



ایکشن کمیشن آف پاکستان

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ELECTION
COMMISSION
OF
PAKISTAN

Handbook for Polling Staff

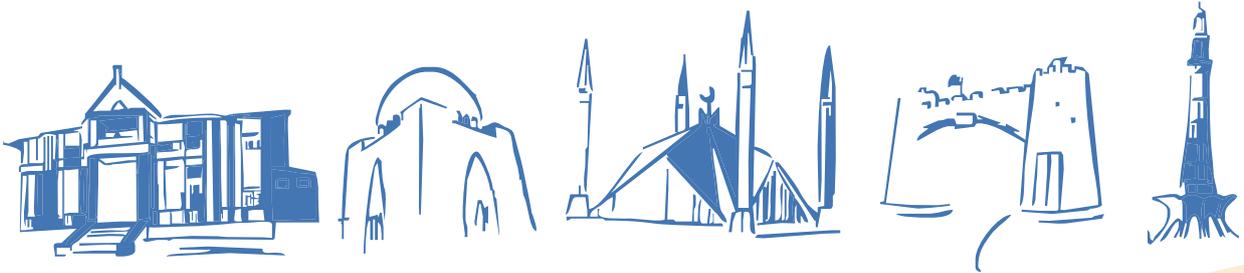


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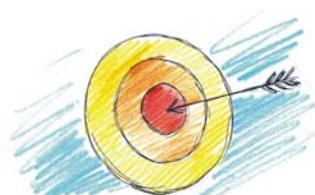
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Roles & Responsibilities of Polling Personnel



HO 1.01

ORIENTATION OBJECTIVES & AGENDA



Objectives

By the end of the orientation polling personnel will be able to...

- Get to know each other as a team;
- Obtain clarity vis-à-vis their roles and responsibilities on election day;
- Establish key norms for voting day;
- Plan the layout of the Polling Station.

The four-hour orientation has been conceptualized as follows:

Session	Key Contents	Time
1	Roles & Responsibilities of Polling Personnel	1 hour and 30 minutes
2	Polling Day	2 hours
3	Question & Answer Session	30 minutes



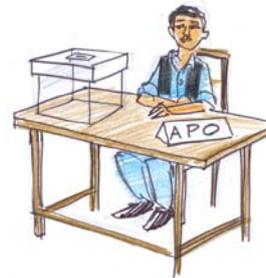
HO 1.02

ROLES & RESPONSIBILITIES OF POLLING PERSONNEL



Presiding Officer (PrO)

- Checking Election Materials & reporting missing items;
- Setting up his/her polling station for maximum efficiency;
- Ensuring that only those voters who are qualified to vote and are on the Electoral Roll are permitted to vote;
- Opening & Closing Polling;
- Supervising the work of APO & PO;
- Ensuring that the ballot boxes are not tampered with;
- Ensuring secrecy of each voters' vote;
- Ensuring that observers, polling agents, candidates & voters conduct themselves correctly;
- Making security arrangements at the Polling Station and limiting access only to those who have a legal right to be there;
- Completing all relevant forms & procedures;
- Conducting the count and preparing a statement for communication to the Returning Officer;
- Affixing a Statement of Count outside the Polling Station;
- Announcement of result and supply of copies of results to all concerned Polling Agents/Election Agents/Candidates.
- Dispatching materials as per instructions;
- Exercising magisterial powers as and when required.



Assistant Presiding Officer (APO)

- Issuing ballot papers to the voters;
- Ensuring that all information required in the counterfoils is properly entered;
- Ensuring the secrecy of each voter's votes;
- Assisting the Presiding Officer in conducting his/her duties;
- Performing any other function assigned to him/her by the PrO.



Polling Officer

- Ensuring that each and every voter has a valid National Identity Card;
- Calling out name and serial number of the voter in the electoral roll.
- Ensuring that voters are struck off the Electoral Roll before issuing of ballot paper;
- Inspecting each voter for signs of indelible ink.
- Applying indelible ink to the cuticle of the right hand thumb of each voter
- Assisting the Assistant Presiding Officer in conducting his/her duties;
- Performing any other function assigned to him/her by the PrO or APO.



ROLES & RESPONSIBILITIES OF POLICE & POLLING AGENTS



Police

- Maintain law & order outside the polling station at all times;
- Ensure that there are no campaign signs or literature within 100 yards of the polling station and no campaign camps, or attempts to solicit or persuade voters, within 400 yards;
- Assist the Presiding Officer in maintaining law & order inside the polling station when asked to do so;
- Upon an order from the Presiding Officer, remove any person in the polling station who is acting unlawfully;
- Provide for the security of all election materials before, during and after the vote;
- Assist with the secure transport of voting materials from the polling station to the Returning Officer or the Assistant Returning Officer.



Polling Agents

- Observe, before voting commences, that the ballot boxes are empty and properly sealed.
- Hear the name and Electoral Roll number of each voter who presents himself to vote;
- Challenge the vote of any person who s/he believes is impersonating a voter or who is otherwise not eligible to vote at the polling station;
- After the voting is concluded, observe the count and the packing - by the Presiding Officer - of all relevant materials & Lists in their proper packets;
- Collect a copy of the Statement of Count from the Presiding Officer.
- Advise the Presiding Officer in a polite manner of any misconduct or irregularities s/he observes in the conduct of the voting & counting.
- The Polling Agent **MUST**:
 - Obey any lawful order given by the Presiding Officer or the Assistant Presiding Officer;
- The Polling Agent **SHOULD NOT**:
 - directly question, or otherwise speak to, any voters while in the polling station, and not interfere with the voting process;
 - handle any materials, including ballot papers and the Electoral Roll.



