

Executive Instructions on Polling and counting of 2024
Issued Under Provisions of The Independent Election
Commission Law No. (11) For 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 Polling and counting of 2024” which Instructions to come into effect as from the publication date thereof in Official Gazette.

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

Center:	Polling and counting center.
Room:	Polling and counting room.
Committee:	Polling and counting committee.
Director of committee:	Director of polling and counting committee.
Ballot:	Paper or booklet approved by the Board for polling in both general and local electoral districts.

B – For the purpose of the present Instructions, Definitions contained in Parliamentary Election Law, apply hereto.

Article No. (3) A- On polling day, the committee shall:

1. Attend to the center at 6.00 A.M.
2. Assure that the room is well prepared, all polling and counting supplies are available and to organize them duly.

3. Assure that there are two polling boxes, one for the general electoral district and one for the local electoral districts and to verify the color of the cover of each of the boxes against the color designated to the electoral district.
 4. Provide voting booths with the names of party lists related to general electoral district.
 5. Provide voting booths with the names of both party lists and the candidates contained therein, that are related to local electoral district.
 6. Assure the necessary technical readiness of electronic electoral information system.
- B-** Director of each committee is to call present people who are permitted to access the room, subject to capacity of the room, to show them that the two polling boxes are empty, then lock them both using serial number locks.
- C-** Prior to polling, director of each committee drafts two copies of a report testifying that the two boxes are totally empty and that polling is to start, which report to be drafted in accordance with the form approved by the Board for that purpose and be signed by the committee and lists representatives and election observers who are present there and willing to sign it.

Article No. (4) At 7.00 A.M, director of the committee is to call voters to enter the room to carry out polling.

Article No. (5) On entry of voters of polling room, committee shall:

- A-** Verify identity of voters against their personal identities. In case that the voter is veiled female, her identity is to be verified by a female member of the committee, if this is not available, then by a female police officer based in the station, as no veiled female is entitled to vote unless her identity is verified.
- B-** Assure that the voter's left hand index finger is free of both election ink and any insulation.
- C-** verify that voter's name is registered in both the soft and hard editions of electors' table.
- D-** Marking voter's name registered in the soft and the hard edition of electors' table, then the voters is to sign in related field inside the hard edition of electors' table.
- E-** Director of the committee is to stamp and sign the two ballots of both general and local electoral district directly before each voter, then deliver these two ballots thereto.
- F-** Having received general electoral district ballot, voter is to mark in the field related to the name, the number or the symbol of only one-party list related to that general electoral district.
- G-** Having received the local electoral district ballot, the voter is to:
 - 1.** Put a mark in the field related to the name, the number or the symbol of only one list related to that local electoral district.
 - 2.** Put a mark in the field related to one name

or more of candidates' names contained only in the local list he marked.

- H-** Voter is to insert the two ballots into each of the related boxes in presence of the committee and the attendees.
- I-** Second member is to immerse the voter's left hand index finger in election ink, assuring that the said voter has practiced his right to vote.
- J-** In case that a ballot is damaged prior to insertion thereof into the box, director of committee is to replace it with an intact one, keep the damaged one, mark its full back face with a big (X) mark, show it to the attendees then insert it in an envelope dedicated to damaged ballots.

Article No. (6)

- A-** Priority of voting is to be given to voters with disabilities, elders and pregnant ladies.
- B-** Persons with disabilities are to practice their right to vote themselves if they are able to, by adopting Procedures and Steps stated in Article No. (5) hereinabove.
- C-** Persons with disabilities and who are incapable of voting themselves may, in order to practice their right to vote subject to Provisions of Article No. (5) herein and in accordance with voter's will, use the assistance of a Jordanian companion who holds a personal identity card, subject to the following procedures:
 - 1.** committee is to verify the identity of the companion against his identity card and assures that his right-hand index finger is free of election ink and that he registers his name in the field of companions in electors' table.

2. The two ballots are to be delivered either to the voter himself or to the companion if the voter is unable to receive them.
 3. The way the two ballots are to be marked, is to be explained to the voter and the companion.
 4. Having each of the two ballots inserted into the related box, voter's left hand index finger and companion's right hand index finger are to be immersed in election ink.
- D-** Director of committee shall, in case that a person of disability or who is unable to vote has no companion or uses help of a companion that does not fulfill requirements set out in Paragraph (C) herein, confidentially help that person in voting inside the voting booth, according the voter's will. In this case, name of committee director is to be registered in the field of companions in voters' table as assistant of voter, without requiring committee director to immerse his finger in election ink.
- E-** A voter's companion is not entitled to help more than one of voters with disabilities or who are unable to vote themselves.

Article No. (7)

Voter who claims to be illiterate or unable to write is to practice his right to vote subject to procedures set out in Article No. (6) Hereinabove.

