

Executive Instructions on Forming Committees of Electoral Process Of 2024

Issued Under Provisions of The Independent Election Commission Law No. (11) For the year 2012 - Article No. (12) And Provisions of Parliamentary Election Law No. (4) Of 2022 – Article No. (72)

Article No. (1) Present Instructions are to be titled: “Executive Instructions on Forming Committees of Electoral Process Of 2024” which Instructions to come into effect as from the publication date thereof.

Article No. (2) A- Unless otherwise indicated, the following Words and Phrases shall, wherever they are mentioned herein, have Meanings assigned thereto:

The Law:	Parliamentary Election Law.
The Commission:	The Independent Election Commission.
The Board:	Board of Commissioners of the Independent Election Commission.
The Center:	Polling and counting center.

B- Definitions contained in Parliamentary Election Law shall, wherever they mentioned herein, apply to present Instruction.

Article No. (3) An electoral committee for general electoral district in the House of the Commission, is to be formed under a resolution passed by the Board, which committee to be of a director and a number of members, in order to perform the following duties:

A- Delivers political parties a soft edition of voters’ table, which edition to be displayed on the Website of the Commission.

- B- Receives and reviews candidacy applications for general electoral district in order to assure that they fulfill all legal terms and requirement, then refers them to operations directorate to submit them to the Board.
- C- Receives counting reports of general electoral district from competent committees with the Commission.
- D- aggregates votes obtained by party lists in all local electoral districts, using the form approved by the Board for that purpose.
- E- counts the results, distributes seats of general electoral district and prepares a report of initial results of general electoral district, using the form approved by the Board for that purpose.
- F- Any other duties that are to be assigned to electoral committees under related legislations.

Article No. (4)

- A-1. An electoral committee for each local electoral district is to be formed under a resolution to be passed by the Board, which committee to be of a director and four members to be named by the Board including one woman at least in addition to officers of sub-offices of local electoral district provided for in Article No. (6) hereinafter.
- 2. Resolution of forming said committee is to include the names of vice-director and rapporteur thereof.
- B- Directors and members of electoral committees must:
 - 1. Not to be related or married (Up to the second degree) to any candidate for the local electoral district for which they are appointed. In any other case, dealing mechanism with each case is to be independently determined by the Board in accordance with recommendations of operations directorate of the Commission.

2. Hold a college degree.
 3. Acquainted with electoral affairs.
 4. Participate in training courses provided by the Commission.
- C- Prior to performing their duties, director and members of electoral committees are to take the following oath before Chairman of the Board or any member thereof: “I swear almighty Allah to honestly, impartially and neutrally perform duties assigned to me.”,
- D- Director or members of electoral committee are to be replaced by the Board in case that any of them is permanently prevented under any circumstance from performing duties thereof or become for any reason unable to carry out such duties, provided the replacement is to fulfill the Requirements set out in Paragraph (B) herein.

Article No. (5)

- A- Subject to Duties and Powers contained in the Provisions of the Law and the Executive Instructions issued in accordance therewith, electoral committees of local electoral districts are to be responsible of coordination with the Commission for the following Duties and be granted the following Powers:
1. Administrating and supervising all electoral process phases within the scope of local electoral district.
 2. Recommending the supporting cadres needed for works of local electoral district, who are the center’s director, polling and counting committees, cadres working in polling and counting centers and any other supporting committees, in coordination with operations directorate which, in turn, submits the

recommendations to the Board for approval provided they fulfill terms and standards determined by the Board.

3. Classes referred to in Item No. (2) herein, are to take the training courses determined by the Commission.
4. collecting initial voters' tables from Commission to provide access thereto to all electors under Provisions of Law.
5. Collecting applications of objections to others who are registered in initial voters' tables to submit them to the Commission.
6. Collecting candidacy applications for local lists and submitting them to the Commission.
7. Preparing and sustaining polling and counting centers of the electoral district.
8. Implementing training plans drawn by the Commission for all participants of the electoral process.
9. Supervising electoral propaganda, detecting violations and coordinating with related parties to stop them.
10. Preparing results counting center of the local electoral district.
11. Collecting supplies related to polling and counting process, keeping them and organizing the records related thereto.
12. Providing directors of polling and counting committees with supplies of the electoral process under duly delivery forms.
13. Supervising works of polling and counting committees related to local electoral district.
14. Collecting and detecting complaints regarding electoral process, decide thereon as necessary, document them using the form approved by the Board for that purpose then duly providing the Commission with a copy thereof.

