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ELECTION OFFICIAL TRAINING IN BANGLADESH

Project Overview and Recommendations

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**ELECTION OFFICIAL
TRAINING IN BANGLADESH**
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I. Introduction

The International Foundation for Election Systems has been most grateful for the opportunity to serve the Election Commission Secretariat of the People's Republic of Bangladesh. The Election Official Training Assistance Project undertaken in October/November 1995 was originally proposed by the International Foundation for Election Systems in the report of its pre-project assessment mission conducted in January of 1995. In follow up to that assessment, a subsequent visit was scheduled in June of 1995 at which time specific elements of the proposed project were discussed with the Election Commission, Election Commission Secretariat and USAID. Upon favorable consideration, the project was approved and was ultimately funded by USAID.

The primary focus of the proposed project was to provide technical assistance and commodities support to the Secretariat in support of its newly established Electoral Training Institute. In particular, IFES proposed a multi-tiered project to help prepare the new Institute in developing a comprehensive training program for election officials throughout Bangladesh for the upcoming Parliamentary Elections tentatively scheduled for the winter of 1995/1996. Throughout preliminary meetings emphasis was placed on the development of materials and training techniques that would not only give polling station officials an improved understanding of the procedures to be followed in the conduct of the poll. Key to the proposal was an intent to design components which would also serve to strengthen their confidence and ability to work effectively and impartially within the difficult political environment which continues to hinder the smooth conduct of free, fair and safe elections. Integral to the proposal was a desire to elevate the standards of conduct to which polling station officials would feel compelled to aspire, and to help promote public confidence in their integrity and competence.

Toward these ends, the project encompassed several components which have been completed:

- Preparation of an Instructional Manual and Quick Reference Guides
- Development of an Election Official Pledge and Code of Conduct
- Assistance in Formulating a Training Plan
- Preparation of a Trainer's Manual
- Production of a Media Campaign Designed to Promote Public Confidence in their local Election Officials
- Provision of Necessary Computer and Communication Equipment to Improve the Capacity of the Training Institute to Conduct its Activities

To the greatest extent possible IFES team members worked closely with personnel at the

Secretariat and at the Institute in fulfilling these objectives. From the outset, IFES recognized that full partnership in this endeavor would be critical to its success, especially over the long term. In spite of extraordinary demands on their time and the continuing pressures created by the strained political climate, the Additional Secretary devoted a significant effort to ensure that IFES was well supported. At IFES' suggestion, selected staff members and teams of counterparts were assigned to work on various aspects of the project. Although routine duties and constantly changing priorities often made it difficult to find adequate time for the kinds of concentrated work sessions which would have been optimum, Secretariat and Institute staff made every attempt to be fully responsive to IFES' concerns, suggestions and practical needs.

It has been IFES' intention to provide these materials in a manner which makes them useful in the immediate time frame. But, more importantly, it is hoped that these initial offerings will serve as a spring board from which the Secretariat and the Institute will develop an ongoing evolution of training materials and strategies. Toward that end, IFES has provided materials not only in hard copy but also on diskette so that they can be improved and modified as needed. The manuals and the Quick Reference Guides have also been translated into *Bangla* so that Institute staff can follow through with duplicating production in the national language.

In addition, IFES has provided copies of some samples of training materials from other countries which might be useful as the Institute embarks on its own manual production efforts. In particular, both hard copies and diskette copies of the Ghana Trainers Manual has been provided for reference purposes. It offers examples of formats which might be useful in the development of training objectives and session plans for other target groups for whom the Institute intends to provide training. In particular, it may be useful as the Institute staff prepares for the Training of Trainer's program.

The computers purchased and installed are equipped with enhanced software to allow for production of camera-ready materials in-house. The equipment and software is appropriate for production of training or voter education materials in English or in *Bangla*.

More than 30 illustrations have been created especially for Bangladesh and left in their original form and on computer so that they can be used in future handbooks, instruction sheets and flyers as needed. Many of them will be appropriate, not only for materials focussed on official training, but also for voter education programs as they are accomplished.

As part of its production of television announcements, IFES has also prepared a computer animated video signatures utilizing the Commissions print logo, which can be used for any future video production work or television programming produced. It has been provided on its own video cassette for maximum convenience. These animated video versions of the logo are presented in both opening and closing configurations that can be used together, or separately.

In the pages that follow are brief discussions about the various elements of the project with

suggestions as to how they might best be utilized. Where appropriate, we have also identified tasks which are still in progress at the Institute, or which will need to be pursued to ensure the preliminary work that has been accomplished can be most affectively implemented. Finally, IFES has included comments regarding general findings and recommendations which are offered for the Commission's consideration which we believe will strengthen the election process and further promote free, fair, impartial and accountable elections to which the Commission, Secretariat and Institute are firmly committed.

II. Manual and Quick Reference Guides

The foundation component of the IFES team's work is the Presiding Officer Manual. This manual represents a single-source reference in which polling procedures defined in the law, articulated in regulations or augmented by previously issued Rules of the Commission are integrated into one comprehensive handbook. This guide to procedures for conduct of the polls is designed for use by Presiding Officers, Assistant Presiding Officers and Polling Officers who will serve voters on polling day.

IFES team members were provided with copies of the laws related to elections, regulations and published Rules, forms, documents and packets, as well instructional materials used in the past. In addition, IFES met with election officials at all levels to develop a thorough understanding of the process. Based on those discussions, IFES confirmed its impressions with senior officials at the Secretariat. Initial drafts of individual chapters of the manual were presented to a review team made up of a team leader from the Secretariat and two members of the Institute staff. In working sessions, each section was carefully reviewed for content and accuracy. Upon completion of that level of review, the sections were again discussed with the Additional Secretary. Only then, were drafts revised and finalized.

Throughout the manual IFES has attempted to adhere to the proposed objective of enhancing confidence and standards of performance by introducing motivational material that may not have been formally addressed in an instructional format before. They include:

- A detailed section on election observers and monitors including guidelines for dealing with observer concerns;
- A section on security and advance planning for potential disruptions and recommendations about developing positive relationships with the police officers assigned to provide security on election day;
- A full discussion on "Civic Responsibility of Election Officials," including the Election Official Pledge and the Code of Conduct;
- Incidental recommendations and instructions throughout the manual designed to enhance transparency and strengthen positive rapport with observers and representatives of the candidates.

While the manual is intended to give thorough and detailed instructions, two Quick Reference Guides were also developed to provide a "guide at a glance" upon which polling officials can rely in the crush of election day activity. As a complement to the manual, the Quick Reference Guide for Polling Booths will aid Assistant Presiding Officers and their Polling Officials in the routine processing of voters during the course of polling, remind officials of circumstances which require

special processing, and refresh their recall as to the steps required.

The second Quick Reference Guide is designed for the counting centers. This guide provides a thumbnail profile of the various steps in the counting process, as well as the completion of necessary accounting documents and packaging of ballot papers and materials for transfer to the Returning Officer.

Where appropriate, IFES attempted to design materials which could also be easily modified for other purposes. For example, the quick reference guides could be used as to create voter education posters, or as handouts for observers and polling agents.

Challenges in the Development Process

Existing documentation regarding technical procedures is as extensive as it is complex. The integration of materials from such a wide variety of sources proved to be a challenge. Fundamentally, the full complement of laws, regulations and rules are sufficiently developed to provide a reasonable basis for conduct of a free, fair and accountable election, with the exception of a few shortcomings which are covered later in this report. In developing a single-source guide, however, the team encountered several circumstances which posed some difficulty.

- Although the law is comprehensive, it does not always cover details related to a specific subject in order. Rather, it is often necessary to correlate articles which may or may not be in sequence. Some details are made by reference rather than clearly articulated.
- Often, it is only upon review of several documents, taken in complement, that a procedure becomes clear. Unless one thoroughly reviews all the related documents and publications, important details can be easily missed.
- It became evident that even among experienced officials, there were different impressions and understandings about fundamental procedures. On several points there are gaps in knowledge as to specific provisions of law. Various sections had to be redrafted several times before the general consensus was achieved.

These circumstances made technical accuracy difficult to achieve. However, it also confirmed our belief in the necessity of developing a comprehensive manual for polling station officials, and the contribution such a manual could make in improving their professionalism, competence and credibility. While senior officials have access to such diversified materials, it is unlikely that the polling station officials would ever have opportunity to develop the full understanding necessary to perform their duties uniformly and consistently.

Recommendations

- IFES recommends that the Presiding Officer Manual be printed in sufficient quantities to

provide one for the Presiding Officer at each polling station and one for each Assistant Presiding Officer serving a polling booth. (Approximately 180 Copies.)

- A copy of the Quick Reference For Polling Booths should be made available for each polling booth. (Approximately 150,000 Copies.)
- One copy of the Quick Reference Guide for Counting Centers should be provided to each Polling Station. (Approximately 30,000)
- Copies of the Quick Reference Guides could be made into posters for display at polling stations for the benefit of voters. As a voter education tool, the Guide for Polling Booths which illustrates the fundamental steps in voting could be used in newspaper advertisements as well.
- Copies of the Quick Reference Guides could be made available to political parties, independent candidates and domestic observer groups. They could then duplicate them at their own expense and provide them to their agents to acquaint them with polling day procedures in a consistent and uniform manner. Availability of these simple documents could contribute significantly to the education of candidates and observers, while promoting good will.
- It is recommended that sources for additional funding be sought to support the reproduction of these documents and ease the burden on the Commission's budget constraints.

Remaining Tasks

- The translations have been provided, and are being reviewed by Mr. Jakaria. Most of the review has been completed with only the peripheral materials such as the cover, table of contents and Quick Reference Guides yet to be done.
- Staff at the Electoral Training Institute have begun typing the finalized *Bangla* version and have completed the majority of chapters.
- The raw text will have to be proofread and corrected in word processing.
- When the raw word processing has been completed, it will then be ready to format in desk top publishing to create a camera ready product. The Deputy Chief (Computer Operations) has worked with IFES team members as the English version was completed and understands the fundamentals of Microsoft Publisher. The shells created for the English version will be used as the basis for the *Bangla* version.
- A strategy for printing and distribution needs to be developed. The strategic plan should include budget and funding considerations, a production calendar, and distribution plan.

III. Training Strategy

The Electoral Training Institute (ETI) is facing a monumental challenge. During the next general election cycle, the Institute will be responsible for the training of approximately 30,000 Presiding Officers and 150,000 Assistant Presiding Officers. This overwhelming number represents only one of the target groups that the Secretariat hopes will eventually have the benefit of formalized training through the Institute. It is also the specific target group for which IFES focused its initial technical assistance objectives. At the time of the team's arrival, District and Thana Election Officials had already received orientation briefings. At the end of the IFES visit, Subordinate Judges for Pre-Election Irregularities Committees were receiving training.

In view of the scope of this monumental task, IFES sought to assess the preparedness of the Institute in meeting the challenges associated with the training exercises. The Institute is very newly established, with a young and relatively inexperienced staff. These circumstances had to be addressed as IFES made determinations as to how its work should be approached. Key to meeting the objective was to focus on the overall goal to build the capacity of the ETI to design and manage training programs that are well organized, efficient and effective. An important objective was to provide the tools and the understanding of fundamental design and training principles so that the initial work could be sustained and continue to evolve. Toward that end, several considerations became the basis for the approach undertaken as the work ensued.

- IFES believed that the effectiveness of the program would best be served if ETI staff were fully engaged in the development process from the earliest stages. A fundamental element was that ETI staff, to the maximum extent possible, would do the work with IFES' assistance.
- Concentration was focussed on building a "method," not just an end product.
- IFES sought to provide the tools and building blocks which would strengthen staff competence in undertaking its work on the basis of sound strategic planning.

Challenges

As conceived, the Electoral Training Institute has the potential to fulfill an important role in stimulating professionalism among election officials, enhancing the credibility of the election process, and developing a systematic approach to voter education. As a fledgling institution, however, there are several challenges which will have to be overcome if it is to succeed in fulfilling its potential.

- While the overall vision for the institute is well intentioned, there appeared to be no clear mission statement to guide the direction and focus of the staff's work. Without a defined mission statement staff will only have a vague idea of how to focus its attention.

- The ETI has already undergone a change in leadership in its first few months of operation. Because of the demands of political pressures, excessive workload and constantly changing priorities, key ECS staff has not been able to spend substantive time with the ETI to initiate the building of a sound strategy.
- The ETI's staff, while very talented, well-motivated and eager to work, has little specific experience on which to draw. None of the ETI staff has had specific experience in elections, training, or management.
- The budget for the ETI remains woefully inadequate for the task. Commodities, communications capacity and space are minimal, and at its current level of funding, there are insufficient resources to support the full scope of its first round of training objectives.

Based on these findings, IFES attempted to bolster the staff's confidence in coming to terms with its overall responsibilities by leading staff through the process of how training programs should be designed. Elements included:

- Development of training objectives;
- Building of session plans;
- Introduction of training models; and
- Initiation of logistical planning.

General Overview of the Training Plan

Working through its ETI counterparts, IFES assisted staff in identifying general issues and strategies for accomplishing the Presiding Officer and Assistant Presiding Officer training. What follows are some of the key assumptions underlying the proposed plan.

Training will involve approximately 30,000 polling stations comprising approximately 150,000 polling booths. Nearly 180,000 people will require training, assuming that only the Presiding Officers and Assistant Presiding Officers will actually participate in formal training sessions conducted under ETI. Polling Officers, will in turn be "trained" by their Presiding Officers.

Presiding Officer and Assistant Presiding Officer Training:

- Training classes will be held in each of the 64 districts.
- There will be about 40 trainees in each class.

- Officers assigned to polling stations will be assigned to the same training classes so that they can be trained together to strengthen working relationships and promote consistent understanding of procedures.
- Utilizing a class size of 40 trainees, 4,500 classes will have to be conducted.
- Each class will be two days in length.
- Training will take place over a one month period.

Training of Trainers:

- ECS intentions include utilizing District and Thana Election Officials as Trainers.
- One trainer will be able to conduct 3 training classes per week for a total of 12 training programs within the month.
- 375 trainers will be required to accomplish nationwide training within one month.
- Training classes for training of trainers (TOT) would take 3 days.
- Trainers would be trained in groups of 25 requiring a total of 15 TOT classes.
- 2 TOT classes can be held per week, or 8 classes per month.

The overall strategy for the "Training Of Trainers" will also need to consider a number of compelling issues. Because District and Thana Election Officials have ongoing responsibilities in preparing the ID cards and administrative responsibilities, they will continue to have competing demands for their time and attention. In addition, Presiding Officers and Assistant Presiding Officers are not spread evenly throughout the country. Therefore, there will be a need to plan for each district differently. More trainers will be needed in more densely populated areas, such as Dhaka. Consideration should be given to drawing on college lecturers, school teachers and other qualified persons to assist in the ETI's training programs.

Another issue which needs to be dealt with relates to how the trainers will be trained. In recognition of the time and resource constraints, IFES believes there may be alternative methods by which the Training of Trainers could be accomplished. The IFES training specialist developed a plan whereby the Election Commission Secretariat could put out a Request for Proposals from established institutes to be recruited to engage in the TOT program. Although a decision has been made not to employ this strategy for the immediate project, a hard copy draft which is also available on computer has been left with the Institute and with the Secretariat for future consideration.

Manual for Presiding Officer and Assistant Presiding Officer Training

The actual production of the Manual for Presiding Officer and Assistant Presiding Officer Training was used as a tool and a hands-on training exercise for a team of ETI staff who would ultimately be responsible for building training programs for a variety of target audiences. Integral to the exercise was the building of a model which could be modified and updated as needed.

A key launching point was the belief that active learning was ultimately more affective than passive learning. Therefore, the model to be built for the training of Presiding Officers and Assistant Presiding Officers and the trainers who would be teaching them would reflect the values of active, adult-based models.

Throughout the development of a manual for this training program, ETI staff members participated in "class room" type sessions led by the training specialist from the IFES team. To fully engage ETI staff, assignments were given which were ultimately evaluated and discussed in an effort to build stronger understanding and solid skills.

The manual was ultimately designed and produced to guide trainers in conduct of training classes geared to prepare Presiding Officers and Assistant Presiding Officers for the conduct of the poll on election day. The manual is also designed to complement the Presiding Officer Manual so ensure consistent application of procedures. The trainer's manual included several key components:

- A basic Presiding Officer and Assistant Presiding Officer Training Plan;
- Identification of training objectives for each session of the training module;
- A time table for the conduct of two-day training sessions;
- Session plans for each component to be addressed in the training classes;
- An end-of-training test to measure participants' general understanding of the material and preparedness to conduct the poll;
- A training program evaluation questionnaire to assist ETI staff and trainers to measure the effectiveness of the training program and to determine where improvements or modifications are needed.

Within each session plan innovative training styles are introduced to encourage departure from traditional lecture methods. Interactivity and audience participation are promoted through group exercises, role playing, demonstrations, break-out discussion groups and quiz games. It is hoped that through an exploration of these options, future training programs will continue to be

innovative, stimulating, effective and motivational.

Remaining Tasks

Translations of the Manual for Presiding Officer and Assistant Presiding Officer Training have been provided, and are in the final stages of review.

The typing of the *Bangla* text will be necessary and is being undertaken by ETI staff. It can be accomplished through normal word processing software and will not require formatting into desk top publishing.

Immediate and Near Term Planning

Preliminary thought was given to identifying some of the activities that need to be integrated into a formalized strategic plan for the Institute to cover the immediate and near term objectives which must be met.

Six additional target audiences were identified by the Institute and Secretariat as needing a degree of priority:

Returning Officer and Assistant Presiding Officer Training

Subordinate Judges and Pre-Election Irregularities Committees (currently underway)

Officers-in-Charge and Superintendents of Police

District and Thana Election Officers (Orientation briefings already accomplished)

Contesting Candidates, Election Agents and Polling Agents

New Election Commission Secretariat Officials

In attempting to meet these objectives, several decisions were made during a strategy development session with IFES team members.

- Initial priority for the ETI would focus on the training program for Presiding Officers and Assistant Presiding Officers utilizing IFES-assisted materials and encompass an interactive, adult-learning format.
- Trainers for Presiding Officers and Assistant Presiding Officers will be district based, but training will take place at the Thana level. District officers will travel to the *Thanas* within

their districts.

- No request for proposals for the TOT would be solicited at this time.
- The next level of priority to be accomplished in the remainder of 1995 would be ECS development of the training programs this year for Returning Officers and security personnel. ETI would provide logistic support. These sessions would follow more traditional, lecture-based training models.

With the date of the election still in question during the team's visit, it was extremely difficult to develop a firm calendar for accomplishing the priority training objectives. The call for then-anticipated by-elections or an early general election calendar date could require severe adjustments to the tentative general calendar of training that is shown here:

MONTH	TRAINING PROGRAM
November	Subordinate Judges
December	Returning Officers
January	Trainers for Presiding Officers Officers in Charge and Superintendents of Police
February ¹	Presiding Officers and Assistant Presiding Officers

¹ In late December 1995, the Election Commission announced (with an updated date) for general elections to be held on February 7, 1996.

IV. Code of Conduct and the Media Campaign

The basic theme underlying the overall IFES project was to stimulate an elevated standard to which election officials would hold themselves accountable and promotion of a more positive public perception of the competence and integrity of election officials. The first objective was to develop a Pledge for Election Officials and a Code of Conduct to which officials at all levels would subscribe. It is also believed that such a code is consistent with the policy established successfully in 1991 during which time a code of conduct was adopted for political parties. The introduction of a code for election officials will augment the development of more professional and responsible election officers. It has the potential to contribute greatly to their sense of civic responsibility while at the same time engendering greater confidence of the public in the officials who will serve them at the polls.

Decisions Yet to Be Made

While the Pledge and Code of Conduct have been integrated into the Presiding Officer Manual and the Training Session Plans, decisions are still pending as to how and when officials will actually subscribe to them. Options could include having them signed and sworn to at the time of appointment, or during the training itself. Nor has there been any decision as to which officers they will apply. For example, will permanent staff also subscribe to the Code? If so, how will they be administered?

The Media Campaign

Part of the IFES program was to develop a media campaign to support the overall theme, and acquaint the public with the new steps being taken by the Commission to strengthen the public's understanding of the Commission's commitment to conduct of a free, fair and impartial elections. Two television announcements were created to support these images.

The first announcement was produced to introduce the code of conduct and to create a clear image of the commitment of all election officials to serve voters with integrity, impartiality and dedication to public service.

A second announcement intended to project the image of the election official, not as a government bureaucrat, but as a citizen and a fellow voter with an equal interest in free, fair and impartial elections. Although fundamental script changes tended to minimize the more personal tone intended for the announcement, it still projects the image of the broad spectrum of people involved in preparing for the elections.

Radio announcements were produced on the same themes. In addition, a general announcement intended to encourage voter participation was also developed as was a fourth announcement promoting the new Identification Card.

Recommendations

- The Code of Conduct could be made into a poster for display at all polling stations to remind officials and voters alike of the commitment that has been made to conduct a free, fair and impartial election.
- Copies of the Code could be distributed to political parties to stimulate their concurrence on subscribing to their own Code as they did in 1991, and to illustrate the standards to which officials will aspire.
- The Code should also be published in the print press.

V. General Findings and Recommendations

The conditions that continue to hinder a successful process center around the troubled political environment made more difficult by the resulting *hartals*, and failure of political leaders to reach compromises on fundamental issues that keep the governing party and the opposition at passionate odds with one another. Unfortunately, the controversy to which there appears to be no solution on the horizon puts the Election Commission and its subordinate structures at the eye of the storm. Questions as to when an election will be held, whether it will be a by-election or general election and whether it will or will not be held under a caretaker government creates such volatile and unstable conditions that election administrators are excessively burdened in making even the most fundamental decisions or carrying out normal election functions. In addition, the implementation of the new voter Identification Card program which is currently under attack by political forces only compounds the difficulties facing election administrators as they prepare for the upcoming elections.

In spite of these most difficult circumstances there are solid strengths that continue to sustain the Secretariat. The senior staff is knowledgeable and experienced. The staff seems well motivated and dedicated to their work. There appears to be strong desire to conduct an election that is credible. The current leadership has promoted dedication among its staff members through a genuine sense of caring about their continued well being and professional growth.

The election process in Bangladesh, per se, is well developed. The laws governing the conduct of elections are sophisticated and generally sufficient to provide a basis for elections that are free and fair. The technical detail provided in the law also provides a basis for an election that is basically accountable. Rules established by the Commission are sound and rational. The process is not stagnated and innovations continue to be pursued. It is in response to these findings that IFES offers the following recommendations. They are offered in the interest of enhancing transparency and public confidence, and to remedy the few significant omissions and shortcomings which IFES believes exist in the current system.

Observers

While the law sets the stage for participation by partisan observers and representatives of the candidates, it is remiss in providing specific guidance regarding domestic monitoring groups who do not represent a political contestant. Instead, they are covered only generally as "persons given permission by the Returning Officer" These observers have been allowed to be present by historic precedent and the good will of the Commission. However, the law totally restricts them from observing a most crucial aspect of the process - - the counting of votes and the accountability exercises at the end of the polling.

- This is a critical lapse in the legal frame work and hinders a level of transparency which is generally associated with free, fair and impartial elections.

- It also means that the only people who are allowed to watch the count are persons with a vested interest in the outcome.
- The presence of neutral non-affiliated observers protects the public's interest rather than the interests of the political contestants whose agents are, by definition, not unbiased or impartial.

Counting and Accountability

IFES also believes that there is a singularly critical impediment to the accountability and audit ability of the counting process that would require only an administrative remedy to overcome the deficiency. During the accountability phase of procedures after the close of the poll, there is never established a true balancing point for comparison of used ballots to actual voters who participated in the election. In particular, there are no procedures in place whereby part of the accounting requires officials to count the tic marks next to voters' names in the voter list. Without such a step, there is really no meaningful basis on which to ensure that the number of ballots found in the ballot box is a reasonable number which accurately reflects the number of voters who presented themselves to vote.

The only reference of comparison used relates the number of ballots torn from the counterfoil, against the counterfoil and unused ballots themselves. The difference between the number of used ballots and those left unused is not a sufficient safeguard against abuses, which under the current system could easily remain hidden. Simple mathematics will generally result in an appropriate or reasonable balance when used and unused ballots are compared. The critical point of balance should be between the number of used ballots (including spoilt, challenged and tendered ballots) compared to the number of tic marks in the voter list.

- It is recommended that procedures be implemented requiring officials to count the number of names checked in the voter list.
- A space should be provided on the Ballot Account Statement to record that number.
- An additional space should be provided for comments by officials regarding any significant discrepancy discovered. (Obviously, a simple error could result in a minor discrepancy of one or two ballots which would not necessarily cause alarm.)
- It is also recommended that at some point, consideration be given to having the voter sign or place his thumbprint on the voter list next to his name rather than the official placing a tic mark. This more affirmative action would reduce the potential for errors and potentially lower the number of tendered ballots which must be cast. It would also give greater credibility to the process for counting the number of voters who participated.

Booth Accountability

Another area that deserves consideration relates to the process whereby accountability is recorded at the polling station level rather than at the booth level. At the present time, all accountability and counting occurs at the counting center for the entire station with all materials commingled. While the law dictates that counting be done at the station level, there is no actual requirement that the accountability be commingled as well. IFES recommends that consideration be given to redefining procedures so that accountability and completion of the Ballot Account Statement be accomplished by booth, with each Assistant Presiding Officer being ultimately responsible for all the ballots, materials and polling activity in his booth. This in no way hinders options to continue to count the actual votes at the station level. Booth accountability requirements have several distinct advantages.

- It would provide a more comprehensive audit trail. If there is a problem it can be isolated to a particular booth rather than to the station as a whole.
- It would offer greater protection and control to the Assistant Returning Officer that the accuracy and accountability of his work can be verified.
- It would allow candidates and/or their agents as well as domestic monitors who have observed the polling at a particular booth to observe the accountability process through to its conclusions. They would be able to see first hand, that what they have observed or recorded for themselves throughout the day, is actually accounted for and accurately reported. With regard to domestic observers, this process would be particularly meaningful since, under the current law, they are precluded from being present at the counting center. Even candidates and their agents would be better served since under current plans only one agent representing each candidate will be allowed to remain for the counting. This means that candidates would have no representative at all from a majority of the booths at the station.

