Manual on
Polling and Counting Procedures
2016

Elections for
18th Chamber of Deputies 2016

Unofficial Translation
Letter from the Board of Commissioners

Dear female and male Members of the Polling and Counting Committees
Dear female and male officials who work in the Polling Centres and Stations
Dear partners in the 2016 electoral process

The IEC expresses its deep appreciation for your important contribution and gratitude for your efforts to deliver a successful election on 20 September 2016.

Together we will work to guarantee that more than 4 million voters may exercise their constitutional right to choose the members of the Chamber of Deputies under the new Election Law. Our goal is to ensure that the election is conducted in a way that is professional, credible, transparent and inclusive.

Your responsibility as electoral officials is a national one. It is your role to ensure that all eligible voters are able to cast their ballots without difficulty on Election Day and that the results reflect the will of the Jordanian voters. To many Jordanians, you are the bright face of the elections and we trust in you upholding the highest standards.

In this spirit, the IEC developed for you this Manual on Polling and Counting Procedures, which sets out details of the electoral process to facilitate your work on polling day. It describes your duties and responsibilities and aims to answer any questions you may have. We ask you to read this manual carefully and become familiar with it, so that you may comply with and implement these procedures correctly on Election Day, so that we can ensure that polling and counting takes place smoothly and in a unified manner across the Kingdom.

We thank you once again for your commitment to the electoral process and trust that we will all meet the highest standards of professionalism in our implementation of this election.

IEC Board of Commissioners
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CHAPTER 1: GENERAL FRAMEWORK
1. Code of Conduct for Election Officials

In accordance with Executive Instructions No 7 of 2012 on the Code of Conduct and Disclosure of the Independent Election Commission, electoral officials shall abide by the following:

A- Legislation, instructions and directives, including:

1- Comply with the provisions of the Code of Conduct and Job Ethics for Public Services, as applicable to the employees of civil service and the public sector.

2- Comply with the provisions of the laws, regulations, instructions, and procedures in force that regulate the electoral process.

3- Respect the orders and instructions of the persons to whom the employee is answerable in the course of executing the duties relevant to the electoral process while also maintaining integrity, credibility, fairness, efficiency, and precision.

B- Adhere to the principles of integrity, transparency, impartiality, and equality, and this includes:

1- Enhance the conditions conducive to holding free and fair elections, and avoid any practices that may result in harming the integrity of the election process or impeding the election process in any way.

2- Maintain the highest level of neutrality, impartiality and objectivity in conducting the electoral process, in resolving problems resulting from it and in deciding on complaints and objections, and ensure full neutrality in relation to all conflicting parties.

3- Abide by the principles of equality, equal opportunities, and avoid bias towards any party in the electoral process.

4- Refrain from any conduct, in the course of the election process, that may be considered a form of discrimination based on ethnic origin, gender, religious or political beliefs, social status, or any other form of discrimination.

5- Show respect to all stakeholders in the electoral process, such as candidates and voters, treat them fairly and equally, and provide them with assistance thereto to ensure free access to electoral processes, bearing in mind the duties and responsibilities specified in the legal framework for the election.

6- Ensure transparency in conducting the electoral process; apply policies and procedures that are clear, documented, and available to all stakeholders, and ensure accuracy and credibility in collecting and disseminating all information and data relevant to the electoral process.

7- Address any shortcoming, violation, or abuse of power in the conduct of the electoral process at all levels (if any), and report such acts directly to the supervisor.

C- Refrain from accepting or requesting any gifts, services, promises of reward, or privileges of any kind from candidates, lists, and their agents and supporters, or other partners in the electoral process in a way that affects objectivity in performing duties or leads to preferential treatment or discloses confidential information, etc..

D- Observe faithfulness and confidentiality, and this includes:

Maintain the security and confidentiality of all documents, materials, equipment, and the outcomes of the electoral process, including ballot boxes, voter lists, forms, stamps, ballots, polling and counting minutes, and the results of audits of the electoral process, and refrain from transferring, publishing, altering, or using such items for personal interest. Respect the confidentiality of voters and candidates and maintain it at all times.

E- Adopt best administrative practices, and this includes:

Provide all electoral services and requirements to the electoral districts and Polling and Counting Centres without discrimination.
2. Guiding Principles

In accordance with the provisions of Article 34A of the Jordanian Constitution, His Majesty the King issued the order to conduct the elections for the 18th Chamber of Deputies pursuant to the provisions of the law. The Board of Commissioners of the Independent Election Commission (IEC), in accordance with its authorities as set out in Article 4A of the Election Law to the Chamber of Deputies (Law No 6 of 2016), established 20 September 2016 as the date for polling in all districts across the Kingdom.

Over four million voters in Jordan will have the opportunity to exercise their right to choose their representatives for the 18th Chamber of Deputies. The Independent Election Commission is the body mandated by the Constitution and Election Law to manage the conduct of these elections. The IEC will establish polling centres throughout the Kingdom where eligible voters may go and cast their ballots\(^1\) for the next parliament.

Polling and counting for the election will take place in accordance with the Election Law to the Chamber of Deputies (Law No 6 of 2016), the Executive Instructions issued by the IEC, including Executive Instructions No 9 on polling and counting, and this manual on polling and counting procedures.

**General Principles for Voting**

- **Requirements for voting:**
  In order to cast a ballot a voter must:
  - Vote in person
  - Vote in the Polling Station where s/he is on the voter list
  - Present her/his valid personal ID Card.

- **Secrecy of the Vote:**
  Every voter has the right to a secret vote and the confidentiality of the vote must be respected. Public voting is not permitted.

- **Voter List:**
  Every eligible voter is assigned to a specific Polling Centre, and then to one Polling Station within that Centre. On Election Day, each Polling Station has a list of all voters assigned to the Station and only those listed may vote in that Polling Station. There is no requirement for a Voter Card.

- **Polling Hours:**
  Polling Centres will be open for polling on 20 September from 07:00 am until 7:00 pm (unless an extension is granted).

\(^1\) The IEC Manual uses the Arabic term 'ballot paper/booklet' throughout. This translation uses the term 'ballot' except for when specific reference to paper or booklet is relevant.
Polling Centres and Stations

- A Polling Centre is a facility where Polling Stations are located. It is often a school and usually consists of a yard and one or more buildings.
- A Polling Station is the specific location in the Centre where polling and counting takes place. It is usually a room.
- Each Polling Centre has a name and each Polling Station has a number. The governorate and district names, Centre name, Station number and gender of the Station are used to label all materials for the Station. The number of the Polling Station is the same as the number of the ballot box designated for that Station.
- For this election, there are 1,483 Polling Centres and 4,884 Polling Stations.

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2 The IEC Manual uses two phrases, ‘Polling and Counting Room’ and ‘box’ to describe the concept of a polling station (a designated room or area where polling takes place), and the phrase ‘Polling and Counting Centre’ to describe the concept of a polling centre (the building and premises where one or more polling stations are located). This translation uses the terms ‘polling station’ and ‘polling centre’.
3. Staff of Polling Centres and Stations

- Each Polling Centre is managed by a Centre Manager, who is assisted by Administrative and Technical Liaison Officers, to facilitate activities in the Centre.
- Polling and counting processes within each Polling Station are managed by the Polling and Counting Committee under the overall supervision of the Head of Committee.

A. Polling Centre Staff

Each Centre has the following staff:
(i) Polling Centre Manager
(ii) Administrative Liaison Officer
(iii) Technical Liaison Officer
(iv) Volunteers

The following table includes a summary of the tasks of each official:

<table>
<thead>
<tr>
<th>Duties of the Polling Centre Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Manages the Centre administratively and technically, without contravening the authorities of the Head of the Polling and Counting Committee.</td>
</tr>
<tr>
<td>* Supervises the preparation of the Polling Centre and Polling Stations and ensures they are set-up prior to Election Day in coordination with the Administrative and Technical Liaison Officers.</td>
</tr>
<tr>
<td>* Receives polling and counting materials from the Heads of the Polling and Counting Committees and ensures secure overnight storage of sensitive materials in the Centre, before returning the materials to the Heads of Committee in the morning of Election Day.</td>
</tr>
<tr>
<td>* Supervises the work of the volunteers, informs them of their duties and instructs them where in the Centre they will be stationed on Election Day.</td>
</tr>
<tr>
<td>* Controls the access of voters to the Polling Centre and the flow of voters around the Centre to prevent overcrowding.</td>
</tr>
<tr>
<td>* Manages the access of authorised persons to the Centre in a way that guarantees the safety and integrity of the election process.</td>
</tr>
<tr>
<td>* Communicates and coordinates with security officials on the security status of the Centre.</td>
</tr>
<tr>
<td>* Maintains communication with the district office and the Operations Room, submits regular reports and reports voter turnout at scheduled times.</td>
</tr>
<tr>
<td>* Ensures that there is no electoral campaigning within the Polling Centre, in coordination with the Administrative Liaison Officer.</td>
</tr>
<tr>
<td>* Ensures that all necessary supplies for the Polling Stations are available, in coordination with the Administrative Liaison Officer.</td>
</tr>
<tr>
<td>* Tabulates results of counting for Polling Stations in the Centre together with the Technical Liaison Officer, then completes the form prepared for this purpose, fixes one copy to the door of the Centre and hands the form over to the Election Committee.</td>
</tr>
<tr>
<td>* Receives copies of Objections Forms and Forms for Referral to the Public Prosecutor from the Administrative Liaison Officer (who has received them from the Polling and Counting Committees) and transfers them to the Election Committee.</td>
</tr>
</tbody>
</table>
- Oversees handover of non-sensitive materials from the Polling and Counting Committees to the Administrative Liaison Officer after polling and counting processes are completed.
- Accompanies the Heads of the Polling and Counting Committees for transfer and handover of materials to the district Election Committee at the end of the day.

