



الیکشن کمیشن آف پاکستان

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ELECTION
COMMISSION
OF
PAKISTAN

Handbook for Presiding Officers

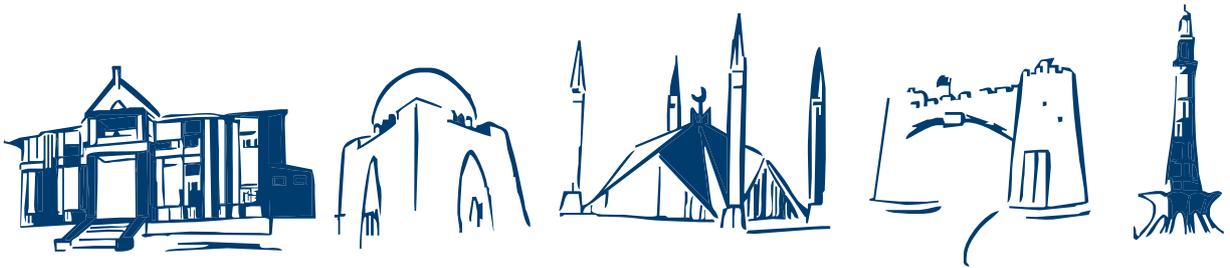


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1

Setting the Stage

“Bad officials are elected by
good citizens
who do not vote”

George Jean Nathan



Duration:
1 hour



Session Objectives

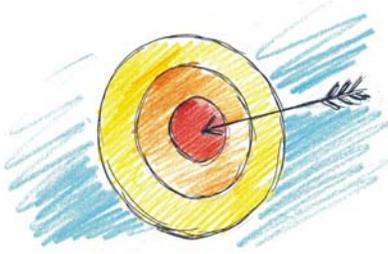
This session will:

- Allow participants to meet, and interact comfortably with each other as well as workshop trainers and organizers
- Highlight overall objectives, scope, and norms of this training
- Articulate the importance and value of this training for Presiding Officers;
- Highlight the critical importance of the PrO's role in the electoral process.



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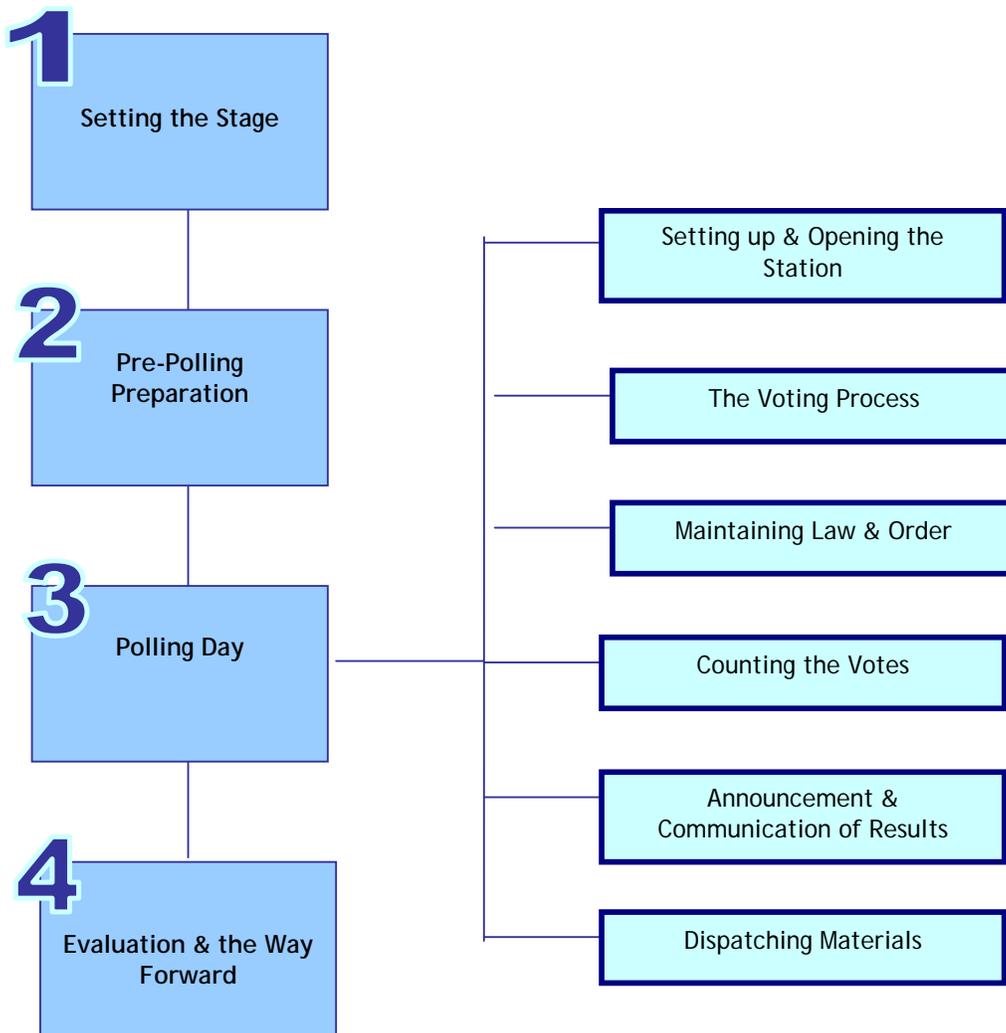
WORKSHOP OBJECTIVES



By the end of the training participants will be able to...

- Recognize their responsibilities vis-à-vis the Polling process;
- Effectively perform their functions as Presiding Officers,
- Adequately train Polling Staff in their responsibilities.

OVERVIEW





ESSENTIALS OF DEMOCRACY

SOURCE

THE WILL OF THE PEOPLE



METHOD

LEADERS SELECTED THROUGH
COMPETITIVE (FREE & FAIR)
AND OPEN ELECTIONS



GOAL

COMMON GOOD OF THE
SOCIETY AT LARGE



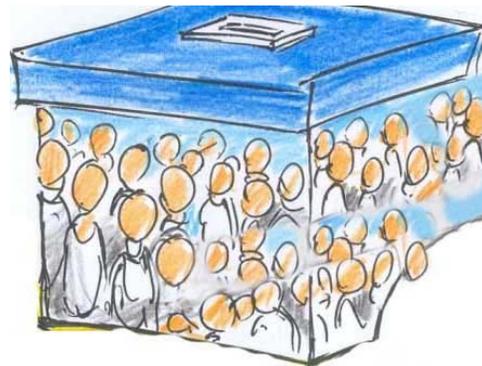


HO 1.03

ELECTIONS

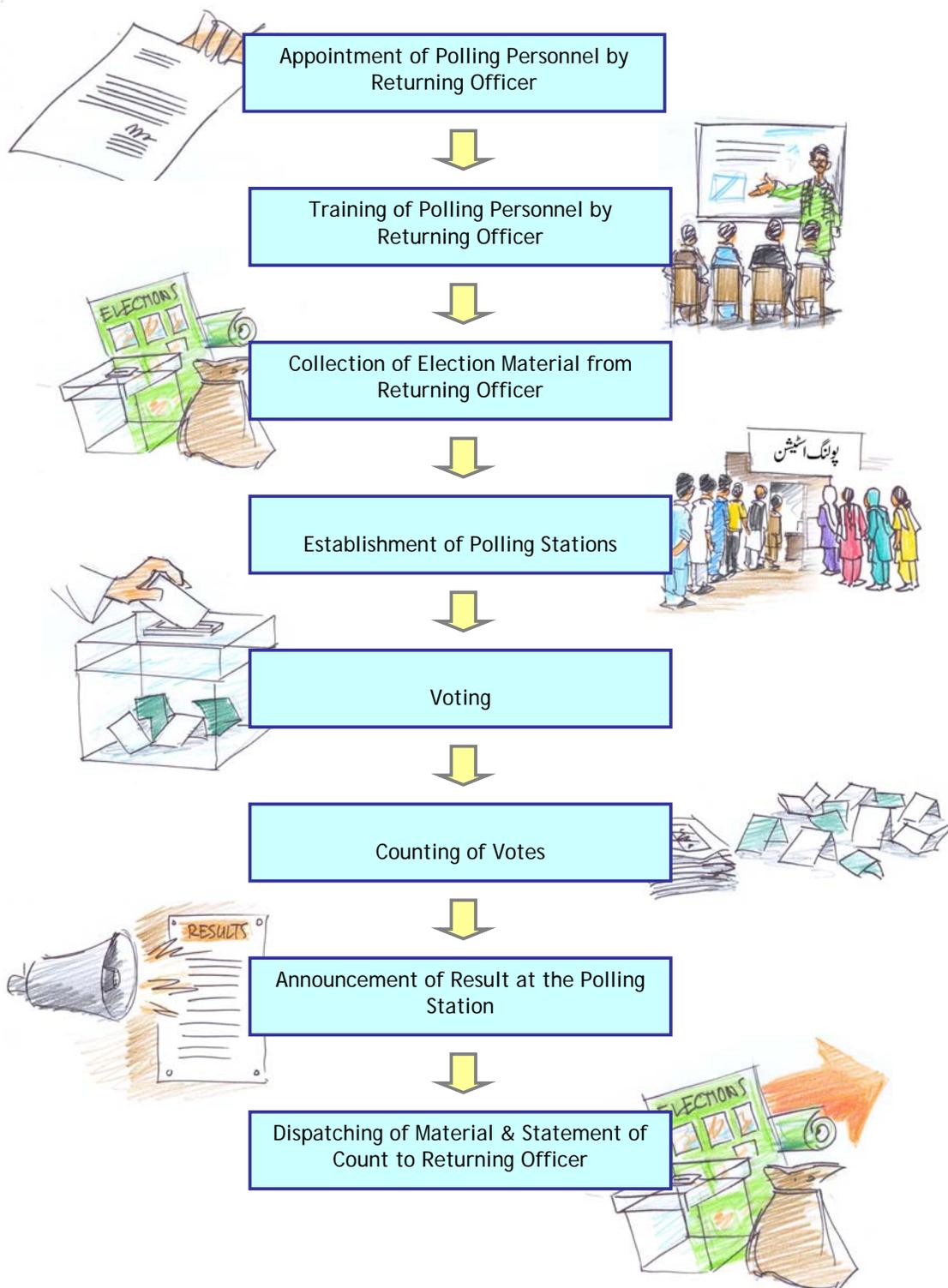
Free, Fair &
Transparent Elections
are essential to
democracy!

- There must be **free competition** for votes! Every candidate must have a **right to campaign** for his/her votes.
- **All registered voters** are eligible and should be encouraged to cast their vote for the candidate of their choice.
- **Candidates should be selected through secret ballots** in order to avoid any possibility of bias. There should be no factor influencing the candidates' choice of vote on polling day.





ELECTORAL PROCESS





HO 1.05

ELECTION OVERVIEW - 2007

- Election of 272 National Assembly seats and 577 Provincial Assembly seats will be held on the basis of adult franchise i.e. one person one vote.
- Reserved seats for Non-Muslims and women will be determined by proportional representation party list system based on the number of seats won by each party in the forthcoming Election.
- The election will last 1 day and counting of ballot papers will be conducted immediately after the poll at the polling stations.
- Approximately 70,000 polling stations will be in operation on polling day.
- Each polling station will contain between 2 - 4 polling booths (depending on the number of voters assigned to each polling station).
- There will be 3 polling staff working at each booth.
- Carbonized copies of the Statement of the Count shall be provided to all polling agents who have requested them.
- Blue Bags will be provided for return of stationary and unused Election Material.

WHAT'S NEW?

- New transparent ballot boxes will be used for balloting.
- New screened off compartments will ensure secrecy of the vote!
- The Electoral Roll will be computerized.



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						

		 Presiding Officer	 Assistant Presiding Officer	 Polling Officer	 Police Officer	 Polling Agent	 Observer
	and properly sealed.						
9.	Observes all stages of the voting and counting process and makes 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 prepares a statement.						
16.	Challenges the vote of any person who is impersonating a voter or who is otherwise not eligible to vote at						

		 Presiding Officer	 Assistant Presiding Officer	 Polling Officer	 Police Officer	 Polling Agent	 Observer
	the polling station.						
17.	Completes all relevant forms and procedures.						
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.						



HO 1.07

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;
- Signing & Stamping at the back of the Ballot Papers;
- 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 1.09

ROLE & 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, if required, 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.