Implementation

The only additional requirement for this process would be that each booth would have to have a Booth Ballot Account Statement to complete. The Presiding Officer would then "summarize" the data from all the booths under his supervision to report the accountability for the station as a whole.

There are two options for implementing this procedure. Ideally, the accountability procedures should be undertaken at the booth level before materials are brought to the counting center for the counting of votes. The ballot box could be opened within each booth in the presence of the observers and agents. The preservation of the confidentiality of the votes cast could be maintained by having the officials unfold the ballots placing them face down so that their total

number could be counted without regard to candidate choice. Once that step is accomplished, the ballot box could be resealed and signed by the officers and the agents who are present.

Even if a requirement that the accountability be accomplished at the counting center, it would still be possible although it would require more coordination and organization in the counting room to keep booth materials segregated from one another. Officials from each booth could go through the separate steps of accountability simultaneously. However, for the last steps when the number of ballot papers found in the ballot boxes are counted, IFES would recommend that each ballot box be done one at a time. When the last ballot box had been accounted for, all the ballots could then be commingled for the actual counting of votes.

Officer Appointments

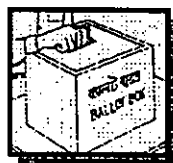
One concern that deserves review relates to the appointment of Returning Officers. Under the current structure, Returning Officers are generally appointed from between local governing authorities and district commissions. This circumstance will continue to leave election administrators vulnerable to allegations that bias and government influences taint the fairness and neutrality with which officials will carry out their tasks related to the elections. The controversy will continue unabated. Although reliance on these officials has practical convenience, especially in view of the logistics and administrative support that becomes immediately accessible, the benefits must be weighed against the cost in terms of public perception and fueling the fires of political criticism and distrust.

APPENDIX A

PRESIDING OFFICER MANUAL (ENGLISH)

PRESIDING OFFICER MANUAL
A GUIDE FOR POLLING DAY PROCEDURES

ELECTORAL TRAINING INSTITUTE
ELECTION COMMISSION SECRETARIAT



PEOPLE'S REPUBLIC OF BANGLADESH

Acknowledgments

The Electoral Training Institute (ETI) would like to express its gratitude to the Election Commission and to the personnel of the Election Commission Secretariat who have contributed so greatly to the preparation of this manual. Through their guidance and cooperation this manual was made possible.

In particular, we would like to express our appreciation to Mr. S.M. Zakaria, Project Director of the Electoral Training Institute and Additional Secretary, who supported our effort and generously gave of his time in spite of his own busy schedule and other important responsibilities.

**Md. Mokhlesur Rahman, Deputy Director, ETI
Md. Aminul Islam Assistant Director, Administration**

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INTRODUCTION

On market days, the market is teeming with life. Copper, aluminum pots and brassware sit next to stalls with green and yellow vegetables and bright red tomatoes. Everywhere, silk and cotton textiles brighten the day in a rainbow of color.

Everyone is busy, even the children. The brilliantly colored saris of the women flutter with the occasional breeze like beautiful butterflies. The vendors raise their voices to hawk their wares in a struggle to be heard above the din of the crowd.

On polling day, the polling station is teeming with life. Men and women from all walks of life come to cast their votes. Bangladeshi independence was hard won. The people who won the struggle for independence are dearly remembered and respected.

Bangladesh is a land of many people, many opportunities and many hardships. To triumph over massive flooding, famine, monsoons and annual calamities, Bangladeshis know they must work together to solve the many problems facing the country.

Bangladeshis are passionate about the right to vote. On polling day, people gather knowing that their strength is in their votes. Each vote is the voice of each person's conscience heard above the crowd, yet part of the collective will of the nation. This guide book is dedicated to the people of Bangladesh and to their desire for a free, fair and impartial election.

ELECTION OFFICIAL PLEDGE
CODE OF CONDUCT FOR ELECTION OFFICIALS

I.
**CIVIC
RESPONSIBILITY
OF ELECTION
OFFICIALS**

As an appointed Presiding Officer, Assistant Presiding Officer or Polling Officer, you have been charged with a very important responsibility in the election process. Of all officials involved in the conduct of elections, you will have the most personal direct contact with the electors. They will look to you as they exercise their right to vote on polling day. The manner in which you carry out your duties will determine the degree to which electors will have confidence in the process.

Remember, from the time you are appointed and on polling day your primary duties are to faithfully serve all electors equally. Your personal views and political opinions must be put aside except as you secretly mark your own ballot paper and cast your own vote.

It is a sacred trust. Every action you take must be characterized by these important standard.

- ☐ Integrity
- ☐ Neutrality
- ☐ Transparency
- ☐ Accuracy

In order to encourage all election officials to aspire to the highest standards in carrying out their duties, all election officials are required to subscribe to a PLEDGE and a CODE OF CONDUCT designed to govern their actions and behavior.

Presiding and Assistant Presiding Officers are expected not only to affirm the Pledge and the Code of Conduct personally, they are also expected to ensure their subordinate workers affirm the Pledge and the Code and abide by the laws and rules governing elections.

ELECTION OFFICIAL PLEDGE

During the term of my appointment as an election official

I _____ pledge to:

- Preserve and abide by the Constitution, laws and rules of the People's Republic of Bangladesh.*
- Perform my duties in a manner which ensures the integrity and fairness of the election.*
- Act in a non-partisan manner making no attempt to persuade or influence any voter to vote for or against any candidate.*
- Faithfully serve my fellow citizens and protect their right to vote.*

To these principles I commit myself. On my honor.

CODE OF CONDUCT FOR ELECTION OFFICIALS

As an Election Official I will aspire to the highest ideals and ethical principles and hold myself accountable to the most honorable standards of personal conduct in fulfilling my duties in service to the electors assigned to the area for which I am responsible. To meet the obligations with which I am entrusted I will commit myself to the following.

- ☐ I will educate myself about my responsibilities by learning about the laws governing the elections, attending training sessions, and reading training materials and instructions given to me by the Election Commission and my Returning Officer.
- ☐ I will follow all election procedures as directed by the Election Commission.
- ☐ I will resist pressure from friends, officials, political competitors or others to violate the integrity and fairness of the election.
- ☐ I will protect the secrecy of each elector's vote.
- ☐ I will not engage in any act to influence the result of the election.
- ☐ I will summarize the votes cast in the area for which I am responsible and report the results accurately and promptly.
- ☐ I will not abuse the authority granted to me as an appointed election official, including the exercise of my authority over police; nor will I misuse funds or other commodities entrusted to me for the election.
- ☐ I will not show favoritism toward any elector or candidate, or intimidate any citizen.
- ☐ I will report irregularities in the election to the Election Commission honestly and promptly.
- ☐ I will be judicious in any exercise of my authority to adjourn the polls when conditions exist which jeopardize the integrity of the election or cause the results to be unreliable.
- ☐ I will be courteous and respectful of voters, observers, monitors, polling agents, election agents, candidates, police and other election officials.

Presiding and Assistant Presiding Officers are expected not only to affirm the Pledge and the Code of Conduct personally, they are also expected to ensure their subordinate workers affirm the Pledge and the Code and abide by the laws and rules governing elections.

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- *Faithfully serve my fellow citizens and protect their right to vote.*

To these principles I commit myself. On my honor.

II.

**ABOUT THIS
ELECTION**

**ELECTION OF MEMBERS TO THE PARLIAMENT OF
THE PEOPLE'S REPUBLIC OF BANGLADESH**

Date of the Poll

**Hours of Operation
of the Polling Station**

The polls will be open for voting between
the hours of 8:00 a.m. to 4:00 p.m.

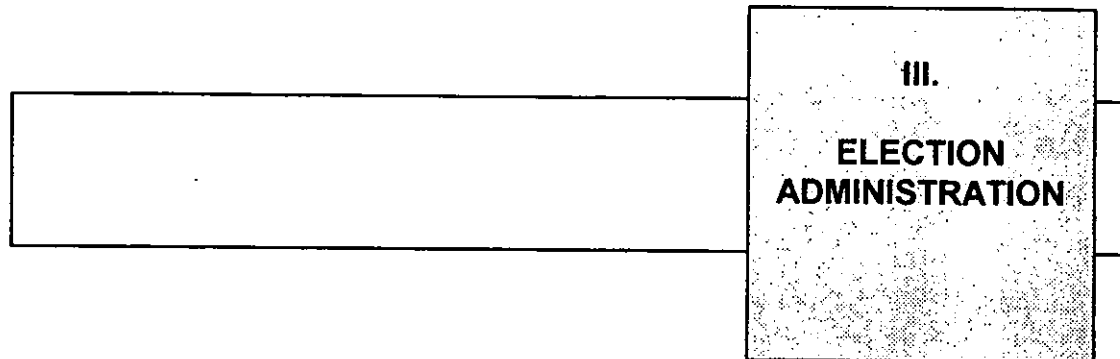
**Purpose of the
Election**

Electors of each constituency will elect
one representative to serve as their
Member of Parliament for a term of 5
years.

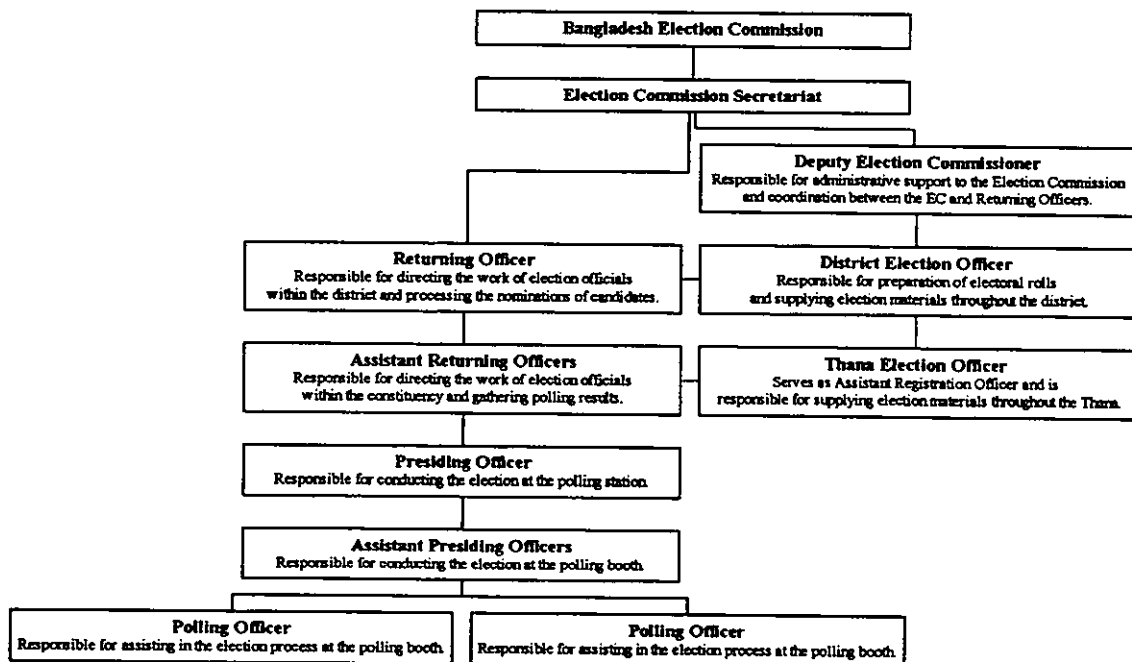
**Constituencies
Involved in the
Election**

There are 300 elected members in
Parliament. The Republic has been
divided into 300 constituencies from each
of which one candidate will be elected.
In compliance with the requirement of
law, each constituency has been defined
to ensure a more or less equal number of
people are represented. In addition, the
boundaries of each constituency has been
formed to maintain territorial contiguity.
For this election, electors in all 300
constituencies will participate. Once the
300 elected members have been returned
to Parliament, they will vote to fill an
additional 30 seats in the Parliament
which are set aside exclusively for
women.

<p>Who Is Eligible to be Included on the Electoral Roll?</p>	<p>Under the law, the Registration Officer for an electoral area must prepare an electoral roll containing the name of every person in the constituency who is eligible to vote. To be included on the electoral roll a person must have met the eligibility requirements on the first of January of the year in which the electoral roll is prepared. To qualify to appear on the electoral roll, a person must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be a citizen of the People's Republic of Bangladesh; <input type="checkbox"/> Be not less than 18 years of age; <input type="checkbox"/> Not have been declared of unsound mind by a competent court; <input type="checkbox"/> Be deemed a resident of the constituency. <p>No person is entitled to be listed more than once on any electoral roll. Nor is any person entitled to be listed on the list for more than one electoral area.</p>
<p>Who May Vote?</p>	<p>Any citizen of the People's Republic of Bangladesh may vote in the election who:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is listed on the electoral roll for the constituency in which he seeks to vote; and, <input type="checkbox"/> Who is in possession of an official Voter Identification Card at the time he presents himself to vote.



ADMINISTRATIVE ORGANISATION FOR THE CONDUCT OF ELECTIONS



Responsibility for the conduct of elections in Bangladesh rests with an administrative hierarchy headed by the Election Commission. The Election Commission is vested with its authority under Article 118 of the Constitution. The Election Commission is supported by the Election Commission Secretariat and a full complement of subordinate Election Officers at district, constituency and polling station levels. It takes the full cooperation of officials at all levels to ensure a free, fair and impartial election in which the candidates, political parties and the voters will have confidence.

The Election Commission is responsible to ensure that the elections are carried out in compliance with the Constitution and the laws of the People's Republic of Bangladesh. The Commission is also authorized to regulate its own procedures. It will be very important for you to follow the instructions and regulations issued by the Commission very carefully.

As a Presiding Officer, your immediate supervisor will be the Returning Officer or Assistant Returning Officer responsible for the area in which your polling station is located. Acting under the direction of the Commission, the Returning Officer may also give instructions that you are to follow. This hand book has been prepared by the Electoral Training Institute of the Election Commission Secretariat and has been designed to assist you. It covers many of the procedures required under the law, and encompasses many of the Commission's orders and instructions.

If you have any questions or need advice regarding your responsibilities or the procedures you are to carry out, contact your Returning Officer or Assistant Returning Officer.

1. GETTING READY
2. INSPECTING YOUR POLLING STATION
3. PLANNING FOR SECURITY ON POLLING DAY
4. SUPPLIES AND COMMODITIES
5. INVENTORY CHECK LIST

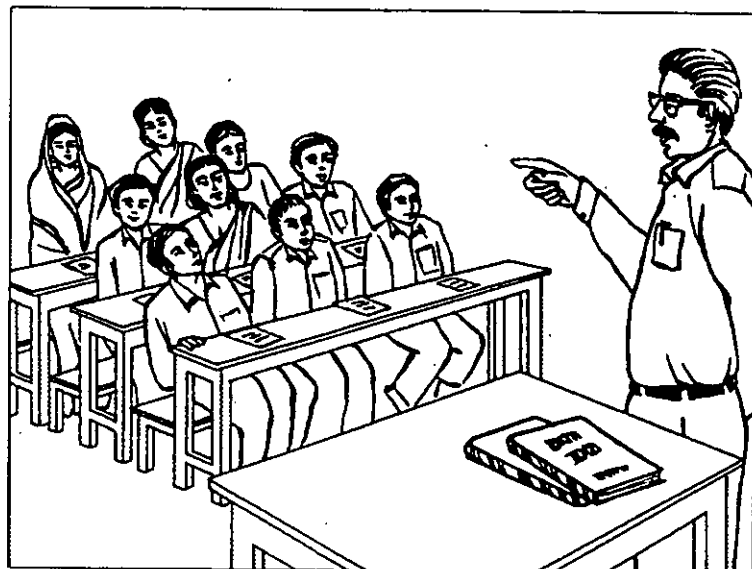
IV. BEFORE POLLING DAY

As a Presiding Officer or Assistant Presiding Officer, there are a number of tasks you should do before polling day arrives.

1. GETTING READY

- ☐ Familiarize yourself with the laws related to the conduct of elections.
- ☐ Read directives and circulars issued by the Election Commission and your Returning Office.
- ☐ Attend all meetings and training sessions called by your Returning Officer.

Part of the Code of Conduct is to Attend Training



- ☐ Make contact with the polling officials who will serve at your polling station. As a group, study and discuss the instructions provided in this hand book.
- ☐ Discuss which polling officials will be assigned which tasks. Make arrangements for polling officials to take meals and breaks in turn. Discuss how duties will be reassigned during those brief periods when one official must be away from his duty station. Your schedule should be designed to ensure that the polling booth remains open and accessible throughout the hour authorized for the poll.
- ☐ Make sure you have the phone number and location where you will be able to reach your Assistant Returning Officer. Check with your Assistant Returning Officer to determine the individual's name and designation you should contact should you need guidance or advice on election day.
- ☐ Write down their phone number and be prepared to take it with you on Polling Day.

2. INSPECTING YOUR POLLING STATION

Approximately one week before polling day, visit your polling station to inspect it. Meet with the officials in charge of the building to be used. Be respectful and courteous with those in charge, and thank them for their cooperation. Remember, that they will be inconvenienced. They need to feel that they, too, have an important role to play in preparing for a free and fair election.

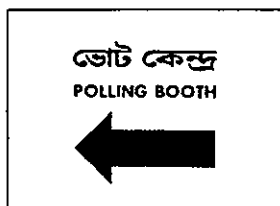
- ☐ Determine which rooms will be used to accommodate the number of separate voting booths which will be required on polling day.
- ☐ Determine the best place for the Presiding Officer's work station. Select a place where Presiding Officer will maintain his work station making sure it will be easily accessible by Assistant Presiding Officers and Polling Officials throughout polling day.
- ☐ For each polling booth make sure that there is sufficient space to handle the placement of adequate tables and chairs for officials, election agents and polling agents, a suitable space for providing secrecy areas in which voters can mark their ballot papers privately.

- ☐ Take note of the entrances and exits, and observe the location of the 100 yard and 400 yard exclusion boundaries outside your polling station where campaign activity is precluded on polling day.
- ☐ Make arrangements with officials responsible for the building to make sure the building is unlocked very early in the morning on polling day to give you sufficient time to organize the polling station. Ensure that the polling station will remain unlocked and usable throughout the day. the building is unlocked very early in the morning on polling day to give you sufficient time to organize the polling station. Ensure that the polling station will remain unlocked and usable throughout the day.
- ☐ Decide where the forms and the additional supply of ballot boxes and ballot papers will be kept during the day. Ensure the area can be secured at all times.
- ☐ Determine which room will be used for the counting of ballots at the end of the polling. The room should be large enough to provide adequate work space to accommodate the officials, materials, and ballot boxes from all polling booths, as well as the candidates, and their authorized election agents.
- ☐ Make arrangements to ensure the building is unlocked very early in the morning on polling day to give you sufficient time to organize the polling station. Ensure that the polling station will remain unlocked and usable throughout the day.
- ☐ Check to see if there is a phone that you will be able to use on election day to call in to your Returning Officer or Assistant Returning Officer. Arrange to have access to the room where the phone is, if it is a room that is usually locked. Make sure your Returning Officer and Assistant Returning Officer has the number of that phone in case they need to reach you on election day.

Signs

Before election day there are a number of notices and posters that should be posted inside and outside your polling station.

- ☐ Try to arrange to have appropriate signs posted outside the polling station identifying the Polling Station name and number so electors will be familiar with its location in advance of polling day.



- ☐ Place the poster with candidate names and symbols on the outside of the polling station near the entrance so voters may easily view it. [Ch.III, 20(2)]
- ☐ Also outside, post the notice indicating the areas assigned to your polling station.
- ☐ In advance of polling day, determine the number of voters who will be served at each polling booth within your polling station. Prepare signs that will be used on polling day to show electors the portion of the electoral roll which will be assigned to each polling booth, as well as signs for designating male and female voting booths. It is also a good idea to create and use signs identifying entrances and exits.

3. PLANNING FOR SECURITY ON POLLING DAY

In the past, there have been numerous incidents of serious disturbances and unlawful activities at polling stations. When people seize ballot boxes, campaign within the exclusion zone, stuff ballot boxes with pre-marked ballots, or threaten and intimidate polling officials or voters, everyone loses. Your job is to ensure, as much as possible, that such instances do not occur at your polling station. Planning ahead for potential threats and thinking about how you might avoid them can help minimize their occurrence.

The District Election Officer, and your Returning Officer have made a special effort to meet with the Superintendent of Police and the Thana Police Officers in Charge to prepare them to play their special role in providing security at the Polling Stations.

The police officials assigned to your polling station are available to you to stop disturbances and maintain order. The police may remove any person who is being disruptive. You have the right to ask the police to arrest a person who is causing a disturbance.

You can assist in developing cooperative relationships with the officers who will be serving at your polling station.

- ☐ Contact the police officials assigned to your polling station and make arrangements for them to accompany you when you bring your ballots and materials to the polling station on the day before the poll.

- ☐ Ensure they have your name as Presiding Officer. Tell the police to contact you upon their arrival.
- ☐ Explain your legal authority to have them remove or arrest anyone who disrupts the voting process. [Ch.III, 9(2), 25, 31(3)(4)]
- ☐ If at all possible, meet with them to discuss how you would like such problems should be handled. For example, discuss the method by which you will let them know when you want them to intercede.
- ☐ Discuss with the police a strategy for maintaining maximum security for the ballots. Ask for their suggestions as to
- ☐ Discuss how many officers will be present and where you would like them to be posted.
- ☐ Make sure they have your name as the Presiding Officer and ask them to contact you upon their arrival on polling day.
- ☐ Based on instructions from the Election Commission be prepared to make arrangements with appropriate police officers for providing security for the pick up, delivery and transport of ballots, or for any necessary special arrangements which must be made for safe storage of your ballots before polling day. Determine how they can help protect these vital documents from falling into the hands of those interested in creating mischief.

Advance Planning for Dealing with Disruptive Electors

Ask your assistant returning officer for guidance as to how potentially threatening circumstances should be dealt with. Share the information with all the officials who will be serving at your polling station.

Remind each official that the authority to remove a person from the polling station may not be used to prevent someone from voting.



It is also important for you to meet among yourselves to discuss strategy for dealing with electors or others who may try to disturbance. For example, your officials should be reminded that a disruptive voter should be given a warning first. Every attempt should be made to allow the voter to cast his vote and should be encouraged to leave the polling station immediately after he has voted. If the person continues to be disruptive, then the police should be asked to escort the person outside the 400 yard limit to the polling station. The person still has the right to vote, and he may cast his ballot before being removed. Only with your permission, may the person return later.

Marking the Exclusion Zone Around Your Polling Station

No candidate signs or banners are allowed within 100 yards of the polling station. No political party camps, organized activities, demonstrations, or other congregations are allowed within 400 yards of the polling station. Arrange to have the exclusion zones clearly marked so people will know the limits of the campaign exclusion.

It is important that as an appointed election official you maintain your credibility as a neutral and unbiased official. Take every precaution to ensure that you are not perceived as interfering in the campaign. Therefore, avoid involving yourself in the removal of any campaign materials which remain posted during the restricted time. Instead, ask the police who will be providing security to your polling station to periodically patrol the zone to ensure that this aspect of the law is being observed.

The Electoral Rolls for Your Polling Station

At the time directed by the Returning Officer you will be provide a copy of the voter list for your polling station.

- ☐ During you discussion with the Assistant Returning Officer, determine how the voter list will be divided among the number of polling booths which will be utilized at your polling station.
- ☐ Review each part of the voter list and determine if the documents you have received are correct.
- ☐ Provide the Returning Officer with any additions, deletions

- ☐ Review each part of the voter list and determine if the documents you have received are correct.
- ☐ Provide the Returning Officer with any additions, deletions or corrections which you believe are necessary.

4. SUPPLIES AND COMMODITIES

The Ballot Papers

Approximately one or two days before the election, you will be called upon to pick up the ballots being assigned to your polling station.

Each ballot paper is serially numbered. The ballot papers will come in books with 100 ballot papers in each book. A record will be maintained by the Returning Officer of quantity and the range of the serial numbers of ballot papers assigned to your polling station.

Each ballot paper has two distinct sections, the counterfoil and the ballot itself.

FORM VI (See rule 10(7)) BALLOT PAPER	
..... (Number and name of constituency)	(Number and name of constituency)
Serial No.	Name Symbol
Serial number of elector on electoral roll	Name Symbol
Name of electoral area	Name Symbol
*Signature or thumb impression of elector	

FORM VII

The counterfoil is the section at the left of the ballot paper. It contains

- ☐ The name and number of the constituency;
- ☐ The serial number of the ballot paper to which it is attached;

- ☐ The name of the electoral area;
- ☐ A space to write the serial number of the elector to whom the ballot paper is issued; and,
- ☐ A space for the signature or thumbprint of the voter.

The ballot paper itself provides an equal amount of space for each candidate running in the election. Candidates are listed in Bengali alphabetical order. In the space provided for each candidate, there is

- ☐ The name of a candidate written in Bengali;
- ☐ The symbol assigned to the candidate; and,
- ☐ Sufficient space in which the elector can place the rubber stamp mark to indicate his choice.

Both sections of the ballot paper remain attached until the voter has signed or put a thumbprint on the counterfoil and the ballot paper is issued to the voter.

The voter uses a specially provided rubber stamp to make a mark for their candidate. The voter can select their choice by placing the rubber stamp mark in the area on the ballot with their candidate's name and symbol.

Receipt of Your Ballots

You will be notified by your Assistant Returning Officer as to when and where you are to receive your ballot papers.

- ☐ Arrange for the Presiding Officer and Assistant Presiding Officers to go together when receiving and transporting your ballots.
- ☐ Check with your Assistant Returning Officer to confirm arrangements for police security to accompany you.
- ☐ When you receive your ballots, look through them carefully to determine if there are sufficient quantities to serve the number of electors on your electoral roll.
- ☐ Confirm that the ballots you receive include the proper range of serial numbers which you are supposed to be assigned. (If necessary count the ballots to be sure you are receiving all the ballots for which you will be held accountable.)