15. Collecting counting reports of boxes and counting reports of stations of the local electoral district.
16. Counting votes obtained by each party list and local lists of local electoral district.
17. Counting numbers of voters of electoral district and the invalidate and white ballots.
18. Counting votes obtained by each of candidates of the local lists.
19. Supervising restoring supplies of electoral process, keeping them in a good condition and providing the Commission with all papers and supplies of electoral process and records and reports under legal accountability.
20. Performing any other duties assigned thereto by the Board.

B- Electoral committee's vice director is to perform duties of the director during his absence.

Article No. (6) Commission may, in support of electoral committees of local electoral district, open sub-offices to be supervised by directors of electoral committees therein, for the purpose of organizing performing duties and facilitation for voters, provided forming decisions thereof are to contain number, locations and officers thereof subject to geographic space and number of voters of local electoral district.

Article No. (7)

A- Each and every polling and counting room is to have a polling and counting committee of a director and two members subject to fair representation of woman.

B- Directors and members of polling and counting committees, data entry clerks or any worker in the center are required to be either employees of governmental, official, public or national institutions; civil society organizations, retirees or students; and not to be (Up to the second degree) related or married to any of candidates for the local electoral process.

- C- Director or members of electoral district are to be replaced with a reserve by electoral committee in coordination with operations directorate of the Commission, in case that any of these directors or members is permanently prevented under any circumstance from performing duties thereof or become for any reason unable to carry out such duties.
- D- Prior to performing duties thereof, director, members, data entry clerks or the replacements thereof working in polling and counting committees are to take the following oath before electoral committee: "I swear almighty Allah to honestly, impartially and neutrally perform duties assigned to me."
- E- Director of electoral committee of the local electoral district is to provide operations directorate of the Commission with the form approved by the Board for that purpose, which includes names and signatures of polling and counting committees who has taken the legal oath.
- F- Subject to Provisions of Law and Executive Instructions issued in accordance therewith, polling and counting committee shall:
 - 1. Collect supplies of polling and counting process, keep them in a good condition, verify usability thereof and return them after performing all duties thereof to electoral committees through director of station and administrative and technical contact officer,
 - 2. Administrate polling and counting process according to Procedures set out in Law and Instructions issued in accordance therewith.
 - 3. Explain voting method in a manner that does not affect voter's will on voting.
 - 4. Packing polling and counting reports and ballots and deliver them to director of the center and the

administrative contact officer.

5. Any other duties to be assigned thereto by director of electoral committee that are in consistence with duties thereof.

Article No. (8) Subject to Duties and tasks contained in the Law and Instructions issued in accordance therewith, duties of director and members of polling and counting committee are as follows:

A- Director of polling and counting committee is to be responsible for:

1. Administrating polling and counting process and supervision the course thereof in polling and counting room.
2. Collecting supplies of polling and counting process from electoral committee, keep them in good condition and assure the usability thereof.
3. Giving access to permitted people and facilitating duties of observers, provided not to affect the course of the electoral process and subject to capacity of polling and counting room.
4. Showing attendees that the box is empty prior to polling, then closing the box and prepare a report in that regard.
5. Signing the two ballots of the general and local electoral districts and stamping them in presence of the voter.
6. Delivering the two ballots of the general and local electoral districts and explaining the polling method to the voter and the companion thereof if any.
7. Preventing any act or action that is to affect the course of the electoral process, requesting any person commits that act or action to evict polling and counting room and he may, in case that person refuses to evict, request the assistance of public security officers present in the station to evict him.
8. Assign duties and responsibilities to committee members of commencement of counting.

