



REPUBLIC OF LIBERIA
NATIONAL ELECTIONS COMMISSION



POLLING & COUNTING

MANUAL FOR SATFF



**2023 PRESIDENTIAL AND
LEGISLATIVE ELECTIONS**

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MESSAGE FOR THE TRAININGS CONDUCTED BY THE NATIONAL ELECTIONS COMMISSION (NEC)

Preparations for the 2023 Presidential and Legislative Elections had already begun before these rounds of trainings were started. One of the very useful outcomes of that long time of preparations is this small, but important booklet (the Polling and Counting Procedures Manual). It is expected that this manual will provide guidance on how we engage the different works on voting day, and how we deliver the elections by following the common practices which have worked well for us in the past, and those that have come as good standards from other areas where democratic elections were held. In line with this idea, and as a part of the various planning processes leading us to the electoral event itself, efforts have been committed to various assignments with a clear picture to succeed in conducting peaceful and credible elections on October 10, 2023.

Registering Voters so as to produce a great and accurate listing of eligible citizens of Liberia ready for voting is one of the assignments of the National Elections Commission (NEC). The Commission has done this many times before these elections for 2023, interestingly, it both in line with its professional drives and citizens desire, a Biometric Voters Registration (BVR) mechanism to raise the already existing value of the Liberian voting process was introduced. It has created a roster very closed to perfection to make the practices and running of elections fun but mainly credible. Election workers and stakeholders, by working within the 2023 processes, should find a strong connection between the power to effectiveness and trust in the materials available to do the elections.

NEC has conducted several elections up to date. Some have been Presidential and Legislative as were the ones conducted in 2005, 2011, and 2017. Some have been by-elections, like those to replace the Honorable Representatives who became senators after the Special Senatorial Elections of 2014 and 2020. All of these have had their hard and soft stories. We have moved on. So, we are now in trainings, which, within a couple of weeks on days, will enable us to gain the required knowledge, adopt the rightful attitudes and elevate our level of self-confidence to professionally do what we have been trained within. **The Polling and Counting Procedures Manual** is our most useful tool in the assignment we undertake as election officials and staff.

Voter Registration was Biometric, but the Elections or Voting is not. In other words, machines will not be used in the voting. We can, therefore, say that our voting procedures or rules have not changed very much. There are few modifications, and as a staff with previous electoral experience, it should be so easy to follow thru all these sets of familiar rules. For example, we should be aware of the alphabetical ordering of the voters names in the FRR as it connects to finding people on the FRR, and to directing people to their voting room(s). We should find the section on how to help people with physical challenges useful and make efforts to carefully understand the instructions for helping. We should be keen on the various electoral forms and how to properly and accurately fill them. We should look out for instructions on proper stamping of the ballot papers at the rightful point of the back. We should note that “The Proper finger is inked by all inkers”.

Reading and putting into practice the instructions from the Polling and Counting Manual for the 2023 Presidential and Legislative Elections may appear simple or ordinary to some of us. However, in reality, it is an exercise of extension. It is a very special way to make democracy work for Liberians, with Liberia and its friends, and by the rules that protect the Peace and Unity of our Country, in its forward match.

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MODULE 1: INTRODUCTION

Authority to Conduct the Elections

The National Elections Commission (NEC) of Liberia is the institution with the sole authority to conduct all elections for elective public offices including the chieftaincy election and referenda. It is also responsible for the declaration of the results thereof, in line with the New Elections Law of 1986 (section 2.9 a & g). A number of different but inter-linked tasks have been completed in order to successfully conduct these upcoming elections. Some of these include the following:

1. The setup of the required conditions to inform stakeholders of the same voting method used in previous or past elections;
2. The compilation of the 2023 Final Registration Roll (FRR); and
3. The completion of candidate nomination activities for various contested public offices in the 2023 elections.

Types of Elections

The 2023 electoral process shall deliver three types of public elections. They are as follows:

1. The election for President and Vice President (conducted in a single national constituency);
2. The Election for Senators (to fill vacancies for fifteen (15) senators whose tenure would have been over;
3. The House of Representative elections (conducted in the 73 electoral districts / constituencies across Liberia).

Presidential and Vice-Presidential Election

This is the election conducted to choose the president and his/her vice president. It is conducted after every six years, beginning with the sitting of the Government so elected. Candidates who are members of a registered political party or independent candidates can contest such election. In order to contest this election, the aspirants are required to be registered and certified as candidates with NEC. The electoral system used in the conduct of this type of election is the Absolute Majority system. In other words, in order to be elected as president, a candidate must get at least 50% of the valid votes cast, plus one additional vote in the computation of the nationwide result. Where the candidate or Presidential ticket fails to obtain an absolute majority of the votes casts in the first round, a second election called a “run – off” shall be conducted between the two candidates and/or tickets who have obtained the two highest numbers of valid votes casts in the first round.

At the second round, the candidate or ticket obtaining one more vote than the other or the highest, based on the result, becomes the winner.

The Senate and House of Representatives Elections

For the second type of election, the senate and representative category, the simple majority rule or principle shall apply. In other words, where more than one contestants or candidates do participate in the election for a particular county or electoral district, a candidate with one more vote than the other(s) or the highest, becomes the winner.

Voter Eligibility Criteria

A Liberian citizen:

1. Who has attained the age of 18 years or above and has not been judicially declared to be incompetent, or of unsound mind,

2. Who has not been disenfranchised as a result of conviction of an infamous crime,
3. Who is registered as a voter and presents a valid registration card issued by the NEC, may vote in the voting precinct/polling place where he/she is registered during the voter registration period in 2023.

Voting Time and Date

The Voting for the three types of elections (Presidential, Senate, House of Representative) is to take place from 08:00 AM to 6:00 PM on October 10, 2023.

Voting Precincts and Polling Places

A “Voting Precinct” is a former Voter Registration Center (VRC) and defined as a location where people cast ballots for the elections. Within any particular voting precinct, there will be a number of polling places where voters will cast their ballots. A voting precinct can have one polling place and up to nine polling places. A voting precinct will not have more than 9 polling places. The final number of voters registered at a location determines the number of polling places allocated to that voting precinct.

A “Polling Place” is a designated place within the voting precinct where the voting will be conducted. At a polling place a team of polling officials (the polling staff) work together to process voters.

The number of voters assigned to a polling place will differ, but will usually be limited to a little over 510 persons. The number of voters per voting precinct will be based on the numbers of voters that registered at a registration center during the registration process.

The allocation of voters to particular polling places will be done on the basis of their alphabetical arrangement within the voter roll. This ensures an even split of voters to the polling places within the voting precinct.

Total Number of Voting Precincts and Polling Places

For the elections, the approximated number of voting precincts shall be 2,080 and polling places **5,890**

Persons Allowed Entry to The Polling Place

Only the following categories of people may be present in a voting precinct or polling place during the conduct of the elections:

- Eligible voters, voting or waiting to vote;
- Polling officials (and NEC staff);
- Accredited agents of political parties, and accredited agents of independent candidates;
- Accredited observers for the elections, national and international;
- UN officials having special guest passes issued by the NEC;
- Accredited members of the media for reporting on the elections;
- Election security may enter only if requested by the Presiding Officer (PO).

Party or independent candidate agents, observers and the media must at all times wear a badge, or an identity of accreditation issued by the NEC. Also, the assigned security offices must display their ID card. No one may bear arms in a voting precinct, with the exception of police officers, if invited into the voting precinct/polling place by the Presiding Officer.

NEC Staff and Polling Personnel

The elections shall be conducted throughout Liberia. They shall be managed by the various magisterial offices and personnel assigned by the National Elections Commission in these areas. Throughout Liberia’s 15 Counties, there are 19 Magisterial Offices. Each magisterial office containing approved NEC staff shall

be in-charge of conducting the polls in their respective areas. All magisterial areas do have the same number of permanent staff responsible for the running of the elections. In addition, they shall be assisted by a required number of temporary staff, based on the size of the electoral operation and allocation.

The Elections Magistrate

The Magistrate is an electoral official responsible to administer elections on the instructions of the Commission within a given magisterial area. He/she is the officer in-charge. His/her office is assisted by a number of NEC personnel including the Assistant Magistrate, the Logistics Officer and two security guards. Other temporary staff including District Electoral Coordinator, Electoral Supervisors, Clerks, Polling Officials, and others help in carrying out work at the magisterial offices.

The magistrate assisted by his/her team of staff has general responsibility for the organization and supervision of elections in magisterial area.

District Electoral Coordinator (DEC)

The District Electoral Coordinator is a temporary Electoral Staff, as well as, an assignment of temporary nature. A DEC liaises with the assigned District Electoral Supervisor, a **permanent** NEC staff, to assist the delivery of various assignments for a particular Electoral District. The following are some of the functions of the District Electoral Coordinator (DEC):

1. To familiarize himself/herself with the various voting precincts of the district;
2. To attend the particular training courses arranged by the Department of Operations ahead of the Elections;
3. To help the magisterial officials in the delivery of trainings, logistics and electoral information;
4. To document the various activities within her/his area of assignment, and report same to the permanent NEC staff assigned to supervise the District;
5. To fully understand the rules and requirement for packaging, deployment, and retrieval in order to work effectively with the assigned supervisor of the Electoral District and the magistrate.
6. To carry out other work related assignments as may be passed on by the senior management.
7. Ensure all polling staff mobile money details are accurate.
8. Collects all Oaths of office from the various polling places within the Electoral District of assignment.

Electoral Supervisor

An Electoral Supervisor (ES), is a staff hired and assigned, on an intermediate basis, to assist the commission through the office of the magistrate in the conduct of elections. He/she helps in supervising activities for an assigned number of polling places and voting precincts. His/her supervisory responsibilities, amongst others, include the following:

- To liaise with the Magistrate, the Assistant Magistrate, District Electoral Officer, Voting Precinct Presiding Officers, and Presiding Officers and polling staff to ensure the smooth running of the election;
- To work in teams in supervising certain number of voting precincts.

4. Polling Staff

Polling staff are temporary personnel, hired by the Commission, to carry out duties within given polling place. He/she serving in such category, is required to be impartial, fair, transparent and helpful to all voters and lawful users of the polling place. The impartial behavior of polling officials is important for a free and fair election process.

Each polling place is managed by a Presiding Officer (PO) who supervises other polling staff. Depending on the special need, the below listed staff work at a polling place:

1. Presiding Officer;
2. Voter Identification Officer;
3. Ballot Paper Issuer;
4. Inker / Ballot Box Controller;
5. Polling Place Queue Controller.
6. Precinct Queue Controller

Main Duties of a Presiding Officer

Presiding Officer	• Trains the polling staff on Election polling /counting procedures; • Sets up the polling place so that polling can start at 8:00 AM; • Demonstrates to all present that the ballot box is empty before it is sealed at the start of voting; • Supervises polling staff to ensure that correct procedures are followed and that sensitive materials can be accounted for at all times; • Ensures that the voting screen always have pen and the thumbprint pad; • Resolves problems as they are encountered in accordance with these procedures; • Refers issues which cannot be resolved within the polling place to the ES; • Ensures that order is maintained at the polling place; • Closes the polling place after the last voter has voted; • Records in the Presiding Officer's Journal, any basic information including incidents, disturbance, or others at a given polling place, during polling day; • Records in the Journal the way in which complaints or concerns are resolved; • Ensures that the polling place is ready for counting at the end of polling; • Undertakes thorough and accurate counting of the votes cast and recording of the results with the assistance of the other polling staff; • Reports the results of the polling place in an accurate and timely manner to the ES; • Ensures that all sensitive materials are ready for transportation to the NEC Magisterial Office.
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Brief Description of The Duties of the Other Election Staff

In the table below, the brief descriptions of each polling staff are given.

Polling Staff	Area of Responsibility
Polling Place Queue Controller	• Controls the entrance to and exit from the polling place so that only authorized persons enter the polling place, and that every voter leaves the polling place immediately after voting.
Voter Identification Officer	• Verifies that each voter is listed on the FRR; • Verifies the non-existence of ink on the fingers of voters;
Ballot Paper issuer	• Issues the ballot paper to the voter and directs the voter to a vacant voting screen.
Inker	• Checks the fingers of every voter for ink stain; • Inks the left thumb cuticles of the voter; • Reports voters who refuses to ink fingers to the PO;

	• Informs the voter of his/her completion and the direction out of the polling place;
Ballot Box Controller	• Ensures that ballot boxes are labeled with the proper color stickers and seals; • Guards the ballot boxes and ensures that all voters deposit their ballots into the proper box so that the votes are cast in line with the category of the election; • Ensures that no unauthorized materials go in the ballot boxes; • Shuffles the ballot boxes, in between time, to allow more deposits of ballots;

Detailed tasks of the various polling posts are described in the “Voting steps” in Module 4.

Voting Precinct Staff

Voting Precinct Queue Controller

A Voting Precincts Queue Controller is that queue controller who is responsible to direct voters to the various polling places within the voting precinct. His/her main assignment is to carefully examine the alphabetical arrangements in order to properly direct voter.

Voting Precinct Queue Controllers are assigned on the basis of particular arrangements taking into account the number of polling places making up a voting precinct. For the 2023 elections, the following order of placement for voting precinct queue controller(s) will be in place.

The table below shows the number of voting precinct Queue Controllers for different number of polling places in the voting precinct.

Number of Polling Places	Number of Queue Controllers per Voting
3, 4	1
5, 6, 7	2
8, 9 and above	3

1. Precinct Presiding Officer or Presiding Officer in Charge of Voting Precinct

The Polling place is managed by the Presiding Officer (PO). Voting Precincts with three or more polling places shall be managed by a Precinct Presiding Officer (PPO). The PPO shall be named or appointed by or through the Electoral Supervisor. He/she shall be one of the POs who has already been given an assignment to head one the polling places.

The main duties of the PPO are as follows:

1. Coordinates with other POs in setting up the voting precinct;
2. Be a link between ES team and POs in the voting precinct;
3. Coordinates with the ES team, the delivery and receipt of materials for the precinct, (the PPO will coordinate with ES and other POs in the precinct, but he/she will not be responsible for receiving and handing over materials for other POs);
4. Receives precinct kit from the ES team and keep it securely;

5. Hands over ballot papers to other POs in the precinct;
6. Records serial numbers of ballots in the journal and ask each PO to sign against the numbers and quantities received;
7. Keeps the Tactile Ballot Guides and issues them upon request to the polling places.

Assistance to The Voters (Especially persons living with disabilities)

A voter who is illiterate or physically disabled may request the assistance of a friend, relative or other voter present to assist him or her to mark the ballot. The person assisting must:

- a) Assist one voter only on polling day;
- b) Be a registered voter

The Presiding Officer must explain to the person assisting the legal duty to keep the voter's choice secret. The PO shall enter the names of the persons being assisted and the person assisting and the reason for assistance in the Journal. The person assisting the voter shall go with him/her to an unoccupied voting screen and help him/her in the preparation and marking of his/her ballot and return the ballot paper, properly folded, for deposit in the proper ballot box.

If a blind voter requests the Tactile Ballot Guide, he/she will have to mark the ballot papers without any assistance. This means that the request for assistance which had required the warning for secrecy is waived.

PARTY AGENTS, INDEPENDENT CANDIDATE AGENTS AND OBSERVERS ARE NOT ALLOWED TO GIVE ASSISTANCE TO A VOTER.

In addition, here are some tips on respecting the human rights and dignity of people with disabilities:

Watch Your Language

Referring to people with disabilities as “cripples”, “deaf-dumb” or “retarded” is disrespectful.

The disability community around the world emphasizes the human dignity of all people. Refer to people with disabilities using the following terms such as “physically challenged”, “people/ persons living with disability” or “persons with learning concerns” – Election polling officials need to model how the rest of society should treat people with disabilities.

Do Not Make Assumptions – Ask First

Election poll workers and others should not assume that people need help. The best way to provide assistance to a person with a physical disability, is to ask if assistance is needed, then find out how you can be helpful. You could begin the request to provide assistance by saying something like: “Madam, would you like to come to the front of the line” or “Sir, May I help you?”

Some applicants may have disabilities that are not visible to you. If a person asks for assistance, find out how you may be helpful.

Identify The Type of Disability and Make an Effort to Accommodate the Person's Needs

When communicating with a person who is hard-of-hearing or deaf:

- Face the person before speaking and make sure they can see your face clearly;
- Assist them to read your lips by keeping your hands away from your face;

- Lighting should be on your face and not dazzling the voter;
- Speak a little more slowly than normal and as clearly as possible – there is no need to raise your voice, and to perform exaggerated gestures, and do not be patronizing;
- Keep your language simple and go to the point;
- If you are not understood, rephrase your words instead of repeating them;
- If necessary, write down the important points.

When communicating with a person who has low vision or is blind:

- A person with a visual disability may need to be guided with specific direction. Indicate whether the person should go to the right, the left, straight forward; indicate if there is a step, etc. If the person asks to be guided, stand next to them, tell them where you are, and touch their arm with the back of your hand so they can take your arm.
- To approach a person to offer your assistance, you may say something along the lines “Sir/Madam may I help guide you to the polling place?”

It is your responsibility as a representative of the NEC, to ensure that every citizen participates in the Election. Remember that people with disabilities have all the same fundamental and constitutional rights as others.

Political Party /Independent Candidate Agents

Party agents and independent candidate agents, have an important role to help ensure that the election, as well as voting, is free, fair and transparent. They must agree to follow a Code of Conduct prepared by the NEC.

Agents will be assigned to individual polling places, and cannot move from polling place to polling place.

Agents, at all times, must wear a badge issued by the NEC and must carry another identity document. Agents may enter a polling place from the time that the polling officials arrive. A party or independent candidate can assign two agents per polling place, however, no more than one agent per registered political party or independent candidate may be in a polling place at any given time.



Agents may witness all processes in the polling place except the act of a voter marking the ballot. Inside the polling place, agents may not communicate with voters in any way.

Agents may make their own record of seal numbers and of the number of voters. Agents may also sign both the Presiding Officer’s Worksheet, the Election Record of the Count and the Record of the Seals Form. If there are more agents present than spaces for signature, agents may sign in the margins of the form.

Agents may remain in the polling place while the polling place is being prepared for the count. They may also remain for the entire counting process.

Two agents will be given copies of election results for the polling places where they observe. The form and order for the distribution is shown at the top of the Record of the Count form within the list of forms.

Presiding Officer at each polling place must record in the Journal any concerns raised by the agents and, where possible, resolve any such concerns.

Although agents are entitled to bring to the attention of the Presiding Officer their concerns regarding procedures followed in the polling place and any suspected irregularities, they cannot interfere with the polling process, or place demands on either the Presiding Officer or other polling place staff. Such demands could include trying to force a decision on who may vote, crowding around the Voter Identification Officer for periods of time, and regularly requesting data from the Voter Identification Officer (VIO) on numbers of people that have voted up to a particular time. If an agent conducts him/herself inappropriately, the Presiding Officer must warn him or her to stop the misconduct. If the misconduct continues, the Presiding Officer may ask the agent to leave the polling place and voting precinct and requests the agent to surrender his/her accreditation card to the PO.

DOs and DON'Ts for Political Party /Independent Candidate Agents

Do's	DON'Ts
Agents are required to wear a badge issued by the NEC at all times and must carry another	Assigned agents are not allowed to move from one polling place to another polling place;
Agents may enter a polling place from the time that the polling officials arrive;	Agents are not to interfere in the polling process;
A party or independent candidate can assign two agents per polling place, however, no more than one agent per registered political	Agents are not to place demands on either the Presiding Officer or assigned electoral staff at the polling place;
Agents may witness all processes in the polling place where necessary;	Agents are not to pressurize polling staff to overcrowd the polling places;
Agents may record the code number of a seal on his/her personal record or the official sheets of the party he/she represents. This also applies to recording the information such as the number of voters;	Agents, should not communicate campaign requests or gesture to voters who are lined up for voting outside a precinct or polling place;
Agents may also write their names and sign both the Presiding Officer's Worksheet, the Election Record of the Count, and the Record of the Seals Form. If there are more agents present than spaces for signature, agents may sign in the margins of the form (not altering the official record of the polling place);	Agents are not permitted to watch or photograph a voter marking his/her ballot;
Agents may remain in the polling place while the polling place is being prepared for the count. They may also remain for the entire counting process;	Agents are not to engage in fighting or any uncivil confrontation with polling staff, voters, or other agents at the polling place or voting precincts;

	Agents are not to eat inside the polling place and litter or throw garbage around;
	Agents are not to display campaign materials in and around voting precincts;

Observers

International and national observers have an important role to play in the observation of the election process. Election observers must wear a badge issued by the NEC at all times while observing and they must also carry another identity document. Election observers may enter a polling place from the time that the polling official arrives and may move between polling places and between voting precincts. The national observers may only vote, at the voting precinct for which they registered, and at the polling place assigned.

Observers may witness all processes in the voting precinct except the act of a voter recording his/her vote. Observers may make their own record of seal numbers, of the number of voters, or of any other relevant process. Inside the polling place, observers shall not communicate with voters in any way.

Electoral observers may not interfere in the electoral process. They cannot raise any concerns with the Presiding Officers but should bring their concerns to the attention of the NEC instead. Electoral observers may remain in the polling place until it is closed. They will not receive copies of election results. If they wish to record the votes received for each election, they must do so themselves by copying results from the displayed result sheets.

a). Observers

Dos	DON'Ts
Election observers must wear a badge issued by the NEC at all times while observing and they must also carry another identity document;	Electoral observers should not interfere or influence the electoral process;
Election observers may enter a polling place at all times;	Observers should not raise any concerns with the Presiding Officers;
The national election observers may vote only where they registered;	Observers should not engage voters with conversations that are political on elections day
Observers may witness/observe all the voting/Counting processes;	Observers may record the polling or precinct results but are not entitle to a copy of the Record of the Count as party agents would;
Observers may make their own record of seal numbers, the number of voters, or of any other relevant process;	

Media

Accredited Personnel of the media are free to visit any of the voting precincts throughout Liberia. However, it is appropriate that such personnel strictly follows the rules and instructions laid down for

reporting and other media support to the election process at the polling place level. Fundamental to these is the understanding that both the needs of journalist and the right of each voter to cast his/her ballot in the election secretly are very important. This right is and must be exercised without pressure, fear or interference.

Journalists may film or photograph the overall situation in a polling place, but they must not, under any circumstance, film or photograph a person marking his/her ballot or film or photograph the face, if a ballot is in the possession of a voter, after it has been marked.

The following guidelines are for situations where journalist or camera crew attending the voting precincts:

1. Only journalists and camera crew accredited by the NEC will be allowed inside voting precincts, and they must wear a badge issued by NEC at all times. They must also carry another identity document.
2. The polling place Presiding Officers are the points of contact at the polling place and media are asked to direct any questions only to the Presiding Officers. Inside the voting precinct, voters, observers or agents cannot be interviewed at any time. Only the Presiding Officer can be interviewed.
3. When interviewed, a Presiding Officer will not comment on the conduct of the election, other than to state the broad nature of his/her role at the polling place, and the numbers of voters up to that point.
4. Journalists are asked to be as brief and unobtrusive as possible in their visits to the voting precincts.
5. Inside the polling places, there can only be one photographer or one camera person at a time (unless decided otherwise by the Presiding Officer, such as in the case of covering VIPs). Shots of individuals (such as of a voter placing his/her ballot in the ballot box) must be cleared with the Presiding Officer and with the individual being photographed. Decisions of the Presiding Officer are final and binding.

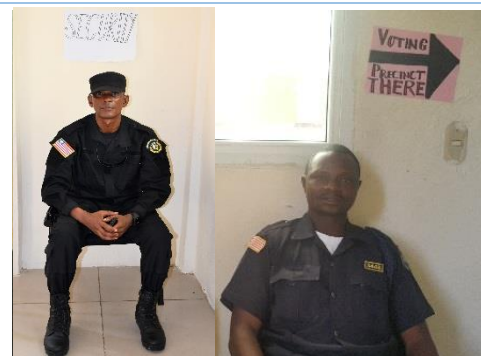
The purpose of the guidelines above is not to restrict media coverage of the election but to ensure that voters feel no fear of adverse consequences for participating in the election.

b). The Assigned Members of the media

DO'S	DON'TS
Media personnel/journalists and camera crew accredited by the NEC must wear a badge issued by NEC at all times. They must also carry another identity document.;	Media personnel/journalists must not interview inside the voting precinct.
Journalists are allowed to film or photograph the overall situation in a polling place;	Media persons/journalists must not photograph or film a person marking his/her vote;
Media/journalists are free to visit any of the voting precincts/places;	Media personnel cannot start a campaign related or political interview with voters at the polling places;
Media/journalists may ask general questions to election supervisors/polling officials.	

