

ELECTION ADMINISTRATION MANUAL

CORE

THE CO-OPERATIVE FOR RESEARCH AND EDUCATION
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2.4. Election Commissions

Many international examples exist where election commissions do not have the necessary credibility to do their jobs or do not adequately carry out their responsibilities:

1. Where commissions exercise either inadequate authority or too much authority.
2. Where politicians appoint members of the commission.
3. Where opportunities for intimidation are created.
4. Where fraud goes unchallenged.
5. Where political parties do not monitor the elections and the count through party agents.
6. Where training or selection of election officials is inadequate.
7. Where election officials are passive and do not care about the integrity of the elections.

Elections will succeed where the Election Authority and Management is seen to be independent, competent and fair, ensuring confidence in multi-party democracy. Independent and impartial election management is essential to the maintenance of democracy.

2.5. The Right to Vote

Not only has the right to vote been an issue of political struggle in South Africa, but it has been a cause celebre for decades throughout the world. The right to vote is a formal constitutional right and statutory recognition of citizenship. In most countries, some reasonable restrictions are placed on this right, usually based on age, citizenship or length of residence. In some countries, however, the right to vote is made compulsory.

The most common is the age restriction. Of 150 countries surveyed by the Inter-Parliamentary Union in 1989, some 109 countries had a voting age of 18 years as the norm. This is consistent with other UN positions as well. For example, the 1989 UN Convention on the Rights of the Child defines a child as “any human being below the age of 18 years, unless under the law.. .majority is attained earlier.” Article 1 of the African Charter on the Rights of the Child (1990) has similar effect.

Residency requirements have undergone fundamental changes in the past five years. The Maastricht Treaty establishes both a right to citizenship of the European Union and a right to vote and to stand for election to municipal bodies in member states. Where such EU citizens reside, they have the same right on the same terms as local citizens.

Significant debates are also taking place regarding extension or withdrawal of the right to vote. In Canada, the U.S., as well as South Africa, there is debate on the rights of the mentally handicapped and of some classes of prison inmates to have the right to vote. In some Latin American countries, military personnel are also disqualified from voting (Brazil, Paraguay, Uruguay, Peru, Colombia, etc.). These exclusions fall within the right of the state.

Discriminatory disenfranchisement, however, violates the general principles of international law. The United Nations Human Rights Commission has ruled in the case of Uruguay that a

blatant denial of rights to public servants, in the absence of a proven state of emergency, was not justified.

The United Nations General Assembly in Resolution 44037 reaffirmed that:

“The systematic denial or abridgement of the right to vote on grounds of race or colour is a gross violation of human rights...and the right to participate in a political system based on common and equal citizenship and universal franchise is essential for the exercise of the principle of periodic and genuine elections.”

The principle of non-discrimination goes beyond race, to include religion, sex, social group, sexual orientation, political opinion, or other irrelevant considerations. This principle of non-discrimination is firmly entrenched in the Interim South African Constitution 1993.

The right to vote is inextricably linked to the right to access to voter registration machinery (as experienced, for example, in the U.S.) without which the effective right to vote cannot be exercised.

2.6. Voter Registration

The compilation of an accurate register of voters is a cornerstone of free and fair elections. Where voter registration is voluntary, this is the issue which fails the election systems most. Unclear electoral registration processes give rise to various errors which in turn are translated into problems in application.

Modern electoral law should provide an unambiguous obligation on citizens to register. It should also provide for the appointment and training of registration officers, the period(s) of registration, applications for registration, form of registration, rejections and objections, alteration, certification and publication of voters' rolls, and the issuing of national identification cards/books.

Even where the law is clear, local situations can often create a number of practical difficulties.

An electoral roll must aim to achieve the highest possible degree of accuracy and completeness. This is the heart of the democratic process. Without such an aim, the ability to vote or the work of political parties in door-to-door campaigns, or discharging of polling day duties will be severely hampered.

Accuracy is important. In proportional representation systems, it is vital to establish a credible registration system. Self-registration is not always enough. In some countries, like Denmark, voter registers are updated through information supplied by local authorities. In the U.K., an annual registration occurs through forms sent to every household. In Canada, enumerators undertake house visits. A mix of all these alternative methods needs to be applied in South Africa, utilising appropriate technology.

