

## MESSAGE FROM THE CHAIRMAN

You have been selected to perform one of the most important civic duties. As a polling officer for the upcoming Parliamentary and Presidential Elections, you will facilitate the process in which fellow Malawians, participate in sustaining multi-party democracy and shaping, through the ballot box, the future of their country.

Members of the Malawi Electoral Commission and I are very grateful that you have chosen to demonstrate your civic-mindedness in this very meaningful way. We exhort you to uphold the law and to stay aloof of all persons' whomsoever, who attempt to bribe, intimidate or bully you. But you can only do so if you have no doubts of your own Knowledge of the voting procedure and your ability to employ this even under stressful conditions.

It is of major importance that you understand your rights and responsibilities as a citizen and as a polling officer. Voters will rely upon your conduct and the accuracy of the information that you provide to cast their votes. You will enhance their confidence in the electoral process through exercising the utmost fairness in serving and dealing with everyone regardless of their political sympathy or socio-economic status and by being guided by the tact that the appearance of fairness is just as vital and important as fairness itself.

This manual has been prepared to help you carry out your duties and to achieve consistency in the application of Electoral law throughout the country. It aims to set out the polling officers' duties in an easily understood manner. It will be used for training purposes and as a reference document on polling day. Let it defend your every action so that you do not unlawfully enfranchise or disenfranchise anyone. You do not have the opportunity to return the next day to correct your sins!



Justice James Kalaiie, Sc

CHAIRMAN

MALAWI ELECTORAL COMMISSION

MEC068

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# 1. GLOSSARY OF POLLING TERMS

## **Returning Officer:**

The person who is responsible for the conduct of the polls in one or more constituencies. In most cases this person shall be the District Commissioner.

## **Supervisory Presiding Officer:**

The person in charge of several polling stations located at the same Polling Centre.

## **Presiding Officer:**

The person in charge of a polling station and responsible for presidential elections.

## **Assistant Presiding Officer:**

The clerk designated by the Presiding Officer to complete the Official Record and Summary (Form MEC065). This person should accompany the Presiding Officer while transporting the ballot papers to the Returning Officer. This person will also be responsible for parliamentary elections.

## **Polling Clerks:**

Persons appointed to assist the Presiding Officer at the Polling Station.

## **Ushers:**

Persons designated by the Presiding Officer to control the flow of voters i.e. the entry and exit rate through the polling station.

## **Voters Register:**

The document on which voters details are contained. This will be delivered to all Presiding Officers with polling materials.

## **Voter Registration Certificate:**

The Malawi Voter Registration Certificate is required by all as proof of identity. It must be stamped by the poll clerk and handed back to the voter.

## **Polling Centre:**

A location at which several polling stations may be located.

## **Polling Station:**

A location at which a unit of staff enables voters to cast their vote in National Assembly and Presidential elections.

**Voting Booth:**

The enclosure within which voters mark ballot papers in private according to their reference.

**Ballot Papers:**

The papers handed to the voter on which to select the candidate of their choice for Parliamentary and Presidential Elections.

**Spoilt Ballot Paper:**

A ballot paper that has had a mistake made on it by a voter. The poll clerk may issue a replacement paper. The spoilt ballot paper must be retained for accounting purposes.

**Ballot Boxes:**

The boxes located outside the polling booths into which the voters place their completed ballot papers.

**Official Record & Summary (Form MEC065):**

The document which contains all records concerning the polling station, including the opening and closing of the poll, counting of ballot papers and the final results.

**Party Monitors/Representatives:**

Individual representatives of political parties or candidates contesting the elections. These individuals must have previously registered their names with the Electoral Commission.

**Election Representatives:**

Individuals representing candidates contesting the election. These persons must have previously registered their names with the Returning Officer through their respective candidates.

**Local Monitors:**

Residents of Malawi with non-governmental and non-partisan affiliations such as churches or human rights groups accredited by the Electoral Commission to observe the election.

**International Observers:**

Accredited internationals observing the electoral process.

**The Act:**

The Parliamentary and Presidential Elections Act 1993, as amended.

## **2. SECURITY OF THE ELECTION MATERIALS**

The Presiding Officer is responsible for the custody, maintenance and security of all election related items from the moment that he/she receives them from the Returning Officer and until they are delivered back to the Returning Officer after counting is completed for both Elections.

