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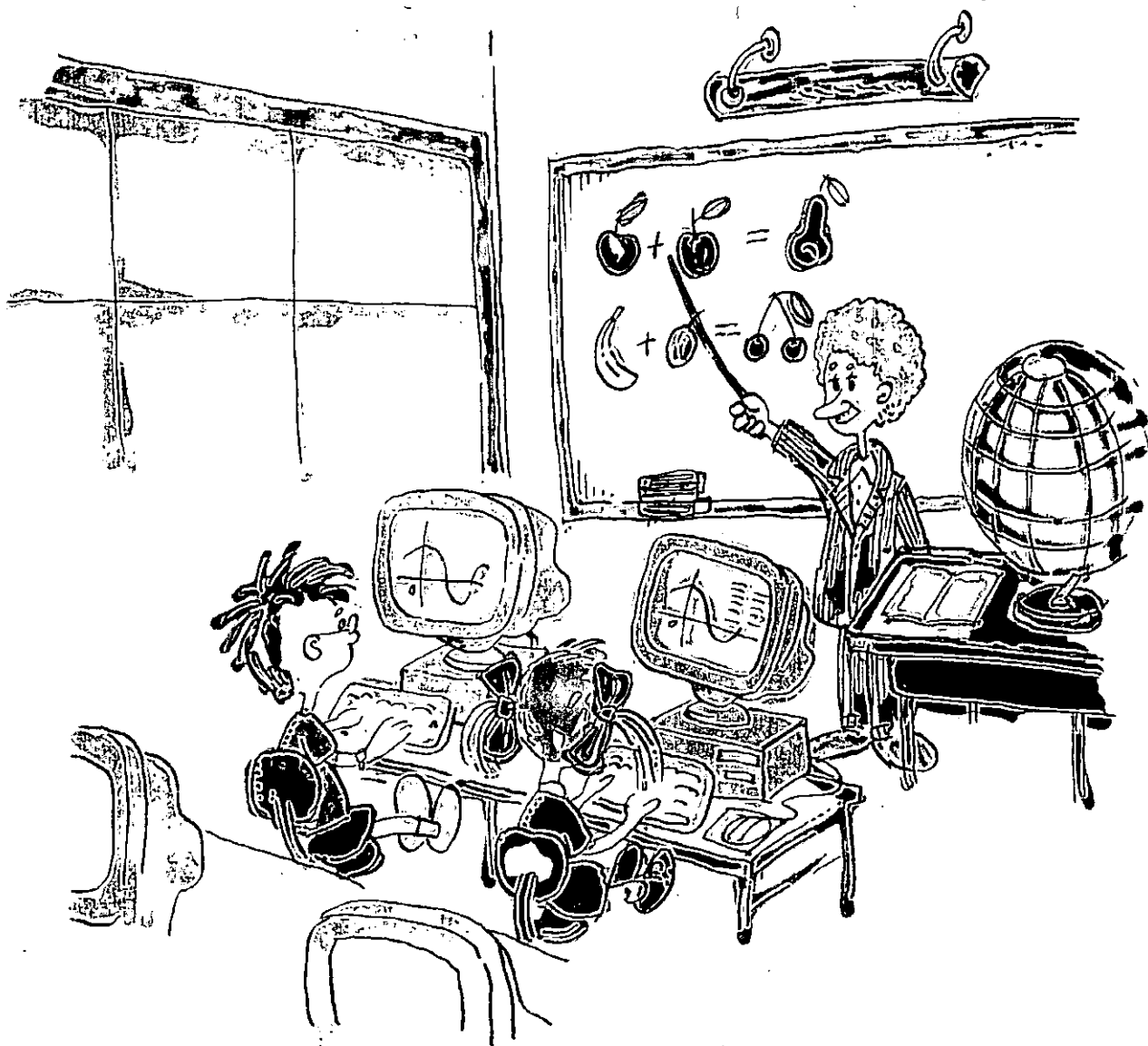
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Polling and Counting Training Modules



OSCE

Organisation for Security and Co-Operation in Europe
Mission to Bosnia and Herzegovina

Developed and Produced By Voter Education and Training



Introduction

The Polling and Counting Training Module pamphlet is to be used in conjunction with the Polling and Counting Manual. These modules have been developed to assist you with providing training to all individuals requiring training.