HO 1.04

ROLES & RESPONSIBILITIES OF ELECTION OBSERVERS



Observer(s)

- Observe all stages of the voting and counting process, except for watching a voter cast a ballot;
- Make notes about his/her observations about the voting process;
- Speak to the Presiding Officer and other polling staff, and ask questions, without disrupting their work;
- Enter and leave the polling station at will.
- Leave the polling station after observing the polling process.
- The Observer MUST:
 - Display his/her accreditation pass at all times;
 - Show neutrality at all times;
 - Obey any lawful order given by the Presiding Officer or the Assistant Presiding Officer;
- The Observer SHOULD NOT:
 - handle any materials, including ballot papers and the Electoral Roll;
 - interfere with or influence voters;
 - intimidate the Presiding Officer or other Polling Personnel.



WHO DOES WHAT?

Instructions: In front of the given statements tick the correct column highlighting 'who does what'

		 Presiding Officer	 Assistant Presiding Officer	 Polling Officer	 Police Officer	 Polling Agent	 Observer
1.	Collects Election Materials.						
2.	Issues Ballot Papers to Voters on Election Day						
3.	Ensures that each and every voter has a valid National ID Card.						
4.	Maintains Law & Order outside the Polling Station						
5.	Ensures that there are no campaign signs within 100 yards of the Polling station.						
6.	Ensures no campaign camps or attempts to solicit or persuade voters within 400 yards of the polling station.						
7.	Supervises ALL activities and individuals at the polling station on polling day.						
8.	Observes, before voting commences that the ballot boxes are empty and properly sealed.						

		 Presiding Officer	 Assistant Presiding Officer	 Polling Officer	 Police Officer	 Polling Agent	 Observer
9.	Observes all stages of the voting and counting process and making notes about the observations.						
10.	Ensures that voters are struck off the Electoral Roll as soon as they have been Identified.						
11.	Provides for the security of all election materials before, during and after the vote.						
12.	Ensures that only those voters who are qualified to vote and are on the Electoral Roll are permitted to vote;						
13.	Opens & Closes the Polling Station						
14.	Ensures that all information required on ballot papers and counterfoils is properly entered.						
15.	Conducts the count and preparing a statement.						
16.	Challenges the vote of any person who is impersonating a voter or who is otherwise not eligible to vote at the polling station.						
17.	Completes all relevant forms and procedures.						

		 Presiding Officer	 Assistant Presiding Officer	 Polling Officer	 Police Officer	 Polling Agent	 Observer
18.	Upon an order from the Presiding Officer, removes any person in the polling station who is acting unlawfully.						
19.	Applies indelible ink to the cuticle of the right hand thumb of each voter.						
20.	Ensures secrecy of each voter's votes						
21.	Segregates non-sensitive material & indelible ink for supply to Returning Officer						
22.	Provides copy of count to all the polling agents against proper receipt.						
23.	Affixes a copy of the Count at the main gate of the Polling Station.						

WHAT WOULD YOU DO?

1



A lady voter from a far away village realized upon reaching the polling station that she had forgotten her NIC at home. She pleaded with the Presiding Officer to let her vote. She had two people with her who could vouch for her identity. The Presiding Officer gave in to her appeals and decided to let her vote.

2



An Assistant Presiding Officer for a Polling Station in Gujranwala was particularly inclined towards one candidate. On Election Day he helped voters out by guiding them towards his chosen candidate.

3



On polling day a Presiding Officer decided to place the Polling Agents & Observers at the back of the station where they could only see half of the hall and therefore could not view the entire voting process. He refused to entertain any complaints stating that it was his right to arrange the polling station as he wished.

4



On Polling Day, a Polling Officer had a number of Non-Muslim constituents on his electoral roll. Whereas he was lenient and friendly with the Muslim voters he was difficult and rude with the Non-Muslim voters.

5



On Polling Day, an Assistant Presiding officer of a Polling Station in Balochistan was exceptionally friendly and courteous to all the voters. The Ballot Box was placed right next to his desk and as each voter cast his vote he asked each and every person which candidate s/he had voted for.

PROFESSIONAL ETHICS FOR POLLING PERSONNEL

As Gatekeepers of Democracy in Pakistan, Polling Personnel are mandated to ensure that all their actions are conducted according to the following:



Integrity

- Never accept any bribe or treat from a candidate, political party or anyone else seeking to bias election results;
- Never succumb to the pressure to be 'lenient'. All electoral laws and procedures must be followed as instructed.
- Never allow someone who is not qualified or on the Electoral Roll to vote.
- Never stop a qualified voter from voting without a just cause.



Neutrality

- Never let your political opinions affect your electoral duties;
- Never wear any clothing or symbols related to any political parties or candidates;
- Never express your political opinions while the election is ongoing.