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.



HO 1.11

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

Pre-Polling Preparation



Duration:
1 hour

“He who fails to plan,
plans to fail!”



Session Objectives

This session will:

- Allow participants to understand the different tasks that need to be completed prior to election day
- Effectively organize the polling team and provide training with respect to their roles & responsibilities on polling day;
- Plan their polling station ensuring that official requirements as well as localized needs have been met.



HO 2.01

BEFORE POLLING DAY

1



Training & Orientation
of Polling Personnel

2



Planning the Polling Station

3



Coordination with Returning
Officer

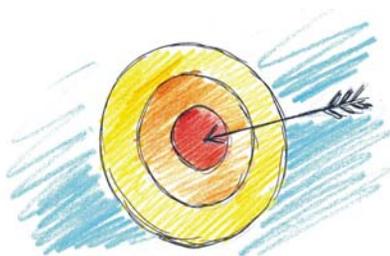
ORIENTATION & TRAINING OF POLLING PERSONNEL



HO 2.02

The polling station is the responsibility of the Presiding Officer who is assisted by a team of polling staff. It is important that Polling Staff be well trained and aware of their individual responsibilities to ensure smooth running of the Polling Station on Election Day.

TRAINING OBJECTIVES



By the end of the training session 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;

STEPS FOR EFFECTIVE TRAINING

1



Contact your Polling Station Staff by consulting the contact sheet you have received from the Returning Officer.

2



Identify an appropriate training venue.

3



Prepare all relevant material for training in advance.

4



Decide a training day and inform the Polling Staff.

5



Conduct training, using the material provided in Section II of this book.



HO 2.03

PLANNING THE POLLING STATION

1



Assess Local Realities & Requirements



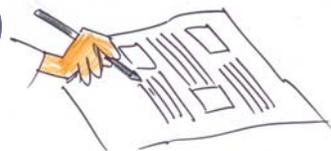
2



Visit Polling Station Venue



3



Draft Plan for Polling Station



ASSESSING LOCAL REALITIES

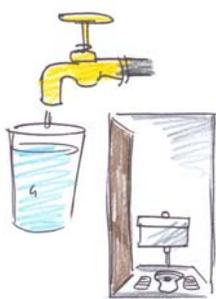
Before planning your Polling Station assess local realities by considering the following questions:



- Will you require separate entrance, exits and polling booths for men and women?
- Will men and women stand together? If not, what special arrangements will you need to make?



- Do you expect political (or other) tensions to affect the polling process? How will you deal with these?
- Is the crowd likely to be rowdy? If so what security arrangements need to be made, especially for women?



- What facilities must be arranged for the voters? For the female voters/ Polling Staff should special arrangement be done?
- Will it be possible to access basic facilities such as toilets, drinking water, food etc? Will special arrangements have to be made especially for women and girls?



- What is the weather like?
- What facilities need to be arranged to combat the heat/cold? If so where can you obtain these facilities from?



HO 2.05

YEH PARAYSHANI KYOON HOWI?

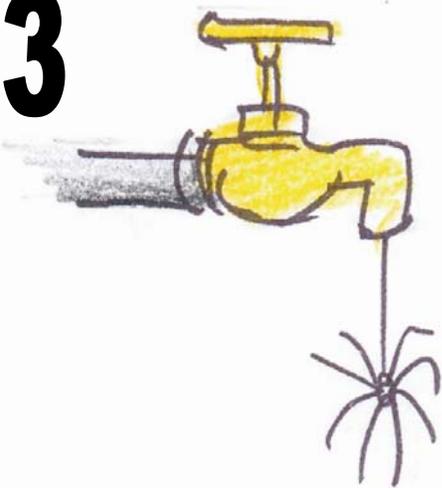
1



2



3



4





VISITING THE VENUE

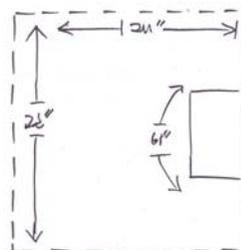
Go to your assigned Polling Station venue a few days in advance and check the following:

1



Access to the Building
(Keys, relevant contact persons etc)

2



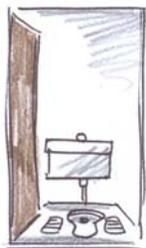
Size & Area

3



Entrances & Exits

4



Location of Washrooms

5



Supply of Water & Electricity



HO 2.07

PLANNING GUIDELINES

Draft a Plan for your polling station keeping the following guidelines in mind:

Polling Scheme & Planned Activities

- Ensure that your polling plan is drafted keeping in mind:
 - Number of Polling Booths
 - Number of registered male/female voters
- Plan ahead and ensure that there is adequate space for both the election as well as the counting of votes.
- Ensure the availability of required furniture and equipment.

Voter Movement

- The voter will move in a sequence as in the following: Entrance → Polling Officer → First APO → Second APO → Secrecy Screen → Ballot Box → Exit. Keeping this in mind and ensure the following:
 - Space should be allocated in order to ensure a smooth flow of voters;
 - All tables in the Polling Station should be arranged to ensure that all polling staff (and the ballot box) have necessary working space;
 - Provide separate entrances and exits to ensure smooth flow of voters;
 - Where appropriate, provide separate entrances, exits and polling booths for men and women.

Supervision, Secrecy & Transparency

- Place the Presiding Officer's seat at the best location for observing the whole Polling Station;
- Place chairs for polling agents so that these people can observe the process;
- Make sure that the secrecy screen is situated in a way that prohibits anyone from seeing the way the voters vote;
- The ballot boxes would be placed within sight of Assistant Presiding Officers as well as within view of the polling agents present at the polling booth.



COORDINATION WITH RETURNING OFFICER

1



For links with other stakeholders:

- Make sure you have all relevant contact information (numbers and address, specially cell phone number);
- Determine means of contacting the RO in case of emergency.

2



As a source for problem resolution:

- Convey all concerns upward or downwards;
- Inform Returning Officer if any staff is not available so that replacements may be made from the reserve pool.

3



For collecting the Election Material:

- Ensure that you have signed the packing invoice;
- Make sure all material has been issued according to the requirement of your polling station;
- Check non-sensitive material and ensure everything is present;
- In case of missing material, contact the Returning Officer immediately.

4

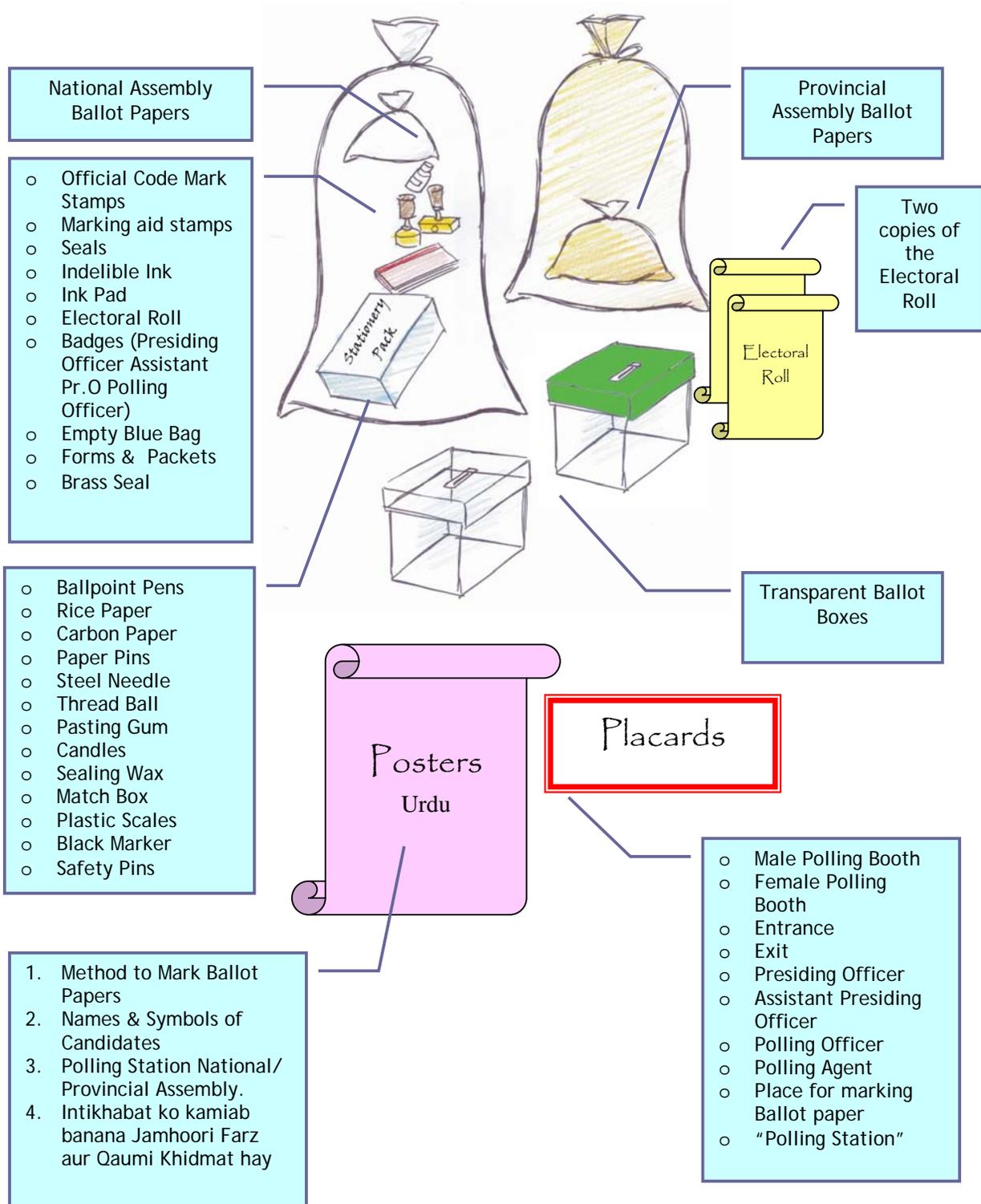


For follow-up after Election:

- After election day make sure you return all election material (both sensitive and non-sensitive) to the returning officer in the prescribed manner;
- Ensure that each and everything is present and any missing items are accounted for;
- Make sure that the Returning Officer has been notified of all of the proceedings of polling day and any irregularities have been noted and communicated;
- Ensure that you are available to the Returning Officer in case any clarifications are needed.



INVENTORY OF ELECTION MATERIALS





PACKING INVOICE

Election to the National Assembly

Provincial Assembly of the Punjab
Sindh
N.W.F.P
Balochistan

PART "A"

1. No. and Name of Constituency _____
2. No. and Name of Polling Station _____
3. No. of voters assigned to the Polling Station _____
4. No. of Booths _____

PART "B"

5. Ballot Papers in the sealed packet:-
 - (a) Quantity _____
 - (b) Serial No. From _____ to _____
 - (c) No. of Books _____
 - (d) Serial No. From _____ to _____

6. Official Code Marks Stamps (two per booth plus one spare for the polling station)

- (a) Quantity _____
- (a) Code Nos _____
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____
 - (v) _____

7. Rubber stamp for marking ballot papers (three per booth plus one spare for the polling station).

8. No. of Brass seals (one per polling station).

Quantity _____
Serial No _____

9. Indelible ink vials (one per booth plus two per polling station)

10. No. of Self/Inking Stamp pads (two per booth plus one spare for the polling station).

11. Standard stationery pack (one per polling station).

Make sure you sign the packing invoice and obtain a **copy** from the Returning Officer. Using the packing invoice you will:

- Check election material when you unpack it;
- Tally with the material you return post-election to the Returning Officer

Received above articles in sealed bag

Signature of the Presiding Officer

Signature of the Returning Officer

3

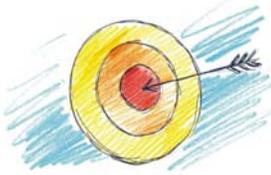
Polling Day



Duration:
1 hour

“It is not enough to have great qualities; We should also have the management of them”