Ask to retain a copy of the receipt for your records. Please keep a copy of the list of materials given to you.

Sign the receipt form acknowledging that you have received the ballots for which you will be accountable. Keep all ballot papers and election materials safe and secure in your possession until polling day, taking any measures necessary to promote security. You must arrange to stay at the polling station with your ballots and materials on the night before polling day. If you believe you need additional help to safeguard the ballot papers during the night, contact the local police officials and request protection. They are assigned to assist you for the election.

The Ballot Boxes

You will also receive a sufficient number of ballot boxes to accommodate the number of election booths which will operate in our polling station.

Each ballot box will be identified by a serial number. The Presiding Officer will determine which number(s) will be assigned to each booth will maintain a record of each numbered ballot box assigned to you. As soon as you receive your ballot boxes, review their serial numbers to confirm that you have received the correct boxes. The Presiding Officer will forward a copy of the record of numbered ballot boxes to the Returning Officer with other materials at the end of the poll.

Official Stamp

Each polling station will receive a specially coded official stamp to use in authenticating ballots and other documents and materials as required. Make sure the code on your stamp matches the code identified on the log as being assigned to your polling station.

Election Supplies

As soon as possible, confirm that you have an adequate supply of all the materials you will need to conduct the election. Use the following INVENTORY CHECKLIST to help you determine if you have received the materials you will need.

5. INVENTORY CHECKLIST

- ☐ Ballot Papers -- serially numbered, in sufficient quantity to provide a ballot paper to every voter on your voter list.

TOTAL VOTERS ON THE VOTER LIST _____

TOTAL BALLOT PAPERS RECEIVED _____

OF BOOKS _____ RANGE # _____ TO # _____

- ☐ Ballot Box(es)-- serially numbered, one large or two small boxes per polling booth

SERIAL #s _____

- ☐ Electoral Roll -- one copy of the voter list for the polling station to be divided to accommodate the number of your polling booths
- ☐ Official Stamp with unique code for authenticating ballots - one for each polling booth
- ☐ Marking Rubber Stamps -- with which electors will mark their ballot papers, one per polling booth plus 1 extra for the station
- ☐ Stamp pad -- one per booth
- ☐ Brass Seal -- for sealing the ballot boxes and packets containing voted ballots and other polling station documents at the end of the counting of votes, one for each station
- ☐ Sealing wax -- 227 grams per polling station
- ☐ Hessian bag -- one per polling station for packing up polling station documents, ballots and other materials

- ☐ Training Manual -- one for each Presiding Officer and Assistant Presiding Officer
- ☐ Posters supplied by the Returning Officer identifying the names and symbols of the contesting candidates
- ☐ Candidate Packets and Principle Packet
- ☐ Indelible Ink -- one bottle for each polling booth
- ☐ Supply of all forms
- ☐ Writing Pens
- ☐ White Paper and Carbon Paper
- ☐ Knife
- ☐ Needle and Thread
- ☐ Candles and Matches
- ☐ Iron or Plastic Scale for detaching the Ballot Paper from the Counterfoil

Forms

- ☐ Station Ballot Paper Account -- 12 for the station
- ☐ Tendered Votes List -- 10 for each station
- ☐ Challenged Votes List -- 10 for each station
- ☐ Statement of the Count -- 15 for each station

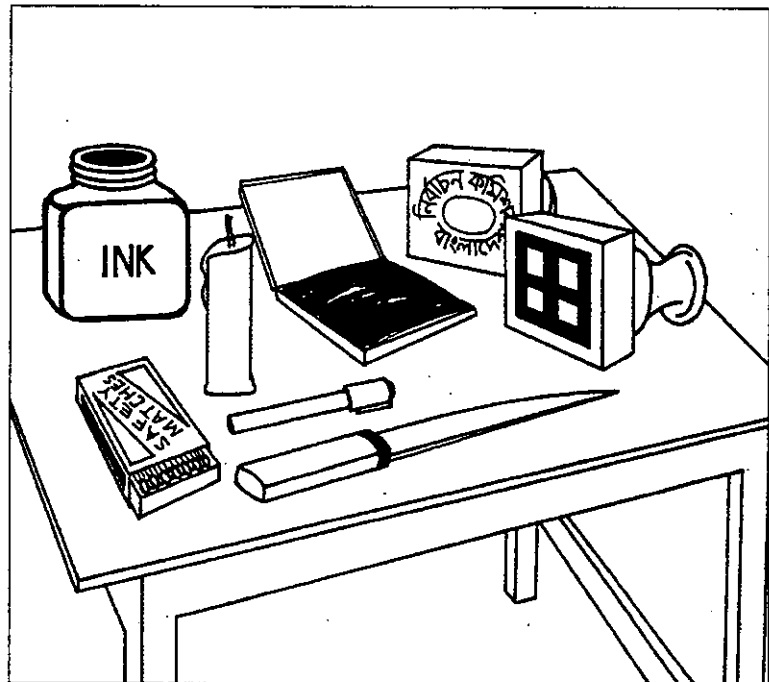
Packets

- ☐ Valid Ballot Packet -- one for each candidate plus 2 extra
- ☐ Ballot Papers Excluded From the Count -- 2 for the station
- ☐ Principal Packet for Holding Valid Ballot Packets and Packet for Ballot Papers Excluded from the Count -- 2 for the station
- ☐ Unissued Ballot Papers Packet -- 2 for each station
- ☐ Spoilt Ballot Papers Packet -- one for each booth
- ☐ Tendered Ballot Papers Packet -- 10 for each station to be divided among the voting booths
- ☐ Principal Tendered Ballot Packet -- 10 for each station to hold all individual tendered ballot packets

- ☐ Principal Challenged Ballot Packet -- 10 for each station to hold all booth challenged ballot packets
- ☐ Marked Copies of Electoral Rolls -- 2 for each station
- ☐ Counterfoils of Used Ballots -- 2 for each station
- ☐ Tendered Votes Lists Packet -- 2 for each station
- ☐ Challenged Votes Lists Packet -- 2 for each station
- ☐ Statement of Count Packet -- one for each station
- ☐ Ballot Paper Account Packet -- one for each station
- ☐ Miscellaneous Papers Packet -- one for each station

Any other materials needed to efficiently conduct the election in your polling station

***Make Sure You Have All the
Supplies You Will Need***



1. ELIGIBILITY AND CREDENTIALS
2. PURPOSE OF HAVING OBSERVERS AND WATCHERS
3. RIGHTS AND OBLIGATIONS OF CANDIDATES AND THEIR AGENTS AS OBSERVERS
4. RIGHTS AND OBLIGATIONS OF NEUTRAL WATCHERS OF THE POLLING
5. RESPONDING TO OBSERVER AND WATCHER CONCERNS

V. PRESENCE OF OBSERVERS AND WATCHERS

In order to ensure transparency in the conduct of elections, the laws contain provisions which allow different types of observers and watchers to be present during the various polling day activities. There are two general types of observers:

Partisan Observers who participate on behalf of a candidate competing in the election. These partisan observers include:

- ☐ The Candidate
- ☐ An Election Agent appointed by the candidate to act on his behalf or to represent the candidate in activities related to the campaign, reporting of campaign expenditures, and as an observer of the polling and counting of votes
- ☐ Polling Agents appointed by the candidate to observe the activities at the polling stations and polling booths on polling day

Neutral Watchers who do not represent any candidate, but who have been given permission to watch activities on polling day by the Election Commission or Returning Officer. Neutral watchers serve as monitors of the process. They have an interest of assessing the accountability and fairness of the election. Neutral watchers could include:

- ☐ Journalists
- ☐ International observers
- ☐ Domestic watchers representing Bangladeshi non-governmental organizations
- ☐ Any other person who has been given permission by the Returning Officer.

1. ELIGIBILITY AND CREDENTIALS

The eligibility of observers and watchers is supported by documentation or credentials.

Ask the observer or watcher to present his credentials. If you have a question about the eligibility of any observer or watcher check with your presiding officer.

- ☐ **Polling Agents:** Each candidate may appoint up to two polling agents to be present and observe the polling at each station. However, if the station has more than one booth, the candidate is entitled to have up to five polling agents for the station. It is up to the candidate (or his election agent acting on the candidate's behalf) to provide a written list of the appointed polling agents who will be present at the station to the Presiding Officer. The list is to be presented to the Presiding Officer in advance of polling day. If the candidate revokes the appointment of any polling agent and replaces that person with someone else, notice is to be given to the Presiding Officer in writing. [Article 22]

The presiding officer should check with the assistant returning officer to verify the list of authorized election agents representing the candidates of the constituency.

- ☐ **Election Agents:** The Election Agent of each candidate is entitled to visit the polling station and observe the poll. There is only one Election Agent for each candidate. The candidate must give written notice to the Returning Officer of the name, father's name and address of the Election Agent. If the candidate revokes the appointment, or if the Election Agent dies, the candidate must notify the Returning Officer of information regarding the replacement. If the candidate does not appoint an Election Agent, the candidate is deemed to be his own Election Agent.
- ☐ **Neutral Watchers:** Journalists, foreign observers and watchers representing non-governmental monitoring organizations will more than likely have credentials provided them by their organizations. These watchers will usually be alone or in pairs. Check with your Presiding Officer about special information or instructions from the Election Commission or your Returning Officer about neutral watchers who might be present at your polling station or polling booth.

2. PURPOSE OF HAVING OBSERVERS AND WATCHERS

The presence of observers and watchers serves multiple purposes. Through their presence and observations, agents of the candidates and neutral watchers can:

- ☐ Provide openness and transparency for the public, candidates, and political parties and raise confidence in the process;
- ☐ Reassure a skeptical public about the importance of the electoral process and the relevance of each elector's participation;
- ☐ Deter those who would engage in intimidation tactics, improper activities or fraud;
- ☐ Reduce opportunities for frivolous or misguided allegations of impropriety.

Through their observations and reports, provide information on which election officials can assess the process and plan for future improvements.

3. RIGHTS AND OBLIGATIONS OF CANDIDATES AND THEIR AGENTS AS OBSERVERS

As observers representing the interests of a particular candidate, these authorized observers are entitled to:

- ☐ Observe all steps in the voting process, except the elector marking his ballot paper in the secrecy area;
- ☐ Be present to view the display and sealing of the empty ballot box before polling begins;
- ☐ Assist the Presiding Officer in directing electors to the proper polling booth;
- ☐ Have a copy of the voter list to mark off the names of voters as they present themselves to vote.

- ☐ Voice a challenge about the true identify of an elector thereby causing a challenged vote in the polling booth;
- ☐ Request to look a the official mark on the back of any elector's ballot paper and object to any ballot paper without an official mark;
- ☐ Ask questions, express objections to and request remedial action of the Assistant Presiding Officer or the Presiding Officer;
- ☐ Remain in the polling station for the counting of the ballot papers after the polling has closed;
- ☐ Appeal to a superior official if they have reason to believe that errors are occurring at the polling station which are not being corrected by the Assistant Presiding Officer or Presiding Officer.

These observers are NOT entitled to:

- ☐ Influence or attempt to influence or threaten any elector to vote for or against any candidate or to reveal his vote;
- ☐ Instruct, give orders, or countermand decisions of the polling officials;
- ☐ Observe or reveal how any elector marked his ballot paper;
- ☐ Handle ballot papers;
- ☐ Distrupt the work of authorized officials;
- ☐ Enter a secrecy area with a voter or assist an incapacitated voter;
- ☐ Incite disruption of the election, unlawfully remove or deposit ballot papers in the ballot box, or tamper with other election materials.

4. RIGHTS AND OBLIGATIONS OF NEUTRAL WATCHERS OF THE POLLING

Neutral watchers are allowed to be present for the displaying and sealing of the empty ballot box, and the processing of voters throughout the polling day.

However, under the law[Chapter III, Article 36(c)] they will be precluded from being present during the counting of votes, unless there is an amendment or you are so advised by the Election Commission or your Returning Officer. As they watch the activities of the polls, these persons may:

- ☐ Observe all the steps in the voting process, except the elector marking his ballot paper in the secrecy area;
- ☐ Write observations and take notes about positive aspects of the voting process as well as notes describing questionable or irregular practices;
- ☐ Address questions to the Presiding Officer or the Assistant Presiding Officer;
- ☐ Leave and re-enter, and move quietly about the polling station or booth to observe the procedures being followed by officials and electors, although they may not actively participate or interfere with any of their functions;
- ☐ Bring questionable activities to the attention of the Assistant Returning Officer, or Presiding Officer, or to superior election officials if irregular practices are left unresolved;
- ☐ Report their observations and publish their findings.

These persons may NOT:

- ☐ Disrupt or interfere with the voting process or exert influence on electors in any way;
- ☐ Instruct, give orders, or countermand decisions of the polling officials;
- ☐ Handle ballot papers;
- ☐ Observe or reveal how any voter marked his ballot paper or speak directly to voters to ascertain how they voted;
- ☐ Incite disruption of the election, unlawfully remove or deposit ballot papers in the ballot box, or tamper with other election materials.

5. RESPONDING TO OBSERVER AND WATCHER CONCERNS

Make sure that observers and watchers have a clear, unhampered view of all activities throughout the period for which they are entitled to be present.

- ☐ Treat observers and watchers courteously and answer their questions promptly and accurately.
- ☐ Make appropriate announcements when special circumstances arise, or to openly share information of interest to them.

Be responsive to complaints brought to your attention by an observer or watcher. Confer with the Presiding Officer or superior official, if necessary, and determine if the complaint is justified. Make any adjustments or corrections which may be appropriate

- If you believe the complaint is without basis, explain why to the observer.
 - Be prepared to cite the law or Election Commission directive to justify your finding.
 - If necessary, contact your Returning Officer for advice.
 - In the event the observer or watcher is still not satisfied, refer him to the Returning Officer.
-
- ☐ Regarding more serious complaints or allegations, make notations about the issue and record the manner in which the problem was resolved. Include your notations in your materials as you wrap up your activities at the end of the day.
 - ☐ Presiding Officers, Assistant Presiding Officers and Polling Officers should not impose special conditions or restrictions on observers and watchers as necessary to maintain order, or unless otherwise directed by the Election Commission or Returning Officer.

1. ARRANGING YOUR POLLING STATION
2. ASSIGNMENT OF DUTIES
3. TASKS BEFORE THE FIRST ELECTOR VOTES

VI.
**BEFORE VOTING
BEGINS ON
POLLING DAY**

1. ARRANGING YOUR POLLING STATION

All officials who will be serving at the polling station on polling day should be assembled at least 2 hours before voting begins.

Your first task is to organize the polling station and arrange the furnishings in a way that best promotes

- ☐ The efficient flow of voters through the required steps of the process
- ☐ Adequate transparency for agents and authorized watchers who will be present
- ☐ Security of ballots and election documents
- ☐ Accessibility to the Presiding Officer for oversight by the Presiding Officer.

Arranging the Polling Booths

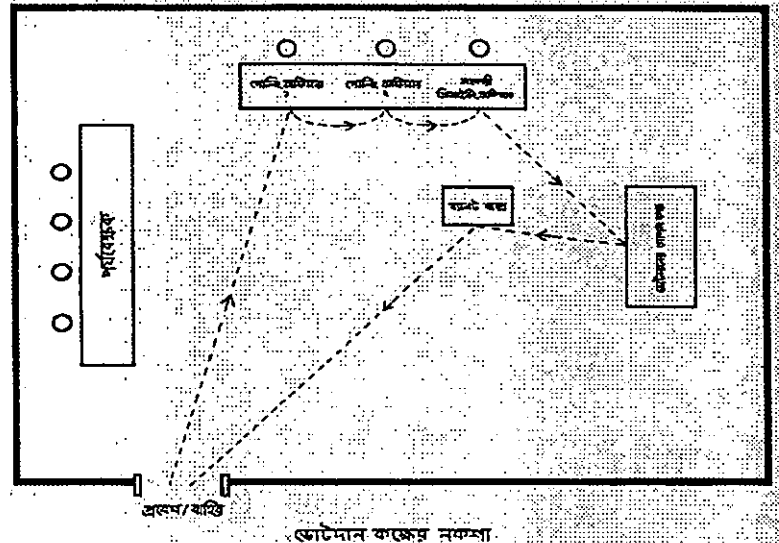
Determine the placement of each voting booth that will be established. Place each polling booth in a separate room, or create partitions between the booths. Decide which separate rooms or spaces will be used men and for women. [Ch.III, 28(6)]

- ☐ Post the appropriate signs throughout the polling station to direct electors to the correct polling booth.
- ☐ Make sure the poster identifying the candidates and their symbols is posted in a prominent place so that all voters can review it as they wait to vote.

- ☐ Post all other notices and posters as directed by the Election Commission.

For each booth, arrange the tables, chairs, and voting materials in a way that ensures efficient operation and smooth traffic for voters.
[Ch.III, 9(2)]

Sample Layout of a Polling Booth Designed to Provide for a Smooth Traffic of Voters



- ☐ Provide sufficient work space to accommodate the work that will be done by each official responsible for the different steps required in processing electors.
- ☐ Place chairs in positions which will allow the candidates, their agents and other authorized watchers to see as voters are being processed.
- ☐ Arrange the polling booths in a way that ensures privacy for the elector while voting. Create screened areas in which electors mark their ballot papers in secret. Use school black boards, curtains, or pitch bamboo poles to create secrecy areas. [Ch.III,28(6)]
- ☐ Place one ballot box in each polling booth. Place the ballot box in a central location convenient to the electors and easily viewed by the Assistant Presiding Officer and polling officials, polling agents, and observers. [Ch.III, 28(3)]

If possible, try to have at least 2 secrecy areas so one elector can be processed others are voting.

Advance Preparation of Forms and Packets

In order to save some time at the end of the day when it is time to close out the polling station, steps can be taken to make forms and packets ready for later use.

For each booth as well as the polling station as a whole

- ☐ Collect and organize all the blank forms and packets you will need throughout the polling and during the count.
- ☐ Write the name and number of polling station and the date of the election on all forms and packets as needed.
- ☐ Prepare Tendered Ballot Papers packets. Write the name and serial number of each contesting candidate on the face of the packet. Create one Tendered Ballot Papers packet for each candidate appearing on the ballot paper.
- ☐ Record the serial numbers of the ballot papers issued to the polling station on the Ballot Paper Account Form.

The Presiding Officer's Work Station

Decide where the Presiding Officer will be working throughout polling day.

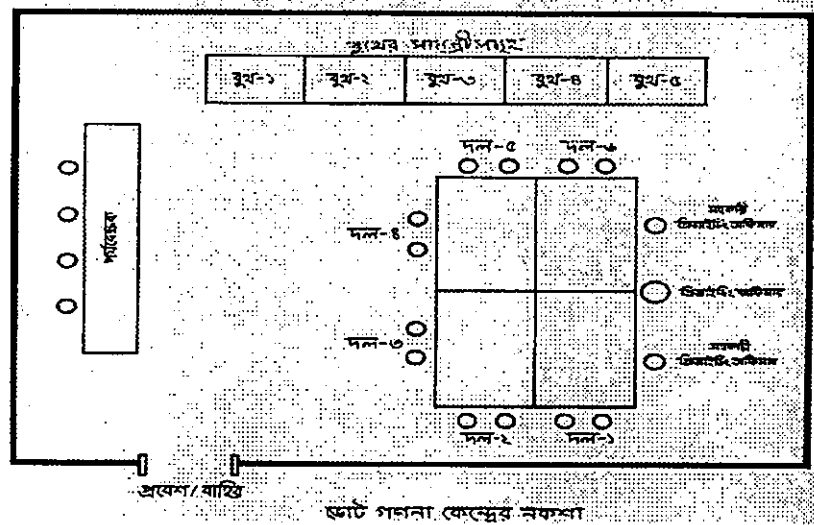
- ☐ Make sure The Presiding Officer's work station is centrally located in a place easily accessible to all the polling booths. The Presiding Officer must be available to answer questions or resolve problems which may arise throughout the day.
- ☐ Determine how forms and additional ballot boxes and ballot papers will be kept during the day. Ensure the area is secure at all times.
- ☐ The Presiding Officer should provide ballot papers to each Assistant Presiding Officer with the number of ballot papers to accommodate the number of electors included on their portion of the voter lists.

Arranging the Room Where Counting will Take Place

While voting will take place in separate polling booths, the counting of all ballots for the polling station as a whole will be done at the end of the polling in one room. Select the largest room possible. The space should be large enough to accommodate all the officials assigned to the polling station, candidates and their agents and security officers as appropriate.

- ☐ Try to arrange tables in a configuration which will allow the counting work space to be uncluttered. Officials should have enough room to do their work without being crowded.

Sample Layout of a Counting Center.



- ☐ A part of the room should be made available for the organized segregation of related materials from each polling booth.
- ☐ Thought should be given to how space will be provided to candidates and their agents who will be watching as the counting of votes is completed. They should have a free and open view of the proceedings, but should not be able to touch the ballots or interfere with officials as they work.
- ☐ A special work space should be set aside for the Presiding Officer who will be responsible for overseeing the entire process, and completing the appropriate documents for the reporting of the results.
- ☐ Decide how the room may be secured to prevent unauthorized people from entering the counting area.
- ☐ Decide where security officers should be posted.

2. ASSIGNMENT OF DUTIES

An Assistant Presiding Officer, and 2 Polling Officials are assigned to each polling booth within a polling station.

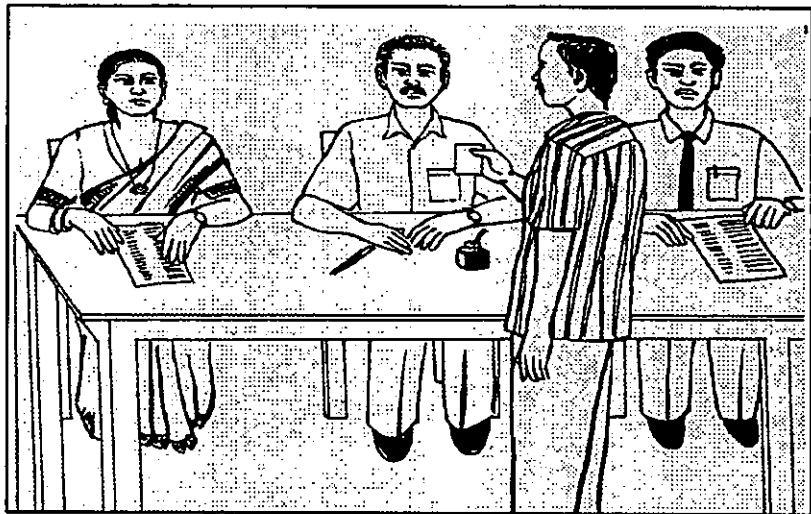
For each booth, determine which polling officials will be assigned to do which tasks.

Remind all polling officials working in your polling station about making arrangements for polling officials to take meals and breaks in

turn. Ensure that all polling booths always have an Assistant Presiding Officer and two polling officials on duty and remain open and accessible throughout the hours designated for the poll.

The processing of electors involves 3 steps: The verification of the voters identity and inclusion on the electoral roll; inspecting the fingers of electors and applying the indelible ink; and, issuing the ballot. For each booth decide which official will be responsible for each step.

Polling Officer #1, Polling Officer #2 and the Assistant Presiding Officer each handle a different step of the process.



Step 1: Identification of the Elector and the Electoral Roll

Assign Polling Officer #1 to be responsible for:

- ☐ Determining the eligibility of the voter by examining the elector's ID Card
- ☐ Locating the elector's name on the electoral roll
- ☐ Making a tic mark on the electoral roll next to each elector's name

Step 2: Inspecting for Ink

Assign Polling Officer #2 to be responsible for:

- ☐ Examining the elector's fingers for traces of ink which would indicate that the elector has already voted
- ☐ Inking the thumb of the elector ensuring the ink is applied to the base of the nail and into the cuticle.

Step 3: Issuing the Ballot

The Assistant Presiding Officer is responsible for:

- ☐ Writing the elector's serial number from his ID Card on the counterfoil of the ballot
- ☐ Obtaining the elector's signature or thumbprint on the counterfoil of the ballot
- ☐ Stamping the back of the ballot paper with the official seal
- ☐ Separating the ballot paper from its counterfoil and issuing it to the elector
- ☐ Instructing each elector how to properly mark the ballot paper with the rubber stamp and directing the elector to the secrecy area
- ☐ Reminding the elector to fold the ballot paper before leaving the secrecy area to deposit it into the ballot box.

The Assistant Presiding Officer is there to address all circumstances requiring special handling including tendered votes, challenged votes, assistance by companion, spoilt ballot papers, or other problems. Refer to the sections in this manual for further information on tendered votes, challenged votes, and other special circumstances. [Ch.III, 9(2)]

The Assistant Presiding Officer should summon the Presiding Officer at any time to assist in resolving a problem. It is the responsibility of all polling officials and the Assistant Presiding Officer to maintain a specific watch over the ballot box to ensure that all electors deposit their folded ballot papers and that the ballot box is not disturbed.

Before the first elector is allowed to vote at 8:00 a.m., there are a number of tasks that must be accomplished in each polling booth.

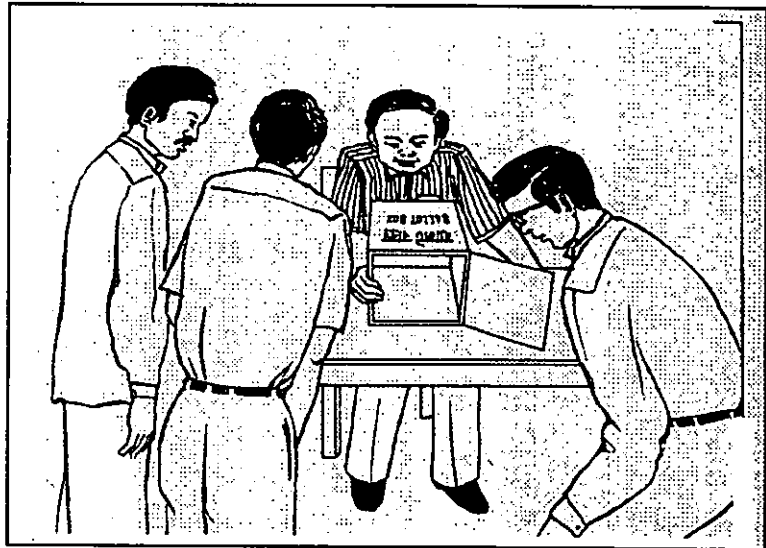
3. TASKS BEFORE THE FIRST ELECTOR VOTES

These tasks are to be completed in full view of all officers, candidates, candidate agents, and other persons authorized to be

present. It is therefore important to fulfill these requirements as the final step of your pre-polling responsibilities so that the authorized observers and watchers will have arrived.