General Role of Polling Place Security In The Election

The Election Security Officers are responsible for the security of the voting process. They are required to generally be stationed, based on assignment outside the polling place or precinct. Election Security Officers may be invited inside the voting precinct or polling place in order to handle abnormal situation.



MODULE 2: ELECTION MATERIALS

Electoral materials are categorized as either sensitive or non-sensitive. Sensitive materials are those materials whose loss or damage, could seriously affect the electoral process. Non- sensitive materials are important and necessary, but will not adversely affect the election process if they are damaged or destroyed; they should, however, be replaced in a short period of time. Both, sensitive and non-sensitive materials are crucial to the election process.

List and Illustration of Some Sensitive and Essential Non-Sensitive Polling Place Materials

The NEC will furnish each polling place with the following sensitive and essential non-sensitive polling place materials:

SENSITIVE MATERIALS	NON-SENSITIVE MATERIALS
Ballot Papers	Voting screens
Final Registration Roll (FRR)	Empty Ballot Boxes
Official ballot stamp (validating stamp)	Markers, Highlighters
Completed Election Record of the Count Forms	Stickers
Indelible ink	Pen
	Empty Brown Envelopes
	Stamp pad / Thumb print pad / Ink pad
	Counting kit materials
	Lamps
	Batteries
	Ballot Box seals
	Calculator
	Seal Cutter
	TEEs
	Scotch tape
	Tunic
	Thin cord rope, barrier tape and Ruler
	Polling place Journal
	Counting kit bags

The NEC will also ensure that each polling place has a Final Registration Roll (FRR) of the persons who registered to vote there. Before the start of voting on Election Day, all materials should be distributed to the polling place. It is the duty of the Presiding Officer to check and sign for the delivered materials against the list of items that has been provided and checked. In case there are some materials missing, the Presiding Officer must immediately notify the ES in order to obtain the necessary materials.

If the materials are distributed to the voting precinct before Election Day, the safekeeping of these materials is the responsibility of the Precinct Presiding Officer.



Sensitive Materials

1. Ballot Papers	2. Final Registration Roll
3. Official Ballot Stamp	4. Indelible Ink
	5. Record of the Seals Form
6. Completed Election Record of the Count Forms	

1. Ballot Papers

Ballots are special kinds of papers designed through a very careful process carrying the names, photograph, party symbol, emblem of the republic and other information. They are designed with a very clear field, space or box for voters to mark in order to express their intention for the party or candidate of their choice.

There will be three types of ballot papers at each polling place: Presidential, Senate and House of Representatives ballots. For the Presidential Election, the entire country is considered a single constituency, so the shape of ballot paper shall be the same throughout the country. For the Senate, each county is considered a **constituency**, so, there will be 15 types of ballot papers. For the House of Representatives, each electoral district is considered a constituency, therefore, 73 different types / shapes of ballot papers shall be used for all the 73 electoral districts throughout the country.

The Three Ballot papers will be of different colors. Presidential ballot papers will be **RED**, the Senatorial will be **Blue**, and the House of Representatives, **GREEN** color.

Each polling place may receive 550, Presidential ballots, 550 Senatorial and 550 House of Representatives ballots. Ballots will have numbered stubs, however, the ballots, when removed from a stub before issuance to the voter, has no number.

On Election Day, most of the voters will be given three ballot papers: a Presidential, Senate, and a House of Representatives ballot. Those on special assignment may not receive all three categories of ballot papers.

2. Final Registration Roll

Each polling place within a voting precinct will receive its own specific registration roll. The registration roll for each polling place will contain the names of all voters allocated to that particular polling place. The lists will be arranged alphabetically.



GRAND KRU

Polling Precinct Code: 18027

Precinct Name/Address: Blebo Public School



ELECTORAL DISTRICT 01

REPUBLIC OF LIBERIA

NATIONAL ELECTIONS COMMISSION

2023 FINAL REGISTRATION ROLL FOR PRESIDENTIAL AND LEGISLATIVE ELECTIONS

POLLING PLACE [01]

NAME ON VOTER REGISTRATION CARD

FROM A to NYEKA VI

TOTAL VOTERS IN POLLING PLACE: [510]

Page of the FRR (names and photos intentionally covered)



18027, Polling place 01

A

REPUBLIC OF LIBERIA
NATIONAL ELECTIONS COMMISSION
2023 FINAL REGISTRATION ROLL



County: **Grand Kru** Center: **18027 - Blebo Public School**
Locality: **Blebo City**

Polling place: **01**

ALLISON BEATRICE Voter ID: 09935622031 Age: 35 Gender: Female Voted: ☐	APPLETON JR SAMUEL Voter ID: 09936139195 Age: 19 Gender: Male Voted: ☐	ASSEFOAH ANDREW K. Voter ID: 09935817899 Age: 18 Gender: Male Voted: ☐
BADIO CECELIA Voter ID: 09935507065 Age: 25 Gender: Female Voted: ☐	BADIO ROBERTSON Voter ID: 09934147858 Age: 22 Gender: Male Voted: ☐	BAH ROMEO K. Voter ID: 09935344156 Age: 19 Gender: Male Voted: ☐
BARLEE IDA Voter ID: 09935260948 Age: 80 Gender: Female Voted: ☐	BENJAMIN FLORENCE N. Voter ID: 09934602660 Age: 18 Gender: Female Voted: ☐	BENNIE MELVIN J. Voter ID: 09933877156 Age: 37 Gender: Male Voted: ☐
BENNIE HARRY O.K Voter ID: 09933871168 Age: 78 Gender: Male Voted: ☐	BENNIE MAMIE D. Voter ID: 09932936220 Age: 32 Gender: Female Voted: ☐	BENNIE RACHEL Voter ID: 09933674266 Age: 44 Gender: Female Voted: ☐

FRR index page, to find the voters by VR card number, on the back of the FRR



18027, Polling place 01

REPUBLIC OF LIBERIA
NATIONAL ELECTIONS COMMISSION
2023 FINAL REGISTRATION ROLL



INDEX OF VOTER ID'S 18027-BLEBO PUBLIC SCHOOL, PP1

Voter ID	Page	Voter ID	Page	Voter ID	Page	Voter ID	Page	Voter ID	Page	Voter ID	Page
09932847696	12	09933257179	12	09933594832	9	09933969046	6	09934337913	7	09934804527	11
09932873053	4	09933258298	3	09933596428	6	09933975369	15	09934346473	12	09934815219	5
09932874832	8	09933284902	11	09933605761	16	09933976929	9	09934354330	7	09934824770	5
09932877706	7	09933290948	3	09933619220	2	09933984847	15	09934356929	8	09934839608	7
09932905092	14	09933292103	12	09933620428	10	09933992411	16	09934361103	11	09934861235	14
09932907562	7	09933292804	11	09933629706	16	09934003184	5	09934366343	6	09934882858	7
09932908242	1	09933297031	11	09933636411	13	09934005017	4	09934374298	7	09934888122	9
09932911473	4	09933302179	1	09933648660	11	09934005718	6	09934380633	3	09934897092	11
09932929936	7	09933306092	7	09933648761	3	09934010220	7	09934398298	10	09934916825	9
09932935065	1	09933309816	1	09933654527	15	09934019706	7	09934405168	1	09934927858	12
09932936220	1	09933311847	16	09933672235	3	09934023832	3	09934408515	13	09934936486	9
09932936326	5	09933314761	10	09933673581	8	09934025847	12	09934409871	12	09934954369	9
09932940235	15	09933321089	4	09933674266	1	09934026951	8	09934425633	7	09934955718	10
09932948184	5	09933323195	5	09933687017	15	09934027593	6	09934430440	11	09934973235	4
09932956964	4	09933336562	15	09933690411	11	09934032672	10	09934436614	9	09934975749	9
09932961046	12	09933337473	15	09933694696	10	09934039110	6	09934439195	3	09934978672	12
09932980168	1	09933345168	6	09933697141	13	09934054078	4	09934441902	10	09934991388	14
09932985046	14	09933346428	7	09933706749	3	09934064486	11	09934446440	4	09935009031	12
09932987298	7	09933353964	12	09933709633	4	09934067439	8	09934449235	3	09935021168	16
09932988078	6	09933360201	13	09933711899	16	09934073770	13	09934455608	7	09935029411	12
09933001880	5	09933361832	8	09933712645	13	09934075195	2	09934480858	4	09935054168	15
09933005621	6	09933368141	11	09933716929	4	09934081000	1	09934487913	15	09935067749	8
09933009749	13	09933373723	2	09933723948	17	09934094832	8	09934491473	14	09935097312	8
09933013024	11	09933382257	3	09933726696	11	09934100307	14	09934505985	10	09935106494	4
09933014515	11	09933392326	5	09933736486	13	09934108046	6	09934513797	17	09935108687	16
09933036734	10	09933395948	10	09933740825	4	09934109024	3	09934515326	3	0993511343	16
09933038326	8	09933400122	16	09933741755	10	09934110614	5	09934519046	1	09935139902	11
09933043473	13	09933408391	8	09933745538	5	09934111576	5	09934522343	16	09935141797	17
09933048141	16	09933415046	6	09933746266	1	09934130283	14	09934533439	11	09935159298	6
09933051017	6	09933415948	9	09933749201	11	09934133156	5	09934534000	5	09935161031	12
09933065201	13	09933419486	7	09933749307	16	09934137509	1	09934545672	16	09935163473	15

Additions to the back of the 2023 FRR will be used only for persons relocated due to work assignment.

18027, Polling place 01



**REPUBLIC OF LIBERIA
NATIONAL ELECTIONS COMMISSION
2023 FINAL REGISTRATION ROLL**



County: **Grand Kru** Center: **18027 Blebo Public School**

Locality: **Blebo City**

Polling place: **01**

N	Name	Age	Gender	Voter ID Number	Voter Missing [1]	Staff on Duty [2]
1						
2						
3						
4						
5						

3. Official Ballot Stamp

Official ballot stamp is one of the sensitive materials that will be issued to the Presiding Officer on the Elections Day along with the ballots.

Inkpads to be used with the Official Stamp will be included in the polling place kits containing non-sensitive materials which are given to the Presiding Officers by the ES the day before the Election or on the actual day of the process.



4. Indelible Ink



An indelible ink is a liquid substance or material used for electoral purpose specially to mark the finger of a voter who has been processed on voting day. Each polling place will be supplied a certain milliliters of indelible ink. This substance will be used, based on the procedures for the 2023 election, to mark the **LEFT-HAND THUMB (BIG FINGER)** of each person who appears at the center for voting. The marking of the left thumb will be done before the voter places the ballot paper in the ballot box. This is an added security feature to ensure that a person votes only once in the election. Before opening the indelible ink, bottle must be shaken vigorously for a minute before voting starts.

5. Election Record of the Count Form

The Record of the Count Form is the document used for reporting the results of a polling place.

For the 2023 elections, there will be three different sets of the Record of the Count Form, (set consists of an original and four copies), one set is for Presidential results, one set for Senate Results, and one set for House of Representatives results.

Each copy of the form will be of different color. The Record of the Count form is a self-carbonated form. Polling staff are therefore asked to write clearly and firmly when completing this form.



Essential Non-Sensitive Materials

These are the stationery and other polling and counting materials not deemed to be sensitive but essential for the conduct of elections. Although these materials are not classified as sensitive, it is expected that they will be delivered with the sensitive materials.

A list of some essential non-sensitive materials is:

1. Empty ballot box	2. Voting screens
3. Tamper Evident Envelopes (TEE)	4. Polling Place Journal
5. Record of Seal Form	6.

1. Empty Ballot Box

An empty ballot box is simply a ballot box in which there are no contents. The ballot boxes are made of hard transparent plastic. Each ballot box has a cover. The cover has a slot through which each voter must put his or her marked ballot. This slot has a sliding cover that must immediately be shut and sealed after the polling place is declared closed.



Each polling place will have three (3) ballot boxes, one for the Presidential election, one for the Senate and the other for the Representative election. The empty ballot box for presidential election will be labeled with RED color, the one for Senate will be labeled with BLUE color and the other for the Representative election will be labelled with GREEN color.

2. Voting Screens

Voting screens are either card board boxes or cloths that are used to vote behind or within on Election Day. In order to ensure the integrity of the process and uphold the secrecy of the vote, the commission will supply voting screens to all polling places before voting day. Each polling place will receive voting screens in order to vote and to ease the common traffic of voters usually experienced on voting day. In most cases, two voting screens shall be placed per polling place during the voting day. The use of cloth screens for voting shall be applied in polling places situated mostly in some rural communities.

A restatement of the two types of voting screens:



1. Carton or card board voting screens



2. Cloth voting screens

Dependent on the prevailing situation, some urban areas will receive carton /card board voting screens,

while other voting centers mostly in rural areas may receive cloth or carton /card board voting screens.

Polling officials must exercise care in the placement or mounting of the voting screen (either the carton /card board box or cloth), in order to allow sufficient light behind the voting screen as well as enable the voter express his/her choice in total secret.

3. Tamper Evident Envelopes (TEEs)

TEEs are plastic envelopes that will be used to avoid tampering with sensitive materials. TEEs will have their unique serial numbers. TEEs will be delivered to the polling place in the polling place kit and each polling place will receive three different pieces of TEEs.

TEE -1 - Containing ballot papers will be packed in the ballot box

TEE - 2 - Handed over to Electoral Supervisor (ES)

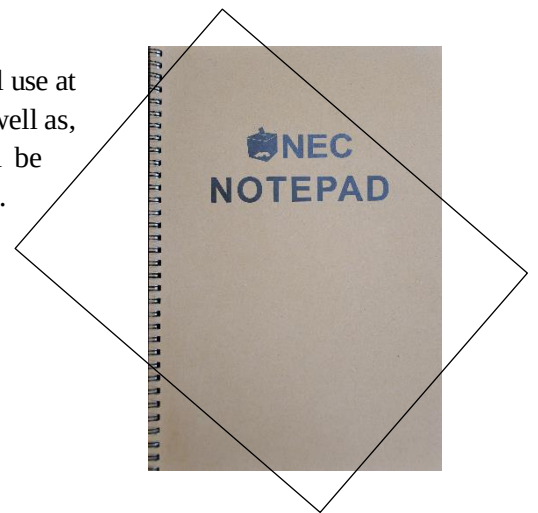
TEE - 3 - Handed over to Electoral Supervisor (ES)

Once sealed, TEEs are difficult to open except they are damaged.



4. Polling Place Journal

A Journal is a note book placed within the polling place kit for official use at the polling place by the Presiding Officer in order to record routine, as well as, significant events or circumstances. It is required that the Journal be properly labelled using the special stickers provided by the NEC. Where the sticker is pre-printed and graded, the Presiding Officer must ensure that it is completed or filled in the blank spaces.



MODULE 3: POLLING DAY- PREPARATIONS FOR VOTING DAY

Preparations In the Polling Place

All polling staff members, together with the Presiding Officer of the polling place, are responsible for setting up the polling place.

This task must be completed either the day before the Election or very early on the Election Day itself. Any re-arrangement of the room that may be necessary before the poll starts must not delay the opening of the polling place. This means, such work must be done earlier than or well before 08:00 AM on the Election Day.

The polling staff must arrange the polling place no later than 06:30 AM on the morning of the Election Day to make the final preparations. This lead-time will also allow everyone to make certain that each staff member has good understanding of his/her duties.

Polling Place Layout Consideration

The Polling place must be organized to allow the most efficient flow of voters throughout the day. The setup of the polling place will depend on the size and shape of the room, location of the entrance, exit doors and the tables and chairs or benches available, (try different configuration until you find one that works).

- The polling place should be arranged in such a way that it allows an orderly and efficient flow of voters during the Election.
- Seating should be arranged so that the polling staff members, party/independent candidate agents and observers are able to view the entire voting process and have a clear view of the Ballot Box at all times;
- Place the first table well inside the entrance/exit so that the doorway is not blocked;
- Place tables in such a way that, when sitting behind them, all polling staff can see the voters entering the polling place;
- Position the various tables so that voters move in a logical order from one table to the next, without crossing in front of other voters;
- Allow sufficient space between the tables of the polling staff, the voting screen, the ballot boxes and chairs for the agents and observers so the voters may pass through easily;
- Set up the room so that voters complete a circle that allows them to complete all steps in the process in a single direction before exiting.



POSITIONING:

Polling Place Queue Controller



Queue controller controls the entrance to and exit from the polling place so that only authorized persons enter the polling place, and that every voter leaves the polling place immediately after voting.

Presiding Officer

The Presiding Officer ensures that the polling place is set up and is functioning appropriately all day long. His/her desk, if available, should be positioned in a place where he/she can have a clear view of the entire polling place.



Voter Identification Officer

The table of the Voter Identification Officer should be positioned as the very first station after the entrance of the polling place. The Voter Identification Officer must have sufficient workspace to maintain the FRR.



Ballot Paper Issuer

The Ballot Paper Issuer should have adequate workspace to ensure that ballots can be maintained in good order and out of the reach of voters or other persons not authorized to handle them. The Ballot Paper Issuer must also have sufficient workspace to unfold and stamp each ballot with the Official Stamp.

Voting Screens

The voting screens should be positioned as the next station the voter goes to after receiving his/her ballot papers. Voting screens should remain in full view of all polling place staff and party/independent candidate agents and observers. However, care must be taken to ensure that voting screens are situated appropriately so that the secrecy of the vote is maintained.

Placement of voting screens by windows or low room dividers where there is a potential for someone to witness how a voter has voted should be avoided. If there is no alternative, cover the window or arrange more private surroundings for the voting screen.



Inker/Ballot Box Controller

The Inker/Ballot Box Controller has to be positioned within the area of the ballot boxes, ensuring everyone casting his/her ballots be inked on the cuticle of the left-hand thumb and only then votes and leaves the polling place.

Ballot Boxes

The ballot boxes must remain in clear view of the Presiding Officer, the other staff of the polling place and the accredited party/independent candidate agents and observers at all times.



Place the ballot boxes at the point that voters coming out of the voting screen do not have to backtrack or cross through voters being processed to deposit their ballots into the ballot boxes. It is also important that the inker/ Ballot Box Controller should watch out that only one person at a time is behind a voting screen, except a voter who is being assisted by a registered voter who has already voted. The registered voter who has already provided assistance to a disabled voter should not be allowed to assist another voter during polling. The inker/Ballot Box Controller should have a table or some other piece of furniture of sufficient size and height to hold the ballot boxes in clear view of all.

Posting Polling Day Signs and Voter Information Posters for Election

The NEC directional signs and educational posters provided must be posted inside and outside the voting precinct and the polling place. On the exterior of the building, appropriate signs should be posted to identify it as a voting precinct.

Additional signs with alphabetical ordering of voters' listing shall be posted to clearly mark the route to a specific polling place.

Visibly placed signs identifying which voter goes to which polling place (according to their alphabetical arrangement of their names in the FRR) within the voting precinct, are critical to the successful management of large crowds and long queues on Election Day.

Polling Place Presiding Officers, together with the polling staff, are responsible for posting these signs.

The following notices must be displayed in the most visible and appropriate locations both inside and outside the building:

- The voting precinct signs
- Polling place sign, 3 copies;
- Directional arrow signs, one right and one left;
- Banner, etc.

 REPUBLIC OF LIBERIA NATIONAL ELECTIONS COMMISSION (NEC) GRAND KRU  Electoral District 01 Voting Precinct Code 18027 BLEBO PUBLIC SCHOOL Number of Polling Places [2]	 REPUBLIC OF LIBERIA NATIONAL ELECTIONS COMMISSION (NEC) GRAND KRU  Electoral District 01 Voting Precinct Code 18027 Blebo Public School NAME ON VOTER REGISTRATION CARD <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Polling Place</th> <th style="text-align: left;">From</th> <th style="text-align: left;">To</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>A</td> <td>NYEKA VI</td> </tr> <tr> <td>02</td> <td>N</td> <td>WLEH RA</td> </tr> </tbody> </table>	Polling Place	From	To	01	A	NYEKA VI	02	N	WLEH RA
Polling Place	From	To								
01	A	NYEKA VI								
02	N	WLEH RA								



REPUBLIC OF LIBERIA
NATIONAL ELECTIONS COMMISSION (NEC)
GRAND KRU


Electoral District 01

Voting Precinct Code: 01

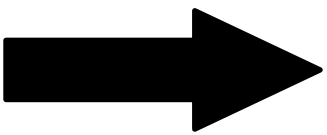
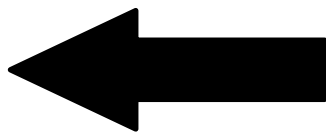
POLLING PLACE

1

NAME OF VOTER REGISTRATION CARD

FROM A to NYEKA VI

Polling place sign is to be posted at the entrance of the polling place

 Republic of Liberia National Elections Commission  Elections 2023 VOTING PRECINCT 	 Republic of Liberia National Elections Commission  Elections 2023 VOTING PRECINCT 
Voting precinct directional signs should be posted outside of Voting Precinct to direct the voters	

	Republic of Liberia National Elections Commission Elections 2023 VOTING PRECINCT HERE	
Voting precinct Banner-to be posted in the entrance of the VP		

Election Campaign Materials

The day before Election Day and throughout election voting, the following actions are not allowed within 100 meters of a voting precinct:

- Campaigning or canvassing for votes;
- Displaying campaign posters or any other campaign materials related to the election;
- Using a loudspeaker for campaigning purpose.

Polling staff are to remove campaign materials found less than 100 meter from the voting precinct the day before voting day, and must check on voting day to ensure that no new campaign materials have been posted.

The voting screens must also be checked regularly during the day to ensure that there are no campaign or partisan materials left in the screens.

MODULE 4: POLLING

Polling is an electoral activity whereby registered voters are issued ballot papers, by the NEC, through polling officials, at the polling place, in order to cast to express their choice for a candidate, party, or issue in the voting contest.

Hours of Polling

All polling places throughout the country will open at 08:00 AM and close at 6:00 PM on voting day (October 10).

Steps To Take Before Voting Begins At Polling Place

On the polling day, the Presiding Officer with polling place staff, will carry out the following activities:

- a) Clean up the polling place and remove all unnecessary materials;
- b) Remove any campaign materials;
- c) Put up directional signs;
- d) Furnish the polling place with the furniture available to that precinct;
- e) Make sure that the voting screens are well assembled and each screen has a pen and a thumb print pad for marking the ballot papers.

Opening the Poll

The Presiding Officer, **before 8:00 AM**, must ensure that all of the below steps are completed and only then declares the poll open. The below steps are to be carried out in the presence of the party/independent candidate agents and observers (if present); where they are not available, the polling staff can go on with the process.

