LOCAL GOVERNMENT ELECTIONS, 1995

COURSE TITLE: MODULE 13 - PRESIDING OFFICER

**INTRODUCTION**

* Trainer welcomes delegates and introduce himself/herself

* *Ice Breaker*
  Explain that delegates are to undertake a short, fun exercise to introduce themselves to each other and start them thinking about the elections

1) Advise that 2 aspects of the elections are secret

* One remains secret forever

* The other is known only by the Returning Officer and is kept secret by him until the morning of the elections

To identify:

i) An individual’s vote

ii) Official mark/instrument
ii) Delegates are asked to identify what these two things are:

* Ask delegates to read Regulations 38
* Trainer to instruct delegates how to identify a particular Regulation in the Proclamation
* Explain what is the official mark and the purpose for which it is used

iii) Divide delegates into small groups (3,4,5) depending on size of group

* Ask groups to create a fun design which could be used as an official mark and identify their group by giving the group a name
* All designs to be displayed on wall

*Independent judge to adjudicate. Judge has been primed to give at least two groups the same top mark out of 10, i.e. two groups get 9/10
Delegates asked "what happens in an election when more than one Candidate gets the same number of votes?"

Refer delegates to Regulation 73 (1) (b)

Run through the procedures as stated in the Regulations, using an empty box as a ballot box and the winning groups as Candidates.

Draw one winning name from the box and hand out packet of sweets to winning group. Sweets to be given all groups for being creative.
Selection and training

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* Having been selected, Presiding Officers must undergo training including practical training on the voting process in order to manage his/her voting station

3 1(5)

* Based on evaluation, presiding officers are issued letters of appointment and assigned to voting stations

* Together with the Returning Officer and based on the voting station layout, determine the number of elections officers required including relief staff for each voting station and provide training

Refer to the applicable page 8 or 9 of the HAND BOOK

Listen and discuss; Check. criteria for appointment; Refer to Regulation 3 1

Refer to Regulation 3 1(5) and FORM ER6 A or ER 6C as applicable

See Hand out based on Module 16

Functions on Appointment
On receipt of letter of appointment, make Declaration of Secrecy before the Returning Officer or Deputy Returning Officer and read and sign Code of Conduct

* Arrange for the training of election officers; ensure you are familiar with the materials for training, i.e.; Module 14; Transparencies; Handbook, and kit for practical training

The Day Before Election Day

Refer to regulation 41(1) and discuss the 3 components of the voting area
is lacking to the Returning Officer

41(2)

Define political activity

Refer to regulation 41(2) and discuss

43(1)(2)

* Check whether an adequate supply of voting compartments, furniture and other necessary conveniences have been provided for the voting station based on the lay-out

Refer to regulation 43(1) and (2). Discuss the construction of the voting compartments, and what is meant by an adequate supply of voting compartments and furniture

Transparency No. 3 - List of election material based on reg. 40(1)

40(1); 37

* Know where to collect election materials and the latest time possible (1700 hrs), and where to deliver ballot boxes and other election material at the close of voting. Run through regs. 34, 35, 37, 40, and 47 in relation to the list of election materials

Refer to regulation 40(1) and discuss the item listed. Refer to reg. 37 and discuss the ballot boxes, how they should be marked for identification. Also refer to Form ER1 1 (Module 16 hand out)

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* Emphasize why items (a), (b) and (c) are required and that the persons mentioned therein must make a Declaration of Secrecy on FORM

Refer to Regulation 39 and to FormER9 (Module 16 hand out)
<table>
<thead>
<tr>
<th>Clause</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 *</td>
<td>Go through Reg. 34 and emphasize the proviso at sub-para. (d) Refer to Reg. 34 and discuss the classification.</td>
</tr>
<tr>
<td>38(1(©; 40(1)(i)</td>
<td>Discuss the importance of the official mark/instrument Refer to regs 38(1)© and 40(1)(I) and Forms ER10A or 10B as applicable. Discuss.</td>
</tr>
<tr>
<td>40(2) *</td>
<td>Explain the Forms ER20 how they relate the particular election and how part A should be completed. Also explain the receipt to be signed and given to the returning officer including the numbers and symbols of the ballot boxes received Refer to reg. 49(2) and Hand out Form ER20 Discuss.</td>
</tr>
<tr>
<td></td>
<td>Where necessary, finalise arrangement with the appropriate authority via the returning officer for parking and for co-ordinating traffic around the voting area Also make arrangements for food Discuss how these may be best put in place.</td>
</tr>
</tbody>
</table>
for the voting staff on election day