Display of the Ballot Boxes

Observers and watchers are entitled to be present as the empty ballot box is displayed and sealed.



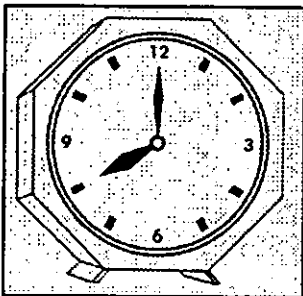
- ☐ Ensure that all ballot boxes are empty. Show the empty ballot boxes to everyone present. [Ch.III, 28(4)(a-b)]
- ☐ Close and seal the ballot box.
- ☐ Record the serial number of the ballot box seal in the space provided on the Recording of Ballot Boxes, Form XIA.
- ☐ Allow those present to sign in the space provided on Form XIA acknowledging the sealing of the ballot box if they choose to.
- ☐ Place the ballot box in a location where it is conveniently accessible to the electors and within sight at all times of the majority of persons working in or observing the polling station throughout the day. [Ch.III, 28(4)(c-d)]

**Transparency Before the Candidates, Their Agents and
Authorized Watchers**

- ☐ Announce the number of voters included on the voter list for the polling booth.
- ☐ Announce the quantity and range of serial numbers of the ballot papers which have been assigned to the polling booth.
- ☐ Briefly explain the steps which will be used in processing each voter.
- ☐ Briefly review the rights and responsibilities of the observers and watchers.
- ☐ If any special instructions or announcement has been received from the Election Commission which should be shared with observers and watchers, announce it before voting begins.
- ☐ Announce the official opening of the booth for voting.

1. ROUTINE PROCESSING OF ELIGIBLE VOTERS
2. POSSIBLE EXCEPTIONS TO THE ROUTINE

VII. VOTING BEGINS



*Voting should begin promptly
at 8:00 a.m.*

Your polling booths should be ready to begin the polling at least 1/2 hour before voting is to begin. At 8:00 a.m., announce the official opening of the polling booths and allow the first voter to vote.

- ☐ Periodically throughout the polling check the secrecy areas to make sure there is no campaign literature left behind by a voter.
- ☐ Periodically check the secrecy areas to make sure that no voters have left unused ballot papers behind.

Take necessary steps to ensure a smooth flow of traffic.

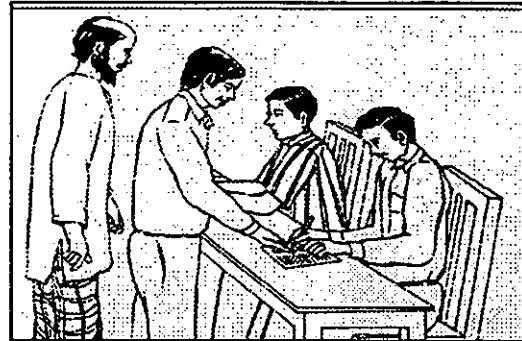
- ☐ Regulate the number of persons allowed inside each polling booth at a time.
- ☐ Create single-file lines or queues. The police officials assigned to your polling station may be able to assist in guiding voters to the proper queue. If necessary, use jute ropes to form lanes in which voters can stand.

1. ROUTINE PROCESSING OF ELIGIBLE VOTERS

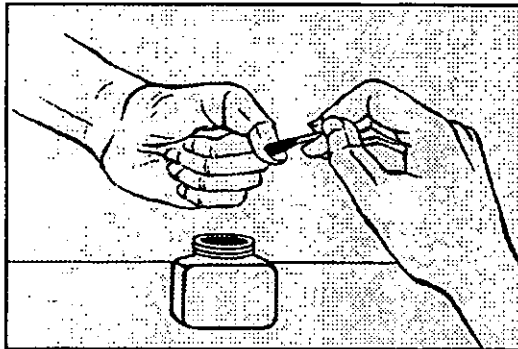
Request each voter to enter the polling booth and approach the table.



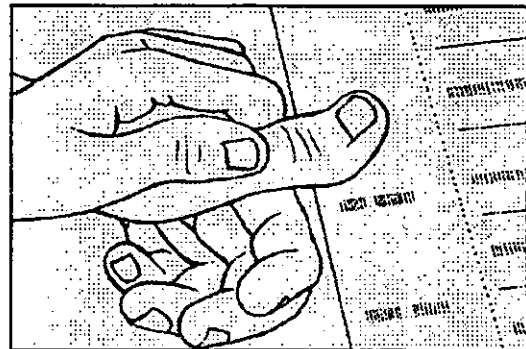
A. Voter Presents His Voter Identification Card to Polling Officer #1.



B. Polling Officer #1 Finds the Voter's Name on the Voter List and Makes a Tic Mark by the Name.



C. Polling Officer #2 Inspects the Voter's Fingers and Applies Ink to the Base of the Voter's Thumb.



D. The Assistant Presiding Officer Has the Voter Place his Signature or Thumbprint on the Counterfoil.



E. The Assistant Presiding Officer Issues the ballot Paper After Writing the Voters ID # on the Counterfoil and Stamping the Back of the Ballot with the Official Mark.



F. The Voter Marks His Ballot Paper in the Secrecy Area Before Depositing It in the Ballot Box.

Stage 1: Identification of the Voter (Polling Officer #1)

- ☐ Have the voter present their Identification Card. Examine the ID Card and determine if it is valid.
- ☐ Locate voter's name on the Electoral Roll. [Ch. III, 31(1)]
- ☐ When the voter's name has been located, place a tic mark next to the voter's name as listed on the Electoral Roll to indicate that the voter has been identified, is qualified to vote and will be issued a ballot paper. [Ch. III, 31(2)(c)]
- ☐ Return ID Card to voter. Ask the voter to move down the queue and position himself in front of Polling Officer #2.

Stage 2: Examining and Inking (Polling Officer #2)

- ☐ Examine the voter's fingers for traces of indelible ink that would indicate the voter has already voted. The Polling Officer can deny the right to vote to any person who already bears ink or traces of ink on the fingers or who refuses to be marked with ink. [Ch. III, 31(3)]
- ☐ Mark the thumb of the voter with indelible ink making sure to apply the ink to the base of the nail and into the cuticle. (If it is not possible to mark the voter's thumb, apply ink to a finger instead.)

Stage 3: Issuing the Ballot (Assistant Presiding Officer)

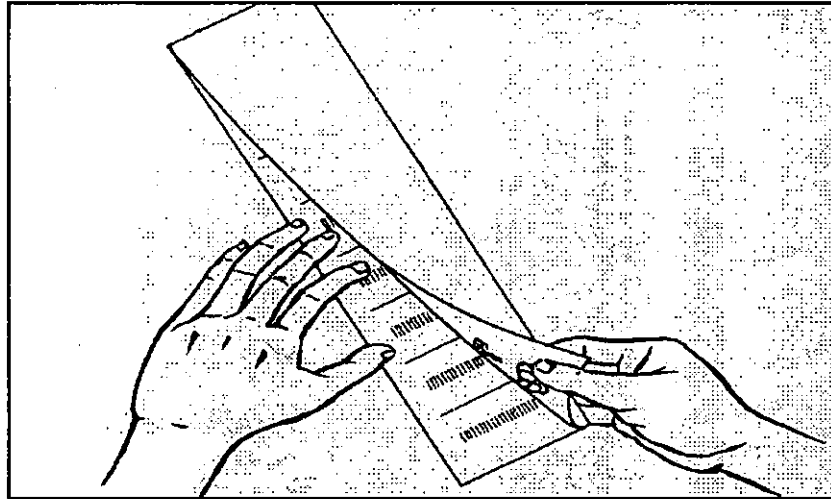
When the voter advances to Stage 3, he will once again present his ID card.

Write the voter's ID Card serial number on the counterfoil of the ballot paper. [Ch. III, 31(2)(e)]

- ☐ Have the voter place their signature or thumbprint on the counterfoil. [Ch. III, 31(2)(f)]
- ☐ With a straight edge or ruler, separate the ballot paper from its counterfoil.
- ☐ Stamp the back of ballot paper with the official mark. [Ch. III, 31(2)(d)]
- ☐ Give the voter the ballot paper.
- ☐ Apply enough ink to the special marking stamp to ensure that the stamp will make a proper mark on the ballot paper.

- ☐ Give the marking stamp to the voter. [Rule 16(1)]
- ☐ Instruct the voter how to use the stamp and how to mark his choice on the ballot paper.
- ☐ Direct the voter to the secrecy area to mark the ballot paper in private.

Folding the Ballot Paper Vertically.



- ☐ Remind the voter to fold the ballot paper before leaving the secrecy area and then to deposit the voted ballot paper into the ballot box. (Suggest that the voter fold the ballot vertically so that if the rubber stamp mark is wet, it won't inadvertently rub onto the space for a different candidate.)
- ☐ Remind the voter to return the rubber stamp to the Assistant Presiding Officer.

The voter should proceed to vote without delay. [Ch. III, 31(5)(aa)(6)]

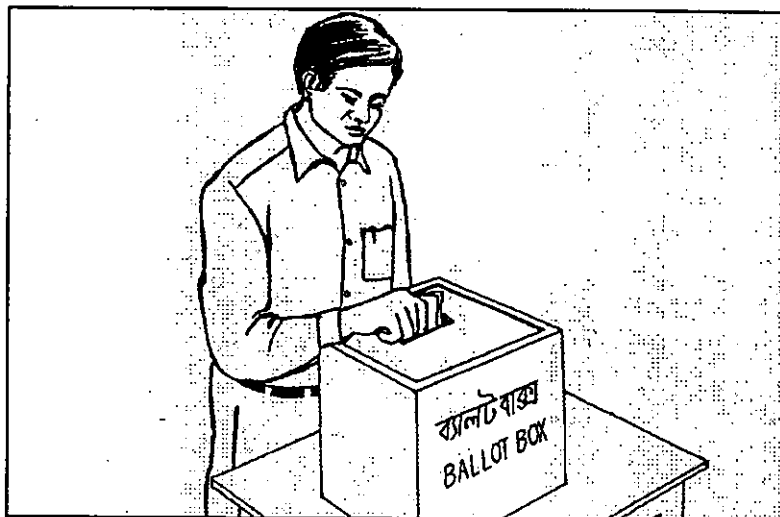
Upon request, the voter must show to any Candidate, Candidate Agent(s), or Polling Agent that his ballot paper carries the official mark on the back. [Ch. III, 31(5)(a)]

The voter should immediately enter the secrecy area as directed. The voter should place the stamp mark in the space in which the name and symbol of candidate is located on the ballot paper. [Ch. III, 31(5)(b)]

- ☐ Allow only one person at time in the secrecy area to mark the ballot paper, unless the voter requires a companion for assistance.

Marking and Depositing the Ballot Paper in the Ballot Box

Voter Deposits His Folded Ballot Paper into the Ballot Box Personally.



After marking the ballot paper according to the voter's choice and folding it, the voter is to walk to ballot box and insert the ballot paper personally. [Ch. III, 31(5)(c)]

- ☐ The Assistant Presiding Officer has the primary responsibility for making sure that every voter deposits his ballot paper, and only one ballot paper, in the ballot box.
- ☐ If a Contesting Candidate, Polling Agent, Election Agent or polling official alleges that an voter has more than one ballot paper in his possession, summon the Assistant Presiding Officer and the Presiding Officer. Take such measures as necessary to satisfy yourself that the voter does not have additional ballot papers and to prevent the voter from depositing more than one ballot paper in the ballot box. [Ch.III, 31(4)]

An voter is blind, incapacitated or needs assistance in marking the ballot paper

A voter who needs assistance in marking the ballot paper is entitled to vote with the help of a companion. [Ch. III, 31(7)]

The companion must:

- ☐ Be not less than 21 years of age

- ☐ Not be a Contesting Candidate, Polling Agent, or Election Agent.
- ☐ Advise the companion of the responsibilities and obligations of assisting a voter. The Companion must:
- ☐ Mark the ballot only according to the voter's wishes.
- ☐ Not seek to influence the voter's choice of candidate.
- ☐ Not reveal to anyone how the voter voted and must preserve the voter's right to a secret ballot. To betray secrecy of the ballot is an illegal offence.

3. POSSIBLE EXCEPTIONS TO THE ROUTINE

Assistant Presiding Officers must be prepared to resolve problems and answer questions regarding special circumstances or exceptions to the routine processing of voters which are likely to occur throughout the polling day. For some exceptions to the routine, it is the Assistant Presiding Officer who must take some additional steps in the processing of the voter.

In a few instance you may not be able to allow an voter to vote, but you can explain the requirements of Bangladesh elections to voters. Here are examples of some special circumstances you will likely encounter on election day.

Voter Does Not Have Valid Voter ID Card

The voter must be turned away without voting.

Voter Has ID Card But Name Cannot Be Found On Voter List

If the Assistant Presiding Officer is satisfied that the ID card is valid, the voter's name may be added to a separate list. The voter is issued a ballot and is processed in the normal manner.

Voter Brings Voter ID Cards Belonging to Family Members

If a voter brings the ID Cards of family members and request to vote on their behalf, refuse his request. Each voter must vote personally. Advise the voter that he may only vote for himself, and process him in the normal manner.

Spoilt Ballots [Ch.III, 34]

If an voter declares that he has mismarked, torn, or has otherwise caused the ballot paper to be invalid or unusable, summon the Assistant Presiding Officer who will assist in the process of issuing the voter a replacement ballot paper.

- ☐ Cancel the invalid or unusable ballot paper.
- ☐ Make a note on the counterfoil of the new ballot that the ballot will be issued that it is a replacement ballot and sign it.
- ☐ Sign the spoilt ballot paper which the voter has returned.
- ☐ Separate the new ballot from its notated and signed counterfoil and issue it to the voter instructing the voter how to properly mark his vote.
- ☐ Direct the voter to the secrecy area and allow him to vote in the normal manner.
- ☐ Retain the spoilt ballot paper and place it in the special packet for spoilt ballot papers.

The Identity of the Voter is CHALLENGED by a Candidate, Election Agent or Polling Agent

- ☐ If an voter presents a valid ID Card and a Contesting Candidate, Polling Agent, or Election Agent alleges that the voter has already voted, or that the voter is not the same as the person on the Electoral Roll, then you must inform the voter that his vote is being challenged.
- ☐ Summon the Assistant Presiding Officer to facilitate the process for a CHALLENGED BALLOT PAPER. [Ch. III, 33]
- ☐ If the Contesting Candidate, Polling Agent, or Election Agent undertakes to prove the allegation in a court of law, the challenger must deposits 5 Taka cash with the Presiding Officer or Assistant Presiding Officer. [Rule 20 (1)]
- ☐ Issue a receipt for 5 Taka to the challenger.
- ☐ Warn the voter of consequences of impersonating another voter or voting twice.
- ☐ If the voter chooses to go ahead, add the voter's name to the "Challenged Votes List, Form XIII. [Rule 20(2)]

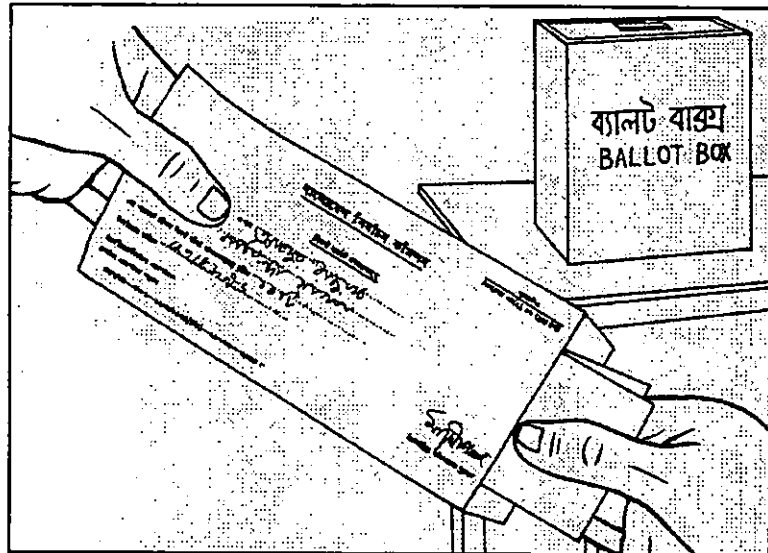
- ☐ Allow the voter to vote in the same manner as any other voter, however, advise the voter to return the voted ballot paper to the Assistant Presiding Officer instead of depositing it into the ballot box.
- ☐ Watch to see that the voter returns to the Assistant Presiding Officer with the folded ballot paper. Do not allow the Challenged Ballot Paper to be placed in ballot box.
- ☐ Upon the voter's return to the Assistant Returning Officer, place the **CHALLENGED BALLOT PAPER** in the Challenged Ballot Packet with any other Challenged Ballots which have already been cast. There is only one packet for containing all challenged ballot papers voted at each polling booth.

A Voter's Name Has Already Been Marked in the Electoral Roll [Ch.III, 32]

- ☐ If an voter presents a valid ID card but the voter's name has already been marked in the Electoral Roll, the voter must vote a **TENDERED BALLOT PAPER**.
- ☐ Summon the Assistant Presiding Officer to facilitate the **TENDERED BALLOT** process.
- ☐ Inform the voter that someone has already voted under that name which as been so marked on the Electoral Roll.
- ☐ The voter can decide if they want to continue to seek the right to vote. If they want to vote, allow the voter to vote under a **TENDERED BALLOT PAPER** process and cast a ballot paper in the same manner as any other voter.
- ☐ Add the voter's name to the Tendered Votes List, Form XII. [Rule 19(1)]
- ☐ Advise the voter to return his voted and folded ballot paper to the Assistant Presiding Officer. Do not allow the voter to deposit the tendered ballot in the ballot box.
- ☐ Upon the voter's return to the Assistant Presiding Officer, write the voter's name and serial number on the back of the **TENDERED BALLOT PAPER**.

- ☐ Determine for which candidate the voter marked his tendered ballot paper. A separate Tendered Ballot Paper Packet is maintained for each candidate appearing on the ballot. Select the corresponding Tendered Ballot Papers packet for that candidate, and place the Tendered Ballot paper in the packet.

***Tendered Ballot Papers and
Challenged Ballot Papers are
Placed in the Special Packets
Rather than in the Ballot Box.***



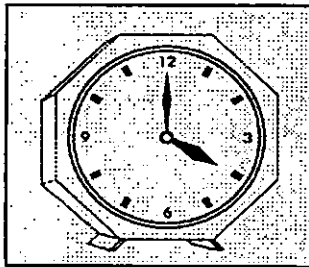
Remember that All Voters Have a Right to Be Treated Equally and Fairly. They are Relying on You to Ensure a Free, Fair and Impartial Election.



1. CLOSING THE POLLS
2. CLOSING THE BOOTH AND TRANSFERRING MATERIALS TO THE COUNTING CENTER
3. PERSONS WHO MAY REMAIN PRESENT FOR THE COUNT
4. ARRANGING THE COUNTING CENTER

Chapter VIII.

CLOSING THE POLLS AND PRE-COUNT ACTIVITY



The polls close at 4:00 p.m.

Approximately 15 minutes before the designated hour to close the polls, announce to all electors, inside and outside, that the polling booth will be closing soon.

- ☐ At 4:00 p.m., tell the police to acknowledge the last person standing in each queue, and not allow any other electors to join the queues.
- ☐ Announce to all electors waiting in queues that they will be allowed to vote.

1. CLOSING THE POLLS

At the designated closing hour and when the last elector has voted, take steps to close down each polling booth.

- ☐ Notify all polling officials, observers, and the police officers that the closing hour has arrived.
- ☐ As soon as possible, close the doors to the polling station.
- ☐ Each Assistant Presiding Officer should notify the Presiding Officer as soon as voting in his polling booth is finished.
- ☐ In each polling booth, the Assistant Presiding Officer seals the opening of each ballot box as soon as voting concludes. Sign the seal. Allow any Contesting Candidate, Polling Agent, or Election Agent who wishes to also sign the seal.

- ☐ Announce to the observers and watchers who are present the location or room in which the counting will take place. Remind the candidate's agents to meet among themselves to determine which of their number will observe the counting.

2. CLOSING THE BOOTH AND TRANSFERRING MATERIALS AND BALLOT BOXES TO THE COUNTING

- ☐ Officials responsible for each booth must pack up all the stamps and stamp pads, ink phials, pens and other such supplies, and put them away.
- ☐ At each polling booth the electoral roll, documents and tendered and challenged ballot packets should be organized for delivery to the counting area designated for the polling station.
- ☐ Instruct the Assistant Presiding Officer (APO) to carry all ballot boxes, used counterfoils, unused ballot papers, ballot paper packets, and challenged and tendered votes lists to the designated count area.
- ☐ Allow candidate representatives to accompany the ballot boxes.
- ☐ Close down each polling booth room and return the room to order.
- ☐ When you are ready to deliver your materials, ask a police officer to be ready to accompany you. If it takes more than one trip to deliver all your materials, one official should stay with the remaining materials so that they are never left unattended. This is especially true with regard to unused ballots, ballot boxes and electoral rolls.
- ☐ Upon delivering your booth's materials to the counting area make sure they remain organized so that as they are needed you will be able retrieve them easily.

3. PERSONS WHO MAY REMAIN PRESENT FOR THE

The law restricts who may observe the counting of votes. They include Presiding Officer, Assistant Presiding Officer, Polling Officers, Contesting Candidates, Election Agents, and Polling Agents only may be present for the counting of the votes. [Chapter III, Article 36(3)] No other persons are allowed in the counting room while the votes are being counted. Because of the constraints of space each candidate will be encouraged to select only one of his agents to remain to observe the counting process.

The Presiding Officer should advise any elector, journalist, or any other person who may still be present that they will have to leave the premises.

- ☐ Notify the police officials that counting will begin soon.
- ☐ Ensure that each person remaining to observe the count is among the officials and agents authorized under the law.
- ☐ Instruct the police officers to remove all other persons.
- ☐ Assign police officers to stand guard outside the door to the counting area.

4. ARRANGING THE COUNTING CENTER

Arrange the tables and chairs in the counting area to create an efficient work space. Allow sufficient room for the Presiding Officer and other officials to perform their duties. Two or three tables or desks pushed together can create an adequate work area.

- ☐ Allow the candidates or their agents to stand or sit near the polling officials in order to freely observe all activities at the work area.
- ☐ Do not allow observers to sit at the work area or handle the ballot papers.

- ☐ Remember to make sure that there are no rubber marking stamps lying about, and that all unused ballots are safely secured so that there is no chance for misuse.
- ☐ Prepare a signs with the name or symbol of each candidate, as well as a sign that says "Invalid Ballot Papers". During the counting these signs will assist officials in identifying the proper stacks as they sort the ballot papers by candidate. The Invalid Ballot papers sign will be used for separating out ballots that will be excluded from the count.

1. COUNTING THE BALLOT PAPERS IN THE BOX
2. SORTING THE BALLOT PAPERS BY CANDIDATE CHOICE
3. INVALID BALLOT PAPERS
4. COUNTING THE VOTES
5. STATEMENT OF THE COUNT
6. BALLOT PAPER ACCOUNT
7. PRINCIPLE PACKETS AND DELIVERY TO THE RETURNING

IX. COUNTING THE VOTES AND REPORTING THE RESULTS

As soon as last voter has voted in each booth and the Assistant Presiding Officers have delivered their materials to the counting area, the Presiding Officer may proceed with the counting of votes. [Chapter III, Article 36]

- ☐ The counting must take place immediately and must be completed at the polling station.
- ☐ The Presiding Officer is directly responsible for the counting process. He may assign the Assistant Presiding Officers and Polling Officers to assist him.
- ☐ In all tasks assigned by the Presiding Officer, Assistant Presiding Officers or Polling Officers should work in pairs to promote accuracy of the work.

1. COUNTING THE BALLOT PAPERS IN THE BALLOT BOXES

As a courtesy and to provide greater transparency, announce the serial number of each ballot box as it is unsealed.

Before any votes are counted, the Presiding Officer and other officers he assigns to assist him, will count the number of ballot papers that have been deposited in the ballot boxes from all the polling booths.

- ☐ Assemble all the ballot boxes used in all polling booths throughout the poll.
- ☐ In the presence of the authorized officials, candidates and agents unseal each ballot box which has been used during the polling and empty their contents in the middle of the work area. Verify that all ballot papers have been removed from the boxes.

Emptying the ballot box in front of all present.



- ☐ Unfold all the ballot papers and create stacks without regard to candidate choice. Instruct teams of Assistant Presiding Officers and Polling Officers to assist in this process.
- ☐ Count the total number of ballot papers. Instruct the teams to write the number of ballot papers they have counted on a piece of paper. Check each other's totals as needed. Report the figure you've written to the Presiding Officer.
- ☐ Add the total ballot papers counted by each team to determine the total number of ballot papers from all the ballot boxes used at the polling station for the poll.
- ☐ The Presiding Officer writes the total number of ballot papers from all the used ballot boxes in the space provided in the Ballot Paper Account Form (Form XV., Line #2)
- ☐ Announce the number of total ballot papers counted to all the observers and officials who are present.