The Presiding Officer and the Assistant will receive from the Returning Officer (District Commissioner) all materials necessary to conduct both presidential and parliamentary elections respectively.

Upon receipt of polling materials, the Presiding Officer and the Assistant shall, in the presence of the Returning Officer:

- Inspect the ballot boxes and make sure they can be secured properly;
- Ensure that all items on the inventory (Form MEC070) are available;
- Sign the receipt for same (Form MEC070);
- Place the ballot papers for each election in the appropriate ballot box and secure each one;
- Raise questions about mode of communication between polling station and Returning Officer.

Presiding Officers must keep **all** polling materials secure in their possession until polling day. They shall open the ballot boxes in the presence of **polling staff, party representatives and international observers on polling day if present (if no party representatives or monitors are present the Presiding Officer may call witnesses from voters in the queue)** and the materials inside must be checked, placed on the table and kept in a secure location throughout polling.

Once ballot boxes have been secured the seal numbers must be recorded on Form MEC065 and they shall not be opened until polling finishes at 6 p.m.

Polling Staff should ensure that no form of propaganda: campaign materials or advertisements shall be exhibited throughout the day inside the polling station or within a 100-metre radius from the polling station. This includes Tee shirts, hats, badges etc. depicting party emblems or symbols.

In the case of polling centres with multiple polling stations, this distance of 100 metres shall be measured from the boundary points of the entrance of the polling centre.

### 3. POLLING STATION STAFF AND DUTIES

**General:**

The polling staff consists of 8 members plus 2 security persons. Detailed guidance is given about allocation of duties later in this Manual. In brief, they are as follows:

**NOTE:**

Where there are two or more polling stations located at one Polling Centre, one SUPERVISORY PRESIDING OFFICER may be placed in charge of the Polling Centre together with at least one extra usher.

This Supervisory Presiding Officer should make sure that each polling station is run as a separate unit, and that a separate Official Record and Summary is completed by the Assistant Presiding Officer in respect of each polling station. The usher will be posted outside the polling stations to direct voters to the correct polling station. It is critically important that voters be directed, on arrival, to the Collect queue for the polling station where his/her name is registered.

The Presiding Officer is responsible for:

- ~ Checking the polling station before Election Day and making all necessary advance arrangements for polling including security.
- ~ Opening and closing the polling station at appointed times (obtain keys in advance)
- ~ Supervising the operation of the polling staff
- ~ Maintaining an orderly flow of voters into and out of the polling stations

- S upervising the checking for ink on voters' finger before handing out the ballot papers.
- r Supervising the handing out of. ballot papers to voters.
- r Supervising that the explanation of voting procedures given to voters is done accurately and properly.
- r Vote counting at the end of polling is in the correct order (i .e. National Assembly followed by Presidential).
- r Ensuring that the Official Record and Summary (Form MEC065) is completed properly.

- Ensuring that all complaints and incidents (if any) are recorded in the Complaints and Incidents Book (Form MEC055) including any hand written complaints received, which should be placed with the appropriate record.
- Liaising with party representatives, international observers and local monitors
- r Transporting all polling materials (accompanied by the Assistant Presiding Officer and a police officer) to the Returning Officer immediately after the count has been completed.
- r Ensuring that staff are aware of and vigilant in monitoring that voters. Place their ballot papers in the correct ballot box. National assembly papers in the box marked National Assembly Election and Presidential papers in the Box marked Presidential Election.
- r Check polling booths throughout the day to remove rubbish.

### **Duties of Assistant Presiding Officer:**

- Completion of Official Record and Summary (Form MEC065), Complaints and Incidents Book (Form MEC055), Polling Staff Attendance Record (Form MEC066) and Declaration of Secrecy (Form MEC067).
- Assist in all areas as required by the Presiding Officer.
- ┌ Accompany the Presiding Officer when transporting all polling materials and documentation to the Returning Officer after the completion of the count.
- ┌ Reporting results of parliamentary election.

### **Duties of Poll Clerks:**

- ┌ Direct voters to the correct polling station (usher).
- ┌ Direct voters to queue in an orderly fashion (usher).
- ┌ Direct voters to the correct polling officials in order to vote (usher).
- ┌ Receive and check registration certificates.
- ┌ Check fingers of both hands for traces of ink.
- ┌ Stamp registration certificate and mark Voters Record Card File~ voters' roll.
- ┌ Wipe and dip right and left index fingers in ink.
- ┌ Explain voting process to each voter and issue ballot papers.
- ┌ Monitor that voters place ballot papers in the appropriate ballot box.
- ┌ Assist in the counting of ballot papers.
- ┌ Assist in the packaging of election material.

