, and work to implement them fully.

PART ONE
INTRODUCTION TO POLLING AND COUNTING

CHAPTER ONE
PRESIDENTIAL ELECTIONS 2005: FACTS AND FIGURES

Electoral system	Simple majority: the candidate with a majority of votes wins
Elections date	Sunday 9 January, 2005
When to vote	7:00 a.m. to 7:00 p.m.
Who can vote	Every Palestinian citizen being 18 years of age or older on polling day and whose name appears on the Final Voters List
Where to vote	Voters may only vote in the polling stations where their names appear on the Final Voters List. A voter whose name does not appear on the Final Voters List cannot vote.
How to vote	A voter chooses only one candidate on the official ballot in complete secrecy.
Sorting and counting	Each polling station sorts and counts ballots immediately after the close of polling.
Announcing preliminary results	Preliminary results are announced at each polling station immediately after concluding the sorting and counting process and are posted at the entrance.
Announcing final election results	The final results of elections are announced nationwide by the Central Elections Commission.

CHAPTER TWO
CODE OF CONDUCT

1. Electoral Officials

All officials in the election process must heed the following general performance guidelines:

- Observe working hours.
- Refrain from leaving Polling and counting centers and stations except when unavoidable and in coordination with their direct supervisor (center manager or polling station presiding officer.)
- Respect complete secrecy and refrain from inspecting completed ballots before sorting and counting.
- Avoid attempts to affect the choice of the voter or jeopardize his or her right to secrecy in any way, directly or indirectly.
- Avoid any discussion with the crowd aside from providing the necessary instructions for voting.
- Maintain complete neutrality and avoid campaigning for a candidate or party.
- Honor administrative and executive instructions from the CEC and fully commit to the procedures and restrictions adopted by it for the electoral process.

2. Voters

Voters participating in the election process must heed the following behavioral guidelines:

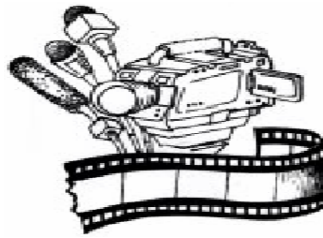
- Voting must be done in the center/station where the voter's name appears in the Final Voters List.
- Bring proof of ID and registration slip if available. If registration slip is not available, the voters must find out in which station his/her name appears on the Final Voters List which will be available in each center, outside the stations.
- Follow all instructions provided by the polling station staff.
- People with special needs and people unable to read and/or write may be accompanied by only one person to help them fill the ballot.
- Voters are forbidden to stir trouble or chaos during polling.
- Voters must leave the polling station immediately after voting.

3. Political party and candidates' agents and representatives, candidates, observers and guests

Polling and Counting is conducted in a manner that allows observation by political party and candidates' agents, candidates, local and international observers, and CEC guests. The attendees must heed the following behavioral guidelines:

- Obey the instructions and procedures of the CEC and its cadres.
- Wear identity tags provided by the CEC while inside Polling and Counting centers.
- Do not hinder the election process in their movement between polling centers and stations. They must remain seated in the designated areas inside the polling and counting stations.
- Only one representative per candidate or party may be present at a polling station.
- Person(s) in violation of these behavioral guidelines will be warned by the polling center manager and/or polling station presiding officer. If the violator persists, the polling center manager and/or polling station presiding officer has the right to remove him/her from the premises and the right to request the assistance of security authorities.
- The polling center manager and/or polling station presiding officer may request that concerned authority (CEC office) annuls the accreditation of a representative or observer in case of repeated violations. The CEC will take the necessary measures and publish the decision.
- Present representatives must sign the opening and closing Polling and Counting protocols. They may attach written complaints and remarks to the protocols.
- Representatives, agents and observers may make verbal comments about the Polling and Counting process with the permission of the polling station presiding officer.
- Representatives, agents and observers may not interfere in the work of the polling and counting staff.
- Representatives, agents and observers may not speak to voters or interrupt polling or counting.
- Representatives, agents and observers cannot engage in campaigning inside the polling and counting centers and cannot carry or wear what could be considered campaigning materials.
- Representatives, agents and observers cannot help people with special needs to fill out the ballots.
- Polling Center managers and polling station presiding officers are authorized to check the identity of the representative, agent or observer when needed.

4. Journalists and media representatives



Journalists and representatives of the media may attend and cover the election process and must heed the following behavioral guidelines:

- Wear or carry a press card. Polling Center managers and polling station presiding officers are authorized to check ID's before allowing entry.
- According to the instructions of the CEC and its cadres, Polling Center managers will facilitate and organize the work of the media at the centers.
- Refrain from creating chaos at the polling center.
- Do not conduct interviews at the polling and counting center.
- Refrain from entering or filming inside voting screens.

MEDIA OUTLETS ENDORSED BY THE PALESTINIAN MINISTRY OF COMMUNICATIONS MAY COVER THE ELECTORAL PROCESS AT POLLING AND COUNTING STATIONS AND CENTERS PROVIDED THEY REFRAIN FROM CREATING CHAOS OR HINDERING THE PROCESS.

4. Security and police

Palestinian police and security personnel will guard and protect polling and counting centers and stations. Each venue will be allotted a certain number of police personnel to maintain order during the polling and counting process. Security personnel and police must heed the following behavioral guidelines:

- Security personnel may not obstruct the polling process or interfere in procedures or in the choice of the voters or try to influence them in any way.
- Security personnel must be present in the vicinity of the polling and counting center, near the polling center manager in order to respond to his needs immediately.
- Security personnel are not allowed to enter the polling center unless summoned by the polling center manager to maintain order and only for the duration specified by the polling center manager. They must leave as soon as they have achieved the purpose of their entry.

Security personnel may not bring firearms into the center unless requested to do so by the polling center manager and only for the purpose of maintaining order.

CHAPTER THREE
SUPERVISING THE POLLING AND COUNTING PROCESS

The following parties are responsible for planning, preparing and executing the polling and counting process:

1. The Central Elections Commission.
2. The National Elections Office.
3. Electoral District Offices.
4. Polling and Counting staff.

The responsibilities of each party are distributed as follows:

First: the responsibilities of the CEC:

1. Supervising the polling and counting process.
2. Approving all polling and counting procedures, forms, plans, ballots, and all polling and counting materials.
3. Stopping, canceling, or repeating polling at one or more polling stations or districts if needed.
4. Announcing final election results nationwide.
5. Implementing the decisions of the Elections Appellate Court.

Second: the responsibilities of the National Elections Office:

1. Planning, preparing and supervising the polling and counting process.
2. Appointing polling and counting staff.
3. Designing and preparing polling and counting procedures and forms, and distributing them.
4. Providing and distributing materials necessary for polling day.
5. Taking all the necessary measures for polling day and for supervising the process.
6. Supervising electoral district offices and monitoring their performance to ensure they are committed to the established procedures and determined dates, and to meet their needs.
7. Planning and executing the training of supervisors and polling and counting staff in coordination with electoral district offices.
8. Maintaining contact with the CEC, the electoral district offices and the polling and counting centers.

Third: the responsibilities of the electoral district offices:

1. Training polling and counting staff.
2. Providing polling and counting centers with the necessary polling and counting materials.
3. Supervising polling and counting centers within each office's jurisdiction by assigning one supervisor for every 12 centers in order to monitor work and cover needs.
4. Communicating with the National Elections Office and implementing its instructions without delay.
5. Handling problems that may arise on polling day at centers within the office's jurisdiction and forwarding them to the Central Elections Office when necessary.
6. Receiving and handling the complaints and remarks of candidates and parties and/or their representatives and agents and forwarding them to the Central Elections Office where they will be handled by a permanent operations room responsible for receiving complaints and remarks and providing solutions to the district offices.
7. Retrieving all polling and counting protocols and materials from centers and stations at the close of the process and transporting them to the National Elections Office.