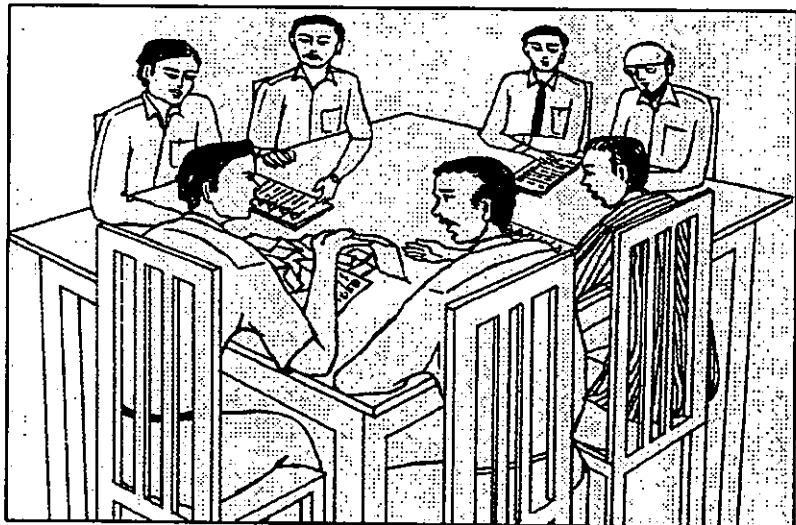
2. SORTING THE BALLOT PAPERS BY CANDIDATE CHOICE

The Presiding Officer can assign Assistant Presiding Officers and Polling Officers to assist him in the sorting process. Again, officials assigned to each task should work in teams to promote accuracy.

As the ballot papers are read and sorted, allow the observers to have a clear view so that they can observe that the ballot paper is being placed on the correct candidate's stack.

- ☐ Place the signs prepared for the candidates on the table in the same order in which the candidates and their symbols appear on the ballot. Leave enough room between the signs to allow space to stack the ballots as they are sorted for each candidate.
- ☐ Create one extra space on the work table for the "Invalid Ballot Papers."
- ☐ Assign a team to work at each place to maintain the stacks of ballots for that candidates. A separate team should be assigned to maintain the stack for the "Invalid Ballot Papers."
- ☐ The Presiding Officer and any other Officers he assigns to assist in the sorting will take ballot papers from the commingled pile and determine the candidate for whom the vote is cast.
- ☐ As each ballot paper is read, it is passed to the team designated to maintain the ballot papers for that candidate.

Sort the Ballot Papers By Candidate.



- ☐ As the Presiding Officer and his designated assistants review each ballot paper, there are likely to find some which are improperly marked or for which it is impossible to determine the voter's choice. These ballot papers should be added to the "Invalid Ballot Paper" pile.
- ☐ Repeat this procedure until all the ballot papers from the middle of the work area have been sorted by candidate.

RULES FOR COUNTING OR EXCLUDING BALLOTS		
CONDITION OR MANNER IN WHICH BALLOT PAPER IS MARKED	VALID	INVALID
Ballot Paper is not in authorized format, or is different than those printed at official printing house		EXCLUDE
Ballot Paper does not contain official stamp mark of polling booth		EXCLUDE
Ballot Paper has handwritten words or symbols written on it		EXCLUDE
Ballot Paper has chosen symbol or candidate marked with pencil or pen		EXCLUDE
Ballot Paper has another paper or object attached to it		EXCLUDE
Ballot Paper is clearly marked with rubber stamp, but is not folded	Count for Candidate Marked	
Ballot Paper contains no voter rubber stamp mark		EXCLUDE
Rubber stamp mark crosses over line between two candidates marking both spaces equally		EXCLUDE
A single rubber stamp mark crosses over line between two candidates but over half of mark is in one candidate's space	Count for candidate with the largest share of the mark	
Voter has made more than one rubber stamp mark, marking two or more candidate spaces		EXCLUDE

3. INVALID BALLOT PAPERS

An "Invalid Ballot Paper" is to be excluded from the count. The ballot papers that must be excluded will be segregated from the others and passed to the team maintaining the "Invalid Ballot Papers" stack. As the Presiding Officer and his assistants review each ballot paper, they must reject any ballot which:

- ☐ Is not in the official format, or is not consistent with the official ballot papers printed at the authorized printing house
- ☐ Does not have the official mark
- ☐ Contains any written remark, name, words or symbol
- ☐ Is marked by means other than the rubber marking stamp provided for the purpose of marking the ballot paper
- ☐ Has any other paper or object attached to it
- ☐ Is marked in such a way as to make the intent of the voter unclear. [Ch.III, 36(4)(c)]

4. COUNTING THE VOTES

When the ballot papers have been read and sorted by candidate, the teams will count the ballot papers for each candidate. The stack of Invalid Ballot Papers will also be counted.

Counting by 100's:

Instruct the teams to count the ballot papers for each candidate in groups of 100.

- ☐ Place each batch of 100 ballot papers criss-crossed on top of the prior batch of 100.
- ☐ The teams should inspect each ballot as they count the groups of 100 to ensure that no errors have been made in determining the candidate for whom the vote was cast. If an error is discovered the ballot paper should be passed to the team counting the stack for the correct candidate.
- ☐ Invalid Ballot Papers should be counted in the same manner.

If necessary to ensure accuracy, teams can trade places and recount the stacks for a different candidate

- ☐ After all the ballot papers for a candidate have been stacked in criss-crossed batches of 100, count any remaining number of ballot papers which do not add up to 100.
- ☐ Count the number of criss-crossed batches of 100 and add the remaining number of ballot papers to determine the total number of votes cast for each candidate.
- ☐ Report the total votes for each candidate to the Presiding Officer.

Example:

There should be exactly 100 ballot papers in each batch. If for one candidate there are 6 criss-crossed batches of ballot papers and there are 18 remaining ballot papers the total number of votes to be reported for that candidate for that candidate is 618.

Counting the Challenged Ballot Papers:

The Challenged Ballot Papers are to be included in the count, however, they are to remain segregated from other ballot papers. [Chapter III, Article 36(4)(b) and (12)(d)]

- ☐ The Presiding Office will open the Challenged Ballot Paper Packets from all the booths.
- ☐ Remove all the challenged ballot papers contained in the packets and mix them together before sorting them by candidate.
- ☐ Determine the number of challenged ballots which have been cast for each candidate and determine which of the Challenged Ballots is Invalid.
- ☐ Keep the Invalid Challenged Ballot Papers separated from the Challenged Ballot Papers. Count them.
- ☐ Add the Invalid Challenged Ballot Papers to the stack of regular Invalid Ballot Papers which was created during the sorting of ballots from the ballot boxes.
- ☐ Add the numbers of Invalid Challenged Ballot Papers and regular Invalid Ballots Papers together. This total will be written on the Ballot Statement Account. (Line 4)

Recounting the Ballot Papers:

The Presiding Officer may recount the votes

- ☐ By his own motion, if he believes it to be necessary
- ☐ At the request of a contesting candidate or an election agent if the Presiding Officer determines that the request is not unreasonable.

5. STATEMENT OF THE COUNT

The number of votes received by each candidate are reported on the Statement of the Count. (FORM XIV)

- ☐ Write the names and serial number of each contesting candidate on the Statement of the Count. (Columns 1 and 2)
- ☐ The Presiding Officer shall write the numbers of votes counted for each candidate in the spaces provided on the Statement of the Count, (Column 3)
- ☐ After counting the number of "Challenged Ballot Papers" cast for each candidate, the Presiding Officer will also record the individual totals in the space provided on Statement of the Count Form. The number of Challenged Ballot Papers cast for each candidate are reported separately. (Column 4)
- ☐ For each candidate, the number of regular votes they received are added to the number of Challenged votes they received, and the resulting total is recorded in the space provided. (Column 5)
- ☐ The total votes received by all candidates written in Column 5 are added together. The sum represents the total number of votes cast for all candidates, including the counted challenged votes. That sum is written on the Statement of the Count. (Line i)
- ☐ Although the Invalid Challenged Ballot Papers remain separate from the regular Invalid Ballot Papers, their numbers are added together for the purposes of making the entry on the Statement of the Count. (Line ii)

The Statement of The Count Form Is Used to Record the Number of Votes Earned by Each Candidate.

FORM XIV
(See rule 25)

THE STATEMENT OF THE COUNT

Polling Station.....
 Constituency.....

Sl. No.	Name of the contesting candidates	Number of votes polled by each contesting candidate.	Number of challenged votes polled by each contesting candidate.	Total votes polled by each contesting candidate Col. (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 the doubtful challenged votes) :					
(iii) Aggregate of (i) and (ii) :					

Place.....
 Date.....

Signature of the Presiding Officer.....

- ☐ The final entry to be made on the Statement of the Count is sum total of votes counted for all candidates, plus the total of all challenged ballot papers. (Line iii)
- ☐ The Statement of the Count form is signed by the Presiding Officer.
- ☐ Any contesting candidate, election agent or polling agent who wishes to sign the Statement of the Count is entitled to do so. Any of these persons who wishes to, may also affix their seal on the form. [Chapter III, Article (36)(14)]
- ☐ The Presiding Officer provide a certified copy of the Statement of the Count form to any candidate, election agent or polling agent who request one.
- ☐ Place one copy of the Statement of the Count in the special blue packet addressed to the Election Commission. (Packet 16)
- ☐ The Presiding Officer should keep a copy of the Statement of the Count for his own record.

Packaging of the Counted Ballot Papers:

Prepare a separate Contesting Candidate Packet for each candidate. (Packet #1)

- ☐ Complete and sign the information required on the face of each packet.
- ☐ On the face of each Packet, write the number of ballot papers contained inside.

Packaging the Challenged Ballot Papers:

- ☐ All Challenged Ballot Papers that have been included in the count of votes cast for candidates are packaged together in the Challenged Ballot Paper Packet. (Packet #8)
- ☐ The Challenged Ballot Papers that have been found to be Invalid are packaged together with the regular Invalid Ballot Papers in Invalid Ballot Papers Packet. (Packet #2)

6. THE BALLOT PAPER ACCOUNT

The Presiding Officer is responsible for the completion of the Ballot Paper Account. (FORM XV) This form is used to show that the ballot papers issued to the polling station have been properly accounted for.

The Presiding Officer may assign Assistant Presiding Officers and Polling Officers to assist in this process. Officers participating in this function should work in pairs to improve accuracy.

A few Polling Officers should be assigned to bring documents and materials to the officers at the work area as they are needed to complete the Ballot Paper Accounting process. The materials and documents which will be needed have been held aside throughout the vote counting process. They were originally brought to the counting center from the polling booths at the close of the polls.

The Ballot Paper Account Form is Used to Show that All Ballot Papers Issued to the Polling Station Have Been Accounted For.

FORM XV (See rule 24) BALLOT PAPER ACCOUNT Election to Parliament of Bangladesh.	
From.....	Constituency.....
Polling station.....	
1. Ballot papers received for use at the polling station from	
Serial No.....	to.....
Total.....	
2. Total number of ballot papers taken out of the ballot box or 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 cancelled.....	
6. Total number of ballot papers under item numbers (2), (3), (4) and (5).....	
7. Number of unissued ballot papers from serial number.....	
To.....	
Total.....	
8. Total number of item numbers (6) and (7).....	
[should be equal to the total of item No. (1)]	
Place.....	Signature of the Presiding Officer.....
Date.....	

As each task in the Ballot Accounting Process is completed, the specific materials related to the task should be packaged immediately. They should be set aside so that they will not be in the way. By keeping them well organized, wrap-up procedures will be more efficient at the end of the evening.

- ☐ Write the name and number of the Constituency on the Ballot Paper Account Form.
- ☐ Write the name and number of the Polling Station in the space provided.

Number of Ballot Papers Issued to the Polling Station:

From his records, the Presiding Officer knows the total number of ballot papers entrusted to him for the poll.

- ☐ Write the beginning serial number and the last serial number in the range of ballot papers issued to the Polling Station. (Line 1)
- ☐ Write the total quantity of ballot papers issued to the Polling Station in the space provided.
- ☐ The total number of ballot papers taken from the ballot boxes should already have been entered. (Line 2)

Tendered Ballot Papers:

From each booth there will be a Tendered Ballot Paper Packet for each candidate.

- ☐ Sort the Tendered Ballot Paper Packets by candidate.
- ☐ Open all booth packets for a single candidate. Create a single stack for all the Tendered Ballot Papers marked for the same candidate.
- ☐ Keep the Tendered Ballot Papers for each candidate segregated from those marked for another candidate. Count the stacks in sequence to come up with one cumulative total of all Tendered Ballot Papers cast at the Polling Station for all candidates.
- ☐ Write the total number of Tendered Ballot Papers on the Ballot Paper Account. (Line 3)

Packaging the Tendered Ballot Papers:

- ☐ Return the Tendered Ballot Papers cast for each candidate into a Tendered Ballot Paper Packet on which is written the name of the candidate and the contents.
- ☐ Place all the separate Tendered Ballot Paper Packets identified for each of the candidates into the Principle Tendered Ballot Paper Packet for the Polling Station. (Packet #6)

Challenged Ballot Papers:

Write the total number of Challenged Ballot Papers cast at the Polling Station, including the Invalid Challenged Ballot Papers, in the space provided on the Ballot Statement Account. (Line 4) This entry should be the same as the number written on the Statement of the Count. (FORM XIV, Line ii)

Spoilt and Cancelled Ballot Papers:

From each booth there will be a Spoilt Ballot Paper Packet.

- ☐ Open the packets from all the booths and commingle the Spoilt Ballot Papers.
- ☐ Count the total number of Spoilt Ballot Papers for the Polling Station.
- ☐ Write the number of Spoilt Ballot Papers on the Ballot Account Form. (Line 5)

Packaging the Spoilt Ballot Papers:

Place all the Spoilt Ballot Papers for the Polling Station in the Spoilt Ballot Packet writing the contents on the face of the Packet. (Packet #5)

Unissued Ballot Papers:

Place all the unused and partially used books of ballot papers left over from all the booths on the work table. For each booth there will more than likely be books of ballot papers from which no ballots have been issued, as well as partial books from which some ballot papers have been used.

- ☐ Write down the beginning serial number and the last serial number for each unused book of ballots from which no ballot papers were issued. Next to each, write the quantity of ballot papers each book contains.
- ☐ For each partially used book of ballot papers write down the serial number from next available ballot paper left in the book. Then write down the serial number of the last ballot paper in the book. Count the number of ballots remaining in the book and write the number down.
- ☐ On a blank piece of paper, make a list identifying the ranges of serial numbers related to each book containing unused ballot papers. Next to the range of serial numbers written for each book, write the quantity of ballot papers they represent. Add these quantities together to get a total number of unissued ballot papers remaining. Write the total number in the space provided on the Ballot Paper Account Form (Line 7)
- ☐ Copy the list of serial number ranges on the Ballot Paper Account (Line 7)

Packaging Unissued Ballots:

- ☐ Package the unused ballot papers in Unissued Ballot Papers Packet. (Packet #4)
- ☐ It may be necessary to use more than one packet. Be sure to identify the contents on the face of each packet used.

Completing the Ballot Statement Account:

Two calculations must be made to complete the Ballot Statement Account.

- ☐ Add Together:

<p>Total Ballot Papers Taken From the Ballot Boxes (Line 2)</p> <p>+ Total Number of Tendered Ballot Papers (Line 3)</p> <p>+ Total Number of Challenged Ballot Papers (Line 4)</p> <p>+ Total Number of Spoilt Ballot Papers (Line 5)</p> <hr/> <p>= Write the sum on the Ballot Statement Account (Line 6)</p>
--

- ☐ Then Add:

The sum writing on Line 6

+ Total number of Unissued Ballot Papers (Line 7)

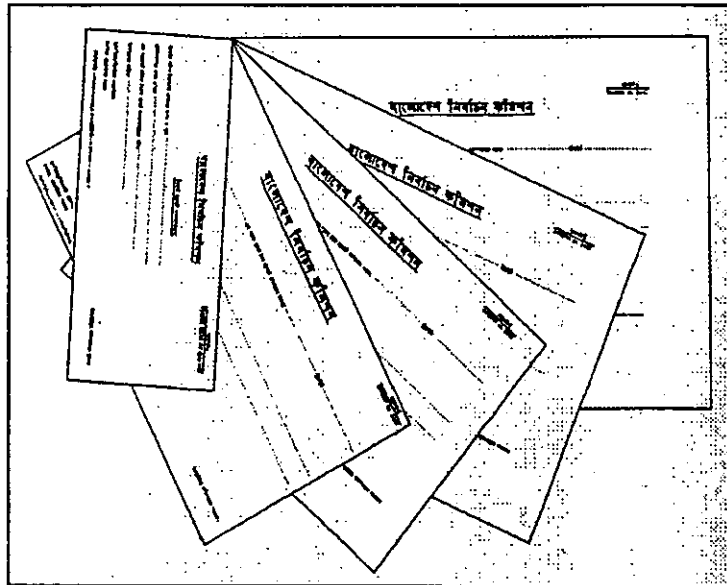
= Write this sum on the Ballot Paper Account (Line 8)

- ☐ The sum on Line 8 of the Ballot Account Statement should equal the total number of Ballot Papers entrusted to the Presiding Officer for the Poll. (Line 1)
- ☐ The Presiding Officer must provide a certified copy of the Ballot Paper Account form to any candidate, election agent or polling agent who requests one.
- ☐ The Presiding Officer should keep a copy of the Ballot Paper Account for his own record.

7. PRINCIPLE PACKETS AND DELIVER TO THE RETURNING OFFICER

Assemble all the packets and forms that you have processed throughout the counting.

- ☐ The Presiding Officer must be sure that each packet and form is properly signed.
- ☐ Ensure that all packets and forms have been completed with correct information.
- ☐ Make sure that each Packet is sealed securely.
- ☐ Allow any contesting candidate, candidate agent, or polling agent to also sign and affix a seal to any packet or form if they should so choose.
- ☐ Review the packets you have already prepared. If you have organized you materials and ballot papers correctly you will have each of the packets identified on the following checklist.



In some instances you will find that more than one packet is needed to hold the materials for which they are designed. In these instances, make sure that the face of each packet is filled out completely and signed by the Presiding Officer.

- ☐ **Packet #1: Valid Ballot Packets** - separate packets containing the ballot papers counted for each candidate
- ☐ **Packet #2: Ballot Papers Excluded From the Count** - containing Invalid Ballot Papers, including the Invalid Challenged Ballot Papers
- ☐ **Packet #3: Principal Packet** - for holding Valid Ballot Packets (Packet #1) and Packet for Ballot Papers Excluded from the Count (Packet 2)
- ☐ **Packet #4: Unissued Ballot Papers Packet** - containing all ballot papers remaining unused
- ☐ **Packet #5: Spoilt Ballot Papers Packet** - containing all spoilt ballots
- ☐ **Packet #6: Tendered Ballot Papers Packet** - separate packets containing the tendered ballot papers cast for each candidate

PACKET CHECKLIST Continued

- ☐ **Packet #7:** Principal Tendered Ballot Packet - containing all the Tendered Ballot Papers Packets prepared for the individual candidates
- ☐ **Packet #8:** Principal Challenged Ballot Packet - Containing all the challenged ballot papers for the station
- ☐ **Packet #9:** Marked Copies of Electoral Rolls - containing the voters lists used in all booths
- ☐ **Packet #10:** Counterfoils of Used Ballots - containing the counterfoils for the used ballots from all booths
- ☐ **Packet #11:** Tendered Votes Lists Packet - containing the Tendered Voters Lists from all booths
- ☐ **Packet #12:** Challenged Votes Lists Packet - containing the Challenged Votes Lists from all booths
- ☐ **Packet #13:** Statement of Count Packet - containing the Statement of the Count for the Station (FORM XIV)
- ☐ **Packet #14:** Ballot Paper Account Packet - containing the Ballot Paper Account for the Station (FORM XV)
- ☐ **Packet 15:** Miscellaneous Papers Packet - containing any other forms or documents as required by the Station
- ☐ **Packet 16:** Special Packet - containing a copy of the Statement of the Count to be mailed directly to the Election Commission

Place the Principle Packet and all other Packets 1 through 15 in the hessian bag provided to your Polling Station. Seal the hessian bag securely.

KEEP THE SPECIAL PACKET (Packet 16) SEPARATE. DO NOT INCLUDE IT IN THE HESSIAN BAG.

Transferring the Packaged Materials to the Returning Officer:

As soon as the proceedings have been concluded, it is the responsibility of the Presiding Officer to send all the Packets from the Polling Station to the Returning Officer.

- ☐ Make sure that at least 2 Polling Officials accompany you as you transfer the materials to the Returning Officer.
- ☐ Confirm arrangements for security officers to accompany you..

KEEP THE SPECIAL PACKET (Packet # 16) SEPARATE. DO NOT INCLUDE IT IN THE HESSIAN BAG. MAIL THE SPECIAL PACKET DIRECTLY TO THE ELECTION COMMISSION IMMEDIATELY.

APPENDIX B

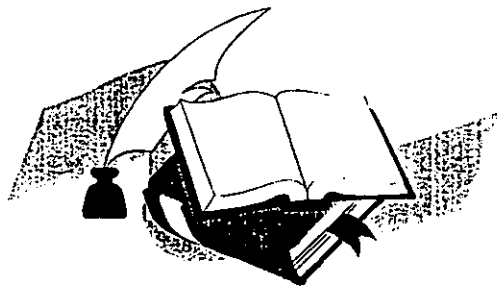
MANUAL FOR PRESIDING OFFICER AND ASSISTANT PRESIDING OFFICER TRAINING (ENGLISH)

Bangladesh Elections Commission Secretariat

Electoral Training Institute

Presiding Officer and Assistant Presiding Officer Training

Training Plan, Training Objectives, Time-Table, Session Plans



Presiding and Assistant Presiding Officer Training Plan

There are approximately 30,000 polling stations within the country. Within each of these polling stations, there are, on average, 5 polling booths for a total of 150,000 polling booths. Each polling station is headed by a presiding officer and each polling booth is headed by an assistant presiding officer. Therefore, the total to be trained is approximately 180,000 people.

The following assumptions underlie the training plan.

- Training classes to be held in each of the 64 districts of the country.
- There will be 40 presiding and assistant presiding officers in each training class.
- People will be invited to the classes by polling station. In other words, all officers from one station should be in the same training class.
- If 40 people are in each class, a total of 4,500 training classes must be held.
- Each training class is two days in length.
- Training will take place over a one month period.
- A trainer can conduct three training's a week for a total of 12 training's in a month.
- A total of 375 trainers are needed if there is one trainer per class. Ideally, there would be two trainers per class for a total of 750 trainers.
- Each training of trainers (TOT) class would take three days.
- Trainers would be trained in groups of no more than 25. If 375 trainers are to be trained, then a total of 15 TOT's need to be held.
- Two TOT's could be held a week or 8 within a month.
- If 375 trainers are to be trained, then two classes of 25 would need to be held simultaneously.
- Because District Election Officers and Thana Officials are busy with preparing the ID cards, trainers would be pulled from the ranks of college lecturers, school teachers, and others with teaching experience.
- Because presiding and assistant presiding officers are not spread evenly throughout the country, there is a need to plan for each district differently. More trainers will be needed in the more heavily populated districts.

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Training Objectives for Presiding and Assistant Presiding Officers

Presiding Officers and Assistant Presiding Officers need to understand all aspects of the polling procedure and process from prior to, during, and after the polling day has been completed. The following are provided as the key training objectives for these election officials.

1. Election Official Pledge

By the end of training, presiding officers and assistant presiding officers will be:

- Willing and able to recite the Election Official pledge.
- Able to remember at least eight of ten points in the code of conduct on the end of training test.

Session: Mini-lecture with handout of the pledge and code.

2. Essential Polling Materials

By the end of training, presiding officers and assistant presiding officers will be:

- Familiar with all of the materials provided to operate a polling booth.
- Able to list the five essential materials needed (ballot papers, ballot box, electoral roll, official seal, indelible ink).

Session: Mini-lecture followed by a small group exercise where each small group is provided a box with all polling booth materials. Each group is to remove all the materials from the box and then leave on the table only those materials they feel are essential to enabling people to vote.

3. Arranging the Polling Booth

By the end of training, presiding officers and assistant presiding officers will be:

- Able to draw a sketch of how to arrange a polling booth to ensure an efficient and orderly flow of voters including:
 - * Where signs will be placed to let voters know what polling booth to vote in.
 - * Where polling officers, the assistant presiding officer, polling agents and other people allowed to watch the process will sit.
 - * Where materials will be so they will be secure against tampering or theft.
 - * The position of the ballot box.
 - * The position and number of the secrecy area(s)

- * How voters will move through the polling booth not allowing them to criss-cross one another if space allows.

Session: Mini-lecture and then trainees sketch their polling booths on a blank piece of paper. Some share their pictures with the group.

4. Pre-Polling Procedures

By the end of training, presiding officers and assistant presiding officers will be:

- Able to demonstrate in front of the people present the procedures that need to be completed prior to opening the polling booth including:
 - * Showing the empty ballot box to all present.
 - * Showing the ballot box serial number to all present.
 - * Closing and sealing the ballot box.
 - * Allowing those polling agents present to sign the ballot box Form XIA.
 - * Placing the ballot box in an open and accessible place.
 - * Showing the serial number of the ballots to the polling agents.
 - * Allowing the polling agents to inspect the secrecy area(s).
 - * Announcing the number of voters on the rolls and the number of ballots received.

Session: Demonstration of pre-polling procedures in front of the whole group, then a role play with in front of the large group, then a question and answer period.

5. Role of Observers/Watchers

By the end of training, presiding officers and assistant presiding officers will be:

- Able to demonstrate through a role play who the different partisan observers and neutral watchers are and what they can and cannot do within the polling booth.

Session: Mini-lecture and then a role play in front of the larger group with eight volunteers followed by a discussion of the role play.

6. Conducting the Poll

By the end of training, presiding officers and assistant presiding officers will be:

- Able to list all nine steps of the voting procedure including:
 - * Verifying the voter's identity by checking ID card or asking questions.
 - * Inspecting the voter's fingers for signs of indelible ink.