**NOTE: AT LEAST TWO POLL CLERKS SHOULD SPEAK THE LOCAL LANGUAGE**

## 4. BEFORE POLLING DAY

The Presiding Officer is responsible for the following activities:

- At least two days before Polling Day visit the polling station to which they have been assigned. ensure that sufficient furniture and space are available to conduct polling and arrange access.
- Organise to meet staff at the polling station to brief them on their responsibilities.
- Discuss with staff the importance of the layout of the polling station so that an even, one-way flow of voters can be achieved to avoid congestion.
- Remind all staff to report for work no later than 5.30 am *on* polling day.
- Designate one staff member to be the Assistant Presiding Officer. This officer will be responsible for the completion of the Official Record and Summary (Form MEC065). This person should have a good knowledge of written English, good handwriting and will be responsible for reporting parliamentary result at the Returning officer level.
- Designate a staff member to verify voter registration certificates to the register *or* voters' roll.
- Designate staff members to "ink" voter's right index finger for the National Assembly election and the left index finger for the Presidential election.
- Designate staff members to issue ballot papers and undertake the explanation of voting procedures. They should be proficient in the local language.
- Designate one staff member to act as an usher. They will be posted outside of the polling station to direct voters correctly. Where there is a number of polling stations in the same polling center, it is critically important that voters be directed on arrival, by the ushers to the correct queue for the polling station where their names are registered. This is essential so that people will avoid queuing for long periods only to find out that they are queuing for the wrong station.
- Make arrangements for transportation for polling staff if necessary.
- Polling staff will not be allowed to leave the polling station for meals. Advise staff that they will be responsible for the provision of their own food.
- Obtain information from the Returning Officer regarding security and communication arrangements.

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## **5. BEFORE OPENING THE POLLING STATION**

Before opening the polling station the Presiding Officer must ensure that:

- ~ All staff are in attendance by 5.30 a.m.
- All staff have their appointment forms with them and sign the declaration of secrecy. Review the meaning of "secrecy" and the consequences of the declaration.
- ~ Verify that all materials provided by the Returning Officer are at the station.
- The polling booths are set up so that they ensure the voters' privacy when voting.
- All furniture is in place to ensure a one-way voter flow.
- Erect signs, posters etc. (especially the polling station number) where the voters can see them easily. The polling place number is particularly important where a polling station is located at a venue where there are several other stations.
- Polling staff are fully conversant with their duties and have the necessary equipment to commence polling.
- Party representatives, observers and monitors are well positioned.
- Open the ballot boxes and present them for inspection by the party representatives, observers and monitors present at the polling station so that they may see that the boxes are empty. Seal the ballot boxes and record details on the Official Record and Summary (Form MEC065).
- Place the ballot boxes outside the polling booths so that they are in view at all times. Make sure that the two ballot boxes are well apart and labelled accordingly so as not to cause confusion to the voter when depositing his/her completed ballot papers.
- All of these operations are to be carried out in the presence of political party representatives, international observers and local monitors. They may also inspect the polling materials and documentation provided that they do not hinder the smooth operation of the polling station.
- Caution media that photographs are not to be taken of anyone in a voting booth because it could breach the principle of the secret ballot. Section 84(3) of the PPE Act provides for media people to be present in a polling station.
- Some form of security is present and is given a quick briefing.
- All concerned understand that the Presiding Officer is in charge of the station.

## 5. OPENING THE POLLING STATION

the Assistant Presiding Officer shall enter the following details in the Record and Summary (Form MEC065):

Time of opening of the Polling Station.

Name of the Polling Centre and station

Serial numbers attached to the ballot box. (Plastic pull through type)

Number of voters registered for the Polling Station.

Number of ballot papers received for the National Assembly and Presidential

Details:

Person presenting a valid Malawi Electoral Commission Voter Registration Certificate and whose name appears on the register or voters' roll. (If a voter has a Voter's Registration Certificate refer him/her to the Presiding Officer to assist him/her using the list of voters registered at the polling

Station who presents you with a transfer form issued by the Returning Officer or an authorised officer should be allowed to vote at the centre where his/her registration details have been transferred. Record details including Voter Registration number and original Registration Centre number on the form and file to the envelope provided for transferred voters (Form MEC050) and file for officer authorisation therein.