Fourth: the responsibilities of the polling and counting staff:

1. Polling and Counting staff at centers comprise the polling center manager and the polling station committees.
2. The polling station committees comprise the polling station presiding officer and four officials responsible for implementing polling and counting procedures at their station. Detailed responsibilities will be provided later in the manual.

PART TWO
THE POLLING PROCESS

CHAPTER ONE
CODE OF CONDUCT

1. Every Palestinian that meets the following requirements has the right to vote:
 - 18 years of age or older on polling day.
 - Name appears in the Final Voters List.
2. the person's name appearing on the Final Voters List is a prerequisite to voting; a person whose name is not on the Final Voters List cannot vote.
3. Voting must be done in person and under no circumstance will voting by proxy be allowed.
4. Voters may only vote in the centers/stations where their names appear in the Final Voters List.
5. Secrecy is the right of every voter and no one has the right to violate or cancel it. Public voting is not allowed.
6. Representatives of individual candidates and parties, local and international observers, and journalists and media representatives have the right to monitor the polling process as long as they follow the behavioral guidelines provided for them.
7. People with special needs and persons that cannot read and/or write will have special procedures that guarantee secrecy.

CHAPTER TWO
SUPERVISING POLLING AT CENTERS AND STATIONS

- Polling and Counting staff at polling centers is comprised of the polling center managers and polling station committees.
- The polling station committees are comprised of the presiding officer, a queue controller and three officials, each responsible for one of the following tasks:
 1. Checking the IDs of voters, crossing their names on the Final Voters List, and inking the voters' finger to indicate that they have voted.
 2. Issuing voters with ballots.
 3. Controlling the ballot box.

The polling staff is responsible for the following tasks:

A. The polling center manager: the polling center manager is responsible for directing the staff at the center and must:

- Prepare the center to ensure proper polling according to the established procedures.
- Open and close the center in a timely manner.
- Take necessary measures in case one of the officials is absent.
- Receive representatives of individual candidates and parties and journalists and media representatives and facilitate their work.
- Provide assistance to voters when necessary.
- Help resolve any problems at the center when needed, with the option of summoning security personnel on the premises.
- Communicate with the superiors and report problems if any.

B. The polling station committee:

1. Presiding Officer: the presiding officer is responsible for directing the polling station staff and must:

- Prepare the station for polling day.
- Organize work at the station, including announcing the opening and closing of polling.
- Fill in protocols according to procedures detailed in this manual.
- Receive representatives of individual candidates and parties and journalists and media representatives, and facilitate their work.
- Maintain order at the station and remove persons creating chaos, with the option of summoning security personnel after coordinating with the center manager.
- Assume the task of any of the station's officials if one has to leave.
- Resolve any problems that may arise at the station in coordination with the center manager.
- Listen to verbal comments made by representatives and observers and take the necessary measures.
- Organize the entry and exit of representatives and agents, and observers as necessary.
- Ensure that voters entering the station do not have ink on their fingers and keep those who do from entering the station.
- Ensure that voters leave the station after voting.

2. The queue controller: the queue controller must:

- Organize the lines of voters outside the station and at the entrance.
- Give priority to people with special needs, pregnant women, and the elderly.
- Ensure that the names of all the people in the queue appear on the Final Voters List of that station.
- Help voters recognize their polling station according to the Final Voters List when requested to do so.
- Follow the instructions of the station presiding officer and confer with him in case of problems.
- Execute any tasks assigned to him by the station presiding officer.

3. ID officer: the ID officer must:

- Check the identity of the voters by checking their personal ID documents
- Ensure that voters are listed in the Final Voters List.
- Cross out the name of each entering voter from the Final Voters List.
- Ink the finger of each voter to indicate that s/he has voted.
- Instruct each voter to approach the ballot issuer.

4. Ballot Issuer: the ballot issuer must do the following when a voter approaches:

- Stamp the bottom part of the back of the ballot with the official stamp.
- Instruct the voter on how to fill in the ballot to avoid invalidity of the vote and how to fold the ballot.
- Provide the voter with the ballot.
- Instruct the voter to head for a voting screen to fill in the ballot and then deposit it in the ballot box.

5. The ballot box controller: the ballot box controller must:

- Instruct the voter to deposit the ballot in the box.
- Make sure that each voter has deposited the ballot in the box.
- Alert the station supervisor if a voter refuses to deposit the ballot in the box and request him/her to make a note of it in his/her notebook.
- Instruct the voter to leave the station without delay.
- Monitor the box from opening to closing of polling day and ensure that it is not left unobserved at any time.

CHAPTER THREE
POLLING RESTRICTIONS

FIRST: PERSONS ALLOWED TO ENTER
POLLING STATIONS

The following persons and parties are allowed to enter polling stations and observe the polling process:

- Members and officials of the CEC.
- Registered voters.
- Accredited representatives of individual candidates and parties.
- Accredited local and international observers.
- Accredited journalists and media representatives.
- Special CEC guests.
- Security personnel when summoned.

THE STATION PRESIDING OFFICER MUST CONSIDER THE SIZE OF THE POLLING STATION AND ALLOW THE AFOREMENTIONED PARTIES TO BE PRESENT ONLY WHEN THEIR PRESENCE DOES NOT HINDER THE POLLING PROCESS.

SECOND: RESTRICTIONS ON ATTENDANCE AT
POLLING CENTERS AND STATION

Center managers and station presiding officers must maintain order and must follow the following instructions:

1. Weapons are forbidden inside polling stations and centers except for security personnel and only to maintain order and at the request of the center manager/station presiding officer.
2. Campaigning is forbidden at polling stations/centers, and political discussions are not allowed.
3. Loudspeakers and bullhorns are forbidden inside stations/centers or around them. The station presiding officer/center manager may summon the police to handle violators.
4. Media representatives are not allowed to conduct interviews inside stations/centers, and station

committees, representatives and agents, and voters are not allowed to make statements to the press inside the center/station.

5. Exit polls can only be conducted by parties accredited by the CEC. Surveys are strictly prohibited at the stations.
6. Stations cannot be closed or polling suspended during working hours except by instructions from the electoral district under which the center operates.

