

The Instruction No. (10) for the year 2021, the executive instructions for polling, sorting and compiling And the extraction of results for the provincial council elections, municipal councils and the Amman Municipality Council issued in accordance with the provisions of the two articles 12 (f) 27 (of the Independent Commission election law No. (11) for a year 2012 and Article (36) of Local Administration Law No. (22) of 2021 and Article (6) of Amman Municipality Law No.(18) for the year 2021

Article 1 : These instructions are called (Executive Instructions for Polling, Counting, Compiling and Extracting Results for the Elections of Governorate Councils, Municipal Councils, and Amman Municipality Council for the year 2021, and they shall come into force from the date of their publication in the Official Gazette.

Article 2: For the purposes of these instructions, the definitions contained in the Independent Election Commission Law, the Local Administration Law and the Amman Municipality Law shall be adopted.

Article 3: a- The polling and counting committee on polling day is obligated to the following:

- 1- Arrive at the polling and counting center at six in the morning.
- 2- Ensuring that all voting and sorting supplies are available and arranged according to the rules.
- 3- Ensuring the readiness of the electronic electoral information system.

b- Subject to what is stated in Paragraph (A) of Article (E) of these instructions, the Chairman of the Committee invites the candidates present, their delegates, local and international observers, and accredited media professionals who are authorized to enter the polling and counting room and informs them that the ballot box is empty and closed.

c- If none of the persons referred to in Paragraph (B) of this Article did not attend, the committee shall initiate the procedures for the voting process with those who attended, and this shall be proven by the minutes of the vacancy of the box.

d- before the start of the voting, Chairman of the Committee organizes a special according to the minutes of the model adopted by the Board of Commissioners to empty the ballot box and start voting on the two copies and signed by the Commission and those who wish the candidates or their representatives.

Article 4: Subject to the tasks and duties stipulated in the Local Administration Law and the Amman Municipality Law, the tasks of the head and members of the polling and counting committee, data entry and volunteers outside the polling room are as follows:-

A- The head of the polling and counting committee, who:

1. Managing and supervising the voting and counting process.
2. Receiving and maintaining the polling and counting process supplies from the electoral district office.

3. Allowing authorized persons to enter, facilitating the work of local and international observers, journalists, and delegates of candidates, and organizing them inside the polling room.
 4. Inform the audience that the box is empty before the poll and its closure.
 5. Signing and stamping the ballot papers in the presence of the voter facing each other.
 6. Explanation of the method of voting for each voter and for his escort, if any.
 7. Hand over the ballot paper to the voter.
 8. Preventing any action or behavior that would affect the smooth conduct of the electoral process, and he may ask any person who does so to leave the polling and counting room, and if the request from the security personnel is refused to remove him.
 9. Ensure that the minutes are filled out accurately and duly signed by the committee.
 - 10 . Follow up on entering the fund sorting report electronically and making sure that the paper report matches the electronic one.
 11. Announcing the result of sorting the ballot box immediately after the completion of the screening process.
 12. Printing and distributing copies of the electronic ballot box counting minutes for the candidates and their delegates.
 13. Hanging a copy of the electronic counting minutes on the door of the polling and counting room.
- b- The first member shall undertake the following:-
1. The notation on the voter's name in the table of voter's paper and make sure the voter to sign his name at the table.
 - 2- Documenting the name of the facilities for voters with disabilities who are unable to vote by themselves in the voters' list.
 - 3- Any other tasks assigned to him by the head of the committee.
- c- The second member undertakes the following:-
- 1- Monitoring the ballot box.
 - 2- Monitoring the ghettos and making sure that they are free of any papers.
 - 3- Ensure that the ballot paper is signed by the head of the committee and sealed with the official seal.
 - 4- Ensure that the voter places the ballot paper in the ballot box designated for it.
 - 5- The index finger of the voter's left hand is inked with the substance of electoral ink, and the index finger of the right hand is inked, if any.
 - 6-Any other tasks assigned to him by the Chairman of the Committee.

d. The data entry performs the following:-

- 1- Ensuring the readiness of the wiring and electronic devices and communicating with the technical liaison officer if necessary.
- 2- Requesting the identity card from the voter and verifying that the photo on the card belongs to the voter himself.
- 3-Ensure that there is no electoral ink or insulating material on the left index finger of the voter and the right index finger of the escort.
- 4-Ensure that the voter's name is included in the voter's electronic table by reading his personal card data using a barcode reader and providing the first member with the voter's serial number.
- 5- notation electronically that the voter has exercised his right to election.
- 6- Preparing the sorting camera and making sure that it is suitable for filming and documenting the sorting process.
- 7-Connect the printer with the computer and make sure it works.
- 8-Entering the fund sorting report on the electronic system and matching it with the paper report.
- 9- Print the electronic sorting report using the available printer and make sure that there is a barcode at the bottom of the report.
- 10- Signing the electronic counting report after it is approved and signed by the president and members of the polling committee.