- * Finding and marking the voter's name on the electoral roll.
- * Marking the voter's thumb with indelible ink.
- * Writing the voter's serial number on the counterfoil.
- * Having the voter write his name or put his thumbprint on the counterfoil.
- * Stamping the back of the ballot paper with the official seal.
- * Handing the voter the ballot paper and stamp for marking the ballot.
- * Ensuring the voter properly folds and deposits the ballot paper in the box.

Session: Role play of a polling booth in smaller groups of eight people each. One person is the APO, two are PLO's, two are PA's, and three are voters.

7. Challenged and Tendered Ballots

By the end of training, presiding officers and assistant presiding officers will be:

- Able to demonstrate their knowledge of tendered and challenged ballots including:
 - * Who is given a tendered or challenged ballot.
 - * What the role of the polling agent is in these special circumstances.
 - * How to record and keep records of these special circumstances.
 - * How to preserve these ballots in different packets.
 - * How to explain to a voter in these circumstances what the process is.

Session: Mini-lecture, then dividing the group into teams for a friendly quiz competition on the subject.

8. Threats to the Polling Process

By the end of training, presiding officers and assistant presiding officers will be able to:

- List some of the potential threats to the ballot process they could face.
- Plan how to minimise potential threats including involving local police, politicians, and elite's and informing the public of the consequences of disrupting the ballot process.

Session: Small group brainstorming on potential threats and then discussion on how to handle these threats through use of the training game "What if?"

9. **Counting Votes**

By the end of training, presiding officers and assistant presiding officers will be:

- Able to demonstrate their understanding of the counting procedure including:
 - * Identifying pre-count activity.
 - * Unsealing the ballot box.
 - * Sorting and separating the ballots.
 - * Counting the ballots.

Session: Demonstration in front of the large group with 10 volunteers while trainer reads out procedure.

10. **Reporting the results of the balloting**

By the end of training, presiding officers and assistant presiding officers will be:

- Able to identify all packets and forms used in the polling process.
- Write a short paper giving thought to a pertinent topic on reporting.

Session: There will be an assignment after day one for participants to write on reporting. These assignments will be shared during this session in a discussion.

Time-Table for Presiding and Assistant Presiding Officer Training

First Day

<u>Time</u>	<u>Session</u>	<u>Type of Training Activity</u>	<u>Time Nee</u>
8:30 AM	Registration		30 mins
9:00	Session 1: Introduction to the PAPOT	Mini-lecture	15 mins
9:15	Session 2: Opening Exercise - Name Tag Scramble	Interactive exercise	30 mins
9:45	Session 3: Election Official Pledge	Mini-lecture	30 mins
10:15	Session 4: Essential Polling Materials	Mini-lecture/Small group	45 mins
11:00	Break	Snack Role play	15 mins
11:15	Session 5: Arranging the Polling Booth	Lecture/Assignment /Discussion	60 mins
12:15 PM	Session 6: Pre-Polling Procedures	Demonstration/Role play	40 mins
12:55	Session 7: Role of Observers/Watchers	Mini-lecture/Role play	60 mins
1:55	Session 8: Closing Session for Day One	Mini-lecture	10 mins
2:05	End of training for the day		

Second Day

<u>Time</u>	<u>Session</u>	<u>Type of Training Activity</u>	<u>Time Nee</u>
8:30 AM	Session 9: Conducting the Poll	Mini-lecture/Role play	90 mins
10:00	Session 10: Challenged and Tendered Ballots	Mini-lecture/Quiz competition	45 mins
10:45	Break	Snack	15 mins
11:00	Session 11: Threats to the Polling Process	Mini-lecture/Small group	60 mins
12:00	Session 12: Counting Votes	Lecture/Demonstration	45 mins
12:45 PM	Session 13: Reporting the Poll	Assignment/Discussion	30 mins
1:15	Session 14: Test of Participant Knowledge	Test	30 mins
1:45	Session 15: Training Evaluation	Questionnaire	15 mins
2:00	Session 16: Closing Exercise	Certificates	30 mins
2:30	End of Training		

Name of Session:	#1 - Introduction to the PAPOT
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Time Needed: 15 minutes

Type of Session: Mini-lecture

Materials Needed: Session plan

Session Objective: To provide the participants with an overview of the presiding and assistant presiding officer training so they know what to expect over the next two days.

Training Objective:

By the end of this training session, presiding officers and assistant presiding officers will be:

- Aware of what is expected of them during the next two days.

Session Outline:

I. Welcome

- A. Thank you for coming to this training.
 - 1. We think you will enjoy the next two days.
- B. My name is _____. I will be your trainer during this training.
- C. I hope that if you have any questions or concerns during the training that you will ask me about them either in session or in private.

II. Goal of the Training

- A. The overall goal of the presiding and assistant presiding officer training is to provide election officials with the information essential to performing their jobs.
- B. The Elections Commission wants all election officials to be proud of the service they are providing the country.
 - 1. And, to feel like they have the information and resources needed to do the job they are being asked to perform.
- C. The Elections Commission wants you to be able to do your job as presiding or assistant presiding officer more competently, more professionally and with fewer disruptions to the polling process.
- D. We hope this training will help you feel better about your responsibilities as an election official and to be able to do a better job.

III. This Training is Different

- A. This training is different than past training's of the Elections Commission.
- B. It is more active.
 - 1. While there will be some lectures, a lot of the training will call on you to participate.

2. You will be asked to share your opinions, role play different situations, write some assignments, and be tested on your knowledge.
- C. We have tried to make it more fun.
1. Hopefully, while you learn, you will also get to laugh. We tried to make the training both informative and entertaining.
- D. It depends on your participation.
1. You are the key to the success of this training.
 2. If you get involved you will learn a lot.

IV. The Presiding and Assistant Presiding Officer Manual

- A. Pull out your training manual.
- B. You will notice that there are 12 sections in the Manual covering a wide range of topics.
- C. You will be expected to know all the information in the manual by the time polling begins.
- D. During the training, you will be asked to read some of sections.
- E. The Manual is for you to keep and bring with you to your polling station.

V. The Training Time-Table

- A. Hand out the training time-table.
- B. As you look over the time-table, you will notice that today's training goes until 2:05 PM.
- C. During this first day, we will cover topics related to preparing for your job on polling day.
- D. During tomorrow, we will cover polling, special circumstances you might encounter, handling potential threats and counting and reporting procedures.
1. You will also notice that tomorrow there is an objective test.
 - a) It is a short test with 20 multiple choice and short answer questions.

VI. A Serious Job

- A. Being an election official is a major responsibility.
- B. We want to thank you for being willing to do this job and to serve Bangladesh in this manner.
- C. We want to thank you now for being willing to take these responsibilities seriously because when people see you being serious they will have more faith in the elections.
- D. Free and fair elections are necessary for a democratic society and for a strong country.
- E. As we build our country, your efforts will make a real difference.

Name of Session:	#2 - Opening Exercise - Name Tag Scramble
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Time Needed: 30 minutes

Type of Session: Interactive large group exercise

Materials Needed: Name tags, pins

Session Objective: To provide an opportunity for participants in the training to get to know one another and feel comfortable with each other.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Able to meet some new people or learn something new about people they already know.

Session Outline:

I. Prior to the session

- A. As people register for the training, each person must make a name tag for themselves.
- B. On the name tag the person should write:
 1. Their full name.
 2. Their nickname or short name.
 3. Their favourite singer.
- C. The name tag is then placed into a box for use during this session.

II. Introduction to the session

- A. We are now going to engage in an activity that will get you up and moving around.
- B. Hold up the box of name tags.
 1. I am going to pass around this box.
 2. In it is the name tags for everyone here at the training today.
 3. Take one name tag out of the box.
 - a) Make sure it is not your own name.
 - b) Read it.
 - c) Don't show it to anyone just yet.
- C. Pass around the box.

III. Name tag scramble

- A. Now pin the name tag on your shirt or sari.
- B. In a moment I will ask you to get up and find the person who has your name tag.
- C. When you find the person with your name tag, read your name tag out loud.

1. Say your full name, nickname, and favourite singer.

D. Put on your name tag and wait for the person's whose name tag you have to find you.

IV. Trainer role during the session

A. Make sure everyone gets a name tag.

B. Keep time.

1. After 15 minutes call the group back to order.

C. Ask if anyone learned anything new about a person they already knew.

1. What was it they learned?

D. Thank them for participating and let everyone find their seat again.

Performance Evaluation:

The trainer should watch out for those persons who are shy and having trouble initiating a conversation. Encourage those people to be willing to participate.

Name of Session: #3 - Election Official Pledge
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Time Needed: 30 minutes

Type of Session: Lecture, citation, demonstration

Materials Needed: Session plan, handout of pledge and code of conduct.

Session Objective: To make trainees understand the importance of the pledge and code of conduct and how the pledge is taken.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Willing and able to recite the pledge of office.
- Able to remember at least eight of ten points in the code of conduct on the end of training test.

Session Outline:

I. Introduction

- A. Why are a pledge and code being presented this time?
 1. The election commission wants all to formally acknowledge the seriousness of this job.
 2. There are ethics and rules that should guide all election officials.
 3. The election commission wants election officials to act professionally and be trusted by the voters and the general public.
- B. What presiding officers and assistant presiding officers have to do?
 1. The presiding officer is responsible for the conduct of elections within the polling station.
 2. The assistant presiding officer is responsible for the conduct of elections within the polling booth.
 3. You are both responsible for ensuring that the polling officials you work with understand their jobs and their responsibilities.
 4. Specifically, presiding officers and assistant presiding officers are responsible for:
 - a) Ensuring that all of those registered who want to vote get to vote.
 - b) That each vote is secret and conducted according to the law.
 - c) That the count of votes is accurate.
 - d) That polling agents are allowed to watch the entire process to ensure it is done correctly.
- C. Give the handout of the pledge and code to the presiding officers and assistant presiding officers.

II. Pledge

- A. Read it out loud.

- B. Explain the reasons and importance of each point of the pledge.
 - 1. All citizens and especially election officials have a duty to act according to the constitutional laws and rules governing elections.
 - 2. Election officials must be very careful to be fair and ensure the polling process is not suspect. The process must have integrity.
 - 3. Election officials cannot be seen as favouring one candidate over another.
 - a) You can express your own political when your appointment is over, but when you are an election official you must be impartial and you cannot try to influence anyone to vote any way.
 - b) If someone asks you who you voted for while you are on duty tell them you can't say while on duty.
 - 4. You are responsible for helping ensure that all of your neighbours, friends, and even enemies can vote if they want to.

C. Demonstrate how a pledge is taken.

III. Code of conduct

A. Read it out loud.

- B. Explain the reasons and importance of some key points.
 - 1. Election officials have to read all of the manuals, and other materials provided to you by the Election Commission.
 - a) Ignorance is not an excuse for doing something wrong.
 - b) Make sure you know all of the laws and rules that pertain to your job.
 - 2. Everyone is counting on you to be honest and above being bribed or influenced to violate the fairness of the election.
 - 3. One incident of fraud or unfairness can make all votes suspect.
 - 4. Counting votes accurately is key to giving people confidence in the results of the election.
 - 5. You have a lot of authority on polling day. You are to use that authority judiciously.
 - a) Be very careful about accounting for funds and commodities entrusted to you.
 - 6. Please try to be courteous and respectful of all of those people you come into contact with on polling day.
 - a) We know this can be tough to do especially considering the pressure you will be under, but you have to remember that you are the public representatives of the Election Commission. You have to have great patience and understanding during the whole day.

IV. Group discussion

- A. Make five groups of eight persons.
- B. Ask each group to list what they think will be the toughest part of the code and pledge to carry out.
 - 1. Why will it be tough?
 - 2. What could be done to make it easier?
 - 3. Is there any thing that should be added or deleted from the pledge? Why?
- C. Ask one person from each group to report on their discussions.

V. Conclusion

- A. This is a new requirement of being a presiding or assistant presiding officer.
- B. We hope it will instil confidence in both you and the public that this election will be free and fair.
- C. The election commission is interested in what you think about this, so please share your opinions with us.
- D. We know you have a tough job to do. We hope this makes it clearer on the ethics that should guide your work.

Performance Evaluation:

During the training, trainers carefully observe the participants if they really understand the importance of the pledge and code of conduct.

Ask the participants to list at least eight of the ten points of the code of conduct on the training test.

Program Evaluation:

A questionnaire will be given to the participants asking whether this session made them able to remember the points of pledge of office and code of conduct.

Name of Session: #4 - Essential Polling Materials

Time Needed: 45 minutes

Type of Session: Mini-lecture, small group exercise

Materials Needed: Session plan, ballot box, ballot paper, electoral roll, official seal, indelible ink, five big boxes or bags with all election materials.

Session Objective: To provide a physical demonstration of the election material and what is the importance of them.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Familiar with all of the materials provided to operate a polling booth.
- Able to list the five essential materials needed (ballot papers, ballot box, electoral roll, official seal, indelible ink).

Session Outline:

I. Introduction (5 minutes)

- A. There are several different types of election materials needed in a polling booth for polling.
 - 1. Some are more critical to conducting an election than others.
 - 2. We have identified five materials as the most important.
- B. Explain the objective of the session.
 - 1. Each participant should understand what the different uses of election materials are.
 - 2. In a moment, I will ask for some volunteers to help me identify what the different materials are.
 - 3. Then, we will split into five smaller groups and each small group will identify the most essential election materials.

II. Election materials

- A. Turn to page ____ in your training manual. There you should find a list of all the materials provided to each polling booth.
- B. Pick out some of the materials from one of the boxes and ask for volunteers to tell you what it is and what it is used for.
 - 1. The official seal
 - 2. Rubber marking stamp
 - 3. Indelible ink
 - 4. Knife
 - 5. Candles and matches
 - 6. Sealing wax
 - 7. Electoral roll
 - 8. Ballot Account Form
 - 9. Candidate Packet

- C. Make sure that the different volunteers explain what the materials are used for completely and thoroughly.

III. Small group exercise (15 minutes)

- A. Divide the larger group into five small groups with eight people in each group.
- B. Give each group a box with all the election materials provided assistant presiding officers.
- C. Ask them to remove all materials from a box or bag and make sure they have everything that is on their list of materials.
 - 1. They should make a list of what is missing.
- D. After all materials have been removed from the box or bag, ask them to put everything back in the box or bag except those election materials that are essential to conducting an election.

IV. The essential election materials (15 minutes)

- A. Ask one person from each group to report on what they left out of the bag.
 - 1. They must explain why they chose the materials they did.
- B. After all groups have reported on their selections have a discussion about the differences among the groups.
 - 1. Does any group want to change what they left out of the box or bag?
 - 2. Does anyone want to dispute what a group left out?
 - a) Provide some reasons why you think the particular material isn't essential.
- C. Make sure the following points are raised in the discussion by you if they are not covered by the participants.
 - 1. Ballot box
 - a) The ballot box ensures the votes are kept secret.
 - b) Secrecy is essential to the integrity of the election.
 - 2. Ballot papers
 - a) Ballot papers contains name and symbol of the contesting candidates.
 - b) Ballot papers record the votes of the voters.
 - c) Ballot papers are sequentially numbered.
 - d) The counterfoils provide accountability.
 - 3. Electoral roll
 - a) The electoral roll is used in verifying who can and who cannot vote.
 - 4. Official seal
 - a) The official seal signifies that the vote has been cast according to the law.
 - b) The seal is a symbol of the fairness of the vote.
 - 5. Indelible ink
 - a) If a person has indelible ink mark on his finger, he will not be allowed to vote.
 - b) Indelible ink ensures no one can vote twice.
 - 6. Security
 - a) All of the materials you received prior to polling day, but especially the five list above must be kept in a safe and secure place.

- b) The presiding officer is responsible for the security of election materials.
- c) The presiding officer will have to sign receipts for ballots and ballot papers and will have to account for each one left in his care.
- d) Think through how you keep the materials safe and secure before you receive them.

V. Conclusion

- A. There is a long list of materials you will get to operate your booth. Some are more important or essential than others.
- B. We hope you never have to rely on only a few items, but if you do, you should now have some idea of what is essential to ensuring the integrity of the process.
- C. Remember to check all of the materials you are provided before polling day. Then, if you are missing something, you can get it.

Performance Evaluation:

During the session, trainers should carefully observe participants and see if they really understand and identify the most essential election materials. Pay close attention to the reasons why people think different materials are critical. If there is any confusion, the trainer should seek to clarify it.

Program Evaluation:

Trainees get to evaluate the session on the final evaluation questionnaire. Trainers should do their own assessment of the session.

Did it go smoothly?

Did presiding officers and assistant presiding officers were able to identify election materials?

Name of Session: #5 - Arranging the Polling Booth
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Time Needed: 60 minutes

Type of Session: Lecture, sketch

Materials Needed: Prepared lecture, pieces of paper, pencils

Session Objective: To provide a pictorial demonstration in making the polling booth effective and efficient.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Able to draw a sketch of how to arrange a polling booth to ensure an efficient and orderly flow of voters including:
 - * Where signs will be placed to let voters know what polling booth to vote in.
 - * Where polling officers, the assistant presiding officer, polling agents and other people allowed to watch the process will sit.
 - * Where materials will be placed so they will be secure against tampering or theft.
 - * The position of the ballot box.
 - * The position and number of the secrecy area(s)
 - * How voters will move through the polling booth not allowing them to cross the path of another voter if space allows.

Session Outline:

I. Introduction (5 minutes)

A. Explain the objective of the session.

1. For presiding and assistant presiding officers to understand how to arrange a polling booth.
 - a) So voters can move through the booth efficiently and quickly.
 - b) So it provides the appropriate atmosphere for free and fair elections.

B. This session has three parts.

1. First, some introductory remarks by myself.
2. Second, everyone will be asked to draw pictures illustrating how they will arrange the furniture in their own polling booth.
3. Third, we will have a discussion on some of the pictures.

II. The different types of furniture needed (5 minutes)

A. Before polling day you have to visit your polling centre to make sure you have the furniture needed to conduct the election.

B. There are three types of furniture that are required.

1. Tables and chairs for the assistant presiding officer and polling officers.
2. High and low benches for election agents and monitors.
3. A table and chair to be put in each secrecy area.

III. Arranging the polling booth (5 minutes)

- A. There are five things to consider when arranging the polling booth.
 1. Where assistant presiding officer and polling officers will sit.
 2. Where election agents and domestic observers will sit.
 3. The position of the ballot box.
 4. The position and number of secrecy areas.
 5. How voters will move through the polling booth.
- B. The presiding officer also has to consider where the polling station's excess ballots and ballot boxes will be stored and secured until needed.

IV. Important things to remember when arranging the polling booth (10 minutes)

- A. The assistant presiding officer and polling officers should sit on the side of the room near the wall or fence.
 1. This is to provide less chance of someone coming up from behind and stealing the ballot papers, the electoral roll or other election materials.
- B. Election agents and domestic monitors should sit to the side of the polling officers so they can easily observe the polling process.
- C. The ballot box must be put on in a visible place so the officials, agents and the voters can see it.
- D. The number of secrecy areas depends on the number of voters that have to move through the polling booth.
 1. Usually they are placed in a corner and away from any windows. This provides more secrecy and security.
 2. It must be arranged so it is a secret place and insures the voter's vote is kept secret.
- E. Have the voters move through the polling booth in such a way that they don't have to cross the path of another voter.
 1. They should move from polling officer #1 to polling officer #2 to the assistant presiding officer to secrecy area, to ballot box in a continuous flow.
 2. That way as one voter goes to the secrecy area, another can enter the polling booth and begin the polling process.
 3. If a polling booth has two doors, let the voters come in one door and go out through the other door after casting their votes.
 - a) This will allow the voter to move through the booth without crossing the path of another voter.

V. Sketching the polling booth (15 minutes)

- A. Hand out a blank piece of paper to each trainee.
- B. Instruct them in the exercise.
 1. You are now to think about the polling booth you will work in.
 2. On this piece of paper, draw how your polling booth will be laid out.
 3. You must show the following in your drawing.
 - a) Where signs will be placed to let voters know what polling booth they should vote in.
 - b) Where polling officers, the assistant presiding officer, polling agents and other people allowed to watch the process will sit.

- c) Where materials will be placed so they will be secure against tampering or theft.
 - d) The position of the ballot box.
 - e) The position and number of the secrecy area(s)
 - f) How voters will move through the polling booth not allowing them to cross the path of another voter if space allows.
- 4. It is not important to make a beautiful drawing.
 - a) We are not looking for the best artistic drawings now.
 - b) We are looking for you to sketch out the polling booth with all of the key elements mentioned about in it.
- 5. You have five-ten minutes to sketch out your polling booth.
- C. Go around the room and observe how people are doing with the exercise.
 - 1. If you see someone who is having a difficult time, try to clarify the assignment for them.
- VI. Large group discussion (20 minutes)
 - A. After people have finished their sketches ask for three volunteers.
 - B. Have each volunteer draw their sketch on a section of the blackboard.
 - C. After all the sketches are completed, ask each volunteer to describe their booth.
 - 1. Ask them to mention why they placed things where they did.
 - D. Invite comments from the larger group.
 - 1. How could the arrangements of the volunteers been improved?
 - 2. Did they learn anything new?
 - 3. What special circumstances will they face in their polling booth?
- VII. Conclusion
 - A. We have tried to point out that it is important to consider how the booth is set-up.
 - 1. For security of the process.
 - 2. For ease of movement of voters through the polling booth.
 - 3. So everyone can do their job.
 - B. Please take the time when you get back to your areas to visit your polling station a few days in advance to ensure it can be set-up in an appropriate manner.
 - C. If you have any problems, discuss it with the Thana Election Officer and Assistant Returning Officer.
 - D. Thank you for your attention and please hand in your sketches.
 - 1. Make sure your sketches have your name on them.

Performance Evaluation:

Trainers should review the sketches and observe if they have all the needed elements and if participants really understand what it takes to effectively arrange a polling booth. Talk to those participants that struggled with the assignment to reinforce key points of this session.

Program Evaluation:

Trainees get to evaluate the session on the final evaluation questionnaire.

Name of Session: #6 - Pre-Polling Procedures
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Time Needed: 40 minutes

Type of Session: Demonstration, and Role Play

Materials Needed: Ballot Box, Ballot Papers, Role play instructions

Session Objective: To provide a demonstration and discussion of the procedures needed to be taken by all presiding officers prior to the opening of polling.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Able to demonstrate in front of their peers the procedures that need to be completed prior to opening the polling booth including:
 - * Showing the empty ballot box to all present.
 - * Showing the ballot box serial number to all present.
 - * Closing and sealing the ballot box.
 - * Allowing polling agents present to sign the ballot box serial number form.
 - * Placing the ballot box in an open and accessible place.
 - * Showing the serial number of the ballots to the polling agents.
 - * Allowing the polling agents to inspect the secrecy area(s).
 - * Announcing the number of voters on the rolls and number of ballots received.

Session Outline:

I. Introduction (5 minutes)

- A. As part of insuring a free and fair election, there are certain procedures that must be followed by all presiding and assistant presiding officers.
- B. These procedures are followed because they demonstrate that the ballot box is empty and that no polling official is trying to rig the election.
- C. It is important to demonstrate the honesty of polling officials because of past allegations of corruption and fraud.
 - 1. These procedures must be followed by all, prior to polling beginning.

II. Trainer demonstration of the initial procedures (15 minutes)

- A. First, show the empty ballot box to all present in the polling booth.
 - 1. Try to ensure polling agents representing the different political candidates see and acknowledge that the ballot box is empty.
 - 2. Let any domestic monitors in to view these procedures as well.
- B. Second, show the ballot box serial number to all present.
 - 1. Ballot boxes will have serial numbers on them to ensure, alternative boxes are not substituted for the real ballot box.
- C. Third, close and seal the ballot box.
 - 1. Slide the top ballot box slot so it is open.
 - 2. Put the jute string through the two holes in the sliding latch.

3. Drip wax over the ends of the string so they stick together and on the box
 4. Stamp the brass seal over the wax to create the seal.
- D. Fourth, allow any of the polling agents to sign the ballot box serial number form.
1. Then, if there is any question later on, they can attest that:
 - a) Indeed the box was empty.
 - b) It was sealed according to proper procedure.
- E. Fifth, place the ballot box in an open and accessible place.
1. It must be in a spot so everyone can see it and see no one is stuffing it.
 2. It must be close to the assistant presiding officer so it can remain secure.
- F. Sixth, show the ballot papers to the polling agents.
1. Show them the serial numbers on the ballots.
 2. Show them where these serial numbers are being recorded by the additional polling officer.
- G. Seventh, allow the polling agents to inspect the secrecy area(s).
- a) Each secrecy area must be private and have a table and chair.
 2. If there is anything wrong with the area, fix the problem.
- H. Eighth, announce the number of voters and ballots received.
1. Make an announcement of how many voters are on the electoral roll.
 2. Also announce how many ballots you received.
 3. During the day, announce when you receive more ballots.

III. Role play (10 minutes)

- A. Ask for five volunteers from the larger group.
 1. If no one volunteers, appoint five people to take part in the role play.
- B. Hand each volunteer one role play instruction telling them their role.
 1. One assistant presiding officer, two polling officers, two polling agents
- C. Give the role players 2-3 minutes to figure out what they are going to do.
 1. Help them set up the scene.
- D. Have them role play the pre-polling procedures.
 1. Make sure the role play includes the critical elements of the instructions as outlined above.

IV. Discussion on the role play (10 minutes)

- A. Are there any questions on the role play?
 1. What could have been done better?
 2. Did the role players forget any of the critical procedures?

Performance Evaluation:

During the session trainers must carefully observe the small groups and the participants to see if they fully understand the steps outlined in the session.

Program Evaluation:

Participants will be given an opportunity to assess this session on the end of training evaluation questionnaire. Trainers need to assess how the session went from their perspective.

Name of Session: #7 - Role of Observers/ Watchers

Time Needed: 60 minutes

Type of Session: Mini lecture, Role play demonstration

Materials Needed: Session plan, role play instructions, table, chairs, pens, pencils, paper

Session Objective: To provide a physical demonstration of who watchers are and what they can and cannot do during the polling process.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Able to demonstrate through a role play who the different partisan observers and neutral watchers are and what they can and cannot do within the polling booth.