Vote:

Person whose fingers show traces of indelible ink. Record details in the Record and Incidents Book.

Person who presents a valid Voters Registration Certificate but it is not for this Polling Station. They should be directed to the correct station.

Person with no Voter Registration Card on file for the voter or on the computerised register. He/she must not be allowed to vote except in case of a transfer

All political campaigning must end 48 hours prior to polling, that is 16th November. This means that no canvassing, display of political posters; advertisements or political activity (this includes the wearing of party emblems, tee shirts or clothing adorned with party emblems) should be permitted

in, or within **100** metres of, the polling station. Advise ushers to inform voters in the queue that they will not be allowed to vote if they are wearing such emblems.

Where there are several polling stations located in one polling centre, the prohibited area is within 100 metres of boundary points of the entrance to the school or other building, in which the polling stations are located.

The Presiding Officer, Poll Clerks, Party Representatives, Local Monitors and officers responsible for keeping order, shall be allowed to cast their own votes before the voters in the queue.

If these people are not included in the register of voters accredited to your polling station, they must produce a certificate authorizing him/her to vote (Form MEC069) issued by the Returning Officer for that constituency enabling them to vote at your station.

At this stage the voters in the queue should commence voting.

The voters should be allowed to enter the polling station to vote, in the order in which they arrive. However, in certain exceptional circumstances the Presiding Officer may use discretion in allowing a voter to vote out of turn (e.g. a very old person or someone who is incapacitated or blind).

## 7. POLLING PROCEDURE

The voter enters the correct polling station, as indicated on their registration certificate, and is directed to the first desk (for the National Assembly poll).

The first poll clerk shall receive the Voters Registration Certificate from the voter and call out name and number, to be audible to political party representatives.

The poll clerk then checks the name in the Voter Record Card file Voters' roll.

If satisfied the poll clerk shall stamp the back of the Voters Registration Certificate with the stamp provided in the election kit, complete details, and hand it back to the voter.

The "Voter Record Card in the File/ voters' roll", MUST be endorsed with the words "PPE04" on the far right hand side of Line 7 to indicate that the voter has voted.

The voter shall then move on to the next poll clerk, who is responsible for examining the voters' fingers for traces of ink. The poll clerk shall wipe the right index finger before dipping it in the ink. This ink must be shaken regularly for it to be applied effectively.

The voter shall then move to the next poll clerk, who shall issue the National Assembly ballot paper to the voter and explain to the voter the method by which the ballot paper is to be completed and folded inside the voting booth. He/she should understand that the numbers of spoilt and null & void votes found at the count clearly indicate the effectiveness of the explanation given to voters. This poll clerk will make sure that the voter understands that:

- There is one section of the ballot paper for each candidate. Each one of these sections shows the name of the candidate, the political party name (if any) its symbol and a photograph of the candidate
- That they must make one choice and mark the ballot paper in the square next to the candidate of their choice. The mark can be any mark chosen by the voter provided his/her intention is clear and that they have not made a mark against more than one candidate.
- They must deposit the completed ballot paper in the ballot box labelled "National Assembly Election. "

The voter shall then proceed to the National Assembly voting booth, as directed by polling staff and cast his/her vote and place the completed ballot paper, folded so that their mark cannot be seen, in the ballot box marked National Assembly Election.

The voter is then directed to the second desk, where the next poll clerk, will wipe of and then dip his/her left index finger in the ink container.

The next poll clerk shall issue the Presidential ballot paper to the vote.

The voter shall proceed to the Presidential voting booth and cast his/her vote following the same procedure.

After completing the ballot paper the voter shall deposit it, folded, in the ballot box marked Presidential Election. "

The voter should leave the polling station immediately and should not linger, for any reason, so that the process can continue without delay.