When final lists are deposited in public places, this provides a further opportunity to political parties and public interest groups to promote, monitor and audit the registration process.

At a practical level, the process of registration requires:

1. Clear eligibility criteria and consistent registration of names
2. Consistent and fair application
3. By trained officials
4. With clear indication of the procedures to be used
5. With an ongoing “purging” of the lists
6. Tried and tested software programmes to eliminate duplication
7. Elimination of “manipulation through muddle”
8. Established security of the registration
9. Ensuring integrity of the process.

Given the transition in South Africa, it is incumbent upon the Government of National Unity (GNU) to take a proactive position on voter registration. The GNU should synergistically link registration to the national identification system, local reconstruction and development, provision of schooling and health care. Only if the majority of the population is aware of the procedures of registration and is effectively and successfully able to access them, will an election be inclusive of the population and therefore potentially likely to be fair.

2.7. Civic Education and Voter Information

Civic education goes beyond voter information in that it relates to the broader rights and responsibilities of citizens in society and to the accountability of politicians beyond elections and voting. Both civic education and voter information processes should be enhanced in the South African context to deepen democratisation.

In both the 1994 elections as well as the local government elections in 1995, a large part of the state expenditure on elections has been devoted to voter education. Whether South Africa can continue to afford this kind of expenditure is a debate for another forum. However, it is clearly accepted that when the state is moving toward democratisation whether in Africa or in Eastern Europe, a necessary expenditure is voter information and civic education as the electorate is unfamiliar with the process of multi-party elections. Whilst foreign governments and donors have supported this effort presently, the likelihood is that by 1999 such support will not be available.

In South Africa, no direct correlation has been scientifically assessed that voter education programmes result in a higher voter turnout. The aim of such a programme would be to ensure that historically or traditionally disadvantaged groups are informed of their rights and obligations, with the aim of efficient participation within the polling station and the reduction of spoilt papers. Naturally, a programme of this nature should be apolitical, professional, simple, affordable, but also one which integrates voter information with civic education. It should satisfy various audience groups: from the first time hesitant voter, to the cynical voter to the disadvantaged voter, rural voters, members of the security forces, reluctant employers such as farmers who may not accede to provide time off to their staff or allow them to stand for elections.

The Local Government Transition Act Amendment Act, passed in November 1994, provided for the President to amend the Local Government Transition Act by proclamation. The amending act stipulated, however, that the approval of the parliamentary select committee responsible for local government had to be obtained or such a proclamation would cease to be valid. In addition, the Amendment Act provided for a provincial government to allow for an extension of the time in which a local government negotiating forum had to submit an agreement on a new local government structure to it. However, in November 1994, President Mandela signed a proclamation allowing provincial governments the discretion to impose solutions on areas where forums had failed to reach agreement on new structures. (The Citizen, 6 December 1994.)

Further government pressure was put on councils that delayed in implementing the Act. An example was the announcement in September 1994 by Minister without Portfolio Jay Naidoo that such councils would be denied access to RDP funding and would be bypassed in the establishment of public works programmes and other projects. He added, however, that the government wished to reward rather than penalize local authorities. A sum of R500 million had been set aside for the provision of services by councils which complied with the Act. (Business Day, 22 September 1994.)

3.4. Local Government Elections

Delays in the process leading to local government elections meant that the elections could not take place in October 1994. Nor was April 1995 feasible. In August 1994, a meeting of the nine MECs for local government and the Minister and Deputy Minister for Provincial Affairs and Constitutional Development recommended that countrywide local government elections be held not later than the end of October 1995. The date for the elections was set for the 1st November, 1995. However, due to continuing political disputes over demarcation, amongst other issues, in two provinces (KwaZulu/Natal and Western Cape), some parts of these two provinces may not hold their elections until 1996. A final deadline for these elections has been set at 31st March, 1996, but which may not be met.

3.5. The Election Task Group

In September 1994, the Minister of Constitutional Affairs and Local Government told the joint parliamentary select committee on constitutional affairs that the Cabinet had decided to establish an Election Task Group (ETG) to coordinate the local government elections. In October 1994, Dr. Frederik Van Zyl Slabbert and Mr. Khehla Shubane were appointed co-chairmen of the Election Task Group. The mission statement for the ETG is:

“To legitimize local government and so complete the democratization of our country by actively facilitating the electoral process through co-ordination and standardization and by assisting the provincial and local transitional authorities to ensure that free, fair and efficiently managed local and metropolitan government elections take place successfully during October 1995.”