**Duties of the Administrative Liaison Officer**

- Sets up and equips the Polling Stations as required before Election Day.
- Posts signage within the Polling Centre in preparation for Election Day.
- Ensures there is no electoral campaigning within the Polling Centre at regular intervals.
- Organizes the access of authorised persons to the Polling Stations.
- Acts as a communication liaison between the Polling and Counting Committees and the Centre Manager on any issue relevant to the Polling Station.
- Receives from the Polling and Counting Committees any Objections Forms and Forms for Referral to the Public Prosecutor and gives them to the Centre Manager.
- Receives the non-sensitive materials from the Polling and Counting Committees and delivers them to the office of the Election Committee on the day after polling.
- Performs any other tasks assigned by the Centre Manager.

**Duties of the Technical Liaison Officer**

- Ensures the availability and set up of all required technical and electronic equipment and networks prior to Election Day; completes all necessary preparations in the computer for alternative measures for connectivity.
- Maintains continuous technical connectivity throughout Election Day and informs of any instances of disconnection.
- Covers for the Data Entry Clerk in case s/he leaves the Polling Station for any reason during Election Day.
- Reports the absence, lateness or incompetence of any of the Data Entry Clerks.
- Responds to queries from the Data Entry Clerks within the Polling Stations.
- Oversees and supervises the installation and functioning of cameras for counting in coordination with the Data Entry Clerk.
- Ensures that Data Entry Clerks enter data of all counting forms into the electronic system after the end of the counting process.
- Tabulates the results of counting in the Polling Stations together with the Centre Manager and complete the form prepared for this purpose.
- Maintains communication with the technical team in the district office during Election Day, to respond to any enquiry, report any technical problem and seek appropriate solutions.
- Performs any other tasks assigned by the Centre Manager.

**Duties of Volunteer**

- Assists the Centre Manager in controlling access to the Polling Centre main gate and organising the entrance of voters to the Centre.
- Assists the Administrative Liaison Officers in directing voters to their Polling Stations.
- Provides assistance to elderly and disabled voters who require assistance inside and outside the Polling Centre and to the Polling Stations.
- Performs any other tasks assigned by the Centre Manager.
B. Polling Station Staff

Each Polling Station has the following staff, who conduct polling and counting processes:
(i) Head of the Polling and Counting Committee (1)
(ii) Members of the Polling and Counting Committee (2)
(iii) Polling and Counting Assistants (2)
(iv) Data Entry Clerk (1)
(v) Additional Counting Assistants (for the period of counting) (2)

The following table includes a summary of the tasks of each official:

<table>
<thead>
<tr>
<th>Duties of the Head of the Polling and Counting Committee (Management of the Polling and Counting Process)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Manages and supervises all polling and counting processes inside the Polling Station.</td>
</tr>
<tr>
<td>* Maintains the electoral process flow inside the Polling Station and prevents any act which may disrupt processes; may ask any person obstructing processes to leave the Station.</td>
</tr>
<tr>
<td>* Receives election materials for the polling process from the district office or sub-office, checks that they are intact and safeguards them securely.</td>
</tr>
<tr>
<td>* Demonstrates to attendees that the ballot box is empty and then seals it.</td>
</tr>
<tr>
<td>* Signs and stamps the ballot.</td>
</tr>
<tr>
<td>* Returns the voter’s ID Card to the voter after s/he has cast the ballot.</td>
</tr>
<tr>
<td>* Ensures that all forms are completed correctly and properly signed.</td>
</tr>
<tr>
<td>* Supervises the counting process in accordance with agreed procedures.</td>
</tr>
<tr>
<td>* Announces the results of counting of the Polling Station immediately after counting is completed.</td>
</tr>
<tr>
<td>* Ensures sensitive and non-sensitive election materials are packed correctly for delivery to the district or sub-office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duties of the First Member (Verifying Identity and Marking the Printed Voter List)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Verifies the identity of the voter, and of the voter’s escort if there is one, through checking the valid personal ID card together with the Data Entry Clerk.</td>
</tr>
<tr>
<td>* Verifies that there is no voting ink or insulating substance on the voter’s left forefinger, or right forefinger of the escort.</td>
</tr>
<tr>
<td>* Verifies that the voter’s name is on the paper voter list and that it matches with the name on the personal ID card.</td>
</tr>
<tr>
<td>* Marks the voter’s name and ensures the voter signs the voter list next to her/his name.</td>
</tr>
<tr>
<td>* Writes down the name of the escort of the disabled person or person unable to vote by her/himself in the designated fields.</td>
</tr>
<tr>
<td>* Performs any other tasks assigned by the Head of Committee.</td>
</tr>
</tbody>
</table>
## Duties of the Second Member (Handing the Ballot to the Voter)

- Ensures that the ballot is stamped with the official stamp and signed by the Head of Committee.
- Explains the voting process to each voter, and to the voter’s escort (if there is one), in a way that does influence the voter’s choice.
- Hands the ballot to the voter.
- Ensures that the voter votes behind the voting screen and that no more than one voter is behind the screen at any time.
- Performs any other tasks assigned by the Head of Committee.

## Duties of the Data Entry Clerk

- Ensures the functioning of electronic equipment and connectivity in the Polling Station and contacts the Technical Liaison Officer for assistance if required.
- Checks that the voter’s name is listed in the electronic voter list and records in the system that the voter has voted.
- Sets up the camera for counting after polling is completed and ensures it records the vote counting process.
- Enters the data of the counting form into the electoral electronic information system.
- Performs any other tasks assigned by the Head of Committee.

## Duties of the First Assistant (Queue Control)

- Keeps voters in an orderly queue outside the Polling Station.
- Controls the entry of voters into the Polling Station so as to prevent overcrowding.
- Gives priority to elderly, pregnant and disabled voters.
- Ensures that each voter, and the voter’s escort (if there is one), has her/his ID Card ready for checking before entering the Polling Station.
- Checks to ensure that there is no voting ink or insulating substance on the voter’s left forefinger, or on the right forefinger of the escort.
- Performs any other tasks assigned by the Head of Committee.

## Duties of the Second Assistant (Ballot Box Monitoring)

- Monitors the ballot box at all times.
- Verifies that the ballot is stamped with the official stamp and signed by the Head of Committee.
- Ensures that the voter casts the ballot into the ballot box.
- Ensures that the voter dips her/his left forefinger into the voting ink, and that the escort dips her/his right forefinger.
- Directs the voter to retain her/his ID Card from the Head of Committee after voting and then to leave the Polling Station.
- Monitors the voting screen in the Station and ensures that there are no papers behind it.
- Performs any other tasks assigned by the Head of Committee.

## Counting Assistant

- Is present at the Polling Centre from 6pm, ready to join the polling and counting team after the end of the polling process.
- Under the supervision of the Polling and Counting Committee, assists the Committee in the counting process.
- Performs any other tasks assigned by the Head of Committee.
4. Persons Authorised to Enter the Polling Centre and Stations

In addition to voters and the escorts of voters requiring assistance, the following only are permitted to access the Polling Centre and Stations, on presentation of their badges issued by IEC.

1. Any IEC staff member holding an IEC badge
2. Accredited local and international observers
3. Candidates
4. Accredited list and candidate agents
5. Accredited media representatives
6. Security officials who are permitted to access the Polling Centre but not the Polling Stations unless requested by the Head of the Polling and Counting Committee.

Authorised Visitors

Election observers, agents of lists and candidates, and media representatives have an important role in ensuring accountability of the electoral process. Those who are accredited by the IEC and issued with accreditation badges are permitted to monitor all stages of the electoral process within the Polling Centre and Station. They are required to wear their accreditation badge at all times in the Centre, and also carry a personal identification document.

Authorised visitors are required to adhere to their respective code of conduct. The Centre Manager or Head of the Polling and Counting Committee may, if needed, remind them of the need for compliance with the code of conduct, warn them in case of violation, and ask any visitor to leave the Polling Centre or Station in case of violation of a voter’s rights.

Managing Access to the Polling Centre

The Centre Manager, Administrative Liaison Officer and security officials are responsible for controlling the access of authorised visitors to the Centre. Authorised visitors may enter the Centre from the time election officials arrive and remain there until all processes are completed and sensitive materials are transferred at the end of the day.
Managing Access to the Polling Station

The Head of the Polling and Counting Committee is responsible for managing the access of authorised visitors to the Polling Station. Entry is permitted as follows:

<table>
<thead>
<tr>
<th>Authorised Visitor</th>
<th>Permitted at any one time (maximum)</th>
</tr>
</thead>
</table>
| Local observers                     | • One from each observer organisation/coalition  
|                                     | • They may move between Stations in the Centre as long as their movements do not disrupt the electoral process  |
| International observers              | • Two from each observer organisation plus an interpreter  
|                                     | • They may move between Stations in the Centre as long as their movements do not disrupt the electoral process  |
| Candidates                          | • They are allowed to enter as long as their movements do not disrupt the electoral process          |
| List and candidate agents           | • One for each list and candidate, as assigned to the Station  
|                                     | • They may only enter the Station specified on their badge                                           |
| Media representatives               | • One team at any time  
|                                     | • They may move between Stations in the Centre as long as their movements do not disrupt the electoral process  |

When any authorised visitor enters, the Head of Committee:

- Verifies the accreditation and identity of authorised visitors on their entry to the Polling Station.
- Controls access in light of the available space and seating arrangements to prevent disruption of processes and facilitate effective monitoring.