**If the Voter inadvertently spoils a ballot paper a replacement ballot paper must be issued. The word "Spoilt" must be clearly written across the face of the spoilt ballot paper.**

**If a ballot paper is found outside of a ballot box (i.e. a voter has dropped or left it behind) the word "Cancelled" must be clearly written across the face of the ballot paper.**

**NOTE: These ballot papers must be retained for accounting purposes in the Official Record and Summary. (FORM MEC065)**

Voting must conclude at 6:00 p.m. However, people who are on the line at 6.00 p.m. should be allowed to vote. Polling staff and/or ushers must take the name of the last person on line at 6:00 pm. and close the poll once that person has voted.

**In the case of a voter with any physical disability that incapacitates him/her from individually casting his/her vote, a person of the voters' choice shall be allowed to assist him/her. If' no such person is available, the Presiding Officer may assist the voter, in absolute Secrecy.**

Because of the possible confusion, due to the double poll, the Presiding Officer must be extremely diligent in ensuring that the voter knows the procedure and places the ballot papers in the correct boxes.

In the event that a voter insists on voting on a single ballot only i.e. **either** for the Assembly or for the Presidential, the Presiding Officer **must** allow the voter to exercise his/her choice and provide him/her with the appropriate ballot paper and see to it that he/she follows the respective procedure. However, an entry should be made in the Complaint and Incidents Book and be aware of the situation as you try to balance the Ballot Paper Account at the close of the poll.

If a voter attends a polling station without his/her Voters Registration Certificate he/she should be referred to the Presiding Officer, who shall check the Register of Voters (Form MEC004) or the Voters Record Card File or voters' roll to verify if the voter is registered to vote at the polling station. If the voter's name cannot be found he/she is not eligible to vote at the polling station and must be advised accordingly. This **must** be recorded in the Complaints and Incidents Book (Form MEC055).

**It is very important to avoid large numbers of people inside the polling station. Presiding Officers should instruct ushers to control the number of voters admitted inside the polling station at one time to avoid overcrowding, which could lead to mistakes and confusion.**

The polling booths should be checked regularly throughout the day to ensure that voting material or party leaflets are not left scattered around the booth.

Any complaints **must** be recorded in the Complaints and Incidents Book (Form MEC055) throughout the day with a note of any action or decisions (if any) taken by polling staff. Do not be tempted to jot these down on a piece of paper for entry in the Complaints and Incidents Book when you are less busy. Write immediately on the form.

At 6:00 PM or after the last voter has cast his/her vote the Presiding Officer shall seal the slots on both ballot boxes with the orange padlock type seals, recording the numbers of the seals on the appropriate pages of Official Record and Summary (Form MEC065), awaiting the count to commence.

Note: These padlock seals MUST NOT be removed when opening the ballot box for counting.

At the close of the poll the Assistant Presiding Officer shall:

- Record the time at which the last voter left the polling station.
- Physically count the number of unused National Assembly AND Presidential ballot papers, and enter these figures in the appropriate pages of the Official Record and Summary (Form MEC065).

**It is essential that the Assistant Presiding Officer physically count the number of unused National Assembly AND Presidential ballot papers left in the partially used books of ballot papers. Do not just subtract the number on the next unused ballot paper in the book, from the last number. This will not give you a correct figure (it will be out by one vote).**

- Count the number of spoilt and cancelled National Assembly AND Presidential ballot papers (if any) and enter the total number of such ballots in the appropriate pages of the Official Record and Summary Form MEC065.

Before the National Assembly count commences, place in the envelopes labelled for this purpose:

- Cancelled National Assembly ballot papers (if any) in the Cancelled and Null & Void envelope.
- Unused, spoilt and counterfoils of used ballot papers for the National Assembly election.

Before the presidential election count commences, place in the envelopes labelled for this purpose:

- Cancelled Presidential ballot papers (if any) in the Cancelled and Null & Void envelope.
  - Unused, spoilt and counterfoils of used ballot papers for the Presidential election.
- Complete the details required on the envelopes.

**IMPORTANT: DO NOT SEAL THE ENVELOPES UNTIL THE BALLOT PAPER ACCOUNT IS BALANCED**

The Presiding Officer should in the meantime:

- Supervise the other polling staff in rearranging the furniture to facilitate the count procedure.
- Proceed with the **National Assembly count first**. Only when this has been completed is the Presidential count to be commenced.