Transparency

- Ensure that voters, polling agents, candidates and observers are allowed to observe the proceedings of the election;



Fairness

- Always treat everyone equally regardless of their gender, ethnic origin, religion or political affiliation. This includes voters, polling agents, candidates & observers



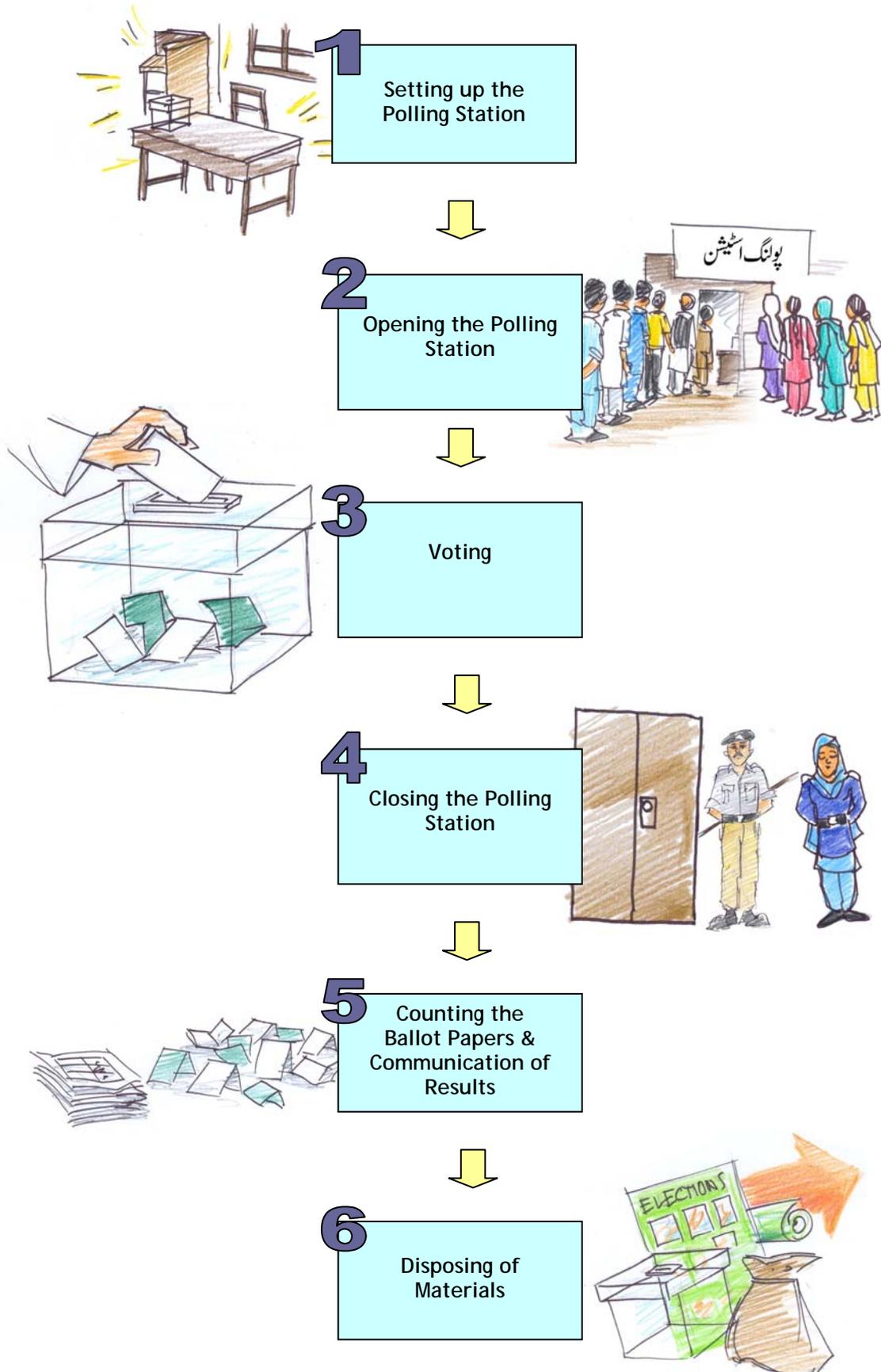
Respect for the secrecy of the Vote

- Ensure that the voting choice of each and every voter remains a secret;
- Make sure that the voting screen is in place and that no individual (polling personnel/polling agents/media/observers etc) can see the voter's ballot paper.

