# Polling and Counting

### **Manual for Officials**



### **Table of Contents**

Mess	sage from the Principal Electoral Officer to polling officials	2
Chap	oter 1. About elections	3
Chap	oter 2. Voting steps and polling officials	9
	Voting steps	
	Polling officials	
Chap	oter 3. Before polling	15
	Delivery and receipt of electoral materials	
	Training of polling staff	
	Preparations in the polling stations	
Chap	oter 4. Polling	18
	Before polling begins	
	Opening the poll	
	Voting by polling officials, police officers, party agents and national observers	
	Assistance to voters	
	Proxy voting	
	Dealing with spoiled ballots and voting envelopes	
	Maintaining order at the polling station	
	Suspension of polling due to disturbances or other incidents	
	Closing of the polls	
	Polling closing procedures	
	Packing of polling materials	
Chap	oter 5. Counting	25
	Overview of the counting	
	Preparation for counting	
	Counting stages	
	Reconciliation of ballot papers	
	Sorting of ballot papers	
	Counting of votes	
	Closing counting	
	Packing and delivery of electoral materials	
Anne	exes	36

### Message from the Principal Electoral Officer to Polling Officials

The Vanuatu Electoral Office (VEO) is pleased to issue the Polling and Counting Manual for Officials to provide guidance for effective coordination and coherent implementation of all polling activities.

The success of the electoral process depends on the accuracy of the procedures as well as commitment and sound implementation by the polling staff. Considering that the success of the elections is measured against the integrity of the process, accuracy and proper implementation of the procedures are considered the most important factor towards achieving the free and fair elections - and Vanuatu deserves free and fair elections for preserving the achievements of our democratic system attained since our Independence.

A significant amount of experience has been accumulated in the past four decades. The objective of this manual is to consolidate the good practices for smooth and transparent polling and counting operations, fully complying with the electoral laws and procedures.

For the first time in 2020, many polling stations will be equipped with an electronic VESVotes scanner. This machine can automatically read the number on a National ID card and find the voter on the electoral roll and the Polling Station (PS) where they are registered. Thanks to this system, it is possible to check automatically that the voter is in the correct PS and whether he or she has already voted.

The scanner that can read the ID card number is either hand-held or is part of a computer. The VESVotes system records when a person has voted and can indicate how many people have voted in that PS. The system therefore increase the accuracy and efficiency of the election.

This manual aims to present the rules and regulations, which pertain to electoral processes in Vanuatu. Its preparation was guided by the assumption that it will be used as a quick reference and guide. In case of doubt we strongly encourage seeking further guidance directly from supervisors and returning officers.

The VEO, in keeping with its commitment to continuous improvement, would welcome recommendations and suggestions to increase the usefulness and value of this manual. We appreciate the support of our partners in developing the manual and the dedication of the team that put it together in a simple, accurate and logical manner. This will indeed be a useful tool for all polling staff to use!

Mr. Joe Johnson IATI Principal Electoral Officer (PEO) Vanuatu Electoral Office (VEO)

# **Chapter 1. About Elections**

Types of Election	National General Elections (Parliamentary) Provincial Elections Municipal Elections Referendums By-Elections (any time there is a need to repeat an election)
Who administers the elections	The Electoral Commission (EC) and the Vanuatu Electoral Office (VEO)
Legal and regulatory framework	Constitution of 1980 Representation of the People Act – 1982 Decentralization Act - 1994 Municipalities Act - 1980 Local Government Election Rules - 1982 National Referendum Act - 2004 EC and VEO rules, regulations and procedures. There is a law for each type of election, whereas the Constitution and the Decentralization Act as well as the EC and VEO rules, regulations and procedures apply for all elections.
Polling day	
Polling time	7:30 am – 4:30 pm
Who can vote	All registered Ni-Vanuatu with valid electoral cards, whose names are in the electoral roll for a particular polling station.
Where to vote	Any registered voter can vote in the polling station located in his/her residential district, which is generally the same location where he/she registered.
Polling station	A polling station is a location where voting voting takes place, where a team of polling officials work together to conduct the elections.





### Polling officials

Polling station staff:

Presiding Officer (PO)

Polling Clerk 1

VES validation clerk

Polling Clerk 2

A pair of polling clerks make up what is known as a checkpoint.

In big ("mega") polling stations, there may be several checkpoints to speed up the process, as well as a queue controller to assist with the flow of voters.

### Persons allowed to enter the polling station

Registered voters, voting or waiting to vote at that particular station.

Polling officials.

VEO officials with special duties related to polling and counting.

Accredited agents of political parties or candidates (wearing the badge).

Accredited national/international observers (wearing the badge).

Members of the media with valid press cards and VEO badge.

Candidates, only while voting. However, they can come back and enter to witness the counting.

Police officers are normally at the entrance and can enter if required by the presiding officer.



Assistance to voters

It is the policy of the VEO to make the voting process as easy as possible for people with disabilities.

Voters with disability, old people and pregnant women should be given an opportunity to go to the front of the queues.

Voters with low or no vision or with restricted mobility can be assisted by a person of their choice who must be a registered voter.





### Rights and responsibilities of party/candidate agents

### A party/candidate agent can:

- Monitor polling and counting in the polling station assigned.
- Obtain information about the process from the PO without affecting the conduct of the electoral process.
- Sign polling and counting forms and record the results.
- Bring questionable or irregular activities to the attention of the Presiding Officer and ask or demand that they be included in the polling station electoral report.

### The party/candidate agents must:

- Sign the code of conduct for party/candidate agents.
- Carry the official badge or authorization form issued by the VEO along with a photo ID.
- Not interfere with the polling and counting process in any way.
- Not display anything which indicates that s/he is a representative of a particular party/candidate.
- Leave the polling station if they are not complying with their obligations under request of the PO.
- NOTE: Only one agent per political party / candidate is allowed in the designated area at any one time.

### Rights and responsibilities of observers

National and international observers accredited by the VEO can:

- Have access to the polling stations at all times
- Observe all steps of the polling and counting processes.
- Obtain information about the process from the PO without affecting the conduct of the poll.
- Record any questionable or irregular activities in their Journal.
- Sign polling results form after counting.

#### Observers must:

• Sign the observer code of conduct.



Rights and responsibilities of	Act in an impartial and neutral manner while observing polling and counting processes.
observers ctd	Visibly display their accreditation badges and carry another photo ID.
	Not interfere with the polling and counting processes in any way or touch any polling material.
	Leave the polling station if they are not complying with their obligations, under PO request.
Rights and	Media representatives can:
responsibilities of media representatives	Have access to the polling stations at all times during the polling and counting processes to perform their tasks.
	Media representatives must:
	Act in an impartial and neutral manner inside and outside the polling station;
	<ul> <li>Visibly display their Press Cards or VEO badge and do not wear or carry any sign that associates them with a political party or a candidate;</li> </ul>
	Not disrupt or interfere with the polling and counting processes in any way.
	<ul> <li>Not communicate with any voters inside the PS or photograph in such a way that the voter's choice is identified.</li> </ul>
Security and safety	The police and military officers are responsible for the security of polling stations. Security personnel will be around the polling stations, usually at the entrance, assisting with the crowd control and flow of voters.
Polling day complaints	A voter, party/candidate agent or even a polling official can lodge a complaint regarding irregularities observed before or during polling or counting.
	POs will deal with (resolve) complaints immediately when they are lodged.



### Electoral integrity The EC and the VEO have put other measures in place to ensure the integrity of the elections. Some of them are: **Transparency** Political party/candidate agents, electoral observers and media representatives are allowed to observe and monitor the electoral process. Use of transparent ballot boxes and numbered seals to close them. The seal numbers are always recorded and can be tracked. Secrecy The secrecy of the vote is guaranteed with the use of voting booths. More than one voter behind the voting booth at a time is not permitted, except when a person with special needs is being assisted. The use of an envelope to place the ballot also contributes to the secrecy of the vote. Preventing double voting After voting, the voter's left thumb is inked and their electoral cards stamped to protect against multiple voting during the voting process. **Enfranchise** The law provides for proxy voting to guarantee maximum accessibility: voters who are unable to vote on polling day can nominate a proxy to vote on their behalf. Electoral offences Electoral offences are specific breaches or violations of electoral laws and EC rules and regulations. Those actions will result in fines and/or imprisonment when convicted. They include: Preventing an electoral officer from carrying out his/her duties. Voting more than once at the same election. • Corrupt practices like impersonation, bribery and treating or undue influence over voters. Deliberately destroying or stealing ballot papers. Making false statements about a candidate.



the suspect over to the police.