Francois de la Rouchefoucauld

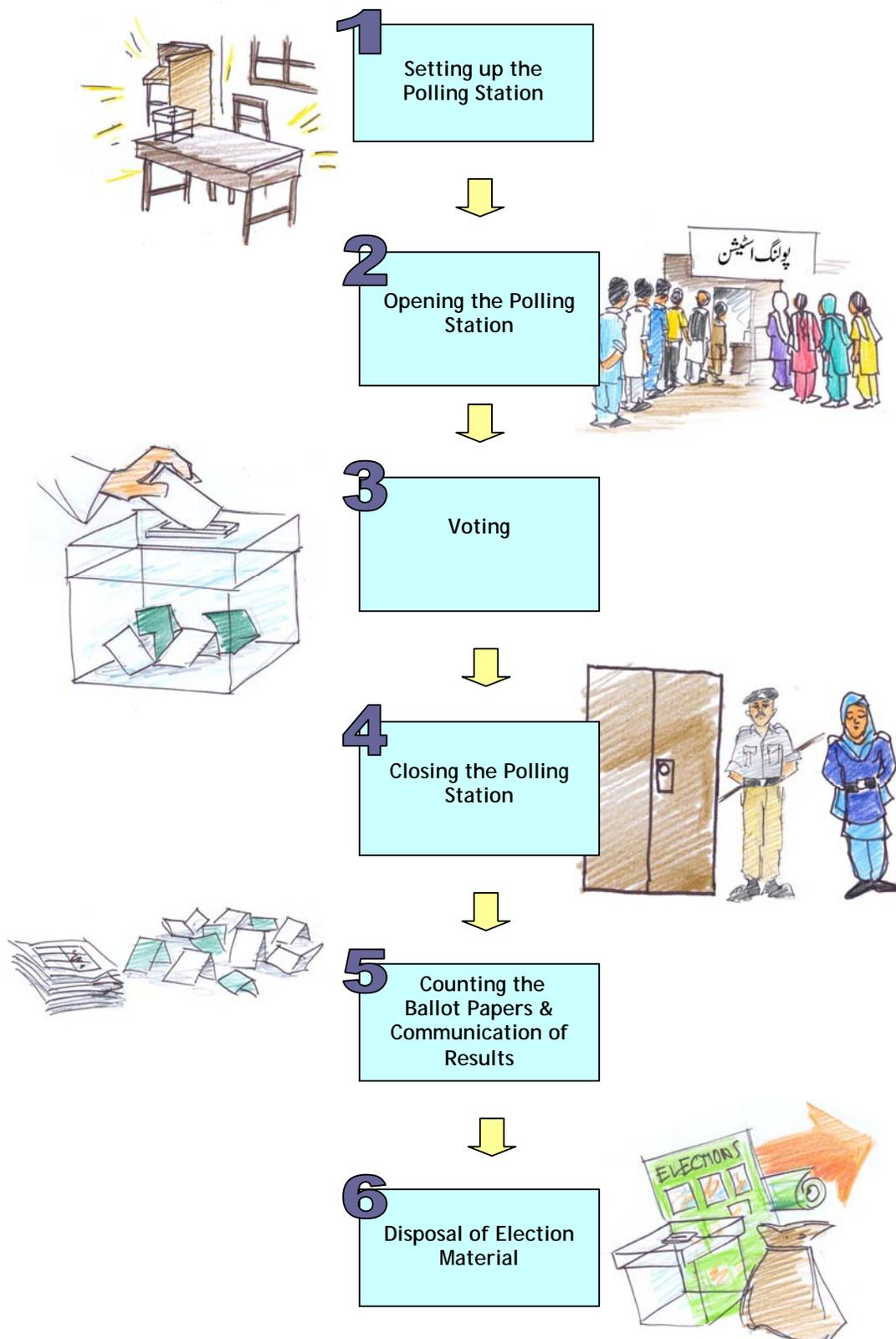


Session Objectives

This session will:

- Allow participants to understand the logistics required in order to set up the polling station ensuring that all requirements are met;
- Provide participants with an understanding of the key responsibilities of the Presiding Officer on polling day;
- Highlight the processes involved in opening & closing the polling station as well as conducting the count and dispensing with materials.

OVERVIEW OF POLLING DAY



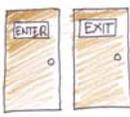


HO 3.02

SETTING UP THE POLLING STATION

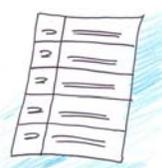
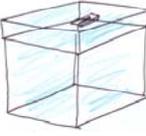


EVENING: ONE DAY BEFORE THE POLL

		Tip
1	 Call a meeting of your polling staff. Discuss your plans for the following day and ensure that each person is well aware about his/her responsibilities.	Make sure you establish relevant norms for the next day's event. Use this meeting to clarify any confusion your team may have.
2	 Clean the Polling station of any campaign materials & distractions.	Make sure you remove any campaign materials within 100 yards of the polling station.
3	 Arrange the furniture (tables/ chairs/ privacy screens) according to the developed Polling Station Plan.	Make sure the developed plan is followed. Refer to the 'Guidelines' to ensure that all official and local needs are being met.
4	 Attach the "Polling Station" sign to the outside of the building. Place the Entrance & Exit signs in the appropriate doorways. Create other signs if needed and place them appropriately.	Make sure you have written the name and number of your polling station and constituency on it! Ensure ALL signs are prominently displayed.
5	 Attach the posters 'Method to mark ballot paper' and 'Names & Symbols of Candidates'.	Make sure you attach the posters in a place where they can be clearly seen by voters.
6	 Display the list containing Serial Number of Voters outside the Polling Station as well as the Polling Booth assigned on each booth.	Make sure you attach the list in a place where it can be clearly seen by voters.



MORNING

		Tip
7	 <p>Arrive with your polling staff minimum 2 hours before the official opening of the polling station.</p>	Make sure arrival time is clear to all at the previous day's meeting.
8	 <p>Check to make sure that the furniture, posters & placards and voting screen are in place.</p>	There may be candidates or polling agents already waiting at the polling station. It is best NOT to let them inside the polling station until the setup is complete and the booths are in place.
9	 <p>Open the big cotton bags and small bags and distribute the needed stationary materials to your polling staff. Take out the small white & khaki bags containing the ballot papers but do not open them yet.</p>	Do not open any sealed packets unless specifically instructed to do so!
10	 <p>Distribute the appropriate section of the Electoral Roll to each of your Polling Officers.</p>	Divide the Electoral Roll beforehand to avoid delays or confusions!
11	 <p>Place the 'Presiding Officer', 'Polling Officer' and 'Assistant Presiding Officer' badges on the tables.</p>	Make sure the badges are prominently placed and visible to all.
12	 <p>Arrange the Ballot boxes. Put transparent boxes at each polling booth.</p>	Ensure that all rules & guidelines have been explicitly followed. Complete a final check before inviting into the polling station any candidates, election agents, and polling agents who have arrived.



HO 3.03

DIVIDING THE ELECTORAL ROLL

- Your Electoral Roll contains **2** sections, one for **males** and one for **females**.
- The Roll must be divided according to the number of **booths**.
- You **should not** cut any pages of the Roll into two. You must distribute whole pages of the Roll.
 - If you have **2** booths, you will probably have one booth for men and one for women. There is **no need** to divide the electoral roll as it already comes in two sections.
 - If you have **3** booths, you will probably have two for men and one for women. In this case, you will divide the male part of the electoral roll into **two** parts - as equally as possible (without cutting the pages) so that each booth for males will have a similar number of votes.
 - If you have **4** booths, you will probably have two booths for men and two for women. In this case, you will divide each section into two parts of similar size.

Post small signs at each polling booth showing the voters:

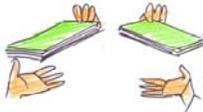
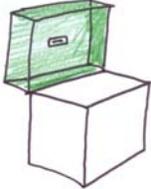
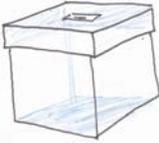
- Whether it is a male or female booth;
- The Electoral Roll and Serial numbers of the voters who will vote in this booth.



HO 3.04

OPENING THE POLLING STATION

			Tip
1		<p>Invite into the polling station those people who are permitted by law to be there, i.e. polling agents/ election agents/ candidates/ authorized observers or any other individual who has a letter of authority from the DRO or ECP.</p>	<p>Ensure you have made appropriate security arrangements and shared the list of permitted persons with the police officers on duty.</p> <p>If no (or few) Polling Agents have arrived in time for polling to begin, proceed without them. It is not necessary for all the Polling Agents to be present before you open the polling station.</p>
2		<p>Open the small bags containing the ballot papers in front of all the candidates, agents and observers.</p>	<p>Make sure that all relevant persons (polling agents and observers) are able to see the process clearly.</p>
3		<p>Determine the number of green ballot papers (National Assembly) in the small white bag by reading out the beginning and ending serial number of each packet. Write the first and last serial numbers on a piece of paper.</p>	<p>Make sure you note the serial numbers (and quantity) in the National Assembly Ballot Paper Account Form.</p>
4		<p>Determine the number of white ballot papers (Provincial Assembly) in the small khaki bag by reading out the beginning and ending serial numbers of each packet. Write the first and last serial numbers on a piece of paper.</p>	<p>Make sure you note the serial numbers (and quantity) in the Provincial Assembly Ballot Paper Account Form.</p>
5		<p>Ask Polling Agents who witnessed this process to sign a form acknowledging the number of ballot papers of each type you have received.</p>	<p>Ask them to place their signatures as witnesses on the empty space provided on the Ballot Paper Account Form.</p>
6		<p>Distribute the Ballot papers to your Assistant Presiding Officers according to the</p>	<p>The First APO should receive the green National Assembly ballots and the</p>

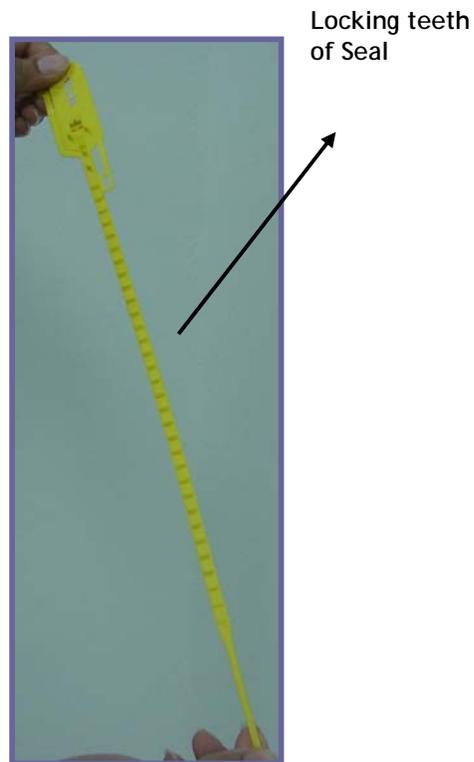
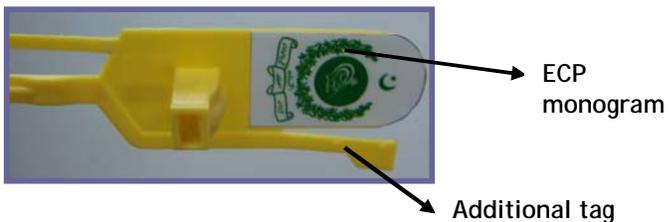
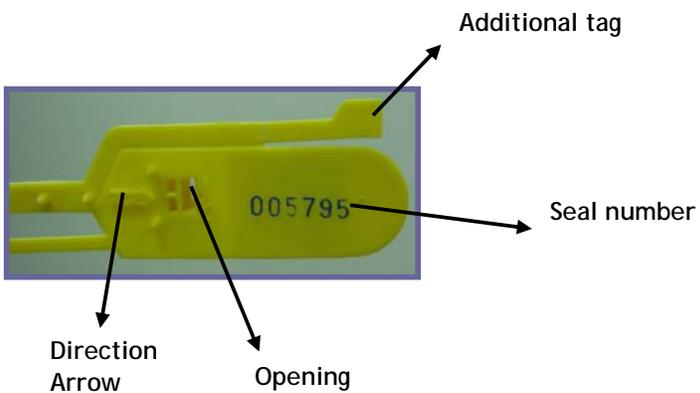
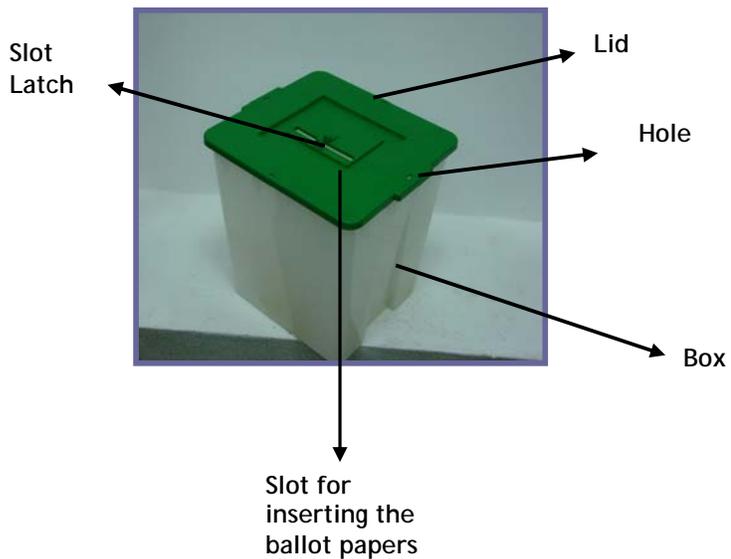
			Tip
		number they will need for their voting booths.	Second APO should receive the while Provincial Assembly papers.
7		Prepare the ballot boxes. One by one show each empty ballot box to all candidates, agents and observers who are at the polling station.	This step is important as it adds to the transparency of the election process.
8		After you have shown the first ballot box and seal. Repeat this process with each ballot box.	After this time NEVER unlock and open any Ballot Box until it is time for the Count.
9		When you have shown the empty ballot boxes and locked all of them, take out Form XI-A for certification of ballot boxes. Ask each Polling Agent who has witnessed the showing, locking & sealing of boxes to complete and sign one of those forms.	If any Polling Agent does not wish to sign the form it is not necessary that s/he does so.
10		Wait for the designated time for voting and announce that voting has begun.	You MUST wait until the designated time before commencing the voting process.