**Note:** If there are too many visitors in the Polling Station at any one time, and overcrowding is affecting polling activities, the Head of Committee will take action to reduce overcrowding (such as arranging a rotating schedule).

<table>
<thead>
<tr>
<th>Observers, candidates, list/candidate agents and media representatives</th>
<th>May</th>
<th>May Not</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Enter the Polling Station for opening procedures and remain there until counting and packing are completed</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>• Observe all polling and counting procedures, while respecting the secrecy of the vote</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>• Record ballot box seal numbers</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>• Observe the completion of polling and counting forms and record form data</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>• Address questions and relevant concerns to the Head of Committee</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>× Interfere with or obstruct the work of polling and counting officials, or contravene decisions of the Head of Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>× Observe a voter marking a ballot or go behind the voting screen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>× Talk to voters inside the Polling Station or influence their choices or engage in electoral campaigning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>× Copy the voter list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>× Handle any election materials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Candidates and Agents May</th>
<th>Observers and Media May Not</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sign the polling and counting forms</td>
<td>× Sign the polling and counting forms</td>
</tr>
<tr>
<td>• Submit written objections</td>
<td>× Submit written objections</td>
</tr>
</tbody>
</table>
Media Interviews

- Media interviews may not take place inside the Polling Station.
- Media representatives may interview a voter, observer, candidate or agent if the person agrees to it. Interviews are conducted outside the Polling Station.
- The media may interview the Centre Manager outside the Polling Stations, but no other polling and counting official. During interviews, the Centre Manager may respond to general factual questions, but may not offer opinions or judgements (as in the table below).

<table>
<thead>
<tr>
<th>May</th>
<th>May Not</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Outline polling and counting procedures</td>
<td>× Comment on rumours</td>
</tr>
<tr>
<td>- Explain the duties of polling and counting officials</td>
<td>× Give forecasts on results</td>
</tr>
<tr>
<td>- Explain the code of conduct</td>
<td>× Comment on voting trends</td>
</tr>
<tr>
<td>- Outline reporting and communications processes</td>
<td>× Offer commentary on lists or candidates</td>
</tr>
<tr>
<td></td>
<td>× Provide political analysis</td>
</tr>
</tbody>
</table>

Security Officials

Security officials are responsible for providing security to the Polling Centres, including security of voters, Polling Centre and Station staff, and election materials.

- Security officials are permitted to access the Polling Centre rather than Polling Stations.
- They allow voters who carry their ID Cards to enter the Centre.
- During polling, they may be inside the Centre premises but remain outside the Centre building unless requested to enter by the Centre Manager to deal with an emergency situation.
- During counting, they may enter the Centre building and provide security outside each Station to ensure no unauthorised person enters during counting.
- They are not permitted to enter the Polling Station unless requested by the Head of the Polling and Counting Committee to deal with an incident or emergency.

Coordination with security officials is undertaken by the Centre Manager, and the Centre Manager must ensure that s/he has direct contact with the security focal point at the Centre. If security presence is required within a Station, the Head of the Polling and Counting Committee informs the Administrative Liaison Officer, who asks the Centre Manager to call the security officials. Security officials have the primary authority to decide on critical security issues, in coordination with the Centre Manager.
5. Materials

Polling and counting processes require specific election materials. There are two types of materials:

1. **Sensitive materials:** They have a special nature which may affect the course of electoral processes if subject to manipulation or loss. Such materials must be kept secured or under the supervision of the Polling and Counting Committees at all times.

2. **Non-sensitive materials:** They may not affect the electoral process even if they are manipulated or damaged, and they can be quickly replaced.

<table>
<thead>
<tr>
<th>Sensitive materials</th>
<th>Non-Sensitive materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballots (used, unused and spoiled)</td>
<td>Ballot boxes (when empty)</td>
</tr>
<tr>
<td>Paper voter list</td>
<td>Voting screens</td>
</tr>
<tr>
<td>Official stamp of the electoral district</td>
<td>Pens and stationery</td>
</tr>
<tr>
<td>All polling and counting forms</td>
<td>Plastic security seals</td>
</tr>
<tr>
<td>Voting ink</td>
<td>Tamper Evident Bags (before packed with sensitive materials)</td>
</tr>
<tr>
<td>Tamper Evident Bags (once filled with sensitive materials)</td>
<td>Empty transfer bags³</td>
</tr>
<tr>
<td>Ballot boxes (when filled with ballots)</td>
<td></td>
</tr>
</tbody>
</table>

The following provides explanatory information about some key election materials:

- **Ballots:** Ballots come in booklet form. The booklet contains a page for each list that is standing for election in the district. The names and photographs of the candidates appear on the page of the respective list. The entire booklet as a whole is treated like a ballot paper.

- **Paper voter lists:** Each Polling and Counting Committee receives a copy of the final voter list containing the names and national numbers of voters registered to vote in that Polling Station.

- **Ballot boxes:** Each Polling Station has one ballot box at the start of the day, and may request additional ballot boxes during the day if they are needed. On each box the Committee places a sticker with the Polling Station information and an alphabetical indicator that shows the sequence in which the box is used (a, b, c, d).

- **Security seals:** These are pliable plastic strips used to seal the ballot box(es). They can be opened after sealing only by cutting, so as to prevent misuse. Each seal has a unique serial number to be recorded on polling and counting forms.

- **Voting ink:** Bottles of voting ink come firmly sealed. At the bottom is silver nitrate that makes the ink indelible. On Election Day, the Polling and Counting Committee turns the bottle upside-down for two minutes to allow time for the sponge to absorb the silver nitrate, and shakes the bottle strongly before use. This is can be repeated every 3-4 hours to make sure the sponge does not become dry.

³ The IEC Manual uses the term ‘bag’ to describe the two large black canvas bags used for transporting sensitive materials to and from the Polling Centre and storing them after Election Day. This translation uses the term ‘transfer bag’. The IEC manual uses ‘tamper-evident bags’ to describe the large transparent plastic envelopes used for sealing materials. This translation uses the same term.
• **Voting screens**: Voting screens provide privacy for the voter while s/he is marking the list and candidate(s) on the ballot. It is important that a voting screen is not placed immediately next to another screen (if there is one), and the back of the voter should face the wall.

• **Notebook**: Each Polling and Counting Committee has a notebook. On its cover the Committee writes the Polling Station information. The notebook is used to document the following:
  - Polling Station opening and closing times (times for start and end of polling)
  - Cumulative voter turnout figures (every two hours)
  - Times for start and end of counting
  - Attendance of all authorized visitors during counting
  - Draft data for polling and counting minutes prior to completing them
  - Verbal complaints with details of how these were resolved
  - Any major security incidents or noteworthy occurrences.

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Non-sensitive materials

• **Forms**
  
  The Polling and Counting Committee uses the following forms:

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form #</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt of Ballot Box and Supplies</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Receipt of Sensitive Materials Bags and Storage of Election Materials Before Election Day</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Empty Ballot Box and Start of Polling Form</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>End of Polling Form</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Polling Station Counting Results Form</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Form for Objections during Polling and Counting</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>Log of Objectors during Polling and Counting</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>Form for Referral to the Public Prosecutor</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>Log of Referrals to the Public Prosecutor</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Receipt of Ballot Boxes and Polling Supplies from Head of Polling and Counting Committee</td>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>Receipt of Intake of Counting Results Form and Sensitive Materials Bag</td>
<td>21</td>
<td>1</td>
</tr>
</tbody>
</table>
CHAPTER 2:

POLLING
Polling Process Includes:

(i) Preparations before Election Day
(ii) Election Day – Before Polling Begins (06:00 – 06:45 am)
(iii) Sealing the Ballot Box and Start of polling
(iv) Seven Steps of Polling
(v) End of Polling

1. Preparations Before Election Day

A. Preparations of the Polling Centre

The day before Election Day, the Centre Manager, Administrative Liaison Officer and Technical Liaison Officer go to the Polling Centre to ensure the Centre is prepared. This includes:

- Preparing entrances and exits and ensuring areas that will not be used are locked or blocked
- Arranging furniture appropriately throughout the Centre
- Posting Polling Centre guiding signs (signs showing the alphabetical breakdown of voters, arrow signs as needed, and public outreach posters)
- Removing any campaign material in and around the Centre
- Coordinating with security officials to ensure they are present and in place
- Checking that IT equipment for polling and counting is prepared and functioning properly
- Setting up all Polling Stations
- Receiving all sensitive materials from the Heads of the Polling and Counting Committees and securing them.

Once this is done, the Centre Manager notifies the district or sub-office Operations Room that the Polling Centre is ready.

B. Set up of the Polling Station

The Centre Manager and Administrative Liaison Officer set up each Polling Station according to the size and shape of the room in a way that ensures:

- Furniture and materials are arranged so as to facilitate a smooth, circular flow of voters and so that disabled and elderly voters can move around the room easily.
✓ Desks for the Polling and Counting Committee are placed so that the Committee has a clear view of the entire room.

✓ Seats are allocated for authorised visitors so as to enable them to observe all polling processes and the ballot box.

✓ An appropriate place is designated for voting screens that is next to a wall in a way that guarantees privacy for the voter (the voter’s back should be close to the wall).