Carrying anything that shows the picture, name or logo of a candidate within 100 meters of a polling station.
If an electoral offence occurs in the polling station, the PO records any such events in the journal and hands

# Chapter 2. Voting steps and polling officials

### **Voting steps**

A simple voting process has been designed to make the voting process clear and easy, to safeguard against impersonation and multiple voting while ensuring strict secrecy of the ballot. Essentially, the voting process involves a series of steps. These steps briefly describe the movement of the voter, once s/he enters the polling station.

Step 0.



### Arriving at the polling station (PS)

The voter arrives at the PS (carrying the valid electoral card) and waits in the queue to be allowed to enter the PS.

Step 1.



### **Identification**

If voter has a National ID card they go to the VES Validation clerk.

The voter presents his/her electoral card to the clerk. The clerk checks the voter's left thumb for ink to ensure he or she has not already voted

Many polling stations are equipped with an electronic VESVotes scanner. This machine can automatically read the number on the National ID card and find the voter in the polling station database. The scanner is either hand-held or is attached to the computer.

The identification clerk scans the number on the National ID card of the voter. He/she checks that the voter is registered in that PS and that he or she has not already voted.

If voters don't have a National ID card, they proceed straight to polling clerk 1 for identification.

The voter is identified by comparing the data from the electoral card with the polling station electoral roll.

Step 2.



### Receiving ballot papers

The voter receives a book of ballot papers and a voting envelope.

Step 3.



### Choosing a candidate

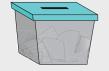
The voter enters alone to the voting booth (unless he or she exceptionally needs assistance).

The voter selects the ballot paper bearing the name, photo and symbol of the candidate of his/her choice.

The voter places the chosen ballot into the envelope.

The voter leaves the voting booth.

Step 4



### Casting the ballot

The voter deposits the envelope containing the ballot in the ballot box and disposes of the unused ballots in a closed bin.

Step 5.



### Being inked, receiving the card back and leaving

The voter dips the left thumb in the ink bottle.

If the voter presented an electoral card, he/she receives back his/her electoral card stamped.

The voter then exits the polling station.

### **Polling officials**

All the polling officials must ensure that they abide by VEO's rules and regulations and ensure neutrality and impartiality at all times. They should also respect the secrecy of the voters' ballot and count and report the results accurately and promptly.

### **Presiding Officer (PO)**

Presiding officers report to the registration officer, who oversees the electoral process at constituency level and who, in turn, reports to the provincial electoral officer.

At times of reporting, the reporting line is the following:

**HQ - PRINCIPAL ELECTORAL OFFICER** 

PROVINCE - PROVINCIAL ELECTORAL OFFICER

**CONSTITUENCY - REGISTRATION OFFICER** 

POLLING STATION - PRESIDING OFFICER



#### **PO Duties**

The PO must follow very carefully the procedures before, during and after polling as well as the counting procedures set in this manual.

To fulfil his/her duties, the presiding officer:

- Receives the PS electoral materials and trains polling staff before polling.
- Manages and maintains order inside the polling station.
- Oversees arrangements in and around the polling station.
- Oversees the distribution and retrieval of electoral materials.
- Ensures that the voting and counting take place in an orderly manner and according to procedures at the station.
- Controls the entrance and exit of the polling station, so that only authorised people enter, and ensures that the polling station does not become crowded.
- Gives priority to the aged, voters with disabilities, pregnant women and parents with babies, and provides assistance to voters when necessary.
- Ensures that only one voter is behind the voting booth at a time, unless the voter needs help.
- Ensures that the secrecy of the vote is always protected.
- Guards the ballot box at all times.
- Ensures that the voters place the voting envelope in the ballot box.
- Ensures the voters dispose of the unused ballot pages of the ballot book in the closed bin provided.
- Supervises other polling staff to ensure they follow all polling and counting procedures accurately.
- Deals with proxy voters.
- Deals with the media, observers and party/candidate agents at the PS and ensures that all
  of them sign their respective code of conduct as established by the Electoral Commission.
  Codes of Conduct signed are returned to the VEO.
- Deals with complaints raised at polling station level and solves any difficult situation that arises.
- Undertakes thorough and accurate counting of the votes cast and the recording of the results.
- Completes all documentation required for the polling station correctly, as well as the PS
  official report.
- Packs sensitive and non-sensitive materials and delivers them to the registration officer.



# Polling clerk 1 and VES validation clerk: Identification of voters and issuing of ballot papers



Identification of voters can be done in two manners: by presenting either the VEO issued "electoral card" or the "national ID card". If the voter presents an electoral card, he/she will be identified through the Electoral roll for that PS. If the voter presents a national ID card, the card will be scanned and verification will be done electronically.

If the voter presents a voter card for identification, the first polling clerk, receives the voter and:

- Checks to make sure the voter has no traces of ink on the left thumb (to ensure s/he has not already voted).
  - If the voter has been inked he/she cannot vote again.
- Receives the electoral card and confirms that there is no stamp corresponding to the
  current election (another security measure to ensure the voter has not already voted).
   If the electoral card is stamped for that election the voter will not be allowed to vote
  again.
- 3. Examines the electoral card to ensure the voter's identity by checking gender, age.
- 4. Checks the electoral roll to confirm that the voter's card number and name are on the electoral roll of that polling station.

**Note:** If a person does not present his/her electoral card, s/he will not be able to vote. Likewise, if a person's name is not found on the electoral roll, they cannot vote, irrespective of whether they have a valid electoral card. If the voter wants, s/he can always file a complaint with the supreme court.

- 5. If details match, places a tick at the left-hand margin of the roll, against the voter's number.
- 6. If the voter presents a national ID card for identification, the VES validation clerk receives the voter and:
  - a. Scans the national ID card to retrieve the voter's information from the database and determine if the person is eligible to vote at that PS (and has not already voted).
  - b. Examines the national ID card to ensure the voter's identity by checking photograph, gender and age.
  - c. Additionally, the computer will check identity, entitlement to vote and record the voter attendance at the PS.
- 7. Hands out a book of ballot papers and a voting envelope to the voter.
- 8. Explains the method of voting in an impartial manner especially to first-time voters.



#### Example:

- a. Remove the ballot of the candidate of your choice from the book of ballots;
- b. Place the selected ballot it in the voting envelope provided;
- c. Deposit the envelope in the ballot box and discard the book with other ballots in the closed bin located beside the box;
- d. If using an electoral card, come back to collect your card.
- 9. Directs the voter to a vacant voting booth.
- 10. If being used, hands out the electoral card to the polling clerk 2.
- 11. Addresses proxy voters to the PO.

**Note:** Spoiled, damaged ballots or voting envelopes may be replaced. See procedures for replacement spoiled ballots in the next chapter of this manual.

### Polling clerk 2: Inking voter and stamping electoral card



### The second polling clerk:

- Immediately after a voter has voted, inks the voter's left thumb with indelible ink. If the voter is a proxy, inks his or her left index finger as well.
   If the voter has presented an electoral card, the second polling clerk:
- 2. Stamps the electoral card in the place marked "voting date" with the official VEO stamp and adds the date and his/her initials in the space provided.
- 3. Crosses out the name of the voter in the 2nd copy of the PS electoral roll.
- 4. Gives back the electoral card to the voter and request him/her to leave the polling station.

Usually and ideally, clerks 1 and 2, as well as the VES clerk, share one desk, which is known as a checkpoint or voting table

In big (mega) polling stations there may be several checkpoints to speed up the flow of voters. Thus, a mega polling station is a place with one presiding officer (in some cases two) and one ballot box, but many checkpoints, all of them with the same PS electoral roll. The tasks are the same at all checkpoints.



### **Queue controller**

In polling stations with a great number of voters and several checkpoints there is a provision for a queue controller with the following duties:

- Managing overall queue control according to the PO instructions.
- Controlling the entrance to the polling station until the counting process is over.
- Ensuring that only authorized people enter the station and that voters do not remain in the station after voting.
- Directing voters to the next available checkpoint. Or directing voters to their respective checkpoint, in the case that voters are pre-arranged by checkpoints. In this case, queue controllers can use directional signs and arrange queues accordingly.
- Maintaining order outside the polling station.
- Giving out public information to the voters as instructed by the PO.
- Giving priority to those voters who need it.
- Reporting any security concerns to the PO.
- Any other duty as instructed by the PO.