(Local Government Elections Task Group, “Terms of Reference and Structures”, mimeo)

The group's first task would be to draft a standard set of election regulations for promulgation by the provincial MECs in charge of local government. In December, the ETG said that the regulations they had developed would have to be promulgated by all nine provinces by 1st January, 1995. Van Zyl Slabbert also indicated that the bulk of the election costs would be borne by the national government, with some contributions expected from provincial and local authorities.

The ETG's terms of reference include the following responsibilities:

1. To manage the standardization and co-ordination of the preparations for and the conduct of the elections from the moment of appointment up until the finalization of the elections. Key performance areas include:
 - a. Demarcation of boundaries
 - b. Registration of voters
 - c. Determination of numbers of seats
 - d. Delimitation of wards
 - e. Determine powers and duties of TMCs and their substructures
 - f. Formulate regulations and processes for elections in rural areas
 - g. Logistical arrangements for election day
2. To ensure uniform election regulations as far as possible by finalizing draft regulations for approval with MINMEC after consultation with the provinces and other stakeholders.
3. To assist where problems arise and where they cannot be resolved at local or provincial level.
4. To ensure adherence to the time frames set.
5. To mobilize resources of whatever nature and whenever necessary and to define national, provincial and local responsibility for financing the elections.
6. To manage the standardization of voters' rolls directed towards future provincial and national needs.
7. To organize and oversee voter education.
8. To oversee and manage the training of an effective electoral staff.
9. To perform any other functions that may be assigned to it from time to time.

The government accorded the ETG considerable responsibility, but did not give it the authority to effectively enforce its regulations. Consequently, with issues such as harmonization of voters' rolls, the ETG has had little control over procedures adopted at the provincial and local levels.

The ETG reports regularly to the MINMEC (the committee of national ministers and provincial MECs for local government) which holds overall political and policy authority.

3.6. Task Group Structures at National, Provincial and Local Levels

The ETG co-chairmen are supported by a small secretariat. Task Teams have been created to deal with specific issues.

1. The Task Teams are responsible for:
 - a. Regulations
 - b. Demarcation
 - c. Establishment of urban and rural transitional authorities
 - d. Registration
 - e. Communication and voter education
 - f. Training
 - g. Polling arrangements
 - h. Finance
 - i. Rural areas
 - j. Timeframe monitoring
2. Each Task Team has a mission statement and terms of reference. These national Task Group structures are replicated at the provincial and local level, under the supervision respectively of the MEC for Local Government and the transitional local authority.
3. The ETG and its Task Teams are further assisted by consultants, advisors, NGOs, and private firms in developing procedures, codes of conduct, guidelines, and training manuals.
4. The ETG holds regular meetings of a Local Government Consultative Group, which includes nominated representatives from each province. Following a request made by NGOs to the ETG, CORE was nominated to represent the NGOs at the Consultative Group. Subsequently, a representative from DELF has also attended meetings.

ELECTION REGULATIONS

Election regulations have been issued, revised and updated frequently by the Election Task Group. These should be consulted by all role players on a regular basis. It is preferred that at least four weeks before any elections take place, the regulations in place must be considered final. However, this has not been possible in these local government elections. Any changes made within four weeks of the election will only confuse the electoral process. Parliament is expected to reconvene in mid-October to consider new amendments to the Constitution.

4.1. Voters' Rolls

Due to the various changes made to the election timetable as well as the fact that certain checks and balances did not exist in the registration process, the ETG has conceded that there will be **three** types of voters' rolls at each polling station.

4.1.1. Ordinary Voters' Rolls

This will be the virtually completed voters' roll which reflected the registration occurring before the ward demarcations took place. This roll should capture all the originally correctly completed voter registration forms, as well as any changes suggested by the Revision Courts.

4.1.2. Supplementary Roll

This roll would contain all the additional voters who registered under the special dispensation granted in September 1995. All voters who submitted correct registration application forms from 11-25 September 1995 should appear on this roll. Similar to the arrangements regarding the ordinary voters' roll, Voters' Roll Officers and Revision Court functionnaires would have the same rights to amend this roll in accordance with the provisions of the regulations.