Article No. (8)

Workers in polling and counting stations who are registered in electoral district in which they work, are to practice their right to vote as follows:

- A-** Workers in the room in which they work, are to be registered in voters' table related to polling room inside the same station.
- B-** Director of the station, administrative and technical contact officers and workers of the station, practice their right to vote, in the station they work in.
- C-** Workers in each polling room practice their right to vote at times fixed by director of the committee provided not to hinder electoral process.

Article No. (9)

- A-** Lists delegates or representatives and representatives of candidates are to submit objections to polling procedures (if any) during polling process, using form (Executed in three copies) approved by the Board.
- B-** committee is to decide on objections referred to in Paragraph (A) herein, and the decisions thereof come to effect once issued.
- C-** Decision of the committee is to be delivered to the objector where a copy of which it to be kept and delivered to the director of station in order to deliver it to the director of electoral committee of the local electoral district to be submitted to the Commission.

Article No. (10)

- A-** In case that it is found out by a polling and counting committee that a voter has committed any of the Crimes stated in the Law, that voter and his personal identity card are to be referred to the general prosecutor using the form approved by the Board, that a copy of which is to be kept and delivered to director of the station to deliver it to director of the electoral committee of the local electoral district who in turn submits it to the Commission.
- B-** Voters are prohibited from using cell phones in any manner or any other communication and photography devices that are used for that purpose, inside the room.

Article No. (11)

Polling ends at 7.00 P.M. At that time, committee shall:

- A-** Close the polling room and prevent voters from getting into it excluding voters who are still present inside the station when polling ends, who would, then, be permitted to complete their voting.
- B-** Request general security officers present in the station to prevent any unpermitted person or voter to get into the station.
- C-** Count and document unused, damaged and cancelled ballots, record the number thereof at end of polling report and keep them in a secure bag.

- D-** Draft a report (In two copies) for each of the two boxes at end of polling process, using the form approved by the Board, then both the two reports are to be signed by the director and the two members of the committee and the lists representatives or observers who are present and willing to sign it.

Article No.(12) Prior to counting ballots, the following must be done:

- A-** Installing and fixing a camera by data entry clerk in coordination with the technical contact officer, in order to monitor counting process, assuring that it operates properly and that the image is displayed clearly on related monitor,
- B-** Putting the two polling boxes in a clear place that allows representatives and observes (if any) to follow up the counting process,
- C-** Announcing loudly the data related to the two boxes.

Article No.(13) The committee is to count ballots inside the same room in which polling process took place, in presence of permitted persons who are willing to observe counting process subject to capacity of the room and the number of chairs made available thereto, provided not to affect the counting process, as follows:

- A-** Starting with counting votes contained in local electoral district box then the votes contained in general electoral district box.
- B-** Cutting plastic locks fixed on the two sides of polling box.
- C-** Opening the box by director of committee or the representative thereof, emptying the contents of the box on the table then showing the attendees

that the box is empty.

- D-** Counting ballots laid above the table and verifying them against number of voters whose names are marked in the hard edition of voters' table.
- E-** Registering on a board that is viewed clearly to all attendees, the number of votes that each local list gained and votes that each of local lists candidates gained.
- F-** Data contained in ballots are to be loudly read and clearly displayed using the camera to the attendees by either director of the committee or a delegate thereof, where votes for local list that is marked in ballot and for candidate(s) whose names are marked in the same list are to be registered on counting board of that electoral district.
- G-** In case that a ballot was found in unrelated box, the committee is to do the following:
 - 1. Lay the ballot on a clearly seen spot on the table, to be counted with ballots of related box.
 - 2. In case that a ballot was found in unrelated box after counting ballots, that ballot is to be read and decided then counting data are to be corrected accordingly.
- H-** In case that the camera is unusable for whatsoever reason, ballot is to be loudly read and clearly displayed before attendees to view it.

Article No.(14) Provision mentioned in Article No. (13) Hereinabove regarding counting ballots of local electoral district shall apply to counting ballots of general electoral district, provided that votes for local party list that is marked in the ballot of general electoral district are to be registered on counting board of that electoral district.

Article No.(15) Having finished counting votes, the committee shall:

- A-** Draft a report (Of multiple copies) for each polling box, using the form approved by the Board for that purpose, which copies to be signed by the director and the two members of the committee and any present list representative(s) who is (are) willing to sign.
- B-** Having said reports signed, data entry clerk is to register them in the electronic electoral system under direct supervision of director of polling and counting committee, then print the electronic counting reports in order to be signed by the director and the two members of the committee and the data entry clerk.
- C-** Soft and hard editions of counting reports of each room, are to reviewed and verified by the station's quality officer, under legal accountability, to verify accuracy of the data contained therein.

Article No.(16) A ballot of general and local electoral districts invalidates, in any of the following cases:

- A-** The stamp of the electoral district is not affixed thereon or it is not signed by director of the committee.
- B-** It contained specific sentences or additions that indicate the name of the voter.
- C-** It is not possible to determine the list or the candidates who were marked.
- D-** More than one list is marked in the ballot.