✓ The ballot box is placed away from where people are seated and raised so that it is clearly visible to everyone.

✓ The results tally board is hung securely by using nails.

✓ All guiding signs are displayed (Polling Station sign at the entrance to the room; signs prohibiting smoking, carrying weapons and the use of mobile phones, and the poster illustrating how to vote inside the room).

*Polling Station Set Up*
C. Receipt and Storage of Election Materials

On the day before Election Day, the Head of the Polling and Counting Committee receives and checks the Committee’s election materials at the district or sub-office, according to the form already prepared. Following this, s/he goes with the Centre Manager and Administrative Liaison Officer to the Centre.
At the Centre, the Head of the Polling and Counting Committee performs the following:

- Places the non-sensitive items in the respective Polling Station.
- Hands over sensitive items to the Centre Manager and Administrative Liaison Officer using ‘Receipt of Storage of Sensitive Materials Bag and the Supplies of the Electoral Process before Election Day’ (Form 8).

The Centre Manager and Administrative Liaison Officer secure the sensitive materials in a locked room for overnight storage. These will be returned to the Head of the Polling and Counting Committee the following morning on Election Day using the same form.

- The Centre Manager makes sure that security personnel take responsibility for the Polling Centre.
2. Election Day – Before Polling Begins (06:00 – 06.45 am)

Attendance on Election Day

1. On Election Day, officials of the Polling Centre and Stations arrive at the Centre by 6am, bringing their letters of appointment, and report for duty.

2. Each Head of Committee reports attendance of her/his team to the Administrative Liaison Officer, including whether there are any officials who have not reported for duty.

3. The Administrative Liaison Office collects information on attendance and absence of staff for all Polling Stations and provides this to the Centre Manager, who then notifies the Operations Room, and requests a substitute from the reserves for any official who has not reported for duty on time.

Preparing for Polling (06:00 – 06:45)

The Head of the Polling and Counting Committee retrieves the sensitive materials from the Centre Manager, ensures they are properly sealed and confirms the handover using the same form (‘Receipt of Sensitive Materials Bags and Storage of Election Materials before Election Day’, Form 8).

The Polling and Counting Committee performs the following:

1. Checks that all necessary materials and supplies are available for polling and counting, and distributes polling materials to the relevant official as follows:

   ✓ The paper voter list, a pen and an ink pad to the First Member.
   ✓ The ballots, district stamp, a pen and the notebook to the Head of Committee.
   ✓ The voting ink and tissues to the Second Assistant, who turns the bottle upside down for two minutes to allow the sponge to absorb the silver nitrate and then firmly shakes the bottle so it is ready for use.
   ✓ To all officials, the uniform which will enable people to recognize them.
   ✓ A pen behind the voting screen, for use by voters.

If any item is missing, the Head of Committee informs the Administrative Liaison Officer, who informs the Centre Manager. The Centre manager then notifies the Operations Room to request additional supplies.
2. Ensures that the electronic system is functioning and ready (Data Entry Clerk).
   - In case of any problem, the Data Entry Clerk informs the Technical Liaison Officer for assistance in resolving the problem. The Technical Liaison Officer contacts the district technical team if s/he requires assistance.

3. Double counts the number of ballot booklets and records the total number in the notebook.
   - If any ballots are missing, notifies the Administrative Liaison Officer immediately and wait for the Centre Manager to seek advice from the Operations Room.

4. Ensures the ballot box, envelope for spoiled ballots and notebook are labelled with the Polling Station information (governorate, district, Centre, Station number and gender).

*Notebook and ballot box*
3. Sealing the Ballot Box and Start of Polling (06:45 – 07:00 am)

Sealing the Ballot Box

1. At 6.45, the Committee invites authorised observers, candidates, list/candidate agents and media representatives to enter the room to attend opening procedures.

   In case there are none present, the Committee informs the Administrative Liaison Officer to invite those available in the Centre to attend, proceeds with opening procedures and records in the notebook that there are none present.

2. The Head of Committee announces to all present:
   ✓ the number of voters registered in the Polling Station based on the paper voter list
   ✓ the number of ballots issued to the Polling and Counting Committee.

3. Displays to all attendees that the ballot box is empty.

4. Seals the two sides of the ballot box with security seals.

5. Reads aloud the serial numbers of the seals and invites attendees to see and record the seal numbers (from right to left), if they wish to do so.

6. Completes the Empty Ballot Box and Start of Polling Form (Form 9) in two copies. The form is completed using Western Arabic numerals (0, 1, 2, 3,...) from right to left. The Head of Committee and the two Members sign both copies of the form and invite any candidates and list or candidate agents present to sign as witnesses, if they wish to do so.

7. Informs the Administrative Liaison Officer that the Polling Station is ready to receive voters.
Start of Polling

1. At 7am the Centre Manager opens the Polling Centre to voters.

2. The Administrative Liaison Officer informs all Polling and Counting Committees that the Centre is now open.

3. Within each Polling Station, the Head of the Polling and Counting Committee announces that polling is now commencing and starts to receive voters.

4. The Administrative Liaison Officer notifies the Centre Manager that all Polling Stations have commenced polling or indicates the reasons for any delay and the Centre Manager reports this to the Operations Room.

Minimum polling officials

If one or two polling and counting officials are absent at the beginning of the day, it is possible to open polling by redistributing duties amongst the other officials until replacements arrive, provided that the Head of Committee is present.

Form 9: Empty Ballot Box and Start of Polling Form
Rules to be Observed in the Polling Station

- **Use of mobile telephones and cameras**
  The use of mobile telephones and cameras by voters or authorised visitors is prohibited within the Polling Station at all times, with the exception of accredited media representatives, who are authorised to use cameras or mobile telephone cameras away from the voting screen.

- **Breaks for lunch and prayer**
  Polling officials may take turns to have a 10-15 minute break for lunch and prayer in rotation. These take place inside the Polling Room, in the presence of the observers and agents, and will be taken in a way that does not cease the voting process. If the Head of the Polling and Counting Committee has to leave the room for any reason, no Member may act as replacement and polling ceases until her/his return.

- **Polling Station closure**
  At no time during the period of polling must the Polling Station be closed unless specific instructions are given to this effect by the Centre Manager in coordination with the Operations Room. This will be communicated to the Polling and Counting Committee by the Administrative Liaison Officer.

- **Number of voters inside the Polling Station**
  Voters enter the Polling Station one by one. To prevent overcrowding and obstruction of activities, the Head of Committee and First Assistant will ensure that there is no more than one voter at each step of the polling process at any time.

- **Electoral campaign material**
  The Head of Committee must ensure that active campaigning by any individual does not take place within the Polling Station. This includes ensuring that the room is free of electoral campaign materials, particularly behind the voting screens, and that any campaign material found is removed from the Room.

- **Wearing caps and badges**
  The Head of the Polling and Counting Committee ensures that all polling and counting officials are wearing their caps and badges while on duty at all times.

- **Materials and supplies**
  Any shortage of supplies within the Room should be communicated to the Administrative Liaison Officer, who will inform the Centre Manager to arrange for additional supplies as needed.

- **Secrecy of Voting**
  Every voter has the right to vote in secret. Secrecy of voting should be respected and public voting is always prohibited.
4. Seven Steps of Polling

Step 1: Controlling the Queue to the Polling Station (First Assistant)

The First Assistant takes position at the entrance to the Polling Station and

1. Organises the queue of voters outside the Polling Station.

2. Gives priority for service to disabled, elderly and pregnant voters and allows them to go to the front of the queue.

3. Greets each voter and checks to ensure that the voter has her/his personal ID Card ready, and asks her/him to show it.

4. Checks to ensure that the voter is in front of the correct Polling Station according to the alphabetical breakdown of voters.

5. Checks to ensure that there is no stain of voting ink on the voter’s forefinger.
   - If there are traces of ink on the finger, request the voter to leave the queue.

6. Allows each voter into the Polling Station one by one, controlling the flow to prevent overcrowding, and directs the voter to the First Member.

Voters in the queue
Step 2: Verifying Identity (First Member)

The First Member greets the voter and:

1. Asks to see the voter’s personal ID Card; verifies that the ID Card is valid and belongs to the voter.

   Verifying the Identity of Veiled Women
   The identity of a veiled woman must be verified by a female official in a way that respects the voter’s privacy. This should be by a female member of the Polling and Counting Committee or, if there is no female member of the Committee, by a female Polling Centre official or by a female security official. One of the empty rooms in the Centre can be used for this if required.

2. Checks to ensure that there is no stain of voting ink or insulating substance on the voter’s left index finger or on the cuticle around the nail.
   ➢ If there are traces of ink on the finger that indicate that the voter has already voted, request the voter to leave the Polling Station.

Step 3: Marking the Voter List (First Member and Data Entry Clerk)

1. The First Member finds the voter’s name and national number on the paper voter list and marks with a tick next to the name of the voter and requests the voter to sign the signature column to indicate that s/he has voted.

   Recording in the electronic voter list
   Marking the paper voter list

   If the voter is not listed on the voter list, the voter may be in the wrong Polling Station or wrong Polling Centre; direct the voter to the Administrative Liaison Officer for assistance in determining the voter’s correct polling location.
2. The Data Entry Clerk searches for the voter’s name in the electronic voter list database using the voter’s national number (on the ID Card) and enters into the electronic voter list that the voter has voted.

If the voter’s name is on the paper voter list but not in the electronic voter list, the paper vote list takes primacy and the voter may vote.