The Training Session



The Training Session is an effective way to pass on information and get people talking. A well planned session should be **interesting** as well as **informative**. It should **stimulate** participants to get involved and want to find out more. A training session should not resemble a traditional teacher-centred classroom, where only one person participates as a source of information. A workshop should stress learning rather than teaching.



Something to bear in mind. People remember:

20 % of what they hear

40 % of what they hear and see

80 % of what they do and discover for themselves

Training Session Methods

Give input at a training session is often necessary, but session leaders should attempt to employ different ways to engage the participants and keep them interested.

Here are some suggestions:

- * Role-plays
- * Large group discussions
- * Small buzz groups
- * Panel discussions
- * Question and answer sessions
- * Debate
- * Brainstorming sessions
- * Audio-visual (overhead transparencies; videos)

Some more Do's and Don'ts

Do's

- ✓ Respect the knowledge and experience of the group
- ✓ Draw on the collective wisdom of the group
- ✓ Build tolerance and patience for the views of others
- ✓ Vary your activities so not to bore people
- ✓ Present each theme or issue clearly
- ✓ Encourage people to ask questions
- ✓ Plan you session
- ✓ Read through any manual beforehand
- ✓ Plan your time and try to stick to it
- ✓ Use familiar words and terms
- ✓ Be flexible. Adapt your training sessions to meet the needs of the participants

Don'ts

- ✗ Leave all your planning to the last minute
- ✗ Bore your participants by giving long lectures
- ✗ Allow any individual to dominate the discussion or intimidate others
- ✗ Use unfamiliar jargon which no-one understands
- ✗ Be dogmatic about your own point of view. Listen to others
- ✗ Advocate any political party

Before the Training Session

Step 1

Ask yourself the following questions

What do I plan to achieve in the training session?

What are my main aims?

What will people know or be able to do by the end of the session?

Step 2

Find out everything you can about the training session participants

What are their language preferences?

This will enable you to prepare your programme so that it meets the needs of the participants

Step 3

Structure the programme

What information and experience do the participants need to achieve these aims?

Don't try to cover too much in one session. It can be confusing

Step 4

Structure the session. Decided in which order you will present the material

What will you do first?

Where will you go from there?

Step 5

How will you present each issue?

What techniques are best suited to the subject matter - a short talk? A group session?

Step 6

How will you end the session?

Remember to sum up what you have covered and indicate what you hope to do in the next session.

You may even ask participants to assess what they learn in the session.

When you introduce the next session, refer to what was previously covered.

| | |
|-------------------------|---|
| Name of Session: | Introduction to Polling and Counting |
| | Purpose of Training |

| | |
|-----------------------|----------------|
| Time Required: | 30 mins |
|-----------------------|----------------|

Introduction:

Welcome

Thank participants for attending - hope that they will enjoy the day

Purpose of Training:

Polling and Counting

incorporating all aspects of the Polling and Counting Process (practical issues)

- ❖ how the polling station works
- ❖ how to complete the relevant forms
- ❖ how to count (regular) and pack (absentee) the ballots

By the end of the Training today you will be able to:

- ❖ effectively run a Polling and Counting station
- ❖ correctly complete all the relevant Forms

Points to Stress

- ❖ this will be a very practical training
- ❖ please be patient as we have mixed nationals and internationals in each group
- ❖ the training is in conjunction with the Polling and Counting Manual

First Task of the Day:

- ❖ hand out the Registration Receipts to each person in the group
- ❖ ensure they sign the receipt, they may not vote if it is not signed

Name of Session: **General Information**

Time Required: **30 mins**

Introduction:

A few points that you need to know before you start

Dates and Opening Hours:

- ❖ Saturday 13th and Sunday 14th September
- ❖ 07:00 – 19:00.