The Presiding Officer will:

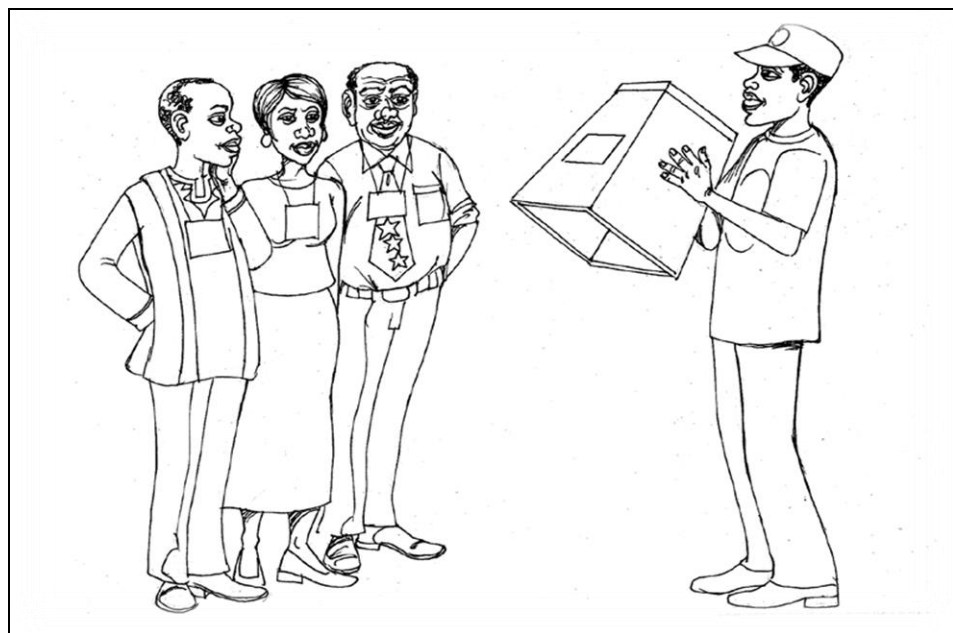
- a) Hand over to each polling staff the required materials to perform their duties;

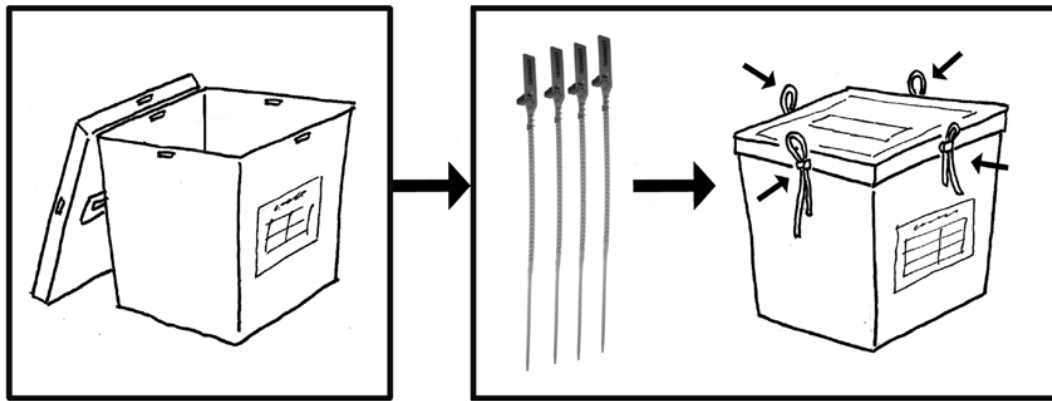
Materials used by Polling Staff			
Presiding Officer	Voter Identification Officer	Ballot Paper Issuer	Inker / Ballot Box Controller
• Polling Place Journal • Plastic Seals • Polling and Counting Forms • Envelope for discarded Ballots • Pen (Black/red) • Counting Kit	• Final Registration Roll • Pen • Gender Capturing Sheet	• Ballot Papers for the three (3) elections • Validating Stamp • Envelope for spoiled ballots • Stamp pad	• Cloth for cleaning the Voter's hand Left thumb before inking • Indelible Ink • Cotton buds • Ballot Boxes after applying 4 seals

- b) Complete the relevant information on the Presiding Officer's Worksheet for the three (3) elections, indicating the number of ballots received and starting and ending serial numbers of the ballots, (the Presiding Officer shall check the label on top of the pack and record these numbers);
- c) Hand over the first booklet of the three categories of the ballot papers, beginning with the lowest serial number, to the Ballot Paper Issuer (first booklet is the booklet on the top of the pack). The PO, should ask the Ballot Paper Issuer to check and confirm that each booklet contains 50 ballots;
- d) Prepare the stickers for the three ballot boxes and place the appropriate sticker on each ballot box. (It is of the utmost importance that the Presiding Officer completes the sticker with required information such as: precinct name, precinct code, and polling place number. No ballot box should be sent back with incomplete information);
- e) Show the empty ballot boxes to all present in the polling place;

- f) Seal all four sides of the three ballot boxes, using the security seals, starting with the Presidential and ending with the Representatives. The seals must be tightened firmly to ensure that the top of each box is held securely and there are no gaps along the edge of the top through which any material could be inserted;
- g) Read aloud, the seal numbers, to enable agents and observers record these numbers accurately;
- h) Record the seal numbers used to secure the ballot boxes in the “Record of the seals form”, (agents will be invited to sign the form);
- i) Hand over the sealed ballot boxes to the Ballot Box Controller/Inker.

At 08:00 A.M., in full view of agents and observers (if present), the Presiding Officer will announce that the polling place is open for voting.





Who Qualifies to Vote

All registered Liberian citizens, who have attained the age of 18 years and above with valid Voter Registration Card, may vote in the October 10, 2023 Presidential and Legislative Elections.

Determining Persons Who Shall Not Be Allowed to Vote

A person shall not be allowed to vote, if he/she falls within the below listed category:

- a) A person who did not register;
- b) A person, who has been proven to have already voted;
- c) A person who is unable to present his/her 2023 VR Card;
- d) A person who cannot be identified by the Voter Identification Officer due to distortion of his/her photograph and other particulars or details on the VR Card;

Exceptional Cases

There are few conditions of the electoral activities that require handling under special circumstances. Finding solution to such circumstances can be helpful to the bigger field of electoral operations, and it leads to strengthening voters access to the electoral processes. For the purpose of these elections, we describe any such special case as exceptional. They present a little different kind of treatment from the normal.

a. Dealing with voters appearing more than one time on the Final Registration Roll (FRR)

In some cases, a voter may appear on different FRRs. For example, such voter may appear on one of the FRRs in Electoral Districts, 1, 2, and 3, in Montserrado County. Again, to put a little strain on the process, as we go forth, the same voter may additionally appear on an FRR in Grand Bassa, or Bomi. By this happening, we would have commonly observed that such voter participated in the Biometric Voter Registration at **different times and places and is, therefore, captured within a Special Column on these various Final Registration Rolls(FRR).**

In dealing with such case on Election Day, the Voters Identification Officer(VIO), having noticed/identified the voter in the **Special Column of the FRR, will inform him/her (the voter) that the rule for voting under this scenario, is to cast his/her vote at the very first center where he/she registered.**

To say it in another way, if the first place at which such voter turned out to register was in Grand Bassa County, and he/she appears in Montserrado on Elections Day, the Presiding Officer will inform the voter to cast his/her vote in Grand Bassa.

b. How to handle the very rare(not-easy-to-happen) scenario of voting with or without VR card, but a *Claim for Inclusion Form*

A second scenario under the exceptional cases, not very common, but could probably arise on voting day involves one of the procedures from **exhibiting the voters roll. Exhibition took place a couple of months before these elections. That particular scenario deals with a procedure called, “Claim for inclusion”.**

As the title of the procedure puts it clearly, during exhibition, applicants whose names did not appear on the Provisional Registration Roll (PRR), based on one of the rules during exhibition, is required to file a claim for inclusion on the Provisional Registration Roll. When this procedure is conducted at the Exhibition Center, a set of form with different color sheets is filled. A filled copy is given to the person requesting inclusion or the claimant, to deliver to the election magistrate’s office so as to listen to her/his claim as to whether or not that person qualifies to be on the final roll.

A little later, on Elections Day, should such person or claimant not be reflected on the Final Registration Roll, as was with the Provisional Registration Roll (PRR), but appears on elections day with a valid claims form (signed, stamped); he/she will be permitted to vote. The particulars of such person, as shown on her/his BVR card, will be recorded in the Presiding Officer’s Journal.

The Presiding Officer shall revalidate the form (sign, stamp, and places a new date) before returning to the claimant for use in the future.

Based on field assessment, these exceptional procedures, particularly the claims for inclusion, occurs in very, very few cases.

c. Voting with a card with blurred photo

A voter appearing with a card which does not have a clear, sharp, or bright photo may vote if the other particulars of the card are readable or clear. These particulars, as well as, the face of the person appearing before the Voters Identification Officer (VIO) must match.

If the particulars on the card are not readable or do not exist to be identified, that person cannot vote.

d. Voting, having done Replacement of BVR Card

A voter who has done a replacement of his BVR card will vote. In this case, the Voters Identification Officer (VIO) will be reassured that such voter has done replacement by noting the writing of the word **“Replacement” by the Data Center, to her/his particulars in the FRR.**

Throughout the voting period on Elections Day, it is important for the Polling officials, mainly the Presiding Officer, to understand and apply all elections procedures described in this Polling and Counting Manual; it is also important to note that the steps related to these exceptional cases be observed when helping voters.

REPLACEMENT INFORMATION ON THE FRR



General Rules For Processing The Voters For The Election

In order to process the voters in the polling place, the polling place staff must follow the rules as outlined below:

- Each voter must vote in person. Voting on behalf of another person is not allowed;
- Each voter must mark his/her ballots in secret behind the voting screen provided for this purpose;
- The staff must ensure that there is only one voter behind the voting screen at the time. This goes to also say there must not be more than one person behind the voting screen at a time, except in cases where the voter is unable to read or write, thereby, needing assistance;
- Voters affected by particular disability(ies) may also be assisted;
- Once a voter has cast his/her ballot, he/she is requested to leave the polling place;
- People with special needs, the elderly and the disabled, may be accompanied by a person to help them in the voting (as per the procedures spelt out earlier).

Voting by Polling Staff, NEC Officials On Duty, Election Security Personnel, International Observers Drivers, And Other Special Civil Servants

FOR THE 2023 ELECTIONS, POLLING STAFF WILL VOTE AT THE END OF THE DAY BEFORE THE POLLING PLACES ARE CLOSED. For those who are on special assignments at the polling places around the country, such as members of the election security sector (LNP, DEA, BIN, FS, etc.), NEC officials, international observer drivers and escorts, they may either vote at the same time as the polling staff or at some time during the polls on Elections Day, with no interference to the normal voting process, within the polling place in the area of their assignment.

The condition for such voting requires that the voter must be in possession of:

1. A valid 2023 BVR card
2. An accreditation badge issued by the NEC
3. Personal or work-related ID card

Other than these categories, no one is permitted to vote in a different voting precinct. Moreover, because these elections allow voting for the President in every constituency, voting for Senator in all districts within a particular County or voting for Representative in a particular district in a particular county,

special rules are put in place to deal with polling staff, NEC officials on duty, election Security personnel, international observers drivers and other special civil servants when working out of the place they might have registered. Observing these rules, voting in the Presidential, Senatorial and House of Representatives processes carries the below listed instructions; again, these are the special rules as indicated in the table below and shall apply:

1. Registered Polling staff, 2. NEC officials, 3. Elections Security personnel, 4. Escorts for International Observers drivers & Escorts	President	Senate	House of Representatives
In different voting precinct within the same district	YES	YES	YES
In different district within the same county	YES	YES	NO
In different county	YES	NO	NO

Voting by Agents of Political Parties, independent Candidate(s), and elections observers

Agents for Political Parties, independent candidates as well as persons with voting rights on observer mission can vote only in the polling places where they registered. For agents and observers, there will be no specific time for voting.

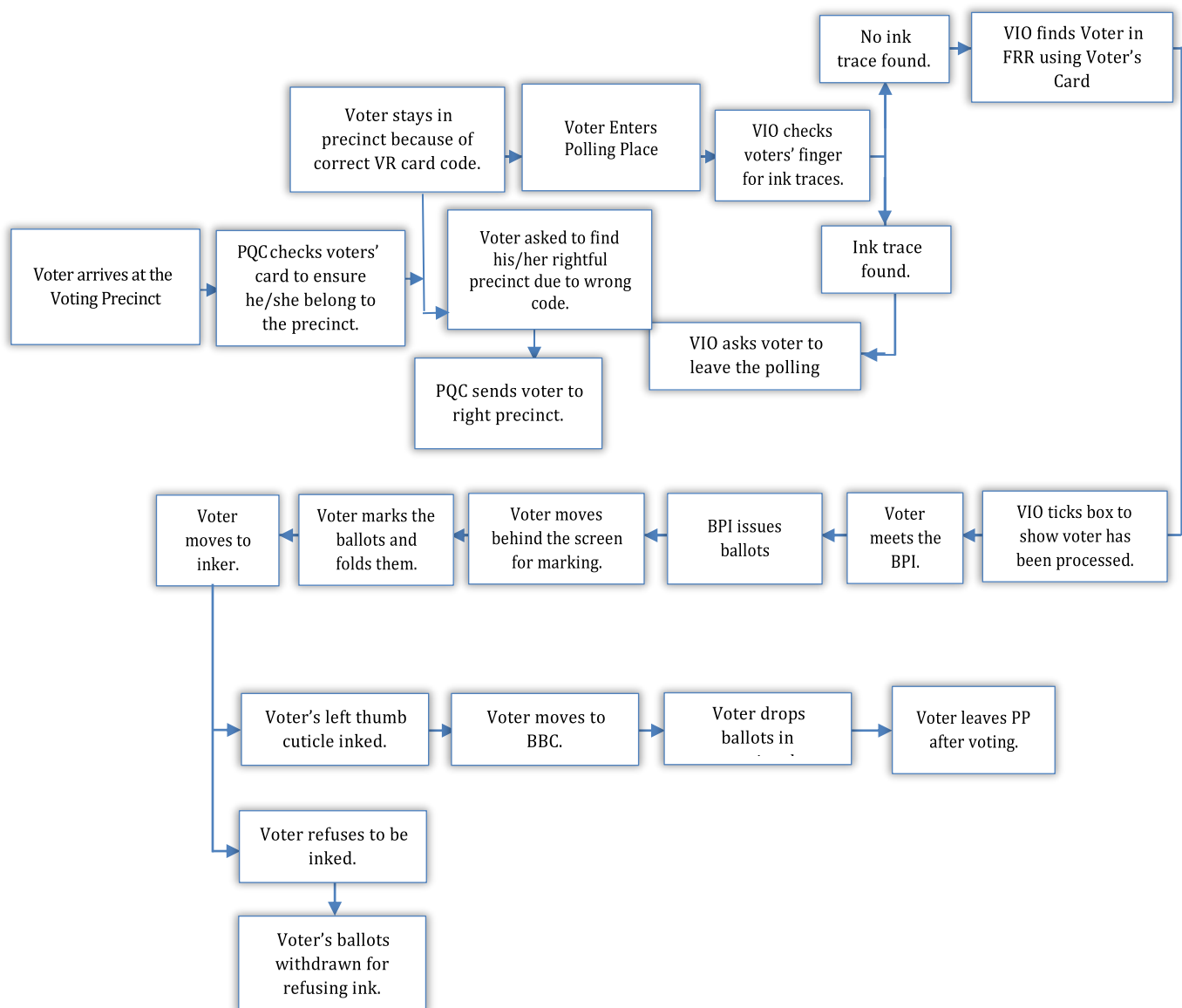
In order to uphold the transparency of the electoral process, it would be helpful if agents of parties or candidates are present in the polling places where they have been assigned or accredited. Agents can vote any time during the day, however, they should exercise due care not to obstruct the voting process in the polling place.

The Voting Process Flow

The below included diagram is aimed at creating a process flow for a voter. This process flow has been designed to explain step by step, how the procedures are coordinated in leading a person appearing to vote, gets easy access to the voting process, and thereby cast her or his ballot on elections day.

When looked at carefully, the Voting Process Flow is actually a general description rather than a perfect coordination for voting day participation. Staff, and other users of this Polling and Counting Procedures Manual will, however, find it a good piece of activity for simulation and a good information as well.

A simple voting process has been designed to safeguard against impersonation and multiple voting while ensuring strict secrecy of the ballot. Essentially, the voting process will involve a series of steps as shown below:



VOTING STEPS

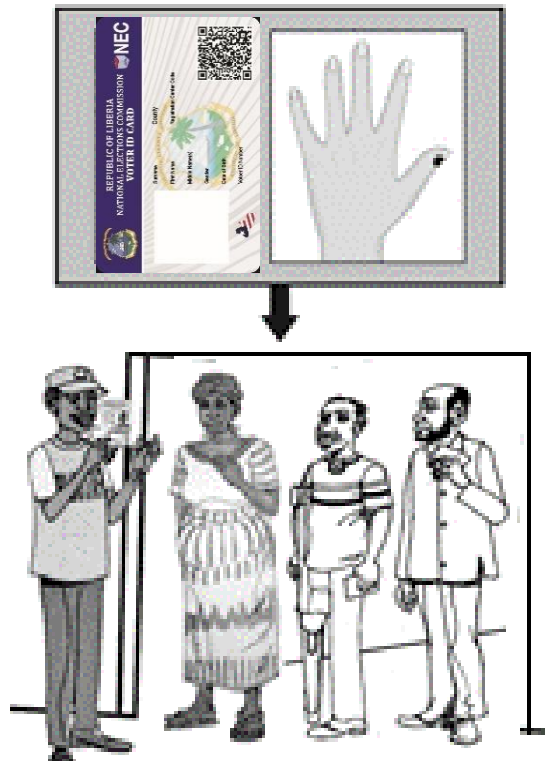
Step 1 - Precinct Queue Controller

1. Ensures that voters form orderly queues outside the polling places, according to the queue plan which has been developed;
2. Checks that voters have brought their VR cards and directs the voters to the correct polling place within the voting precinct;
3. If a voter does not have a VR card with him/her, asks the voter to bring the VR card in order to vote;
4. If voter has no VR card at all, asks the voter to leave as he/she is not allowed to vote;
5. Directs elderly, pregnant women, physically challenged or sick people to the front of the queue;
6. **At 6:00 PM**, upon instructions from the Precinct Presiding Officer (PPO), closes the precinct queue and does not allow anyone else to join the queue;
7. Reports to the PPO, cases of campaigning or canvassing for support, displaying posters of any other materials related to campaigning within 100 meters of the precinct.

Step 2 - Polling Place Queue Controller

1. Examines each voter's VR card to ensure that the voter is in the correct polling place. The Queue Controller will check the full voter ID beginning with the appropriate digits that indicate whether or not the voter belongs to that polling place where she/he stands in queue;
2. Directs each voter to the correct polling place;
3. Allows authorized people to enter the polling place without delay;
4. Checks the left-hand thumb of the voter to be sure that he/she has not already voted;
5. Organizes internal queues so that only authorized people enter the polling place and the polling place does not become over crowded;
6. Stays in contact with the Presiding Officer who will indicate to him/her to slow down or to speed up the voter's flow into the polling place;
7. Gives priority to elderly, pregnant women and physically challenged voters and parents with babies;
8. Keeps the entrance to the polling place clear;
9. Periodically draws the attention of the voters to the voting process;
10. Asks voters to have their voter's VR cards ready to show to the Voter Identification Officer;
11. Directs voters one at a time to the Voter Identification Officer;
12. Ensures that voters leave the polling place as soon as they finish voting;
13. Reports any security concerns to the Presiding Officer.





Step 3 - Identification of the Voters, (Voter Identification Officer)

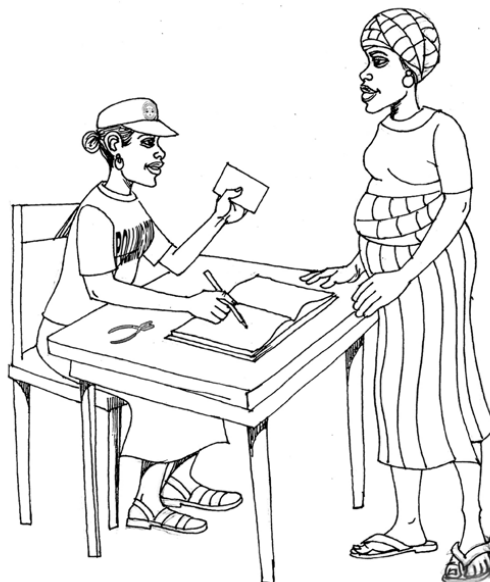
1. Cross-checks the voter's left hand thumb for ink to ensure that the big left finger has not already been inked;
2. If ink is found, the VIO informs the voter that he/she cannot vote as he/she has already voted;
3. If no ink is found, the VIO examines the VR card, cross checks the card with the voter's information in the FRR, as well as, the face of the voter;
4. Carefully re-confirms that the voter's particulars in the FRR are correct;



5. Ticks the appropriate box on the FRR to ensure that the voter has been processed;
6. Checks either male or female box on the "Gender data capturing sheet". (See Annex 4 for the Gender Data Capturing Sheet);
7. No, punching of card. Returns the VR card to the voter;
8. Directs the voter to the Ballot Paper Issuer.



REMEMBER: DO NOT ALLOW TWO VOTERS AT THE TABLE UNLESS ONE VOTER IS DISABLED OR BEING ASSISTED



As there are staff members deployed to the different districts or different counties on the Election Day, it is important that the VIO checks the cards of persons in this category of special assignment, before having such voter processed. A table indicating which category of election to vote within has been mentioned earlier to guide polling officials (See page 36).

REMEMBER: The Rule on voting away from where you registered applies, only, STAFF DEPLOYED BY NEC, ELECTION SECURITY PERSONNEL AND DRIVERS OF INTERNATIONAL OBSERVERS AND ESCORTS

Based on this, the VIO will inform the Ballot Paper Issuer on how many ballots to be issued to a voter if he/she falls under one of these categories.

Step 4 – Issuing the Ballot Papers (Ballot Paper Issuer)

1. Detaches a ballot from each of the three booklets;

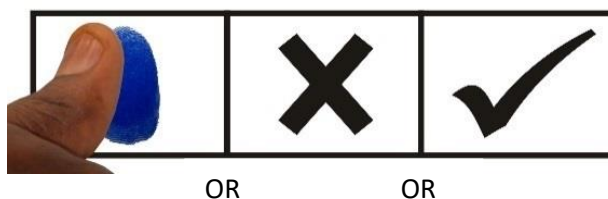
2. Stamps each of the ballot papers on the **UPPER RIGHT BACK SIDE** of the ballot paper with the official stamp;



3. Explains to the voter that he/she will be receiving three (3) ballot papers, one for each of the three elections, Presidential, Senatorial, and House of Representatives;
4. Explains to the voter that the **RED** color ballot is for Presidential, the **BLUE** is for the Senate, and the **GREEN** color ballot, for the House of Representatives election;
5. Explains the method of voting to the voter. He/she must ensure his/her explanation is completely impartial, and should not point to specific party or candidate on the ballot paper as it may appear that he/she is guiding the voter's choice of candidate;
6. If the voter is visually impaired, informs the voter that he/she has an option of being assisted by a relative, friend, or another authorized voter; additionally, informs such voter of the use of another method of voting;
7. If the voter opts for another method of voting, which includes the use of the Tactile Ballot Guide, the Ballot Paper Issuer requests from the PO, to bring the guide for the voter to vote;
8. Pre-folds and then unfolds the ballot papers, and gives them to the voter;



9. Explains that:
 - a. He/she must tick or mark with a pen or thumbprint beside the photo of the candidate of his/her choice in an appropriate blank box;



- b. He/she must make only one mark on each ballot paper;

- c. Once he/she has made a mark, especially by thumbprint, he/she should wait a moment till the mark dries before folding the ballots;
 - d. He/she should fold each ballot paper separately and deposit the ballots in the appropriate ballot box;
 - e. The choice of the voter is secret and that no one has the right to know how he/she voted;
10. Directs the voter to a vacant voting screen;
 11. Ensures that only one voter goes into one voting screen at a time, unless the voter is being assisted.



Spoiled Ballot Papers

1. In the process of issuance, if a ballot paper is torn, as it is being removed from the booklet:
 - a. BPI issues the voter a new ballot;
 - b. The BPI gives the spoiled ballot paper to the PO. The PO writes "SPOILED" on the back of the ballot paper and places it in the envelope for spoiled ballot papers;
2. If a voter claims that he/she has mismarked his/her ballot, the BPI does the following:
 - a. Retrieves the ballot without looking at the front of the ballot paper,
 - b. Issues the voter a new ballot;
 - c. Hands over spoiled ballot to the PO who writes the word "SPOILED" on the back of the ballot paper and puts it in the envelope for spoiled ballot papers.

Tactile Ballot Guides (TBGs)

Each Polling Place will receive one TBG for each election. These TBGs will be kept by the Presiding Officer (PO). If needed, the Ballot Paper Issuer of the polling place will request the TBG from the PO. Thereafter, the TBG is handed over to the Ballot Paper Issuer so that he/she can instruct the voter on how to vote with the guide. The TBG is returned to the PO after use.