Session Outline:

I. Introduction (5 minutes)

- A. There are several different types of people that can be present in the polling booth with the assistant presiding officer and polling officers.
 1. Some have a partisan role in the election and others are neutral.
- B. Explain the objective of the session.
 1. At the end of the session, each participant should understand what polling agents and other visitors can and should do at the polling stations.
 2. In a moment, I will ask for some volunteers to help demonstrate their different roles.

II. The different types of watchers/observers (5 minutes)

- A. There are two types of observers.
 1. Partisan observers
 - a) These are polling agents, election agents, and candidates.
 - b) They have a legal role during the polling process and can be within the polling booth for the entire day.
 - c) Each candidate may appoint 2 polling agents for each polling station with one polling booth.
 - d) If a polling station has more than one booth, a candidate may appoint up to 5 polling agents.
 - e) This means you can have quite a number of political observers.
 2. Neutral watchers
 - a) Journalists
 - b) Domestic election monitors
 - c) Foreign election observers
- B. You might also receive visits from election commission officials
 1. Your Assistant Returning Officer or Returning Officer
 2. ECS officials
 3. Most likely they will visit to get their own view of how polling is progressing at the polling booth level.
- C. Whoever enters the polling station or booth must present some credentials.

1. For neutral watchers these will likely be identification cards authorised by the returning officer.
2. For partisan observers, presiding officers will be provided a list of authorised polling agents from the contesting candidates.

III. Role of polling agents (and other partisan observers) (10 minutes)

- A. Candidates, election agents, and polling agents (representatives of the political candidates) are included in every part of the polling process.
 1. The idea is to have the polling process be open and transparent.
 2. They will be at every polling station in the country.
 3. They will help ensure that everything is done as it should be.
 - a) They have a right to maintain a constant presence in the polling station.
 - b) They are supposed to observe the polling process and to note whether the exercise is going on as required by law.
- B. Polling agents are not supposed to interfere in the polling process in anyway.
 1. They are not supervisors for the polling process. Polling officials should cooperate with polling agents, but should not take orders from them.
- C. Polling agents have the right to note an irregularity if they notice anything contrary to the rules and regulations of polling.
 1. They should notify the assistant or presiding officers if anything is not as it should be including:
 - a) If some polling officials are not present.
 - b) If the Polling Officer lets someone vote twice.
 - c) If the Polling Officer fails to ask for and inspect a voter's ID card.
 - d) If the Polling Officer stops an eligible voter from voting.
 - e) If the Polling Officer makes an error in marking a name in the electoral roll.
 - f) If the Polling Officer forgets to ink the voter's finger.
 - g) If the Polling Officer forgets to stamp the ballot.
- D. Polling agents also have the right to challenge an voter if they feel someone is not eligible to vote.
 1. In a challenge, the polling agent assumes responsibility for proving, after the poll, that the person was not eligible to vote.
 2. A 5 taka deposit is made in good faith to prove the challenge is serious.
 3. We will discuss challenges later.
- E. Polling agents may not:
 1. Recruit people for their parties at the polling station.
 2. Campaign for their candidates at the polling station.
 3. Try to influence any voter to vote in a particular way.
 4. Handle the ballot papers.
 5. Enter the secrecy area to observe how a voter votes.

IV. Role of the neutral watchers (10 minutes)

- A. The other visitors (monitors, journalists, etc.) can come and watch the process.
- B. Their role is to provide an impartial (non-partisan) view of the polling process.
 1. They are there to observe.
 2. They have no role at the polling process to challenge.
 3. They can make suggestions if they see something that isn't right.

- C. They will make reports to their organisations after the poll is completed.
 - 1. These reports will then be made to the ECS or the public on their view of the polling process.
- D. These neutral observers are very crucial to the democratic process.
 - 1. It is important to have impartial observers to the process to ensure the public that the poll is free and fair.
 - 2. It is crucial for the public to have confidence in the election.
 - 3. Their observations can help election officials make improvements for future elections.
- E. You are to be courteous and open and make these observers feel welcome.
 - 1. If you have the time, answer their questions.
 - 2. If they bring a legitimate concern to your attention, make an effort to be responsive and correct the problem.

V. Role play (15 minutes)

- A. Ask for eight volunteers from the larger group.
 - 1. If volunteers aren't forthcoming, appoint eight people to come up.
- B. Hand each volunteer one role play instruction telling them their role.
 - 1. One assistant presiding officer
 - 2. Two polling officers
 - 3. Two polling agents
 - 4. Two voters
 - 5. One domestic monitor
- C. Give the role players 2-3 minutes to figure out what they are going to do.
 - 1. Help them set up the scene.
- D. Have them role play a typical polling booth.
- E. Make sure the role play includes the critical elements of the instructions.
 - 1. A challenged voter.
 - 2. A challenge from one of the polling agents of the domestic monitor.
 - 3. The Assist. Presiding Officer explaining the role of the domestic monitor.

VI. Discussion on the role play (10 minutes)

- A. Engage the larger group in a discussion on the role play
 - 1. What could have been done better?
 - 2. Any questions on the role of watchers?

Performance Evaluation:

During the session, trainers carefully observe participants and see if they really understand the roles of the different watchers. If there is any confusion, the trainers should seek to clarify it.

Program Evaluation:

Trainees get to evaluate the session on the final evaluation questionnaire. Trainers should make their own assessment of the session. Did it go smoothly? Was a common understanding achieved? Did the role play achieve the desired result? What could have made the role play better?

Name of Session: #8 - Closing Session for Day One

Time Needed: 10 minutes

Type of Session: Mini-lecture

Materials Needed: Session plan

Session Objective: To provide participants with a sense of accomplishment for day one and the assignment they are to complete for day two of the training.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will:

- Know what the assignment is for the second day of training.

Session Outline:

- I. Close of first day
 - A. This is the final session for the first day of training.
 - B. There are only a few things that I want to say before you depart for the day.
 - C. First, thank you for participating so fully and so actively today.
 1. I hope we have done a good job of keeping you interested.
 2. I hope you have learned something new today.
 - D. Second, tonight you have an assignment that must be prepared before you arrive for training tomorrow.
 1. The assignment has to do with the numerous forms and packets that presiding and assistant presiding officers have to be familiar with.
 - a) Hand out the assignment sheet.
 - b) There are two parts to this assignment.
 - (1) Read the section in your training manual on reporting the results of the election.
 - (2) There are five topics listed on this assignment sheet.
 - (a) You are to pick one of the topics and write a no more than 1-2 pages on the topic.
 - E. The whole manual is important and should be read.
 1. You are to read and know the whole manual before polling day.
 2. However, for tomorrow focus on the counting and reporting sections.
- II. Questions
 - A. Does anyone have any questions on the assignment?
 - B. Remember, not more than two pages. One page would be fine.
- III. Trainer role in session
 - A. Make sure every participant is clear on the assignment and when it is due.

**PRESIDING AND ASSISTANT PRESIDING OFFICER TRAINING
ASSIGNMENT FOR DAY TWO**

Before you arrive for training tomorrow, we want you to give special thought to what presiding and assistant presiding officers must do to report on the polling process and election results.

For this assignment, read the sections in your training manual on counting the votes and reporting the election results. After you have read those sections of the manual, choose one of the topics below and write a short paper on the topic. Your paper should be no more than two pages long, but one page would be fine. Please write neatly so we can read your paper.

Choose one of the following topics to write on:

1. What do you think will be the toughest part of the reporting process for you?
2. How could all the packets and forms be arranged so that the reporting process is easier for presiding officers?
3. What are the five most important forms used in reporting? Why?
4. How could the process of reporting be made easier?

These papers are being prepared for Session #13 - Reporting. They will help stimulate the discussion for that session.

Your paper will be handed into the trainer after that session.

If you have any questions or concerns, please direct them to your trainer.

Name of Session: #9 - Conducting the Poll

Time Needed: 90 minutes

Type of Session: Lecture, role play

Materials Needed: Five complete sets of polling materials

Session Objective: To provide each presiding and assistant presiding officer with knowledge about and an opportunity to practice polling procedures.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Able to list all nine steps of the voting procedure including:
 - * Verifying the voter's identity by checking an ID card or asking questions.
 - * Inspecting the voter's fingers for signs of indelible ink.
 - * Finding and marking the voter's name on the electoral roll.
 - * Marking the voter's thumb with indelible ink.
 - * Writing the voter's serial number on the counterfoil.
 - * Having the voter write his name or put his thumbprint on the counterfoil.
 - * Stamping the back of the ballot paper with the official seal.
 - * Handing the voter the ballot paper and stamp for marking the ballot.
 - * Ensuring the voter properly folds and deposits the ballot paper in the box.

Session Outline:

I. Introduction (5 minutes)

- A. To ensure each voter votes according to legal procedures, all election officials must follow a mandated process.
- B. The presiding and assistant presiding officers must know the legal procedures.
 - 1. So everyone votes according to the law.
 - 2. So the public have faith that the poll will be free and fair.
- C. After an overview of the process, we are going to split up into smaller groups.
 - 1. Each group will organise a polling booth and practise the polling process.
 - 2. We will hand out role play instruction cards to each person.
 - a) You will act out the role provided on the instruction card.

II. The ten steps (10 minutes)

- A. There are three stages involving ten steps in the polling process.
 - 1. Stage one is identifying and verifying the voter
 - a) Polling officer #1 completes the steps in this stage.
 - 2. Stage two is inspecting the fingers and applying indelible ink.
 - a) Polling officer #2 completes the steps in this stage.
 - 3. Stage three is issuing the ballot paper.
 - a) The Assistant Presiding Officer completes the steps in this stage.
- B. Read out loud the ten steps highlighting the significance of each step.
 - 1. Make sure you identify which polling official is completing each step.

- C. Verifying the voter's identity by checking an ID card or asking questions.
 - 1. The ID card is new this year.
 - 2. Every eligible voter is supposed to have one.
 - 3. If the voter doesn't have it, he or she cannot vote.
 - 4. Polling Officer #1 does this.
- D. Finding and marking the voter's name on the electoral roll.
 - 1. Match the voter's serial number on their ID card with their name and number on the roll.
 - 2. Be careful to check the correct name.
 - 3. Be careful of common names.
 - 4. Polling Officer #1 does this.
- E. Inspecting the voter's fingers for signs of indelible ink.
 - 1. Be careful in checking the fingers for ink.
 - 2. Indelible ink should be on the thumb.
 - 3. Look for evidence that it may have been rubbed off.
 - 4. Polling Officer #2 does this.
- F. Marking the voter's thumb with indelible ink.
 - 1. Polling Officer #2 does this.
 - 2. Make a small mark at the base of the thumb near the cuticle.
 - 3. Make sure there isn't a mark already.
- G. Writing the voter's serial number on the counterfoil.
 - 1. The Assistant Presiding Officer does this.
 - 2. Copy the serial number from the voter's ID card.
- H. Having the voter write his name or put his thumbprint on the counterfoil.
 - 1. A thumbprint is used when the voter cannot write their name.
 - 2. The Assistant Presiding Officer does this.
- I. Stamping the back of the ballot paper with the official seal.
 - 1. Separate the ballot paper from the counterfoil.
 - 2. Make sure only one ballot paper is torn out of the book.
 - 3. All ballots without the official seal will not be counted.
 - 4. The Assistant Presiding Officer does this.
- J. Handing the voter the ballot paper and stamp for marking the ballot.
 - 1. The Assistant Presiding Officer does this.
 - 2. Make sure the voter gets only one ballot paper.
 - 3. Direct the voter to the secrecy area.
- K. Ensuring the voter properly folds and deposits the ballot paper in the box.
 - 1. This is the responsibility of the Assistant Presiding Officer.

III. Practise (45 minutes)

- A. Divide the larger group into five smaller groups of eight people each.
- B. Have the groups assign each other roles within a typical polling booth.
 - 1. One assistant presiding officer
 - 2. Two polling officers
 - 3. Two polling agents
 - 4. Three voters

- C. Provide each small group a box of all the materials needed for a polling booth.
 - D. Hand each of the participants their role play instruction card.
 - 1. One voter will be illiterate and not fully understand how to mark their card.
 - 2. One voter will not have their ID card.
 - 3. One voter will understand the process fully.
 - E. Have the groups begin their role plays.
 - F. Observe the different groups. If some are having difficulty help them get going.
- IV. Discussion (25 minutes)
- A. Reconvene the small groups into the larger group.
 - B. Begin a discussion on the exercise.
 - 1. First, ask those people playing the role of the polling agents for their observations.
 - a) What went well?
 - b) What didn't go so well?
 - c) Was there any part of the process that seemed to be forgotten?
 - 2. Enlarge the discussion to include the other role players.
 - a) Did the voters feel the polling officers did a good job of explaining to them what they were supposed to do?
 - b) Did the assistant presiding officers think their polling officers did a good job?
 - c) What did the polling officers think was the toughest thing to remember?
 - 3. Remind participants that if voters ask how to mark the ballot the Assistant Presiding Officer can remind the voter:
 - a) The mark has to fall within the space provided for their candidate.
 - b) To be careful not to make any stray marks on the ballot paper.
 - c) To use the rubber stamp provided to make their mark.
 - d) Fold the ballot in half and then in half again before depositing it.
- V. Conclusion (5 minutes)
- A. The nine steps of the polling process are the key to your job.
 - B. You have to ensure that the polling officers under your command understand what these steps are and do each one according to the law.
 - C. We hope the practise today has given you an opportunity to understand what could go wrong and what is the best way to correct that.

Performance Evaluation:

During the session trainers must carefully observe the small groups and the participants to see if they fully understand the steps of conducting the poll according to the legally defined procedures. The end of training test, will ask participants to list all steps of the process.

Program Evaluation:

Participants will be given an opportunity to assess this session on the end of training evaluation questionnaire. Trainers need to assess how the session went from their perspective.

Name of Session: #10 - Challenged and Tendered Ballots
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Time Needed: 45 minutes

Type of Session: Lecture, quiz game

Materials Needed: Session plan, questions and answers for quiz game

Session Objective: To inform participants on the rules and procedures for handling challenged and tendered ballot situations in the polling booth.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Able to demonstrate their knowledge of tendered and challenged ballots by correctly answering:
 - * Who is given a tendered or challenged ballot.
 - * What the role of the polling agent is in these special circumstances.
 - * How to record and keep records of these special circumstances.
 - * How to preserve these ballots in different packets.
 - * How to explain to a voter in these circumstances what the process is.

Session Outline:

I. Introduction to Challenges (10 minutes)

- A. Challenges are filed because a polling agent suspects a person is not eligible to vote.
- B. A challenge can be filed by any polling agent on the following grounds:
 - 1. Having already voted.
 - 2. Impersonation of another voter.
- C. It is up to the challenger to prove a challenge. The challenger must prove the person being challenged is not eligible to vote.
 - 1. A deposit of 5 Taka is required to demonstrate that the challenge is serious and will be pursued.
- D. The procedure for voting a challenged ballot is slightly different from the normal polling procedure.
 - 1. Inform the voter that he or she is being challenged.
 - 2. The Assistant Presiding Officer facilitates the process for a Challenged Ballot Paper.
 - 3. The challenging Polling Agent must deposit 5 Taka cash.
 - 4. Issue a receipt for 5 Taka to the challenger.
 - 5. Warn the voter of consequences of impersonating another voter or voting twice.
 - a) There are legal penalties for voter fraud.
 - b) A person can go to prison and be fined if they are found guilty.
 - 6. If the voter chooses to go ahead, add the voter's name to the "Challenged Votes List, Form XIII.
 - a) Record the name, address, and serial number of the voter on both the form and the counterfoil of the ballot.

7. Allow the voter to vote in the same manner as any other voter, however, advise the voter to return the voted ballot paper to the Assistant Presiding Officer instead of depositing it into the ballot box.
8. Watch to see the voter returns to the Assistant Presiding Officer with the folded ballot paper. Do not allow the Challenged Ballot Paper to be placed in ballot box.
9. Upon the voter's return to the Assistant Returning Officer, place the Challenged Ballot Paper in the Challenged Ballot Packet with any other Challenged Ballots which have been cast. There is only one packet for containing all challenged ballot papers voted at each polling booth.

E. The challenged voter's vote counts, however, their vote will be counted separately.

II. Introduction to Tendered Ballots (10 minutes)

- A. A Tendered Ballot is used If an voter presents a valid ID card but the voter's name has already been marked in the Electoral Roll.
- B. The process for a tendered ballot is as follows:
 1. Inform the voter that someone has already voted under that name which as been so marked on the Electoral Roll.
 2. The Assistant Presiding Officer facilitates the Tendered Ballot process.
 3. The voter can decide if they want to continue to seek the right to vote. If they want to vote, allow the voter to vote under a Tendered Ballot paper process and cast a ballot paper in the same manner as any other voter.
 4. Add the voter's name to the Tendered Votes List, Form XII.
 - a) Record the name, address, and serial number of the voter.
 5. Advise the voter to return his voted and folded ballot paper to the Assistant Presiding Officer. Do not allow the voter to deposit the tendered ballot in the ballot box.
 6. Upon the voter's return to the Assistant Presiding Officer, write the voter's name and serial number on the back of the Tendered Ballot Paper.
 7. Determine for which candidate the voter marked his tendered ballot paper. A separate Tendered Ballot Paper Packet is maintained for each candidate appearing on the ballot. Select the corresponding Tendered Ballot Papers packet for that candidate, and place the Tendered Ballot paper in the packet.

III. Preparing for the Quiz Competition (5 minutes)

- A. Divide the larger group into smaller groups of eight people each.
 1. Each group is a team for the purposes of this competition.
 2. Have the groups sit together and have some space between each team.
 3. Select one person from the large group to be a time-keeper.
 4. Prepare the blackboard to keep track of the points scored.
- B. Set the scene for the participants.
 1. "Welcome to this new game."
 2. "This is where you get to test your knowledge of the regulations and procedures for challenges and tendered votes."
 3. "We'll see who knows all the details that need to be known."
 4. "We'll see what team can win the game."

- C. Explain the rules of the game clearly to participants.
 - 1. Two questions to each team constitutes a round.
 - 2. You have 10 seconds to answer a question.
 - 3. We will rotate among the five groups. The first group gets the first question.
 - 4. If the group gets the question correct they will get a bonus question.
 - 5. Each team gets 2 points for a correct answer. One point for a close answer.
 - 6. If the first group cannot get the correct answer, the next group gets a chance to answer the question. If they cannot, the next group gets an opportunity, etc.
 - 7. Whatever team gets the correct answer, gets a bonus question.
 - 8. Bonus questions can only be answered by the team that got the first question correct.
 - 9. The team with the most points at the end of questioning wins the competition.
 - 10. Beware, some questions are deliberately tricky or misleading.
 - 11. This is a team effort. Consult your other team members before you answer.

IV. The quiz begins. (15 minutes)

- A. Record the names of each group on the board.
- B. After each round, announce the scores.
- C. Don't forget to inject some humour into the game. Keep it moving.
- D. Provide explanation of the answers to make sure everyone understands the regulations.
- E. Keep going until you run out of questions.

V. The final results (5 minutes)

- A. When the questions have been exhausted, announce the final scores.
- B. Declare the group with the highest marks as the winners of the contest.
- C. Congratulate the participants' on the performance and thank everyone for participating.

Performance Evaluation:

During the exercise trainers should assess the quality of answers to questions and where necessary explain answers more clearly.

Program Evaluation:

A question on the end of training questionnaire will assess participants view of how well this session worked.

Questions (and answers) for the Challenged and Tendered Ballot Quiz

1. Who initiates the challenged vote process?
A polling agent who challenges a voter as not being eligible to vote.
2. What amount is deposited for a tendered ballot?
None.
3. Who is responsible for handling a challenged voter?
The Assistant Presiding Officer.
4. How much money has to be deposited when a challenge is made?
Five Taka.
5. After the polling agent deposits five taka, what happens next?
A receipt is issued to the polling agent.
6. Are all tendered ballots stored in one packet?
No, they are stored in separate packets by the candidate voted for.
7. What does the Assistant Presiding Officer need to tell the voter being challenged?
First, that he or she is being challenged. Second, that voting twice or impersonating another voter is punishable by a fine and/or spending time in prison.
8. Who gets a tendered ballot?
A person whose name and ID number have already been marked off the electoral roll as having voted.
9. Will the challenged voter cast his vote like any other voter?
No, the challenged voter does not place his or her ballot in the ballot box.
10. True or false, there are separate challenged ballot packets for each candidate.
False, there is only one packet for all challenged ballots.
11. Who will facilitate the tendered ballot paper process?
The Assistant Presiding Officer.
12. What should an Assistant Presiding Officer tell the voter about the tendered ballot process?
Because someone has already voted using this name and ID number, your ballot is being treated differently. It will be kept in a special separate pack with other similar ballots for the candidate of your choice.

13. When can a person be challenged?

When a polling agent thinks the person has already voted or is not who they say they are.

14. What does the Assistant Presiding Officer need to tell the (Polling Agent) challenger?

The consequences of deliberately making false allegations could include a fine and/or time in prison.

15. Does the name of a person using a tendered ballot have to be added to any list?

Yes, the Tendered Votes List.

16. What is the form number of the Tendered Votes List?

(Roman numeral 12)

17. True or false, the challenger gets his or her thumb marked with indelible ink after challenging a voter.

False, only the voter gets their thumb marked with indelible ink.

18. After the voter returns a marked tendered ballot, what should the Assistant Presiding Officer do?

Writes the voters name and serial number on the back of the tendered ballot paper and place the ballot in the tendered ballot packet for the candidate the voter voted for.

19. What information is recorded on the challenged votes list?

The name, address, and voter ID number or the voter being challenged.

20. In what three places are the tendered voter name, address and ID number recorded?

The Tendered Voters List, the counterfoil of the ballot, and on the back of the ballot.

21. Are challenged ballots counted?

Yes.

22. When challenging a voter, does the polling agent have to file a written or a verbal complaint?

The polling agent has to file a written complaint on a piece of paper. The complaint has to say what the challenge is based on.

23. Are tendered ballots counted?

No.

Name of Session: #11 - Threats to the Polling Process

Time Needed: 60 minutes

Type of Session: Small group exercise

Materials Needed: Ball, paper, pencils

Session Objective: To provide a forum for discussion of the variety of problems likely to be encountered during the polling process and ways to alleviate the situation and ensure polling can proceed.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Able to list some of the potential threats to the ballot process they could face.
- Plan for how to minimise potential threats including how to involve local police, politicians, and elite's and how to inform the public of the consequences of disrupting the ballot process.

Session Outline:

I. Introduction to the session (5 minutes)

- A. The purpose of this session is to prepare presiding and assistant presiding officers for situations that threaten the ballot process.
 - 1. This could include situations that include problems outsiders or polling agents, monitors, etc.
- B. In this session, we want you to work in groups and develop a list of a variety of threats that might come up during polling.
 - 1. We will break the larger group into two groups of 20 people each.
 - 2. One of these groups will go into another room.
 - 3. Then each of these groups will be divided into four groups of 5 people each.
- C. The eight groups will be engaged in a brainstorming exercise.
 - 1. Members of each group are to think of and write down as many threats they may encounter during the polling day.
 - 2. Think fast and don't discuss whether it may or may not happen.
 - 3. Brainstorming is just a collection of ideas. We aren't deciding yet whether they are good or bad.
 - 4. You have ten minutes to come up with your list of difficult situations.
- D. Split the smaller groups into two groups of 20 people.
 - 1. Further split these groups into four groups of five people each.

II. Small group work (15 minutes)

- A. Circulate among the groups ensuring they are getting threats down on paper.
- B. Remind them not to discuss the validity of an idea. You have to keep them moving.

- C. Help them with some ideas if they are stuck from the list below.

Potential threatening situations to be encountered:

1. Somebody in the queue gets angry as a result of heat and pressure.
2. Somebody arrives late but wants to vote immediately.
3. Somebody without an ID card shows up and wants to vote and won't take no for an answer.
4. Two people start to fight.
5. Your polling station runs short of ballot papers.
6. Somebody, not a polling agent feels the voter is not qualified to vote and complains loudly disturbing the exercise.
7. Thugs arrive with firearms and bombs and decide to disrupt the poll.
8. You arrive late at the station and find people crowded at the station.
9. A voter refuses to have his or her finger inked.
10. Somebody wants to vote twice.
11. Aged people who cannot join the queue arrive late.
12. The police appear to be bought off and are trying to throw the vote by stealing ballot papers.
13. An arrogant community leader wants to be treated differently than everyone else.
14. A business man is in a hurry and wants to shortcut the polling process.
15. Polling agents start to campaign in a polling station.
16. Some people come in during the count and try to steal ballot papers.

III. What If? (50 minutes)

- A. In each room, call the small groups to order. Have them remain in their places within the room.
- B. Hand the ball to one of the people in one of the groups.
- C. Explain that the person will toss the ball to one of the other groups and that someone should catch it.
 1. Have the person toss the ball.
 2. Have the person who caught the ball stand up.
 3. Now have the person who threw the ball pull one of their threatening situations off of their brainstorm list.
 4. The person who caught the ball has to answer "What If?"
 - a) They have to tell what he or she would do if that situation happened at his or her polling station.
 - b) Others can join in and discuss what could be done to prevent the situation from threatening the ballot process.
- D. Now the person who had to answer the What If?, throws the ball to another group and the exercise begins again.
- E. If the groups run out of ideas, make sure the ones listed above have been discussed.
- F. If a question is not well answered, the group which posed the question can contribute to the answer.
- G. Continue the exercise until the list of potentially threatening situations is exhausted.

IV. Trainer role in the discussion

- A. Be patient, wait for an answer.
- B. Make sure different people answer the questions or help find answers to the situations.
- C. Encourage the larger group to discuss of individual answers when there isn't a clear cut answer.
- D. Draw out those people who are not participating.