Point to Stress:

- ❖ these are fixed hours and cannot be changed

show overhead

Polling Station Pledge and Code of Conduct:

- ❖ these must be completed by all Polling Station Committee members on the first day of Polling and put with the Poll Book

refer to pgs 3, 4 and appx E of manual

Who is Entitled to Vote?

- ❖ a person on the Final Voters Register (FVR)
- ❖ has a valid Registration Receipt
- ❖ must show valid ID

refer to pg 6 of manual

Point to Stress:

- ❖ there may be exceptions – later sessions will go into more detail

Domestic and International Observers:

They MUST:

- ❖ present personal ID and official accreditation to the Chairperson
- ❖ respect the secrecy of the vote
- ❖ behave in an impartial and politically neutral manner
- ❖ not interfere with the voting process
- ❖ not touch any of the Polling materials (except if they are asked to write in the Poll Book)
- ❖ not wear any political party insignia
- ❖ not attempt to observe the filling out of any Ballot

show overhead

refer to pg 13/14 of manual

Types of Polling Station:

There are 2,300 Polling stations throughout BiH. All Municipalities will have Polling stations that cover:

- ❖ Regular
- ❖ Absentee
- ❖ Twin
- ❖ Out of Municipality
- ❖ Out-of-Country (79 FRY & 64 Croatia)

*explain briefly about the above
refer to pgs 7/8 of manual*

Introduction to Terms Used through the Manual & Training:

There are various characters and items that will be seen through the training and the manual:

- ❖ **Absentee** – explain how there are certain procedures that differ for Absentee and should be noted

Point to Stress:

- ❖ **All Absentee material will be sorted by Municipality**
show overhead of suitcase figure/put up flipchart
- ❖ **Twin Stations** – explain that Twin Stations will have lots of material

Point to Stress:

- ❖ Keep all Regular and Absentee materials separate
show overhead of twin station/put up flipchart
- ❖ Tendered Ballots – for those who produce a valid Registration Receipt but are NOT on the FVR
show overhead of tendered ballot/put up flipchart
- ❖ Ballot Paper
- ❖ Tally sheet – used for the counting process
show overhead of both of these/put up flipcharts

Name of Session:**The Polling Station Kit****Time Required:****2hrs****Introduction:**

The kits will come in 2 parts

- ❖ Non-Sensitive Material (arriving at LEC 2 weeks before Polling)
- ❖ Sensitive Material, containing Ballots and FVR (arriving 2 days before Polling)

Points to Stress:

- ❖ All materials will be signed for by LEC Chairperson, Polling Committee Chairperson and International Election Supervisor at the LEC Storage Centre
refer to pgs 26/31 of manual
- ❖ divide the session into 3 groups
- ❖ show them the closed Non-Sensitive Kit
- ❖ explain that we are going to:
 - * open the box
 - * take out one item at a time
 - * each group, in turn, will then explain what they think a given item is used for
 - * write this on the flipchart
- ❖ when all items have been described, go through with the group the exact explanation

*use flipchart PS Kit. Items***Points to Stress:**

- ❖ some of the items will need further explanation when we get to a specific section ie: the Forms
- ❖ Absentee Stations will have materials for each municipality
- ❖ keep materials in Twin Stations separated Regular/Absentee

Open the Polling Station Kit:

- ❖ start pulling out items one at a time

| Name of Session: | More General Information |
|------------------|--------------------------|
|------------------|--------------------------|

| | |
|-----------------------|-------------|
| Time Required: | 1 hr |
|-----------------------|-------------|

Issuing Ballots:

- ❖ all Registration Receipts must be retained

Point to Stress:

- ❖ keep the Regular, Tendered and Absentee receipts separate

Ballots:

There are various types:

Damaged Ballot

- ❖ if a voter makes an incorrect mark, they may request another Ballot
- ❖ "Damaged" will be written across the Ballot by the Ballot Issuer
- ❖ if the Ballot is damaged in any way, ie: the Ballot Issuer tears it when taking it off the stub

Points to Stress:

- ❖ the Rules and Regulation refer to these as "Spolt"
- ❖ these will be placed in one of the specified packets that will be explained in a later session

Declined Ballot

- ❖ if a voter decides that they do not wish to cast their vote for any of those shown on the Ballot, they may hand this back to the Ballot Issuer stating they have declined to vote.