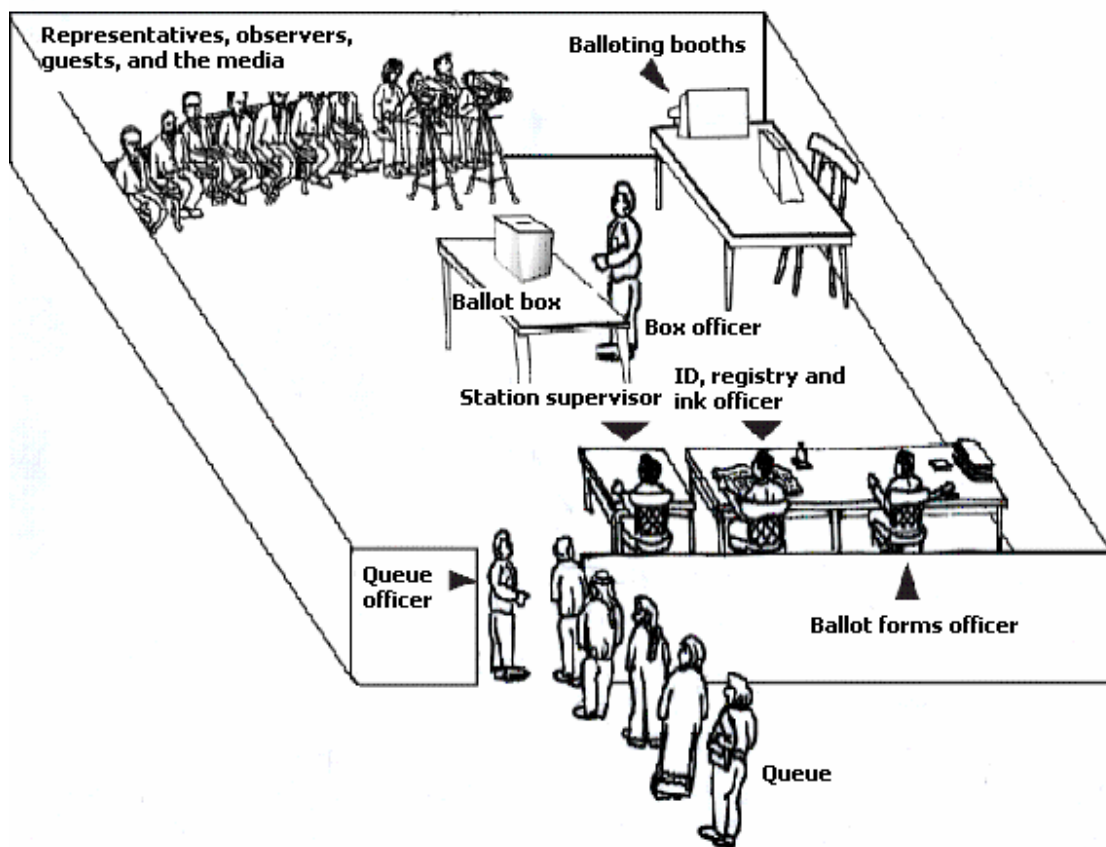
CHAPTER FOUR
THE POLLING PROCESS

FIRST: PRELIMINARY PREPARATIONS
THE DAY BEFORE POLLING

On the morning of the day before polling, District office officials distribute the polling and counting kits to polling centers and stations. Center managers and polling station staff must be present at the centers/stations on the morning before polling day and do the following:

1. Receive polling and counting materials from the district office officials.
2. Finalize internal preparations at the station/center to receive voters.
3. Prepare polling stations and remove any irrelevant materials.
4. Prepare the station in a manner that would guarantee smooth running of the process.

**LOOK AT THE SUGGESTED IDEAL SETUP OF A POLLING STATION BELOW.
STAFF MUST ORGANIZE THEIR STATIONS AS CLOSE TO THE DIAGRAM BELOW
AS POSSIBLE DEPENDING ON CONDITIONS.**



5. Remove any campaigning materials from the station/center and vicinity.
6. Wait for the presiding officer to receive the polling kit, and sign the delivery form.
7. Hang instructional signs for voters in the specified locations.

Make sure the following signs are posted in the proper locations:

- Job title of every official at his/her post.
- Informational polling signs at the station entrance visible to all incoming voters.
- Directional Arrows indicating station locations
- Instructions for filling in the ballot, to be placed inside the voting screens.
- Stickers for the external side of the voting screens.

8. Post station signs and instructional signs indicating each station and its number.
9. Organize the entry and exit of voters and plan the seating arrangement for representatives and observers.
10. Keep polling materials in a safe place.
11. Ensure that the station and vicinity are clear of campaigning materials.

POLLING MATERIALS

When the center manager and station presiding officers receive their kits, they must open it with the assistance of the polling staff, inspect the contents and ensure that the Final Voters List in them corresponds with the center/station. They must then acknowledge receipt by signing the relevant form.

The following is a list of the materials that must be received for the polling process:

The polling center manager's kit:

Article	Quantity per center
"Polling and Counting center" sign	1
Small notebook for the center manager	1
ID tag for the center manager	1
Pens	2
A4 envelopes	5
Caps	1
100-meter tape for the voters' queue	1
20-meter rope	1
Numbered stickers for polling stations	2
Instruction board for voters (A3)	1
FORMS	
Alphabetical Final Voters List	2
Polling and Counting procedural manual	1
Attendance sheet for center and station officials	1
List of contents for the center manager's kit	1

The Polling and Counting kit:

Article	Quantity per station
Ballot box	1
Ink bottles	2
Ink brush	2
Medical gloves	10
Tissue box for ink officer	1
Plastic seals for ballot boxes, each with a different number	5
Alphabetical Final Voters List	1
Ballot books	7*100
Stamp	2
Stamp ink pad (green)	2
Voting screen	3
Stickers for exterior of voting screen (A3)	3
Instruction board for interior of voting screen (A4)	3
Lantern	1
Lantern batteries	2*4
Candles	4
Markers	2
Pens (for station staff)	4
Pens for voters to mark ballot	18
30-centimeter ruler for ID controller	1
30-centimeter ruler for presiding officer	1
Polling station sign	1
Notebook (A5)	1
Scotch tape-small	1
Scotch tape-large	1
Scissors	1
Cap	1
ID tag for presiding officer	1
ID tag for ID controller	1
ID tag for ballot issuer	1
ID tag for ballot box controller	1
ID tag for queue controller	1
Directional arrows	3
Signs (weapons forbidden, cell phones forbidden)	3
Envelope for spoiled ballots (A3)	1
Sticker for spoiled ballot envelope	1
Polling and Counting procedural manual	1
Table signs for polling and counting officials	1*4
Plastic seals for ballot boxes, each with a distinct number	5
Paper clips (large)	50
Yellow post-it pads	1
Calculator	1
Tamper Evident Bag for original copies of protocols	1
Extra Tamper Evident Bag	1
A2 envelope for unused ballots and stubs of used ballots	1
Extra A2 envelope	1

Article	Quantity per station
A3 envelope for invalid ballots	1
A3 envelope for valid ballots	1
A3 envelope for blank ballots	1
A3 envelope for copy of the counting protocol to be forwarded to the electoral district	1
A3 envelope for copies of the opening and closing protocols	1
Envelope for stamps (A5)	1
Extra A3 envelope	1
Labels for envelopes	9
FORMS	
List of contents of the polling kit	1
Opening protocol	2
Closing protocol	2
Counting protocol	2
Form for counting votes	10
Complaints Form for representatives and observers	10
Attendance sheet for station officials	1

**SECOND: FINAL POLLING PREPARATIONS
POLLING DAY**

A. CENTER AND STATION STAFF ATTENDANCE

1. Officials of polling centers must be present at their posts at 6:00 a.m. on polling day.
2. The presiding officer of each station must fill out the attendance sheet according to instructions listed on the sheet. The officials must also sign the sheet in the appropriate place and ask the center manager to countersign it.
3. In case there are standby officials present at the center, the center manager must fill out the attendance sheet for them, indicating "standby official" in place of the station number.



Absence sheet for polling station staff

The polling station presiding officer is requested to:

1. Fill in the name of the official, primary or standby, who is absent and whose name is not listed in the attendance sheet.
2. Fill in the names of officials arriving late or leaving the station for any reason before concluding their tasks. Please indicate the time of arrival (for tardiness) and the time of departure (for departures) in the "Remarks" column.
3. Attach this sheet to the attendance sheet to be forwarded to the district office.
4. In case the center manager is absent, this sheet will be completed and signed by the presiding officer of station No. 1 of that specific center.

First: Station information

Name of electoral district _____ City/village/camp _____

Polling center No. _____ Name of center _____

Second: names of officials absent on polling and counting day:

Serial #	Full name	Station No.	remarks
1			
2			
3			
4			
5			
6			
7			

Center manager's approval:

_____/_____/_____
Name of center manager signature date

Absence

1. A polling and counting official will be considered absent if s/he arrives later than 6:30 a.m. on polling day.
2. In case of absence of an official, the center manager must immediately contact his/her supervisor to inform him/her. The supervisor in turn reports to the electoral district.
3. The Electoral district office immediately dispatches replacement officials.
4. In case the center manager is absent, one of the station presiding officers must inform the supervisor, who coordinates with the electoral district office to send a replacement. This should not affect the beginning of polling.
5. The station presiding officer fills in for the official who is absent and the polling process continues according to procedures without delay until the replacement arrives.
6. If more than one official is absent at the same station, or if the station presiding officer or the entire station committee is absent, polling will be delayed at the station until replacements arrive. Delay procedures must be followed.