### If a correction is required on the paper voter list

If a mistake is made by the First Member while marking or writing data on the voter list or if a voter decides not to cast her/his ballot after signing the voter list, the Head of Committee corrects the voter list in red pen, noting that the voter has not voted and the reason for the correction and signs next to the correction.

### If there is a break in internet connectivity

If there is disruption in internet connectivity and use of the electronic system, for example due to a break in the electricity supply, the Head of the Polling and Counting Committee may temporarily suspend polling for one or two minutes, while the Data Entry Clerk or Technical Liaison Officer to try to find a solution.

If no solution is immediately found, polling is resumed using the paper voter list only and the national number of each voter is entered via SMS. In case this is not possible, the voter’s name and national number are written down in the notebook, for data entry into the system at a later stage when connectivity is restored.

### Step 4: Issuing the ballot to the voter (Head of Committee and Second Member)

1. After the Head of Committee is handed the voter’s ID Card, the Head of Committee stamps and signs the ballot in the designated space on the back of the ballot and hands the ballot to the Second Member.

2. The Second Member does the following.

   ✓ Checks that the ballot is stamped and signed by the Head of Committee and the pages are complete, in sequence and intact.

   ✓ Explains to the voter the method of voting, impartially and without influencing the voter’s choice. The poster explaining how to vote may be used in explaining to the voter how to vote.

   ✓ Gives the ballot to the voter, and directs the voter to go behind the voting screen to mark the ballot and then insert it in the ballot box.
Explanation of the Method of Voting

1. You may vote for one list only. You may also vote for as many candidates as you want in the list you have chosen, if you wish to do so.

2. To indicate your choice, place a mark in the box next to the list you wish to vote for. Then mark the box next to any candidate(s) you may wish to choose.

3. Each list is placed on a separate page. Make sure you only mark one page and do not remove any pages from the booklet or your vote will not be counted.

4. Voting is secret. Go behind the voting screen to mark the ballot in privacy and ensure that your choice is not visible to others.

5. Then go to the ballot box and place the ballot in the ballot box.

6. You will then be asked to ink your finger before retrieving your ID Card from the Head of Committee.
Step 5: Marking and Casting the Ballot (Voter and Second Assistant)

The voter goes behind an empty voting screen and marks the ballot in secret. (The voter should not say anything or make any indication or movement that suggests the list or candidate(s) that s/he is voting for. It is also prohibited for the voter to use mobile phones or any photographic device.)

The Second Assistant:

1. Ensures that the voter goes behind an empty voting screen and marks the ballot in secret, at the same time monitoring the voting screens to ensure that there is only one person behind a screen at any time.
   - From time to time, the Second Assistant also checks behind the voting screen to remove any campaign material that may be there.

2. Ensures that, on leaving the voting screen, the voter has one ballot and it is kept closed so the voter’s choice is not visible.

3. Admits the voter into the ballot box area; only one voter at a time is allowed in the ballot box area.

4. Verifies that the back of the ballot is signed and stamped without touching it.

5. Directs the voter to cast the ballot into the ballot box.

* Casting a ballot booklet into the ballot box
Step 6: Inking (Second Assistant)

1. The Second Assistant requests the voter to ink her/his left index finger with indelible voting ink, through asking the voter to:
   ✓ Wipe the finger with the tissue (to remove any insulating material)
   ✓ Dip it into the ink bottle so that it covers the cuticle.

2. The Second Assistant directs the voter to the Head of Committee to retrieve her/his ID Card.

Procedures for Handling Spoiled Ballots

What is a spoiled ballot?

A ballot that becomes unusable before being placed in the ballot box it is known as a ‘spoiled’ ballot. Reasons for this may be, for example:

- The ballot is spoiled because of the Committee
- The ballot is torn or not intact
- The ballot is improperly printed
- The voter makes a mistake in marking the ballot and requests a new one.

What to do if a ballot becomes spoiled

If a ballot becomes spoiled:

1. The Head of Committee writes a large ‘X’ across the back of the ballot and places it in an envelope for spoiled ballots.

2. The Head of Committee issues a replacement ballot to the voter, if relevant.

3. The Head of Committee records in the notebook the reason for why the ballot is spoiled for reporting on the End of Polling Form after close of polling.

The envelope for spoiled ballots should be labelled with the title ‘Spoiled Ballots’ and with the governorate, district and Centre name, and the number and gender of the Room.
Step 7: Return of ID Card (Head of Committee)

1. After the voter has inked her/his finger with voting ink, the Head of Committee gives back the voter’s ID Card to the voter.

2. The Head of Committee thanks the voter for voting and requests her/him to leave the Polling Station.

Handling the Ink Bottle

Bottles will be received with an air-tight seal.

- The silver nitrate, which makes the ink indelible, is at the bottom of the bottle.
- Turn the bottle upside down and leave it for 2 minutes to allow the silver nitrate to soak through the sponge.
- After this, shake the bottle hard. The bottle is now usable.
- This process can be repeated a minimum of every 3-4 hours to prevent the sponge from drying out.
- Please remember that the left index finger has to be dipped right into the bottle until the ink reaches above the cuticle of the nail.

If a voter refuses to ink

The Head of Committee reminds any voter who refuses to ink her/his finger that it is a requirement of the Election Law, and that the voter will be referred to the Public Prosecutor for violating the Election Law. If the voter still refuses, the Head of the Polling and Counting Committee retains the voter’s ID Card and refers the voter to the Public Prosecutor, using the approved referral form and attaching the ID Card to the form, so that the appropriate legal measures can be taken.

The correct inking process
Using Multiple Ballot Boxes during Polling

If the ballot box becomes full during the polling process, the Head of the Polling and Counting Committee notifies the Administrative Liaison Officer, who obtains an additional ballot box from the Polling Centre Manager’s supplies.

Additional ballot boxes may be used if the box becomes full, depending on the number of voters who come to vote and the capacity of the ballot box. Ballot boxes are all labelled with the same Polling Station number with a suffix added – (a), (b), (c), (d) – to indicate in the order in which the boxes are used.

Number of Station/a, number of Station/b, number of Station/c, number of Station/d

When a ballot box becomes full, the following procedures are applied. The Head of the Polling and Counting Committee:

1. Announces to all present that the ballot box is full and asks the Administrative Liaison Officer to bring a new one.

2. Seals the top slot of the full ballot box with a plastic seal, invites attendees to note the seal number and records the seal number on the ‘Empty Ballot Box and Start of Polling Form’ (Form 9).

3. Labels the sticker of the ballot box with all data.

4. Displays the new empty ballot box to attendees and seals the ballot box according to procedures described in the section ‘Sealing the Ballot Box’ above (see page 23).

5. Records on the ‘Empty Ballot Box and Start of Polling Form’ (Form 9) the seal numbers of the new ballot box, signs the form and invites candidates and list/candidate agents to sign if they wish to do so.

6. Places the full box in a safe place where it is clearly visible to attendees at all times. This may be next to the ballot box in use if the space of the room allows this.

Ballot box with the label, data and indicator
<table>
<thead>
<tr>
<th>الملاحظة</th>
<th>المركز الانتخابي</th>
<th>رمز الصندوق</th>
<th>اسم الناخب المذكور في د او د (الناخب)</th>
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<tbody>
<tr>
<td>عدد الناخبين المشاركين في الداورين الأول والثاني</td>
<td>2020/12/20</td>
<td>2020/12/21</td>
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<tr>
<th>اسم وتوكيع رئيس واعضاء لجنة الانتخابات والنزاع</th>
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5. Voters with Disabilities and Voters who Require Assistance

Voters with disabilities and other voters who are unable to vote by themselves are permitted to vote with the assistance of an escort of their choice.

General Rules

1. The voter may choose her/his own escort.

2. The escort must be an eligible voter (Jordanian and 18 years of age 90 days before Election Day).

3. An escort may provide assistance to only one voter who requires assistance to vote.

4. If the voter does not bring an escort of her/his own choice to the Polling Station, the Head of the Polling and Counting Committee provides assistance in secret. The name of the Head of Committee is recorded in the fields for escorts on the paper voter list. The restriction on assistance to only one voter does not apply to the Head of Committee.

5. Candidates, agents and observers are not permitted to assist a voter.

6. If a disabled voter comes and is able to vote by her/himself without an escort, procedures for regular voters are applied. If necessary, the Head of Committee may provide assistance to the voter.

Procedures for Assisted Voting

In addition to standard procedures mentioned above, the following procedures are applied:

Step 1: Entry to the Polling Station:
Priority for voting is given to voters with disabilities and voters who are unable to vote by themselves.

Step 2: Verifying Identity:

- The First Member verifies the identity of the voter (using the ID Card and checking that it is valid) and checks the left forefinger for traces of ink or insulating material.
- The First Member verifies the identity of the escort through examining the ID Card (Jordanian + age) and checks the right index finger for traces of ink or insulating materials.

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4 The Arabic text of the Manual is translated literally “recorded in (escort field + notes)”.

35
**Step 3: Marking the Voter List:**

- The First Member searches for the name and national number of the voter on the paper voter list, marks her/his name and requests the voter or her/his escort to sign the voter list if the voter is unable to sign.
- The First Member records the escort’s name and national number in the fields for escorts on the paper voter list.
- The Data Entry Clerk makes sure that the name of the voter is in the electronic voter list, using the national number on the voter’s ID Card, and enters into the electronic voter list that the voter has voted.

**Step 4: Ballot Issue:**

After the ballot is stamped and signed by the Head of Committee, the Second Member in all cases addresses the explanation on how to mark the ballot to the voter in the presence of the escort. The Second Member hands the ballot to the escort only if the voter is unable to receive it.