Prior To The Start Of Voting

* Ensure the voting station, the inner perimeter and controlled area are clearly identified

* Draw attention to the hours of voting. Emphasize that the voting station opens at 0700 hours, but that all staff must be at the station not later than one hour before the station is due to open (0600 hrs)

* Go through the Forms to be used prior to the start of voting

* At 0600 hrs check to ensure that all staff members are present. Report any shortfall to the returning

Refer to reg. 45. Listen and discuss

Refer to Forms ER6, ER9, ER11, ER12 (A or B), ER13, ER14 (A or B), ER20. Discuss the purpose of each form

Discuss the lay-out
officer and arrange for additional staff. Determine the additional staff required according to the voting station lay out.

* Ensure there is adequate relief staff and that there is a police officer available for duty at the voting station.

\[32(1)(b);\ 35(2)\]

* Have all election officers sign letter of appointment ER6 (A) or (B) as applicable, and make Declaration of Secrecy. Form ER9

* Do a final check whether there is an adequate supply of water, that toilet facilities are in place, whether there is electricity and if not, whether alternative arrangements have been made for lighting; and if necessary, whether there is someone available to coordinate traffic and parking around the voting area.

Refer to Regs. 32(1) (b) and 35 (2) (d). Discuss the implications of the Declaration of Secrecy.
Discuss the need to ensure that no political activity is taking place in the inner perimeter or the controlled area.

Arrange Voting Station

Using, lay out, arrange furniture and voting compartments. Explain that depending on the number of registered voters for the voting station, there may be two tables, each with a voter’s roll officer and two ballot paper control officers showing the alphabetical distribution of the names on the voters’ roll. Where the voting station is TMS/TMC, the same alphabetical distribution would apply for the TMC voting.

Also using lay out, demonstrate the locations where the required posters must be place: ER 12 (A) or

Refer to regulation 41 (b) and © and discuss

Refer to reg. 47 and to page 8 or 9 as applicable in the Handbook. Discussion then practical exercise

Refer to regs. 46 and 47. Discussion then practical exercise
Role of Agents and Messengers

- Explain that agents are required to monitor the elections on behalf of their candidates or political parties;
- they are entitled to raise objections to actions which in their view do not accord with the provisions of the regulations;
- they may challenge any voter whom they believe is not the person whose name appears on the voters' roll;
- Emphasize that in carrying out their functions they may not interfere with the voter.

Role of the Security

- Explain and discuss
Persons Authorised to Enter the Voting, Station or Inner Perimeter

* Define the persons, other than voters waiting to cast their votes, who are authorised to enter the voting station and inner perimeter. Emphasize sub-para (3) of reg 42

Distribution of Materials

* Except for the ballot box/es, the ballot papers, official mark instruments and voters’ roll, distribute remaining supplies according to designation

pen or well sharpened pencil to be attached to the writing surface of each voting compartment

Seal ballot box/es

* explain that the ballot box/es must Refer to reg. 48, discussion
be sealed not more than thirty minutes before the start of voting (0630 hrs)

* demonstrate the procedures for sealing the ballot box/es

Distribute remaining materials

With staff at their respective table put in position

<table>
<thead>
<tr>
<th>41(4)</th>
<th>36(1); 36(4); 40(1)(i); 54(2) and (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ballot box/es (already sealed)</td>
<td>ballot papers - explain the different ballot papers for the types of elections, i.e. white; yellow; green</td>
</tr>
<tr>
<td>demonstrate how to</td>
<td>record the serial number on the counterfoil of the ballot paper</td>
</tr>
<tr>
<td>fold the ballot paper</td>
<td>to stamp the back of the ballot paper in the space provided with</td>
</tr>
</tbody>
</table>