9. Assuring accuracy of reports prepared and that they are duly signed by the committee.
10. Supervising process of entering counting reports into the Electronic Electoral Information System.
11. Assuring those materials are packed following the completion of polling and counting process, then delivering critical materials to director of station and administrative contact officer.
12. Announcing results of counting the two polling boxes and displaying a hard edition of the two results reports of counting on the door of polling and counting room,
13. Distributing a soft copy of counting results reports to candidates or representatives thereof.

B- Data entry clerk of polling and counting committee is to be responsible for:

1. Assuring readiness of technical extensions and electronic devices and communicating with technical contact officer, if necessary.
2. Verifying the identity of the voter and the companion thereof if any.
3. Assuring that name of voter is registered in electronic voters' table through entering the data of voter's personal identity card and providing the first member with the serial number of that voter.
4. Marking the voter's name in electronic voters' table.
5. Preparing the camera used for counting process and assuring the usability thereof in transmitting and documenting the process of counting.
6. Entering counting reports into the Electronic Electoral Information System under supervision of the polling and counting committee.
7. Printing electronic reports of counting results, signing them and having them signed by committee members.

8. Any other duties to be assigned thereto by director of polling and counting committee.

C- First member of polling and counting committee is to be responsible for the following:

1. Giving assistance to the director of polling and counting committee in collecting and checking supplies of polling process.
2. Marking voters names in the hard copy of voters' table and assuring that the voter signs against the name thereof in voters' tables.
3. Documenting in voters' table, the names of companions of voters with disabilities and of those who are unable to undertake polling process themselves.
4. Giving assistance in packing secure bags inside the box, checking the contents thereof, closing it and delivering it to the administrative contact officer.
5. Any other duties to be assigned thereto by director of polling and counting committee.

D- Second member of polling and counting committee is to be responsible for the following:

1. Monitoring the two polling boxes related to the general and local electoral districts.
2. Monitoring voting booth, assuring readiness thereof and that it does not contain any ballots excluding names of lists and candidates which exist in voting booth.
3. Assuring that the two ballots are signed by director of polling and counting committee and that both bear the official stamp.
4. Assuring the insertion of each ballot by each voter in the related polling box.

5. Assuring that the index finger of left hand of the voter or the index finger of right hand of the companion (if any) was immersed in election ink.
 6. Giving assistance in packing secure bags in the box, checking contents of that box, closing it and delivering it to administrative contact officer.
 7. Any other duties to be assigned thereto by director of polling and counting committee.
- E- One of the supporting cadres in polling and counting committee, is to be responsible for the following:
1. Organizing access of voters to polling and counting room with priority to be given to persons with disabilities, the elders and pregnant ladies.
 2. Requesting voter and companion (if any) to show personal identity card.
 3. Assuring that index finger of left hand of voter and index finger of the right hand of companion are free of election ink.
 4. Giving assistance in packing secure bags in the box, checking contents of that box, closing it and delivering it to administrative contact officer.
 5. Any other duties to be assigned thereto by director of polling and counting committee.

Article No. (9) Subject to Duties and Tasks contained in the Law, duties of cadres in every and each polling and counting station are as follows:

- A- Director of the center is to be responsible for the following:
1. Administrating both technical and administrative sides of polling and counting center provided not to conflict with powers conferred on director of polling and counting committee.

2. Supervising in coordination with administrative and technical contact officers, the preparation process of station and rooms of polling and counting no less than two days prior polling day.
3. Collecting supplies of polling and counting process from directors of polling and counting committees no less than one day prior to polling day, keeping them in secure place the delivering it thereto early in polling day.
4. Coordinating with public security officers present in the center, regarding security and protection of the station.
5. Deploying the volunteers to the station and supervising their activities in coordination with administrative contact officer.
6. Organizing access of permitted persons to the center, in the manner that ensures security and safety of electoral process.
7. Providing electoral committee of the local electoral district over polling hours, with statistics regarding number of voters in the station.
8. Collecting complaints and remarks then referring them to electoral committee of local electoral district.
9. Supervising delivers of critical and non-critical materials from polling and counting committees to the two administrative and technical officers, following completion of counting process.
10. Collecting from the administrative contact officer, copies of objections reports submitted to polling and counting committee and any referrals to Public Prosecutor, in order to deliver them to director of electoral committee of local electoral district.