**Step 5: Marking and Casting the Ballot:**

The escort is permitted to go behind the voting screen with the voter and to assist the voter in marking and casting the ballot as needed. The escort must at all times respect the secrecy of the vote.

**Step 6: Inking:**

In addition to the voter inking her/his left index finger, the escort will dip her/his right index finger in the indelible voting ink.

Note: The requirement for the escort to ink is waived for the Head of Committee.

**Step 7: Return of ID Card:**

The Head of Committee returns the ID Card to both the voter and the escort.
6. Voting of Polling Centre and Station Officials

The IEC facilitates voting for all Polling Centre and Station officials wherever possible in the Centre in which they are working on Election Day by adding their names to the final voter list in advance.

All officials vote in the Polling Station in which they are on the voter list according to normal polling procedures. This takes place at a time when the flow of voters allows for this, without disrupting polling processes for other voters, and as agreed by the Head of the Polling and Counting Committee and Polling Centre Manager as relevant. This takes into consideration the following:

1. Officials of the Polling Station, including the Polling and Counting Committee, are assigned to vote in a Station of the Centre that is different to the one in which they are working.

2. This provision does not apply to volunteers. They may go to their normal polling location at an appropriate time, as agreed by the Polling Centre Manager.

3. While IEC procedures enable officials to vote inside the Polling Centres where they are working, in exceptional circumstances and in case an official’s name is not on the final voter list of the Centre, the Head of the Polling and Counting Committee may allow officials to leave in rotation in order to vote. Officials may leave for no more than half an hour and at a time when the Polling Station is not busy. The Head of Committee may not leave the Centre at any time.

Reporting responsibilities

The Head of the Polling and Counting Committee provides the Administrative Liaison Officer with the following regular reports. The Administrative Liaison Officer collects this information from all the Rooms and submit it to Centre Manager for reporting to the district or sub-office Operations Room.

1. Time of opening of polling

2. Voter turnout statistics (using the paper voter list) and number of objections and referrals to the Public Prosecutor (if any) at agreed times as follows: 09 am, 11 am, 01 pm, 03 pm, 05 pm, 07 pm final turnout (or later as instructed in case of extension).

3. Time of closing the Polling Station to voters

4. Completion of the counting process.

Any problems or questions arising in the Polling Station are to be reported to the Administrative Liaison Officer as they occur as information or for action as required.
7. End of Polling

A. Closing the Polling Centre and Station

At 7pm the Centre Manager closes the Polling Centre. Voters already in the Centre are permitted to vote but voters arriving after 7pm are not allowed to enter the Centre. The Administrative Liaison Officer notifies each Polling and Counting Committee that the Centre is closed, and the Centre Manager notifies the Operations Room.

B. Verifying Polling Data

After closing the Polling Station, the following data is recorded in the notebook. The data must be counted twice by two different persons. The data includes:

1. Number of actual voters in the Polling Station (using the paper voter list)
2. Number of unused ballots (intact and not used)
3. Number of spoiled ballots. These are placed in the envelope labelled ‘Envelope of spoiled ballots’ and the total number of spoiled ballots is written on the envelope along with the reason(s) for spoiling them.
4. The calculated number of ballots outside the box, calculated by:
   - Unused ballots + spoiled ballots
5. The calculated number of ballots used in polling, calculated by:
   - Ballots received by the Committee – all ballots outside the box
C. Completing the End of Polling Form

The Polling and Counting Committee

1. Completes all fields of the ‘End of Polling Form’ (Form 10) in two copies, using western Arabic numbers (1, 2, 3…) and writing the numbers in words next to the numbers based on the data recorded in the notebook before the completion of the form.
2. Signs both copies of the End of Polling Form
3. Invites candidates and list/candidates agents to sign the form if they wish to do so.

[See the following page for graphic of Form 10: End of Polling Form]

D. Post Polling Packing

After the End of Polling Form is filled in, the Polling and Counting Committee brings the tamper evident bag for polling and performs the following:

1. Records the Polling Station data on the tamper evident bag.
2. Places the unused ballots and the envelope of spoiled ballots in the tamper evident bag
3. Seals the tamper evident bag and puts it into the designated transfer bag, which is then placed in a secure place that is visible to all attendees.

Tamper Evident Bag for Polling

Note: The number of used ballots should equal the number of actual voters as counted on the paper voter list. If there is a difference, the calculation should be checked and the Committee repeats the above steps to ensure no mistakes have been made.

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5 The graphic of the form is placed here in the IEC Manual.
CHAPTER 3:
COUNTING
Counting takes place immediately after end of polling activities in the same room where polling took place. Authorised visitors may remain in the Polling Station to observe the counting process, but they are not permitted to move between different Polling Stations in the Centre during counting. The Head of the Polling and Counting Committee determines how many visitors the Polling Station may accommodate for the counting process, depending on the number of seats and space available and in a way that facilitates visibility and observation of the process.

Before the start of the count, the Head of the Polling and Counting Committee asks the Administrative Liaison Officer to bring two additional Counting Assistants. They join the team to assist the Committee (in counting, sorting and reading ballots, recording votes and packing as required, and any other tasks requested by the Head of Committee).

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### The Counting Process Includes:

**A. Preparations for Counting (before opening the ballot box)**

At this stage the Room is re-arranged so as to perform the counting process.

**B. Five Steps of Counting**

1. **Opening the ballot box:** Preparation of the ballot box and announcement of its data in order to proceed with the opening procedures.

2. **Counting ballots and first reconciliation:** This is the stage where all ballots are counted and the data is compared with the number of voters who voted to make sure all ballots are accounted for correctly and discrepancies are identified (if any).

3. **Reading and sorting ballots:** This is the stage where decision is made on the status of each ballot. It is determined whether the ballot is valid or invalid and, for valid ballots, which list and candidate(s) the vote is for. Ballots are sorted into stacks for each category (lists, blank, invalid).

4. **Counting and second reconciliation:** This is the stage where ballots and votes in each stack are counted and totalled, and then compared with the list tally board and flipchart candidate tally notebook to ensure results are accurate.

5. **Completion of paper and electronic counting form:** In this stage, the paper counting form is completed and endorsed, and then entered into the electronic system.
1. Preparations for Counting (before opening the ballot box)

In order to prepare for the count, under the supervision of the Head of Committee, the counting team:

1. Places the ballot box in a visible place until counting begins.

2. Rearranges the tables into one large counting table so as to provide enough space to place and stack the ballots after the box is opened and emptied.

3. Removes all items from the counting table, including all supplies and pens and ensuring that the stamp is away from the table.

4. Ensures the tally board for list votes is properly hung.

5. Attaches the flipchart notebook for candidate votes onto the flipchart, and places the flipchart in a place where the Committee and the audience can see it as it is being marked.

6. Arranges seating for authorized visitors so they have a clear view of the counting process and the display screen designated for them, but cannot interfere in the process or touch the ballots.

7. Arranges seating for the Polling and Counting Committee so that the Committee can see the list tally board, the candidate tally notebook and attendees, as appropriate to the room.

   Note: Officials should not turn their backs to attendees while sorting and counting ballots.

8. The Data Entry Clerk, in coordination with the Technical Liaison Officer
   ✓ Fixes the tripod and camera on the counting table
   ✓ Connects the camera cables to the DVR
   ✓ Tests the camera and DVR to make sure they are functioning properly and a clear picture is shown on the display screen.

9. The Head of Committee assigns tasks to the polling and counting officials as follows:
   ✓ The Head of Committee, one Member (First or Second) and one Counting Assistant at the counting table.
   ✓ One Assistant (First or Second) to record votes for each list on the list tally board.
   ✓ One Counting Assistant to record votes for each candidate on the candidate tally notebook on the flipchart.
   ✓ One Member (First or Second) to record data in the notebook and one Assistant (First or Second) to monitor the marking of the list tally board and candidate tally notebook and make sure that what is being recorded is the same as what is being read.
10. The Head of Committee reminds those present that they may not use mobile telephones or leave the Room for the duration of the counting process.

11. The Committee records in the notebook the names of authorized visitors present to witness the count, what category of visitor they are (local or international observer, candidate, agent, media) and the accreditation badge number, as in the table below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Visitor Category</th>
<th>Badge Number</th>
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12. The Head of Committee requests the Administrative Liaison Officer to place a Security Official outside the door of the Polling Station until the counting process is completed.

*The arrangement of the room and seating of the Committee for counting*
2. Five Steps of Counting

General Rules

Transparency: All stages of the counting process must be clearly visible to attendees, ballots must be clearly shown and all steps performed systematically and in sequence.

- (i) Each step taken by the Polling and Counting Committee during the process is announced.
- (ii) Each ballot is clearly displayed to the audience and the decision on each ballot is announced.

Notebook: The notebook is used to record counting data as a draft prior to completion of the final counting minutes, to avoid mistakes on the form itself. It is also used to record the presence of attendees, and any disagreements, incidents or problems that may arise during counting.

Step 1: Opening the ballot box

Under the supervision of the Head of Committee, counting officials open the ballot box as follows:

1. Place the ballot box on the counting table, with the ballot box sticker facing attendees.
2. Announce the Polling Station information from the ballot box sticker and read aloud the seal numbers and ensure they are the same as those recorded at the start of polling.
3. Invite authorized visitors present to verify the Polling Station information on the ballot box sticker and the seal numbers, if they wish to do so.
4. Cut the side seals on each side of the ballot box and open the ballot box. The top slot of the ballot box does not need to be cut.
5. Record the time of opening of the ballot box in the notebook.
6. Empty the ballot booklets onto the table, taking care to ensure that no ballots fall onto the floor.
7. Display the empty ballot box to those present.