Refer to reg. 4 I(4)

Refer to reg. 36(12) 36(4) 40(1) (1) 54 (2) (d) and 54 (2) (e)- discussion and practical exercise
the official mark

40(1)(d); 54(2) Voter’s roll - Explain how to check the names and to draw a line through the name and serial number

Refer to 40(1)(d); 54(2) © Discussion and practical exercise

Orderly Conduct of Voting

41(8) * Discuss with staff and the police officer on duty the powers of the presiding officer with respect to the orderly conduct of voting

Refer to reg. 41(8) and discuss

42; 35 * Review with the entrance officers the persons to be permitted into the voting station and inner perimeter, other than persons waiting to vote

that such persons should have made a declaration of secrecy on Form ER9

Refer to regs. 42 and 35
Explain in detail the functions of each election officer in the voting station i.e; the entrance officer, the voters’ roll officer, the ballot paper officer (ward, TLC/TMS, TMC as applicable), officer monitoring the voting compartments, officer monitoring the ballot box/es, the voter’s assistant (deputy presiding officer) the exit officer, the interpreters.

Discuss the various functions

Emphasize how to deal with problems such as

no ID document

discrepancies on ID documents

voter’s name on on voters’ roll

line already drawn through name and serial number on the voters’ roll

official mark not on ballot paper

Put the title of each election officer in the voting station, starting with the Entrance Officer and ask

Trainees to fill in the answers through group discussions

Refer to information in square brackets in the functions descriptions as outlined in the hand book pages 20-23
trainees to give a brief description of the persons functions.

Compare answers given with the functions as described in the regulation and the Hand Book

Open Voting Station: 0700 hrs

<table>
<thead>
<tr>
<th>49(1)</th>
<th>* Declare voting station open and instruct the Entrance Officer to admit the first voter</th>
<th>Refer to reg. 49(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>41(8)</td>
<td>* Control the number of voters in the voting station at anyone time</td>
<td>Refer to reg 4 1(8) and discuss the smooth functioning of the voting station</td>
</tr>
<tr>
<td></td>
<td>Explain that in order to maintain a steady flow: as soon as the voter leaves the table with the voters’ roll, another voter should be admitted</td>
<td></td>
</tr>
</tbody>
</table>

Inspection of Voting Station

| 50(1) | Explain that regular checks of the | Refer to reg. 50(1); voting |
voting station are important to ensure that posters are in place,

there is no interference with the voters

the staff is performing in accordance with the regulations

the voting compartments are arranged as required

ballot boxes are being monitored closely

50(2) Inspection of Voting Compartments

Refer to Reg. 50(2) and discuss

Explain the reason for regular checks of the voting compartments when they are vacant, e.g.:

Form 12 is still in place

pen or sharpened pencil is still attached to the writing surface of each voting compartment

no other notice, paper, sign,
writing or symbol is in the voting compartment

Emphasize the importance of periodic inspection of the inner perimeter

Refer to reg. 50(3); 41(1) (b) Discuss

Assisting Illiterate, Blind or Disabled Voters

Explain:

the illiterate, blind or disabled voter with a companion

the illiterate, blind or disabled voter without a companion

point out the information in square brackets at the end of para 7.5 (1) and (2) in the Hand Book pages 31 and 32

Refer to reg. 58( 1) and 58(2) Paras. 7.5 (a) and (b) on pages 31 and 32 of Handbook Discuss the need for secrecy

How to resolve situations

Explain

line already drawn through the Refer to reg. 53 , to page 29 of
<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>Objection to person being allowed to vote</td>
<td>Hand Book and Form ER 15, ER 16, ER 17, and Envelope ER 18, Practical exercise</td>
</tr>
<tr>
<td>57</td>
<td>Official mark not stamped on ballot paper/s</td>
<td>Hand Book and Form ER 15, ER 16, ER 17, and Envelope ER 18, Practical exercise</td>
</tr>
<tr>
<td>60</td>
<td>Spoilt ballot paper</td>
<td>Hand Book and Form ER 15, ER 16, ER 17, and Envelope ER 18, Practical exercise using Form ER 18</td>
</tr>
</tbody>
</table>

**Handouts:**
- Refer to Hand outs from Module 16
Close of Voting

Prior to 2200hrs, check persons in queue and advise police to allow all persons waiting to vote to assemble in the inner perimeter.