2

Polling Day

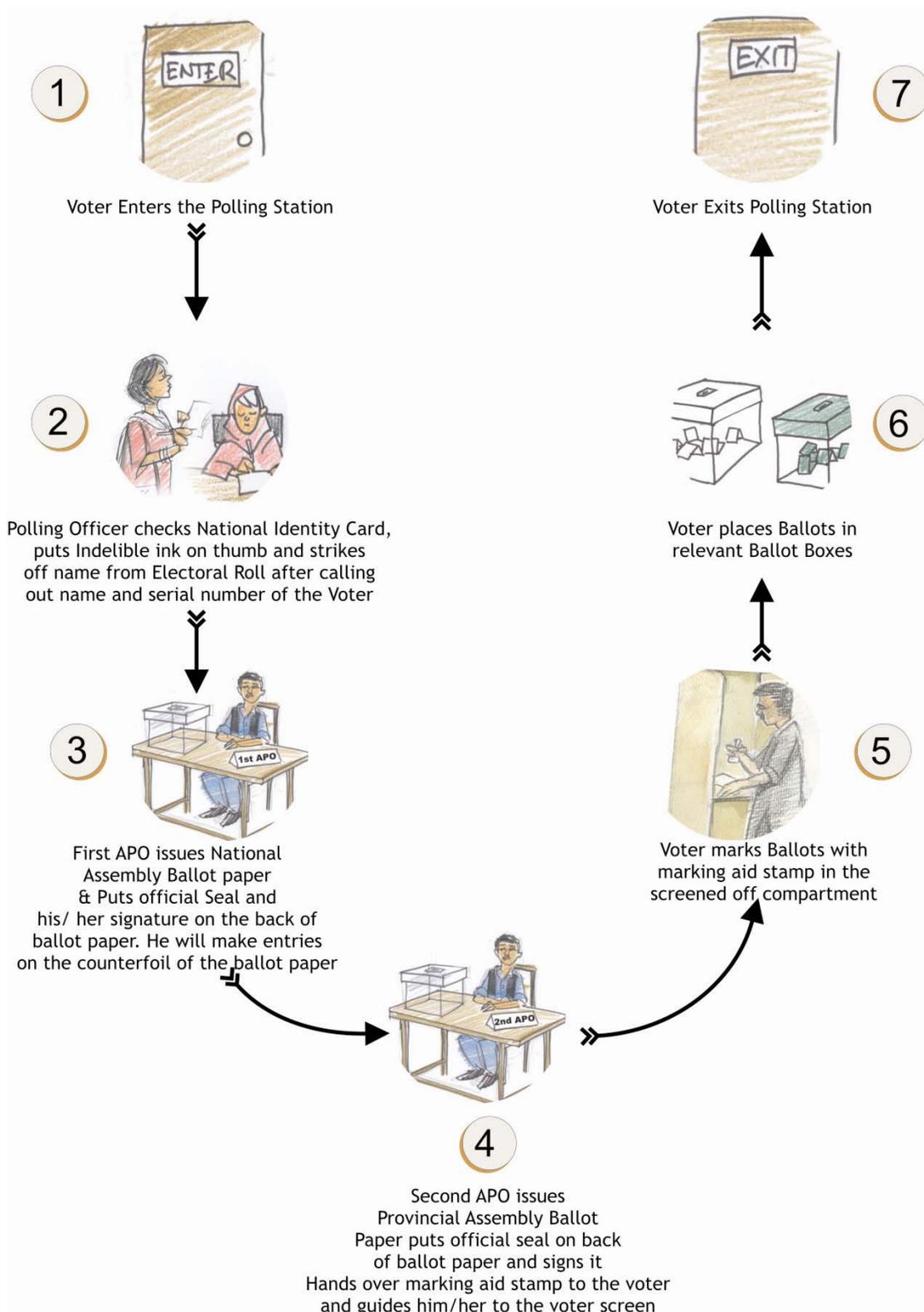
OVERVIEW OF POLLING DAY



ELECTION DAY GUIDELINES FOR POLLING PERSONNEL

1		Make sure you <u>arrive on time</u> to the polling station. Timings will be set by the Presiding Officer; it is your responsibility to be punctual.
2		Ensure that you are <u>clear</u> with regards to your individual roles & responsibilities. If you have any confusion clarify immediately with the Presiding Officer.
3		Make sure that you attentively follow all instructions given to you by the Presiding Officer.

THE VOTING PROCESS



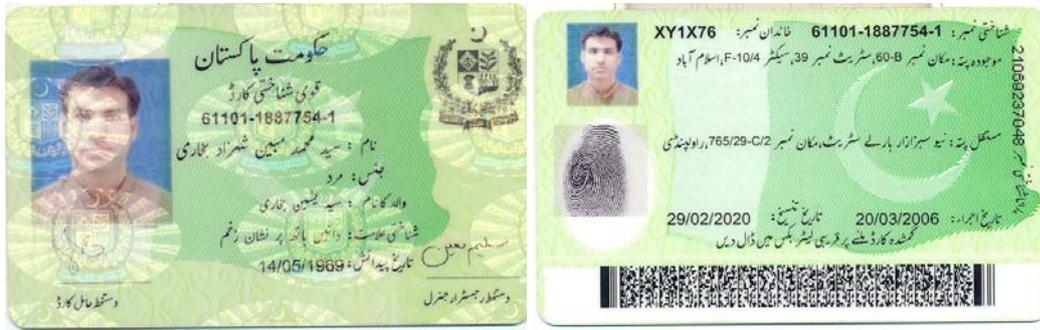
RESPONSIBILITIES OF POLLING OFFICERS

			Tip
1		Invite the voter to the table. Check the voter's National Identity Card (NIC).	If the voter has no NIC s/he is not permitted to vote and you must send him/her away. Check that the NIC is real and acceptable.
2		Find the voter's name on the Electoral Roll. The name should be called out loud.	Make sure that all the polling agents can hear the name called out distinctly.
3		Using a ball point and plastic scale, make a straight line through the name of the voter on his/her Electoral Roll.	Be careful to score out the correct name!
4		Inspect the right thumb of the voter for indelible ink.	If there is indelible ink present then the voter has already voted. Send him/her away and inform the Presiding Officer of what has happened.
5		Apply indelible ink to the cuticle of the right thumb. Allow a few minutes for the ink to dry. If the voter has no right thumb then apply the ink to the next finger.	It is important that the ink be applied correctly so that it is impossible to wipe out later. If the voter's skin is oily, provide a napkin/tissue so that the hand can be wiped before application of the ink.
6		Direct the voter to the First Assistant Presiding Officer.	Make sure the line moves in an organized fashion from desk-to-desk.