HO 3.05

NEW TRANSPARENT BALLOT BOX!

COMPONENTS OF THE BALLOT BOX





HO 3.06

OPENING AND CLOSING OF THE BALLOT BOXES



Checking the Ballot Box

1. Open the box by lifting up the lid (picture 1)
2. The inside of the box is now exposed. Show the empty ballot boxes to all the party polling agents, and others present in the polling booth

Closing the Ballot Box Securely

3. Close the lid of the ballot box
4. Show the numbers and the ECP monogram on the seals to the agents and others present in the polling booth and ask them to note / record the seal numbers
5. Fix the 4 seals on each side of the ballot boxes
6. For fixing the seal, begin to feed the pointed end of the seal downwards through the holes of the lid and ballot box. The teeth of the seal should be facing you.
7. Then insert the pointed end of the seal through the opening as directed by the arrow on the seal tag (pictures 2 & 3)
8. Pull the pointed end of the seal until it tightly fixes around the hole. (picture 4)
9. Open the slot by pulling down the latch. (The slot is to insert the ballot papers inside the Ballot Box)
10. After the poll is closed, pull the latches together for closing the slot and fix another seal through both of the latches. (Picture 5 & 6). Show the numbers and the ECP monogram on the 5th seal to the agents and others present in the polling booth and ask them to note / record the seal number

Reopening the Ballot Box

11. For Opening the ballot boxes, break the seal tags. Before breaking the seals show the seal numbers to the polling agents and other persons present in the polling station and ask them to match the seal numbers they recorded earlier (before and after the polling).
12. For breaking the seal tag, hold the additional part of the seal tag and pull it upwards and away from you (picture 7)
13. If there are any difficulties in breaking the tag then use scissor to cut additional tag away from the main part. (Picture 8)

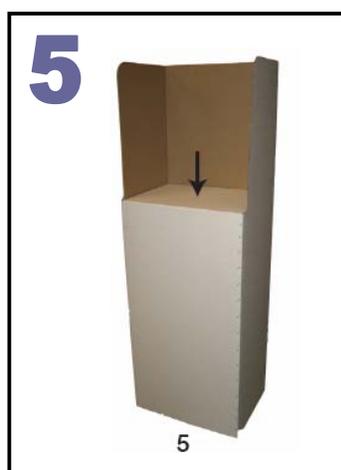


HO 3.07

NEW CARDBOARD VOTER SCREENS



The new cardboard voter screens can be assembled in 5 easy steps!





HO 3.08

CERTIFICATION OF BALLOT BOXES

FORM XI - A

[See rule 54 (3)]

One form needs to be completed by each Polling Agent/Candidate/Election Agent.

Statement to be signed by the candidates/ election agents/ polling agents.

I, _____ a candidate or *election agent/ polling agent of _____
 Candidate for constituency _____
 do hereby certify that I have personally inspected the ballot box (es) provided by Election Commission at polling station No. _____ and have found it/them to be empty.

Address: _____

Name: _____

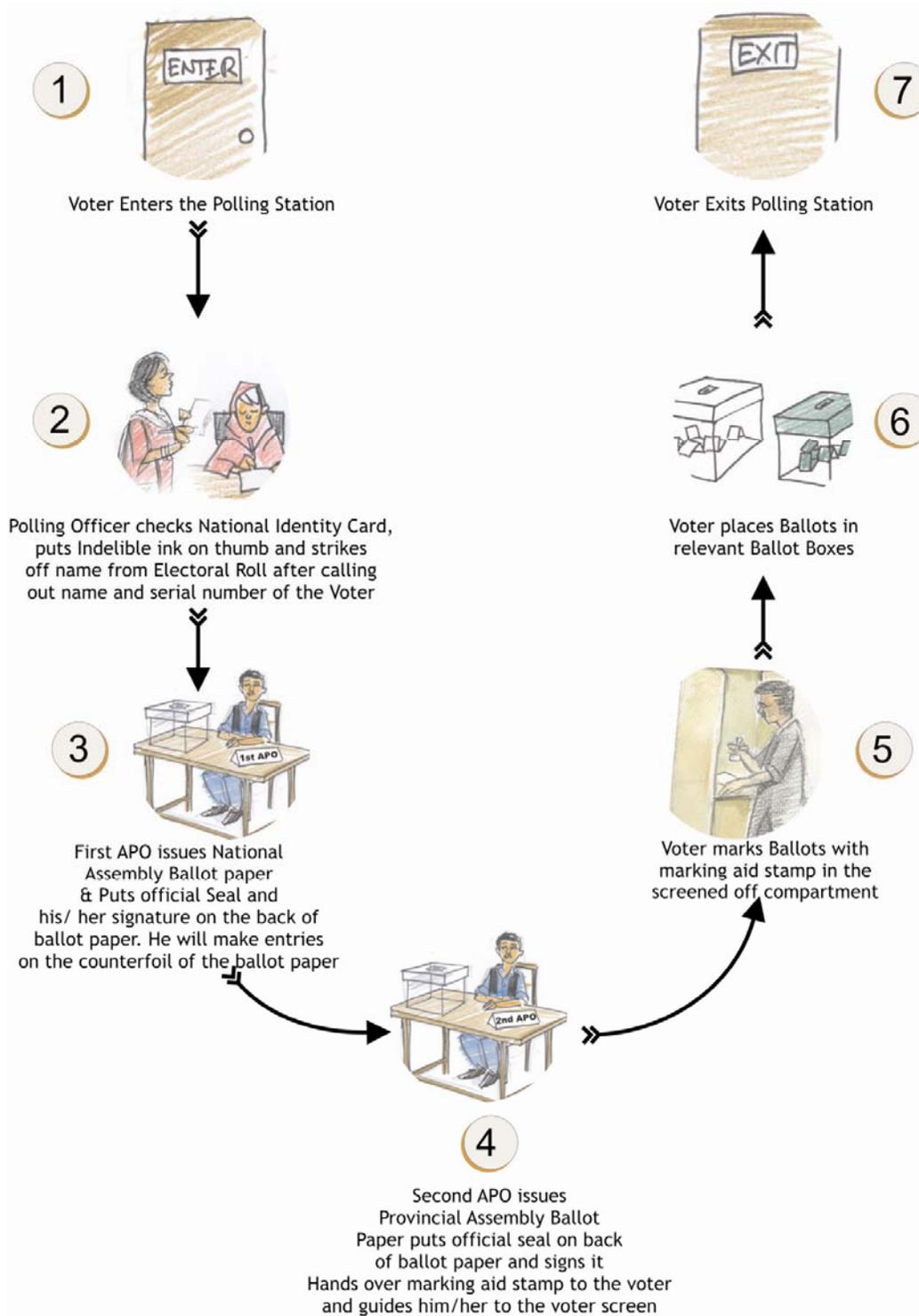
Of the candidate/ election agent/ polling agent.

Date: _____

*Strike off words not applicable



THE VOTING PROCESS





HO 3.10

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 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 seconds 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 & REAL NIC and the Electoral Roll, pay attention to the following:

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



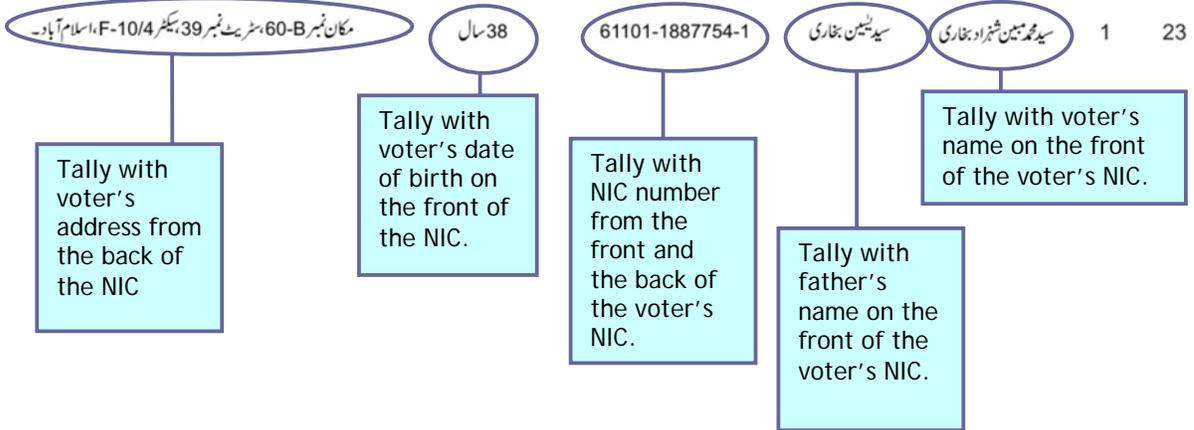
حتمی انتخابی فہرست 2007

(مرد)

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

یونین کونسل: _____ شماراتی بلاک کوڈ: **046070704**

1	سلسلہ نمبر	2	گھرانہ نمبر	3	نام	4	والد کا نام	5	شناختی کارڈ نمبر	6	یکم جنوری 2007 کو عمر	7	پتہ
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HO 3.12

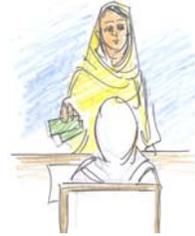
WHAT IF...

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?

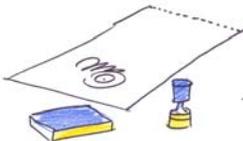
5



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



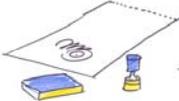
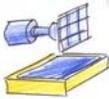
RESPONSIBILITIES OF FIRST ASSISTANT PRESIDING OFFICER

			Tip
1		Prepare the National Assembly Ballot paper for voting.	Make sure you have noted all required information on the 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! Ballot paper shall not be issued if voter refuses to put thumb impression.
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.