Use of the Tactile Ballot Guide

1. Where the Tactile Ballot Guide is required for use, the Ballot Paper Issuer (BPI) shall carry out the following instructions; he/she
2. Explains that Tactile Ballot Guides are available for use; they guide voters with visual difficulties participate in the electoral process by themselves; and
3. Communicates with the voter to insert the ballot paper inside the **Tactile Ballot Guide** in order to squarely align with the candidate(s). The square cuttings of the tactile ballot guide should circle or go around each particular candidate on the ballot. For example, TBG spaces should set the square of the presidential tactile ballot guide on the photos of the President and Vice President exactly as they appear on the ballot; moreover, for use of the tactile ballot guide in

voting for senators, it should also set the spaces of the tactile ballot guide exactly on the photos of the senators. This same step should be applied for the Representatives ballot paper;

4. Repeats or says to the voter with special needs that the Tactile Ballot Guides are designed so that he/she may mark the ballot papers without any assistance and with secrecy.
5. Assists the voter in placing the unfolded ballot papers in the TBG so that it fits exactly over the ballot paper.
6. Ensures that the ballot paper is placed in the Guide, with the front facing upwards and the bottom aligned exactly with the bottom of the TBG.
7. Explains to the voter with visual difficulties how to mark in the TBG cutting exactly next to the candidate of his/her choice on the ballot, for each category of election.
8. Explains to the voter with visual difficulties to refold his/her marked ballot papers along the pre-folded lines;
9. Directs the voter with visual difficulties to proceed to the Inker in order to ink his/her **Left-Hand Thumb** and cast his/her ballots.
10. Gently reminds the voter to return the Tactile Ballot Guides to the Ballot Box Controller.

Step 5 –Ballot Marking Steps behind the Voting Screen

The steps, as listed below, comprise what the voter should ordinarily do in marking the ballot:

1. Marks the ballot either by use of pen or thumbprint in the blank box next to the photograph of the candidate of his/her choice;
2. Makes only one mark: “X” or thumbprint  or checkmark (✓) on each ballot paper;
3. Waits a moment until the thumbprint mark is dried before folding the ballot papers;
4. Folds the ballot papers and deposits them in the appropriate ballot boxes.

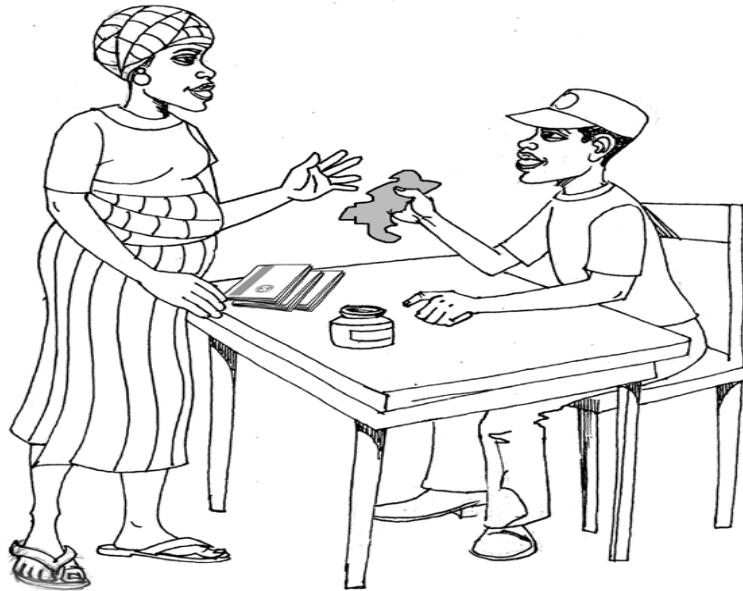
REMEMBER: THE CHOICE OF THE VOTER IS SECRET. NO ONE HAS THE RIGHT TO KNOW HOW HE/SHE HAS VOTED.

Step 6 – Inker / Ballot box Controller

1. Wipes the **left-hand thumb** of the voter with absorbent cloth;
2. Applies the indelible ink on the **cuticle of the left-hand thumb** of the voter;
3. Directs the voter to the Ballot Boxes;
4. Ensures that the secrecy of the vote is always protected;
5. Guards the ballot boxes at all times;
6. Directs the voter to place folded and marked ballot papers in the appropriate ballot boxes. Presidential ballots in the ballot box with the **RED** label, Senate, in the ballot box with the **BLUE** and House of Representatives ballots in the ballot box with **GREEN** label. The colors of the stripes on the back of the ballot papers shall indicate, within which box, a voter deposits his/her ballot for a category of election;
7. Ensures that NO ballot paper is taken out of the polling place;



8. Shakes each of the ballot boxes, at intervals, to avoid congestion of ballots;
9. Ensures that no other material other than an election ballot is placed in the ballot box;
10. Ensures the security of the ballot boxes at all times;
11. Thank the voter for participating in the Election and directs him/her out of the polling place.



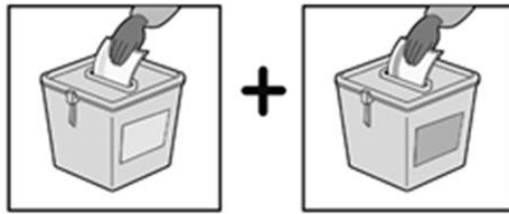
The PO in this case will:

1. Inform the voter that he/she has to ink the left-hand thumb before casting the ballot or he/she will not be allowed to vote;
2. If the voter still refuses to be inked, then the PO will order the voter to hand over the ballots to him/her;
3. The PO, when receiving the ballot papers, writes “SPOILED” on the back of the ballots without looking in the choice of the voter and asks the voter to leave the polling place.

Amputees Voting and Inking

As there may be cases of voters with missing fingers or hands, the following procedures will apply:

- a) If the voter’s left hand thumb is missing, the ink is applied to the next available finger on the same hand;
- b) If the voter has no left hand, then the ink will be applied to the right-hand thumb of the voter;
- c) If the voter misses right hand thumb, the ink is applied to the next available finger on the right hand;
- d) If both hands of the voter are missing, no ink will be applied.



Dealing with Spoiled Ballots

If the voter claims that he/she has mismarked one of his/her ballot papers, the Ballot Paper Issuer will retrieve the ballot and hand it over to the PO, who writes "**SPOILED**" on the back of the ballot paper. All spoiled ballot papers will be placed in the ***Spoiled Ballot Paper Envelope***.

Each polling place will have an envelope for spoiled ballot papers. The Spoiled Ballot Paper Envelope is a pre-printed envelope. When the Presiding Officer fills in the envelope, he/she must ensure that all fields are completed and there are no blank fields left.

Discarded Ballot Papers

A discarded ballot paper is a ballot paper found in the polling place which a voter has misplaced or has thrown away. If a polling official finds a discarded ballot paper in or near a polling place, he/she must not put it in a ballot box. Without looking at the front of the ballot paper, the Presiding Officer writes "**DISCARDED**" on the back of the ballot paper and puts it in the **Discarded Ballot Paper Envelope**.

Each Polling place will have one envelope for discarded ballot papers.

Distribution of Extra Ballot Papers During the Election

All polling places will be issued with extra ballot papers; as such, there will be no need for movement of ballot papers from one polling place to another.

However, in case the polling place has valid and legitimate reasons for requesting for more ballots, the Presiding Officer first must contact the ES, then the DC before the Magistrate and ask for authorization for movement of ballots from one polling place to another. **Only if the authorization is given by the Magistrate, the Precinct Presiding Officer will take ballot papers from one polling place to another.**

Any movement of ballots has to be recorded by the PO in the Journal as well as in the POs Worksheet. It shall also be recorded by the Magistrate.

Maintaining Order At The Polling Place

It is the duty of the Presiding Officer to ask persons causing disturbance inside the polling place or obstructing the tasks of the polling place staff to leave the polling place. The Presiding Officer may request the assistance of the election security personnel, if necessary.

Some reasons for the suspension of the voting process

If a polling place is threatened by riot, violence, storm, flood or any other event which makes orderly polling impossible, the Presiding Officer takes the appropriate steps to remove or resolve the situation. The Presiding Officer may decide to suspend polling; and where possible, the Magistrate should be consulted before the suspension takes effect.

To a large extent, the Presiding Officer may have to accept the advice of the election security personnel to suspend polling. Where the condition so depicts or says otherwise, she/he may act on his/her own initiative.

After polling has been suspended, the polling place Presiding Officer shall:

- Seals the slots of the ballot boxes;
- Records the time and reasons for suspension of the polling in the Presiding Officer's Journal;
- Packs election materials with the assistance of the polling staff, according to packaging instructions.

Later, if conditions allow for voting to continue, the Presiding Officer will continue the polling and extend the time for polling for up to one hour to compensate the time of interruption. Reasons for postponement or suspension, has to be communicated to the Magistrate and recorded in the POs Journal.

Complaints on Elections Day mainly during Polling and Counting

A registered voter, party, independent candidate's agent, a candidate or a political party may file a complaint alleging or indicating that some areas of the law had not been observed, or violated. Such allegation or indication may be talking about something in the Elections Law, an election guideline or regulation, or a code of conduct approved by the NEC. Such complaint must be in writing and signed by the complainant (the person, party, or candidate complaining) and;

1. Presented to the Polling Place Presiding Officer during hours of polling or counting, or
2. Delivered to the NEC Hearing Officer or Magistrate's Office within 48 hours; that is, after what

the complaint is about took place or from the time the violation occurred. If there are information or other things available to support the complaint, they must be attached as well.

Complaint forms will be available at each polling place, as well as, the Magistrate's office. Persons willing to file a complaint in the polling place can request a complaint form from the PO.

Once the form is filled in, the complainant should hand over the form to the PO, and the PO will place it within the appropriate complaint envelope. The Presiding Officer will also detach the small stub (filled in), and hand it over to the person complaining. All complaints received in the polling place will be forwarded to the Magistrate's Office together with polling materials by the various Electoral Supervisors.

The complaint form must carry the **name, address and contact information of the complainant, the date, time and location of the allegation or the thing being complained about (offense or violation), and information about any other witnesses, if available.**

Because **"They-say or Hearsay"** may ordinarily be considered complaints, and for the simple reason that they are often confused with actual complaint, as well as, not helpful, the Presiding Officer(PO) must not get into handling any such situation involving hearsay. They must be received, and forwarded to the appropriate authorities.

MODULE 5: CLOSING THE POLL - 6:00 PM

Closing the Voting at the end of the day

The Voting Closes exactly at **6:00** PM. Therefore, the Precinct Presiding Officer instructs the Queue Controllers to ensure that all voters on the lines of the different polling places, take a position behind the voter who joined the line before six(6:00pm). This will ensure that a long queue is both guided and followed gradually until the person considered the last voter cast his/her ballot.

Voting Precincts that are fence in and, as such have a gate, may also be more helpful for queue control during the closing. Both the Presiding Officer and Queue Controller are to work according to how their voting precincts are designed. It is a rule that a voter who is lined up for voting already before the center or polling place closes must be allowed to cast his or her vote before counting begins.

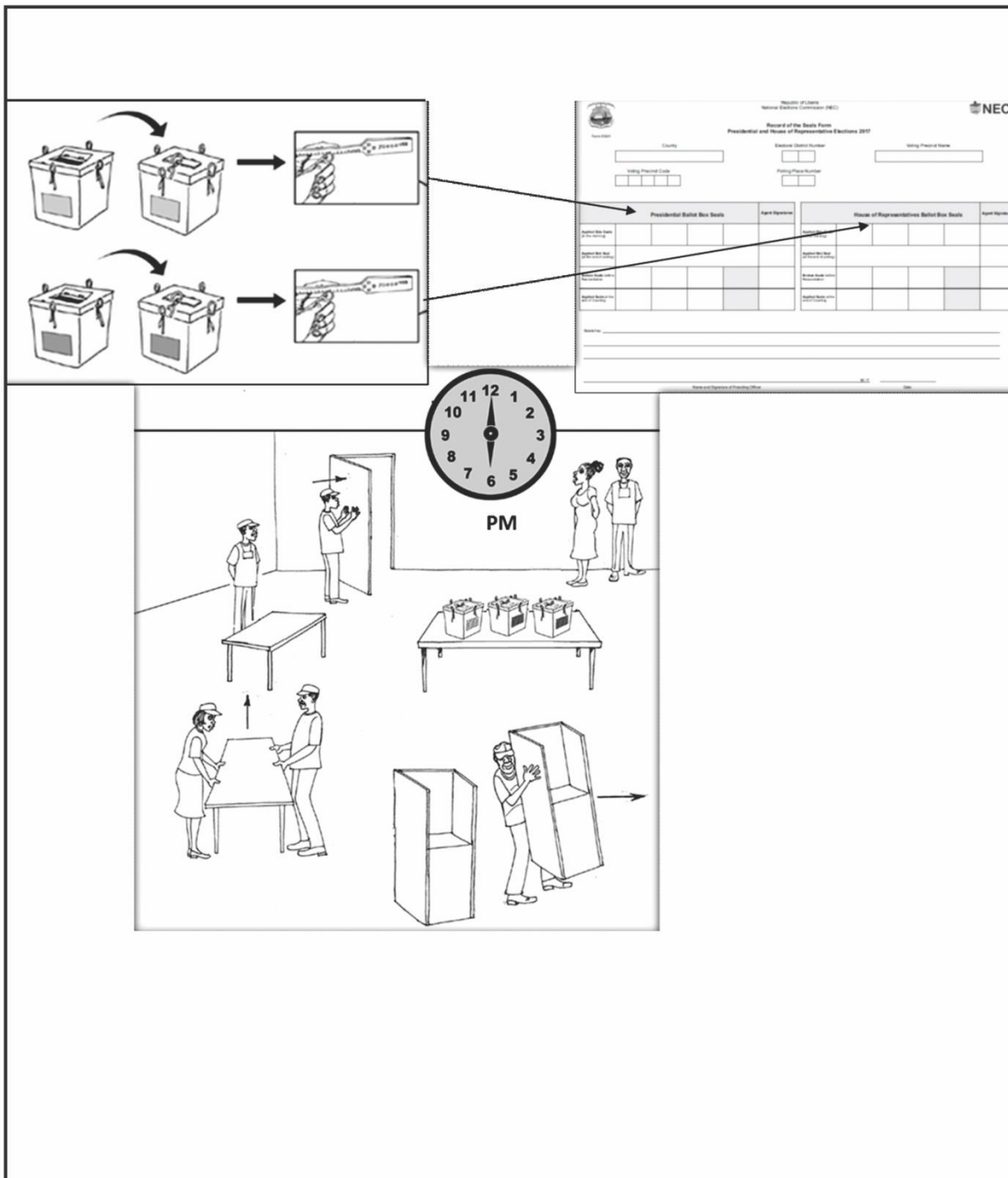
Closing the Polling Place

As stated already, the polling place will close only after all the voters standing in precinct queue by 6:00 PM have voted.

Immediately upon the conclusion of the polling, the Presiding Officer will:

1. Close the door to the polling place after the last voter in the polling place has voted;
2. Ask the Polling Place Queue Controller to remain at the door and monitor all persons entering or leaving the polling place;
3. Record the names of the political party/independent candidate agents and observers present for the counting process in the Presiding Officer's Journal;
4. Immediately seal the slots of the Ballot Boxes;
5. Record the number of the seal in the Record of the Seals Form (RS-01);
6. Ask the agents present to sign the Record of the Seals form;
7. Take out the spoiled ballot papers from the spoiled ballot paper envelope for the three elections;
8. Count the spoiled ballots and enter this figure on **row "I"** in the PO's Worksheet (P01) separately for each election;
9. Take out the discarded ballot papers from the discarded ballot paper envelope for the three elections;
10. Count the discarded ballots and enter this figure on **row "II"** in the PO's Worksheet separately for each election;
11. Count the number of unused ballots for the three elections and enter the figure on **row "III"** in the PO's worksheet;
12. Calculate the total number of ballots issued to voters for each election as indicated below:
 - **A.** Total number of ballots received (1+2-3);
 - **I.** Number of spoiled ballots;
 - **II.** Number of discarded ballots in the polling place;
 - **III.** Number of unused ballots;
 - **B.** Total of **I+II+III**;
 - **C.** Number of ballot papers that should be in the ballot box (**A-B**);
 - Packs the used polling materials;

- Start preparing the polling place for counting.



Packing of Polling Materials

Packing of polling materials will take place immediately after the necessary parts of the Presiding Officer's Worksheet are filled in. The Presiding Officer of the polling place packs the polling materials as follows:

Tamper –Evident Envelope (TEE) Number 1

- Stubs of used ballot papers (all three election ballots);
- Unused Ballot Papers and Partially Used Ballot Papers (all three election ballots);
- Spoiled Ballot Paper Envelope;
- Discarded Ballot Paper Envelope.

Tamper –Evident Envelope (TEE) Number 2

- Final Registration Roll (FRR);
- Unused Ballot Box Seals;
- Polling place staff badges;
- Official Stamp.

IMPORTANT: THE TEES WILL NOT BE SEALED UNTIL THE COUNTING IS COMPLETED

Presiding Officer's Worksheet (Form P0-1) will be retained by the Presiding Officer to be used at the beginning of the count. At the conclusion of the count, white copy will be placed in TEE-3 and handed over to the ES and blue copy will be placed in the ballot box with ballot papers.

REMEMBER: TEE 3 WILL BE FILLED IN ONLY AFTER ALL THE RECORD OF THE COUNT FORMS FOR THE THREE ELECTIONS ARE COMPLETED. DETAILS OF THE TEE 3 ARE INCLUDED IN THE COUNTING PART OF THE MANUAL.

Persons Who May Remain at the Polling Place for the Counting

After the poll has been declared closed, the Presiding Officer will ask the polling place Queue Controller to remain at the door so as to assist the last batch of voters exit the center for counting preparations, as well as, control unauthorized entry into and out of the polling place.

Observing the importance of counting at the polling place, the following category of persons may be permitted:

- a) Appointed NEC Officials;
- b) Accredited National Observers;
- c) Accredited International Observers;
- d) Accredited party agents or independent candidate agents;
- e) Accredited Journalists;
- f) Election security personnel (if required by the Presiding Officer).

MODULE 6: COUNTING PREPARATIONS

Introduction

This Module is about the counting of the elections ballots. Counting is one of the important phases of the electoral process. It basically deals with determining how many ballots went into the conduct of each of the elections particularly looking at the numerical figures obtained by each of the contestants, parties, or alliances or coalition whenever this is the case. It also includes the determination for the quantity of invalid ballots as a separate set of ballots used during the elections.

Immediately following the end of voting, is the start of preparations for the counting. This exercise is normally joined with other important phases of the process which will be examined later in the manual.

Counting is conducted by the various staff at the polling place where they have been assigned. In other words, the staff of each polling place will carry out counting of the ballots for their place of assignment.

The Presiding Officers of the polling places are responsible for organizing the counting of ballots in their respective polling places. The polling place Presiding Officer shall ensure that the proper counting procedures are followed at all times.

As stated earlier, there are three stages of the counting process after the polling place has been prepared for the count. These stages are as follows:

- Reconciliation of the ballots;
- Sorting of ballots; and
- Counting of ballots.

Carefully following the above stages will ensure transparency, fairness, credibility during the ballot counting.

The count steps and stages for the Presidential Ballots will take place first, followed by the Senate, and the Representatives.

At the end of the counting of the ballots for each category of election, the Record of the Count (RC-01) form for the particular election will be completed and the Record of the Count Form will be signed and stamped by the PO.

The pasting of copies of the Record of the Count Forms outside the polling place will be done only after all three (3) categories of elections ballots are counted and entered

Signing by Party/Candidates Agents

Party and independent candidate agents who are present are encouraged to sign the Record of the Count, as well as other documents for the Polling Place. Because the Commission has had various experiences with signing by agents, it is also acceptable if an agent does not desire signing the Commission's records at a polling place.

If party or independent candidate agents are not willing to sign the form, the Presiding Officer will record this information in the Presiding Officer's Journal. The Presiding Officer is not required to delay any process to wait for an agent to be present. The Presiding Officer will then publicly display the forms at the polling place as mentioned.

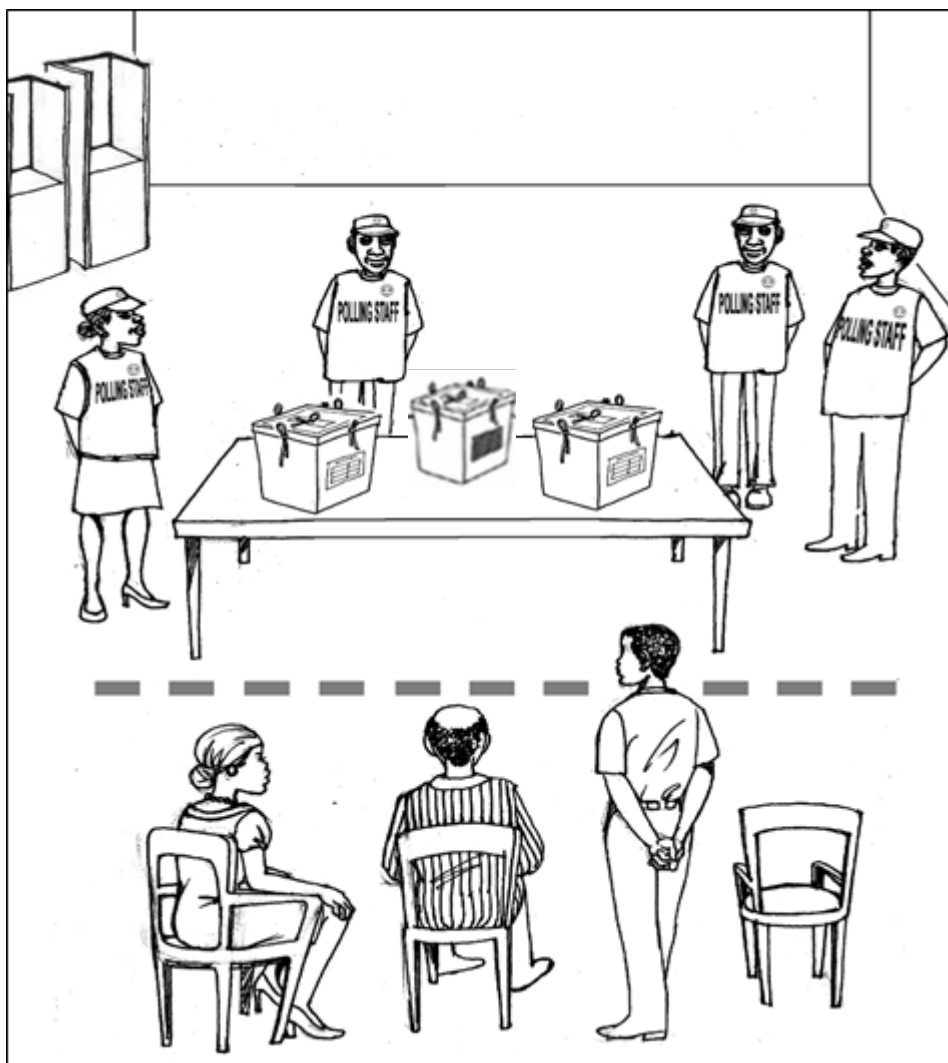
Arranging The Polling Place For Counting

The polling place should be rearranged in such a way as to enable a smooth and transparent process for the counting of the ballots. Where tables are used for the counting, they should be placed side by side so as to enable polling staff conveniently conduct the counting of votes.

Note: Under no circumstance shall agents or observers, without authorization, touch any ballot papers at any stage of the process.

The preparatory steps for the counting should very well begin with placing the ballot boxes at a position or an area where they can be seen in clear view, at all times, by all those who are allowed to be present during the counting.

REMEMBER: UNDER NO CIRCUMSTANCE SHALL THE COUNT COMMENCE BEFORE ALL THE PREPARATIONS ARE FULLY CARRIED OUT AND THE POLLING PLACE PRESIDING OFFICER HAS GIVEN CLEARANCE TO BEGIN.



Preparation of Materials

Preparation for ballot counting, as mentioned earlier, is a big task to all present within the polling place. Although there are so many reasons why this is big, it is important to understand that counting for Presidential and Legislative elections carries three (3) cycles of counting for the three elections. In such situation, it calls for better organization and good attention. ***It is required that materials used during the polling, which are not helpful during the counting, be removed a little far from the actual counting area. For example, the indelible ink, voting screens, and even pens used for voting should be kept away from the counting area, stored in their proper packaging.***

This instruction is important in order to avoid, or reduce any kind of interference which could affect the good of the counting process, thereby, stirring unwanted concerns.

Materials required for the counting process should be carefully checked and placed in the appropriate area or position before the commencement of the count.

The table of the Presiding Officer of the polling place shall be equipped with the following:

- The Polling and Counting Manual;
- Tamper Evident Envelope 1 with materials;
- Tamper Evident Envelope 2 with materials;
- Tamper Evident Envelope 3;
- Presiding Officer 's Worksheet (P01);
- Official Stamp;
- Record of the Count Forms (all two elections);
- Calculator;
- Rubber bands;
- Notebook for name cards;
- Paper clips; and
- Pen (black and red).