e- The volunteer outside the polling room include: -

- 1- Organizing the entry of voters to the polling and counting room, with priority given to persons with disabilities, the elderly and pregnant women.
- 2- Asking the voter and the escort, if any, to show the ID card.
- 3- Ensure that there is no electoral ink or insulating material on the index finger of the voter's left hand and the index finger of the right hand of the escort.
- 4- Ensuring compliance with the public health and safety instructions issued by the competent authorities.

E- Any other tasks assigned to him by the head of the election committee.

Article 5 : The Election Committee assigns several cadres in each polling and counting center to do the following:-

- The director of the polling and counting center, who shall:

- 1 - Managing the affairs of the polling and counting center administratively and technically in a manner that does not conflict with the authority of the head of the polling and stitching committee.
- 2- Communicating with the election committee office and the operating rooms.

3- Supervising the preparation of the polling and counting center and rooms at least two days before the poll, in coordination with the administrative and technical liaison officers.

4- Receiving the supplies for the polling and counting process from the heads of the polling and counting committees one day before the polling and keeping them at the center in a safe place and handing them over to them on the morning of the polling day.

5- Coordination with security personnel regarding the security and protection of the polling and counting center.

6- Distribute volunteers in polling centers and rooms and supervise their work in cooperation with the administrative liaison officer.

7-Organizing the entry of authorized persons to the center, which ensures the security and safety of the electoral process.

8-Passing periodic statistics on the number of voters in the center to the operating room.

9. After the end of the screening, supervising the delivery of sensitive materials and non-sensitive process of polling and stitches to the administrative officers and the rich link.

10- Receiving copies of the minutes of objections and referral to the public prosecutor from the administrative liaison officer to be handed over to the head of the election committee.

11- Receiving the ballot boxes sorting minutes from the heads of the polling and stitching committees to hand them over to the head of the election committee.

12-Using the barcode reader for the purpose of reading the code of the electronic sorting results record to organize and print the minutes of collecting results at the center level.

13- Distribute a copy of the electronic results compilation report at the center level to the candidates and their representatives.

14- Any other tasks assigned to him by the head of the election committee.

B- The administrative liaison officer who shall:

1- Equipping the polling rooms and stitching with the necessary furniture at least two days before the polling.

2- Placing guiding signs in the polling and counting centers and rooms.

3. Ensure that rooms center polling and counting of any effects on the will of the voter and signals such as drawings.

4- Supervising the work of volunteers outside the polling and counting rooms and supporting them in organizing the entry of voters and authorized persons to the polling and counting rooms.

5- Communicate with the director of the center and the heads of the polling and counting committees regarding any observation related to the electoral process inside the polling and stitching room.

6-Provide periodic statistics on the number of voters in the

polling stations to the center director.

7- Receiving copies of the objections and referral to the public prosecutor of the polling and counting committees and handing them over to the director of the center.

8- Receiving the materials of the electoral process from the heads of the polling and counting committees after the counting process ends, to hand them over by the mechanism decided by the commission.

9- Any other tasks assigned to him by the director of the center.

c- The rich liaison officer who undertakes:-

1 . Verify a sufficient period before the polling day of the availability of the necessary equipment to conduct the voting and sorting in terms of (computer hardware and supplies, electricity, the network, alternatives to electronic connectivity), and make the necessary settings for the alternatives to connectivity on computers.

2. Periodically check the electronic connection points, devices and additional screens.

3. Preparing for the testing process and supervising the work of data entry personnel.

4 . Report any absence, delay, or inefficiency of data entry personnel.

5. Notify the operating room, after informing the center manager, of any malfunction that occurs in the electronic connection and follow up on its solution.

6. Communicating and coordinating with the director of the center to secure the logistical support necessary to carry out the work and any matter that would serve the electoral process and its integrity.

7. Carrying out the duties of the data entry in the event that he leaves the polling day.

8. After the counting process is finished, make sure that the data-entrants have entered all the electronic counting records into the electronic electoral system.

9. Assisting the director of the center in organizing and printing the minutes of compiling the results at the center level using the electronic electoral system and making sure that there is a barcode on the record.