Queue controllers control the entrances of the PS until the counting process has finished in all voting tables and POs have packed polling materials.

Where there is no queue controller, the police officers assist the POs with the flow of voters outside the polling station.





# Chapter 3. Before polling

### Delivery and receipt of electoral materials

The provincial electoral officers and the registration officers at constituency level (area secretaries and area administrators) are responsible for delivering the sensitive and non-sensitive materials to the polling stations in their area of responsibility.

Sensitive materials are those materials that, due to their specific nature and in the event of damage, could seriously affect the electoral process (e.g. ballot papers, electoral roll, official stamp, indelible ink). Non-sensitive materials are important and necessary but will not adversely affect the election process in case they are damaged or destroyed; they should, however, be replaced in a short period of time (e.g. ballot box, voting booth, polling station journal).

The VES verification clerk will use a single laptop computer together with a bar-code scanner (there are two types of scanners, a "hand-held" and a "desktop" scanner).

Most of the materials are packed in generic kits.

Presiding Officers (POs) will receive the polling stations kits and, additionally, they will receive ballot boxes, voting booths and ink to carry out the polling and counting processes in the PS.

Normally, the distribution of electoral materials takes place the day before polling.

Each kit comes with a list of materials and forms for each polling station, which should be checked and signed by the PO. (See the check list in annex 1)

Among the electoral materials, the PO will receive the codes of conduct and accreditation badges. S/he will be responsible for completing the badges and getting the codes of conduct signed by all who will be present at the PS (ahead of them entering the polling station). Different groups that require accreditation badges are as follows:

- Presiding Officer
- Polling Staff
- Electoral Commissioner
- International Observer
- Domestic Observer
- Media
- Political Party/Candidate Agent
- Special Pass holders





### Training of polling staff

The provincial electoral officers and the registration officers (area secretaries) will train presiding officers on polling and counting procedures, one week before polling, and they, in turn, will train their polling staff the day before polling. This training will be conducted at the polling stations and, using some of the non-sensitive materials, they will practice and will use the opportunity to set up the PS, so it will be ready for the next day.



### Preparations in the polling stations

All polling staff members will collaborate in the arrangement of the PS, preferably the day before.

Some PSs, especially mega PS, will receive materials like tarpaulins, signs and barrier tape to arrange the location.

POs must plan the arrangement for the station regarding:

- The entry and exit points;
- The queue control for the station;
- A place to keep the polling station kit secure. Sensitive materials (ballot papers, forms, ink, etc.) are only unpacked on polling day.

Under the supervision of the PO, the polling station staff will:

- Remove any political campaign material found less than 100 metres from the PS (the day before polling day, if possible);
- Post directional signs, if needed;
- Organize the lines for the queue;
- Check to ensure that no campaign materials have been posted;
- Not allow any campaigning or canvassing for votes within 100 metres of the PS.

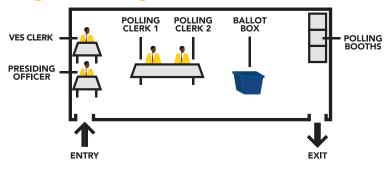


### **Polling station layout**

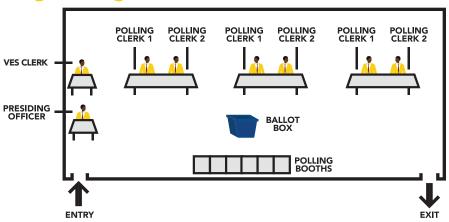
Polling officials will arrange and set up the room so that there is an easy flow of voters. The layout must work for the voter and contribute to the smooth running of the PS; in particular, the needs of voters with a range of disabilities must be considered.

The following illustrations serve as a guide:

### **Regular Polling Station**



### **Mega Polling Station**



#### Considerations for the PS layout:

- Seating should be arranged so that the polling staff members, party/candidate agents and observers are able to view the entire voting process and have a clear view of the ballot box at all times.
- All polling staff should be able to see the voters entering the polling station.
- Position the voting table so that voters move in a logical order from one table to the next, avoiding the crossing of voters.
- Position the voting booths so that the secrecy of the vote is ensured, and voters and polling officials can see which compartment is free.
- Set up the station in a way that allows free movement for voters with disabilities (as far as possible).

# Chapter 4. Polling

### Voting time: from 7:30 am to 4:30 pm

The presiding officers (POs) are fully responsible for ensuring proper implementation of polling procedures on polling day.

Polling staff must arrive at the station no later than 6 am on polling day to make the final preparations in the station for the conduct of the poll.

### Before polling begins

- POs remind the polling clerks about their duties and responsibilities and request them sign the code of conduct for polling officials (Oath).
- All polling officials participate in the setting up of the station (arrange tables and assemble voting booths) so that polling can start at 7:30 am.
- POs distribute materials to the other officials (polling staff ensure they receive all they need).
- POs will instruct VES clerks to set up for the operation and start the VESVotes (voter validation application).
- POs distribute ballot booklets and ballot envelopes gradually and in the same numbers to the polling clerk 1. The PO keeps track of the amount delivered.
- POs will complete paper work, such as writing the details of the station in the PS Official Report, filling some forms, entering the names of party agents or observes, if present.
- POs request party agents and observes to sign their respective code of conduct, before
  they enter the PS, if present. Note that all international observers will have signed
  the Code of Conduct in Port Vila when they collected their accreditation badges.
  International observers do not therefore have to sign it again.

### Opening the poll - 7:30 am

At 7:30 am, in full view of party/candidate agents and observers who are present, the PO will:

- 1. Open the ballot box and allow those present to see that it is empty.
- 2. Close the ballot box and seal two sides using the security seals and read aloud the seal numbers.
- 3. Record the seal numbers used to secure the ballot box in the "Record of seals" form. Party/candidate agents will sign the form and also record the numbers in their journals.

After all the preparations are concluded, the PO will announce that the polling station is open for voting.

### Voting by polling officials, police officers, party agents and national observers

**Polling officials and security personnel**, registered to vote in the PS where they are assigned to work, are given preference to vote before the general public begin to vote. National observers and party/candidate agents can be in the PS at this point.

They are processed as normal voters, following the procedures explained in chapter 2 of this manual.

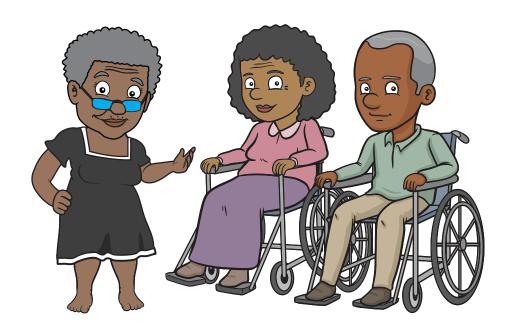
**Party/candidate agents and observers** will also be allowed to vote before the general public or are given preference at the moment of arrival **only** if they are registered on the electoral roll for the PS they are observing.

### Assistance to elderly, pregnant or nursing voters and persons living with a disability

VEO has a policy of making the voting procedure for people with disabilities as easy as possible.

The PO and other polling officers must:

- Make sure that people who need assistance (aged, voters with disabilities, pregnant/ nursing women and parents with babies) move to the front of the queue.
- Ensure that they are treated with respect and dignity.
- Remind voters with disabilities in line that they can be accompanied by any person of their choice if they need assistance to choose the ballot of the candidate they want to vote for. It should be made clear that nobody can assist more than one voter.



### Voters with disabilities choosing their ballot paper

Any voter with a physical disability may designate a person of their choice –who must be a registered voter- to accompany them into the voting booth. Polling clerks, party/candidate agents and observers are not permitted to assist a voter, with the exception of the PO, who will vote according to the voter's choice and keep the secrecy of the vote.

The PO will record the number of times s/he assists voters in the PS Official Report.

### **Proxy voting**

Voters who are unable to vote on polling day, for reasons of health, disability, education or occupation, can nominate a proxy to vote in their name. The proxy must be enrolled in the same polling station as the applicant and cannot cast a proxy vote for more than two voters. The proxy casts a vote for the person for whom s/he is proxy at the same time and in the same manner as s/he casts his/her own vote.