In preparation for the commencement of the count, the tables where the actual counting shall take place should be completely cleared of materials. Items required during the counting will be supplied, as needed, by the Presiding Officer. At no time should there be a pen or marker on or near the counting tables.

IMPORTANT: ALL PENS, PENCILS OTHER WRITING MATERIALS OR STAMPS SHOULD BE REMOVED FROM THE COUNTING TABLE.

Location Of Agents And Observers

The polling place Presiding Officer needs to ensure that the agents of political parties, independent candidates, alliances and coalitions are properly positioned during the counting. This position should allow the agents who are permitted in the polling place during the counting, be able to clearly observe the stages of the process.

Counting staff should arrange the center in a position that would allow them stand on one side of the table, not closing the view of the observers and agents during all of the counting phases including reconciliation, sorting, and counting. Where possible, persons participating as agents in the counting should be seated directly opposite the counting staff. ***The approximated distance between and party agents during counting should be two (2) feet. observers***

It is a rule that electoral materials are subject to the control or handling of elections staff; therefore, no observers, agents of political parties, independent candidates, the elections security personnel, alliances or coalitions, will be allowed to touch any of the elections counting materials especially the ballot papers.

Party and independent candidate may raise any issues and concerns with the Presiding Officer, who must record and where possible, resolve any concerns raised by party or independent candidate agents. He/she must report any serious concerns raised by party/independent candidate agents to the ES.

REMEMBER: AT NO POINT DURING THE PROCESS, A PARTY OR INDEPENDENT CANDIDATE AGENTS AND OBSERVERS ALLOWED TO HANDLE THE SENSITIVE MATERIALS.

Party or independent candidate agents and observers may remain in the polling place until the count is completed.

Agents of Parties, Candidates, Observers, journalists, are not to interfere in the counting of the ballots by instructing the Presiding Officer and his/her counting team to do what is not rules for counting. Additionally, Presiding Officers are not to ask non-polling staff to validate a VALID OR INVALID BALLOTS

Transparency of The Process

Where possible, party/independent candidate agents and observers, should be kept informed about ALL STAGES of the process. As they may not fully understand these stages, the Presiding Officer should endeavor to provide some explanations of the counting steps which are not understood by this category of persons.

Transparency is vital to the counting process. It is essential that all stages of the process are transparent and that it should not be possible for any person to have grounds for claiming that the process was open to fraud.

MODULE 7: COUNTING

Counting Order

Counting presents, the general picture about figuring out the number of pieces of information and/or ballots which, when put together or grouped, has the strength to determine the position of a contestant, a party or an alliance. It is an activity which helps to put forth the votes received by a particular person or groups in a contest, in order to draw up a listing points scored by all those who were a part of the contest wherein they participated. s

During the counting of the ballots, the polling place Presiding Officer will inform all present that the polling staff shall follow the required order for the counting in order to uphold the transparency and easy count of the ballot papers.

The order to be followed when counting ballots is as follows:

1. Presidential Ballot papers,
2. House of Senate Ballot papers and
3. House of Representatives Ballot papers.

Counting Steps

There are three steps involved in counting of ballot papers, and these are:

1. Reconciliation;
2. Sorting, and;
3. Counting of ballot papers.

1. Reconciliation of Ballot Papers

Reconciliation means checking that the number of ballots received during the day, for a particular polling place equals to all the different ballots that was either used on that voting day, and those that were not used. Reconciliation is the first step of the counting process.

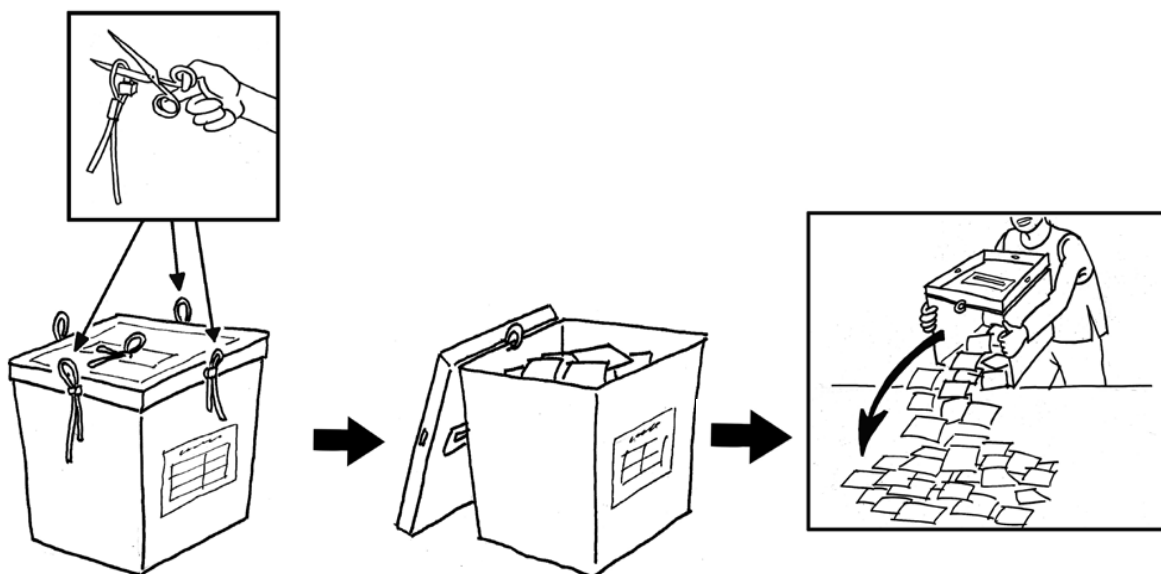
To do ballots reconciliation for a polling place, it is always helpful and fast that nearly all staff assigned at the polling place, help the Presiding Officer. The queue controller is normally helping with the entry security.

The Reconciliation Process

Explaining the steps of the counting process has always been a good way to enable those present at the polling place follow through correctly. It is further helpful if the polling officials, particularly, the Presiding Officer gives a very brief and general explanation of the reconciliation steps before breaking the seal of the ballot box for any of the three (3) categories of elections in 2023. She/he will inform all present, firstly, that the contents of the Presidential ballot box will be reconciled, followed by the House of Senate, and then, the House of Representatives ballot box.

The PO will follow the below steps for reconciliation:

- Read loudly the seal numbers;
- Ask the agents and observers to check seal numbers before seals are removed;
- Cut few or all of the plastic seals on the sides of the ballot box, (the slot seal on top of the ballot box and one of the side seals remain intact);



- Records the broken seals' serial numbers in the Record of Seals Form (RS-01) and asks party and independent candidate agents to sign the Record of Seal form when completed;
- Empty the ballots on the table;

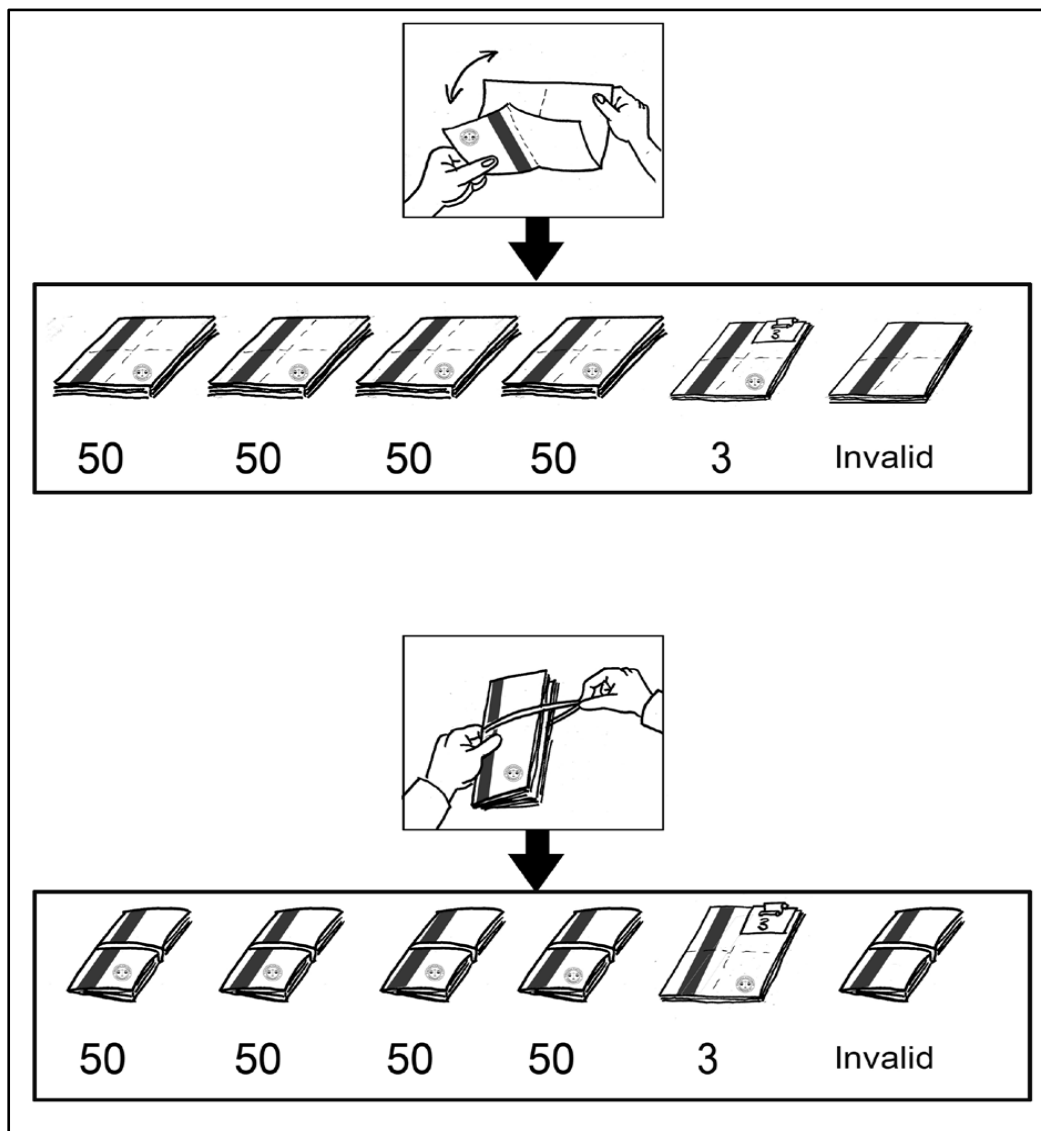
- Show the empty ballot box to the agents and observers to ensure that there is no ballot paper remaining inside the ballot box;

After all the ballot papers are emptied, all staff will:

- Unfold the ballot papers one at a time;
- Place the ballot papers face down so that only the back of the ballot paper is visible,
- Check each ballot paper for stamp and count them into bundles of 50 ballots;
- Any ballot without the official stamp should be placed in a separate bundle without looking at the front of the ballot;

Unstamped ballot papers will be included in the count; they will be treated as invalid where after the reconciliation, it is found that there are suspicious circumstances and ballots unaccounted for

- A rubber band should be placed around each bundle of 50 ballot papers and the bundle recounted by another staff to confirm quantity;
- For bundles less than 50 ballot papers, staff counting the bundle writes on a piece of paper the number of ballots in the bundle of less than 50 ballots and clips it to the bundle **(do not place a rubber band around any 'bundle of less than 50 ballots');**
- Each bundle (bundles of 50 and less than 50) are recounted by another staff member to confirm quantity;



Bundles should never be recounted by the person who initially counted them.

- The Presiding Officer will add the total of stamped and unstamped ballots to determine the total number of ballot papers taken from the ballot box;
- The number of ballot papers taken from the ballot **box (row D)**, should match with the **number of ballots that should be in the ballot box (row C)**, of the Presiding Officer's Worksheet;
- The Presiding Officer announces the total number of ballot papers in the ballot box;
- The PO writes down the number of ballot papers taken from the ballot box in the POs Journal. This figure will be transferred to the POs Worksheet only after all the ballot papers from the different boxes are reconciled in order to form the final records of the polling place.

Upon completion of the Reconciliation of the Presidential ballot box, the PO seals the ballot box and records the seal numbers in the Record of the Seals Form and requests agents to sign on the form against the seal numbers, puts the Presidential box aside and starts with the same ballot reconciliation steps for the ballot boxes and papers for both the Houses of Senate and Representatives.

IMPORTANT: DURING RECONCILIATION OF THE PRESIDENTIAL BALLOTS, STAFF INVOLVED IN RECONCILIATION MAY FIND SENATES, AND REPRESENTATIVES BALLOTS PLACED IN THE PRESIDENTIAL BALLOT BOX BY ERROR. IF THIS IS THE CASE, DURING COUNTING, THE PO WILL RETRIEVE SUCH PLACED BALLOT(S), AND KEEP THEM IN A SAFE LOCATION. THEY WILL BE ADDED TO THE REST OF THE BALLOTS FOR THAT CATEGORY DURING THE RECONCILIATION FOR THAT CATEGORY (SENATE, REPRESENTATIVES)

During this stage, the PO will correct the mistake and will return misplaced ballots to correct boxes. Only after this is done and numbers of ballots are known to the PO, he/she will:

- Write down the number of ballot papers taken from the ballot box in row **D** of the Presiding Officer's Worksheet for each election individually;
- Complete and sign the Presiding Officer Worksheet (P0-1);
- Ask party agents or independent candidate agents to sign the Presiding Officer's Worksheet.

When all the ballot boxes are reconciled and if the PO finds that there is a discrepancy between rows **C (number of ballots that should be in the ballot box)** and **D (number of ballot papers taken from the ballot box)**, for one or more elections, he/she must follow the procedures for discrepancy as given below.

Procedures to be followed a Case of Discrepancy

Ballot paper discrepancies are recorded on the Presiding Officer's Worksheet (P0-1) in **(Row E)**. In case of a discrepancy, the Presiding Officer will have to follow the below steps in determining the cause for discrepancy.

The steps to be followed in the case of a discrepancy are mentioned below:

- The Presiding Officer will check the envelopes with the spoiled and discarded ballot papers, as well as the number of unused ballot papers, against the Presiding Officer's Worksheet (P01) to ensure that all records and calculations on the Worksheet (P01) are correct;
- If there is still a discrepancy, the PO must re-count ballot papers withdrawn from the ballot box and crosscheck them against the number of the ballots previously recorded in the form, in order to be sure that the correct figure had been entered, thereby ensuring that they are reconciled or correct;

In the case where the cause of the discrepancy is not found, or was not solved by following the above steps, the PO will:

- The Presiding Officer will note the quantity of ballots in discrepancy PO journal;
- Inform the agents and observers about the discrepancy;
- Record the total number of ballots in the Journal from the Presiding Officer's Worksheet;
- Continue with or to the sorting stage, in order to begin the actual counting of the ballots.

2. Sorting of Ballot Papers

Sorting is the second step of the counting phase within the voting day electoral process. In a simple way, sorting is a separation of ballot papers into similar groupings based on the candidate, party, coalition, or alliance for which they were cast or marked. Sorting allows observers, agents and electoral staff to have a picture of the volume, size, or number of votes cast per participating contestant(s).

In these elections, the first category of sorting of ballots shall be for the Presidential. The PO is required, as indicated earlier to also give very short explanation about the sorting process.

REMEMBER THE BALLOT PAPERS OF THE PRESIDENTIAL ELECTIONS WILL BE SORTED AND COUNTED FIRST, FOLLOWED BY THE HOUSES OF SENATE & REPRESENTATIVES BALLOTS.

Prior to the sorting of ballot papers, the Presiding Officer will complete the first portion of the Presidential Record of the Count Form (RC-01). All information necessary for the first portion of the form will be collected from the Presidential part of the Presiding Officer's Worksheet.

 Form RC-01	Republic of Liberia National Elections Commission (NEC)	<table border="1" style="font-size: small;"> <tr><td>White Copy</td><td>TEE 3</td></tr> <tr><td>Blue Copy</td><td>Ballot Box</td></tr> <tr><td>Pink Copy</td><td>Posted</td></tr> <tr><td>Yellow Copy</td><td>1st Winner</td></tr> <tr><td>Green Copy</td><td>2nd Winner</td></tr> </table> 	White Copy	TEE 3	Blue Copy	Ballot Box	Pink Copy	Posted	Yellow Copy	1 st Winner	Green Copy	2 nd Winner
White Copy	TEE 3											
Blue Copy	Ballot Box											
Pink Copy	Posted											
Yellow Copy	1 st Winner											
Green Copy	2 nd Winner											
Presidential Record of the Count Presidential and Representatives Elections 2023												
County 	Electoral District Number 	Voting Precinct Name 										
Voting Precinct Code 	Polling Place Number 											
Copy this part from the Presiding Officer's Worksheet												
<table border="1" style="font-size: x-small;"> <tr> <td>Total of unused, spoiled and discarded ballot papers (from row B)</td> <td style="width: 50px;"></td> </tr> <tr> <td>Number of ballot papers that should be in the ballot box (from row C)</td> <td></td> </tr> </table>	Total of unused, spoiled and discarded ballot papers (from row B)		Number of ballot papers that should be in the ballot box (from row C)		<table border="1" style="font-size: x-small;"> <tr> <td>Number of ballot papers taken from the ballot box (from row D)</td> <td style="width: 50px;"></td> </tr> <tr> <td>Discrepancy if any (from row E)</td> <td></td> </tr> </table>		Number of ballot papers taken from the ballot box (from row D)		Discrepancy if any (from row E)			
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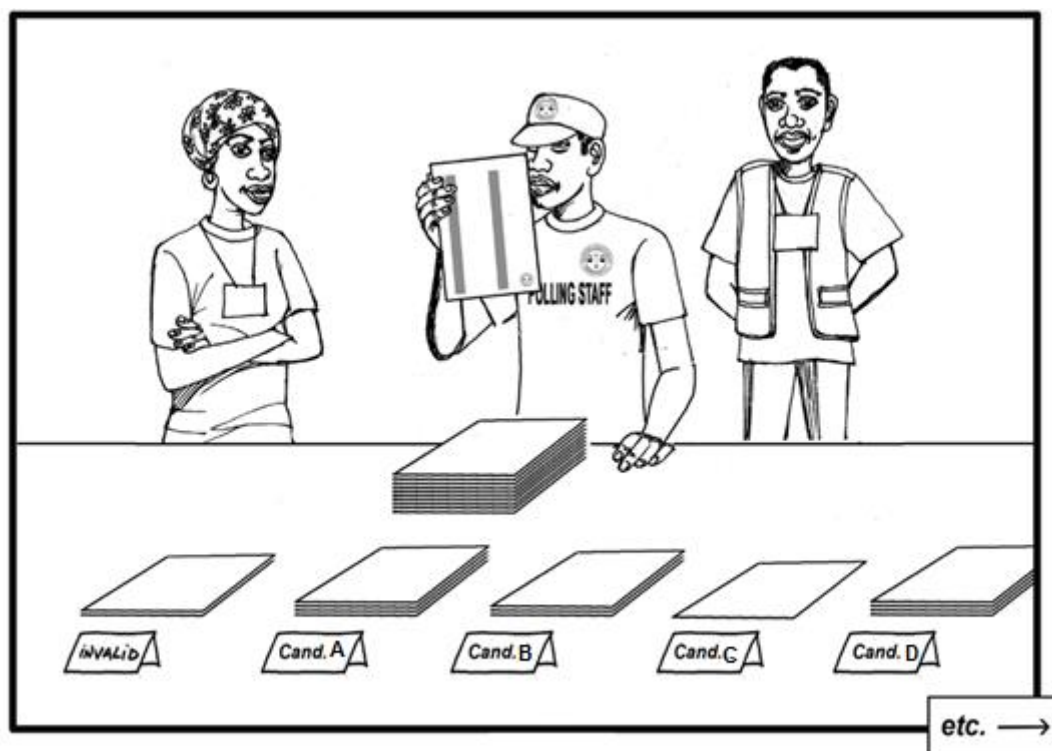
Before the commencement of the process, the PO will prepare the name cards for each candidate appearing on the ballot paper and then he/she begins with sorting of ballots.

For sorting of the ballot papers, only the PO will be involved. The process of sorting is as follows:

- The PO first takes the Presidential ballot box;
- Reads the seal numbers to all present and record the same in the Record of the Seals form, (presidential part of the form) and asks agents present to sign the form;
- Empties the presidential ballot box on the table;
- Removes the elastic band from the ballot paper bundle;
- Starts sorting the ballot papers into stacks or groupings according to the voter's choice of candidates, as well as, the stack or groupings for invalid ballot papers;
- During the sorting of ballots, the PO will show ballots to the agents present before placing them in the stack, but he/she should not give ballots or allow agents to touch the ballots, (the PO should do this in a way so as not to create any delays in the process);
- After all the presidential ballot papers are sorted, the PO and VIO will check each and every ballot paper in the stack to ensure that ballots are sorted correctly and placed behind the appropriate name tags of each candidate;
- The PO will then check all of the remaining ballot papers in the invalid stack and make final decision on the validity of the ballots. Any ballots to be determined to be valid will be placed in the appropriate candidate's stack.
- The PO ensures that all invalid ballots are retained behind the invalid tag.

IMPORTANT: DURING THE COUNTING PROCESS, IT IS IMPORTANT THAT PARTY / INDEPENDENT CANDIDATE AGENTS AND OBSERVERS WILL RETAIN ACCESS.

Once the ballot papers for the Presidential election have been sorted, the PO will go straight into the actual counting of the ballot papers in order to determine the number of votes obtained by each candidate. Only after he/she has completed the counting of Presidential ballots, the sorting of the Senate ballot papers begins, and thereafter, the sorting of the House of Representatives ballots also begins.



General Principles for Determining Valid And Invalid Ballots

The rules for determining validity of the ballot papers have been based on the principle that, to the greatest extent possible, the ballots should be counted if the **intention of the voter is clear**.

Intention of a voter

Intention is very difficult to determine. It means several different things to different people. In elections, what constitutes an expression of intention by one party agent, may not constitute the same for another party agent. Therefore, the NEC, as the institution responsible for the conduct of elections, which carries with it the authority and duty to determine the most appropriate, lawful and professional standards by which a voter's choice for either a party or a candidate is expressed, do list the following points. These points are defined rules and standards for the determination of what is commonly called "the intention of a voter". More seriously, these standards are based on the idea of applying the rules to classify a marking(s) on a ballot as either Valid, or Invalid.

These rules are, to a larger extend, based on generally accepted electoral principles. They are also supported by experiences and best practices as used in other areas. Few are further examined and listed below:

- a) Guarantee of the intention of the voter
- b) Secrecy of the vote
- c) Best standards for vote marking

- **Guarantee of the intention of the voter:**

Guarantee of the intention of the voter means that the NEC, through electoral staff, works very carefully to interpret the choice of the voter, with a high level of accuracy, even in the absence of such voter.

- **Secrecy of the vote**

Secrecy of the vote means that the NEC will provide a secure and private space, where a voter will mark his/her ballot for the candidate, party alliance or coalition of his/her choice without interference.

- **Best standards for vote marking**

Best standards for vote marking means, in addition to using the three acceptable marks or symbols (cross mark, check and thumb print), other marks clearly expressing the intention of the voter or elector are interpreted, allowed and counted for the party candidate alliance or coalition for which it has been obviously expressed.

Rules For Determining Valid Ballots

A ballot will be considered as a valid ballot if the voter's intention is clear.

Voters record their choice by marking the square on the ballot paper corresponding to the candidate of their choice with a pen or thumbprint. The Presiding Officer must interpret this requirement as liberally as possible. The guiding principle is that all voters tried to record a choice. Do not sort ballot papers as invalid for arbitrary reasons.

Ballot papers are valid if:

- There is a mark of any description (other than a mark which will identify a voter) which is clearly in the area allocated to a candidate on the ballot paper and there are no other marks on the ballot paper;
- There are 2 or more marks on the ballot paper, but they are all within the area allocated to a single candidate;
- There are 2 or more marks on the ballot paper, but the Presiding Officer is satisfied that one mark represents the voter's intention and that the other marks are stray marks, (provided that they are outside the margins of the boxes corresponding to the candidate's details);
- The ballot is torn but all boxes for all candidates remain intact,
- A mark made in a box touches other boxes, but the greater part of the mark is within a single box next to one candidate i.e. the major portion of the mark is within the box for one candidate.