HO 3.15

RESPONSIBILITIES OF SECOND ASSISTANT PRESIDING OFFICER

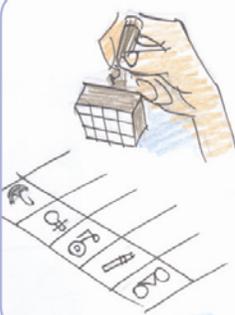
			Tip
1		Prepare the Provincial Assembly Ballot paper for voting.	Make sure have noted all required information on the ballot paper accurately.
2		Obtain the thumbprint of the voter on the space provided on the counterfoil. This is normally the left thumb for men and right thumb for women.	If the voter has no thumb, obtain the print of the next finger!
3		Stamp the counterfoil with the official code 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 3.16

VOTING METHODOLOGY

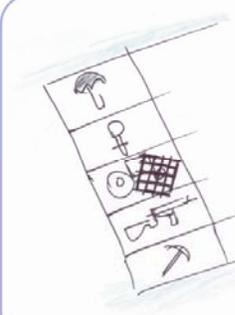
- 1



بیلٹ پیپر پر امیدواروں کے نام اور انتخابی نشان چھپے ہوئے ہیں۔ نشان لگانے کے لیے مہر پولنگ سٹیشن پر دی جائے گی۔
- 2



ووٹنگ اسکرین کے پیچھے جائیں اور بیلٹ پیپر پر اپنی پسند کے امیدوار کے نام اور انتخابی نشان کے خانے میں مہر لگائیں۔
- 3



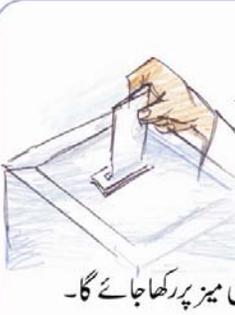
ایک بیلٹ پیپر پر لگائی گئی مہر
- 4



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۔
- 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۔
- 6



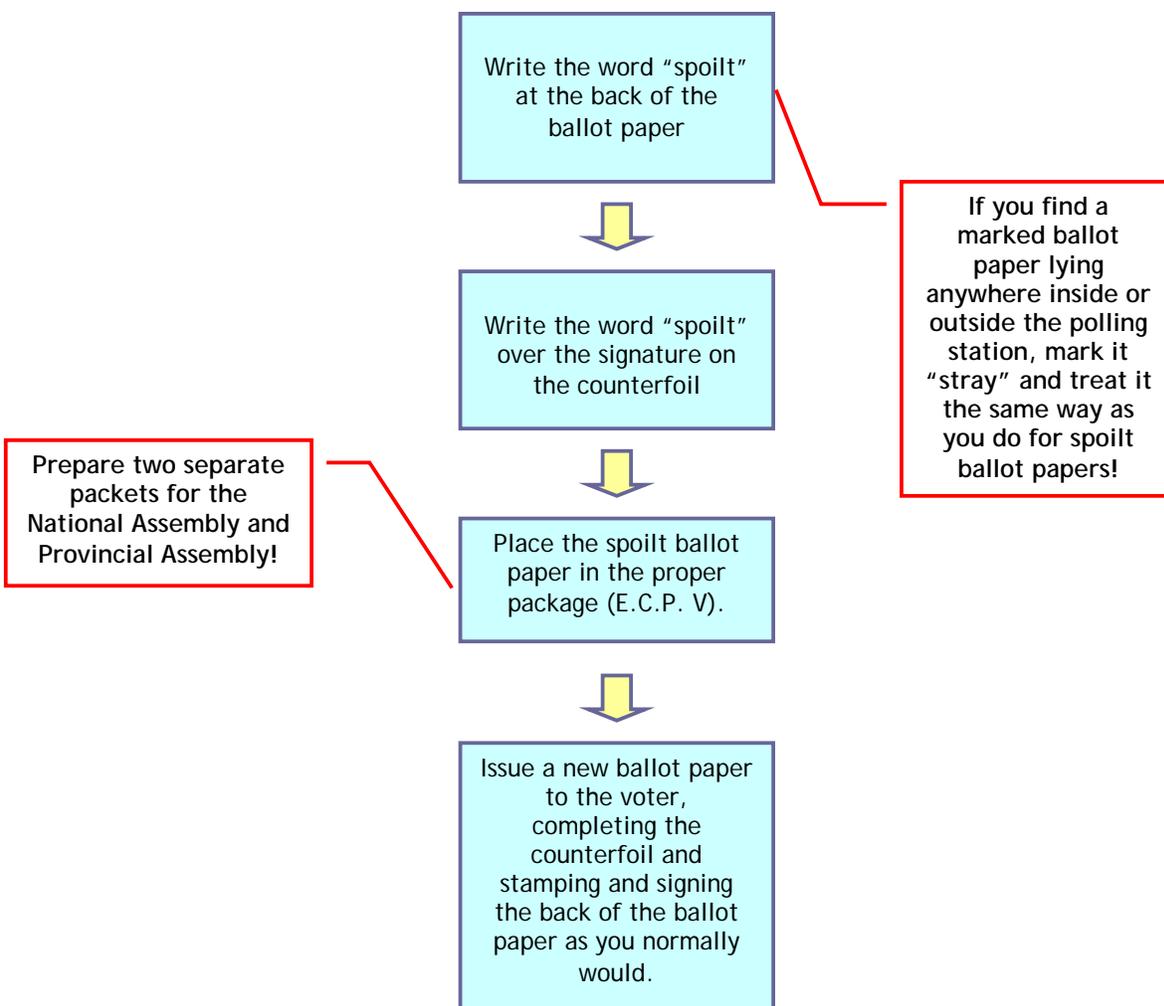
ووٹنگ اسکرین سے باہر آ کر اپنے ووٹ کی تہہ شدہ پرچی بیلٹ بکس میں ڈال دیں جو پریذائینڈنگ افسر یا اسٹنٹ پریذائینڈنگ افسر کی میز پر رکھا جائے گا۔



SPOILT BALLOT PAPERS

A spoilt ballot paper is one that has been accidentally marked or torn 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 3.18

POLLING DAY RESPONSIBILITIES OF PRESIDING OFFICER

			Tip
1		Sit or stand in a place where all the polling booths can be observed. Ensure that the conduct of voting is proceeding properly and your polling staff is performing their duties correctly.	If this is not possible due to the layout of the building, then you should periodically walk from one booth to the next.
2		Periodically check the secrecy area of each polling booth to make sure that nobody has left any papers or campaign materials. If such things are found they should be removed immediately.	This may be done when there is no voter behind the voting screen.
3		Keep all forms, packets and materials in a safe place so that nobody can tamper with them.	Label one set of packets and forms National Assembly and the other Provincial Assembly. This step will save your time during the count.
4		Be prepared to direct or assist the Polling officers and Assistant Presiding Officers when any problems or special cases arise, in particular handling both tendered and challenged votes.	Deal with all special cases including challenged and tendered votes in keeping with the guidelines provided.
5		Periodically check on the police outside the polling station to ensure that there are no disturbances or illegal activities and see that there are no campaign materials within 100 yards of the polling station.	In case of any illegal activity, remember on this day you have the powers of a first class magistrate!



HO 3.19

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.

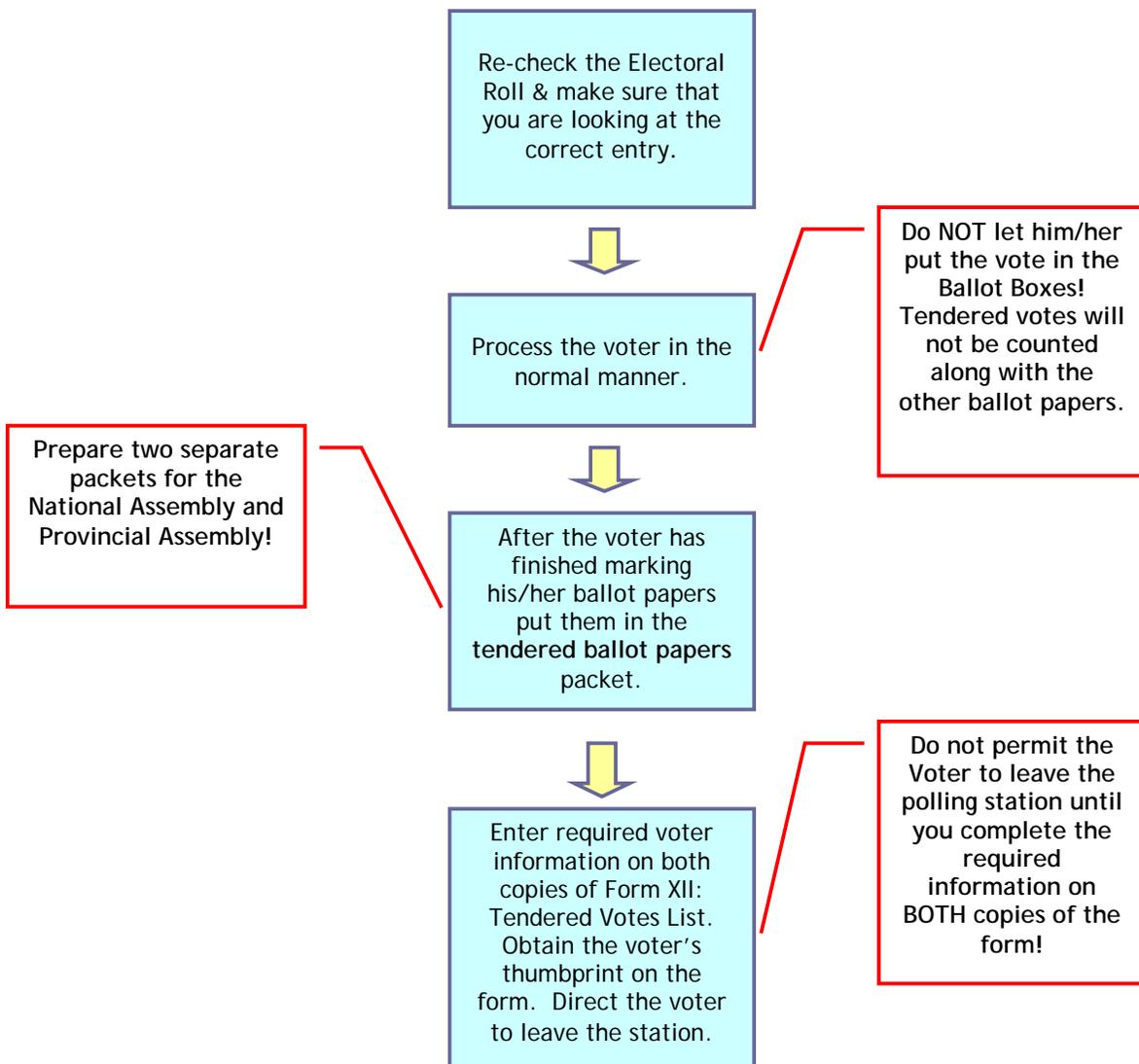


HO 3.20

TENDERED VOTES

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

In case of a tendered vote, the Presiding Officer should:





HO 3.21

FORM XII: TENDERED VOTES LIST

FORM XII

[See rule 20 (1)]

TENDERED VOTES LIST

Each tendered voter will have his/her name placed on **TWO** lists, one for National Assembly and one for Provincial Assembly.

Election to the National Assembly

Provincial Assembly of the Punjab
Sindh
The North West Frontier Province
Balochistan

From _____ Constituency

Polling Station _____

Serial number of tendered Ballot paper	Name of Elector	Serial number of elector in the electoral roll	Name of the electoral area	Address of the elector	Signature or thumb impression of the person tendering the vote
1	2	3	4	5	6