11. Collecting soft and hard copies of results reports of polling boxes counting from directors of polling and counting committees, reviewing and verifying them in presence of director of polling and counting committee.
12. Prepare in the center, the soft and hard copies of the two reports of aggregate counting results of all polling boxes for general and local electoral districts, provided that said aggregate counting is to be made in presence of quality officer, having him signed by them under powers conferred thereon subject to Paragraph (D) herein.
13. Announcing counting results of all lists in the station.
14. Displaying on door of the polling station, a hard copy of results counting report related to the station as whole and distributing a soft copy thereof to candidates or representatives thereof.
15. Collecting supplies and critical materials from directors of polling and counting committees following completion of counting process, in order to deliver them to receipt committee at results counting center.
16. Any other duties to be assigned thereto by director of electoral committee.

B- Administrative contact officer of the center, is to be responsible for the following:

1. Furnishing polling and counting rooms with furniture necessary for the electoral process no less than two days prior to polling day.
2. Putting informative signage in the station and rooms of polling and counting.
3. Giving assistance to director of center in receiving supplies of polling and counting process from polling and counting committees prior to polling day.

4. Assuring that there are no drawings or signs inside the center or polling and counting rooms that might affect the voters' will.
5. Supervising in coordination with director of center, the activities of volunteers present in yards of the station.
6. Communicating with director of center and directors of polling and counting committees in relation to any remarks regarding electoral process inside polling and counting rooms.
7. Providing director of center with statistics of number of voters in polling rooms, over polling hours.
8. Collecting objections copies and referrals to the Public Prosecutor from polling and counting committees and delivering them to director of station.
9. Giving assistance to director of center in collecting materials of electoral process from directors of polling and counting committees following the completion of counting process, in order to deliver them to receipt committee at results counting center.
10. Any other duties to be assigned thereto by director of the station.

C- Technical contact officer of the station, is to be responsible for the following:

1. Checking no less than three days prior polling day, the availability of supplies necessary for polling and counting as to (Computers and accessories thereof, electricity, electronic network and electronic connection alternatives) and make the necessary preparations for connection alternatives of computers.
2. Checking periodically the electronic connecting points, devices and additional monitors.
3. Presetting for electronic connection experiments and supervising the work of data entry clerks.

4. Giving assistance to director of center in collecting the technical supplies of polling and counting process prior to polling day.
5. Reporting any events of absences, late reporting to work or ineffectiveness of data entry clerks.
6. Having notified director of station, reporting any malfunction of electronic connection to operation chamber and following up re-functioning thereof.
7. Communicating and coordinating with director of center to secure logistic support necessary for performing duties or any issue that services the electoral process and the safety thereof.
8. Performing duties of data entry clerk in case of absence thereof under any circumstances in polling day.
9. Giving assistance to director of center in preparing results counting report for the center as whole and printing the electronic report of the center.
10. Collecting electronic connection materials from directors of polling and counting committees following completion of counting process, in order to deliver them to receipt committee at results counting center.
11. Any other duties to be assigned thereto by director of center.

D- A quality officer that the qualifications of whom to be determined by the Board, is to be based in each station and be responsible for the following:

1. Assuring that all results reports of counting are duly organized.
2. Reviewing and verifying soft and hard copies of results reports of counting for each polling room and verifying accuracy of data contained therein.
3. Reviewing and verifying soft and hard copies of aggregate counting reports for the center as whole while adhering to non-disclosure of any information or data related to the results.

4. Assuring that a copy of aggregate counting reports of all polling and counting rooms of the center are attached to the aggregate counting reports.

Article No(10) The Board is to approve forms necessary to carry out the Instructions herein.

Article No(11) Executive Instructions on Forming Committees No. (2) of 2016 as amended, are canceled.

Board of Commissioners of the Independent Election Commission