4.1.3. Unplaced Persons Roll

The ETG Technical Consultative Group agreed and MINMEC approved in early October that every polling station would also have a further roll of unplaced persons. This roll would contain the names of all those persons who submitted voter registration forms but not an address. Formal authorizations will be provided to these voters by the Returning Officer on their capacity to vote both for candidates as well as their right to exercise a proportional vote. In instances where indelible ink is available, these voters will be required to have their hands marked to prevent them from voting more than once.

POWERS AND RESPONSIBILITIES OF ELECTORAL OFFICIALS

6.1. Code of Conduct for Election Officers

The Code of Conduct for Election Officers is deemed to be a condition of appointment. Every election officer, at all levels, will be required to sign a formal declaration by which s/he indicates that s/he is familiar with the provisions of the Code and agrees to abide by them. “Election officer” refers to any person appointed by the Returning Officer to assist in the conduct of the election, and includes the Returning Officer. The ETG regulations provide for enforcement of the Code.

The objective of the Code is **to commit every election officer to make sure that every voter exercises his or her right to vote in secrecy, dignity, comfort and confidence.**

The principal provisions of the Code require that election officers:

1. Shall undertake not to do anything to influence any voter or vote.
2. Shall maintain the secrecy of voting at every voting station.
3. Shall perform with care, competence and courtesy all duties and functions in accordance with the lawful instructions of the Returning Officer.
4. Shall be impartial in these duties and functions and do nothing to give any other impression.
5. Shall reject affirmatively and disassociate him or herself from any intimidation, force, sexual harassment, hostility, injury, disadvantage or threat of reprisal to any person or damage any property which may disrupt or influence the process or result of the election.
6. Shall keep safe all election material entrusted to him or her.

These are elaborated upon within the Code.

The Code further limits the participation of officials in that no election officer shall, during the election period:

7. Be a candidates or on a party list at the election.
8. Be a nominated member of or on the supplementary list for appointment to the transitional authority.
9. Work for or be paid by any party or candidate in connection with the election.
10. Be the holder of an office in a party.

The full provisions of the Code are included in Appendix 4.

6.2. Definitions of Categories of Election Officers

1. Returning Officers

The Returning Officer might be the Chief Executive of the TLC of TMC or might be a specially appointed official for the purpose of overseeing the entire election process within the TLC or TMC area of jurisdiction.

2. Presiding Officers

The Presiding Officers are officials appointed, one for each voting station, to be responsible for the set up of the voting station, the conduct of the voting within the voting station, and the delivery of the election materials to the Returning Officer following the vote.

3. Voting Officers

Voting Officers are officials appointed to assist the Presiding Officer in the voting station. There will be a number of Voting Officers in each voting station. Each will be assigned specific tasks by the Presiding Officer.

4. Counting Officers

Counting Officers are officials appointed to assist the Returning Officer in the counting station. There will be a number of Counting Officers in each counting station. Each will be assigned specific tasks by the Returning Officer.

5. Translation Officers

Translation Officers will be appointed to assist Presiding Officers in the voting stations in situations where some voters in the area speak 'languages other than those spoken by the Presiding Officer and other Voting Officers.

The actual **functions** of these election officers may vary from local authority to local authority, depending on the human resource capacity available in that locality.

6.3. Selection of Election Officers

Election Officers should be selected for the success of the elections. They must be:

1. Literate
2. Numerate
3. Respected citizens of their community
4. Able to make individual decisions
5. Willing to consult others when necessary
6. Able to interpret regulations appropriately
7. Reliable

If these criteria are compromised, the effectiveness and validity of the election may be threatened.

6.4. Training of Election Officers and Monitoring of Training

The training of Election Officers at all levels should be:

1. Standardized
2. In audiovisual form (with a realistic video as a teaching tool)
3. Practical (with realistic and timed practice sessions)
4. Confirmed through testing
5. Updated as regulations are amended
6. Updated with refresher courses

Potential election officers must be tested at the conclusion of training sessions to ensure that they have understood and internalized the information transmitted to them. Those who do not take their responsibilities seriously should not be employed.

If the training takes place in advance of the election, then follow-up or refresher training should take place. This will ensure that election officers are aware of the latest regulations and procedures.

Practice sessions, with their potential colleagues at a voting/counting station level, will provide for advance team-building and allocation of tasks.