CHECKING THE NATIONAL IDENTITY CARDS

While checking the voter's VALID NIC and the Electoral Roll, check the following:

- 1 NIC Number
- 2 Voter's Name
- 3 Father's Name
- 4 Age & Date of Birth



حتمی انتخابی فہرست 2007

(مرد)

انتخابی علاقے کا نام F-10/4 پٹوارحلقہ / پٹے دارحلقہ اسلام آباد تحصیل / تعلقہ ضلع اسلام آباد

پتہ	046070704	شہریاتی بلاک	7	6	5	4	3	2	1
	کیم جنوری 2007 کو عمر	شناختی کارڈ نمبر	والد کا نام	نام	گھرانہ نمبر	سلسلہ نمبر			

مکان نمبر B-60، سٹریٹ نمبر 39، بیکٹر F-10/4، اسلام آباد۔

38 سال

61101-1887754-1

سید حسین بخاری

سید محمد حسین شہزاد بخاری

1 23

Tally with voter's address from the back of the NIC

Tally with voter's date of birth on the front of the NIC.

Tally with NIC number from the front and the back of the voter's NIC.

Tally with father's name on the front of the voter's NIC.

Tally with voter's name on the front of the voter's NIC.

WHAT IF...

1



A voter comes in to vote without his/her NIC? Or s/he presents you with a photocopied or invalid NIC?

2



A person comes in to vote on behalf of his/her family or friend?

3



A person comes to vote but his/her name cannot be found on the Electoral Roll?

4



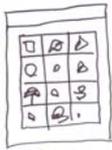
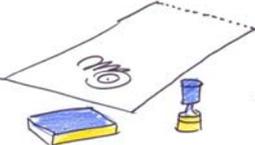
A person comes to vote but is challenged by an election/polling agent?

5

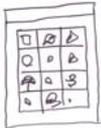
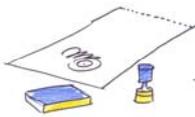
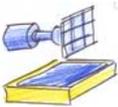


A person comes to vote but his/her name is already marked on the Electoral Roll?

RESPONSIBILITIES OF FIRST ASSISTANT PRESIDING OFFICER

			Tip
1		Prepare the National Assembly Ballot paper for voting.	Make sure you have noted all required information on the counterfoil of ballot paper accurately.
2		Obtain the thumbprint of the voter on the space provided on the counterfoil. This is normally the left thumb for men and right thumb for women.	If the voter has no thumb, obtain the print of the next finger! If voter refuses to put thumb impression, ballot paper shall not be issued to him/her.
3		Stamp the counterfoil with the official code marking stamp and carefully tear the ballot paper away from its counterfoil.	Make sure that the ballot paper does not tear. If it does then 'cancel' the paper, note it as spoiled and issue another ballot paper.
4		On the back of the ballot paper stamp the ballot paper with the official code mark. Sign your name across the official code mark.	This step is <u>VERY</u> important. If you do not stamp and sign the back of the ballot paper, then the ballot will not be counted! Make sure that you stamp and sign in the CENTER of the ballot paper.
5		Hand over the Ballot paper to the voter and direct him/her to the Second Assistant Presiding Officer.	Make sure the line moves in an organized fashion from desk-to-desk.

RESPONSIBILITIES OF SECOND ASSISTANT PRESIDING OFFICER

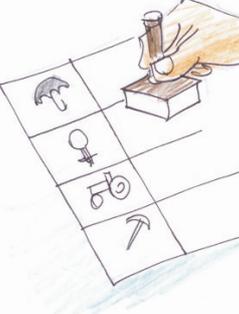
			Tip
1		Prepare the Provincial Assembly Ballot paper for voting.	Make sure have noted all required information on the ballot paper accurately.
2		Obtain the thumbprint of the voter on the space provided on the counterfoil. This is normally the right thumb for men and left thumb for women.	If the voter has no thumb, obtain the print of the next finger!
3		Stamp the counterfoil with the official code marking stamp and carefully tear the ballot paper away from its counterfoil.	Make sure that the ballot paper does not tear. If it does then 'cancel' the paper, note it as spoiled and issue another ballot paper.
4		On the back of the ballot paper stamp the ballot paper with the official code mark. Sign your name across the official code mark.	This step is <u>VERY</u> important. If you do not stamp and sign the back of the ballot paper, then the ballot will not be counted!
5		Lightly ink the marking aid stamp and give it to the voter.	Do not put too much ink on the stamp.
6		Instruct the voter on how to mark the ballot paper.	You may direct the voter towards the 'Method to Mark the Ballot Paper' poster.
7		Send the voter to the secrecy area to mark his/her Ballot papers. When s/he returns, make sure that the voter has folded his/her ballot papers. Then instruct him/her to insert the paper in the appropriate Ballot box.	Make sure that when the voter puts his/her folded vote for national & Provincial Assembly separately inside, you can clearly see the stamp mark and signature at the back of ballot paper.
8		Thank the voter and show him/her where to exit the Polling Station.	Make sure that everyone leaves in an organized fashion. If needed, make a separate queue for male and female voters.