Place _____

Date _____

Presiding Officer



HO 3.22

CHALLENGED VOTES

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

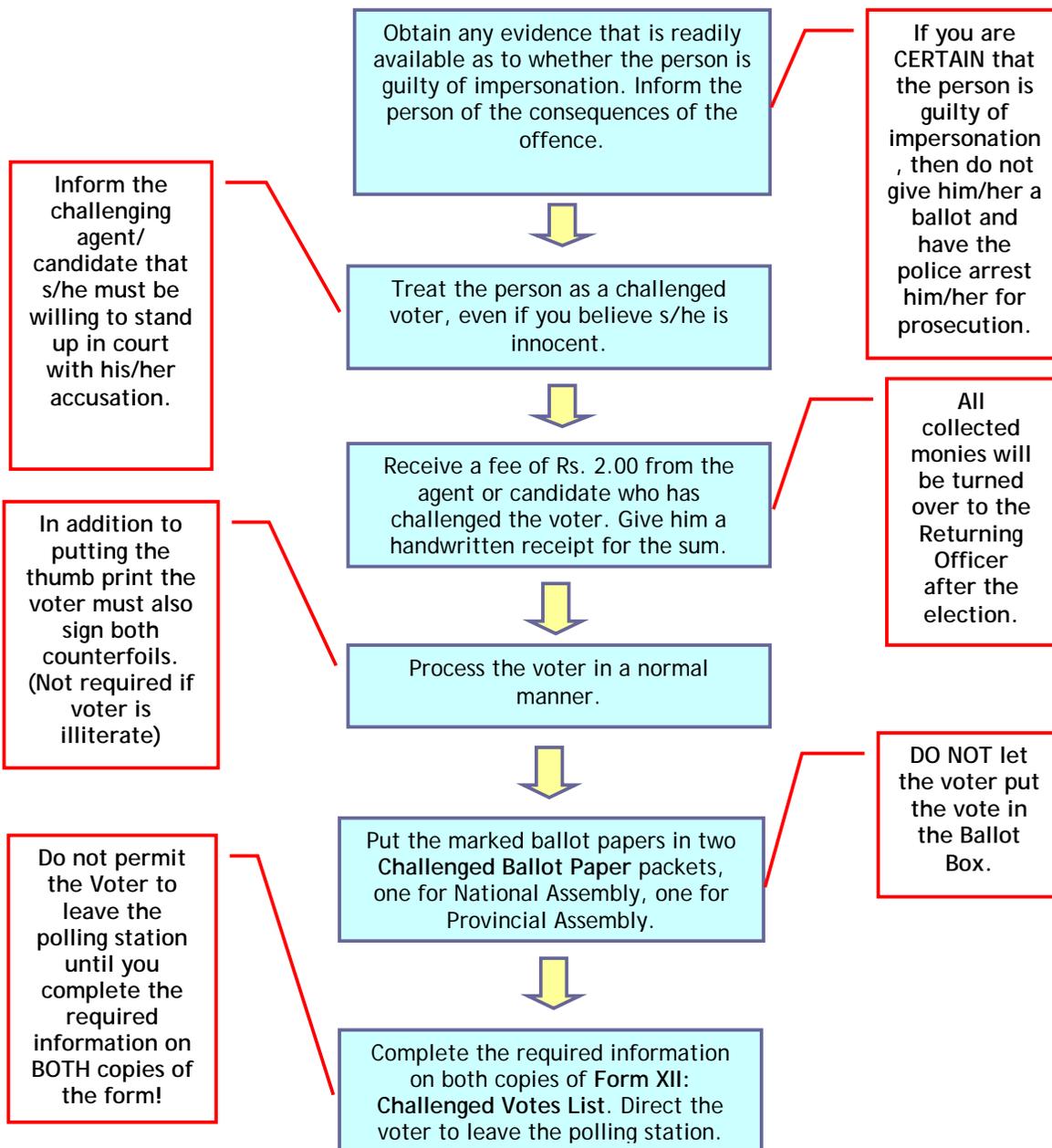


Is impersonating another voter



Has already voted

In case of a challenged vote the Presiding Officer should:





HO 3.23

CHALLENGED VOTES LIST

FORM XIII
[See rule 21 (1)]

CHALLENGED VOTES LIST

Each challenged voter will have his/her name placed on **TWO** lists, one for National Assembly and one for Provincial Assembly.

Election to the National Assembly
Provincial Assembly of the Punjab
Sindh
The North West Frontier Province
Balochistan

From _____ Constituency

Polling Station _____

Serial Number of entry	Name of the elector	Name of the electoral area in which the elector is enrolled	Serial Number of elector on the electoral roll	Signature or thumb impression of the person challenged	Address of the person challenged	Name of identifier, if any	Name and address of challenger	Order of the Presiding Officer
1	2	3	4	5	6	7	8	9

Certified that a sum or Rs _____ has been received on account of challenged votes and the amount in question has been deposited with the Returning Officer

Place _____

Date _____

A sum of Rs. 2.00/- should be taken from the challenger and the total amount should be calculated at the end of the day and noted, and sent to the Returning Officer.

Signature of Presiding Officer



HO 3.24

SPECIAL CASES

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



Voter is Blind



Voter is disabled so that s/he cannot cast a ballot
Neither s/he is able to mark the ballot paper nor can put the ballot in ballot boxes

The law allows a blind or disabled voter to receive assistance from a companion in casting his/her ballot. The assistant can be whoever the voter chooses, so long as the assister is not a candidate or candidate's agent.

In such cases the Presiding Officer must:

- Instruct the companion to mark the ballot papers as he is directed by the voter. Under no circumstances can s/he ever tell anyone the voter's candidate choice. To do so is an election offence and s/he can be persecuted.
- Keep a handwritten list of voters who needed assistance along with the names of their companions.





HO 3.25

MAINTAINING LAW & ORDER



As provided in 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 interrupted or obstructed so that voting cannot go on during polling hours or if any ballot box is taken out of your 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

 <p>Impersonating another voter</p>	 <p>Attempting to vote without qualification</p>	 <p>Attempting to vote more than once</p>	 <p>Intentionally destroying a ballot paper</p>
 <p>Removing a ballot paper from the polling station</p>	 <p>Canvassing, soliciting or persuading a voter as to how s/he will vote (within 400 yards of the polling station)</p>	 <p>Exhibiting within 100 yards of the polling station any signs and/or banners encouraging or discouraging votes for any contesting candidates</p>	 <p>Interfering with polling staff while they perform their duties</p>
 <p>Using a megaphone or loudspeaker to shout persistently near the polling station on polling day</p>	 <p>Disturbing or annoying any voter coming to vote</p>	 <p>Stuffing the Ballot Box</p>	 <p>Supplying a ballot paper to someone without authority</p>
 <p>Causing any delay or interruption in the closing of the poll and counting of the ballots</p>	 <p>Destroying, taking, opening or otherwise interfering with a ballot box or packet of ballot papers.</p>	 <p>Forging a Ballot Paper or Official Mark</p>	 <p>Aiding & Abetting someone into doing any of the above</p>

PROSECUTION BY SUMMARY TRIAL

The Presiding Officers having the powers of the Magistrate First Class can try summarily the following offences:

 <p>Impersonating another voter (Section 80 of the Representation of the Peoples Act, 1976).</p>	 <p>Capturing the Polling station and/or Polling Booth (Section 82A of the Representation of the Peoples Act, 1976).</p>	 <p>Conducting a Public Meeting less than 48 hours prior to Polling. (Section 84 of the Representation of the Peoples Act, 1976).</p>
 <p>Canvassing within 400 yards of the Polling Station (Section 85 of the Representation of the Peoples Act, 1976)</p>	 <p>Disorderly conduct near the Polling Station (Section 86 of the Representation of the Peoples Act, 1976).</p>	 <p>Tampering with Ballot papers (Section 87 of the Representation of the Peoples Act, 1976).</p>

The magistrate need not record the evidence of the witnesses or frame a formal charge but he shall enter in the prescribed form particulars of the offender and after noting the procedure in the form, the Presiding Officer will call the law enforcing personnel present at the polling station, and handover the offender for taking further action.



HO 3.28

FORM FOR ARRESTING IMPERSONATING VOTERS
(PART 1 OF 2)

جناب..... پریڈ اینڈنگ آفیسر برائے..... کارجرسٹر (پولنگ اسٹیشن کا نمبر اور نام) حلقہ انتخاب کا نمبر (حلقہ انتخاب کا نمبر اور نام).....
نام) (مجسٹریٹ درجہ اول کے اختیارات کا استعمال زبردفعہ 86 الف، نمائندگی عوام ایکٹ 1976ء
(نوٹ کالم 7 تا 16 کی خانہ پری پریڈ اینڈنگ افسر خود کرے گا)

16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
دستخط پریڈ اینڈنگ افسر	تاریخ جس پر کارروائی ختم ہوئی	مزایا دیگر آخری حکم	جرم میں کیا بات سامنے آئی اور سزا کی صورت میں اس بارے میں اسباب کا مختصر بیان	دفاع کیلئے ثبوت کا خلاصہ (اگر ہے)	ملزم کا موقف اور اس کا معائنہ (اگر ہے)	سزا کیلئے ثبوت کا خلاصہ معائنہ (اگر ہے)	اس جائیداد کی قیمت جس کیلئے جرم کا ارتکاب کیا گیا	جرم جو ثابت ہوا	جرم جس کی شکایت کی گئی، جرم کی نوعیت	سکونت	ولدیت	ملزم، نام	شکایت کنندہ کا نام (اگر کوئی ہے)	جرم کے ارتکاب کی تاریخ	نمبر شمار

FORM FOR ARRESTING IMPERSONATING VOTERS
(PART 2 OF 2)

جعلی ووٹر کی گرفتاری کے لیے مجوزہ فارم

جبکہ (مسلمی) _____ ولد _____
رہائش پذیر _____
مکمل پتہ _____
تلبیس کا ملزم پایا گیا ہے _____
لہذا اب میں (مسلمی) _____
پریذائینڈنگ افسر _____

(پولنگ اسٹیشن کا نام و نمبر)

حلقہ انتخاب _____

(حلقہ کا نام اور نمبر)

بذریعہ ہذا ایکٹ کی دفعہ 93 کے تحت ہدایت دیتا ہوں کہ اسے گرفتار کر کے مذکورہ جرم کے لیے نمائندگی عوام
کے ایکٹ، 1976 کے تحت اس پر مقدمہ چلایا جائے۔

مقام _____

تاریخ _____
پریذائینڈنگ افسر کے دستخط _____



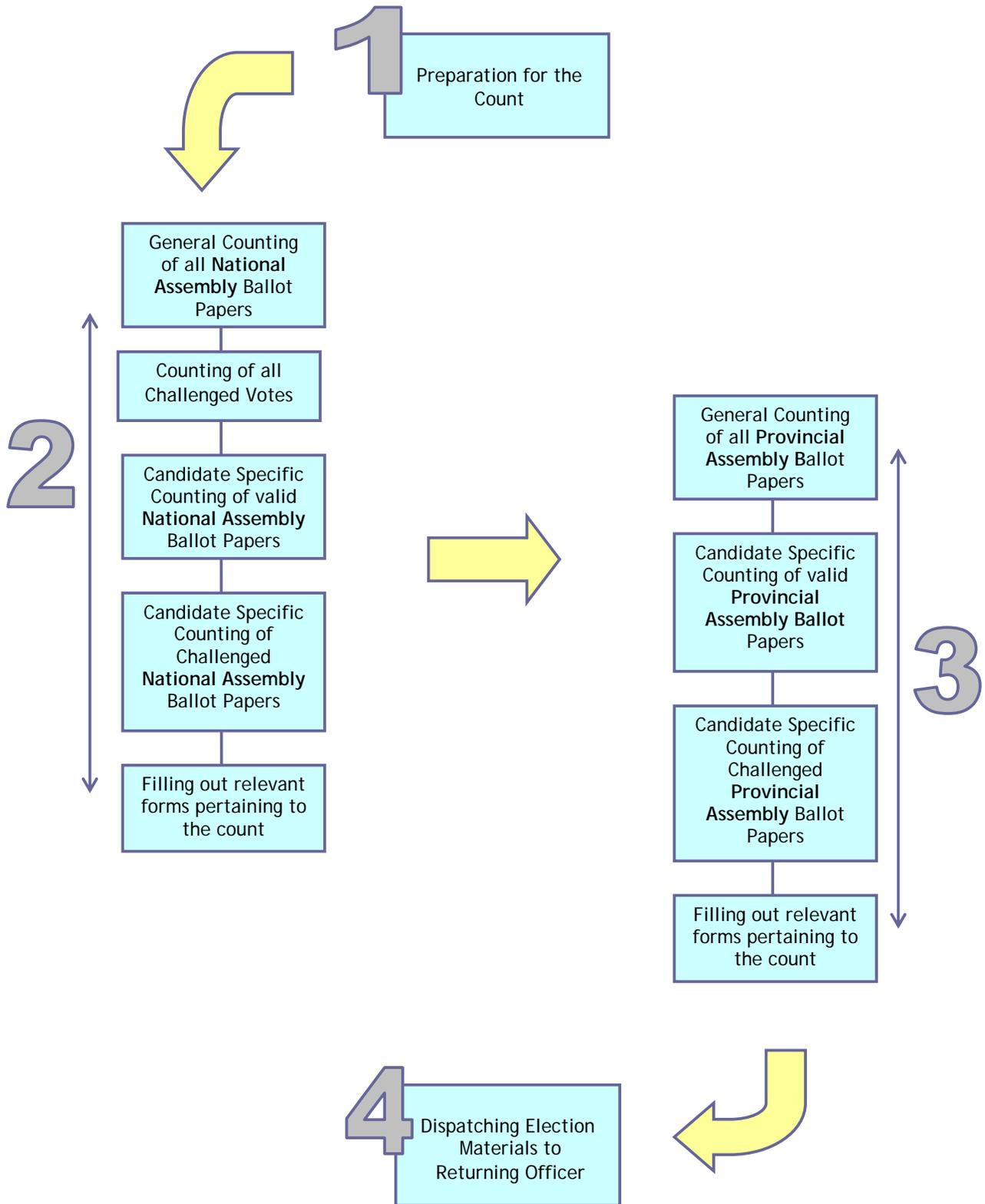
HO 3.30

CLOSING THE POLLING STATION

			Tip
1		<p>Five minutes before Closing time, go outside the polling station and announce to anyone there that the voting will end in five minutes.</p>	<p>The closing time will be announced to you by the Election Commission or by your Returning Officer. If there is a change in the closing time, you will be officially informed.</p>
2		<p>At the precise time fixed for the closing, announce that the polling station is now closed.</p>	<p>Anyone who arrives to vote AFTER the closing must NOT be allowed to vote.</p>
3		<p>If you have a queue of voters, and it is closing time, you must allow those in the queue to vote.</p>	<p>To make sure only those in the queue will be permitted to vote, either bring inside the polling station everyone in the queue and close the doors OR station a Police Officer at the end of the queue and direct him/her not to allow anyone else to join the queue.</p>
4		<p>After the last voter has voted, close the polling station and do not allow anyone inside except Polling Officials, Polling Agents, Candidates and Accredited Observers.</p>	<p>Police Officers should only be allowed inside the Polling Station if they are expressly invited by the Presiding Officers in order to handle a disturbance. Their role is to guard the doors to make sure that no unauthorized persons enter the building.</p>
5		<p>At each polling booth: After the last voter has voted the Assistant Presiding Officers should close the slots on their ballot boxes so that no additional ballot papers can be inserted.</p>	<p>Now you are ready for the Count!</p>