Article No.(17) A ballot of local electoral district is considered valid if:

- A-** A local list is marked even if none of candidates' names contained therein were marked. In that case, the vote is to be counted in favor of the list only.
- B-** Any of candidates' names contained in the local list was marked even if the name of list was not marked. In that case one vote is to be counted in favor of the list and one vote for each candidate whose name was marked.

Article No.(18) In case that it is found out after counting votes that the number of ballots stamped and signed by the director of the committee are (3%) more or less than the number of voters marked in voters' table, the committee then is to recount ballots and verify them against the number of voters marked in voters' table. In case that this repeatedly taken place, director of committee is to notify the director of electoral committee of the local electoral district immediately

of that, where the latter is to notify the Head of Board, where the committee is to keep following the procedures thereof duly as decided by the Board.

Article No.(19)

- A-** Lists representatives or delegates shall, during votes counting process, submit objections to counting process procedures (If any), using form (In three copies) approved by the Board.
- B-** Objections referred to in Paragraph (A) herein are to be decided by the committee that the decisions of which are to come into effect once issued.
- C-** Decision of the committee is to be delivered to the objector, where a copy thereof is to be kept and delivered to director of the station, to deliver it to the director of electoral committee of the local electoral district in order to be submitted to the Commission.

Article No.(20)

Having the counting finished and the counting reports of polling boxes drafted, the committee shall:

- A-** Put the first soft and hard separate editions of the results report of polling box counting related to the local and the general electoral district each in the related separate envelope, then deliver both envelopes to director of the station who, in turn, is to deliver them to the director of electoral committee.

- B-** Deliver the second soft and hard separate editions of the results report of electronic and paper counting related to the local and the general electoral district, to the director of the station, for the purpose of counting the aggregate results of all polling boxes of the station.
- C-** Keep a hard copy of the two reports of polling boxes counting at the entrance of the room and distribute a soft copy thereof to candidates or lists representatives who desire to have it,
- D-** pack the remains of polling and counting reports, special reports, used ballots, invalidated ballots and blank papers and put each in the related secure bag inside the related package box, and put electors' table inside an envelope and keep it inside the box of general electoral district,
- E-** Materials mentioned in Paragraph (D) herein, are to be delivered by the director of polling and counting commission to director of the station and the technical and administrative contact officer, under legal accountability in case any of them is lost.

Article No.(21) Both director of the station and technical contact officer are responsible for registration of aggregate counting results of polling boxes of the station, in the report dedicated for that purpose, as follows:

- A-** Counting the aggregate number of votes gained by each list in all polling boxes of the station.

- B-** Counting the aggregate number of votes that each candidate of local lists' candidates gained in all polling boxes of the station.
- C-** Preparing an aggregate counting report of votes gained by local lists and votes gained by candidates of said lists, in all polling boxes of the station, using the form approved for that purpose by the Board.
- D-** Preparing an aggregate counting report of votes gained by party lists, in all polling boxes of the station, using the form approved for that purpose by the Board.
- E-** Comparing all soft and hard editions of aggregate counting reports of the station as whole.
- F-** Quality officer of the station is to review and verify soft and hard editions of aggregate counting reports of the station as whole, to assure accuracy of data contained therein, then sign them.
- G-** Displaying a hard copy of aggregate counting reports at the entrance of the station, and distribute a soft copy thereof to candidates or lists representatives who desire to have it.
- H-** Putting soft and hard editions of aggregate counting reports that are related to counting results of polling boxes of the local electoral district of the station, in a special envelope, and attach thereto all counting reports of polling boxes of that electoral district, then deliver them to director of electoral committee of the local electoral district, who in turn to deliver them to collection committee formed with the Commission, under special reports that are duly signed.

I- Put soft and hard editions of aggregate counting reports of counting results of polling boxes of general electoral district in a special envelope, and attach thereto all counting reports of polling boxes of that electoral district, then deliver them to director of the electoral committee of the local electoral district, who in turn to deliver them to electoral committee of the general electoral district in the Commission, under special reports that are duly signed.

Article No.(22) Subject to Provisions of Articles No. (15 & 21) hereinabove, quality officer of the station is to assure that all counting reports are duly organized and attached to the aggregate counting reports.

Article No.(23) Administrative and technical contact officer is to collect all materials related to the electoral process from polling and counting committee, under supervision of director of the station, secure them under legal accountability and deliver them in accordance with instructions of the Commission.

Article No.(24) The Board is to approve the forms required to carry out the Provisions of present Instructions.

Article No.(25) Executive Instructions on Polling and Counting and Aggregation of Votes No. (9) Of 2016 as amended, are to be canceled.

Board of Commissioners of the Independent Election Commission