Quality control of the training should be monitored at the provincial and local levels. Standardization of materials and content of the training will help to maintain quality, but is not the only factor to consider. High quality training of trainers, and updating of their resource materials and information, must also be ensured.

Election tasks to be performed for the Local Government Elections by responsible Group or Officer

V. VOTERS ROLL OFFICERS

ACTIVITY	RESPONSIBILITY	TASKS
Preparation of Voters Roll	Voters Roll Officer	Last day of voter registration
Preparation of Voters Roll	Voters Roll Officer	Develop testing programs and scheduling for roll printing
Preparation of Voters Roll	Voters Roll Officer	Store separately registration forms received after deadline, but before notification of inspection/objection procedures, and make separate list of these claims
Preparation of Voters Roll	Voters Roll Officer	Determine format of printing of preliminary voters roll to aid inspection process (whole TLA and if possible by suburb/stand/street etc) and test formatting process to ensure accuracy - both in pickup of correct names/addresses/serial number allocation/personal particulars, correct sort and print layout
Preparation of Voters Roll	Voters Roll Officer	Determine places where voters roll is to be available for inspection, and recruit and train sufficient staff to be assigned to these places to allow the seven day a week, 6am to 10pm opening
Preparation of Voters Roll	Voters Roll Officer	Determine dates, times and places of revision court hearings. Organize facilities/accommodation for revision court and liaise with its members
Preparation of Voters Roll	Voters Roll Officer	Advertise voters roll and supplementary list inspection dates, times and places, supplementary claims and objection requirements, revision court hearing places and dates
Preparation of Voters Roll	Voters Roll Officer	Ensure all registration forms received are processed so that the voters roll is available for inspection
Preparation of Voters Roll/Voter Education	Voters Roll Officer	Implement local advertising/awareness campaign, including required posters, to advise people where and when they can inspect the voters roll and how they may make a claim for registration or objection
Preparation of Voters Roll	Voters Roll Officer	Make voters roll available, for whole TLA and in the geographic etc splits determined, for inspection at local authority offices and other designated places. Receive supplementary claims and objections, including those by the voters roll officer, to persons on the voters roll
Preparation of Voters Roll	Voters Roll Officer	Thoroughly review all accepted registrations on the voters roll database with de-duplication routines (name, address, ID match or close (85%) match)
Preparation of Voters Roll	Voters Roll Officer	Complete testing of correct pickup of all certified registered voters in the TLA, correct allocation of serial numbers, ID numbers, correct name sort and print layout

Election tasks to be performed for the Local Government Elections by responsible Group or Officer

V. VOTERS ROLL OFFICERS

ACTIVITY	RESPONSIBILITY	TASKS
Preparation of Voters Roll	Voters Roll Officer	Consolidate lists of rejected claims, and objections and liaise with revision court on allocation of cases to each scheduled hearing (it may be practical to schedule rejected claims to the earlier revision court hearings)
Preparation of Voters Roll	Voters Roll Officer	Prepare and print list of supplementary claims and objectors/objectees, keeping supplementary claims separate on the roll management system from claims received
Preparation of Voters Roll	Voters Roll Officer	Thoroughly review all supplementary claims against accepted registrations on the voters roll database with de-duplication routines (name, address, ID match or close (85%) match)
Preparation of Voters Roll	Voters Roll Officer	Make supplementary list of claims and list of objectors/objectees available, for whole TLA and in the geographic etc splits determined, for inspection at local authority offices and other designated places. Receive objections, including those by the voters roll officer, to supplementary claims.
Preparation of Voters Roll	Voters Roll Officer	Serve notice of the time, date and place of the revision court hearing at least 4 days before the scheduled date of the relevant revision court hearing, on all persons whose claims for registration have been rejected, those whose registration has been objected against, and those who have objected to a person's registration.
Preparation of Voters Roll	Voters Roll Officer	Prepare list of objectors/objectees from supplementary claims for registration. Prepare list of all registration forms rejected (including duplicates etc rejected by computer programs) during the registration and supplementary claim periods.
Preparation of Voters Roll	Voters Roll Officer	Identify accurately geographic delimiters of ward boundaries in terms of descriptive address data. Test allocation of voters to divided ward rolls, including complete retesting of correct allocation of names/addresses to the ward, serial number allocation, ID numbers, correct name sort, and print layout. Do full count test to ensure all voters on the TLA roll are picked up On ward rolls.
Preparation of Voters Roll	Voters Roll Officer	Attend revision court hearings
Preparation of Voters Roll	Voters Roll Officer	Amend voters roll in accordance with decisions of the revision court.
Preparation of Voters Roll	Voters Roll Officer	Place certified voters roll for inspection at local authority offices.
Nominations/Party	Voters Roll Officer	Provide copy of certified voters roll to Returning Officer. Print sufficient quantities
Registration		for sales purposes.