Delayed polling and extensions

1. Staff of polling centers and stations must avoid delays in opening the centers for polling, especially if caused by the absence of an official. The rest of the staff must assume the responsibilities of the missing official until a replacement arrives.
2. In case the opening of polling is delayed for any reason, polling shall be extended for a duration equal to that of the delay but no more than two hours. The electoral district office must be informed of the incident.
3. Should the delay exceed two hours, the electoral district office must be informed, and polling cannot be opened except with a decision from the district office. Instructions provided by the district office must be followed regarding the duration of extension.
4. If polling cannot be opened at a station because of failure to form a committee or any other reason, polling at that station will be postponed, and the electoral district office must be notified. The station must await further instructions from the district office.

5. In case of emergencies during polling that prevent polling from continuing according to procedures or that stop polling for no more than two hours, the situation shall be handled according to delay procedures and according to the instructions issued by the electoral district office.

A. Receiving representatives and observers

When the station committee is present in full (four members and the presiding officer), polling must be opened, and the station presiding officer receives the representatives of candidates and parties and observers wishing to attend the opening of polling. The presiding officer must check accreditation cards and show the guests to their seating area.

REPRESENTATIVES AND OBSERVERS MAY SUBMIT WRITTEN COMPLAINTS AND REMARKS ABOUT THE PROGRESS OF THE ELECTION PROCESS. THE STATION PRESIDING OFFICER MUST HANDLE THE COMPLAINTS AND REMARKS IMMEDIATELY, ACCORDING TO THE PROCEDURES ADOPTED FOR THE POLLING AND COUNTING PROCESS.

In case a representative or observer expresses the desire to submit a written complaint or remark, the station presiding officer must do the following:

- Give the representative or observer a complaint form.
- Retrieve the completed form and have three people serve as witnesses by filling in their information and signing the form.
- Ensure that information regarding the center has been filled out properly.
- Try to resolve the complaint according to procedures, and log handling of the complaint in the specified section of the complaint form.
- Attach the form to one of the original copies of the opening and closing protocols depending on the subject of the complaint.



WRITTEN COMPLAINT/REMARK BY REPRESENTATIVE/OBSERVER

ELECTORAL DISTRICT

POLLING CENTER

CENTER NO.

--	--	--	--

STATION NO.

1. TO BE COMPLETED BY REPRESENTATIVE/OBSERVER

- REP./OBSERVER NAME _____ • CANDIDATE/FACTION/OBSERVER _____
- ADDRESS _____ TEL: _____ • COMPLAINT DATE: _____
- REP./COMMUNICATION COORD. _____ • TIME OF COMPLAINT _____

• COMPLAINT/REMARK SUBJECT:

• COMPLAINT/REMARK REASONS:

REP. /OBSERVER SIGNATURE _____

• DOES THE COMPLAINT/REMARK AFFECT BALLOTING RESULTS AT THE STATION?

- AFFECTS GREATLY AFFECTS SLIGHTLY DOES NOT AFFECT OTHER

COMPLAINT/REMARK WITNESSES:

1. NAME: _____

OPINION AGREE WITH REP./OBSERVER

2. NAME: _____

OPINION AGREE WITH REP./OBSERVER

3. NAME: _____

OPINION AGREE WITH REP./OBSERVER

TEL: _____

AGREE WITH PRESIDING OFFICER

TEL: _____

AGREE WITH PRESIDING OFFICER

TEL: _____

AGREE WITH PRESIDING OFFICER

1. TO BE COMPLETED BY STATION PRESIDING OFFICER

• RESPONSE TO COMPLAINT/REMARK AND HANDLING MECHANISM

STATION PRESIDING OFFICER'S SIGNATURE _____

NOTES:

1. THIS FORM MUST BE ATTACHED TO THE OPENING AND CLOSING LOG OF BALLOTING AND SORTING.
2. ADDITIONAL SHEETS MAY BE USED FOR FURTHER INFORMATION OR EXPLANATIONS.

C. FINAL PRE-POLLING PREPARATIONS

1. The center presiding officer must keep one copy of the Final Voters List and give one to the queue controller in order to help voters identify the station where they can cast their votes.
2. The station committee, in the presence of representatives and observers, checks final preparations and ensures there are no missing polling items.
3. the station presiding officer distributes stationery, ballots and the Final Voters List to the officials as follows:
 - The blue ink, several pens, a ruler and a copy of the Final Voters List to the ID controller.
 - The official station stamp, ruler, and ballot books to the ballot issuer.

IMPORTANT: THE BALLOT ISSUER MUST KEEP BALLOTS OUT OF REACH OF THE VOTERS

4. The station staff must check to ensure that voting screens are placed in a corner of the station in a manner that allows voters to fill in their ballots in secrecy, and preventing anybody to observe from inside or outside the station.
5. The station presiding officer must open the ballot box and show it to attendees to ensure that it is empty, then place it on the table in the center of the station, allowing everybody to see it clearly.
6. The station presiding officer seals the box using the two special seals and logs the seal numbers in the opening protocol. The box can only be opened at the start of counting.

THIRD: BEGINNING THE POLLING PROCESS **OPENING POLLING**

1. The station presiding officer counts the received ballot books with the help of his crew.
2. The station presiding officer prepares the opening protocol by completing all sections according to the form below.

**MAKE SURE YOU USE ARABIC NUMERALS (1, 2, 3...) AND WRITE CLEARLY.
MAKE SURE YOU COMPLETE ALL FIELDS.**

الانتخابات الرئاسية 2005



لجنة الانتخابات المركزية - فلسطين

OPENING POLLING PROTOCOL

--	--	--	--

ELECTORAL DISTRICT

POLLING CENTER

CENTER NO. STATION NO.

--	--

NUMERALS LETTERS

--	--

NUMERALS LETTERS

NO. OF REGISTERED VOTERS AT STATION

NO. OF BALLOTS RECEIVED

--

--

BALLOT BOX SEAL NUMBERS

--	--	--

--	--

NUMERALS LETTERS

OPENING DATE

OPENING TIME

(Indicate accurately the time the beginning of polling was announced)

REMARKS:

NAME AND SIGNATURE OF
PRESIDING OFFICER

NAME AND SIGNATURE OF
POLLING OFFICIAL

NAME AND SIGNATURE OF
POLLING OFFICIAL

NAME AND SIGNATURE OF
POLLING OFFICIAL

NAME AND SIGNATURE OF
POLLING OFFICIAL

REPRESENTATIVES OF CANDIDATES AND POLITICAL PARTIES:

CANDIDATE/POLITICAL PARTY	REPRESENTATIVE'S FULL NAME	SIGNATURE

PLACE ORIGINAL COPY IN TAMPER EVIDENT BAG AND COPY IN RELEVANT ENVELOPE

REMEMBER: YOU MUST LOG THE NUMBERS OF THE SEALS IN THE OPENING PROTOCOL



3. After completing the opening protocol, the station presiding officer must read it to the attendees and then sign it and have the members of the station committee and representatives present sign it before stamping it with the station stamp.