Points to Stress:

- ❖ these are Ballots that have no mark on them
- ❖ these will be placed in one of the specified packets that will be explained in a later session

Tendered Ballot

- ❖ if a voter produces a valid Registration Receipt but their name is NOT on the FVR, they may be issued a Tendered Ballot

Points to Stress:

- ❖ these are to be placed in the Ballot Box in a sealed envelope
- ❖ Tendered Ballots will be counted in Sarajevo Central Counting Centre
- ❖ the packing details for these will be specified in a later session

*show tendered ballot overhead
refer to pg 46 of manual*

Valid/Invalid Ballots

- ❖ show examples in Appendix A of the Manual
- ❖ briefly describe how to complete a ballot

show flipchart

Ballots from Absentee/Twin Stations

- ❖ they will be in sealed envelopes in the Ballot Box
- ❖ these will be counted in Sarajevo Central Counting Centre and will be packed by Municipality, unopened

Points to Stress:

- ❖ keep the materials by Municipality

Other Exceptions to Voting Process:

Non of the following are allowed to Vote

- ❖ no ID
- ❖ presents documents for family member
- ❖ name already marked off the FVR
- ❖ name not on FVR and no Registration Receipt
- ❖ name is identified as a duplicate

Supplemental Register

If a person is entitled to vote but their name is not on the FVR

- ❖ write their details – following the format of the FVR on the Supplemental Register (pages are provided at the end of the FVR)

Poll Book:

What goes in this?

- ❖ note of any significant event
- ❖ record of Observers
- ❖ committee observations
- ❖ daily Accounting form figures
- ❖ note the names of the Observers

Signs and Materials:

Number of signs that should be displayed

Outside:

- ❖ Polling Station Number
- ❖ directional signs

Inside:

- ❖ list of registered political parties, coalitions and independent candidates
- ❖ entrance and exit signs

Name of Session **The Polling Station Set-Up**

Time Required **2 hrs**

Introduction:

In this session we will:

- ❖ briefly explain the Polling Station staff and set-up
- ❖ ask the group to 'create' a Polling Station
- ❖ ensure all of the group cast 'Ballots'

Point to Stress:

- ❖ these 'ballots' will be used later to demonstrate the count. These will be in 3 languages, they may choose

Ballot Box and Voting Screen:

- ❖ split the group into 3
- ❖ give each group 1 x Ballot Box and 2 x Voting Screens
- ❖ tell them to construct them using whatever material, from the Polling Station Kit, they need (self adhesive seals and tape)

Points to Stress:

- ❖ explain that we are only setting-up a Regular Polling Station
- ❖ show how there are only 4 seals on each Ballot Box (the 5th will be used to seal the Ballot Box later)

Overview of Polling Station:

- ❖ 4 stages within a Polling Station. Briefly describe each stage:
 - * Queue Control
 - * ID Check
 - * Ballot Issue/Ink Spray
 - * Ballot Box Control

use cartoon overheads

- ❖ Chairperson
- ❖ International Election Supervisor

show overhead/flipchart of PS set-up

Instructions:

Before the group creates the Polling Station:

- ❖ show the 'Ballots' that Training have produced
- ❖ state that each participant will receive 5 'Ballots' (normally each voter will only receive 1)
- ❖ show the FVR Training has produced

Tell the group, as a whole, to:

- ❖ identify the Ballot Box that they wish to use
- ❖ select Polling Station Chairperson, Committee, International Election Supervisor and Observers for the roleplay (if they cannot do this quickly, allocate then)
- ❖ have their Registration Receipt ready (given at the beginning of training) and ID (OSCE ID Card?)
- ❖ set-up a Polling Station, using whatever materials they need from the Polling Station Kit, issuing 5 'Ballots' per person
- ❖ process the voters
- ❖ if the name does not appear on the TVR, tell that person they will be able to vote by Tendered Ballot