Opening Multiple Ballot Boxes

If more than one ballot box was used in polling, the ballots in all boxes are counted together and the ballot boxes are opened as follows:

1. All ballot boxes are placed on the table side by side in order of sequence (a, b, c, d).
2. Seals are checked loudly for each ballot box in sequence order one by one.
3. Side seals are cut for ballot box (a), the ballots are carefully emptied on to the table and the empty ballot box is displayed.
4. The same is then done for the next ballot box until all are emptied.
Step 2: Accounting for ballots and first reconciliation

Under the supervision of the Head of the Polling and Counting Committee, counting officials:

1. Place the ballots into a number of piles face down, removing anything that is not an official ballot issued by the IEC.

2. Double count the ballots into piles of 25 and any number remaining. During this process, set aside any ballots that are unstamped and/or unsigned and place them in a separate pile.

3. Record the total number of ballots removed from the ballot box (including those that are unstamped or unsigned) in the notebook.

4. The Head of Committee clearly announces the total number of ballots in the box, which was recorded in the notebook, and then announces how many of these are stamped and signed.
First Reconciliation

5. Compare the number of ballots in the box with the number of actual voters as recorded on the paper voter list and counted at the end of polling.
   - These numbers should be the same. If they do not match, recount (i) the ballots in the box and (ii) the number of actual voters, to make sure there are no mistakes.
   - If there remains a difference, record this in the notebook with an explanation of the reason for the difference if this is known, and continue with the next steps of counting procedures.

6. Compare the number of ballots that are stamped and signed with the number of actual voters as recorded on the paper voter list and counted at the end of polling.
   - These two numbers should also be the same. If they do not match, recount (i) the ballots in the box and (ii) the number of actual voters, to make sure there are no mistakes.
   - If there remains a difference, record it in the notebook with an explanation of the reason for the difference, and notify the Administrative Liaison Officer who informs the Centre Manager for reporting to the district Election Committee. Then continue with counting procedures.

Step 3: Reading and sorting of ballots

1. Prepare a label (piece of paper) for each stack of ballots and place them in sequence on the counting table as follows (because this will help to fill in reasons for invalidity on the counting form later):
   - A label for each list, including the list name and number
   - A label for blank ballots (ballots that have no mark)
   - A label for invalid ballots as follows:
     x Unstamped and/or unsigned
     x Includes phrases or additions that indicate the name of the voter
     x More than one list or candidates from different lists are marked
     x Not possible to identify the list that is marked.

   *Categorisation of ballots using labels*
2. Turn the ballots face up and pile them in one stack as much as possible. Place any ballots that are un stamped and unsigned by the label for invalid ballots.

3. The Data Entry clerk turns on the camera and starts recording.

4. The Head of Committee or one of the Members reads each ballot individually and loudly. S/he reviews each page of the ballot booklet in order to determine whether the ballot is valid, blank or invalid, making sure that each page is displayed on the display screen so that the attendees see it.

Reading the ballot and its display on camera and screen

How the Committee Decides Whether a Ballot is Valid or Invalid

According to the Election Law, ballot is considered invalid if  
- It is not stamped with the stamp of the electoral district and signed by the Head of the Polling and Counting Committee  
- It contains phrases or additions that indicate the name of the voter  
- It is not possible to identify the list or candidate(s) marked  
- More than one list has been marked.

The ballot is not considered invalid and the list vote is counted in the following cases  
- If no list is marked but there are clear marks for candidate(s) of one list, the vote is counted for that list and the candidate(s).  
- If there is a clear mark for one list but no marks for candidate(s) of one list, the vote is counted for that list.  
- If there is a clear mark for one list but the marks for candidate(s) of that list are unclear, the vote is counted for that list but the candidate votes are not counted.

Note: If there is disagreement between counting officials as to whether a ballot or vote is valid or invalid, the Polling and Counting Committee (Head of Committee, First Member and Second Member) decides by majority.
5. After deciding whether the ballot is valid, blank or invalid, the Head of Committee or the Member announces the decision as follows:

(a) For blank ballots: Announce that the ballot is not marked (blank).

(b) For invalid ballots: Announce that the ballot is invalid and one of the following reasons for why it is invalid
   - It includes phrases or additions that indicate the name of the voter
   - More than one list or candidates from different lists are marked
   - It is not possible to identify the list that is marked. (This includes if the ballot is torn in a way that makes it not possible to identify if a list is marked.)

(c) For valid ballots:
   ✓ Announce that the ballot is valid
   ✓ Announce the number and name of the list which has received the vote
   ✓ Announce if the votes for candidates are valid and the candidate(s) who have received votes.

6. The vote for the list, or an invalid or blank ballot, is recorded in the designated field on the list tally board.

7. The valid vote for the candidate is recorded on the candidate tally notebook on the flipchart.

8. The ballot is placed in the relevant stack by the correct label (list, blank or invalid with the reason).

In case it is not possible to use the camera

If it is not possible to use the camera and ballots cannot be shown on the display screen, then all pages of the ballots are reviewed by two officials of the counting team and each ballot is clearly displayed to all those present, so that they can see the vote. Any attendee who requests to see a ballot more closely may be shown each page of the ballot but may not touch it.
Step 4: Counting of Votes and Second Reconciliation

Once all the ballots have been adjudicated and sorted into their separate piles, counting officials perform the following for each stack in sequence:

Counting the votes for lists and candidates

1. Double count the ballots in the stack and write the number of ballots on the label for the stack and in the notebook.

2. Compare the total number of votes on the label with the list tally board (for the lists, invalid and blank ballots). If they match, write the total in the notebook.

   Note: If there is a difference, a mistake has been made. Double check each ballot in the stack and correct the placement of the ballot or the tally board, as appropriate.

3. Calculate the total number of ballots in all stacks (valid plus blank plus invalid) and check that this is the same as the total number of ballots removed from the ballot box at the start of counting.

   The two numbers should be the same. If there is a difference, a mistake has been made. Double check through:
   - Redoing the calculation
   - Recounting each ballot in the stacks until the mistake is found and rectified.

4. Count the votes for each candidate of the list in sequence on the candidate tally notebook, record the total in the designated field and write the total in the notebook.

Step 5: Completing the Paper and Electronic Counting Form

A. Completing the Polling Station Counting Results Form (Form 11)

   ✓ After counting is completed, the Head of Committee announces the time of completion of the count in that Polling Station and records this time in the notebook. The Head of Committee requests the Data Entry Clerk to stop recording and turn off the camera.

   ✓ The Committee completes the counting form, using data as recorded on the list tally board and candidate tally notebook. Forms are self-carbonating and come in five copies in a booklet.

   ✓ After completion of the form, the Committee signs the form and invites any candidates and agents also to sign the form, if they wish to do so.
B. Entering the Counting Form into the Electronic System

After the counting form is checked and signed, the Data Entry Clerk enters the counting data from the form into the electronic system under the supervision of the Head of Committee, using data from the paper form and not the tally board).

Entered data should be checked against the form before saving it in the system to ensure that the data is entered exactly as it appears on the form.

- If the data as entered indicates any discrepancies, this acts as one final flag for the Polling and Counting Committee to do one last check to ensure no mistakes have been made.

C. Announcement of Results of the Polling Station and Display of the Counting Form

1. The Head of Committee announces the results of counting in that Polling Station to all present:
   - Total number of valid ballots
   - Total number of blank ballots
   - Total number of invalid ballots
   - Vote count for each list in sequence according to the list number as follows:
     - Number of votes received by the list
     - Name of each candidate in sequence and the number of votes received by each one.

2. The Head of Committee or one of the Members posts the second copy of the counting form on the outer side of the door of the Polling Station.
CHAPTER 4:
PACKING AND INTAKE OF MATERIALS
1. Packing of Forms and Sensitive Materials

While officials may be extremely tired at the end of the day, packing is an important process since polling and counting materials may later be investigated by the Court in case of appeals. Packing is performed as follows:

**Step 1: Packing of ballots**

For each stack of ballots, the Polling and Counting Committee
- Packs the ballots in groups and secure them with an elastic band.
- Attaches a label inside the elastic band that indicates the list number and name, the number of ballots in the bundle.

**Step 2: Preparing the Tamper Evident Bag for Counting and the envelope of counting forms for the Head of the Election Committee**

1. The data of the Polling Station is written on the Tamper Evident Bag for Counting as follows:
   - Governorate name
   - District name
   - Polling & Counting Centre name
   - Polling Station number
   - Gender (Male/Female).

2. An envelope is prepared and labelled ‘To the Head of the Election Committee’ and the data of the Polling Station is written on it (as above).

*End of counting process tamper evident bag*
Step 3: Packing of counting forms

1. **Copy 1 of the counting form** is placed inside the envelope ‘To the Head of the Election Committee’. The Head of the Polling and Counting Committee retains this envelope for delivery to the district or sub-office together with the sensitive materials.

2. **Copy 2 of the counting form** is displayed on the outer side of the door of the Polling Station.

3. **Copy 3 of the counting form** is set aside for delivery to the Centre Manager after packing is completed.

4. **Copies 4 and 5 of the counting form** are left in the form booklet for packing into the Tamper Evident Bag for Counting.