Election tasks to be performed for the Local Government Elections by responsible Group or Officer

V. VOTERS ROLL OFFICERS

ACTIVITY	RESPONSIBILITY	TASKS
Preparation of Voters Roll	Returning Officer/Voters Roll Officer	Liaise on division of voters roll into wards, and particularly on the further division of the roll into voting station areas where there will be more than one voting station in a ward. Voters roll officer to provide copies of ward rolls to returning officer
Preparation of Voters Roll	Voters Roll Officer	Establish geographic identifiers/descriptions for splitting wards into voting station areas. Test allocation of voters to voting station area rolls, including complete retesting of correct allocation of names/addresses to the ward, full count test, serial numbers, ID numbers, correct name sort, serial number allocation and print layout . Do full test to ensure voters on the ward roll are all picked up on the subsidiary voting station area rolls
Preparation of Voters Roll	Voters Roll Officer	Advise all persons whose claim for enrolment has been confirmed as rejected by the revision court (including those rejected as duplicates by computer systems), whose claim for enrolment during the supplementary period has been rejected by the revision court, or who have had an objection against their registration sustained by the revision court, that they will not appear on the voters roll.
Registration	Voters Roll Officer	Publish notice inviting registration during supplementary period
Preparation of Voters Roll	Voters Roll Officer	Period of supplementary registrations
Preparation of Voters Roll	Voters Roll Officer	Check registration forms received and during the supplementary registration period and reject any which are duplicates or for change of address within the local authority, or for unqualified persons
Preparation of Voters Roll	Voters Roll Officer	Publish notice advising of periods for inspection of supplementary claims and making of objections
Preparation of Voters Roll	Voters Roll Officer	Retrieve and collate all claims received from unplaced voters (including those included on the original certified roll, those whose rejection was approved by the revision court and those which did not go to the revision court for determination) in order to prepare unplaced voters roll.
Preparation of Voters Roll	Voters Roll Officer	<p>Prepare supplementary voters roll</p> <p>Prepare unplaced voters roll from claims either previously rejected due to address identifying only the authority of jurisdiction or accepted onto the original certified <u>voters roll with such an address</u></p>

Election tasks to be performed for the Local Government Elections by responsible Group or Officer**V. VOTERS ROLL OFFICERS**

ACTIVITY	RESPONSIBILITY	TASKS
Preparation of Voters Roll	Voters Roll Officer	Publish notice advising of periods for inspection of unplaced voters roll and making of objections
Preparation of Voters Roll	Voters Roll Officer	Make supplementary voters roll available for inspection and receive objections to names on supplementary voters roll. Make unplaced voters roll available for inspection and receive objections to names on supplementary voters roll.
Preparation of Voters Roll	Revision Court/Voters Roll Officer	Determine whether original and supplementary voters rolls are to be consolidated
Preparation of Voters Roll	Voters Roll Officer	Prepare list of objections received to names on supplementary voters roll and unplaced voters roll and of objectors
Preparation of Voters Roll	Voters Roll Officer	Prepare and serve notices on objectors and claimants, rejected claimants for supplementary voters roll and objectees/objectors for unplaced voters roll
Preparation of Voters Roll	Voters Roll Officer	If not consolidating original/supplementary voters rolls, determine quantities of original TLA/ward/voting station rolls required and schedule printing.
Preparation of Voters Roll	Voters Roll Officer	If not consolidating original/supplementary voters rolls, print original TLA/ward/voting station rolls and endorse each copy with all the corrections certified by the Revision Court. Hold in storage pending packaging of voting station material.
Preparation of Voters Roll	Voters Roll Officer	Print whole TLA supplementary voters roll Print unplaced voters roll
Preparation of Voters Roll	Voters Roll Officer	Determine print quantities of unplaced voters roll required and schedule printing