	PROXY CARD
Registratio	on Area
Polling Sta	tion Name
Polling Sta	tion No.
Official Sta	20
Date of \	/oting
Any fraudu any fraudu	VALID FOR SINGLE ELECTION ONLY alent activity made to obtain a form of proxy and alent misuse of the proxy by the person to whom s punishable by a fine or imprisonment or both.

### **Procedures for proxy voting**

- 1. The proxy informs the polling clerk 1 that s/he is voting on behalf of another voter as a proxy. The polling official addresses the proxy to the PO;
- 2. The proxy must produce to the PO his/her own electoral card, the proxy form authorizing him/ her to vote as proxy (see sample in annex 2) and the electoral card of the person for whom s/he is voting. If the proxy is approved, the PO will issue a proxy card. The person voting by proxy for someone else will show this card to the Polling Clark.
- 3. If the PO is satisfied, s/he informs polling clerk 1 that everything is ok and sends the proxy back to him or her;
- 4. The polling clerk 1 looks for the two names on the PS electoral roll, makes the correspondent tick and hands over the two electoral cards to the polling clerk 2;
- The polling clerk 2 issues two ballot booklets and two voting envelopes to the proxy and directs him/her to a vacant voting booth;
- 6. After casting the ballots, the proxy will be inked twice: first in the left thumb and second in the left index finger;
- If using electoral cards, the polling clerk 2
  crosses out the two names on the copy of the
  PS electoral roll and gives back the two electoral
  cards;
- 8. The PO will record the details of the proxy voting in the PS Official Report.

### Maintaining order at the polling station

It is the duty of the presiding officer to ask persons creating disturbances inside the PS or obstructing the duties of the polling staff to leave the station. If the behavior of the voter, agent, observer or official seems to be breaching the peace, the PO should immediately inform the police if needed.

Any disturbance must be recorded in the PS Official Report.

### Suspension of polling due to disturbances or other incidents

The PO must suspend polling if advised to do so by the registration officer (area secretary) or the police, or if the polling station is threatened by riot, violence, storm, flood or any other event which makes polling impossible or endangers the lives of staff and voters.

After polling has been suspended, the POs with the help of other PS officials will:

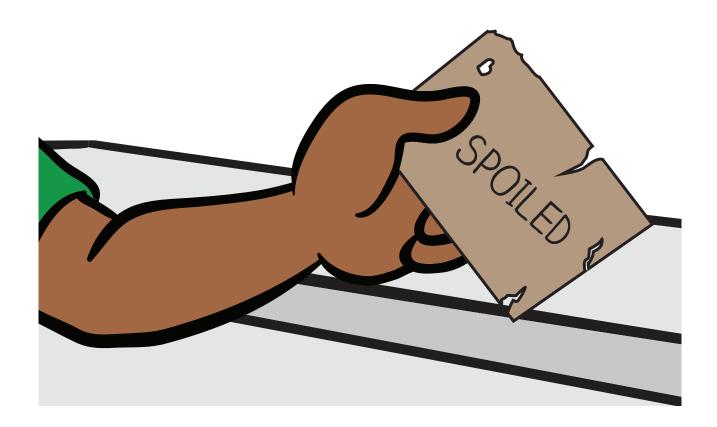
- 1. Seal ballot boxes slots and write the seals numbers in the "record of the seals" form;
- 2. Pack election materials according to the packing instructions;

Make sure that the following sensitive materials are not left behind:

- Ballot boxes containing ballots
- PS electoral roll
- Official ballot stamp
- Unused ballot papers
- Indelible ink
- Forms that have been filled
- 3. Record time and reasons for suspension of the polling in the PS Official Report and inform the registration officer who in turn will inform the provincial electoral officer, who informs HO.

If the reason for suspension no longer applies the PS can reopen, and this should again be communicated up the line to the VEO HQ.





### Dealing with spoiled ballots and voting envelopes

A ballot or the voting envelope will be considered as spoiled when:

- The polling clerk mistakenly tears or damages them
- A voter accidentally damages them either by tearing or dirtying

If a voter claims to have spoiled the ballot book or envelope, the polling clerk should exchange the ballot book or the envelope.

The polling clerk will retrieve the ballot book or envelope in question and writes "SPOILED" on the back. All spoiled ballot books and envelopes will be put in the "Spoiled ballot paper envelope" provided in the PS kit.

As the spoiled ballot papers envelope is not pre-printed, the PO will enter the polling station name and number manually.

When polling has closed, the presiding officer will count the number of spoiled ballot papers and will also write this information on the envelope.



### Closing the poll - 4:30 pm

Polling closes at 4:30 pm. However, voters standing in the queues at this time can still vote. Any person joining the queue after 4:30 pm should not be allowed to vote.

### Close of the polling station

At exactly 4:30 pm, the PO must ensure that all voters have joined the polling station queue.

The PO (or the queue controller) counts the voters standing in the queue and stands behind the last person and does not allow voters who arrive after 4:30 pm to join the queue.

After the last voter in the queue has voted, polling closes.

### Polling closing procedures

Immediately after the last voter has voted, the PO will:

- 1. Inform polling clerks and party/candidate agents that the poll is closed;
- 2. Close the door and ask one of the polling clerks to monitor persons entering or leaving the PS;
- 3. Seal the slot of the ballot box and record the number of the seal in the "Record of the seals" form. Ensure you press firmly with the pen when recording the seal numbers so that they are clear on the carbon copy of the form. At the end of the process, the carbon copy will be detached and kept separately;
- 4. Instruct the clerks to count the number of voters who participated in the election by counting the ticks against the names (clerk 1) and the names crossed out (clerk 2) in the two copies of the PS electoral rolls;
  - The number should be the same in the two copies. If there is no match, polling clerks count again and check where might be the error;
- 5. Record the number of voters who participated in the election on the PS reconciliation form which is included in the PS Official Report (see sample of the form in the annexes) and the VESVotes reconciliation form. The numbers on both reconciliation forms need to be added together. When marking the form, ensure you press firmly with the pen so that the carbon copy of the form is clear. At the end of the process, The carbon copy will be detached and kept separately.
- 6. This total number should correspond to the total number of voting envelopes that will be found in the ballot box during the counting process;
- 7. Pack the used polling materials, with the assistance of the polling clerks;
- 8. Start preparing the polling station for counting.

### Packing of polling materials

Packing of polling materials will take place immediately after the necessary parts of the reconciliation form are filled in. The presiding officer will supervise the packing of all the PS materials as follows:

 He/she packs the sensitive materials into envelopes but does not seal them until the count is completed.

### Packing envelope 1 contains:

- Unused ballot booklets
- Unused voting envelopes
- Spoiled/damaged ballot papers envelope
- Proxy forms
- PS electoral roll (all copies)
- Codes of Conduct signed by observers and party/candidate agents
- Polling officials code of conduct signed

### Packing envelope 2 contains:

- Indelible ink
- Official stamp
- Unused plastic seals

This is to be delivered to the Registration Officer - Constituency level For mega/big polling stations unused ballot booklets and envelopes will be placed in the plastic bags provided. The plastic bags must be labeled and then properly sealed using the sellotape

The envelopes must be labelled with the PS name and code and with the contents inside. The PO signs and writes the date.

- Polling clerks will disassemble and pack the voting booths.
- Polling clerks pack (inside the polling station kit) all other materials used during polling, which are no longer required for counting, and store them in such a way that they do not interfere with the counting process.

The PO will open the 'PS reconciliation form' in PS Official Report to be used at the beginning of the count. At the conclusion of the count, the PO will tear off the carbon copy of the reconciliation form, along with the 4 other carbon copies of each of the sensitive forms (results form, reconciliation form, seals form, candidate form) clip them together, put them in envelope 5 and hand them over to the registration officer, together with the PS Official Report which contains the original forms, who will then include all the forms and journals from the various polling stations into bigger envelopes for the Provincial Electoral Office and for the National Tally Centre at HQ in Port Vila. Envelopes 1 - 4 go into the ballot box before it is sealed. Envelope 5 is hand delivered to the Registration Officer by the Presiding or Police Officer who then sends it to the tally center.

**Important:** No counting shall begin until the presiding officer has completed all the processes above.

## **Chapter 5. Counting**

### Overview of the counting

The counting of the ballots takes place upon the conclusion of polling at every PS.

Each presiding officer is responsible for organising the count in his/her respective polling station.

Party/candidate agents and observers are allowed to witness the counting process and to record the results in their journals.

There are three stages of the counting process:

- a. Reconciling the ballots issued to voters with the ballots found in the box;
- b. Sorting the ballots;
- c. Counting the votes.