COUNTING THE VOTES

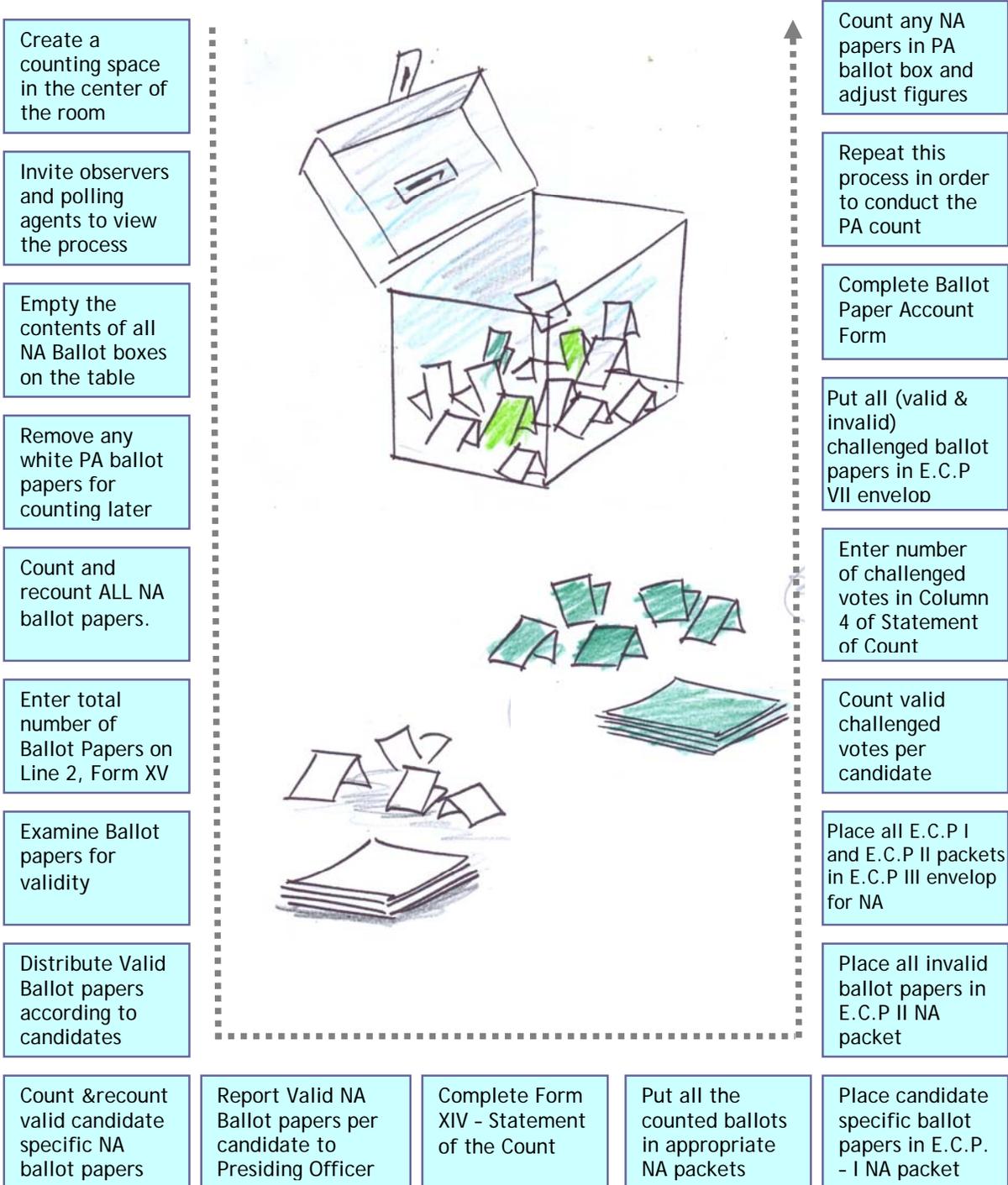




HO 3.32

CONDUCTING THE COUNT

Note: the following process will be repeated while counting the Provincial Assembly votes





HO 3.33

VALID & INVALID BALLOT PAPERS

Invalid Ballot papers are those:

- On which it is not possible to determine the voter's choice of candidates;
- Which are not marked according to the law

WHILE COUNTING BALLOT PAPERS:

Exclude the following:

1. Those with no official codemark and signature of the Assistant Presiding Officer on the back;
2. Those that are not official ballot papers;
3. Those marked with a rubber stamp other than the one supplied for marking the ballot paper;
4. Those where any piece of paper or other object has been attached;
5. Those where there is no rubber stamp mark indicating a choice or where more than one candidate has been marked;
6. Those whose rubber stamp mark is equally divided between two candidate spaces or is not within any candidate space.

Include the following:

1. Those where - due to over inking and wrong folding - the ink from the rubber stamp has made a second impression on another candidate's space. Include this vote only if it is clear in whose space the original distinct mark was put.
2. Those where the rubber stamp mark goes over the line between two candidates' spaces, but the majority of the stamp is one candidate's space. Count the vote for that candidate.
3. Those where there is more than one mark for the same candidate.



COMPLETING THE 'STATEMENT OF THE COUNT'

Complete TWO Statement of Count Forms, one for National Assembly and one for the Provincial Assembly.

Column 2	Place the name of each contesting candidate
Column 3	Enter the total number of valid votes polled by each candidate
Column 4	Enter the total number of valid challenged votes polled by each candidate
Column 5	Enter the total votes polled by each candidate by adding the sums of columns 3 & 4
Column 6	Enter any remarks you may have regarding the count. If any recounts have been conducted please specify. Highlight any possible discrepancies/objections raised while conducting the count and the Presiding Officer's decision regarding each.
Line i	Enter the total number of votes polled by all contesting candidates (including challenged votes). Obtain this figure by adding the individual totals of column 5.
Line ii	Enter the total number of doubtful votes excluded from the count. Include the number of doubtful challenged votes.
Line iii	Enter the aggregate (sum) of lines (i) and (ii)



HO 3.35

STATEMENT OF THE COUNT

FORM XIV

[See rule 24]

Two forms will be filled by the Presiding Officer. One for the National Assembly and One for the Provincial Assembly

THE STATEMENT OF THE COUNT

Polling Station _____ National Assembly _____

Provincial Assembly of the Punjab
Sindh

Constituency _____ The North West
Frontier Province
Balochistan

Sl. No.	Name of the contesting candidate	Number of votes polled by each contesting candidate	Number of challenged votes polled by each contesting candidate	Total Votes polled by each contesting candidate Cols. (3) + (4)	Remarks
1	2	3	4	5	6

(i) Total number of votes polled by the contesting candidates (including challenged votes)

(ii) Total number of doubtful votes excluded from the count (including doubtful challenged votes)

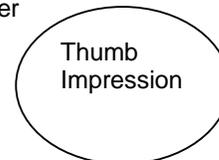
(iii) Aggregate of (i) and (ii) _____

Signature of the Presiding Officer

Place: _____

Date: _____

"Name and Designation of the Presiding Officer and Thumb Impression of the Presiding Officer

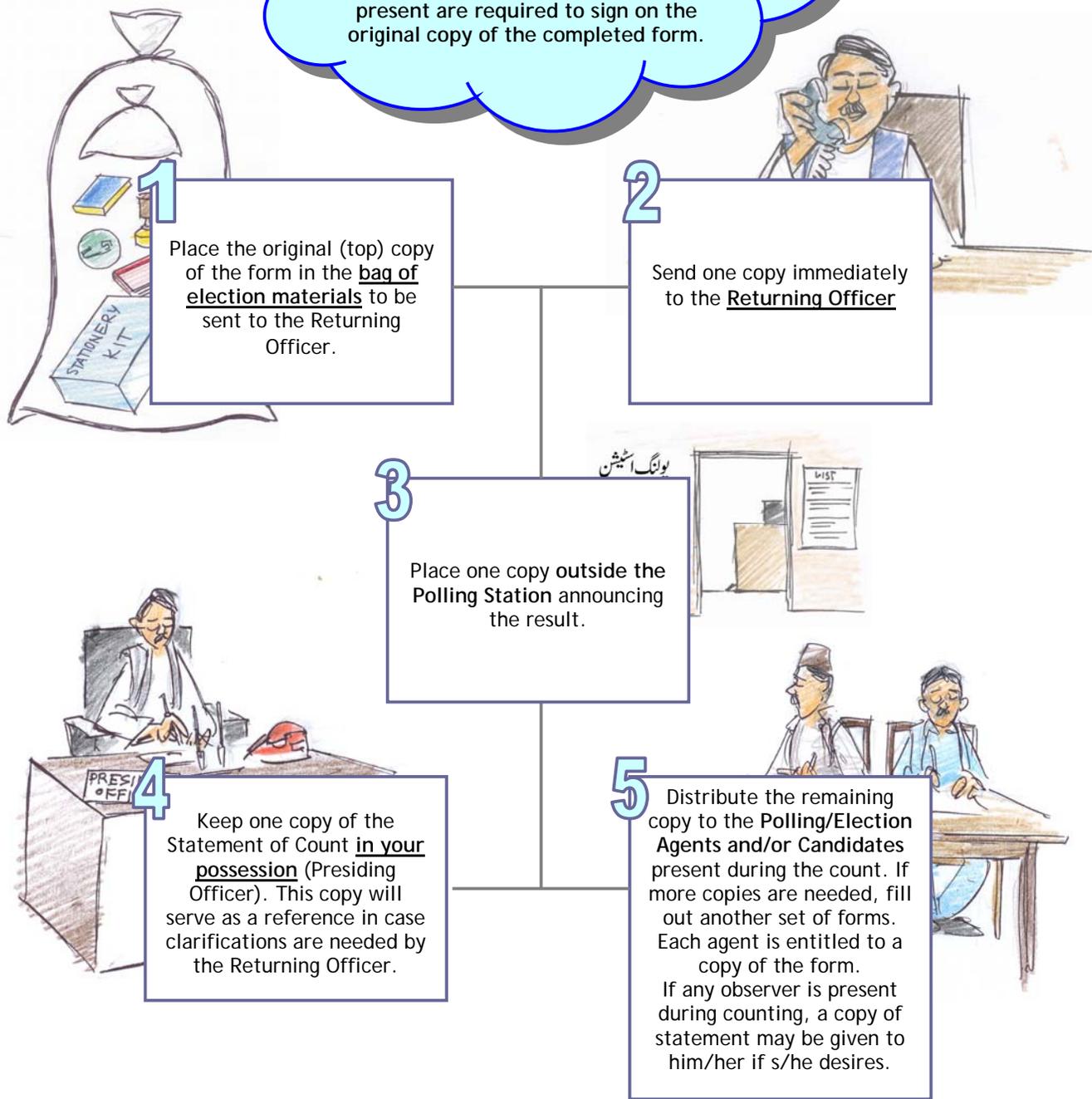


Thumb
Impression



DISTRIBUTING THE STATEMENT OF THE COUNT

The Statement of the Count is the “result” of each polling station. The form is to be CAREFULLY filled at the end of the Count for both National and Provincial Assembly. All Polling/Election Agents and/or Candidates present are required to sign on the original copy of the completed form.