REPRESENTATIVES MAY SUBMIT REMARKS OR COMPLAINTS ABOUT THE OPENING PROCESS IN WRITING. THE STATION PRESIDING OFFICER MUST ATTACH THE REMARKS OR COMPLAINTS TO THE PROTOCOL WITH A PAPERCLIP

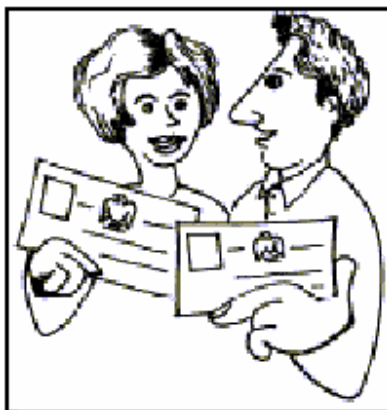
4. At exactly 7:00 a.m. the station presiding officer must open the door and announce the beginning of polling. If all preparations are completed before 7:00 a.m., the staff must wait until 7:00 before opening for polling.

FOURTH: POLLING MECHANISM AND PROCEDURES

The polling process shall be completed by following these steps:

A. At the polling center, before entering the polling station:

1. Voters head for the polling center where they registered their names.
2. If the name of a voter does not appear in the Final Voters List but s/he carries a Palestinian ID, s/he must go to the Civil Registry-specific center if his/her name is listed in the list of that center.
3. If the voter is carrying a registration slip with the number of the station where he may vote, he may immediately head for the queue of voters at that station.



B. Inside the polling station:

The station presiding officer manages the polling process inside the station and organizes the entry of voters, allowing no more than twice the number of voters per voting screen at the same time. Polling inside the station goes as follows:

1. At the station presiding officer's desk:

When a voter enters the station, greet him and do the following:

- Ensure that the voter does not have ink on his/her finger (as illustrated below) and instruct him/her to proceed to the ID controller.
- If there is ink on the thumb of the voter indicating that s/he has already voted, ask him/her to leave the station immediately, explaining that no voter may vote more than once.

2. At the ID Controller's desk:

The voter approaches the desk of the ID Controller who shall do the following:

- Request a form of personal ID.
- Check the voter's identity using his/her personal ID; make sure the photo and the personal information on the ID correspond to the information in the Final Voters List.
- Make sure the name of the voter is listed in the Final Voters List, which contains names arranged alphabetically, beginning with family name, and match the personal information from the ID with the list.
- Cross out the full name of the voter in the list with a straight line using the ruler as indicated:
(>~~John Doe~~ John Doe<)
- Be careful to cross out only the information of the voter at the desk.

**MAKE SURE YOU
ONLY CROSS OUT
THE
INFORMATION OF
THE VOTER AT
THE DESK**

Be careful not to cross out the information of other voters and contain the line to the specified area.

- Ink the right thumb of the voter with the special ink (as illustrated below) to indicate that s/he has voted. If the voter does not have a right thumb, ink the left thumb. Otherwise, ink the right index, if not then the left, if not the right middle finger, if not the left middle finger, if not the right ring finger, if not the left ring finger, if not the right little finger, and if not then the left little finger. If the voter is without both hands, s/he will be allowed to vote without being inked, and the station presiding officer must make a note of it in his/her notebook.
- Return the ID to the voter and instruct him/her to approach the ballot issuer.



IMPORTANT

- If the officer has suspicions regarding the identity of a voter, s/he shall request the voter for his/her full name or date of birth and compare that to the information on the voter's ID.
- If the identity of the voter cannot be verified, s/he shall be asked to leave the station at once.
- If the officer discovers that the name of the voter is not listed in the Final Voters List, s/he must check the lists of other stations to identify the voter's station and must ask the voter to leave the station.
- If the full (quadruple) name or the ID number is different from the name or number in the registry while the rest of the information matches, the officer must ask the voter for the proof of ID the voter used when registering.
- If there is a slight discrepancy, in one name or one digit of the ID number, the officer must make sure all the other information matches before allowing the voter to vote.
- If the voter refuses to complete voting procedures after his/her name has been crossed out in the Final Voters List, the officer must alert the station presiding officer, who shall make a note of the incident in his/her notebook.

3. At the ballot issuer's desk:

When the voter approaches the desk, the ballot issuer must do the following:

- Make sure the voter has completed procedures with the ID officer by checking the ink on his thumb.
- Cut a ballot using the ruler, being careful not to damage it, and stamp the left bottom corner on the back of the ballot.
- Issue the voter with clear instructions on how to complete the ballot to avoid invalidity of the vote and how to fold the ballot.
- Give the ballot to the voter.
- Instruct the voter to head for a voting screen and fill in the ballot without talking to anyone and then head for the ballot box.

**ATTENTION: FAILURE TO STAMP THE BACK OF THE BALLOT
RENDERS IT INVALID**

4. At the ballot box controller's desk:

When the voter completes the ballot and heads for the box, the ballot box controller must do the following:

- Make sure the voter has folded the ballot properly, preventing anyone from seeing inside it and leaving the stamp on the back clearly visible.
- Instruct the voter to drop the ballot inside the box.
- Make sure the voter has dropped the ballot inside the box.
- Instruct the voter to leave the station without delay.

IF THE VOTER REFUSES TO DROP THE BALLOT INSIDE THE BALLOT BOX, THE BALLOT BOX CONTROLLER MUST ALERT THE STATION PRESIDING OFFICER AND ASK HIM/HER TO MAKE A NOTE OF THE INCIDENT IN HIS/HER NOTEBOOK.

**HOW TO FILL IN THE BALLOT TO
AVOID INVALIDITY OF THE VOTE**

- The ballot must be completed clearly; the mark must be made in a manner that does not leave doubt about the voter's choice.
- The voter cannot cross out, fill in, or add anything or make notes on the ballot.
- The form must be completed as follows:
 1. An **X** must be placed inside the box next to the name of the candidate elected by the voter.
 2. Only one candidate may be indicated on the ballot.

**THE BALLOT BECOMES INVALID IF ANY ADDITIONS, CHANGES
OR NOTES ARE MADE ON IT OR IF MORE THAN ONE CANDIDATE
IS INDICATED**

ERRORS IN COMPLETING THE BALLOT

If a voter has made a mistake when completing the ballot, the following measures are to be followed:

- The voter must fold the ballot in a manner that prevents anyone from seeing its contents and must return to the ballot issuer.
- The voter must hand the ballot back to the officer.
- The officer invalidates the ballot by writing "SPOILED" on the back, without opening the ballot, and place in the designated envelope for spoiled ballots.
- The officer takes out a new ballot, stamps it on the back, and hands it to the voter.
- The voter returns to the voting screen and repeats the polling process.

**A SPECIAL PAPER ENVELOPE WILL BE DESIGNATED FOR SPOILED BALLOTS
AND KEPT WITH THE BALLOT ISSUER**

SPECIAL CASES

A. Voters requiring help to fill in the ballot

This group comprises the following special cases:

1. People unable to read and/or write.
2. The blind.
3. Any person with a disability that prevents him/her from completing the ballot without assistance.

In these cases, the voter is allowed to bring one companion into the polling station to assist him/her in filling in the ballot according to the following regulations:

- The station presiding officer must confirm that the voter is unable to complete the form without assistance.
- The companion must be chosen by the voter, and the station presiding officer may confirm that by questioning the voter.

- No one person is allowed to accompany several voters. Companions may accompany one voter for the duration of the polling process.
- The companion may help the voter fill in the ballot in absolute secrecy at a voting screen at the station.
- The center manager, station officials, and accredited representatives and observers are not allowed to help voters or watch as they vote.

THE STATION PRESIDING OFFICER MUST ENSURE SECRECY AND FAIRNESS OF POLLING IN ALL CASES.

B. Voters attempting to vote on behalf of others

Voting by proxy is prohibited, regardless of the circumstances of the voter, kinship, or relationship between the voter and the person to cast the ballot.