EXAMPLES OF VALID MARKING

1

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Apple Party		
 Banana Party		
 Muskmelon Party		
 Orange Party		

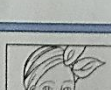
2

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Papaya Party		
 Pineapple Party		✓
 Sweetlime Party		
 Watermelon Party		

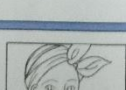
3

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Apple Party		
 Banana Party		
 Muskmelon Party		X
 Orange Party		

4

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Papaya Party		
 Pineapple Party		
 Sweetlime Party		
 Watermelon Party		

5

Mark the box of your choice with (✓) or (X) or your thumb print ()

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Papaya Party		
 Pineapple Party		
 Sweetlime Party		
 Watermelon Party		

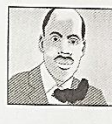
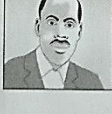
6

Mark the box of your choice with (✓) or (X) or your thumb print ()

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Apple Party		
 Banana Party		
 Muskmelon Party		
 Orange Party		

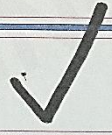
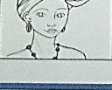
7

Mark the box of your choice with (✓) or (X) or your thumb print ()

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Apple Party		
 Banana Party		
 Muskmelon Party		
 Orange Party		

8

Mark the box of your choice with (✓) or (X) or your thumb print ()

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Lemon Party		
 Avocado Party		
 Grape Party		
 Apricot Party		
 Strawberry Party		

9

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Lemon Party		
 Avocado Party		
 Grape Party		
 Apricot Party		X
 Strawberry Party		

10

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Papaya Party		
 Pineapple Party		✓
 Sweetlime Party		
 Watermelon Party		

11

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Papaya Party		
 Pineapple Party		
 Sweetlime Party		X
 Watermelon Party		

EXPLANATION OF VALID BALLOTS MARKING

BALLOT NUMBER	PROFESSIONAL CLARITY/DESCRIPTION
1	Mark on symbol, not interfering with any other candidate's
2	All marks on the symbol, candidate photo, and marking space with no cross over to another candidate's, party's or alliance
3	Mark with an "X" placed in the proper marking space
4	Marking with a straight line across the spaces for only a single candidate, party or alliance
5	Thumbprint marking in the space provided for marking
6	Marking with an "X" in the space provided for marking
7	A scrambled mark in space provided for marking with another mark on the same candidate and row
8	A check mark with the base of "✓" portion fully in the area for one candidate with just a little tip entering the area of the other party candidate or alliance
9	An "X" mark with the full crossing in the space of one candidate, party or alliance with a small tip into the area of another candidate, party or alliance
10	A check mark properly placed in the marking space
11	An "X" across the face or photo of the candidate

Rules For Determining Invalid Ballots

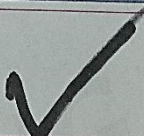
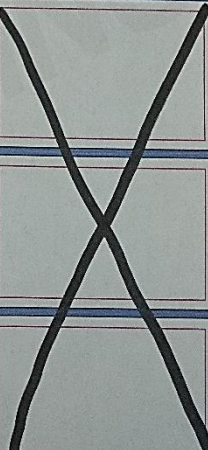
Ballot papers are not valid if the intention of the voter is not clear. Below are some of the cases when the ballot paper will be considered as invalid ballot:

- There is no official stamp on the back of the ballot paper;
- There is writing (ex. a name or signature) on the ballot paper which would enable a political party or candidate agents to identify the voter who marked the ballot paper;
- There is no mark of any description on the ballot paper;
- There is only one mark on the ballot paper but it is impossible to be sure which candidate it has been recorded for;
- The voter has made marks indicating a choice for more than one candidate;
- A mark is placed so that its greater portion is between two boxes;
- The ballot is torn so as to remove one or more boxes used for marking a voter's choice;
- A mark indicating a choice for one candidate has been altered, erased or crossed out, and another choice has been marked.

EXAMPLES OF INVALID MARKING

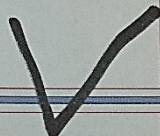
1

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Papaya Party		
 Pineapple Party		
 Sweetlime Party		
 Watermelon Party		

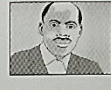
2

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Apple Party		
 Banana Party		
 Muskmelon Party		
 Orange Party		
 Papaya Party		

3

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Lemon Party		✓
 Avocado Party		
 Grape Party		
 Apricot Party		
 Strawberry Party		

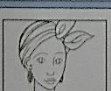
4

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Apple Party		
 Banana Party		
 Muskmelon Party		
 Orange Party		700770730

5

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Apple Party		
 Banana Party		Fool U
 Muskmelon Party		✓
 Orange Party		

6

Mark the box of your choice with (✓) or (X) or your thumb print (👤)

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Apple Party		
 Banana Party		✓
 Muskmelon Party		
 Orange Party		

7

Mark the box of your choice with (✓) or (X) or your thumb print ()

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Apple Party		
 Banana Party		
 Muskmelon Party		
 Orange Party		

8

Mark the box of your choice with (✓) or (X) or your thumb print ()

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Lemon Party		yes
 Avocado Party		No
 Grape Party		NO
 Apricot Party		NO
 Strawberry Party		yes

9

Mark the box of your choice with (✓) or (X) or your thumb print ()

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Lemon Party		NO
 Avocado Party		NO
 Grape Party		NO
 Apricot Party		NO
 Strawberry Party		yes

10

Mark the box of your choice with (✓) or (X) or your thumb print ()

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Lemon Party		Joseph None
 Avocado Party		
 Grape Party		
 Apricot Party		
 Strawberry Party		

Mark the box of your choice with (✓) or (X) or your thumb print ()

EMBLEM	SENATE CANDIDATE	VOTING MARK
 Lemon Party		
 Avocado Party		X
 Grape Party		X
 Apricot Party		
 Strawberry Party		

EXPLANATION OF INVALID BALLOTS MARKING

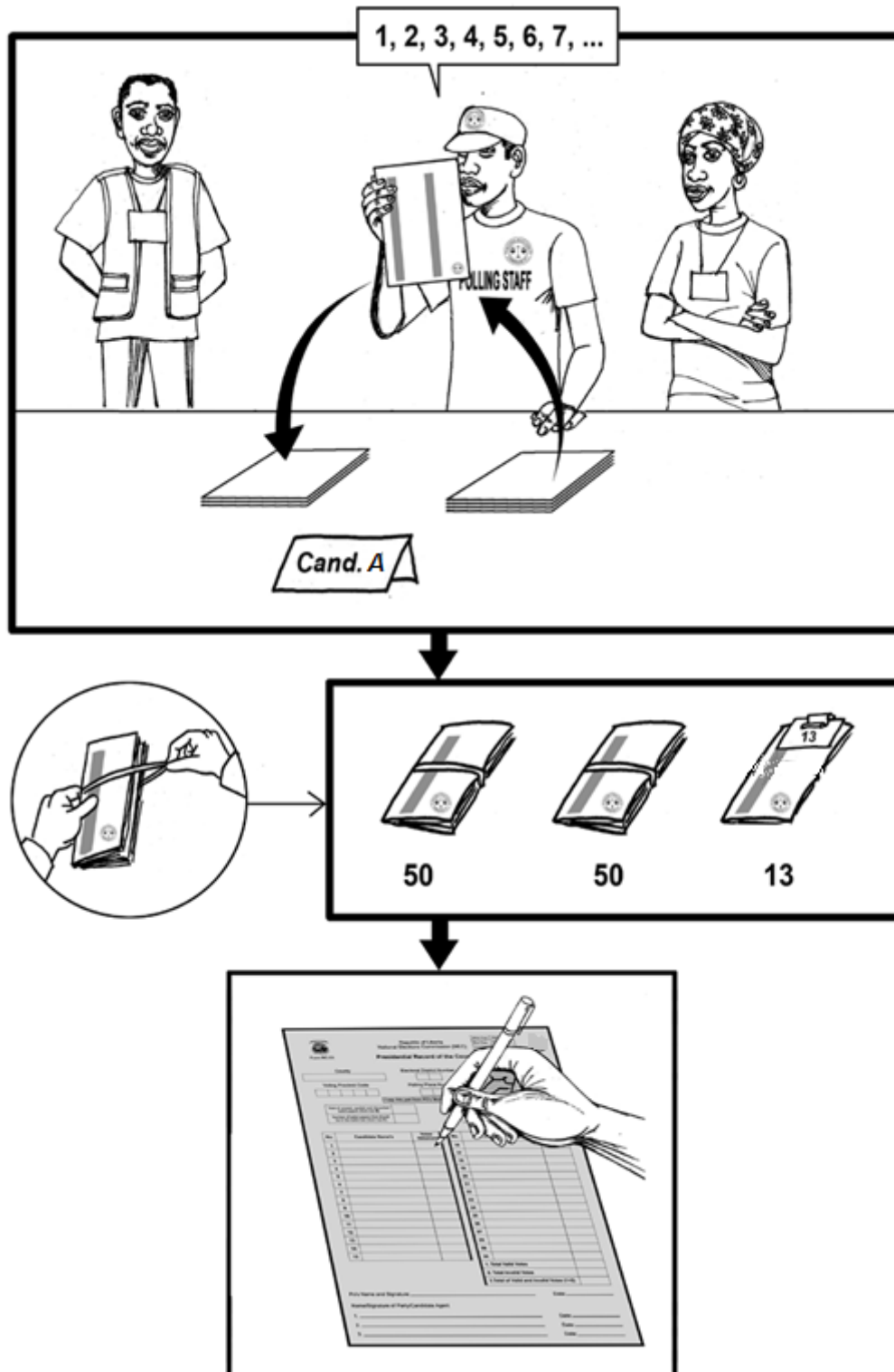
BALLOT NUMBER	PROFESSIONAL CLARITY/DESCRIPTION
1	Two marks- An "X" and a "✓" equals to double marking for two different candidates, parties or alliance. The voter's intention is not clear
2	A check mark "✓" resting partly in the marking space of one candidate, party or alliance with full extension into another area
3	See illustration number 2
4	A marking with signature and telephone number is in violation of voting secrecy and possible vote buying
5	Use of double marks, profane writing or insult to express a choice is against rules of decency
6	Erasure of the photos of other candidates while using a check mark to express a choice for one candidate. Multiple marking
7	A ballot with absolutely no mark, thereby, showing no expression of intent
8	Using two affirmative markings- "YES" and several non-affirmative markings- "NO". This equals marking and expression of two choices where a single choice is required
9	Multiple marking on a single ballot, thereby confusing the interpretation of the voter's intention
10	Writing of one's name on the ballot is a clear violation of voting secrecy and possibly vote buying
11	Marking with an "X" which interception rest squarely or nearly on the dividing line between two candidates, parties, alliances while the lines run in the areas of the both candidates. Unclear expression of intend

3. Counting of Votes

Now, once the ballots for Presidential election have been sorted into separate stacks for each candidate and invalid ballots, the PO and VIO will count separately each stack in the order in which the candidate appears on the ballot paper until all the candidates have been counted. When the stacks have been counted for all candidates, the invalid ballots will be counted separately. During the counting process, only Presiding Officer and VIO will count the ballot papers. The process will be carried out in the following way:

- The PO will assign the VIO to count the ballots;
- The VIO counts the ballots in bundle of 50 ballots and places the rubber band around bundles of 50 ballots; in case the bundle has less than 50 ballots, the VIO will write in a piece of paper the number of ballots in the bundle and he/she clips it to the bundle with a paper clip;
- The Presiding Officer will recount ballots to confirm that the total is accurate;
- The Presiding Officer will announce the results loudly after the votes are counted for each candidate so that agents and observers present at the polling place can record the results;
- The PO then records total number of votes obtained by a candidate in the Presidential Record of the Count Form (RC-01);

IMPORTANT: WHEN FILLING IN THE VOTES OBTAINED BY CANDIDATES IN THE RECORD OF THE COUNT FORM, THE PO WRITES ZERO IN THE FORM FOR CANDIDATES THAT RECEIVES NO VOTES, AND LEAVES NO BLANK SPACES IN VOTES OBTAINED COLUMN.



- Immediately starts with counting of ballots for the rest of the candidates;
- When counting INVALID votes, the PO has to include also ballots identified during reconciliation process and count all invalid ballots;
- At the end of the count, makes bundles for each candidate regardless of the number of the ballots and places a rubber band around each bundle of candidate's ballots;

Once bundles for individual candidates and invalid ballots are made, the PO will:

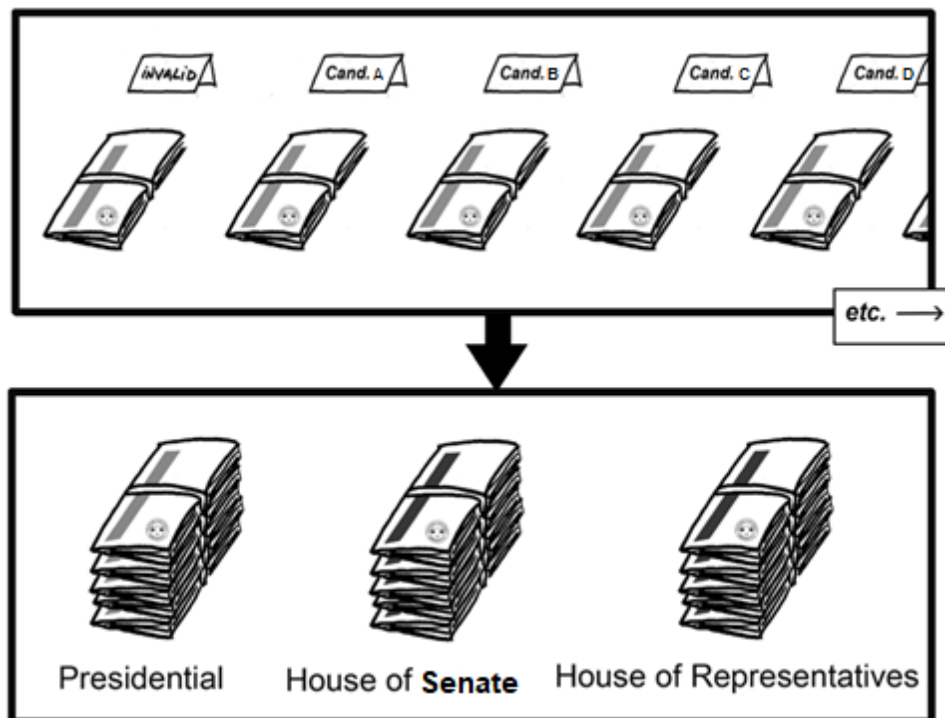
- Join together all presidential candidate ballot bundles including invalid ballot papers in order to create one bundle only;
- This bundle will include ballots of candidates and invalid ballot papers.
- Places the ballot papers in the ballot box and does not seal the box immediately.

At the end of the counting and once the Presidential Record of the Count (RC-01) has been satisfactorily completed and the PO has checked that all calculations are correct, the PO signs and stamps the form and asks agents present to sign the form.

IMPORTANT: THE PO, IN CASE OF ANY ERRORS DONE DURING THE COMPLETION OF THE FORM, HAS TO MAKE CORRECTIONS USING THE RED PEN PROVIDED.

If any agent is not satisfied with the count of the votes, he/she can file a complaint with NEC by filling in the complaint form.

The PO then starts with counting of the Senate ballot papers, and then the House of Representatives ballot papers following the same procedures.



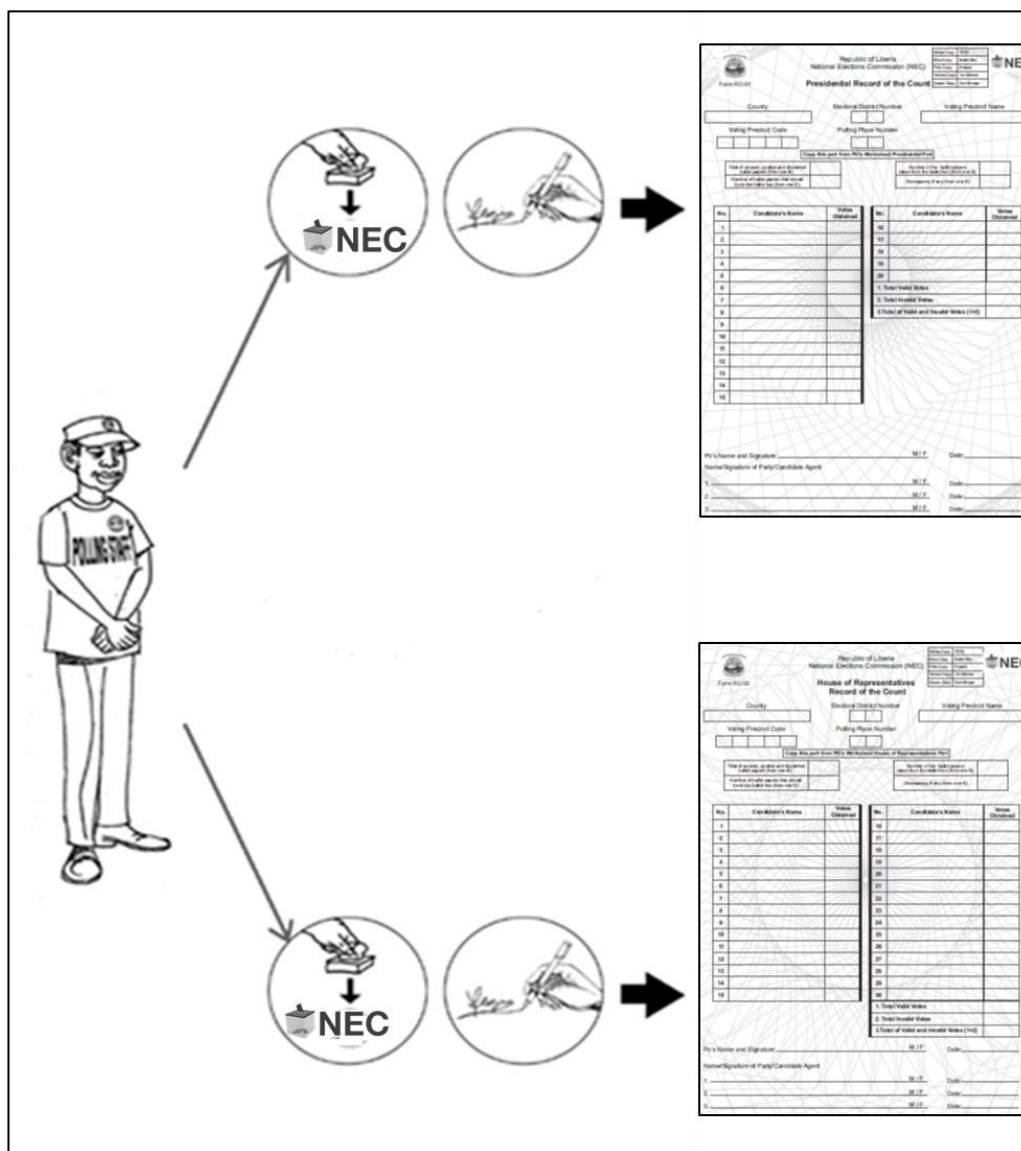
Displaying and Distribution Of Electoral Results

Once the count for the three elections is completed and Record of the Count Forms are filled in, the PO will sign and stamp the three forms.

The PO will request from agents present to sign the Record of the Count forms for the three elections. In cases where the agent refuses to sign the form, the Presiding Officer will record reasons for his or her refusal in the Presiding Officer's Journal. Whether or not the forms are signed by the party agent, it is the duty of the PO to display the results at the polling place.

The Record of the Count Forms for each election will be distributed in the following way:

1. Original – TEE-3,
2. First copy - Ballot box,
3. Second copy – Posted on the walls of the polling place,
4. Third to fourth copy – For distribution.



How Will The PO Distribute Copies To The Agents

As there may be more agents than copies of the Record of the Count Forms available in the polling place, the PO for distribution of the forms of the three elections will use the system of issuing forms to the agents of the candidates with the highest votes.

For each election, the PO will check the candidates that have obtained the highest number of the votes (first and second candidates). He/she will call agents of these two candidates to receive copies of the forms, if in case agents of the first two highest candidates are not present in the polling place, the PO will continue with other candidates following the order of obtained votes.

Packing Of Polling Place Materials

The Presiding Officer (PO) will pack sensitive and non-sensitive materials at the end of the polling and counting process. The PO will hand over all the materials he/she has packed to the Electoral Supervisor (ES). The packing of materials shall be done in category. This means that all sensitive materials shall be packaged within their proper box(es) while non-sensitive materials are also packaged within their own boxes.

Below are instructions on how sensitive and non-sensitive materials for the polling place are packed and delivered to the ES for onward delivery to the NEC Magistrate Office.

PACKING OF SENSITIVE MATERIALS

Marked ballot papers, TEE-1, TEE-2 and TEE-3 and envelope with complaint forms are considered sensitive materials. Instructions for packing these materials are as follows:

A. Packing of Presidential, Senate and House of Representatives ballot papers

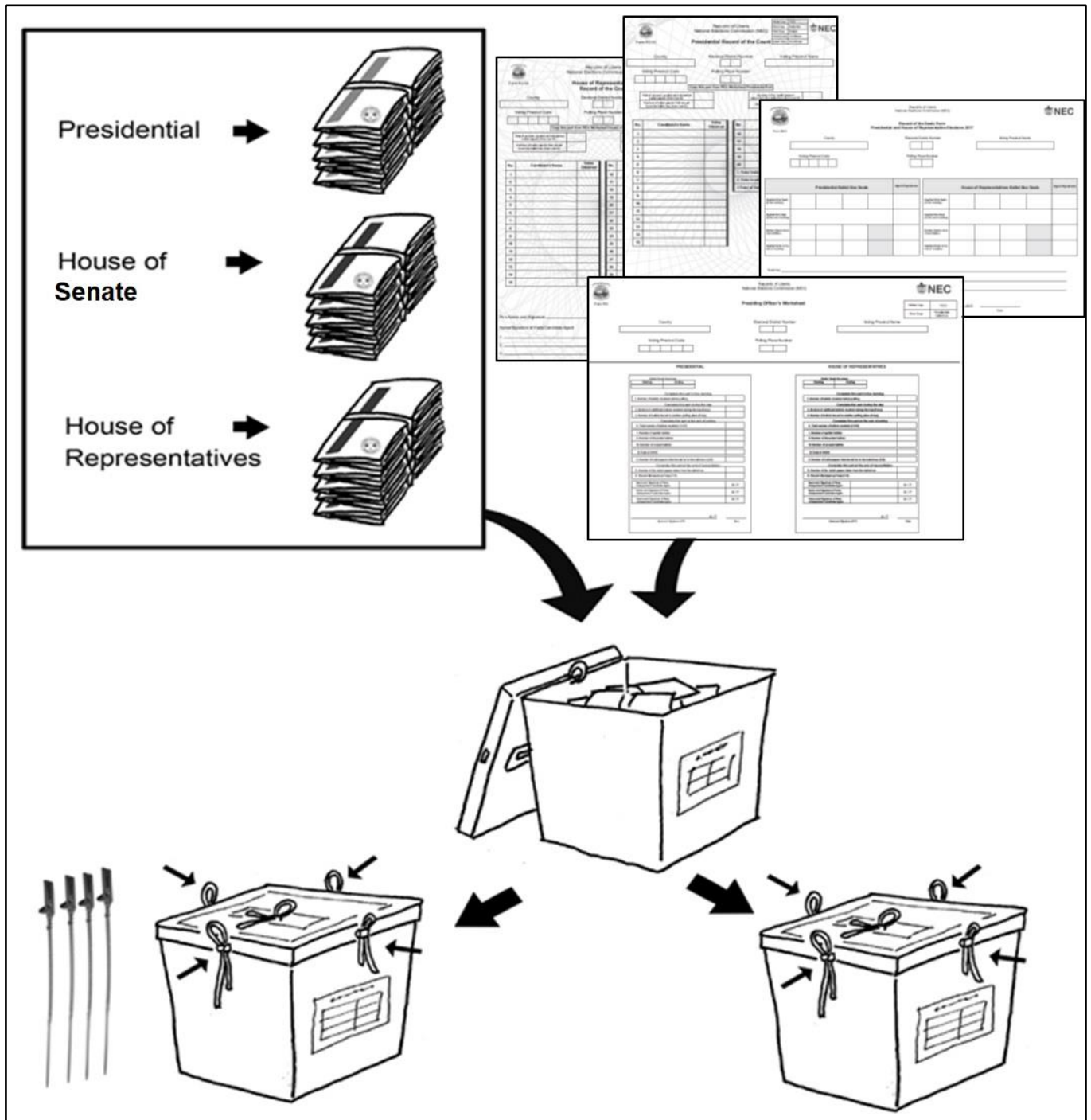
As outlined above, individual bundles for each election will be made by the PO. Once the bundles are made for the three elections, the PO will put ballot paper bundles in one ballot box.