HO 2.10

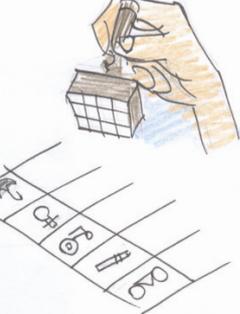
VOTING METHODOLOGY

2



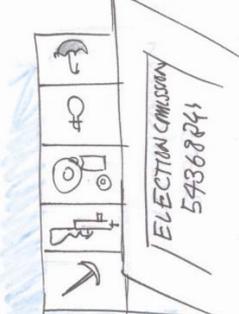
ووٹنگ اسکرین کے پیچھے جائیں اور بیلٹ پیپر پر اپنی پسند کے امیدوار کے نام اور انتخابی نشان کے خانے میں مہر لگائیں۔

1



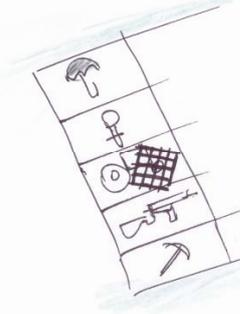
بیلٹ پیپر پر امیدواروں کے نام اور انتخابی نشان چھپے ہوئے ہیں۔ نشان لگانے کے لیے مہر پولنگ سٹیشن پر دی جائے گی۔

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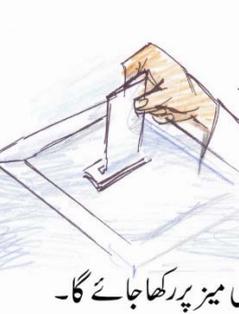
ووٹنگ اسکرین کے پیچھے جا کر بیلٹ پیپر پر نشان لگانے کے بعد وہیں پر اسے یوں تہہ کریں کہ لگایا گیا نشان اندر کی طرف ہو اور نظر نہ آئے۔ بیلٹ پیپر تہہ کرتے وقت امیدوار کے نشان کے اوپر نام ہو۔

3



ایک بیلٹ پیپر پر لگائی گئی مہر

6



ووٹنگ اسکرین سے باہر آ کر اپنے ووٹ کی تہہ شدہ پرچی بیلٹ بکس میں ڈال دیں جو پریذائینڈنگ افسر یا اسسٹنٹ پریذائینڈنگ افسر کی میز پر رکھا جائے گا۔