**During the National Assembly count, the Presidential Election ballot box and its contents shall be kept in the custody of a designated polling officer AND kept in full view of all party/candidate representatives and everybody else present.**

**Keep with the ballot box the unused presidential ballot papers and all other materials connected to the Presidential election. The security of unused ballot papers is of the utmost importance during this period.**

## 9. COUNTING THE VOTES

### Presiding Officers and Poll clerks

Polling staff must be present at all times while counting is in progress. The counting of votes shall continue uninterrupted until concluded.

Nobody is allowed to leave or enter the Polling Station while counting is in progress. Party representatives, candidates or election representatives, local monitors and international observers must be allowed to witness the counting. Media people are allowed in a polling station during polling according to Section 84(3) of the Act.

Counting procedure ~ National Assembly election:

The National Assembly ballot box shall be unsealed by removing the two plastic pull through type seals only (DO NOT REMOVE THE ORANGE PADLOCK SEAL ON THE SLOT) and be opened by the Presiding Officer in full view of all persons present.

The contents shall be emptied onto the counting table

The empty box shall be exhibited so that all persons are satisfied that nothing is concealed.

The Presiding Officer will call out the name of the candidate selected on each ballot paper and place the ballot papers in different piles labelled with the name of each candidate.

A vote is null and void if it does not contain a clear indication of the voter's intention to select one candidate and if it is marked in any way that would identify the voter.

Each pile of ballot papers must be counted separately and secured flat in bundles of 50, with a rubber band.

When counting is complete the Presiding Officer announces the final figures for each candidate in the presence of political party representatives local and international monitors. However, if the Presiding Officer must recount the candidates' ballots in order to balance the Ballot Paper Account, he/she has full authority to proceed with the exercise but he/she must invite all present to witness the exercise.

The Assistant Presiding Officer shall then complete the National Assembly election Official Record and Summary Form MEC065. All staff and at least one representative of each political party present must sign this form. If any party representative has complaints or reservations in respect of the counting procedure or results the Presiding Officer should record this in the Complaints and Incidents Book.

Counting procedure - Presidential election:

Before commencing the Presidential count, the Presiding Officer should check that all steps for the count of the National Assembly election are complete. All materials relating to the National Assembly election should be removed from the counting table and packaged as directed and made ready for submission to the Returning Officer

These must be kept in the custody of a polling officer until the end of the Presidential count

The Assistant Presiding Officer must:

- Count the number of unused Presidential ballot papers and enter the figure In the Official Record and Summary (Form MEC065). It is essential that the Assistant Presiding Officer does not just subtract the number on the next unused ballot paper in the book, from the last number, This will not give you a correct figure (it will be out by one).
- Count the number of spoilt and cancelled Presidential ballot papers (if any) and enter in the Official Record and Summary.
- Complete the Presidential election Official Record and Summary
- Place spoilt and cancelled ballot papers (if any), and unused Presidential ballot papers in the large envelope provided.

The Presidential ballot box shall be unsealed then opened by the Presiding Officer in full view of all persons present.

The contents shall be emptied onto the counting table.

The empty ballot box shall be exhibited so that all persons are satisfied that nothing is concealed.

The Presiding Officer will callout the name of the candidate selected on each ballot paper and place the ballot papers in different piles labelled with the name of each candidate.

Each pile of ballot papers must be counted separately and secured flat in bundles of 50, with a rubber band.

When counting is complete, the Presiding Officer announces the final figures for each candidate in the presence of political party representatives, local and international monitors.

The Assistant Presiding Officer shall then complete the Presidential election Official Record and Summary (Form MEC065). All staff and at least one representative of each political party present must sign this form.

Complete MEC058, Public Notice Results of count for the National Assembly elections.

Place the counted ballot papers of each candidate for the National Assembly in separate pre-labelled envelopes. It is important that each envelope is endorsed with the candidates names & number of votes cast.

Seal envelopes with the paper seals provided, initial over the sealed area and place in the ballot box.

Ensure that all the documentation and envelopes including Voters' register, complaints & incidents book and written complaints (if any) are placed in the envelope Provided.



## **10. AT THE END OF THE COUNT**

The Presiding Officer must:

- ~ Make sure that the Assistant Presiding Officer has completed all sections of the Official Record and Summary (Form MEC065) satisfactorily.
- „ Sign the Official Record and Summary (Form MEC065) and have all staff sign as well.
- „ Complete Forms MEC058 and MEC059, Public Notice - Result of count for the Presidential election.

Place the counted ballot papers of each candidate for the Presidential election in separate pre-labelled envelopes. It is important that each envelope is endorsed with the candidate's name & number of votes cast.