COMPLETING THE BALLOT PAPER ACCOUNT

Complete TWO Ballot Paper
Account Forms, one for
National Assembly and one
for Provincial Assembly

Line 1	Enter the number of Ballot Papers received from the Returning Officer by Serial Number. <i>Fill this section immediately after 'opening' the polling station. Refer to your packing invoice in order to tally these figures.</i>
Line 2	Enter the total number of Ballot Papers (including invalid papers) taken out of the ballot boxes.
Line 3	Enter the total number of Tendered Ballot Papers cast during the day.
Line 4	Enter the total number of Challenged (valid & invalid) Ballot Papers.
Line 5	Enter the number of spoiled ballot papers.
Line 6	Enter the aggregate (sum) of the totals of Lines 2, 3, 4 & 5.
Line 7	Enter the numbers of Un-issued Ballot Papers.
Line 8	Enter the totals of Lines 6 & 7. This should be the TOTAL OF ALL BALLOT PAPERS, i.e. Line 1.



HO 3.38

FORM XV: BALLOT PAPER ACCOUNT

FORM XV

[See rule 25]

Create two separate forms, one for the National Assembly and one for the appropriate Provincial Assembly.

Election to the

National Assembly _____

Provincial Assembly of the Punjab

Sindh

The North West Frontier Province

Balochistan

Constituency number will change with respect to National & Provincial Assembly. Refer to your Ballot Paper to confirm appropriate constituency number

From _____

Constituency

Polling Station _____

1. Ballot papers received for use at the polling station from Serial No _____
To _____ Total _____

To be filled immediately after 'opening' the polling station.

2. Total number of ballot papers taken out of the ballot boxes and counted _____

3. Total number of tendered ballot papers _____

4. Total number of challenged ballot papers _____

5. Total number of ballot papers spoilt and canceled _____

6. Total number of ballot papers under items number (2), (3), (4), and (5) _____

7. Number of un-issued ballot papers from Serial No. _____

To _____ Total _____

8. Total number of item numbers (6) and (7) _____
[Should be equal to total of item No (1)]

Items 2 - 8 should be filled immediately after the count.

- o Any Notes or Remarks vis-à-vis missing ballot papers should be noted on the empty space at the end of the form.
- o All Polling Agents/ Candidates who have witnessed the count should be asked to sign this form.

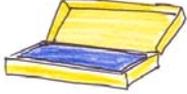
Place _____

Date _____

Signature of Presiding Officer

AFTER THE COUNT

After the count is complete make sure you have the following items in front of you before you begin the packing process:

<p>1</p>  <p>Counted Valid Ballot Papers for each candidate</p>	<p>2</p>  <p>Doubtful Ballot Papers that have been excluded from the count</p>
<p>3</p>  <p>Unused Ballot Papers</p>	<p>4</p>  <p>Spoilt Ballot Papers</p>
<p>5</p>  <p>Tendered Ballot Papers</p>	<p>6</p>  <p>Challenged Ballot Papers</p>
<p>7</p>  <p>Marked Copies of the Electoral Roll</p>	<p>8</p>  <p>Counterfoils of used Ballot Papers</p>
<p>9</p>  <p>Tendered Votes List</p>	<p>10</p>  <p>Challenged Votes List</p>
<p>11</p>  <p>Original Copy of the Statement of Count & Ballot Paper Account</p>	<p>12</p>  <p>Other papers as directed by the returning officer</p>
<p>13</p>  <p>Brass Seal</p>	<p>14</p>  <p>Unused Indelible Ink</p>
<p>15</p>  <p>Stamps (marking aid stamp & official code stamp)</p>	<p>16</p>  <p>Small White & Khaki Bag</p>
<p>17</p>  <p>Ink Pads</p>	<p>18</p>  <p>Unused packets, forms, posters, stationery etc.</p>



DISPENSING WITH ELECTION MATERIAL

All forms and materials should be packed according to the following instructions and transported to the Returning Officer. Polling Agents, Candidates and Observers are permitted to view this process.

Note: Each form and packet must be sealed and signed by the Presiding Officer and all the candidates and agents present.

Check	#	Election Material	Packet Number	Instructions
<input type="checkbox"/>	1.	Counted Ballot Papers for One Candidate	E.C.P - I	The number of packets you prepare depends on the number of candidates. Each candidate will have one packet.
<input type="checkbox"/>	2.	Doubtful Ballot Papers that have been excluded from the Count	E.C.P - II	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	3.	All ECP - I and ECP -II packets.	E.C.P - III	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	4.	Unused Ballot Papers	E.C.P - IV	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	5.	Spoilt Ballot Papers	E.C.P - V	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	6.	Tendered Ballot Papers	E.C.P - VI	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	7.	Challenged Ballot Papers	E.C.P - VII	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	8.	Marked Copies of the Electoral Roll	E.C.P - VIII	One only
	9.	Counterfoils of used Ballot	E.C.P - IX	

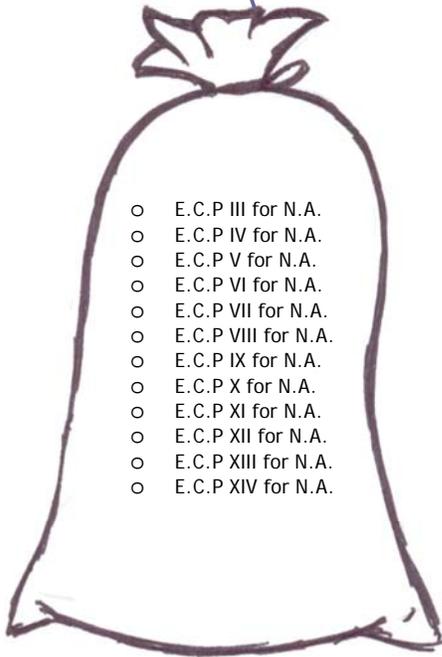
Check	#	Election Material	Packet Number	Instructions
<input type="checkbox"/>		Papers		Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	10.	Tendered Votes List	E.C.P - X	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	11.	Challenged Votes List	E.C.P - XI	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	12.	Original Copy of the Statement of Count	E.C.P - XII	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	13.	Original Copy of the Ballot Paper Account	E.C.P - XIII	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	14.	Other papers as directed by the Returning Officer	E.C.P - XIV	Two packets will be prepared: 1. National Assembly 2. Provincial Assembly
<input type="checkbox"/>	15.	Brass Seal	E.C.P - XV	One only



HO 3.41

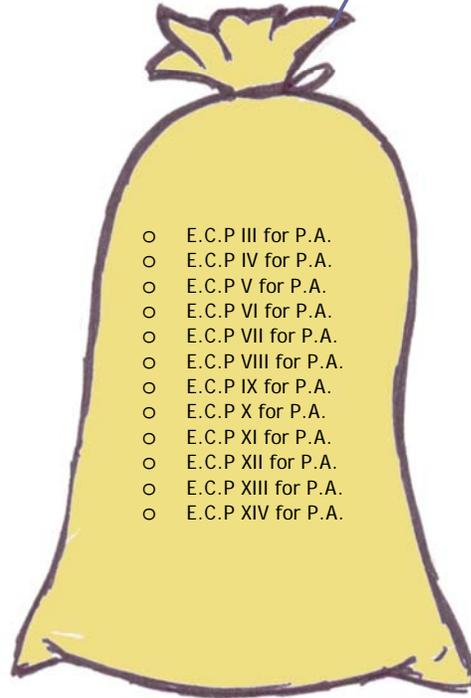
PACKING MATERIALS FOR RETURN

White Bag



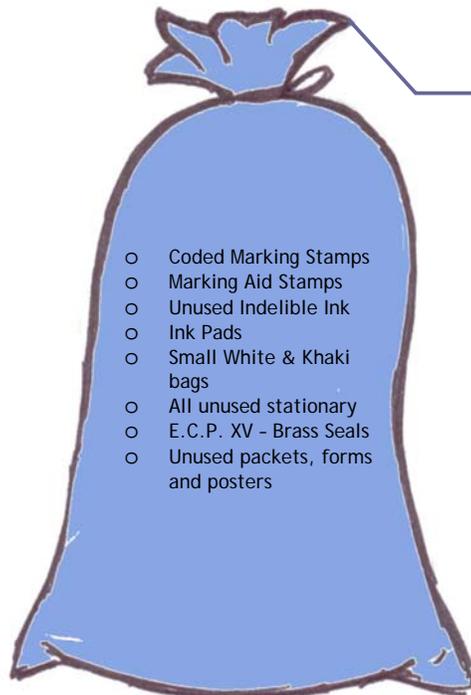
- E.C.P III for N.A.
- E.C.P IV for N.A.
- E.C.P V for N.A.
- E.C.P VI for N.A.
- E.C.P VII for N.A.
- E.C.P VIII for N.A.
- E.C.P IX for N.A.
- E.C.P X for N.A.
- E.C.P XI for N.A.
- E.C.P XII for N.A.
- E.C.P XIII for N.A.
- E.C.P XIV for N.A.

Khaki Bag



- E.C.P III for P.A.
- E.C.P IV for P.A.
- E.C.P V for P.A.
- E.C.P VI for P.A.
- E.C.P VII for P.A.
- E.C.P VIII for P.A.
- E.C.P IX for P.A.
- E.C.P X for P.A.
- E.C.P XI for P.A.
- E.C.P XII for P.A.
- E.C.P XIII for P.A.
- E.C.P XIV for P.A.

Blue Bag



- Coded Marking Stamps
- Marking Aid Stamps
- Unused Indelible Ink
- Ink Pads
- Small White & Khaki bags
- All unused stationary
- E.C.P. XV - Brass Seals
- Unused packets, forms and posters

4

Training of Polling Staff

“The future belongs to those
who prepare for it today”

- Malcolm X



Duration:
1 hour



Session Objectives

This session will:

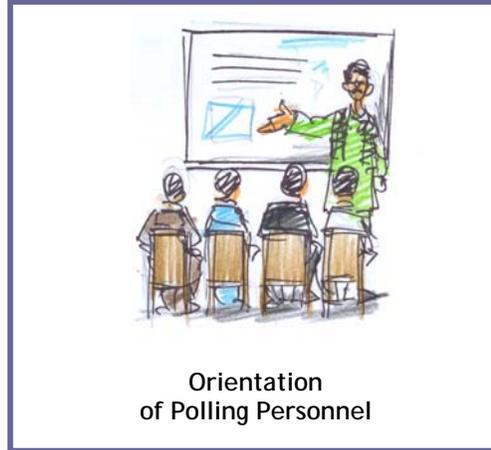
- Specify a training agenda for when they intend to train respective polling staff;
- Raise questions and clarify confusions;
- Evaluate the training and suggest areas of improvement.



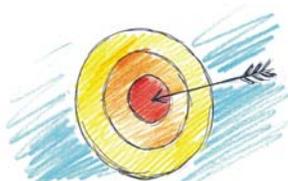
HO 4.01

THE WAY FORWARD...

One of your most important responsibilities as a Presiding Officer is the...



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 session 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



TIPS FOR TRAINING

While conducting the orientation of your polling staff, ensure the following:

- Make sure you are clear about the content of the following training manual. For clarifications seek guidance from your Returning Officer or read the relevant laws.
- Develop a 'real' partnership with your Polling Staff. Impress upon them that you are all members of ONE team and you must work together in order to effectively complete polling day responsibilities.
- While training:
 - Follow time guidelines! Do not exceed the time limits for a particular session.
 - Engage your audience. Make sure that the message you are conveying is clear to all your participants.
 - Repeat key points in order to reinforce learning.
 - Control your audience and make sure that there is no rift or disagreement amongst you.
 - Use the training aids provided.
 - Make sure you complete all exercises and process them according to the instructions given to you.

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

الیکشن کمیشن آف پاکستان

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