Election tasks to be performed for the Local Government Elections by responsible Group or Officer

V. VOTERS ROLL OFFICERS

ACTIVITY	RESPONSIBILITY	TASKS
Preparation of Voters Roll	Voters Roll Officer	Break-down supplementary roll into wards and voting station rolls, or, if consolidating rolls, break down consolidated roll into ward and voting station rolls. Test allocation of voters to voting station area rolls, including complete retesting of correct allocation of names/addresses to the ward, full count test, serial numbers, ID numbers, correct name sort, serial number allocation and print layout. Do full test to ensure voters on the ward roll are all picked up on the subsidiary voting station area rolls
Preparation of Voters Roll	Voters Roll Officer	If not consolidating rolls, print ward and voting station supplementary rolls If consolidating original/supplementary rolls, print consolidated ward/voting station rolls and transfer to each roll printed the corrections to the original roll certified by the Revision Court. Print unplaced voters roll.

CODE OF CONDUCT FOR ELECTION OFFICERS

The object of the Code is to commit every election officer to make sure that every voter exercises his or her right to vote in secrecy, dignity, comfort, and confidence.

1. Every election officer shall undertake:
 - 1.1. To do nothing to influence any voter to vote or not to vote for any candidate or party;
 - 1.2. To maintain the secrecy of voting at every voting station;
 - 1.3. To perform with care, competence and courtesy, all duties and functions in accordance with the lawful instructions of the Returning Officer;
 - 1.4. To be strictly impartial in these duties and functions, and to do nothing by way of action, attitude, or manner of speech, to give any other impression;
 - 1.5. To reject affirmatively and to dissassociate himself or herself from any intimidation, force, sexual harassment, hostility, injury, disadvantage or threat of reprisal to any person or damage to any property which may disrupt or influence the process or result of the election; and
 - 1.6. To keep safe all election material entrusted to him or her.
2. Every election officer shall refrain from any attempt, offer or request:
 - 2.1. To find out how a voter has voted or intends to vote;
 - 2.2. To get a voter to show or make known how he or she has voted;
 - 2.3. To put any mark on a ballot paper so that a voter can be identified;
 - 2.4. To influence or assist a person to vote in the knowledge that such a person is not entitled to vote;
 - 2.5. Without due authority to disclose which candidate or party has been voted for on any ballot paper or papers; or
 - 2.6. Without due authority to approach, assist, signal or speak to any voter from the time the voter has entered the inner perimeter of the voting station.
3. No election officer shall, without due authority:
 - 3.1. Place any official mark on a ballot paper or take any ballot paper or supply any ballot paper to any person;
 - 3.2. Make any mark on a ballot paper or put any ballot paper into a ballot box;
 - 3.3. Take any ballot paper out of the voting station;
 - 3.4. Approach or touch a ballot box;
 - 3.5. Go into a voting compartment, except when specifically instructed to check its contents and it has no voter inside, or when lawfully helping an illiterate, blind or disabled voter;
 - 3.6. Break the seal or fastening or open or remove any contents of a ballot book, ballot box, parcel or envelope containing election material;
 - 3.7. Remove from a voting station any election material, or by act or omission assist anyone else to do so;
 - 3.8. Mark or write on, or delete any mark or writing from any election.