10. After the sorting is over, he receives the materials for the electronic linking process from the data entry, to be delivered by the mechanism decided by the authority.

11. Any other tasks assigned by the Director of the Center.

Article 6: a- The head of the polling and counting committee shall organize the presence inside the polling and counting room, and for this purpose he has the right to regulate the presence of candidates, their delegates, observers, media professionals, or those who are authorized in a way that does not affect the proper conduct of the electoral process and in a manner that is consistent with the capacity of the polling and counting room.

b- A candidate isolated or interdicted due to the Corona virus is treated according to the directives or instructions issued by the concerned authorities, and he has the right to seduce any voter whose name

is mentioned on the voters' list in the electoral district in which he is nominated to act on his behalf in observing the voting and counting process.

Article 7: The head of the polling and counting committee shall, at seven o'clock in the morning, invite the voters to start entering the polling and counting room.

Article 8: a- When the elites enter the polling room, the rigorous procedures are adhered to:

1- Verifying the identity of the voter through his identity card, and if it is a veiled female, the verification is done by a female from the polling and counting committee, and if this is not possible, the women's police are sought.

2- Verify that there is no electoral ink material on the index finger of the voter's left hand and that there is no insulating material on it.

3-Verify that the voter's name is registered in the electronic electoral roll through the use of a barcode reader.

4-Notation on the paper and the electronic electoral calendar that the voter has exercised his right to vote, and the voter to sign his name in exchange for a table of voter's paper.

5- The voter shall hand over the ballot papers stamped with the constituency seal and signed by the head of the polling and counting committee.

b- The voter:

1-Marking in the space designated for the name or number of one candidate for the presidency of the municipal council on the ballot paper designated for the mayor's presidency.

2- Marking in the space designated for the name or number of one or more candidates on the ballot paper designated for membership in the Municipal Council or for membership in the Amman Municipality Council, with a maximum limit equal to the number of council seats.

3- Marking in the space designated for the name or number of one candidate if the number of seats allocated to his electoral district is one, but if the number of seats allocated to his electoral district exceeds one seat, then the name or number of one or two candidates is indicated as a maximum.

c- The voter put the ballot paper in the Fund allocated to the sight of the Committee and the present.

d- The second member inks the index finger of the voter's left hand with the electoral ink substance. If this is not possible, the ink substance is placed in any prominent place that indicates that the voter has exercised his right to vote.

e- If the ballot paper is destroyed before entering the box for any of the reasons estimated by the polling and counting committee, the committee gives the voter another ballot paper to the exerciser of his right to vote. It lays down fronds for damaged leaves.

Article 9: Voting priority is given to voters with disabilities who are unable to exercise their right to vote for themselves.

b - Persons with disabilities exercise their right to vote by themselves, if they can do so in accordance with the same steps and procedures stipulated in Article (8) of these instructions.

c- Persons with disabilities who are unable to exercise their right to vote by themselves may exercise this right through their companions and according to their choice in accordance with the provisions of Article (8) of these instructions, considering the following procedures:

1- The polling and counting committee verifies the identity of the escort by looking at his ID card and that there is no electoral ink on his right hand and records his name in the field designated for the escort in the voters' list.

2- The ballot papers shall be handed over to the voter himself or to his escort if the voter is unable to receive them.

3-Explains to the voter and the attendant the method of marking the ballot papers.

4-The index finger of the voter's left hand is altered with electoral confusion and the index finger of the right-hand attendant, after placing the ballot papers in the box designated for each.

d- 1- Subject to the procedures set forth in Paragraph (C) of this Article, if a voter with a disability or unable to reach the polling and counting room attends the polling and counting room, the head of the polling and counting committee or one of the members must appeal to him to exercise the right to vote, based on the assessment of the health status of the voter, according to the director of the center 0

2- If a voter with a disability or who is unable to vote by themselves came to the polling and counting room and did not have an accompanying person to help him, and was able to reach the polling and counting room, the head of the polling and counting committee must assist him in the polling stations and secretly in the polling process and according to the voter's will within the sight of those He wishes from the observers and records the name of the committee chairman in the field designated for the facilities in the voters' list that he assisted the voter.

e - The escort may not assist more than one voter with one disability in voting.