On completion of the count, the results for the PS are recorded in the PS Official Report which contains the PS Results Form. All the polling stations results are then transferred to the registration officer at constituency level for further transfer to the electoral commission HQ where the tally is conducted, and the final total results are announced.

Copies of the results are sent to the respective constituencies for public display.

### Persons allowed during the counting

Apart from polling officials, those allowed inside the PS are:

- Accredited party/candidate agents
- Accredited domestic and international observers
- Accredited Media with valid press cards and photo ID
- Candidates

In all cases, a valid accreditation badge is requested and must be displayed visibly. Members of the public can follow the process from outside the PS.

The PO will record the names of those present for the counting process (agents, observers, media, candidates etc) in the PS Official Report.



### Preparation for the count

Before counting starts, the packing of the electoral non sensitive materials should be finished and the polling officials, under the supervision of the PO, will set up the station for the count, as follows:

- Join tables together in order to have just one large table space for the ballots.
- Allocate an area for party/candidate agents and observers in the PS, so that they are able to see all the stages of the count.
- Place the tables directly in front of where the observers and agents will be stationed, and in a way that will enable the polling staff to comfortably conduct the counting of votes.

**Note:** Counting staff should always work only on one side of the table during the reconciliation, sorting and counting, and should never turn their backs to party/candidate agents and observers whilst handling ballot papers.

- Prepare an area for the ballot box; it is important that it can be seen at all times.
- Prepare a separate table for the counting materials.
- Ensure that the following materials are ready for the count and placed on the table for easy handling by the PO.
  - a. PS Official Report
  - b. Official stamp
  - c. Calculator
  - d. Rubber bands
  - e. Paper clips
  - Pens (black and red).

**Note:** In preparation for the commencement of the count, the tables where the actual count will take place should be completely empty. Materials required during the count will be supplied, as needed.





### **Counting stages**

Once the polling station has been prepared for counting, the PO will explain briefly the entire process to all those present at the PS.

The counting of the ballots is done in three stages, which are:

#### 1. Reconciliation

Reconciliation means checking that the number of voting envelopes found in the ballot box equals to the number of voters who participated in the election in that specific polling station, as shown in the PS electoral roll (more specifically, the number of names ticked in the roll);

### 2. Sorting

During this phase, the ballot papers are sorted by candidates' votes and invalid votes;

### 3. Counting of ballots

During this phase, the total votes obtained by each candidate and the invalid votes are counted.

All staff involved in polling will be involved in the counting process apart from the queue controller who during the entire period will be in charge of controlling the entrance to the polling station.



### A. Reconciliation of ballot papers

The PO explains to those present the reconciliation process, so it is clear to everyone and, with the assistance of the clerks, will:

- 1. Break the side seals (can leave one on) and read aloud the broken seal numbers;
- 2. Open the ballot box in full view of party/candidate agents, observers and staff;
- 3. Empty the ballot box in the centre of the table;
- 4. Count the voting envelopes (without opening them or removing the ballots);

**Note:** For easy counting, stack the envelopes into piles of 50 and place a rubber band around each bundle of 50 envelopes. For bundles of less that 50, write the number of envelopes on a piece of paper and clip it to the bundle (do not place a rubber band around any bundle of less than 50 ballots).

5. Any ballot found outside an envelope, as well as any non-official envelope should be placed in a separate bundle (Official envelopes have the Coat of Arms printed on it);

Important: Non-official envelopes or ballots outside envelopes will be included in the count but will be treated as invalid.

- 6. Announce the total number of envelopes found in the ballot box;
- 7. Record the number on the PS reconciliation form, ensuring to press firmly on the pen so that the number is clear on the carbon copy;
- 8. Verify that the number of voters who participated in the election (previously recorded in the PS reconciliation form) tallies with the number of voting envelopes found in the ballot box:
- This two numbers should coincide. If there is any discrepancy, the PO may look for a
  miscalculation or an error in the recording of voters on the electoral roll until s/he is
  satisfied. Any discrepancy that persists is recorded in the PS Official Report;
- 10. Inform the result of the reconciliation process to those present.



### B. Sorting of ballot papers

During this phase, the ballot papers are sorted by candidate. At this stage the PO also determines the validity of the ballot papers.

The rules for determining valid and invalid ballots are based on the principle that, to the greatest extent possible, the ballot should be counted if the intention of the voter is clear. In other words, every ballot shall be presumed to be valid unless there is a clear and good reason to justify its rejection. This policy is based on the fundamental principle that the object of any election is to obtain the expressed will of the voter.

Ballots are considered invalid if:

- The envelope is empty
- The envelope contains more than one ballot paper
- There are marks on the ballot or on the envelope that identify the voter
- The ballot is not in an envelope
- The ballot is in a non-official envelope (previously identified during the reconciliation)
- The ballot is torn or completely damaged that makes it impossible to see what candidate was voted for.

### **Sorting process**

Before starting the sorting stage, the PO will have to prepare name cards for each candidate appearing on the ballot book to facilitate accurate and easy sorting of ballot papers (a blank notepad is provided for this purpose). A card for invalid ballot papers will also be written.

Polling officials can help with the preparation of the name cards on both sides. A sample is shown below.



### Staff involved in the process then:

- 1. Take off elastic bands and paper clips from the bundles of voting envelopes;
- 2. Separate unofficial envelopes identified during the reconciliation process and place them in the stack of invalid ballots;
- 3. Remove the ballot papers from the envelopes, one at a time, (empty envelopes are set aside);
- 4. Sort the ballot papers into stacks according to the candidates, as follows:
  - a. Show each ballot paper to the party/candidate agents and observers;
  - b. Place it in the stack for the respective candidate;
- 5. Invalid ballot papers, as well as invalid envelopes, are placed in the stack for invalid ballots.

**Important:** Throughout the process, polling staff should periodically check under the chairs and tables to make sure that nothing has accidentally fallen to the floor.



### **C.** Counting of votes

Once the ballots are sorted into separate stacks for each candidate and for invalid ballots, each stack is counted separately in the order in which candidates appear in the ballot book. Once the votes for all candidates are counted, then the invalid ballots are counted.

The PO will announce the unofficial results loudly after the votes are counted for each candidate so that party/candidate agents and observers present at the polling station can record the results.

#### Process:

- 1. The PO will assign one of the clerks to count the ballots (first the votes for the candidate that is first in the ballot booklet, then the second one, and so on);
- 2. The PO will recount votes for each candidate to confirm the number;
- Counting of the votes must be done in full view of party/independent candidate agents and observers;
- 4. The PO will pronounce the results loudly so that party/independent candidate agents and observers present at the PS can record the results;
- 5. The total number of votes for each candidate will be recorded on two copies of the polling station results form in the PS Official Report.

On the close of counting, a candidate or his accredited agent may request the presiding officer to conduct a recount and further recounts, but the PO may refuse to do so if in his opinion the request is unreasonable.



### **Closing counting**

At the end of the count, the PO declares counting of votes completed and formally announces the votes cast for each candidate in the polling station.

Immediately after declaring the counting of votes completed, the PO completes the PS Reconciliation Form and the PS Results Form (in the Official Report) including the following information: (see sample of forms in Annex 3). At all times when filling in the forms, the PO must ensure that the writing is clear on the carbon copy.

- The number of registered voters
- The number of voters who voted
- The number of invalid ballot papers
- The number of valid votes cast for each candidate
- Other matters as required in the forms.

The PO and the polling clerks sign the forms. The candidate agents present at the count also countersign them.



**Note:** The PO will be very careful when filling in the forms. If the PO makes a mistake, s/he will use the red pen to make the correction and will put his/her initials beside it. Red pen is to be used only by the PO for corrections.



### Packing and delivery of electoral materials

At the conclusion of the count, POs will pack the ballots following the instructions below and hand over all the sensitive and non-sensitive materials to the registration officer responsible for the constituency, who will then deliver all the polling materials to the Provincial Electoral Office.

Sensitive and non-sensitive materials will be packed separately in the polling stations.

### Packing of sensitive materials by the PO

Ballot papers and packing envelopes are considered sensitive material. The instructions for packing the ballot papers are as follows:

- 1. The PO collects all ballots cast for each candidate and makes one bundle for each candidate.
- 2. Then, bundles made for each of the candidates will be joined together in order to create one single bundle of valid votes.
- 3. A separate bundle must be made for the invalid ballot papers.
- 4. Valid ballots (packed per candidate) and invalid ballots are packed in separate sealed envelopes.
- 5. The original PS Official Report will be placed in a sealed envelope together with the Tally Sheets.
- 6. Envelopes must be labelled with the following information:
  - A description of its contents.
  - The date of polling.
  - The name and number of the polling station.