The PO will, before sealing the ballot box with ballot papers, place the following in the ballot box where the ballot papers are packed:

1. Copy of the Record of the Count Forms for the three elections (blue color copy);
2. Copy of the POs Worksheet, (blue color copy);

The PO then takes three seals for sealing of the ballot box, and records the seal numbers in the Record of the Seal Form (RS01), and reads aloud numbers of recorded seals for agents.

1. Asks agents to sign and confirm seal numbers used for sealing of the ballot box;
2. Places the Record of the Seal Form (one copy) in the ballot box; and
3. Seals the ballot box.



IMPORTANT: THE ABOVE MATERIALS (THE MARKED BALLOTS AND THE BLUE COLOR COPIES OF THE FORMS) MUST BE PACKED IN THE PRESIDENTIAL BALLOT BOX.

B. Packing Of TEE's

Tamper –Evident Envelopes **1 and 2** are packed only after the polling is completed. The TEE-3 will be packed only after the counting is completed and all necessary forms are filled in.

THINGS TO REMEMBER WHEN PACKAGING THE TEEs:

Tamper –Evident Envelope (TEE) Number 1

Put all the below electoral materials in the TEE-1:

1. Stubs of used ballot papers (the three election ballots);
2. Unused Ballot Papers booklets and Partially Used Ballot Papers booklets (the three election ballots);
3. Spoiled Ballot Papers in envelope;
4. Discarded Ballot Paper in envelope.

Tamper –Evident Envelope (TEE) Number 2

Put all the below electoral materials in the TEE-2:

1. Final Registration Roll (FRR);
2. Unused Ballot Box Seals;
3. Official Stamp (validating stamp for ballots and results)

Tamper –Evident Envelope (TEE) Number 3

Put all the below electoral materials in the TEE-3:

1. Presiding Officer's Worksheet (Original);
2. Presiding Officer's Journal
3. Presidential Record of the Count RC-01 (white or original copy);
4. Senate Record of Count
5. House of Representatives Record of the Count RC-02 (original).

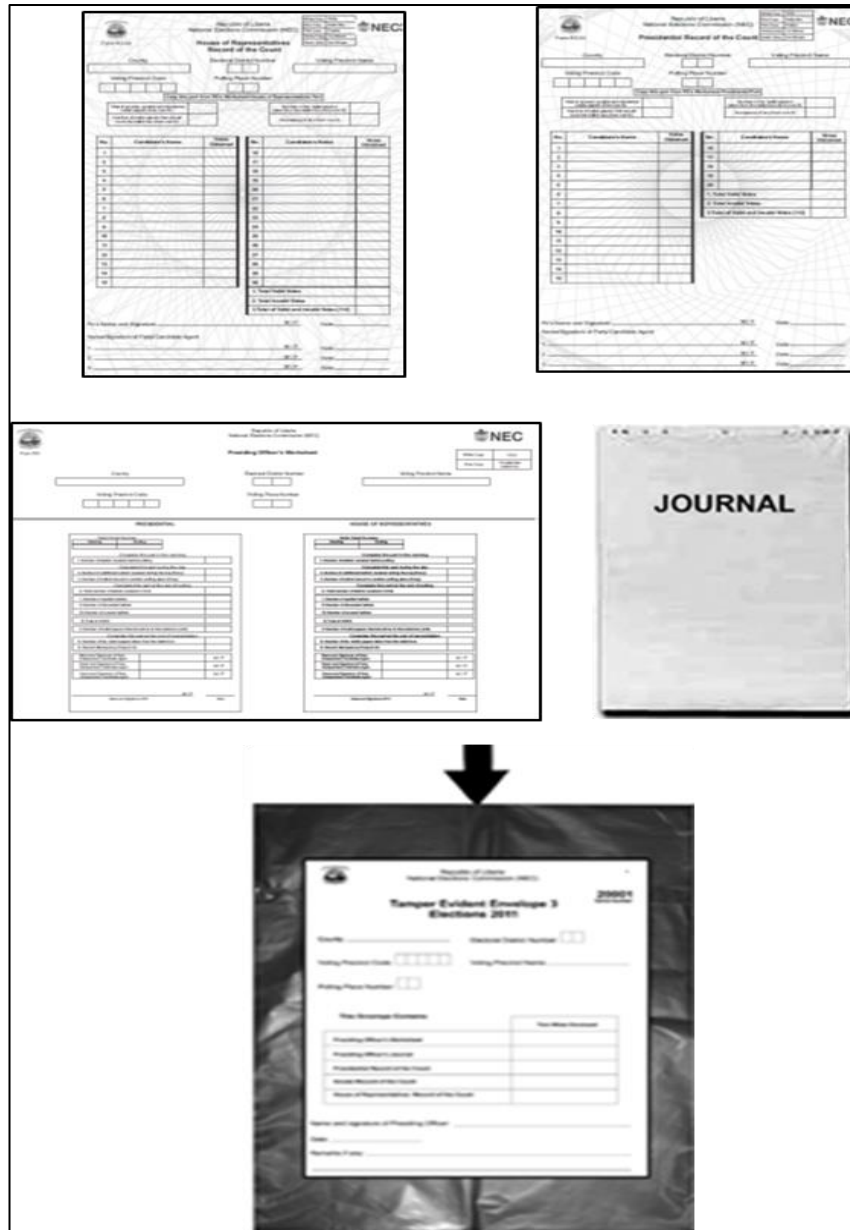
NOTE: Stamp all copies of the Record of the Count or Results. Once all the above forms are placed in the TEE-3, the PO seals the TEE-3.

For packing of TEE-3, the PO will ensure that all the forms (Original of the Record of the Count Forms, the PO Worksheets and PO Journal) are placed correctly within this TEE (TEE-3). This TEE is very important, because at a later stage, it will be used in the Tally Center for the tallying of results, and as such, special care should be given when packing it.

IMPORTANT: THE PO HAS TO RECORD ALL NECESSARY INFORMATION ON THE TEE LABEL BEFORE PLACING THE ABOVE FORMS INSIDE THE TEE BAG.

C. Packing Of The Envelope With Complaint Forms

As per procedures on complaints, all complaint forms will be placed in the envelope during the day. At the end of the day, the PO will check and count all the complaints filed and will complete the label of the complaint envelope. The label will be pre-printed, so the PO will just have to complete necessary information on the label. The PO will hand over the envelope containing all the complaint forms to the ES along with the TEEs and other materials.



IMPORTANT: FOR TRANSPORTATION PURPOSES, THE ES MUST PLACE THE TEES AND THE COMPLAINT ENVELOPES IN ONE OF THE EMPTY BOXES, THIS WAY, ANY MISPLACEMENT OF TEES OR COMPLAINT ENVELOPES WOULD BE AVOIDED.

PACKING OF NON-SENSITIVE MATERIALS

Non-sensitive materials will be packed immediately after all of the sensitive materials are packed.

VERY IMPORTANT PACKAGING RULES

I. Materials to Go in The Ballot Boxes

TEE-1 with all contents, which include the below listed items:

1. Used / counted ballot papers for all candidates
2. Copy of the Record of the Count Form (stamped)
3. Copy of the PO's Worksheet (stamped)
4. Record of the Seals Form RS01

II. Materials To Hand Deliver To The Electoral Supervisor

1. TEE-2 and all its contents
2. TEE-3 and all its contents
3. The complaint form envelope containing complaint forms

NOTE: All TEE-3 bags should be sealed or closed before delivery to the Electoral Supervisors

III. Materials To Go In The Ghana-Must-Go Bag

1. All the electoral stationery materials, which must be put in the Ghana-Must-Go Bag are as follows: lamps, hammer, remaining ballot box stickers, ink bottles, absorbent cloth, stamp, thumbprint pad(s), card punch, packaging tapes, copies of the materials transfer forms, staff duty sheet, scotch tape, cords, pens, etc.
2. All the electoral materials which you were asked not to put in the TEE-2 and TEE-3



NOTE: Each polling staff shall keep his/her badge or name tag after polling. This Identification Document along with Voter's ID card shall be given to the pay team on the day of payment for the work done.

Once the packing of these materials is completed, the PO shall wrap up the polling place kit with brown scotch tape provided. All polling place kits will be handed over by the PO to the Electoral Supervisor (ES) and this will be recorded in the Materials Transfer Form after election. Polling place staff must ensure that no election materials are left behind.

The Presiding Officer carefully packs all above materials and fills in the Election Materials Transfer Form-After Counting (P03) before handing over materials to the Electoral Supervisor.

The Presiding Officer handing over the materials keeps the original of the form and gives a copy to the ES.

The ES will be responsible for ensuring that all materials are safely returned to the NEC Magisterial Office.

Delivering Materials to The NEC Magisterial Office

Delivery of electoral materials from the voting precincts to NEC Magisterial Office is a key requirement after Election Day. It must be handled by the electoral team which includes the polling officials headed by the Presiding Officer for each polling place. The Precinct Presiding Officer is important to all the arrangements for retrieval of election materials, from the voting precinct to the NEC Magisterial Office. The normal order shall follow the following steps:

1. Packaging and collection of all polling place materials by the polling staff in line with the packaging rules;
2. Turning over Election Day materials to the Precinct Presiding Officer (PPO) by the polling place Presiding Officer (where applicable);
3. Turning over of the materials received by the PPO, having filled the Material Transfer Form (MTF), to the Electoral Supervisor (ES);
4. Arrangement, transportation coordination and delivery of all materials collected from the POs and PPO by the ES to the NEC Magisterial Office for further delivery to the proper NEC reception point;
5. In these arrangements, it is the responsibility of the ES for ensuring that all materials are safely returned.

As the ES will retrieve TEEs and other materials, they have to be very careful as not to misplace any of the materials especially TEEs and ballot box with ballot papers.

IMPORTANT: UNDER NO CIRCUMSTANCES IS THE ES, OR ANY OTHER NEC OFFICIAL, ALLOWED TO OPEN ANY OF THE TEEs OR THE BALLOT BOX WITH BALLOT PAPERS WHILE RECEIVING THESE ITEMS OR TRANSPORTING FROM VOTING PRECINCT TO THE NEC MAGISTERIAL OFFICE.

ANNEX-1: INSTRUCTIONS ON HOW TO COMPLETE THE FORMS

Introduction To The Presiding Officer's Worksheet (P01)

The Presiding Officer Worksheet is a form used by the Presiding Officer, in addition to other purposes, for the Reconciliation of the ballots. The Presiding Officer, in order to carry out the reconciliation, will enter the below items on the PO Worksheet:

1. The number of ballot papers received at the start of the Election Day;
2. The number of additional ballot papers received during the day (if any);
3. The number of ballots issued to another polling place (should that be the case);
4. The number of spoiled ballot papers;
5. The number of discarded ballot papers etc.

The PO's Worksheet is made up of three parts: One is for Presidential election, one for the Senate election and the other for the House of Representatives election. The three parts are in one form which is A3 size form. This way, staff will have only one sheet with three distinct forms instead of three separate sheets to deal with.

When filling in the PO's Worksheet, the PO always starts with Presidential part of the form followed by the Senate and then the House of Representatives.

The Presiding Officer's Worksheet will be used in different stages of the polling and counting process. These are:

1. In the morning, before polling starts, the PO records the precinct information, serial numbers of ballot papers and number of ballots received;
2. During polling, the PO records number of additional ballot papers received /issued to another polling place if any;
3. At the end of polling, the PO calculates the total number of ballots received, number of spoiled, discarded and unused ballot papers);
4. At the end of Reconciliation, the PO records the number of ballot papers taken from the ballot box and discrepancy, if any.

How the Presiding Officer Fills in the Presiding Officer's Worksheet (P01)

Complete this part before polling begins	Complete this part during the day
County: Write the name of the county where the voting precinct is located; Electoral District Number: Write the electoral district number. It is two-digit number assigned to that particular electoral district by NEC (this number can as well be found on the FRR cover page); Voting Precinct Name: Write the name of the voting precinct assigned to that particular location; Voting Precinct Code: Write the voting precinct Code. It is the five-digit number assigned to that voting precinct. The code can be found in the FRR cover page as well;	Number of additional ballots received during the day (if any): Write the total number of additional ballots received during the day (in case of ballot paper shortage). This can apply for one or more elections, i.e. if you have received Presidential ballots, record this information in Presidential part of the form <u>only</u>; Number of ballots issued to another polling place (if any): Write the total number of ballots issued to another polling place within the voting precinct, i.e. if you have issued Presidential ballots, record this information in Presidential part of the form <u>only</u>.

Polling Place Number: Write the two-digit number. The numbers of the polling place can be found on the FRR cover page. Please ensure that the polling place number shown on the FRR matches the name of the polling place.

Ballot paper serial numbers: Write the starting and ending serial number of the ballot paper pack. Each ballot paper pack will have a label indicating on top of the pad starting and ending number of the pack.

IMPORTANT: As the form is divided into three parts, Presidential, Senate and House of Representatives, the PO will complete parts of the form for each election separately.

Complete this part in the morning:

Number of ballots received before polling: Write the total number of ballots received for that particular polling place before polling for the three elections

Complete this part at the end of polling (separately for each election)	Complete this part at the end of Reconciliation (separately for each election)
A - Total number of ballots received (1+2-3): Add up (1) and (2) and subtract (3) and enter the total in the form, <u>(use the calculator)</u>; Number of spoiled ballots: Write the total number of spoiled ballots enclosed in the spoiled ballot paper envelope for <u>each election separately</u>; Number of discarded ballots in the polling place: Write the total number of discarded ballots enclosed in the discarded ballot paper envelope <u>for each election separately</u>. Write <u>ZERO</u> in this row if no ballot is found; Number of unused ballots: Count all unused ballots at the end of polling and write the total in this row; B - Total of I+II+III: Add up the total number of spoiled, discarded and unused ballots from lines I, II and III above and enter the total in this row; The number of ballot papers that should be in the ballot box (A-B): Subtract the numbers recorded in row B from row A, (use the calculator)	D - Number of ballot papers taken from the ballot box: Write the total number of ballot papers taken from the ballot box and record the number in row D, (this number can be recorded only after the box has been reconciled); E - Record the discrepancy between C and D: If the number of ballot papers in row C is not corresponding to the number of ballot papers in row D, write the discrepancy in row E, if there is no discrepancy, write <u>ZERO</u> in row E; Name and Signature of Party or Independent Candidate agents: The party candidates or the independent candidate agents may write their names and sign as a witness to endorse the accuracy of the record; Date: Each party/candidate agent signing the form will enter the date on the form when he/she signs the form. Format to be followed: dd/mm/yy. Signature of the Presiding Officer: This is the portion of the form where the Presiding Officer of the polling place signs to endorse the results recorded on the Presiding Officer's Worksheet, after the form is completed; Date: Fill in the date when the Worksheet is filled in. Format to be followed: dd/mm/yy.

Introduction To The Election Materials Transfer Form - Before Polling (P02)

The Transfer of Election Materials before Polling Form is a form that will be used by various polling officials to keep a track of materials handed over and received.

The Transfer of Election Materials before polling comes in duplicate. The original goes to the Official handing over the materials and the copy to the official receiving the materials.

IMPORTANT: MAKE SURE THAT YOU FOLLOW CAREFULLY THE PROCEDURES BELOW.
WHENEVER YOU SIGN A MATERIAL TRANSFER FORM BEFORE POLLING, YOU WILL BE HELD ACCOUNTABLE FOR THE MATERIALS RECEIVED.

How the Election Officials Fill in “Materials Transfer Form- Before Polling” (P02)

When filling in the form, refer to the information from the PO’s worksheet on: the county, electoral district number, voting precinct name, voting precinct code and polling place number, as all of this information is the same in all of the forms to be completed.

Voting Precinct kit with ballots: Write the total number of precinct kits handed over to the particular voting precinct;

IMPORTANT: UNDER NO CIRCUMSTANCE, STAFF IS TO OPEN THE PRECINCT KIT. THE KIT WILL BE OPENED ONLY ON THE ELECTION DAY.

Polling place kits: Write the number of the polling place kits handed over to the polling place. All polling place kits will be packed in the cardboard boxes and then placed inside the ballot box, meaning that each ballot box will have one polling place kit packed inside the ballot box and then sealed;

Ballot Boxes: Write the total number of ballot boxes handed over to that particular polling place;

Voting screens: Write the total number of the voting screens handed over to that particular polling place. If the cloth is provided, in the form, indicate that it was a cloth and how many pieces of cloth received;

IMPORTANT: VOTING SCREENS, EITHER IN THE FORM OF CLOTH OR CARD BOARD BOXES WILL BE PROVIDED TO ALL POLLING PLACES. IT IS THE RESPONSIBILITY OF POLLING OFFICIALS TO ASSEMBLE THE PARTICULAR KIND OF VOTING SCREEN ASSIGNED TO THEIR POLLING PLACE.

- **Voting Precinct kit seal serial numbers:** Record the serial numbers of the seal used to seal the precinct kit;
- **Handed Over by:** It is the portion of the form where the officer handing over the materials will write his/her name;
- **Sex:** Write the sex of the person handing over materials;
- **Received by:** It is the portion of the form where the officer receiving the materials will write his/her name;
- **Sex:** Write the sex of the person receiving materials;
- **ID No if available:** Write the ID Number from VR card;
- **Date:** Fill in the date when the form is filled in (when the materials are handed over). Format to be followed: dd/mm/yy.

Introduction to the form “addition to the FRR”

The Addition to the Final Registration Roll (FRR) is an annex used to handle special situations concerning voters. This annex is used to record the particulars and other voting information of persons who are entitled to vote in the elections but are not found in the particular FRR at the point where they have turned out to vote.

Persons classified under this special situation are elections security personnel, international observers’ driver and escorts, polling staff and NEC employees serving duties as supervisors in the field on Election Day.

A basic requirement for voting under this special situation is a presentation of a valid voter registration card. The persons voting in this special situation category will be allowed to vote only in the presidential election where they are assigned out of the electoral district where they have registered.

How the Voter Identification Officer Fills in the Form “Addition to the FRR”

Information such as; county name, district number, precinct code, precinct name and polling place number will be pre-printed, so the VIO will only fill in the information shown below:

- **Name of the voter:** Write the name of the voter as it appears on the VR card of the voter;
- **Age:** Write the age of the voter exactly as shown on his/her VR card;
- **Sex:** Write the sex of the voter;
- **VR card Number:** Write the exact number of the VR card as it appears on the VR card of the voter;
- **Telephone Number:** Write the available telephone numbers of the voter.
- **Missing Voter:** This is the portion of the Addition to the FRR, where the VIO ticks in case of the missing voter from the FRR. **Missing voter is a voter, who has registered in that specific voting precinct and was assigned to that polling place to vote for election but for some reason does not appear on the FRR;**
- **Elections Security Personnel or Staff on duty:** This is the portion of the FRR, where the VIO ticks in case of the elections security personnel or staff on duty voting in the polling place;
- **Names/Signature of the Voter Identification Officer:** It is the portion of the form where the Voter Identification Officer writes his/her name and signs after the Addition to the FRR form is duly completed;
- **Sex:** Write the sex of the VIO;
- **Name/Signature of the Presiding Officer:** It is the portion of the form where the Presiding Officer will write his/her name and signs after the Addition to the FRR form is duly completed;
- **Sex:** Write the sex of the PO;
- **Page:** Voter Identification officer will write the page numbers, starting with one; for i.e. if two pages of the form are used, the Voter identification officer will write 1 of 2 and so on.

How to Fill in the Oath for Voting Form

Filling in the First Part	Filling in the Second Part
1. Write in the name of the county where the voting is taking place, the name of the voting precinct code, the electoral district number, and the polling place number	The part, OFFICIAL USE, is filled by the PO. It begins with the name of the Presiding Officer and continue with Remarks (if any).

2. The Presiding Officer (PO) writes in the VR particulars of the registrant. This portion is immediately under the oath [1, 2, 3, 4, 5]	Remarks, for example, includes any observation by the PO, in her / his official judgment that needs to be made under this special scenario. It is not mandatory to remark, and this form should not be used in place of complaint form
3. Following, the PO request the signature or thumb print, contact number, and date of the following form from the registrants. Note: The registrant should sign or make the thumb print herself / himself.	

Introduction To The Record Of The Count Form

The Election Record of the Count is the form that will be used to record the number of the valid/invalid and total votes. There are three Records of the Count Forms used in the Presidential, Senatorial and House of Representatives elections.

Records of the Count Forms are A4 size and each election will have its own form. The PO, when dealing with count and filling in the Record of the Count forms, must take in consideration order of the count which is Presidential, Senatorial and House of Representatives, so he/she must follow the same order in completing the forms.

In order to avoid any mistakes when filling in the form, the names of the candidates will be pre-printed in the form.

The Record of the Count Form is made up of two parts. First part is filled using corresponding election part of the PO's Worksheet and second portion of the form is filled in after the counting is completed for each election.

For the House of Representatives, depending on the number of the candidates, forms will have one or two columns with names of candidates. In the manual, it is introduced form with two columns only.

How the Presiding Officer Fills in the “Record of the Count Form”

This portion of the form should be filled in before counting of the ballot papers begins. All the information recorded in this part of the form will be transferred from the Presiding Officer's Worksheet (P01).

Fill this Part Before Counting	Fill this Part After Counting
Total of unused, spoiled and discarded ballot papers: Copy the figure from row B of Presiding Officer's Worksheet; Number of ballot papers that should be in ballot box: Copy the figure from row C of Presiding Officer's Worksheet; Number of ballot papers taken from the ballot box: Copy the figure from row D of Presiding Officer's Worksheet; Discrepancy: Copy the figure from row E of Presiding Officer's Worksheet.	Votes obtained: Record the number of the valid votes obtained by each candidate against the name of the candidate in the space provided; Total valid votes: Sum all votes of the candidates and record the total in this row; Total invalid Votes: Count all invalid votes and record in this row; IMPORTANT: Do not record in the "TOTAL INVALID VOTES ROW" the number of spoiled ballot papers; this row is only for the ballots identified during sorting and are invalidated as a result of a mismatch or no mark by the voter. Total of valid and invalid votes (1+2): Sum up total of valid and invalid votes and record the total in the row for "Total of valid and invalid votes". IMPORTANT: The total valid and invalid votes, have to match the number of ballot papers taken from the ballot box as recorded in the portion of the Record of the Count Form from the POs Worksheet. Name and Signature of Presiding Officer: The Presiding Officer of the polling place will sign after the Record of the Count Form is duly completed; Name/Signature of Party/Independent Candidate Agents: Party/candidate agents present during the counting of the ballots may write name of their organization and sign as a witness; Date: Fill in the date when the form is completed. Format to be followed: dd/mm/yy.

How to fill in the "Election Material Transfer Form - After Polling (P03)"

The Transfer of Election Materials After Counting Form is a form that will be used by various polling officials to keep a track of materials handed over and received.

The Transfer of Election Materials after Counting Form comes in duplicate. The original goes to the Official handing over the materials and the copy goes to the official receiving the materials.

REMEMBER: MAKE SURE THAT YOU FOLLOW CAREFULLY THE PROCEDURES BELOW. WHENEVER YOU SIGN THE FORM, TRANSFER OF ELECTION MATERIALS AFTER COUNTING, YOU WILL BE HELD ACCOUNTABLE FOR MATERIALS RECEIVED.

- **TEE-1:** Write the number of TEE-1 handed over; **TEE-2:** Write the number of TEE-2 handed over; **TEE-3:** Write the number of TEE 3 handed over;
- **Ballot box with ballot papers:** Write the number of ballot boxes with ballot papers;
- **Empty ballot boxes:** Write the number of empty ballot boxes handed over;

- **Polling Place Kit:** Write the total number of polling kits handed over;
- **Voting Screens:** Write the number of voting screens handed over;
- **Complaint forms envelope:** Write the number of the envelopes handed over.
- **Handed Over by:** It is the portion of the form where the officer handing over materials writes his/her name;
- **Sex:** Write the sex of the person handing over materials;
- **Received by:** It is the portion of the form where the officer receiving materials writes his/her name after he/she has accounted for all materials received;
- **Sex:** Write the sex of the person receiving materials;
- **ID No if available:** Write the ID number of the person receiving from the VR card (if available)
- **Date:** Fill in the date when the form is filled in. Format to be followed: dd/mm/yy.