Points to Stress:

- ❖ the Polling Station Chairperson and Committee will vote before they 'open the doors'
- ❖ we will NOT be using the forms as this will be covered in later sessions
- ❖ voters will complete the 5 Ballots and place them in the Ballot Box (these will be used in later sessions)

Prepare the Training Polling Station:

- ❖ before they 'open the doors' restate each stage briefly
- ❖ do not let the group become out of control, ensure the group are orderly

Time Required**2 hrs****Introduction:**

Three types of packing up

- ❖ **Regular** Polling Stations – Preparing for the Count
- ❖ **Absentee** Polling Stations – Preparing for Transportation
- ❖ **Twin** Polling Stations – Both of the above

Points to Stress:

- ❖ keep all regular and twin materials separate
- ❖ Absentee packing for transport to Sarajevo for counting at the Central Counting Centre

show absentee and twin overheads**Regular Polling Stations:**

All materials have to be securely packed and accounted for. Observers may be present for the closing activities

Point to Stress:

- ❖ we will not attempt to complete the forms, these will be covered in a later session

Seal the Ballot Box

- ❖ use the 5th self adhesive paper seal
- ❖ the Chairperson and International Election Supervisor will sign the seal (s)

Securing Election Materials – make the group pack the materials in the appropriate envelopes, bags or boxes, talk the group through this:

Materials into Transport Box

- ❖ unused Ballots
- ❖ partial Ballot Pads
- ❖ stubs from used Ballots

Seal the Transport Box

- ❖ Chairperson and International Election Supervisor to sign

refer to pgs 52/53 of manual

Day One Tamper Evident Bag

- ❖ FVR
- ❖ Supplemental Register
- ❖ Registration Receipts of voters found on the FVR
- ❖ Registration Receipts of voters NOT found on FVR
- ❖ Tendered Ballots
- ❖ Poll Book
- ❖ (Daily Accounting form would also go in this bag)

Seal the Day One Bag with one way plastic seal

- ❖ write the Polling Station Number on the brown paper label
- ❖ place the brown paper label onto the one way plastic seal
- ❖ seal the Tamper Evident Bag with the above seal

Point to Stress:

- ❖ overnight security will be defined in a Directive from Sarajevo HO
- ❖ ensure that this is read and understood by everyone

Absentee/Twin Polling Stations:

All this material will be packed in the same manner
EXCEPT all the Absentee material will be packed by
Municipality

Overnight Task:

Tell the group to allocate a person(s) to keep the material
secure (in their room?) overnight

Packets for Materials for Day Two:

All the material will have designated packets. These may be in the form of envelopes, of varying sizes, boxes or even material carried by hand. All of these are referred to as Packets

Point to Stress:

- ❖ This is an overview of the Packets. More detailed explanation in later sessions

All Polling Stations:

| | |
|----------|--|
| Packet 1 | Stubs of Used Ballots Unused Ballots |
| Packet 2 | Counted Ballots |
| Packet 3 | Damaged and Declined Ballots |
| Packet 4 | Registration Receipts of voters on FVR |
| Packet 5 | Tally Sheet (original) Daily Accounting Form (Pink copy) Report of Polling Station Results (Pink copy) Poll Book FVR Supplemental Register Pledges and Oaths |
| Packet 6 | Tally Sheet (duplicate) Daily Accounting Form (Green copy) Report of Polling Station Results (Green copy) |
| Packet 7 | Registration Receipts of voters not on FVR |
| Packet 8 | Sealed Tendered Ballot Envelope with Ballots enclosed Packet 7 |
| Packet 9 | Report of Polling Station Results (White original) Daily Accounting Form (White original) |

Absentee/Twin:

Will have the same format with one extra Packet:

| | |
|-----------|---|
| Packet 10 | Envelope for holding stubs from Issued and Voted Ballot Packets (see Packet 1) |
|-----------|---|

Point to Stress:

- ❖ separate the Absentee Materials into Municipality
- ❖ keep Regular/Absentee/Twin Materials separate

Name of Session **Counting the Ballots**

Time Required **3½ hrs**

Introduction:

This ½ day session will be a simulation of Counting the Ballots. We will:

- ❖ open the Ballot Box (from the previous day)
- ❖ organise the Tendered Ballots
- ❖ set up the counting table
- ❖ count the Ballots with using the Tally Method

Tell the group to listen to all the instructions before starting the practical

Point to Stress:

- ❖ we will use more people than will be available at the Polling Station – this is a practical session for all

Instructions:

***refer to pgs 60-64 of manual
show materials as they are mentioned *****

Tally Method Overview

- ❖ read each Ballot, 2nd person to confirm
- ❖ mark on Tally Sheet** next to the called name using the cross hatch** recording method
- ❖ after every 25 read, stop and check that each Tally marker has the correct numbers
- ❖ Ballots organised in stacks of 25
- ❖ next set of 25 Ballots will be marked in a different colour
- ❖ segregate the Invalid Ballots – these will be reviewed at the end of the Tally

Set Up Table:

Show overhead or flipchart of the seating and explain each persons function

Issue the Relevant Tasks and Materials:

- ❖ assign different Chairperson, International Election Supervisor etc from the day before
- ❖ Chairperson + 1 to read the Ballots
- ❖ 12 x Tally Markers split into 4 groups of 3
- ❖ 2 Ballot stackers
- ❖ others observers et al

Each set of Tally markers will get:

- ❖ 2 different coloured pens
- ❖ Tally Sheet + Blank Tally Sheet

Opening the Ballot Box:

Ballot box to be opened in full view of Committee, Chairperson, International Election Supervisor and all Observers present

- ❖ remove ballots onto a large table
- ❖ sort the Tendered from the Regular Ballots

Points to Stress:

- ❖ put the Tendered Ballots to one side, they will be dealt with later in the session
- ❖ only the Polling Station Committee are allowed to touch the Ballots

Let the Tally Count Begin:

- ❖ keep order and the group in control
- ❖ they will get bored doing this
- ❖ remind them that when it has to done for real, it will be even more boring!!

Name of Session:

Daily Accounting Form

Time Required:

45 mins

Before First Voter Votes on Day 1 – Part I:

refer to pg 35 of manual

- | | |
|---------------------------------|--|
| Part I, item 1 | Count and announce the total number of voters whose names appear on the FVR |
| Part I, item 2a & 2b | Verify the total number of Ballots originally received by the Polling Station. Record the number of Ballots |
| Part I, item 3 | Record the serial numbers of the Ballot Box seals |

During Polling Day 1 Part II:

- | | |
|----------------------------------|---|
| Part II, item 4a & 4b | If more Ballots are received during the day, record the number of Ballots and the serial numbers |
|----------------------------------|---|

At the Close of Polling Station on Day 1 – Part III:

refer to pg 51 of manual

- | | |
|-------------------------------------|---|
| Part III, item 5 | Count and record the number of signatures of voters in the FVR, |
| Part III, item 6 | Count and record the number of signatures of voters on the Supplemental Register |
| Part III, item 7 | Calculate and Record the total number of voters on Day One, (Total number of signatures on the FVR plus the total number of signatures on the Supplemental Register) |
| Part III, item 8 | Calculate and Record the total number of Ballots received on Day One, (Total number of Ballots originally received on Day one plus the total number of additional Ballots received on Day one) |
| Part III, item 9 & 10 | Count and record the number of declined and damaged Ballots (both in Packet 3) |
| Part III, item 11a | Record the quantity and range of the serial numbers of the USED Ballots that were issued to voters during the first day of the Poll, (Total number of voters on Day One plus the total number of Damaged Ballots on Day One) |
| Part III, item 12a & 12b | Record the quantity and range of serial numbers of the Ballots remaining unused, (Total number of Ballots received on Day One minus the total number of Ballots used on Day One) |
| Part III, item 13 | Record the serial number of the “Drop Slot” seal |