**Important:** No one is allowed to tamper with the seals of the envelopes or contents of the envelopes after sealing them.

Packing envelopes 1 and 2 (previously packed after polling) containing sensitive materials should be sealed now.



Note: Sealing is equivalent to endorsing.



The PO will pack the above sensitive materials into envelopes as follows:

### Packing envelope 3 contains:

- Valid ballots envelope
- Invalid ballots envelope

This is to be delivered to the Registration Officer - Constituency level

### Packing envelope 4 contains:

- PS Official Report which contains the PS Reconciliation form, the PS Results form, the PS Seals form, Offences, Notes / Comments
- PS Tally Sheet (x2)

This is to be delivered to the Registration Officer - Constituency level who delivers it to the Tally Centre - HQ level

### Packing envelope 5 contains:

• The carbon copy (coloured) pages of the PS Official Report must be removed from the PS Official Report after completing the report. These pages are to be folded together and put in the envelope.

The envelope will be delivered to the Registration Officer - Constituency level who delivers it to the Tally Centre - HQ level

#### Please note:

Envelope 5 will travel to the Tally Centre - HQ level via a different route to the ballot boxes for security purposes. If something happens to the Ballot Boxes with Envelopes 1 to 4, this ensures that a copy of the results in envelope 5 will still arrive at the Tally Centre.

**Important:** POs must not forget to label the envelopes before sealing them.





#### Packing of non-sensitive materials

Non sensitive materials will be packed immediately after the sensitive materials are packed. All non-sensitive items must be packed into the polling station kit, apart from all packing envelopes 1 to 5.

Voting booths will be packed as well and must be returned to the PCM. It is important that all materials are returned to the provincial electoral offices as these will be used for future elections.

Polling Station staff must ensure that no election material is left behind.

#### **Delivery**

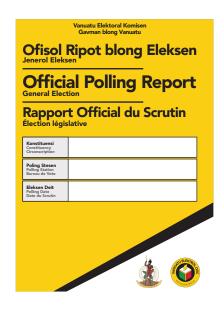
All sensitive materials that are packed in envelopes are then placed in the ballot box and sealed for delivery to the registration officer responsible for the constituency. The envelope for the Tally Centre is kept separated for further delivery.

Before sealing the ballot box, the POs record the number of the seals that will be used to close it, ask party agents present to copy them, and finally place the form inside the box, so that the registration officer can verify the seals numbers when s/he opens the box to do the tally of results.

When a registration officer has received all the ballot boxes with reports from the constituency's polling stations, s/he ensures the ballot boxes are safely transferred to the VEO headquarters in Port Vila.



Note: Seal numbers and information, along with the Polling Station results are recorded in the Official Report Booklet.





## **Annexes**



## Annex 1. Polling station materials - Checklist

ITEM	QUANTITY	TICK	COMMENTS
Ballot Box	1		
Security Seals	8		
Electoral Rolls = PS electoral rolls	2		As many as there are clerks in the PS
Ballot Papers	No. of PS registered voters + 10%		
Ballot Envelopes	No. of PS registered voters + 10%		
Candidate List	1		
Polling Officers List	1		
Official Election Report (Containing PS Reconciliation Form, PS Results For, Seals Form, Offences)	1		
Tally Sheet	2		
Polling and Counting Manual	1		
Election Rules [Cap 146]	1		
Proxy Form B + Proxy Card			Exact quantity depends on number of applicants (if any).
Note Book	1		
Information Posters	Several		To be posted inside and outside the polling station to inform voters about their rights and responsibilities (i.e. how to vote, electoral offences, etc.)
Public Notice	4		Four different public notices
Black Pens	Several		Exact quantity depends on number of polling officials
Red Pen	1		For corrections on forms if needed. Only to be used by the PO
Stamp Pads	Several		Exact quantity depends on the number of polling clerk 2
Date Stamp	Several		Exact quantity depends on the number of polling clerk 2

ITEM	QUANTITY	TICK	COMMENTS
Official Stamp	1		
Ink pad	2		
Rulers	Several		Exact quantity depends on the number of polling clerk 2
Drawing Pins	Several		To stick notices and the cloth to the wall.
Sticky Tape	1		
Scissors	1		
Markers	2		
Rubber Bands	1 Packet		
Paper Clips	1 Packet		
A4 Paper	Several		
Calculators	1		
Valid Votes Envelope	1		
Invalid Votes Envelope	1		
Envelope for Damaged or Spoiled ballots/envelopes	1		
Seal Envelopes	5		For packing sensitive materials and forms
Indelible Ink bottle	1		
Piece of cloth	1		To preserve the secrecy of vote by blocking the visibility to the voting booths.
Phone Card	1		
Contact list	1		For Presiding Officer to contact HQs officers.
Polling Official's Oath	Several		One for each official
Code of Conduct for observers and media personnel	Several		
Code of Conduct for party/ candidate agents	1		
Accreditation badges	Several		One for each official
Polling officials Caps	Several		Depending on the number of polling staff
Presiding Officer name and sign	ature:		

# Annex 2. Proxy Form

#### PROXY FORM - FORM A



The Representation of the People Act. Cap. 146 (Rule 1(3))

To the electoral officer for the constituency of			
(Put full names in capital letters.) being registered to vote at	(National ID Card No.)	(Phone Number)	(Name of island.)
prove to			of
proxy to	(National ID Card No.)	(Phone Number)	(Name of island.)
I am qualified to vote by proxy as I am unable to vote 1.1 am very old and cannot travel to the polling 2.1 am very sick and cannot travel to the polling 3.1 am disabled and cannot travel to the polling 4.1 will be overseas on the date of the elections 5.1 will be working as an electoral officer in a p 6.1 will be working outside of my registered cor	station g station g station s (Provide reasons for being olling station at which I a nstituency as required by	overseas during the elem not registered to work my employer.	
	ans stating now your attenue	ince is prevenieu)	
I enclose a certificate / letter from my: (Delete whichever is not applicable)  Employer;  Chief or Pastor;  Labour Office, Public Service Commission or ot  Doctor, Nurse or Dresser;  Vanuatu Society for Disabled People or Office of Advocacy;  Educational Institution or scholarship Office;  Letter from sponsoring institution or any other significant or any other significant in that foreign country.	of Disability Promotion	prin. Cop Cop If overseas pl Cop A va	n: pointment letter of the registration officer, cipal electoral officer or Electoral Commission; py of applicant's birth certificate; py of the applicants Electoral Card.  lease also attach: py of applicant's Passport and Ticket; alid residence permit, visa or other foreign ntry equivalent.
Dated this day of	20 Sign	nature of applicant _	
OFFICIAL USE ONLY		NOTIFICATION T To be detached fro	O APPLICANT TO VOTE BY PROXY om application form and delivered to proxy
Your application to vote by proxy has been rejected beca	use		
Your application to vote by proxy has been accepted but and you are requested to nominate another person who in Your application to vote by proxy has been approved. The by	s on that roll.		

## Annex 2. Proxy Cards



### VANUATU GOVERNMENT PROXY CARD





### VANUATU GOVERNMENT PROXY CARD



Registration Area	Registration Area
Polling Station No	Polling Station NamePolling Station No
THIS PROXY IS VALID FOR THE FOLLOWING ELECTION	THIS PROXY IS VALID FOR THE FOLLOWING ELECTION
20	20
Official Stamp	Official Stamp
Date of Voting	Date of Voting
PROXY VALID FOR SINGLE ELECTION ONLY  Any fraudulent activity made to obtain a form of proxy and any fraudulent misuse of the proxy by the person to whom it is given is punishable by a fine or imprisonment or both.	PROXY VALID FOR SINGLE ELECTION ONLY  Any fraudulent activity made to obtain a form of proxy and any fraudulent misuse of the proxy by the person to whom it is given is punishable by a fine or imprisonment or both.