At 2200hrs, close the door of the voting station.

Explain that all persons within the inner perimeter who are entitled to vote should be allowed to exercise their right to vote. Go through the procedures.

Seal aperture/s of ballot box/es

Explain how and when to seal aperture

that the activity should take place in the presence of persons authorised to remain in the voting station

emphasize not more than one
agent and one messenger per candidate or party

that any candidate or agent, who so desires, should be allowed to affix his/her seal to the aperture

62(l) (e) and (f) Complete Fiorm ER20

Explain that the Form ER20 for ward, TLC/TMS, TMC as applicable should be completed separately.

Point out the importance of completing these forms accurately, i.e total no. of ballot papers issued, including spoilt ballot papers, etc.

INFORM STAFF THAT NO ONE IS ALLOWED TO LEAVE THE VOTING STATION UNTIL ALL MATERIALS ARE PACKED AND READY FOR DELIVERY

62 Packaging of election material
Explain that materials relating to the particular election must be packaged separately e.g. ward, TLC/TMS, or TMC elections and the applicable Forms used.

the counterfoils of used ballot papers must be separated from the unused ballot papers

Go through the procedures for placing documents in envelopes. Refer to regs. 652(1)(f); 62(2),(3), (4), and (5) as applicable and refer to page 33 of Hand Rook. Also refer to Forms ER6, ER9, ER15, ER16, ER17, ER20 and Envelopes ER7, ER18, ER19, ER21, ER25.

Emphasize that envelopes must be sealed with the presiding officer's official seal.

that candidates or agents present
must be invited to affix his/her own seal if desired

envelopes ER21 and ER25 must be set aside separately

envelopes ER7, ER18, and ER19 must be placed in the single container provided and labeled with the applicable label ER23

presiding officer must affix his/her official seal and invite candidates or agents present to affix their seals, if desired

presiding officer’s official seal must be placed in the applicable envelope ER24, the flap must be securely closed and signed by the presiding officer

all remaining material must be enclosed securely in container provided, i.e.; stationery, forms, cutting instrument, sealing wax, etc. and the applicable label ER22 affixed

Refer to reg. 62(3)(a)(b)(C); to page 33 of Hand Book and to Label ER23

Refer to 62(3)(d), page 33 of Hand Book and Envelope ER24

Refer to reg. 62(4); page 33 of HandBook and Label ER22

Practical exercise to demonstrate the packaging of material
Review forms to be used at the close of voting

ER6, ER9, ER15, ER16, ER17, ER20; envelopes ER7, ER18, ER19, ER21, ER24, ER25 and Labels ER22 and ER23

Delivery of Election Material

Explain that the presiding officer escorted by the police must deliver the sealed ballot boxes and the other material to the hands of the returning officer or deputy returning officer at the place notified on Form ER11

Refer to reg. 63(1) and discuss

63(1) candidates or agents present must be informed that they may follow the presiding officer to the place fixed for the delivery of material

refer to reg. 63(2) and discuss

63(2) Emphasize that the presiding officer is not obliged to await or to provide transportation for
any candidate or agent desirous of following the election material

All persons to leave the voting station. The presiding officer to designate someone to ensure that the area is cleaned, locked and the key returned to the appropriate place.

63(3) Receipt of ballot boxes and other election material

Go through the procedures

issue of receipt for items delivered

compare statement issued when presiding received materials with receipt now being issued

reconcile numbers on ballot boxes; and the counterfoil numbers of ballot papers shown on the Form ER20 as received by the presiding officer

note any discrepancies and affix

Refer to reg. 63(3) and page 34 of Hand Book

Discuss
signatures