4. No election officer shall:
 - 4.1. Accept directly or indirectly any money, gift or promise from any candidate or party or any representative of such candidate or party;
 - 4.2. Impede or prevent any voter, election officer, candidate, representative, agent, messenger, or other election officer from gaining access to a voting area in the authorized manner and the prescribed hours;
 - 4.3. Destroy, hide or damage any election material;
 - 4.4. Destroy or alter a ballot paper or the official mark on it;
 - 4.5. Put anything other than a ballot paper or papers under due authority into a ballot box;
 - 4.6. Smoke or, except where required for the purpose of the election, light a match or lighter or any flammable substance in a voting station;
 - 4.7. Save with the express permission of the Returning Officer, eat or drink in a voting station or place of counting.
 - 4.8. In a voting station or inner perimeter or place of counting introduce, retain or consume any beverage containing alcohol or any other intoxicating or narcotic substance; or
 - 4.9. In a voting area wear any badge or emblem or apparel or article of clothing which associates or is reasonably likely to associate such election officer with any party or candidate in the election.
 5. Every election officer in the course of his or her duty shall with courtesy, impartiality and due regard to the dignity, confidence and apparent needs of a voter:
 - 5.1. Request a voter to display his or her identity document;
 - 5.2. Request a voter to state his or her name and address;
 - 5.3. Carefully identify and rule out the number, name and address of such voter, if any, in the voters' roll;
 - 5.4. Where necessary, request the Returning Officer for assistance or advice;
 - 5.5. Direct a voter to a voting compartment or to a ballot table;
 - 5.6. Inform a voter that directions for guidance are posted inside the voting compartment;
 - 5.7. Tell a voter where to deposit a ballot paper or papers after the voter has exercised his or her vote;
 - 5.8. Direct a voter to the exit of the voting station after the voter has completed the voting process;
 - 5.9. Inform any voter who is blind, illiterate, infirm or disabled, or who requires a translator, that such voter may get assistance from an election officer and direct the voter to that officer or where appropriate, direct that officer to the voter.
 6. Any election officer who is appointed to assist a voter who is blind, illiterate, infirm or disabled shall do so only to the extent requested by such voter and with due regard to the right of such voter to choose to mark or otherwise deal with his or her ballot paper or papers personally and in secret.
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7. Every election officer is committed to give special assistance, consideration, courtesy and respect to any voter who has difficulty or is unable to provide an appropriate identity document or address, or whose name is absent or has been cancelled or removed from the list of voters on the voters' roll, or whose capacity or entitlement to vote is challenged.
8. Every election officer shall undertake:
 - 8.1. To attend and to be present at all training classes or workshops and the voting station or stations to which he or she is allocated during the hours designated by the Returning Officer;
 - 8.2. To report for duty punctually and to complete any forms or declarations required in terms of the Local Government Transition Election Regulations, 1994;
 - 8.3. To carry out his or her responsibilities without bias, advantage or preference and with due regard to the special needs of illiterate, uncertain, disabled or otherwise disadvantaged voters; and
 - 8.4. To maintain and support an atmosphere of quiet efficiency, dignity, integrity and security within the voting station and inner perimeter, and notwithstanding any objection, disturbance or altercation, to continue to perform his or her particular and immediate duties with care and application.
9. Every election officer accepts that special conditions or unforeseen events may require an election officer to perform his or her duties under unusually difficult circumstances, and may require an election officer willingly to perform new or additional tasks which are within his or her capacity but which fall outside his or her designated duties.
10. Every election officer shall:
 - 10.1 Recognize the need for and legitimacy of the presence of duly authorized candidates, agents, representatives and messengers in the voting station and inner perimeter;
 - 10.2 Accept the role of these persons as observers and monitors and, where permitted in terms of the Local Government Transition Election Regulations, 1994, the right of any such person to object through the Returning Officer to irregular procedures or questionable voters;
 - 10.3
 - a. Acknowledge and accept that a candidate, agent, representative or messenger is not entitled or empowered to give or convey any directive or instruction to any election officer and that an officer is not permitted to follow or implement any such purported directive or instruction; and
 - b. Immediately report any such purported directive or instruction and identify the person or persons concerned to the Returning Officer;
 - 10.4 At all times maintain a courteous, impartial and impersonal relationship with all candidates, agents, representatives and messengers within the voting station and inner perimeter; and
 - 10.5 Acknowledge that an election officer is not entitled as of right to receive, and shall not expressly or impliedly request, any refreshment or personal service from any candidate, party, agent, representative or messenger: Provided that

an election officer may accept unsolicited and modest refreshment offered openly and equally to all officers at a voting station by or with the concurrence of a majority of candidates and parties whose names appear on the ballot paper for that ward.

- 11. No election officer shall, during the election period:
 - 11.1 Be a candidate or on a party list at the election;
 - 11.2 Be a nominated member of or on the supplementary list for appointment to the transitional authority;
 - 11.3 Work for or be paid by any party or candidate in connection with the election; or
 - 11.4 Be the holder of an office in a party.
- 12. For the purpose of this Code of Conduct for Electoral Officials:
 - 12.1 "Inner perimeter" means any place referred to in regulation 41(1)(b);
 - 12.2 "Voting area" means any place referred to in regulation 41(1);
 - 12.3 "Voting station" means any place referred to in regulation 41(1)(a).