Section to be retained by the Electoral Office

Section to be handed to the Proxy by the Electoral Office



### VANUATU GOVERNMENT PROXY CARD





### VANUATU GOVERNMENT PROXY CARD



Family Name	Family Name
First Name	First Name
Sex	Sex
Date of Birth or Age	Date of Birth or Age
Address	Address
Registered as an elector at  The proxy must be qualified as an elector and registered on the same electoral roll as the elector giving the proxy.	Registered as an elector at  The proxy must be qualified as an elector and registered on the same electoral roll as the elector giving the proxy.
Is hereby authorised to vote by proxy on behalf of:	Is hereby authorised to vote by proxy on behalf of:
Family Name	Family Name
First Name	First Name
Sex	Sex
Date of Birth or Age	Date of Birth or Age
Address	Address
Registered as an elector at	Registered as an elector at
Given at Date	Given at Date
By and	By and
Signature	Signature (Electoral Officer)
Section to be handed to the Proxy by the Electoral Office	Section to be retained by the Electoral Office

### Annex 3. **Polling Station Forms**



Kanadinaani		—— Namba blong P Polling Station num	oling Stesen ber 7 Code du Bureau de Vote
Konstituensi Constituency / Circonscription		Nem blong Poling Polling Station nam	ng Stesen ne / Nom du Bureau de Vote
<b>Deit blong Eleksen</b> Date of polling / Date du scruti	Poling Stesen Time of opening	n i open g / Heure d'ouverture	— Poling Stesen i klos — Time of closing / Heure de fermeture
REKOD BLONG N RECONCILIATION OF BALLO		_	Е
A. Namba blong pipol v Number of people who vote		ant voté	
B. Namba blong envelo	p we oli karem aot lo d in the ballot box / Nombre	ong balot bokis e d'enveloppes trouvées c	dans l'urne
C. Namba blong ol vot ol envelop insaed lor Record of discrepancy (A -	we i no stret wetem ing balot bokis (A - B B = C) / Divergence (A - B =	namba blong = C) • C)	
1 7 .			
, ,			



RISALT BLONG POLING STESEN
POLLING STATION RESULTS / RÉSULTATS DU BUREAU DE VOTE

Provins Province / Province	Namba blong Poling Stesen Polling Station number / Code du Bureau d	le Vote
Konstituensi Constituency / Circonscription	Nem blong Poling Stesen Polling Station name / Nom du Bureau de \	/ote
CARAADI		
SAMARI SUMMARY / SOMMAIRE		
<del></del>	Total namba blong vot we kandidet i kasem     Total number of votes obtained by candidates     Nombre total de suffrages exprimés	
<del></del>	Total number of votes obtained by candidates	

#### **RISALT**

RESULTS / RÉSULTATS

	I	I
Nem blong Kandidet (Folem oda long balot pepa) Names of Candidates (follow order from the ballot book) Noms des candidats (suivez l'ordre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		



Nem blong Kandidet (Folem oda long balot pepa) Names of Candidates (follow order from the ballot book) Noms des candidats (suivez l'ordre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
		•



Nem blong Kandidet (Folem oda long balot pepa) Names of Candidates (follow order from the ballot book) Noms des candidats (suivez l'ordre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		



Nemblong Kandidet (Folem oda long balot peps)         Patt / Independent Party / Independent P			
63 64 65 66 66 67 68 69 70 71 72 73 73 74 75 76 77 78 78 79 80 81 82 83 84 84 85	Nem blong Kandidet (Folem oda long balot pepa) Names of Candidates (follow order from the ballot book) Noms des candidats (suivez l'ordre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
64       65         66       66         67       68         69       69         70       68         71       68         72       68         73       6         74       6         75       6         76       77         78       79         80       81         82       83         84       64         85       6	62		
65         66         67         68         69         70         71         72         73         74         75         76         77         78         79         80         81         82         83         84         85	63		
66         67         68         69         70         71         72         73         74         75         76         77         78         79         80         81         82         83         84         85	64		
67         68         69         70         71         72         73         74         75         76         77         78         79         80         81         82         83         84         85	65		
68         69         70         71         72         73         74         75         76         77         78         79         80         81         82         83         84         85	66		
69         70         71         72         73         74         75         76         77         78         79         80         81         82         83         84         85	67		
70       1         71       2         73       3         74       4         75       5         76       4         77       7         78       7         80       1         81       1         82       1         83       1         84       1         85       1	68		
71       2         73       3         74       4         75       4         76       4         77       7         78       7         80       4         81       4         83       4         84       4         85       6	69		
72       (1)         73       (2)         74       (2)         75       (3)         76       (4)         77       (2)         78       (3)         79       (4)         80       (4)         81       (4)         82       (4)         83       (4)         84       (4)         85       (4)	70		
73	71		
74       ————————————————————————————————————	72		
75         76         77         78         79         80         81         82         83         84         85	73		
76          77          78          79          80          81          82          83          84          85	74		
77	75		
78       ————————————————————————————————————	76		
79       80         81       92         83       93         84       95	77		
80         81         82         83         84         85	78		
81         82         83         84         85	79		
82       83       84       85	80		
83       84       85	81		
84       85	82		
85	83		
	84		
86	85		
I I	86		



Nem blong Kandidet (Fo Names of Candidates (follow on Noms des candidats (suivez l'or	olem oda long balot pepa) rder from the ballot book) rdre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
87			
88			
89			
90			
91			
92			
93			
94			
95			
96			
97			
98			
99			
100			
	Total numb	g vot we kandidet i kasem ser of votes obtained by candidates sombre total de suffrages exprimés	
	2. То	otal namba blong rabis vot Total number of invalid ballots Nombre total de bulletins nuls	
		a blong ol gud vot (1+2=3)  Total number of votes (1+2=3) e total de suffrages valides (1+2=3)	
hese results are provisional unt	asem taem we Elektoral Ko il officially announced by the Elector squ'à l'annonce officielle de la Comn	al Commission	
RESIDING OFFICER / PRESIDE	INT RAPPORTEUR		
lem lame / Nom	Signeja Signature / Signature	Deit Date / Date	
	-		



rovinsrovince / Province	Namba blong Poling Stesen Polling Station number / Code du Bureau de Vote
onstituensi onstituency / Circonscription	Nem blong Poling Stesen
	L WE YU USUM LONG BALOT BOKIS OX / ECRIVEZ LES NUMÉROS DES SCELLÉS APPOSÉS SUR L'URNE
Sil we yu usum <b>bifo vot</b> i stat (long saed) Seals applied before polling (on each side) Scellés appliqués avant le vote (sur chaque coté)	Nem mo signeja blong Pati / Kandidet Ejen Name and signature of Party / Candidate Agent Nom et signature du Parti / Agent de Candidat
Namba blong sil Side seal No. No. de scellé latéral	
Namba blong sil Side seal No. No. de scellé latéral	
Sil we yu usum <b>taem vot i finis (an tap)</b> Seal applied after polling (on the slot) Scellé de fente appliqué après le vote (sur la fente)	Nem mo signeja blong Pati / Kandidet Ejen Name and signature of Party / Candidate Agent Nom et signature du Parti / Agent de Candidat
Namba blong sil Slot seal No. No. de scellé de fente	
Sil we yu bin tekemaot (an tap) Seal removed during reconciliation (from the slot) Scellé retiré pendant le rapprochement (de la fente)	Nem mo signeja blong Pati / Kandidet Ejen Name and signature of Party / Candidate Agent Nom et signature du Parti / Agent de Candidat
Namba blong sil Slot seal No. No. de scellé de fente	
Sil we yu usum <b>taem evri samting i finis</b> (lo Seals applied after counting and packing (on each side) Scellés appliqués après comptage et emballage (sur chac	Name and signature of Party / Candidate Agent
Namba blong sil Side seal No. No. de scellé latéral	
Namba blong sil Side seal No. No. de scellé latéral	

## Annex 4. VES Instructions

#### VESVotes - Voter validation application

#### **User Notes**

#### Introduction

VESVotes is an application to identify an elector when they present themselves to vote at a polling station. The elector presents his/her **National ID Card** for scanning as they enter the polling station. After the card is scanned, VESVotes will search and retrieve the elector's information from the database. The system is able to determine if the person is eligible to vote at that polling station and whether or not that person has already voted in the election. If VESVotes determines that a person is eligible to vote, it records that event together with the date and time of the vote.

During voting, VES Votes will display the number of electors registered at that the polling station together with the percentage and number of registered electors who have voted.

On completion of voting, the data from mobile operations in various polling stations around the country is downloaded to the main database using the VESXfer application.

VESVotes can also export the voting data to an Excel spreadsheet for further analysis if required.

