1. **COUNTING CENTER QUICK REFERENCE GUIDE**

### A. CLOSING THE BOOTH

1. **Close the Poll at 4:00 p.m.**
   - Waiting voters are allowed to vote.
   - Close the doors and turn late voters away.
   - When the last voter present has voted, seal the opening of the ballot box.
   - Announce where the counting will take place.

2. **Transfer Materials to the Counting Center**

   Pack supplies and put them away.
   Organize ballot boxes, voter lists, tendered and challenged ballot packets, and documents for delivery to the counting center.
   Carry materials to counting area with security officer. Allow observers to accompany you.

3. **Who May Be Present for the Count**

   All officers assigned to the Polling Station
   Contesting Candidates
   Election Agents
   Polling Agents

   Due to limited space, ask each candidate to select only one of his agents to remain for the counting.

4. **Assignment of Counting Duties**

   The Presiding Officer supervises the count and assigns officials to assist.
   Assistants work in teams of two to promote accuracy.

### B. COUNTING PROCEDURES

1. **Count the Ballots in the Ballot Boxes**

   Empty all ballot boxes and mix ballots together.
   Count the total ballot papers before sorting.
   Write the total on the Ballot Paper Account Form.

2. **Sorting Ballots by Candidate**

   Make separate stacks for each candidate and for Invalid Ballot Papers.
   Read, then pass each ballot to the appropriate stack.
   Once sorted, count the ballots cast for each candidate by 100s.
   Write the number of votes each candidate received on the Statement of the Count Form.
3 Invalid Ballot Papers

Exclude Ballot Papers Which:
- Do not have official mark
- Contain extra handwritten words or markings
- Have other papers or objects attached
- Is marked by means other than rubber stamp
- Does not give clear indication of voter’s intent.

4. Counting Challenged Ballot Papers

Remove ballot papers from all Challenged Ballot Packets and mix them together. Sort by candidate, excluding invalid ballots. Count the Challenged Ballots for each candidate. Write the total for each candidate on the Statement of the Count Form. Put all counted Challenged Ballots together in the Challenged Ballot Packet. Put Invalid Challenged Ballots with all other Invalid Ballots taken from the Ballot Box.

C. REPORTING AND PACKAGING

1. Statement of the Count (Form XIV)

Write the number of regular votes and Challenged Ballot counted for each candidate on the Statement of the Count. Add the numbers of regular ballots with the Challenged Ballots, and write the totals for each candidate. Sign the Statement of the Count Form. Allow candidates and agents to sign and affix their seals if they choose.

2. Ballot Paper Account (Form XV)

Write the number of all ballot papers received. Write serial numbers of all ballot papers received. Write total of all ballot papers found in ballot boxes. Write total of all Challenged Ballot Papers. Sort Tendered Ballots by candidate, count and write total of all Tendered cast at station. Write total number of spoilt ballot papers. Count and write serial numbers and quantities of Unissued ballot papers. Add totals on Lines 2, 3, 4, 5. Write sum on Line 6. Add lines 6 and 7. Write sum on Line 8. Sign the Ballot Paper Account Form. Allow candidates and agents to sign and affix their seals if they choose.

3. Packaging / For Delivery to Returning Officer