Introduction To The Tamper Evident Envelope 3

The TEE-3 will have pre-printed label and it will be used by the Presiding Officer to record all necessary information regarding voting precinct and the items enclosed in the envelope.

The TEE must be filled at the end of the counting process, once all the necessary forms and PO Journal are enclosed in the TEE.

How the Presiding Officer Fills in the Tamper Evident Envelope 3

This TEE contains:

- **Presiding Officer's Worksheet:** tick the box after the Presiding Officer's Worksheet is enclosed into the TEE 3;
- **Presiding Officer's Journal:** Tick the box after the Presiding Officer's Journal is enclosed into the TEE-3;
- **Presidential Record of the Count:** Tick the box after the Presidential Record of the Count is enclosed into the TEE-3;
- **Senate Record of the Count:** Tick the box after the Presidential Record of the Count is enclosed into the TEE-3;
- **House of Representatives Record of the Count:** Tick the box after the House of Representatives Record of the Count is enclosed into the TEE-3;
- **Name/Signature of Presiding Officer:** It is the portion of the TEE where the Presiding Officer will write his/her name and signs after the TEE is duly completed;
- **Date:** Fill in the date when the TEE is filled in. Format to be followed: dd/mm/yy.

ANNEX-2: POLLING PLACE KIT CONTENTS

No	Item	Purpose	Quantity
1	Permanent Ink Markers	For any purpose	2
2	Pen (black)	To mark the ballot paper and any administrative use in the polling place	3
3	A5 Notepad	To be used as PP Journal	1
4	Calculator	Administrative use (to calculate results)	1
5	Barrier tape	To organize queues at PP/VP	1
6	Garbage bags (1 roll of 5 bags)	For any purpose	1
7	Brown packing tap	For packing purposes	1
8	Scissors	For any purpose	1
9	Seals for ballot box	To seal ballot boxes	50
10	Rulers	For any purpose	1
11	Lamp	To be used during counting of ballots	2
12	Set of batteries for lamp	To be used with lamp	3
13	Scotch tape	Any purpose	1
14	Thumbprint pad	Used for marking of ballot papers	4
15	Absorbent cloth	To wipe finger of the voter before inking	2
16	Validating stamp	To validate ballot papers	1
17	Validating stamp pad	For the validating stamp	2
18	Tunics	Polling place staff uniform	5
20	Thin cord rope	Any purpose	1
19	ID badge holder	To place ID cards	5
20	Staff ID badges	To identify the PP staff	5
21	TEE 1	For packing of sensitive materials	1
22	TEE2	For packing of sensitive materials	1
23	TEE3	For packing of election results	1
24	Spoiled ballot paper envelope	For packing of spoiled ballots	1
25	Discarded ballot paper envelope	For packing of discarded ballot	1
26	Presidential ballot box sticker	To identify Presidential ballot box	2
27	House of Representatives ballot	To identify House of Representatives ballot	2
28	“No cell phone” Sign		1
Counting Kit			
1	Counting kit bag (below items packed inside)	Counting items packed inside	1
2	Notepad	For name tags during the counting	1
3	Wet sponge for counting	To wet the finger during counting	1
4	Bulldog clips small (pack)	For clipping of batches of less than 10 ballots	1
5	Rubber bands bag	To make bundles of 25 ballots	1
6	Pen (red)	For corrections on the forms	2
7	Hand sanitizer		1

ANNEX-3: VOTING PRECINCT KIT CONTENTS

No	Item	Purpose	Quantity
1	Ballot papers 550 per polling place(for each election separately)	To use by voters for voting	3 pack per polling place
2	FRR	To be used by VI Officer (polling place specific)	1 per polling place
3	Envelope with forms	To record results and other administrative use	1 per polling place
4	Voting precinct sign (code)	To identify the voting precinct	3
5	Voting precinct/Polling place index	To give you idea about allocation of the voters in the voting precinct	3
6	Voting precinct banner	To identify the voting precinct	1
7	Voting precinct right arrow	To direct voters to the voting precinct	1
8	Voting precinct left arrow	To direct voters to the voting precinct	1
9	Voting precinct Queue Controller tunics	Voting precinct staff uniforms	To be determined

ANNEX-4: POLLING PLACE FORMS

Voting Precinct/Polling Place Forms			
No	Form	Purpose	Quantity
1	Oath of Office (AD-001)	To commit oneself, truthfully to the credibility of the electoral process	
2	Election Material Transfer Form -Before Polling (P02)	Use for indicating that electoral materials have passed on from the logistician to the polling staff	
3	Election Material Transfer Form –After Counting	Use for indicating that electoral materials have passed on from Polling Staff to the Electoral Supervisor	
4	Presiding Officer's Worksheet (P01)	Used as a working table to carry out rough work including calculations and other information at the polling place on Election Day	
5	Record of the Seal Form (RS01)	Is meant to record a number on the seals used to secure election containers (ballot boxes)	
6	Presidential Record of the Count (RC-01)	Result sheet for Presidential election at the polling place	
	Senate Record of the Count form	Result sheet for Senate election at the polling place	
7	House of Representatives Record of the Count (RC-02)	Result sheet for the representatives at the polling place	
8	Gender data capturing sheet (GDS-01)	Used to capture the gender information about voters on Election Day	
9	Complaint Form	Used by persons desired to complain on polling day	

Annexes

Oath of Office: A lawful document used in the election process to place an election worker under lawful duty to act in the best interest of the country.

Presiding Officer (PO) Worksheet: A form that is used by the head of the polling place to account for the different materials especially ballot papers issued to that polling place.

Material Transfer Form – Before County: Form used to list the materials issued to a polling place before voting day starts.

Material Transfer Form – After Counting: Form used to list voting materials used and ready for retrieving or return

Record of the Seals Form: Some protective materials (rubber or metal) to secure election materials. E.g., Ballot Boxes, etc.

Gender Data Capturing Form: A form designed to collect information about the number of male and female that turned out to vote.

Record of the Count Form: The official sheet of paper on which the results for a polling place are entered.

Election Complaint Form: A form pre-printed with possible issues based on the law that voters or other users of the center may write their complaint on.



Republic of Liberia
National Elections Commission (NEC)



OATH OF OFFICE

I, the undersigned, do solemnly swear that I will truly and faithfully execute and perform the duties of and will uphold, protect and support the Constitution of the Republic of Liberia, Election Law and all elections related Regulations to the best of my ability, and that I, as of the signing of this oath, will relinquish all political activities including but not limited to membership and support to political parties and candidates, involvement in political campaign and political fund raisings, that during the tenure of service and even after service, I shall not disclose any related information obtained by me or act done by me during my service without the approval of the NEC, that any act contrary to what spell out herein constitutes a breach and undermines the faithful discharge of duties and responsibilities of my office, I hereby affirmed that I will faithfully discharge the duties and responsibilities of the office assign to me, so help me God.

PRECINCT NAME _____ CODE _____ POLLING PLACE # _____

NO.	FULL NAME IN BLOCK LETTERS	POSITION	MOBILE NUMBER	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

NAME OF SUPERVISOR _____ SIGNATURE _____ DATE _____



Republic of Liberia
National Elections Commission (NEC)



Form PO3

**Material Transfer Form
After Counting**

County	Electoral District Number	Voting Precinct Name
Voting Precinct Code	Polling Place Number	

No	Item Description	Quantity
1.	Ballot Box with ballot papers	
2.	Empty ballot box	
3.	TEE 1 (<i>inside the Ballot Box</i>)	
4.	TEE 2	
5.	TEE 3	
6.	Complaint Form Envelope	
7.	Polling Place Kit	
8.	Voting Screen	

Handed over by:

Received By:

_____ Name and Signature
_____ Position
_____ Date

_____ Name and Signature
_____ ID No (if available)
_____ Date



Form PO3

Republic of Liberia
National Elections Commission (NEC)



**Election Materials Transfer Form
After Counting**
General and Presidential Elections 2023

White Copy	Handing Over
Blue Copy	Receiving

County	Electoral District Number	Voting Precinct Name
Voting Precinct Code	Polling Place Number	

No.	Item Description	Quantity
1	TEE 1	
2	TEE 2	
3	TEE 3	
4	Ballot Box with Ballot Papers	
5	Empty Ballot Box	
6	Polling Place Kit	
7	Voting Screens	
8	Complaint forms envelope	

Handed Over By:

Received By:

M / F

M / F

Name and Signature

Name and Signature

Position

Position

ID No if Available

ID No if Available

Date

Date



Form P01

Republic of Liberia
National Elections Commission (NEC)
Presiding Officer's Worksheet



White Copy	TEE3
Pink Copy	Ballot box

County

Electoral District Number

Voting Precinct Code

Polling Place Number

Voting Precinct Name

PRESIDENTIAL

Ballot Serial Numbers	
Starting	Ending

Complete this part in the morning

1. Number of ballots received before polling	
Complete this part during the day	
2. Number of additional ballots received during the day (if any)	
3. Number of ballots issued to another polling place (if any)	

Complete this part at the end of polling

A. Total number of ballots received (1+2+3)	
I. Number of spoiled ballots	
II. Number of discarded ballots	
III. Number of unused ballots	
B. Total of I+II+III	
C. Number of ballot papers that should be in the ballot box (A-B)	

Complete this part at the end of reconciliation

D. Number of the ballot papers taken from the ballot box	
E. Record discrepancy if any (C-D)	

Name and Signature of Party /Independent Candidate Agent	
Name and Signature of Party /Independent Candidate Agent	
Name and Signature of Party /Independent Candidate Agent	

Name and Signature of PO

Date

SENATE

Ballot Serial Numbers	
Starting	Ending

Complete this part in the morning

1. Number of ballots received before polling	
Complete this part during the day	
2. Number of additional ballots received during the day (if any)	
3. Number of ballots issued to another polling place (if any)	

Complete this part at the end of polling

A. Total number of ballots received (1+2+3)	
I. Number of spoiled ballots	
II. Number of discarded ballots	
III. Number of unused ballots	
B. Total of I+II+III	
C. Number of ballot papers that should be in the ballot box (A-B)	

Complete this part at the end of reconciliation

D. Number of the ballot papers taken from the ballot box	
E. Record discrepancy if any (C-D)	

Name and Signature of Party /Independent Candidate Agent	
Name and Signature of Party /Independent Candidate Agent	
Name and Signature of Party /Independent Candidate Agent	

Name and Signature of PO

Date

HOUSE OF REPRESENTATIVES

Ballot Serial Numbers	
Starting	Ending

Complete this part in the morning

1. Number of ballots received before polling	
Complete this part during the day	
2. Number of additional ballots received during the day (if any)	
3. Number of ballots issued to another polling place (if any)	

Complete this part at the end of polling

A. Total number of ballots received (1+2+3)	
I. Number of spoiled ballots	
II. Number of discarded ballots	
III. Number of unused ballots	
B. Total of I+II+III	
C. Number of ballot papers that should be in the ballot box (A-B)	

Complete this part at the end of reconciliation

D. Number of the ballot papers taken from the ballot box	
E. Record discrepancy if any (C-D)	

Name and Signature of Party /Independent Candidate Agent	
Name and Signature of Party /Independent Candidate Agent	
Name and Signature of Party /Independent Candidate Agent	

Name and Signature of PO

Date



Form RS01

Republic of Liberia
National Elections Commission (NEC)
Record of the Seals Form



White Copy	TEE3
Yellow Copy	Ballot box

County

Electoral District Number

Voting Precinct Name

Voting Precinct Code

Polling Place Number

PRESIDENTIAL Ballot Box					Agents Signatures
Applied side seals (in the morning)					
Applied slot seal at the end of polling					
Broken seals before Reconciliation					
Applied seals at the end of Reconciliation					
Broken seals before sorting/counting					
Applied seals at the end of counting					
Slot seal at the end of counting					
Remarks if any: _____					

SENATE Ballot Box					Agents Signatures
Applied side seals (in the morning)					
Applied slot seal at the end of polling					
Broken seals before Reconciliation					
Applied seals at the end of Reconciliation					
Broken seals before sorting/counting					
Remarks if any: _____					

HOUSE OF REPRESENTATIVES Ballot Box					Agents Signatures
Applied side seals (in the morning)					
Applied slot seal at the end of polling					
Broken seals before Reconciliation					
Applied seals at the end of Reconciliation					
Broken seals before sorting/counting					
Remarks if any: _____					

Name and Signature of PO

Date



Republic of Liberia
National Elections Commission (NEC)

Original	TEE 3
1 st Copy Blue	Ballot Box
2 nd Copy Pink	Posted
3 rd – 4 th Copy	Distribution



Form RC-01

Presidential Record of the Count
General and Presidential Elections 2023

County	Electoral District Number	Voting Precinct Name
Voting Precinct Code	Polling Place Number	

Copy this part from the Presiding Officer's Worksheet

Total of unused, spoiled and discarded ballot papers (from row B)	
Number of ballot papers that should be in the ballot box (from row C)	

Number of ballot papers taken from the ballot box (from row D)	
Discrepancy if any (from row E)	

No.	Name of Candidate	Party	Votes Obtained
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

No.	Name of Candidate	Party	Votes Obtained
13			
14			
15			
16			
17			
18			
19			
20			
1. Total Valid Votes			
2. Total Invalid Votes			
3. Total of Valid and Invalid Votes (1+2)			

Name and Signature of PO	M/F	Date
Name and Signature of Party/Candidate Agents		
1	M/F	Date
2	M/F	Date
3	M/F	Date



Form RC-02

Republic of Liberia
National Elections Commission (NEC)

Original Copy	TEE3
1 st Copy	Ballot Box
2 nd Copy	Posted
3 rd -8 th Copy	For distribution



House of Senate
Record of the Count

County	Electoral District Number	Voting Precinct Name
Voting Precinct Code	Polling Place Number	

Copy this part from PO's Worksheet House of Representatives Part

Total of unused, spoiled and discarded ballot papers (from row B)	
Number of ballot papers that should be in the ballot box (from row C)	

Number of the ballot papers taken from the ballot box (from row D)	
Discrepancy if any (from row E)	

No.	Candidate Name	Party	Votes Obtained
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

No.	Candidate Name	Party	Votes Obtained
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
1. Total Valid Votes			
2. Total Invalid Votes			
3. Total of Valid and Invalid Votes (1+2)			

Po's Name and Signature: _____ M / F

Date: _____

Name/Signature of Party/Candidate Agent

1. _____ M / F

Date: _____

2. _____ M / F

Date: _____

3. _____ M / F

Date: _____



Form RC-02

Republic of Liberia
National Elections Commission (NEC)

White Copy	TEE3
Blue Copy	Ballot Box
Pink Copy	Posted
Yellow Copy	1st Winner
Green Copy	2nd Winner



House of Representatives
Record of the Count

County

GRAND KRU

Electoral District Number

0 1

Voting Precinct Name

Voting Precinct Code

Polling Place Number

Copy this part from PO's Worksheet House of Representatives Part

Total of unused, spoiled and discarded ballot papers (from row B)	
Number of ballot papers that should be in the ballot box (from row C)	

Number of the ballot papers taken from the ballot box (from row D)	
Discrepancy if any (from row E)	

No.	Candidate Name	Party	Votes Obtained
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

No.	Candidate Name	Party	Votes Obtained
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

1. Total Valid Votes

2. Total Invalid Votes

3. Total of Valid and Invalid Votes (1+2)

Po's Name and Signature: _____ M / F

Date: _____

Name/Signature of Party/Candidate Agent

1. _____ M / F

Date: _____

2. _____ M / F

Date: _____

3. _____ M / F

Date: _____



NATIONAL ELECTIONS COMMISSION
GENDER DATA CAPTURING SHEET
 2023 PRESIDENTIAL AND LEGISLATIVE ELECTIONS



This form should be placed in the TEE3 bag along with the record of the count sheet.

Voting Precinct Code: _____ Voting Precinct Name: _____

Polling Place Number: _____

MALE						FEMALE													
1	☐	34	☐	67	☐	100	☐	133	☐	1	☐	34	☐	67	☐	100	☐	133	☐
2	☐	35	☐	68	☐	101	☐	134	☐	2	☐	35	☐	68	☐	101	☐	134	☐
3	☐	36	☐	69	☐	102	☐	135	☐	3	☐	36	☐	69	☐	102	☐	135	☐
4	☐	37	☐	70	☐	103	☐	136	☐	4	☐	37	☐	70	☐	103	☐	136	☐
5	☐	38	☐	71	☐	104	☐	137	☐	5	☐	38	☐	71	☐	104	☐	137	☐
6	☐	39	☐	72	☐	105	☐	138	☐	6	☐	39	☐	72	☐	105	☐	138	☐
7	☐	40	☐	73	☐	106	☐	139	☐	7	☐	40	☐	73	☐	106	☐	139	☐
8	☐	41	☐	74	☐	107	☐	140	☐	8	☐	41	☐	74	☐	107	☐	140	☐
9	☐	42	☐	75	☐	108	☐	141	☐	9	☐	42	☐	75	☐	108	☐	141	☐
10	☐	43	☐	76	☐	109	☐	142	☐	10	☐	43	☐	76	☐	109	☐	142	☐
11	☐	44	☐	77	☐	110	☐	143	☐	11	☐	44	☐	77	☐	110	☐	143	☐
12	☐	45	☐	78	☐	111	☐	144	☐	12	☐	45	☐	78	☐	111	☐	144	☐
13	☐	46	☐	79	☐	112	☐	145	☐	13	☐	46	☐	79	☐	112	☐	145	☐
14	☐	47	☐	80	☐	113	☐	146	☐	14	☐	47	☐	80	☐	113	☐	146	☐
15	☐	48	☐	81	☐	114	☐	147	☐	15	☐	48	☐	81	☐	114	☐	147	☐
16	☐	49	☐	82	☐	115	☐	148	☐	16	☐	49	☐	82	☐	115	☐	148	☐
17	☐	50	☐	83	☐	116	☐	149	☐	17	☐	50	☐	83	☐	116	☐	149	☐
18	☐	51	☐	84	☐	117	☐	150	☐	18	☐	51	☐	84	☐	117	☐	150	☐
19	☐	52	☐	85	☐	118	☐	151	☐	19	☐	52	☐	85	☐	118	☐	151	☐
20	☐	53	☐	86	☐	119	☐	152	☐	20	☐	53	☐	86	☐	119	☐	152	☐
21	☐	54	☐	87	☐	120	☐	153	☐	21	☐	54	☐	87	☐	120	☐	153	☐
22	☐	55	☐	88	☐	121	☐	154	☐	22	☐	55	☐	88	☐	121	☐	154	☐
23	☐	56	☐	89	☐	122	☐	155	☐	23	☐	56	☐	89	☐	122	☐	155	☐
24	☐	57	☐	90	☐	123	☐	156	☐	24	☐	57	☐	90	☐	123	☐	156	☐
25	☐	58	☐	91	☐	124	☐	157	☐	25	☐	58	☐	91	☐	124	☐	157	☐
26	☐	59	☐	92	☐	125	☐	158	☐	26	☐	59	☐	92	☐	125	☐	158	☐
27	☐	60	☐	93	☐	126	☐	159	☐	27	☐	60	☐	93	☐	126	☐	159	☐
28	☐	61	☐	94	☐	127	☐	160	☐	28	☐	61	☐	94	☐	127	☐	160	☐
29	☐	62	☐	95	☐	128	☐	161	☐	29	☐	62	☐	95	☐	128	☐	161	☐
30	☐	63	☐	96	☐	129	☐	162	☐	30	☐	63	☐	96	☐	129	☐	162	☐
31	☐	64	☐	97	☐	130	☐	163	☐	31	☐	64	☐	97	☐	130	☐	163	☐
32	☐	65	☐	98	☐	131	☐	164	☐	32	☐	65	☐	98	☐	131	☐	164	☐
33	☐	66	☐	99	☐	132	☐	165	☐	33	☐	66	☐	99	☐	132	☐	165	☐

166	☐	185	☐	204	☐	223	☐	242	☐	166	☐	185	☐	204	☐	223	☐	242	☐
167	☐	186	☐	205	☐	224	☐	243	☐	167	☐	186	☐	205	☐	224	☐	243	☐
168	☐	187	☐	206	☐	225	☐	244	☐	168	☐	187	☐	206	☐	225	☐	244	☐
169	☐	188	☐	207	☐	226	☐	245	☐	169	☐	188	☐	207	☐	226	☐	245	☐
170	☐	189	☐	208	☐	227	☐	246	☐	170	☐	189	☐	208	☐	227	☐	246	☐
171	☐	190	☐	209	☐	228	☐	247	☐	171	☐	190	☐	209	☐	228	☐	247	☐
172	☐	191	☐	210	☐	229	☐	248	☐	172	☐	191	☐	210	☐	229	☐	248	☐
173	☐	192	☐	211	☐	230	☐	249	☐	173	☐	192	☐	211	☐	230	☐	249	☐
174	☐	193	☐	212	☐	231	☐	250	☐	174	☐	193	☐	212	☐	231	☐	250	☐
175	☐	194	☐	213	☐	232	☐	251	☐	175	☐	194	☐	213	☐	232	☐	251	☐
176	☐	195	☐	214	☐	233	☐	252	☐	176	☐	195	☐	214	☐	233	☐	252	☐
177	☐	196	☐	215	☐	234	☐	253	☐	177	☐	196	☐	215	☐	234	☐	253	☐
178	☐	197	☐	216	☐	235	☐	254	☐	178	☐	197	☐	216	☐	235	☐	254	☐
179	☐	198	☐	217	☐	236	☐	255	☐	179	☐	198	☐	217	☐	236	☐	255	☐
180	☐	199	☐	218	☐	237	☐			180	☐	199	☐	218	☐	237	☐		
181	☐	200	☐	219	☐	238	☐			181	☐	200	☐	219	☐	238	☐		
182	☐	201	☐	220	☐	239	☐			182	☐	201	☐	220	☐	239	☐		
183	☐	202	☐	221	☐	240	☐			183	☐	202	☐	221	☐	240	☐		
184	☐	203	☐	222	☐	241	☐			184	☐	203	☐	222	☐	241	☐		
TOTAL MALE: []										TOTAL FEMALE: []									

NAME: _____
VOTER IDENTIFICATION OFFICER (VIO)

SIGNED: _____
PRESIDING OFFICER (PO)

APPROVED: _____
ELECTORAL SUPERVISOR (ES)

NOTE: Place a check mark in the box of each number immediately

- ✓ for male if he has been cleared / checked in FRR;
- ✓ for female if she has been cleared / checked in FRR;
- ✓ Write the last number checked for male in the total male box and;
- ✓ Write the last number checked for female in the total female box;



Republic of Liberia
National Elections Commission (NEC)



ELECTIONS COMPLAINT FORM

1. Please check the appropriate box: ☐ I am a registered voter in Liberia
☐ I am a political party or candidate's agent.

- My name: _____ (Given name) _____ (Family Name)
- Voter Registration Card Number: _____
- My Address: _____
- My Telephone Number: (if any) _____ Sex _____

2. By this complaint, I, having personally witnessed the act(s) described herein, accuse the following individual or entity:

- Name/Title: (if known) _____
- Address: _____
- Telephone Number (if any): _____ Sex _____

3. Offense or violation alleged:

- | | |
|--|---|
| ☐ Non-eligible person voted | ☐ Person voted more than once |
| ☐ Destruction/theft of ballot or ballot box | ☐ Ballot paper fraud, such as false ballots in box |
| ☐ Intimidating or threatening voters | ☐ Campaigning on Election Day or the day before |
| ☐ Other violation of Law or Regulations | |

4. Place where offense or violation took place

County _____ Voting Precinct Name/Code _____ Polling Place # _____

Please describe the events that form the basis of this complaint, and attach supporting documentation or additional facts, if any.

5. Witnesses who will support this complaint (if any)

- Name/Title: _____
- Address: _____

Telephone Number (if any) _____ Sex _____

6. I will make myself available for any hearing the Commission holds to deal with my complaint.

By my signature I swear/affirm under penalty of perjury, that all of the information contained in this complaint and provided by me in connection with this complaint is true to the best of my knowledge.

Complainant's Signature: _____ Date: _____

NEC USE ONLY

Complaint received by: _____ M/F Location: _____
Name and Title of NEC Official

Signature: _____ Date and Time: _____

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