#### Setting up for Operation

At most polling stations, the setup will comprise of a single laptop computer together with a barcode scanner. There are two type of scanners, a "hand held" scanner and a "desktop" scanner.

#### Instructions for set up:

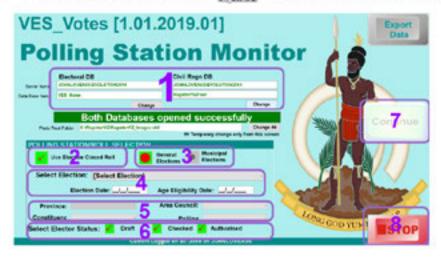
- unpack the laptop and connect it to power using the adaptor supplied.
- · Turn on the laptop and wait for it to start and display a log page.
- Log on as either "civilptone" or civilpttwo" using the passwords supplied.
- Wait for the desk top to be displayed.
- Plug in the scanner into one of the USB ports on the computer. When the scanner is ready it
  will sound a "chirp".

#### Starting VESVotes



· Double click on the VESVotes Icon on

screen to display the Settings Screen.



#### Using the settings screen

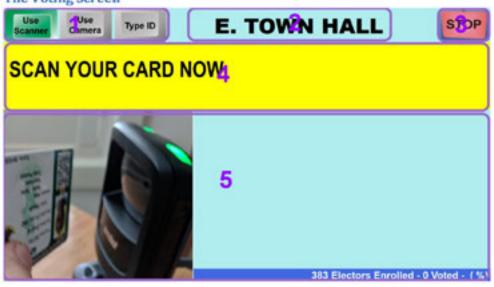
- Database Selection: If VESVotes has been previously used on the computer then it will
  attempt to open the previously used database. If it can do this, it will display the details of
  databases in this section. If it cannot, then these settings will be shown in RED.
  If shown in red, select the correct databases (see Database Selection below).
  Check that the databases are correct. If not ,change the databases selected.
- This is the first part of polling station selection. It provides the opportunity to either use the main data information instead of the closed election roll. Normally, you would use the Closed Election Roll.
- Select either the mode General Election or Municipal Election. In General Election mode, the "Amendment Area" polling stations are included as appropriate. Note if in Step 4 you cannot find your target election, check that you have chosen the correct type of roll.
- From the drop-down list, select the correct election.
- Depending on the scope of the election, some of the details will be filled in. Select the empty boxes until you can select your polling station.
- Select the enrolment status used to include electors. (Current practice is to select "Draft", "Checked" and "Authorised").
- After you have selected your polling station, the [Continue] button will be displayed. Click this button to display the "Voting Screen."
- 8. If you want to exit the application click the [Stop] button

Export

#### Note:

- The Clear Votes
   Button should NOT normally used as it deletes all the current information
   on people who have voted. It is used only in training to clear out the data after a training
   session.
- The Button is used after an election to export voter information to an Excel spreadsheet.

#### The Voting Screen



#### Selection of scanning/input methods:

- a. [Use Scanner]: This is the normal mode when you are using a barcode scanner. If using a hand held scanner, press the trigger and point the scanner at the card. If using a "desktop" scanner, simply wave the card in front of the scanner.
- [Use Camera]: Select this when you are using either a web camera or the inbuilt camera in the laptop computer. (You may be prompted to select the camera to be used.)
- c. [Type ID]: This is used if the elector does not have an National ID Card and knows their Registration Number. When using this option, a numeric keypad is shown on the screen. You can use this or the number keys on your computer to enter the registration number. (Note: when using this method of input, VESVotes does not do any checks on the person's ID Card information).

Note: When Using inputs 2 & 3 (shown on the image above), you must click on the [Next] Button displayed on the Status/Message area (4) between electors. This is not necessary when using a barcode scanner.

- 2. Polling Station Name
- 3. [Stop] Button to finish scanning and return to the settings screen.
- Status/Message area. This is where VESVotes displays information about the result of scanning and any extra buttons appropriate to the current situation.
- VESVotes will display both a large and smaller photo of the Elector along with their personal details and electoral roll information. Also displayed in the lower right hand corner is the progress of the voting for the election for your polling station

#### Scanning Results

After an ID Card is scanned the following results occur:

 The person is enrolled at your Polling Station and has not previously voted: the status bar turns GREEN and a message "Vote Recorded" is displayed.

- If the person is enrolled but not at your polling station, the message "Wrong Polling Station" is displayed and the status bar turns RED. Also, the enrolled polling station details are shown RED.
- If the person has already voted in this election, the message "Already Voted" together with the date/time of that vote is displayed and the status bar turns RED.
- If the person is not enrolled, the message "Not Enrolled" is displayed and the status bar turns RED.
- If the ID Card scanned has not been registered or activated, the message "Card Not Activated" is shown, together with an [Activate Card] button. The status bar is turned ORANGE. To activate the card, click on the [Activate Card] button on the right hand end of the status bar.
- If the ID card has been cancelled and a new card issued, the message displayed is "ID Card Cancelled" together with the date and reason for cancellation. The status area is RED.
- If the card is not recognised as a Vanuatu National ID Card, the Message "Not a Vanuatu ID Card" is displayed and the status bar turns RED.

#### **End of Scanning Session**

To exit from a scanning session, click on the [Stop] Button to return to the settings screen, then click on the [Stop] button to exit VESVotes application.

#### Database Selection

 To select or change the Electoral database that VESVotes uses on the Setting screen click on the [Change] Button under the Electoral Database display.

VES Votes will display the finding servers box. Wait while VESVotes searches the network for servers. This may take about 30 seconds.



Note: VESVotes will only find servers on the same network segment that your computer is connected to or the server on your computer.

After the Server input box is displayed, select the server from the dropdown list if it is shown (the "Main" Server will probably not be shown in the servers list). To select the "Main" Server, type its IP Address (10.255.134.203) in the server input box.



After selecting or entering the server name, press either the [Tab] key or [Enter] key. VESVotes will then connect to the server and load a list of available databases in the Database input box. Select the correct database from list.



4. After selecting the server and database, click on the [Connect Database] button. VESVotes will open the database if possible. Check that you have selected the correct type of database. The database information will be shown in GREEN if everything is correct. If not, an error message may be displayed and the database information will be shown in RED.

The selection of the Civil (RegisterterVIZ) database is done in a similar manner.

## Annex 5. Material Transfer Forms

I	MATERIAL TRANSFE	R FORM	1
	Before Polling		
Province	Polling Station r	name	
Constituency	Polling Station number		
Item description	Quantity	Observations	
Polling Station Kit			
Ballot Books			
Ballot Envelopes			
PS Electoral Roll			
Indelible Ink bottles			
Voting Booths			
Ballot Boxes			
Handed over by	Received	by	
ID No. if available	ID No. if a	vailable	
Signature	Signature		



	After Counting			
Province	_ Polling Station nam	ne		
Constituency	Polling Station nun	nber		
Item description	Quantity	Observations		
Ballot box sealed with sensitive materials				
Envelope # 5 containing copies of Official Results Booklet				
Polling Station Kit (with stationary and non-sensitive materials)				
Voting Booth(s)				
Empty ballot box(es)				
Handed over by	Received by			
ID No. if available ID No. if available				
Signature	Signature	Signature		
Date Da		Date		

## Annex 6. Accreditation Badges

Accreditation ba	ages
POLING STESEN AKSES PAS	ELECTORAL KOMISEN / ELECTORAL COMMISSION / COMMISSION ÉLECTORALE
POLING STAF	KOMISINA COMMISSIONNER / COMMISSIARE
NEM POUNG STESEN KONSTITUENS WOD	NEM ELEKSION DEIT
ELEXSION DET	DOT NOVEM
POLING STESEN AKSES PAS PRISAIDIN OFISA	POLING STESEN AKSES PAS SPESEL PAS
POLING STEERS  WONSTITUENS	NAME OF THE PARTY
MOD ELECTION DET EST SEEPA	10 200
POLING STESEN AKSES PAS	POLING STESEN AKSES PAS
PATI / KANDIDET EJEN	MIDIA MEDIA / MEDIAS
PATENDARIES  WONSTREEN  WAS	NEM OGANAFSESEN ELEKSION OBIT
A PASSANDER!	27 3354
POLING STESEN AKSES PAS	POLING STESEN AKSES PAS
NASONAL OBSEVA	INTANASONAL OBSEVA
Mill Comment	Service



