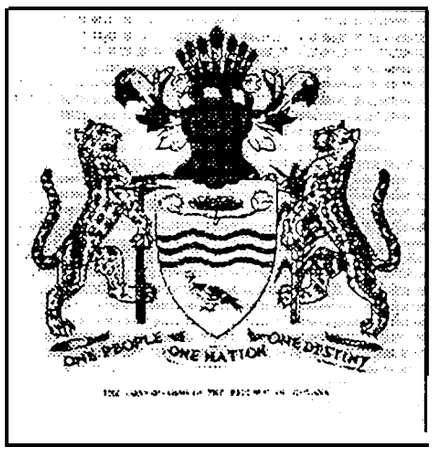
GUYANA

ELECTIONS COMMISSION



Representation of the People Act

MANUAL OF INSTRUCTIONS

FOR

PRESIDING OFFICERS, ASSISTANT PRESIDING OFFICERS, POLL CLERKS AND COUNTING ASSISTANTS

22nd September, 1992

Procedure for Taking An Oath

The accepted procedure in administering and taking the oath is for the person taking the oath to hold the sacred book in his right hand and repeat after the official the required words. The affimation is done in the same manner except that the form is "I .... do solemnly, sincerely and truly declare that I will keep secret the name of the candidates' List for whom I mark the ballot paper of the (incapacitated/blind elector - name of) on whose behalf I act and that I have not already marked the ballot paper of any other such incapacitated/blind elector at this election. "

Spoiled Ballots

If an elector inadvertently spoils his ballot paper and approaches the Presiding Officer for a replacement, the Presiding Officer on being satisfied that it was not intentionally done, will provide that elector with another ballot paper. The spoiled ballot is taken from the elector and marked cancelled along with its counterfoil. The ballot paper must then be put into an envelope provided for that purpose.

Except for the situation described in the above paragraph where an elector may show his ballot paper to the Presiding Officer in order to ascertain whether he has acted in the required manner, an elector may under no other circumstances show his ballot paper to anyone. If this should occur his ballot must be regarded as a spoiled ballot and treated as such.

If, after the elector emerges from the polling booth and shows the back of his ballot paper to the Presiding Officer, the latter realises that he had omitted to put his official stamp, he first advises the elector of the omission, assures himself as far as possible that the ballot paper was issued by him, retrieves the ballot from the elector and issues him with a new one. The ballot paper is put into the envelope for spoiled ballots. Spoiled ballots should not be inspected so as to violate the secrecy of the elector's vote.

Tendered Ballots (Personated Elector, see page 16)

There is provision in the Act for the issue of a Tendered Ballot to an Elector whose name is on the official list of electors for a particular Polling Place, but a mark has been made against the name of the elector on the Presiding Officer's copy of the list indicating the elector has already voted. Tendered ballot papers are of a different colour from regular Ballot Papers and when completed by electors are not put in the ballot box but are placed in a separate packet.

They are not counted by the Presiding Officer. There are provisions in the Law to deal with personators. Presiding Officers should exercise extreme vigilance to detect attempted cases of personation.

Personators should be charged by the police on the spot with the offence. Greater detection of personators will reduce the need for tendered ballots.

Use of Interpreter

If the elector does not understand the language in which instructions are given an interpreter may be appointed by the Presiding Officer. The interpreter must however take an oath as in Form 20. The name, address, language interpreted by the interpreter and the fact that he has been sworn should be noted in the poll book. If an Interpreter is not available and the elector still wishes to vote he must be allowed to do so.

When Oaths are Administered

When there is a slight variance with regard to information on the list and that on the identification card - Oath of Identity - Form 19.

(b) If an elector's qualification to vote or identity is challenged by any of the polling place officials, agents or candidates - Oath of Identity - Form 19.

If there is a suspicion that the elector is an impersonator, but evidence not concrete enough or if there is already a mark against the elector's name on the List - Oath of Identity - Form 19.

(d) If an elector is blind or otherwise incapacitated and is being assisted by the Presiding Officer - Oath of Blind and Incapacitated Elector Form 21 .

(e) If an elector is blind or incapacitated and is being assisted by a friend - Oath of Incapacitated Elector Form 21.

(f) The Friend who assiss a blind or incapacitated elector to vote - Oath of Friend (a) of incapacitated or blind elector - Form 22.

An Interpreter assisting in interpretation of language(s) Interpreters Oath - Form 20.

TENDERED BALLOTS

(Sections 74 (3) and 76 (b))

Entries on this page only to be made to show the name etc. of any elector who is given a tendered ballot paper and the oath taken by such elector.

Wane of elector	No. on official list	No. of Identity paper	If tendered paper marked	Reason for issuing of tendered paper	Oath of identity (form 19) sworn or refused