Article 10: The workers in the polling and counting centers who are registered in the rich electoral district in which they work shall exercise their right to vote as follows:-

a- The names of the polling and counting center employees shall be included in the voters list of polling rooms other than the rooms in which they work.

b - The workers in each polling and counting room shall exercise their right to vote at the times determined by the head of the polling and counting committee.

c- The head of the committee exercises his right to vote in a manner that does not lead to disruption of the electoral process, and in a manner that does not negatively affect the right of voters to vote.

d- The director of the center and the two administrative liaison officers and the rich man exercise their right to vote in the same center in which they work.

e- If the center consists of one polling room or "two rooms, one for males and the other for females, then polling for the center's workers shall take place in the same polling and counting room where they are registered.

Article 11: Notwithstanding what is stated in these instructions, the candidate and the voter interdicted or isolated due to the Corona virus shall be treated according to the directives or instructions issued by the concerned authorities.

Article 12: a- The polling and counting committee shall decide on the objections submitted by the candidates or their delegates regarding the implementation of the provisions of the ballot in accordance with the provisions of the law, and its decisions shall be effective immediately upon issuance by most votes of its members.

b- provide the objections referred to in paragraph (a) of this article on the model adopted by the Board of Commissioners, and three copies, and the objector delivers a copy of the Commission's decision.

c- The objections, decisions and procedures made shall be recorded in a special register.

Article 13: a - If the polling and counting committee finds that a person has committed any of the crimes stipulated in the law, he is prevented from voting and is referred to the public prosecutor according to the form approved by the Board of Commissioners, and the referrals and procedures that took place are recorded in a special register for this.

b - It is forbidden for the voter to use the mobile phone or any means of filming and recording inside the polling and counting room in any way whatsoever.

Article 14: a ballot ends at seven o'clock in the evening.

b- If the voting is extended by the Board of Commissioners in any electoral district, the voting ends at the end of the extension period, if it does not exceed two hours.

c- The polling room is divided so that voters are not allowed to enter it unless, at the end of polling, the presence of voters coincides with the presence of voters inside the precincts of the polling and counting center, so that their voting procedures are completed.

d - The security personnel are asked not to allow any voter or any unauthorized person to enter the polling and counting room.

Article 15: a- After the polling process is completed and before the counting process begins, the committee counts the unused and discarded ballot papers, packs them in a secure bag, and places them inside the packing box designated for this purpose.

b - The polling and counting committee organizes minutes of the end of polling in two copies, according to the form approved by the Board of Commissioners, and it is signed by the head of the polling and counting committee and its members, and whoever wishes from the candidates or their representatives.

Article 16: For the purposes of starting the vote counting process, the following shall be done:

a. Installing and installing the screening camera by the data entry and in coordination with the technical liaison officer and ensuring its operation and the clarity of the image on the screen designated for that.

b. View ballot boxes closed in a clear place to allow candidates and their delegates and observers follow-up screening process.

c. Shimmering verification of closed box data.

d. Cut the plastic pins on both sides of the ballot box.

e. Commitment to the process of counting the votes for the ballot boxes hierarchically: the mayor of the municipality, the membership of the provincial council, the membership of the municipal council. As for the secretariat council, the counting was carried out hierarchically: membership of naturalized members of the secretariat and membership of the provincial council.

Article 17: For the purposes of counting votes, the committee is obligated to count the votes in the same room in which the polling takes place, as follows:-

a- The committee sorts the ballot boxes sequentially and in the presence of authorized candidates or their delegates, local and international observers, and accredited media persons, considering the capacity of the room and the number of seats allocated to them, in a manner that does not affect the conduct of the electoral process.

b- The head of the committee opens the ballot box, empties its contents on the table and presents the box to the present attendees.

c - Counting the cards on the table and verifying their conformity with the number of voters in the voters' paper list marked on them.

d- The head of the committee assigns one of the workers to record the votes obtained by each candidate on the counting board.

e- The head of the committee or whoever he delegates reads the ballot paper in a clear voice, and displays it using the camera to attend, and the vote is recorded for the candidate marked against his name on the ballot paper on the counting board.

f- If the camera cannot be used for any reason, the ballot paper is read aloud and presented to the audience for review.

g- After the counting of votes is completed, the polling and counting committee prepares four copies of each ballot box according to the form approved by the Board of Commissioners, and the committee and whoever of the candidates or their representatives sign it.

h- After signing the records, the data entry shall enter the counting records into the electronic electoral information system under the direct supervision of the head of the polling and counting committee.

3- The data entry prints the transcripts of the sorting results through the electronic electoral system, and the committee signs it in addition to the data entry and whoever wishes from the candidates and their representatives.

j- The head of the polling and counting committee or whomever he designates shall install a copy of the electronic stitching records at the entrance to the polling and counting room.