5

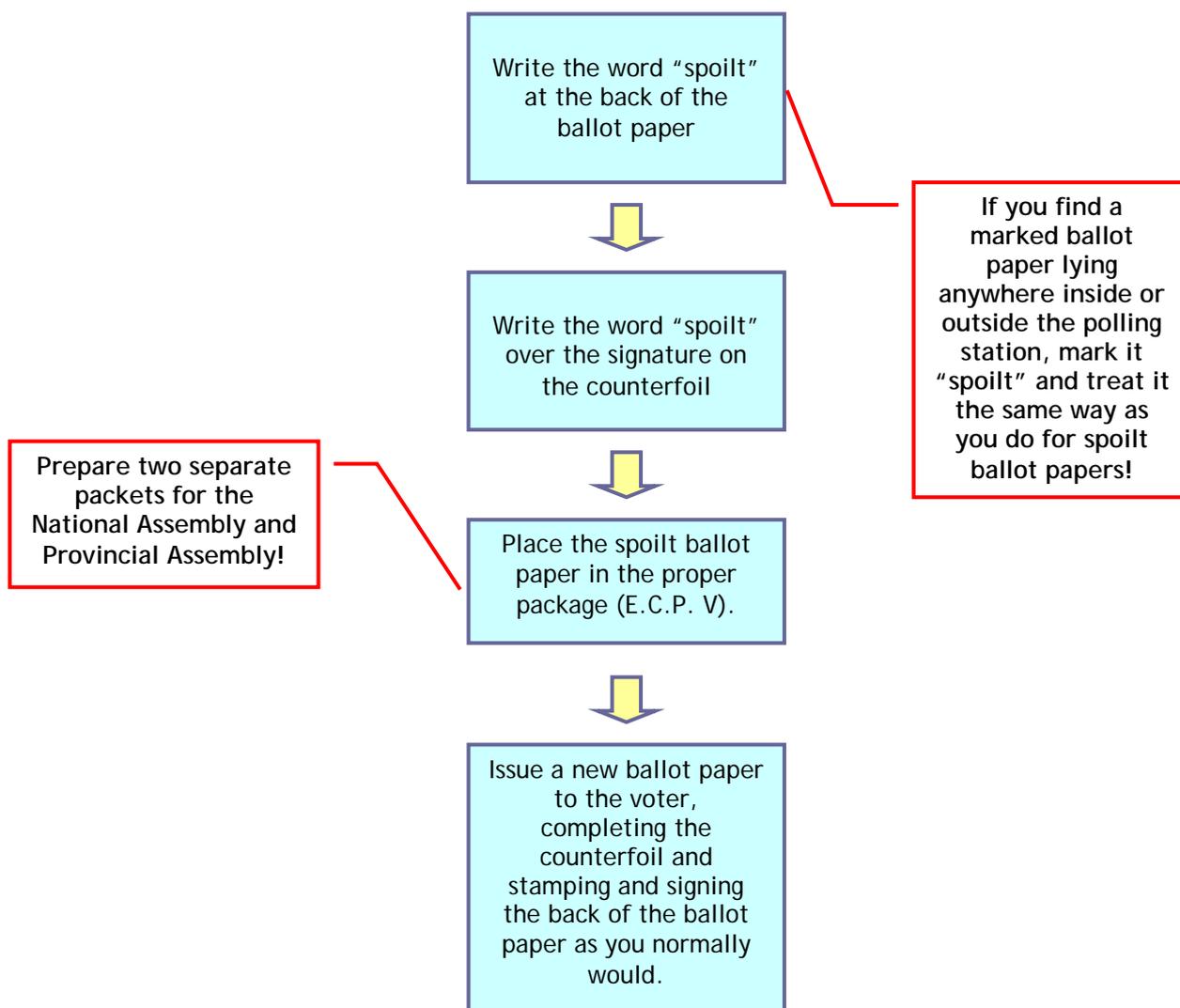


دو تہیں لگاتے وقت اس بات کا بھی خیال رکھیے کہ بیلٹ پیپر کی پشت پر لگا ہوا سرکاری مہر کا نشان دکھائی دے سکے۔

SPOILT BALLOT PAPERS

A spoilt ballot paper is one that has been accidentally torn or marked or otherwise altered so that it cannot be used as a valid ballot paper.

In case of a spoilt ballot paper, the Presiding Officer or the Assistant Presiding Officer must:





HO 2.12

DEALING WITH VOTERS

It is imperative that Polling Personnel maintain courteous behavior with voters at all times. In order to ensure voter comfort remember the following Do's & Don'ts!



Do's	Don'ts
<ul style="list-style-type: none">○ Welcome voters to the Polling Station with a smile. Remember you are providing a service!	<ul style="list-style-type: none">○ Don't become rude or discourteous with voters no matter what the provocation.
<ul style="list-style-type: none">○ Provide assistance to confused voters.	<ul style="list-style-type: none">○ Do not bias the voter's choice through unnecessary discussion or talk during the voting process
<ul style="list-style-type: none">○ Make sure that you cater for the specific needs of voters who are, elderly, ill, handicapped or disabled.	<ul style="list-style-type: none">○ Don't keep voters waiting. Be prompt and efficient in all your dealings.
<ul style="list-style-type: none">○ Treat all voters equally, irrespective of caste, class, gender, ethnicity and religion	<ul style="list-style-type: none">○ Don't discriminate in favor of some voters at the expense of others.



SPECIAL CASES



TENDERED VOTES



CHALLENGED VOTES



VOTER NEEDS ASSISTANCE

If a person comes to vote and has no ink on his thumb but his name and number have already been marked in the Electoral Roll as having voted, s/he will have to give in a tendered vote.

Any polling agent/election agent or candidate has the right to challenge the vote of any person who s/he believes:

- Is impersonating another voter
- Has already voted

There are two circumstances under which a voter may ask for assistance:

- The voter is blind
- The voter is disabled so that s/he cannot cast a ballot

IN CASE OF ANY OF THE ABOVE, REFER THE CASE TO THE PRESIDING OFFICER

MAINTAINING LAW & ORDER



By the order of the Representation of the People Act, 1976, the Presiding Officer is authorized to act as a Magistrate 1st Class on Election Day!

On Election Day, the Presiding Officer May:

1. Remove from the polling station any person who misconducts or fails to obey rightful orders.
2. Stop the poll - if the polling station is so interrupted or obstructed that voting cannot go on during polling hours or if any ballot box is taken out of his/her custody or damaged or destroyed. If the poll is stopped, the Returning Officer should be informed immediately.
3. Prosecute by Summary Trial relevant offences

The Presiding Officer & the Polling Staff cannot in any way influence any voters or tamper with any ballot papers. To do is a crime and they can be punished to the full extent of the law!

LAW & ORDER JURISDICTION OF THE PRESIDING OFFICER



Impersonating another voter



Attempting to vote without qualification



Attempting to vote more than once



Intentionally destroying a ballot paper



Removing a ballot paper from the polling station



Canvassing, soliciting or persuading a voter as to how s/he will vote (within 400 yards of the polling station)



Exhibiting within 100 yards of the polling station any signs and/or banners encouraging or discouraging votes for any contesting candidates



Interfering with polling staff while they perform their duties



Using a megaphone or loudspeaker to shout persistently near the polling station on polling day



Disturbing or annoying any voter coming to vote



Stuffing the Ballot Box



Supplying a ballot paper to someone without authority



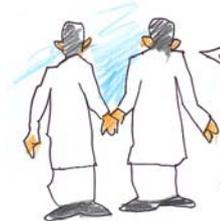
Causing any delay or interruption in the closing of the poll and counting of the ballots



Destroying, taking, opening or otherwise interfering with a ballot box or packet of ballot papers.