C. Voting by police and security personnel

- All polling procedures and limitations in this manual apply to police and security personnel.
- Police and security personnel may only vote at centers where they registered.
- Police and security personnel are not allowed to bring weapons into the polling stations. When entering to vote, police and security personnel must leave their weapons outside.

CHAOS THAT PREVENTS THE POLLING PROCESS FROM CONTINUING

- In case of chaos for any reason at the polling station not allowing continuation of polling, the station presiding officer must stop the process and instruct his staff to secure the polling materials, especially the ballots and the ballot box.
- The station presiding officer must immediately inform the center manager, who must in turn inform his superior.
- Polling may not resume until chaos has subsided.
- Interruptions and delays in polling will be handled in the same manner as delays in beginning polling.

**FIFTH: CONCLUDING THE POLLING
PROCESS**

BY 7:00 P.M. ON POLLING DAY, THE STATION PRESIDING OFFICER ANNOUNCES LOUDLY THE CONCLUSION OF POLLING AND CLOSES THE DOOR FOR NEW VOTERS OTHER THAN THOSE ALREADY IN THE QUEUE.

At 7:00 p.m. on polling day, the station presiding officer does the following:

- Announce the end of polling.
- Identify the voters already in the queue with the help of the queue controller.
- Announce that no voters other than those in the queue will be allowed to enter.
- Allow voters in the queue to enter and cast their ballots according to normal procedures.

After all voters finish casting their ballots, present representatives registered at the station and the members of the station staff may cast their ballots if they so choose.

SIXTH: END OF POLLING

At the end of polling, the station presiding officer and his/her staff must do the following, in the presence of registered representatives if they so choose:

- Close the door of the station.
- Close the slit of the ballot box with the special seal, which must be of the same color as the two seals used at the beginning of polling.
- Count unused ballots.
- Complete the closing protocol according to the illustration below.
- The presiding officer, station staff members and representatives sign the closing protocol.

REPRESENTATIVES MAY SUBMIT REMARKS OR COMPLAINTS ABOUT THE CLOSING PROCESS IN WRITING. THE STATION PRESIDING OFFICER MUST ATTACH THE REMARKS OR COMPLAINTS TO THE PROTOCOL WITH A PAPERCLIP



CLOSING PROTOCOL

--	--	--	--

ELECTORAL DISTRICT POLLING CENTER CENTER NO. STATION NO.

--	--	--

NUMERALS LETTERS

NO. OF UNUSED BALLOTS

--	--	--

CLOSING DATE

NO. OF SEAL FOR BALLOT BOX SLIT

--	--

NUMERALS LETTERS

CLOSING TIME

(Indicate accurately the time
the end of polling was announced)

REMARKS :

NAME AND SIGNATURE OF
PRESIDING OFFICER

NAME AND SIGNATURE OF
POLLING OFFICIAL

NAME AND SIGNATURE OF
POLLING OFFICIAL

NAME AND SIGNATURE OF
POLLING OFFICIAL

NAME AND SIGNATURE OF
POLLING OFFICIAL

REPRESENTATIVES OF CANDIDATES AND POLITICAL PARTIES:

CANDIDATE/POLITICAL PARTY	REPRESENTATIVE'S FULL NAME	SIGNATURE

PART THREE
SORTING AND COUNTING

CHAPTER ONE
SORTING AND COUNTING PRINCIPLES

**COUNTING OF VOTES IS CONDUCTED INSIDE THE STATIONS AFTER THE
CONCLUSION OF POLLING.**

1. The committee of each station handles the counting of votes at the station, becoming a counting committee.
2. Only the following parties are allowed to observe the sorting process:
 - Members and employees of the CEC.
 - Members of the station committee.
 - Accredited representatives of candidates and political parties.
 - Accredited local and international observers.
 - Journalists and media personnel.

Counting begins at the conclusion of polling and continues until all votes have been counted. The process may not be postponed or stopped for any reason.

CHAPTER TWO
MANAGING THE COUNTING PROCESS AT THE STATION

The station presiding officer manages the counting process at the station, and the tasks are assigned among the officers as follows:

- 1. Station Presiding Officer:** is responsible for:
 - Opening the box and retrieving ballots.
 - Reading out the ballots.
 - Preparing the counting protocol.
 - Reading out the results at the station.
 - Posting a copy of the counting protocol at the entrance of the station.
- 2. Committee member:** recording votes on the board.
- 3. Committee member:** recording votes on the counting sheet.

4. **Committee member:** categorizing and organizing ballots.
5. **Committee member:** undertaking any tasks assigned by the station presiding officer and replacing other members should they need to stop for any reason.

CHAPTER THREE
CONDUCTING THE COUNTING PROCESS

FIRST: PREPARING FOR THE COUNTING PROCESS

The polling and counting station staff must do the following before beginning counting:

- Evacuate unauthorized persons from the station.
- Prepare the station for the counting process, making sure the ballot box is visible to monitoring parties who should also be able to monitor the entire procedure.
- Adjoin desks to create a sufficient workstation to ensure organized work.
- Request attendees to remain in their designated seats, remain quiet, and refrain from disturbing the process in any way.

SECOND: BEGINNING THE COUNTING PROCESS

The station committee begins the counting process as follows:

A. BEGINNING TO FILL OUT THE COUNTING PROTOCOL

The station presiding officer begins filling in the following data in the counting protocol:

1. Complete the first section of the protocol, comprising the name of the electoral district, the name of the polling center and its number, the number of the polling station, and the date and time of the beginning of the counting process.
2. Indicate the total number of voters listed in the station's Final Voters List as indicated in the opening protocol.
3. Indicate the number of ballots delivered to the station as it appears in the opening protocol.
4. Indicate the number of unused ballots as it appears in the closing protocol.
5. Ask one of the station officials to count the crossed-out names in the Voters List (voters that have cast their ballots) and indicate the number in the protocol.

6. The presiding officer calculates the number of voters that have not cast their ballots and indicates the number in the protocol.
7. The presiding officer asks one of the station officials to count spoiled ballots and indicate the number in the protocol.

B. OPENING THE BOX AND RETRIEVING THE BALLOTS

1. The box must be placed on the counting table after ensuring it is clear of any papers.
2. The station presiding officer announces the seal numbers to the attendees and ensures they correspond to the numbers indicated in the closing protocol.
3. The station presiding officer breaks the seals, deposits them in a special envelope and opens the box.
4. All ballots are taken out of the box and placed on the counting table.
5. The station presiding officer shows the box to the attendees to make sure it is empty.
6. The station officials unfold the ballots and stack them face up.

C. COUNTING THE BALLOTS

1. The station committee officials (with the exception of the station presiding officer) split into two groups.
2. Each team counts ballots and stacks them in bundles of 50.
3. The station presiding officer counts the ballots taken out of the box and indicates the number in the designated space in the counting protocol.
4. The station committee matches the numbers according to instructions below:
 - The number of ballots taken out of the box must match the number of crossed-out names in the Final Voters List.
 - The total of ballots taken out of the box plus the number of spoiled ballots must match the number of ballots received minus the number of unused ballots.
 - The total number of ballots taken out of the box plus the number of spoiled ballots plus the number of unused ballots must match the total number of ballots received.
5. After completing the steps above and matching the numbers, the station presiding officer collects all the ballots in order to begin the count.
6. The presiding officer informs the attendees –representatives and observers– that they may observe the counting process and hands out copies of the counting forms (maximum of

seven) to those that want them. S/He also stresses that the only accepted tally is that indicated on the board and on the counting form by station officials.