Signatures

Both **Chairperson** and **International Election Supervisor** must **sign** and **date** at the bottom of the form attesting that the figures and serial numbers accurately reflect Day 1 activity

Point to Stress:

- ❖ **All Absentee** material will be **sorted** by Municipality; therefore **one** Daily Accounting Form will have to be completed for **each Municipality**
- ❖ **Twin Stations** – explain that Twin Stations will have lots of material keep these separate

Daily Accounting Form - Day 2:

refer to pgs 55/56 of manual

Before the First Voter Votes on Day 2 – Part IV:

- | | |
|------------------------------------|---|
| Part IV, item 14 | Count and record the total number of voter signatures on the FVR |
| Part IV, item 15 | Count and record the total number of voter signatures in the Supplemental Register |
| Part IV, item 16 | Record the serial number on the “Drop Slot” seal |
| Part IV, item 17a & 17b | Count and record the number and serial number range of remaining Ballots on hand |

Point to Stress:

- ❖ at this point we would recommend that the Chairperson and the International Election Supervisor initial this section, confirming that all items are correct

DURING POLLING ON DAY 2 – Part V:

- | | |
|-----------------------------------|--|
| Part V, item 18a & 18b | Count and record the total number and serial number range of additional Ballots received (if applicable) |
| Part V, item 19 | Calculate the total Ballots for Day two, (total number of Ballots on hand at the beginning of Day Two plus the total additional Ballots received during polling on Day Two) |

WORKSHEET FOR REPORT OF POLLING STATION RESULTS – Part VI:

| | |
|-------------------------|--|
| Part VI, item 20 | Record the total number of voters listed on the FVR |
| Part VI, item 21 | Count and record the total number of signatures on the FVR |
| Part VI, item 22 | Count and record the total number of signatures on the Supplemental Register |
| Part VI, item 23 | Calculate the total number of voters , (total number of signatures on the FVR plus the total number of signatures on the Supplemental Register) |
| Part VI, item 24 | Record the total number of Ballots originally received |
| Part VI, item 25 | Calculate the number of additional Ballots received (if applicable), (total additional Ballots received during Polling on Day One plus the total number of additional Ballots received during Polling on Day Two) |
| Part VI, item 26 | Count and Record the total used Ballots issued to voters on the 1st and 2nd days of Polling (Ballot Stubs) |
| Part VI, item 27a & 27b | Count and record the quantity and serial number range of the UNUSED Ballots |
| Part VI, item 28 | Record the Bag Seal Serial Numbers (one way plastic seal) |
| Signatures | Both Chairperson and International Election Supervisor must sign at the bottom of the form attesting the figures accurately reflect the Polling Station activity |

Points to Stress:

- ❖ **All Absentee** material will be **sorted** by Municipality therefore **one** Daily Accounting Form will have to be completed for **each Municipality**
- ❖ **Twin Stations** – explain that Twin Stations will have lots of material keep these separate

Absentee Materials:

Once the Daily Accounting Forms, one for each Municipality, have been completed, the Absentee Material is then packed for Transportation

The last session will cover the packing

Name of Session: **Report of Polling Station Results Form**

Time Required: **45 mins**

refer to pg 59 of manual

Before Counting Begins – Part I:

- | | |
|------------------------|---|
| | Record the Polling Station ID Number and the Municipality name at the top of the sheet |
| Part I, item 1 | Count and record the total number of voters listed on the FVR, |
| Part I, item 2 | Count and record the total number of voters added to the Supplemental Register |
| Part I, item 3 | Calculate the total number of voters, (total number of voter on the FVR plus the total number of voters on the Supplemental Register) |
| Part I, item 4 | Record the total number of Ballots originally received by Polling Station, (take from Daily Accounting Form, Part IV, item 24) |
| Part I, item 5 | Record the total number of additional Ballots received by the Polling Station, (take from Daily Accounting Form, Part VI, item 25) |
| Part I, item 6 | Calculate the total number of Ballots received; (total number of ballots originally received by Polling Station plus the total number of additional Ballots received by Polling Station) |
| Part I, item 7 | Record the total number of signatures on the FVR, (take from the Daily Accounting Form, Part VI, item 21) |
| Part I, item 8 | Record the total number of signatures on the Supplemental Register, (take from the Daily Accounting Form, Part VI, item 22) |
| Part I, item 9 | Calculate the total number of voters receiving Ballots, (total number of signatures on the FVR plus the total number of signatures on the Supplemental Register) |
| Part I, item 10 | Count and record the total number of Damaged Ballots, (From packet 3) |
| Part I, item 11 | Calculate and record the total number of Ballots issued, (total number of voters receiving Ballots plus the total number of Damaged Ballots) |
| Part I, item 12 | Calculate and record the quantity and range of serial numbers of the total remaining unused Ballots, (total number of Ballots received minus the total number of Ballots issued) |

After Counting

Vote Summary Total:

refer to pg 65 of manual

| | |
|--------|---|
| Line A | Record the total votes for each candidate onto the Vote Summary Total Form |
| Line B | Record the total number of Invalid Ballots onto the Vote Summary Total Form |
| Line C | Record the total number of Tendered Ballots |
| Line D | Total number of Ballots counted |

After Counting the Ballots – Part II:

refer to pg 66 of manual

| | |
|------------------|--|
| Part II, item 13 | Record the total valid Ballots for all political parties, coalitions, and independent candidates (taken from the Vote Summary Total, Line A) |
| Part II, item 14 | Record the total invalid Ballots (taken from the Vote Summary Total, Line B) |
| Part II, item 15 | Record the total number of Tendered Ballots in the Ballot Box (take from the Vote Summary Total, line C) |
| Part II, item 16 | Calculate and record the total number of Ballots in the Ballot Box , (should equal line D, total Ballots counted and recorded, from the Vote Summary Total section) |
| Part II, item 17 | Record the total number of declined Ballots |
| Part II, item 18 | Record the total number of Unused Ballots |
| Part II, item 19 | Record the total number of Damaged Ballots |
| Part II, item 20 | Calculate the total number of Ballots accounted for , total number of Ballots in the Ballot box , plus the total number of Declined, Damaged, and Unused Ballots recorded |

Point to Stress:

- ❖ Absentee Stations **DO NOT** complete the Report of Polling Station Results Form

Accuracy Tests – Part III:

refer to pg 66 of manual

- ✓ The total number of Ballots accounted for (item 20) should equal the recorded total number of Ballots received (item 6)
- ✓ The total number of recorded Ballots in the Ballot Box (item 16) plus the total number of Declined Ballots record (item 17) should equal the total number of voters calculate as receiving Ballots (item 9)
- ✓ The calculated and recorded total number of Ballots in the Ballot Box (item 16) should be equal to or less than the total calculated number of voters having received Ballots (item 9)

Practical:

Using the information received – and the materials used through training, complete the Daily Accounting and Report of Polling Results Forms

| | |
|-------------------------|--|
| Name of Session: | Packing the Materials for Transport |
|-------------------------|--|

| | |
|-----------------------|----------------|
| Time Required: | 45 mins |
|-----------------------|----------------|

Introduction:

Before the Polling and Counting Team can leave the building, there are a number of tasks that have to be completed:

- ❖ ensure all forms are completed
- ❖ ensure that all materials are packed correctly, ready for transport

refer to pg 75 of manual

Package all the materials used through training in:

- ❖ the relevant packages
- ❖ the Tamper Evident Bag
- ❖ the LEC package
- ❖ the International Election Supervisor package

| |
|-------------------------|
| Point to Stress: |
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- ❖ the forms are colour coded and should be strictly adhered to
- ❖ Absentee packing varies from the Regular packing
- ❖ Twin Stations will have 2 sets of packing