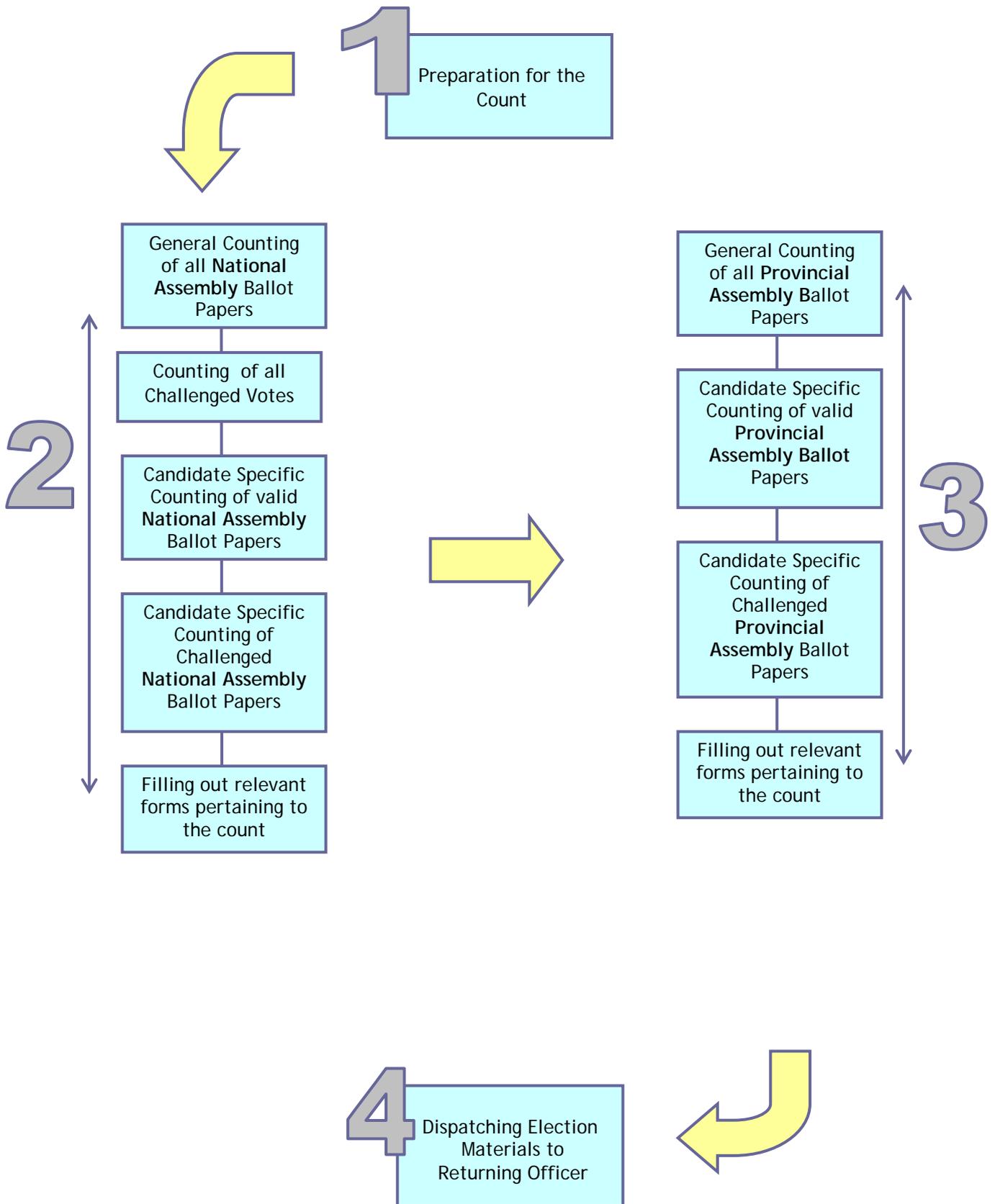


Forging a Ballot Paper or Official Mark



Aiding & Abetting someone into doing any of the above

COUNTING THE VOTES



Important Contacts of Election Commission of Pakistan

S. No.	Name	Designation	Ph # Office	Fax #
1	Kanwar Muhammad Dilshad	Secretary ECP	051- 9206062	0519203583
2	Mr. Iftikhar Ahmed Qureshi	Joint Secretary Elec.	051-9201549	051- 9205300
3	Mr. R.B. Jan Wahidi	Joint Secretary Admn.	051-9201546	051- 9205300
4	Mr. Javed Khursheed	Joint Secretary Budget	051- 9204238	051- 9205300
5	Mr. Iftikhar Hussain Shah	Deputy Secretary Elec.	051- 9201506	051- 9205300
6	Mr. Fazal-ur-Rehman	Incharge R & I	051- 9205611	051- 9205300
7	Mr. Ayaz Muhammad Baig	PEC Punjab	042- 9211015	042- 9211020
8	Mr. Z. A. Farooqi	Joint PEC Punjab	042- 9211017	042- 9211020
9	Ch. Qamar-uz-Zaman	PEC Sindh	021- 9203385	021- 9206646
10	Mr. Mehboob Anwar	Joint PEC Sindh	021- 9203384	021- 9206645
11	Mr. Akhtar Hussain Sabir	PEC N.W.F.P	091- 9211036	091- 9210487
12	Mr. Muhammad Imtiaz Alam	Joint PEC N.W.F.P	091- 9211035	091- 9210487
13	Mr. Sono Khan Baloch	PEC Balochistan	081- 9202334	081- 9202317
14	Mr. Muhammad Imran Siddqui	Joint PEC Balochistan	081- 9202309	081- 9202317

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