D. SORTING BALLOTS AND COUNTING VOTES

1. The official indicating votes on the counting sheet uses the sheet (as illustrated) to indicate votes from the beginning of the counting process.
2. The official indicating votes on the board draws a table with the following spaces (if no board is available, use additional counting sheet:)
 - Space for counting spoiled forms.
 - Space for counting blank forms.
 - Space for counting votes per candidate.
 - Space for the total number of votes tallied.
 - Space for the total number of forms (valid, blank and spoiled.)

THE NAMES OF THE CANDIDATES ON THE BOARD AND COUNTING SHEET MUST BE LISTED IN THE SAME ORDER IN WHICH THEY APPEAR ON THE BALLOT. LEAVE AMPLE SPACE IN FRONT OF EACH NAME TO INDICATE VOTES. THIS SPACE SHOULD BE ENOUGH FOR THE MAXIMUM NUMBER OF VOTES A CANDIDATE MAY GET, WHICH IS THE SAME AS THE NUMBER OF REGISTERED VOTERS AT THE STATION.

3. The station presiding officer reads out the names of the candidates selected on the ballots to the crowd as follows:
 - a) Take one form at a time.
 - b) Announce whether the form is valid, invalid or blank.
 - c) If the ballot is valid, the station presiding officer announces the name of the selected candidate. If there is no mark, s/he announces the ballot to be blank.
 - d) The station presiding officer exhibits the ballot to the members of his/her committee and to the observers to inspect its validity/invalidity and the mark next to the candidate's name without allowing anybody to touch it.
 - e) If the form is valid, the station supervisor announces.
 - f) The station presiding officer gives the ballot to the counting official who sorts the ballots as follows:
 - stack for invalid ballots
 - stack for blank ballots
 - stack of valid ballots per candidate

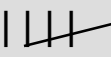
- THE BALLOT IS CONSIDERED INVALID IF:
 - A) IT IS NOT AN OFFICIAL BALLOT AS APPROVED BY THE CEC.
 - B) IT IS NOT STAMPED ON THE BACK WITH THE STATION STAMP.
 - C) MORE THAN ONE CANDIDATE IS INDICATED.
 - D) IT INCLUDES A CHANGE IN THE NAMES OF CANDIDATES OR THE ORDER OF LISTING.
 - E) IT INCLUDES ANY MARKS OR WRITING MADE TO SUGGEST WHICH CANDIDATE IS INDICATED.
 - F) IT INCLUDES ANY WRITING, SIGNS OR DRAWINGS OTHER THAN THE X REQUIRED TO IDENTIFY THE VOTER'S CANDIDATE OF CHOICE.
- THE BALLOT IS CONSIDERED BLANK IF IT DOES NOT INCLUDE A MARK FOR ANY OF THE CANDIDATES.
- THE BALLOT IS CONSIDERED VALID IF IT IS STAMPED WITH THE STATION STAMP AND HAS ONE CANDIDATE INDICATED WITH AN (X.) THE BALLOT IS STILL CONSIDERED VALID IF IT INCLUDES AN INDICATION OTHER THAN (X) INDICATING CLEARLY THE CHOICE OF THE VOTER, ON THE CONDITION THAT THERE IS NO OTHER INDICATION FOR OTHER CANDIDATES.

4. The officer recording votes on the counting sheet records the votes by indicating (/) in the appropriate space:

COUNTING SHEET			
ELECTORAL DISTRICT:	POLLING CENTER:	CENTER NO.	STATION NO.

5. The officer recording votes on the board indicates the votes read by the station presiding officer.

HOW TO COMPLETE THE TABLE ON THE BOARD:

- INDICATE (|) IN FRONT OF THE CANDIDATE'S NAME ANNOUNCED BY THE PRESIDING OFFICER.
- INDICATE (|) IN THE INVALID OR BLANK BALLOT SPACE IF THE PRESIDING OFFICER ANNOUNCES A BALLOT AS SUCH.
- CROSS EACH FOUR MARKS WITH A HORIZONTAL LINE THAT COUNTS AS THE FIFTH VOTE (EACH BUNDLE COMPRISES FIVE VOTES.) | 
- BLANK AND INVALID BALLOTS ARE BUNDLED IN THE SAME WAY AS CANDIDATES' VOTES.

6. After recording all ballots taken out of the box, the votes each candidate received, blank ballots and invalid ballots are tallied.

7. The totals obtained by the officials recording on the board (or the additional counting sheet if no board is available) and the official recording on the counting sheet are compared.

8. The members of the committee count the ballots in each stack and compare the total to the total of votes recorded on the counting sheet.
9. If there is discrepancy in totals, the forms and votes are recounted and re-totaled.
10. The station presiding officer records the following totals in the designated spaces on the counting protocol:
 - Total of counted valid ballots.
 - Total of invalid ballots.
 - Total of blank ballots.
 - Total of votes for each candidate.
11. The station presiding officer compares totals after recording them in the protocol.
12. In case of discrepancy, the station presiding officer refers to the notebook to check if any voters have, for any reason, been crossed out without casting a ballot. The presiding officer must make note of this incidence in the notebook of the counting protocol.

IF THE COMMITTEE FAILS TO MATCH TOTALS, IT MUST REPEAT THE COUNTING PROCESS. IF AFTER THE RECOUNT THE COMMITTEE STILL DOES NOT HAVE MATCHING TOTALS, THE PRESIDING OFFICER MAKES A NOTE IN THE COUNTING PROTOCOL AND INFORMS THE DISTRICT OFFICE SO THAT THE CEC MAY TAKE THE NECESSARY MEASURES.

13. The station presiding officer completes the sections in the counting protocol with the number of votes for each candidate, the number of blank and invalid ballots, and date and time the counting process was concluded.

**THIRD: COMPLETING THE
COUNTING PROCESS**

After the station committee concludes the sorting and counting of votes, it must do the following:

A) BUNDLE USED BALLOTS

The station committee bundles each category independently and wraps the bundle with a rubber band. The categories are:

- Invalid ballots.
- Blank ballots.

- Ballots per candidates.

B) PREPARING THE BALLOT ENVELOPES

The committee must do the following:

- Make sure that all spoiled ballots are placed in a paper envelope, affix the special sticker on the envelope, and record the number of spoiled ballots.
- Place all blank ballots in a paper envelope, affix the appropriate sticker on the envelope, and record the number of blank ballots.
- Place all invalid forms in a paper envelope, affix the special sticker on the envelope, and record the number of invalid ballots.
- Place all unused ballots and the stubs of used ballots in an A2 paper envelope, affix the appropriate sticker, and record the number of unused ballots and the number of stubs.
- Place all used ballots in a paper envelope, separating the ballots of each candidate by a divider, affix the appropriate sticker, and record the total number of used ballots.
- Place the carbon copies of the opening and closing protocols in a paper envelope and affix the appropriate sticker.
- Place the used (broken) seals in a paper envelope.

**PLACE STICKERS ACROSS THE ENVELOPE FLAP
TO ENSURE IT IS SECURELY CLOSED**

C) PLACING ENVELOPES AND POLLING AND COUNTING MATERIALS INSIDE THE BALLOT BOX AND CLOSING IT

- The members of the station committee place all polling and counting materials, except voting screens, inside the ballot box.
- The station presiding officer places all envelopes mentioned above inside the ballot box.
- The station presiding officer closes the ballot box and its slit with seals of a different color than the seal used at the beginning of polling.
- The members of the station committee collect voting screens, the only item that cannot be put inside the ballot box, and store them in a safe place according to the instructions of the center manager.

D) COMPLETING THE COUNTING PROTOCOL

- The station presiding officer completes the counting protocol, including the numbers of the seals used to close the ballot box at the end of counting.

The members of the station committee and, if they so wish, the representatives present in the station sign the counting protocol.