![Copy 2 of the counting form posted on the outer side of the Polling Station door](image)

Step 4: Packing Sensitive Materials in the Tamper Evident Bag for Counting

The Polling and Counting Committee packs the following sensitive materials into the Tamper Evident Bag for Counting, using the checklist on the bag to ensure all items are included. It is easier to place heavier items at the bottom of the tamper evident bag.

1. Counted, used ballots packed in bundles (bound with an elastic band)
2. Bundles of invalid ballots
3. Bundles of blank ballots
4. Paper voter list
5. Booklet of Objections Forms
6. Log of Objectors
7. Booklet of Forms for Referral to Public Prosecutor
8. Log of Referrals to the Public Prosecutor
9. Booklet of polling forms
10. Counting form booklet that contains copies 4 and 5 of the counting form
Step 5: Packing the two transfer bags for sensitive materials

The Polling and Counting Committee places the following into the two transfer bags:

- Tamper Evident Bag for Polling
- Tamper Evident Bag for Counting
- Stamp of the electoral district inside an envelope

Packing of the Camera and DVR

Under the supervision of the Head of Committee, the Data Entry Clerk places the camera and DVR in their cases and records the following data on the cases:

- Governorate name
- District name
- Polling & Counting Centre name
- Polling Station number
- Gender (Male/Female)

The Head of Committee delivers them to the Technical Liaison Officer in the place designated for centre result tabulation.

Note: The Head of the Polling and Counting Committee retains the notebook safely until the Court has decided on all appeals and results are certified, to refer to it if needed (God forbid).

2. Packing of Non-Sensitive Materials

The rest of the polling and counting team places non-sensitive items (voting ink, supplies, stationery etc) into the kit box and collects together all remaining items. These include:

- Empty ballot boxes
- Voting screens
- Kit box
- The list tally board and candidate tally notebook.
After packing of sensitive and non-sensitive materials is completed, the Committee performs the following:

**A. Delivery of non-sensitive materials to the Administrative Liaison Officer**

- The Head of the Committee calls the Administrative Liaison Officer to come to the Polling Station and hands the non-sensitive materials to her/him using ‘Receipt of Ballot Boxes and Polling Supplies from Head of Polling and Counting Committee’ (Form 19).
- The Committee helps the Administrative Liaison Officer to move the materials to the place in the Centre designated to store them.

Form 19: Receipt of Ballot Boxes and Polling Supplies from Head of Polling and Counting Committee

<table>
<thead>
<tr>
<th>رقم الصندوق</th>
<th>اسم المادة</th>
<th>العدد</th>
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<tr>
<td>1</td>
<td>صناديق الاستماع</td>
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<tr>
<td>2</td>
<td>صناديق الإقتراع</td>
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<tr>
<td>3</td>
<td>صناديق اللوائح (الكتاب)</td>
<td>1</td>
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Form 19: Receipt of Ballot Boxes and Polling Supplies from Head of Polling and Counting Committee

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The form includes fields for the head of the committee, administrative liaison officer, and the materials being delivered.
B. Delivery of Materials to the Centre Manager and Technical Liaison Officer and Attending the Tabulation Process

1. The Head of the Polling and Counting Committee goes to the place designated for tabulation of results of the counting forms for the Polling Centre, taking with her/him
   - Sensitive materials transfer bags
   - DVR and camera case
   - Envelope of the copy of the counting form for the Head of the Election Committee
   - Copy 3 of the counting form for the Centre Manager

2. The Head of the Committee hands over the following
   - Copy 3 of the counting form to the Centre Manager
   - DVR and camera case to the Technical Liaison Officer who will later hand them to the Head of the Electronic Linkage Team in the district.

3. The Head of Committee stays in the Polling Centre and attends the process of completing the Polling Centre Results Tabulation Form, which is supervised by the Centre Manager with the assistance of the Technical Liaison Officer.

   **Completion of Polling Centre results tabulation**
   - The Centre Manager in cooperation with the Technical Liaison Officer completes the Polling Centre Results Tabulation Form by copying data from the counting forms of the Polling Stations in the Centre.
   - Duly signs the tabulation form.
   - Posts a copy of the form on the door of the Polling Centre.
   - Hands a copy of the form, with copies of the counting forms of the Polling Stations in the Centre attached to it, to the Election Committee

C. Transfer and Delivery of Sensitive Election Materials to the Election Committee or Sub-Office

1. After the Polling Centre results tabulation process is completed, the Centre Manager and all Heads of Polling and Counting Committees from the Centre go together to the Result Centre in the district or intake location in the sub-office as instructed.

2. The Head of the Polling and Counting Committee hands over to the materials intake committees in the district:
   - The transfer bags containing sensitive materials (tamper evident bags plus the official stamp)
   - Envelope of Counting Forms for the Polling Station (the copy for the Head of the Election Committee).

3. The Materials Intake Committee in the district checks the following:
   - Sensitive materials were packed properly in the designated bags (tamper evident bags plus the official stamp)
   - The Counting Form was completed correctly.
4. The Head of the Polling and Counting Committee is given Form 21 ‘Receipt of Intake of Counting Results Form and Sensitive Materials Bag’.

Form 21: Receipt of Intake of Counting Results Form and Sensitive Materials Bag
D. Transfer and Delivery of Non-Sensitive Materials to the Election Committee or Sub-Office

1. The day after Election Day, the Administrative Liaison Officer transfers and hands over to the district or sub-office as instructed the non-sensitive items received from the Heads of the Polling and Counting Committees.
2. The Administrative Liaison Officer is given Form 20 ‘Receipt of Intake and Delivery of Ballot Boxes and Supplies’.

Form 20: Receipt of Intake and Delivery of Ballot Boxes and Supplies from the Administrative Liaison Officer
CHAPTER 5:

OBJECTIONS and

REFERRALS TO THE PUBLIC PROSECUTOR
Candidates, list agents and candidate agents have the right to submit a written objection if they feel that the rules for polling and counting laid out in the Election Law and relevant Executive Instructions have not been followed. The Polling and Counting Committee (ie the Head and First and Second Members) is responsible for deciding on objections submitted in the Polling Station. These decisions are made and come into force immediately.

### Deciding on Objections on Polling and Counting

The Polling and Counting Committee decides on objections:

- ✓ On the spot, at the time the objection is submitted
- ✓ By majority decision
- ✓ On the basis of rules and regulations of the Election Law and applicable Executive Instructions.
- ✓ The Committee’s decision comes into force immediately.

If a candidate or agent wishes to submit a written objection, the Committee does the following:

1. **Ceases polling and counting in the Polling Station until the objection is decided.** Any voter who is already in the process of voting may complete the voting process.

2. **Asks the objector to complete the Objection Form (Form 12) in three copies and sign the form.**

3. **Confers and decides on the objection, and then completes the last part of the form including signatures of the members of the Committee.**
   - ✓ Gives the first copy of the form to the objector.
   - ✓ Places the second copy of the form in an enveloped labelled ‘Objection’ with the Polling Station information and gives this to the Administrative Liaison Officer, who hands it over the Centre Manager for subsequent transfer to the district Election Committee.
   - ✓ Retains the third copy in the booklet of Objections Forms for packing into the tamper evident bag at the end of the day.

4. **Resumes polling or counting processes and records the objection in the objection log and in the notebook.**
Form 12: Form for Objections during Polling and Counting and method of completion

Form 13: Log of Objectors during polling and counting and method of completion
2. Referrals to the Public Prosecutor

Articles 56 and 57 of the Election Law set out a series of electoral offences that are prohibited during the day of polling and counting. These carry penalties as they may violate a voter’s right to a free choice or compromise the integrity of the election.

If an electoral offence is witnessed in the Polling Station, the Polling and Counting Committee performs the following:

1. Does not permit the person to vote (if s/he has not already done so).

2. Retains the personal ID Card and any other document relevant to the incident and places these in an envelope, which is labelled ‘Referral to the Public Prosecutor’ and includes the district information (district, Polling Centre, number of polling station and gender of polling station).

3. Completes the ‘Form for Referral to the Public Prosecutor’ (Form 14) in three copies and signs each copy of the form. Then records the incident in the Log of Referrals to the Public Prosecutor and the notebook.

   ✓ The first copy of the Form for Referral to the Public Prosecutor is placed in the envelope containing the ID Card and other documents. This is handed over to the police when they arrive, for them to give to the Public Prosecutor.

   ✓ The second copy of the form is placed in another envelope. This is given to the Administrative Liaison Officer to be handed over to the Centre Manager for subsequent delivery to the district Election Committee.

   ✓ The third copy is retained in the booklet of forms for packing in the tamper evident bag at the end of the day.

Electoral Offences

Articles 56 and 57 of the Election Law establish that the following are prohibited:

(i) Carrying a firearm at any Polling Centre on Election Day
(ii) Falsely alleging to be illiterate
(iii) Impersonating another voter with the intention to vote
(iv) Exercising one’s right to vote more than once
(v) Affecting the freedom of the election process or hindering the election process
(vi) Tampering with, stealing or destroying any ballot box, voter list or ballot
(vii) Preventing a ballot from being inserted in a ballot box
(viii) Committing any act with the intention of affecting the integrity and secrecy of the election
(ix) Entering the Polling Centre with the intent to influence the will of voters, buy votes, influence or delay the election process, or harm any of the election officials.

Articles 21, 22 and 23 of the Election also stipulate the provisions related to electoral campaigning that must be upheld.
Form 14: Form for Referral to the Public Prosecutor and method of completion

Form 15: Log of Referrals to the Public Prosecutor and method of completion