Article 18: a- The ballot paper assigned to the municipality's presidency shall be considered invalid in any of the following cases:

1- If it is not stamped with the seal of the electoral district or is not signed by the head of the polling and counting committee.

2- If the paper includes certain phrases or additions indicating the name of the voter.

3- If it is not possible to determine the name of the candidate who has been marked.

4- If more than one candidate's name is indicated on the ballot paper.

b- The ballot paper allocated to the membership of the municipal council, the provincial council, or the secretariat council shall be considered void in any of the following cases:

1. If it is not sealed with the constituency seal or signed by the head of the polling and counting committee.

2. If it includes certain phrases or additions indicating the name of the voter.

3. If it is not possible to determine the name of the candidate who has been marked.

4. If the notation on the ballot paper for the membership of the Municipal Council or the Council of Oman or the secretariat of the membership of the provincial council more than the number of municipal / Constituency seats.

Article 19: If, after counting the votes, it appears that the number of papers stamped and signed by the head of the polling and counting committee is more or less than the number of voters in that box, the following procedures shall be followed:

a- Recounting the ballot papers and the number of voters for the purposes of matching and ascertaining the presence or absence of an increase or decrease.

b- The head of the committee must notify the election head of the increase or decrease, who in turn informs the Board of Commissioners.

c- The polling and counting women must continue their procedures.

d- The Board of Commissioners may assign the Election Committee to investigate this matter.

e- If the election committee finds that there is an increase or decrease in the ballot papers, which exceeds (3%) of the number of voters, it must inform the Board of Commissioners of this, and the Board may decide what it deems appropriate considering the impact of this on the final result.

Article 20: a-The polling committee and Sort the adjudicator in the objections raised by any of Candidates or their representatives during the vote counting process, and the decisions of the committee are effective immediately upon issuance by most of its members, provided that the committee's decisions are recorded in a special register for that.

b- The objections referred to in Paragraph (a) of this Article shall be submitted on the form approved by the Board of Commissioners, and in three copies, and the objector shall be given a copy of the committee's decision.

Article 21: After the counting process is over and the ballot box counting minutes are organized, the committee will do the following:-

a. Handing over the first copy of paper and electronic sorting records to funds

The ballot is in a separate envelope for each record and is handed over to the director of the center for the purpose of preparing the electronic collection minutes.

b. Installing an electronic copy of the ballot box counting minutes at the entrance to the polling and counting room and distributing signed electronic copies of the minutes to the candidates and their representatives.

c. Pack the rest of the polling and counting minutes, the special records, the categorical ballot papers that were used, and the invalid or canceled papers and put them in the secure bag designated for each of them, and make sure that the code for the polling and counting room is affixed and put them in the packing box designated for this absenteeism, making sure that the code for the box is affixed, and the list of voters is set. In an envelope in the mayor's box.

d. The head of the committee shall deliver the electoral process materials to the administrative and technical liaison officers.

Article 22: The director of the center of each officer and technical link aggregation results sorting ballot boxes electronically in the center, as follows: -

a. Reading the code for each electronic box sorting report using the reader on the screen of the electronic electoral system for the reasons of calculating the total votes obtained by the candidates at the polling and counting center level.

b. Print and install a copy of the record Synthesis Center's electronic voting and counting at the entrance to the center, and the distribution of a copy of the record electronic synthesis (signed copy) of the candidates and their representatives.

c. Put a copy of the electronic collection report in a special envelope, attaching all the records of the electronic and paper sorting products, and hand it over to the head of the election committee.

d. The aggregation record and the paper and electronic counting minutes are delivered to the head of the election committee.

Article 23: The two administrative and technical liaison officers shall receive all the materials of the electoral process from the polling and counting committees, under penalty of responsibility, and deliver them in accordance with what the commission decides.

Article 24: a- The Election Committee shall collect the votes obtained by the candidates through the electronic system and at the center level, using the barcode reader and printing the preliminary results report.

b- The head of the election committee announces the preliminary results for the presidency of the Municipal Council, members of the Municipal Council or the Amman Municipality Council, and members of the Governorate Council.

c- A copy of the commission's electronic record and all decisions, closings and papers related to the electoral process, whether paper or electronic, shall be sent.

Article 25: The Board of Commissioners shall approve the forms necessary to implement the provisions of these instructions.

Article 26: The executive instructions for polling, counting, and collecting votes for the provincial elections No. (9) for the year 2017 and the executive instructions for polling, counting, and collecting votes for the municipal elections No. (9) for the year 2017.