REPRESENTATIVES MAY SUBMIT REMARKS OR COMPLAINTS ABOUT THE COUNTING PROCESS IN WRITING. THE STATION PRESIDING OFFICER MUST ATTACH THE REMARKS OR COMPLAINTS TO THE PROTOCOL WITH A PAPERCLIP.

The station presiding officer places the original copy and a carbon copy of the counting protocol and the originals of the opening and closing protocols in the designated tamper evident bag, seal it, and affix the appropriate sticker.

A carbon copy of the counting protocol is placed in a paper envelope, the appropriate sticker is affixed, and the envelope is sealed in order to be forwarded to the district office.

CHAPTER FOUR
CLOSING THE CENTERS AND ANNOUNCING RESULTS

Stations conclude their part of the election process with the sorting and counting of votes, announcing results and submitting them to the electoral circuit district, and collecting all materials and returning them to the district office as follows:

FIRST: ANNOUNCING
PRELIMINARY RESULTS BY
STATION

The station presiding officer reads the last carbon copy of the counting protocol to the crowd and then posts it at the entrance to the station.

After the aforementioned step, the center presiding officer contacts his/her superior to inform him/her of the results as indicated in the copy posted at the entrance to the station. The superior in turn forwards the results to the electoral district office and from there to the National Elections Office of the CEC.

**SECOND: TRANSPORTING
RESULTS, PROTOCOLS AND BOXES
TO THE DISTRICT OFFICE**

- ☑ With the conclusion of the counting process at all stations of the center, the center presiding officer does the following:
 1. Returns all materials including the two copies of the Final Voters LIST and the center sign in the kit and seals it securely.
 2. Collects all attendance sheets from all the stations, attaches them to the absence sheets, and places them in a special envelope, then writes "Administrative forms" and the number of stations in the center on the envelope.
 3. Leaves for the electoral district office, accompanied by station presiding officers, to deliver the materials.
- ☑ Each station presiding officer takes the following items with him/her:
 - The ballot box, which contains all retrieved polling materials except the voting screens.
 - The tamper evident bag that contains the original copies of the polling and counting protocols and their attachments.
 - The paper envelope that contains the carbon copy of the counting protocol to be submitted to the electoral district office.
- ☑ The manager of each center delivers the envelope containing the administrative forms and the kit with materials to the designated officer at the district office.
- ☑ The presiding officer of each station delivers the envelopes and the ballot box to the designated officer at the district office in the presence of the center manager and does not leave the office until s/he has received a written notice from the district office officer acknowledging receipt of the package.

**THIRD: RECEIVING RESULTS AND
MATERIALS AT ELECTORAL
DISTRICT OFFICES**

1. The electoral district office designates several staff members to receive paper envelopes containing the carbon copies of counting protocols and the tamper evident bags

containing the original copies of the polling and counting protocols, and the ballot boxes.

2. The staff members mentioned in (1) above open each protocol and send it electronically to the CEC according to the method indicated by the CEC.
3. The protocols are archived in a special file at the district office.
4. The staff members collect all envelopes and boxes and arrange to transfer them to the CEC without opening them and without delay according to instructions of general headquarters.
5. The electoral district office organizes, with the station presiding officers and the center managers, the retrieval of materials remaining at the polling centers including voting screens and the center manager's kits no later than 48 hours after the end of polling.

THE ELECTORAL DISTRICT OFFICES ARE NOT AUTHORIZED TO COLLECT OR ANNOUNCE THE RESULTS OF ELECTIONS AT THE DISTRICT LEVEL

**FOURTH: COLLECTING AND ANNOUNCING
RESULTS BY THE CEC**

1. The CEC collects results from the districts as they become available.
2. The CEC announces the preliminary results of the elections no later than 48 hours after the end of polling.

Supplements:

- Code of conduct for officials.
- Election process sheets and protocols.

**CODE OF CONDUCT FOR OFFICIALS IN THE ELECTION COMMITTEE TO ENSURE
FAIR AND NEUTRAL ELECTIONS**

1. Respecting and upholding the law.
2. Fairness and neutrality.
3. Transparency.
4. Accuracy.
5. Dedication to the service of the voters.

Officials in the elections must:

- Be neutral and not show bias towards any political body, faction, candidate, voter, or even media outlet.
- Refrain from any actions that may suggest support for any candidate, political faction, political personality, or political objective.
- Not participate in any activity that may suggest support for a candidate, political body, or political official.
- Not give comments or opinions about any subject that may be understood as a political issue in the elections.
- Not wear, carry or otherwise exhibit any logo, icon or color that reflects support for a certain personality or body.

You must avoid:

- ❖ Asking voters who they intend to elect.
- ❖ Refer to how a voter voted.
- ❖ Force a voter to reveal how s/he voted.
- ❖ Influence the voting of any voter.
- ❖ Reveal the contents of a ballot or which candidate or party received the vote.

You must not:

- ⊙ Place a distinguishing mark on any ballot.
- ⊙ Place, write or omit a mark from any of the election materials.
- ⊙ Take a ballot.
- ⊙ Place a ballot in the ballot box.
- ⊙ Take a ballot out of the station.
- ⊙ Change the ballot box.
- ⊙ Enter a voting screen unless instructed to examine its contents and only when it is vacant.

- ⊙ Assist any voter, even if blind or disabled, in filling in the ballot.
- ⊙ Take out any election materials from the center or aid anybody to do so.
- ⊙ Accept money, gifts or favors from any political body or party or from persons involved in the elections.

You must vow:

- Not to do or say anything that may influence voters.
- To maintain the secrecy of the vote at every polling station.
- To execute all tasks assigned to you carefully, loyally and in accordance with the law.
- To be neutral while conducting your tasks.
- Not to give statements or undertake any action that may suggest bias.
- To preserve all election materials in your possession.

LIST OF POLLING AND COUNTING PROTOCOLS

LOG	NO. OF COPIES	ORIGINAL COPY	CARBON COPIES	ACTION
OPENING PROTOCOL	2	PLACE IN TAMPER EVIDENT BAG	PLACE IN DESIGNATED PAPER ENVELOPE	<ul style="list-style-type: none"> • SUBMIT TAMPER EVIDENT BAG TO ELECTORAL DISICT OFFICE • SUBMIT PAPER ENVELOPE WITH COUNTING PROTOCOL CARBON COPIES TO OFFICER OF ELECTORAL DISTRICT • PLACE THE PAPER ENVELOPE WITH OPENING AND CLOSING PROTOCOL CARBON COPIES IN BALLOT BOX AND CLOSE IT.
SEALS	2	PLACE IN TAMPER EVIDENT BAG WITH ORIGINAL COPY OF OPENING PROTOCOL	PLACE CARBON COPY INSIDE PAPER ENVELOPE WITH THE CARBON COPY OF OPENING PROTOCOL	
COUNTING	4	PLACE IN TAMPER EVIDENT BAG WITH THE ORIGINAL COPIES OF OPENING AND CLOSING PROTOCOLS	<ul style="list-style-type: none"> • PLACE FIRST CARBON COPY WITH THE ORIGINAL IN TAMPER EVIDENT BAG. • PLACE SECOND CARBON COPY IN THE DESIGNATED PAPER ENVELOPE TO BE SUBMITTED TO THE DISRICT OFFICE. • POST LAST CARBON COPY AT THE ENTRANCE OF THE STATION. 	
COMPLAINTS OF REPRESENTATIVES AND OBSERVERS	1	IF SUBMITTED, ATTACH TO ORIGINAL COPIES OF OPENING AND CLOSING PROTOCOLS AND COUNTING PROTOCOL.		<ul style="list-style-type: none"> • PLACE WITH ORIGINAL COPIES OF PROTOCOLS IN THE TAMPER EVIDENT BAG.