- „ Seal envelopes with the paper seals provided, initial over the sealed area and place in the ballot box, seal (with the orange padlock type) and record numbers in Form MEC065.
- „ Ensure that all documentation and envelopes including voters' register, Complaints and Incidents Book and written complaints (if any) are placed in the envelope provided.
- ’ Seal the envelopes for transportation to the Returning Officer.

NOTE: Each Party Representative is entitled to a copy of the results (Forms MEC058 and MEC059)

REMEMBER: The original Forms MEC058 and MEC059 must be displayed at the polling station for public viewing.

## II. TRANSPORTATION AND COMMUNUCATION OF RESULTS

At the end of the count, when all materials have been packaged and sealed, the Presiding Officer and Assistant Presiding Officer, accompanied by a Police and/or Malawi Defence Force escort, must depart immediately for the Returning Officers' office with the following sealed in one ballot box:

- I. Sealed envelopes containing National Assembly ballot papers sorted by candidate.
2. A sealed envelope containing unused, and spoilt, National Assembly ballot papers.
- 3 A sealed envelope containing cancelled and null & void National Assembly ballot papers.
4. Sealed envelopes containing Presidential election ballot papers sorted by candidate.
5. A sealed envelope containing unused, and spoilt, Presidential ballot papers.
6. A sealed envelope containing cancelled and null & void Presidential ballot papers.

**REMEMBER:** All the above envelopes must be sealed with the paper security seals provided and be signed across the seals by the Presiding Officer and party representatives and monitors.

- A separate sealed ballot box (using the orange padlock type seals) containing Voter Record Card file(s), and Voters Register (Form MECOO4) and computerised voters' roll.
- Election Kit labelled with Form MEC051 containing all other polling material and stationery.

### **Do not put in the ballot box lamps or torches**

And finally:

- Two sealed envelopes (Form MEC046 (a) and (b)) containing the Official Record and Summary (Form MEC065) (a) and (b) together with Complaints & Incidents Book (Form MEC055), Declaration of Secrecy (Form MEC067) and Staff

Attendance Record (Form MEC066). These must not be in any of the ballot boxes.

**NOTE 1:** Under no circumstances should party representatives accompany the Presiding Officer and Assistant Presiding Officer in the same vehicle. However, they may convoy if they wish.

**NOTE 2:** The Official Record and Summary (Form MEC065) **MUST** be handed directly to the Returning Officer.

Officer.



## **12. POLITICAL PARTY AND CANDIDATE REPRESENTATIVES, LOCAL MONITORS AND INTERNATIONAL OBSERVERS**

Each political party and candidate may appoint representatives to monitor the polling process and/or the count.

Their names must be listed on Form MEC008, Appointment of Monitors, which have been made available to all political parties and candidates by the Commission prior to polling day. Duly appointed representatives must present an accreditation form (MEC 008B) to the Presiding Officer on polling day.

The accreditation form must be signed by the Returning Officer.

A copy of Form MEC008B has been provided for your reference.

Representatives have the following rights:

- ~ To be present at the polling station to enable them to watch the polling process. Before voting starts, they may inspect the polling booths and ballot boxes and verify that they are empty.
- To request and obtain from polling staff any information they consider necessary, regarding the voting process, including a copy of the Result of Count Forms MEC058 and MEC059
- ~ To countersign the Result of Count sheets of the Official Record and summary (Form MEC065).

Representatives also have the following responsibilities

- To abide by the Code of Conduct developed by the Electoral Commission.
- To co-operate with polling station staff.

Local Monitors and International Observers:

Local Monitors and international observers may verify the voting and counting process and the accuracy of the results. Polling station staff should co-operate with the observers and offer them such facilities as are necessary to fulfil their roles.

The Electoral Commission will provide a form of identity for each observer.

All Party and Candidate Representatives, upon arrival at the polling station and presentation of their appointment form MUST be provided with an identity badge supplied by the Commission.

Local Monitors, International Observers and Candidates will be provided with identity badges) supplied by the Commission before polling day.

Members of the Media must display at all times, whilst in the polling station, their media accreditation identity badge.

All Commissioners and the Secretariat staff will be issued with a letter of introduction signed by the Chairman authorizing them to have access to the polling station during the voting and counting process.

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