V. Conclusion: (5 minutes)

- A. We have tried to let you think about what you might do if a threatening situation arises during the polling day.
- B. It is important for you to involve all the people who will be present during the polling in planning for potential threats.
 - 1. This means involving the police, polling agents, local elite's and others.
- C. Remember that presiding officers have a lot of authority on election day.
 - 1. By taking the pledge you have promised to use that authority carefully and thoughtfully.
 - 2. But, you have the power to ask police to remove people who are threatening you or the polling process or otherwise violating the law.
 - 3. Chapter VI, articles 73 through 90 in The Representation of the People Order details the offences and penalties regarding elections.
 - a) Bribery
 - b) Voting when not qualified to vote or voting more than once
 - c) Removing ballot papers from the polling station
 - d) Encouraging others to commit any illegal acts
 - e) Impersonating another voter
 - f) Resorting to acts of violence
 - g) Threatening others to not vote or to vote for a certain candidate
 - h) Canvassing for votes within the 400 yard exclusionary zone
 - i) Using a loudspeaker that is audible from the polling station
 - j) Interfering with the performance of election officials
 - 4. The presiding officer is the person responsible for keeping order at the polling station.
 - a) A police officer may arrest anyone without a warrant who commits one of these offences if the presiding officer tells him to.
 - b) The penalties can involve rigorous imprisonment and a fine.
 - 5. Please review Chapter VI in The Representation of the People Order before polling day.

Performance Evaluation:

Trainer observes the performance of each trainee and how well they are able to think about different ways to handle these types of situations.

Program Evaluation:

A question on the end-of-training questionnaire will query trainees on their opinion of the value of the session.

Name of Session: #12 - Counting Votes

Time Needed: 45 minutes

Type of Session: Lecture/Demonstration

Materials Needed: 450 sample ballot papers, 3 ballot boxes, Booth Ballot Accounting Forms, Ballot Paper Account Form, Counting forms, paper, pens

Session Objective: To provide a demonstration of how counting votes should be done in the polling station.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Able to demonstrate their understanding of the counting procedure including:
 - * Identifying pre-count activity.
 - * Unsealing the ballot box.
 - * Sorting and separating the ballots.
 - * Counting the ballots.

Session Outline:

I. Organise the demonstration.

- A. Ask for ten volunteers from the larger group
- B. Assign each of the volunteers a role.
 - 1. One presiding officer
 - 2. Three assistant presiding officers
 - 3. Three polling officers
 - 4. Three polling agents
- C. Three polling booths are represented in this mock polling station.
 - 1. The polling booth counting team includes
 - a) One assistant presiding officer
 - b) One polling officer
 - c) One polling agent
- D. Each polling booth team is handed a ballot box.
 - 1. Each ballot box contains 150 ballots.
 - 2. The ballots are marked for different make believe candidates.
 - a) Some are invalid ballots.
- E. Arrange a large table in the front of the room to be the counting area.
 - 1. Make sure the seating arrangement in the room allows the rest of the training participants to see the demonstration.

II. Begin the demonstration

- A. Tell all of the volunteers that they are to listen to you for instructions on counting.

- B. Tell all of the other training participants to turn to page ____ or Section VIII in their training manual to read along with you about counting.
- C. The volunteers should be arranged in teams of two.
 - 1. One of the volunteers is an assistant presiding officer.
 - 2. Another is a polling officer.
 - 3. A third volunteer is a polling agent verifying the count.
- D. Begin with "Begin to Count Polling Materials"
 - 1. Read each bullet and have the volunteers demonstrate each point.
- E. Make sure all the forms are ready so they can use them when they need too.
- F. Stop at the following points to make sure everyone understands what is going on.
 - 1. After counting the used counterfoils.
 - 2. After Prepare the Ballot Paper Account Form.
 - 3. After count of ballot papers from ballot box.
 - 4. After sort and tally by candidate.
 - 5. After count of invalid or rejected ballot papers.
 - 6. After count by 100's.
 - 7. After Statement of the Count.

III. Discussion

- A. After the demonstration is completed ask for questions one more time.
 - 1. Ask the volunteers if they found it easy or tricky?
 - a) What do they think is the most important thing to keep in mind when doing the count?
 - 2. Is everyone clear on what the procedure is for counting?

IV. Conclusion

- A. The demonstration has presented the Election Commissions procedure for counting the ballots for this election.
- B. This is the procedure the Election Commission wants people to use.
 - 1. It will help to have everyone counting the same way in the country.
 - 2. It should help reduce errors and inconsistencies.
- C. After this election, the Election Commission will be interested in your feedback on this procedure and how it can be improved.
- D. This is one of the most important parts of the process. We appreciate your attention to detail in counting the votes.

Performance Evaluation:

The trainer should take note of the questions being asked and the degree to which people understand what the procedure is for counting.

Program Evaluation:

Participants will be asked to evaluate this session on the end of training questionnaire.

Name of Session: #13 - Reporting the Poll

Time Needed: 30 minutes

Type of Session: Discussion

Materials Needed: Session plan

Session Objective: To provide an opportunity for participants to discuss the after-poll reporting requirements including all of the forms and packets required for poll accountability.

Training Objective:

By the end of training, presiding officers and assistant presiding officers will be:

- Able to identify all packets and forms used in the polling process.
- Write a short paper giving thought to a pertinent topic on reporting.

Session Outline:

I. Introduction

- A. You were all asked to choose a topic to write a short paper on.
- B. I would like a 3-4 volunteers to read their responses to the questions of the assignment.

II. Volunteer responses and discussion (25 minutes)

- A. Have each volunteer read their paper.
 - 1. This should take less than five minutes per paper.
- B. After each paper is read, ask for responses from the larger group.
 - 1. "Who also wrote on this particular topic?"
 - 2. "Does what you wrote differ than what this person said?"
 - 3. "Does anyone have another view on this topic?"
 - 4. "Do people agree with what this person has written?"
- C. The discussion should take about five minutes for each paper.
 - 1. That should be a total of 10 minutes per paper.

III. Key points to be made

- A. The following points should be made during the discussion if no one else raises them.
 - 1. There are a lot of different forms (15 to be exact) and it is important to keep them separate, organised and to complete all of them.
 - 2. The same can be said for all of the different packets.
 - 3. Everything should be neatly tied to or included within the candidate packet.
 - 4. Don't forget to combine all of the Tendered vote lists and Challenged vote lists from each booth on forms XII and XIII respectively.

- IV. Collect the papers from the participants
- V. Conclusion (5 minutes)
 - A. We haven't been able to spend a lot of time on the subject of the forms and packets needed to report on the vote, but we hope by reading the manual, thinking about the subject, writing the paper, and having this discussion that you will remember all of what is involved in this task.
 - B. Remember to bring your manual with you to the polling station. It will help for you to refer to it during the day, and especially during the counting and reporting parts of the process.

Performance Evaluation:

The trainer should review the papers to determine if people really read the sections and did the assignment. There are no right or wrong answers to the topics. The purpose was to stimulate thinking about reporting.

Program Evaluation:

Participants will have an opportunity to evaluate both the subject and the method (assignment) on the end of training questionnaire.

Name of Session: #14 - End of Training Test

Time Needed: 30 minutes

Type of Session: Written examination

Materials Needed: Prepared questions and answer sheet

Session Objective: To assess participants' understanding of the training curricula as a way of assessing their suitability for hire as registration officials.

Session Outline:

- I. Explain the test (5 minutes)
 - A. This is a simple, quick test of some of the material covered during the past two days.
 - B. All the questions are multiple choice.
 - C. You have 20 minutes in which to complete the test.
 - D. Please arrange yourselves so you can work independently.
- II. Administer the test (20 minutes)
 - A. Give each participant a copy of the test.
 - B. Go round to supervise to make sure participants are working independently.
 - C. Announce three more minutes left after 17 minutes.
 - D. Announce end of the test at 20 minutes.
- III. Grade the test (10 minutes)
 - A. The trainer should mark the tests.
 - B. There are a total of 46 points on the test.
 - C. Participants who score less than 37 should not pass the test.
 - D. Record the score on each test. The score should read $x/46$ where x = number of points scored for correct answers.

Presiding and Assistant Presiding Officer Training

END OF TRAINING TEST

The purpose of this test is to gauge your understanding of the material presented during this training programme. Please answer all questions and then hand your test to the trainer.

Time allowed: 20 minutes

1. Please tic (✓) all that are in the code of conduct for election officials.

✓	a. I will educate myself about my responsibilities by reading the laws governing elections, attending training sessions, and reading training materials and instructions given me by the Election Commission and my Returning Officer.
	b. I will protect the secrecy of each voter's vote.
	c. I will ensure that polling agents act in ways that are official and encourage trust.
	d. I will resist pressure from friends, officials, or others to violate the integrity and fairness of the election.
	e. I will report any irregularities in the election to the Election Commission honestly and promptly.
	f. I will mark each voter's fingers with indelible ink and verify they are eligible to vote.
	g. I will summarise the votes and report the results accurately and promptly.
	h. I will vote for the candidate of my choice.
	i. I will not abuse the authority granted to me as an appointed election official, including the exercise of my authority over police; nor will I misuse funds or other commodities entrusted to me for the conduct of the election.
	j. I will not show favouritism towards one voter or candidate, or intimidate any citizens.
	k. I will be courteous and respectful of voters, observers, monitors, polling agents, election agents, candidates, police and other election officials.
	l. I will be a friend to others.
	m. I will be judicious in any exercise of my authority to adjourn the polls when conditions exist which jeopardise the integrity and fairness of the election or cause the results to be unreliable.
	n. I will make sure all of the money entrusted to me is spent.
	o. I will follow all election procedures as directed by the Election Commission.
	p. I will make sure that all voter's in my polling area vote.

2. Name all the people who can be inside the polling booth to watch the polling process.
3. How many polling agents per political candidate are allowed to stay in a polling booth?
4. How many yards is the campaign exclusionary zone around a polling station?

Answer the following true or false questions by placing a tic mark (✓) in the appropriate box.

	True	False
5. Observers have a legal role during the election.		
6. Polling agents can challenge any voter.		
7. Polling agents can assist with the polling process.		
8. Polling agents can campaign for their candidate in the polling booth.		
9. Ballot papers only contain the symbols of the contesting candidates.		
10. Blank ballot papers with no mark indicating the voter's choice of a candidate are valid.		
11. Challenged ballot papers are kept together in the ballot box.		
12. A ballot paper without an official seal on the back of it may be excluded from the count.		
13. The law restricts who may observe the counting of votes.		
14. Challenged votes are not counted.		
15. Tendered votes are counted.		

16. Name two reasons polling agents can challenge a voter.

17. Please tic (✓) all that need to be completed before polling begins:

<input type="checkbox"/>	a. Showing the empty ballot box to those in the polling booth.
<input type="checkbox"/>	b. Writing down the ID number of the voters on the electoral roll.
<input type="checkbox"/>	c. Closing and sealing the empty ballot box.
<input type="checkbox"/>	d. Ensuring polling agents don't have any indelible ink on their fingers.
<input type="checkbox"/>	e. Allowing polling agents to sign the ballot box serial number form.
<input type="checkbox"/>	f. Explaining to voter's how to mark the ballot paper.
<input type="checkbox"/>	g. Showing the serial numbers of the ballots to those in the polling booth.

18. Please tic (✓) the three things that are part of verifying that an voter is eligible to vote?

<input type="checkbox"/>	a) Checking the voter's ID card.
<input type="checkbox"/>	b) Ensuring the voter's name and ID number are on the electoral roll.
<input type="checkbox"/>	c) Having the voter write his name or put his thumbprint on the counterfoil.
<input type="checkbox"/>	d) Writing the voter's ID number on the counterfoil.
<input type="checkbox"/>	e) Handing the ballot paper to the voter.
<input type="checkbox"/>	f) Explaining to the voter how to mark the ballot paper.
<input type="checkbox"/>	g) Examining the voter's fingers for indelible ink.

19. The first word(s) in each step of the voting process is listed below. Complete the list by filling out the rest of each line. (The first one is already done for you.)

1. Verifying the voter's identity by checking the ID card or asking questions.
2. Inspecting_____
3. Finding and marking_____
4. Marking_____
5. Writing_____
6. Having_____
7. Stamping_____
8. Handing_____
9. Ensuring_____

20. What are valid ballots sorted by before they are counted?

**Presiding and Assistant Presiding Officer Training
END OF TRAINING TEST
ANSWER KEY**

1. (9 points) a, d, e, g, i, j, k, m, o
2. (4 points) Presiding Officer, Assistant Presiding Officer, Polling Officers, polling agents, contesting candidates, election agents, domestic monitors, international observers, journalists, Returning Officer, Assistant Returning Officer, and the voters.
3. (2 points) If only one booth per polling station that two polling agents. If more than one booth, only one polling agent per candidate per polling booth.
4. (1 point) 400 yards
5. (1 point) False
6. (1 point) True
7. (1 point) False
8. (1 point) False
9. (1 point) False
10. (1 point) False
11. (1 point) False
12. (1 point) True
13. (1 point) True
14. (1 point) False
15. (1 point) False
16. (2 points) Impersonation of another voter and the voter has already voted.
17. (4 points) a, c, e, g
18. (3 points) a, b, g
19. (9 points) Verifying the voter's identity by checking ID card or asking questions.
Inspecting the voter's fingers for signs of indelible ink.
Finding and marking the voter's name on the electoral roll.
Marking the voter's thumb with indelible ink.
Writing the voter's serial number on the counterfoil.
Having the voter write his name or put his thumbprint on the counterfoil.
Stamping the back of the ballot paper with the official seal.
Handing the voter the ballot paper and stamp for marking the ballot.
Ensuring the voter properly folds and deposits the ballot paper in the box.
20. (1 point) The candidate voted for.

Name of Session: #15 - Training Evaluation
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Time Needed: 15 minutes

Type of Session: Questionnaire individually filled out by participants

Materials Needed: Pens, questionnaires

Session Objective: To provide an opportunity for participants to provide feedback on the training methodology and content and if the training was effective in making them confident for their jobs as election officials.

Session Outline:

- I. Hand out the questionnaires. (5 minutes)
 - A. Gather the entire training group together.
 - B. Inform them of the purpose of these questionnaires.
 1. To get feedback from them on what worked and what didn't work.
 2. We want their honest feedback. Please answer all of the questions.
 3. They don't have to put their name on the questionnaire.
 4. If they have something in particular they want to say and they don't find a place on the form, use the space provided in the last question.
 - C. Distribute the questionnaires to all trainees.
- II. Receive questionnaires from trainees. (10 minutes)
 - A. Set up a box for questionnaires to be dropped into.
 - B. As each trainee drops the questionnaire into the box, pay them their TNT allowance.
 - C. Thank them for their participation and feedback.
- III. Be available for discussions if trainees want to discuss parts of the training.
- IV. Tally of evaluation questionnaires.
 - A. After the training, use one of the Evaluation Questionnaires to tally the results for your training.
 - B. Tick off the answers to each question on the sheet.
 - C. Write in the open-ended responses where appropriate.
- V. Analysis of evaluation questionnaires.
 - A. Using the Sample Training Programme Report Format found in section 9 of the Trainers Manual summarise the responses received to the training in a short memo to the Electoral Training Institute.
 - B. Include your recommendations for improving the training based on this group's experience.

**Presiding and Assistant Presiding Officer Training
Program Evaluation Questionnaire**

The purpose of this questionnaire is to help you reflect on your experience during the training. We want to hear your assessment of the effectiveness of the training methodology and to determine whether the information you received helped make you confident to do the job you're to do.

1. Are you a: (circle one)

Presiding Officer

Assistant Presiding Officer

2. Did this training programme provide you with enough information on: (Tick one)

	Yes	No, I need more
a) The ethical responsibilities of an election official		
b) The role of observers/watchers		
c) The essential materials for polling		
d) How to arrange a polling booth		
e) How to process challenged and tendered voters		
f) How to deal with potential threats to the polling process		
g) The proper way to count ballots		
h) The proper way of reporting election results		

3. Are there any subjects that you think should be included in future training's?

4. Different training methods were used throughout the training, please let us know how well they worked to help you in training? (Tick one for each method)

Training method	Worked very well	Worked well	Did not work so well
a. Mini-lectures			
b. Group discussion			
c. Quiz			
d. Assignments			
e. Demonstrations			
f. Interactive training exercises			
g. Test			

5. Are there any other training methods that you feel could have been used?

6. Overall, how would you rate the training provided during this training programme?
Would you say the training was: (Circle one)

Excellent

Very Good

Good

Not So Good

Poor

7. Do you feel competent enough to act as a election official? (Circle one)

Yes

No

8. Did you encounter any difficulties with the following during the training?

	No, it was fine	Yes, the difficulties were: (Please list)
a. Transportation		
b. Food		

9. Do you have any other suggestion for improving the training for election officials?

NAME OF SESSION: # 16 - CLOSING SESSION

TIME NEEDED: :30 Minutes

TYPE OF SESSION: Lecture/Question and Answer

MATERIALS NEEDED: Certificates

SESSION OBJECTIVE: To Answer Remaining Questions and to Award Certificates

SESSION OUTLINE:

1. Give a brief explanation of the importance of the overall training program.
2. Encourage participants to ask questions about any information which remains unclear.
3. Answer questions which have been asked and encourage open participation.
4. Thank the participants for attending the training program, and for their service to the voters of Bangladesh.
5. Wish the participants success in their work as Presiding Officers and Assistant Presiding Officers.
6. Present the Awards to participants.

APPENDIX C

SAMPLE REQUEST FOR PROPOSAL FOR “TRAINING OF TRAINERS” PROGRAM

**Election Commission Secretariat
Electoral Training Institute
Requests for Proposals to Conduct a Training of Trainers Programme**

Introduction

The following represents a request to training institutions to operate a Training of Trainers (TOT) programme for the Electoral Training Institute (ETI). The ETI is a project of the Election Commission Secretariat. The mission of the ETI is to provide persons involved in elections with training in the polling process.

To that end, the ETI has designed a training programme for Presiding and Assistant Presiding Officers (PAPOT). The PAPOT is a two-day training programme to be conducted for the 30,000 Presiding Officers and the 150,000 Assistant Presiding Officers in Bangladesh. The PAPOT is designed to be conducted in the 64 district headquarters of the country during the month of January.

The PAPOT is designed for a class size of 40 officials. The ETI needs 375 trained trainers from the 64 districts of the country. Each trainer will be asked to conduct an average of 12 training's during the a month period.

This request details the goal, specific training objectives, session ideas, logistical requirements, manpower qualifications and overall design of the TOT. We request a response from your institution as to how you can best meet our needs and at what cost.

Goal of the TOT

The goal of the TOT is to train people who will assume the responsibility of training presiding and assistant presiding officers according to the active training programme designed by the ETI. Each trainer will be required to conduct 12 training classes for presiding and assistant presiding officers in their own district. All training classes must be conducted during the month of January, 1996.

Training Objectives

It is expected that people with teaching or training experience will be hired for the position of trainer. However, each trainer should be able to conduct an active training programme, one that does not rely solely on lectures and passive learning techniques. The following represent the key training objectives for PAPOT trainers. It is expected that any response to this request for proposals will incorporate these training objectives.

Effective public presentation skills

By the end of training, trainers will be able to deliver a mini lecture:

- In an orderly manner.
- Without fumbling with words.
- Without missing key words.
- Within the stipulated time.
- By writing boldly and clearly on the board so all participants can read and understand what is written.
- Talking loudly and clearly so they can be heard from the back of the class.
- Demonstrating their ability to communicate in simple language.

How to manage a role play

By the end of training, trainers will be able to manage a role play including:

- Assigning roles to the proper number of people.
- Arranging materials and instructions ahead of time.
- Assisting role players if they are having difficulties.
- Knowing when to end the role play.
- Involving the larger group (audience) in a discussion on the role play.

How to lead large group discussions

By the end of training, trainers will be able to lead large group discussions:

- Without fumbling.
- Within stipulated time.
- Such that seats are arranged so that all participants can be seen in all directions.
- Projecting their voices for those in the back of the room to hear.
- Interacting easily with all participants.
- Not losing their patience through the training.
- Showing interest in all participants.
- Providing recommendations, conclusions, or findings at the end of a discussion.

How to use session plans

By the end of training, trainers will be able to effectively and systematically use session plans including:

- Knowing what materials are needed for the session and having them ready.
- Following the session outline not by reading it word-for-word, but by using it as a guide.
- Not excluding any key point of the session outline.
- Conducting the session within the stipulated time.

Knowledge of the PAPOT

By the end of training, trainers will be knowledgeable about the PAPOT so they:

- Know the content and methods of each session.
- Understand why the training is arranged in the order it is.
- Understand what materials they need to have to carry out the training.

Managing a training programme

By the end of training, trainers shall be able to train election officials such that:

- They can handle questions, challenges, and diversions without being thrown off track.
- They can make up time in training by shortening or extending some sessions.
- Participants can easily move between and during sessions within 3 minutes.

By the end of training, each trainer will be able to demonstrate their ability to handle unexpected situations including their ability to:

- Ensure participants participate actively by:
 - * Actively encouraging participants who are silent to contribute.
 - * Demonstrating their understanding of different training techniques that encourage participation on the part of all participants.
- Handle most logistical training problems so they:
 - * Don't lose time from the overall schedule.
 - * Carry out all of the objectives of the training.

By the end of training, trainers will be able to demonstrate their ability to establish vibrant and effective training groups by:

- Making sure all participants feel useful and not left out of the training.
- Getting each participant to contribute to the training by asking questions, leading demonstrations, acting in a role play, doing a training game or taking part in discussions
- Getting participants to move around when their energy level is low.

By the end of the training, trainers should be better able to:

- Identify some important influencing factors involved in facilitating rather than directing training scenarios.
- Understand the frustrations that can occur when trying to carry through a participatory style of training.
- Identify some of the factors that make for effective teamwork and group harmony.

Active listening

By the end of training, trainers should be able to:

- Identify the key factors in the communication process.
- Relate the concept of the communication channel to real life situations.
- Appreciate the effect of sources of NOISE in the communication process.
- Know when they have communicated.
- Identify common blockages in communication.
- Identify the main skills involved in effective listening.
- Aware of the shortcomings of transmittal styles of training.

Knowledge of Polling, Counting, Reporting

By the end of training, trainers will have enough knowledge of the polling process to be able to answer all questions correctly on the PAPOT End of Training Test.

Session Ideas

The following session ideas are presented as representative of the types of training sessions desired. Not all sessions are outlined below. Respondents to this request for proposals are strongly encouraged to use these session ideas in your proposed TOT programme.

1. **Introduction to the TOT.** This session would provide an overview of the TOT including a review of the goal of the TOT, training objectives, and the time-table for the 2 and ½ day programme.
2. **An Overview of the PAPOT.** This session would provide trainers with an overview of the PAPOT, the training they will be conducting. This session would review the goal and rationale of the training, the training objectives, the time-table of the 2-day PAPOT programme, and the materials needed to conduct the PAPOT.
3. **Communication Basics.** This session would review basic principles involved in the communication process and sensitise participants about simple factors that could interfere with or distort what might otherwise be regarded as simple communication.
4. **Active Listening.** This session would provide a demonstration of how difficult it is to listen effectively - and an opportunity to consider the implications for training programme design.
5. **Group Dynamics.** This session would provide the participants with an opportunity to learn about and experience establishing an effective training group.
6. **Conducting the Poll.** This session already incorporated into the PAPOT design provides each participant with knowledge about and an opportunity to practice polling procedures.
7. **Micro-training.** This session would provide an opportunity for each trainer to practice training sessions from the PAPOT and how to manage a training programme. It is envisioned that trainers would be divided into teams of four

people, with each team given one hour to conduct four 15 minute training sessions of their choosing from the PAPOT. Including feedback from the key trainers and discussion, this session could last from 4-6 hours.

8. **End of Training Test.** As one of the objectives for trainers is to be sufficiently knowledgeable about polling and counting procedures, each trainer should take the PAPOT End of Training Test.
9. **Performance Feedback.** This session would provide an opportunity for the key trainers to provide feedback to trainers as to how they can improve their performance. It is also expected that key trainers would provide recommendations to the ETI on the ability of trainers to do the expected job.

Logistic Requirements

The respondent to this request for proposals should also detail its capacity to meet the following logistical requirements for these TOT's. The training institution or site should have the ability to:

- Provide accommodation for participants.
- Provide tasty and nutritious food for participants.
- Provide enough classrooms or meeting space for both large and multiple small groups.
- Store and provide materials necessary for the training.

Specifically, the respondent to this request should be able to train a total of 375 people within a one month period. TOT class size should be no more than 25 people. A total of 15 TOT classes will have to be conducted ($375 \div 25$). This means that two TOT's will have to be conducted simultaneously during the entire month. The respondent should have the ability to accommodate, feed, and train 50 ($2 * 25$) people at one time.

Qualifications of Key Trainers

The respondent should have the ability to provide experienced trainers, and more specifically, people who have conducted training of trainer classes previously. The ETI is looking for key trainers who have:

- A Masters degree from any recognised University.
- At least five years of training experience.
- At least two years of experience in conducting training of trainers programmes.
- Proficiency in spoken and written English and Bengali.

The response to this request should include the curriculum vitae of the key trainers and specific mention of their past training of trainers experience. It is anticipated that four key trainers would be provided so there can be two key trainers for each TOT.

TOT Budget

A budget for the TOT should be provided with the proposal. The budget should include costs of:

- **Classrooms**
At least four rooms (2 for each TOT) will be needed for the programme.
Additional rooms for small group work can be included in the proposal.
- **Accommodation for all participants**
Three nights accommodation can be provided for most participants although those farther from Dhaka will need four nights of lodging.
- **Food for participants and key trainers during the two and ½ days**
A total of nine meals should be provided over the 2 and ½ day period. One meal upon arrival the day before training begins, three meals the first and second day of training and two meals on the third day. In addition, those staying a fourth night will need one more additional meal.
- **Key trainer stipends**
The cost for four key trainers for the entire length of the programme. Respondents should break out the cost for each trainer for each TOT as well as an overall total cost figure.
- **Training materials**
The cost of paper, pens, and other materials needed for the training.

The ETI has estimated the total cost of providing residential training to 375 people to be between 500,000 and 700,000 Taka. Respondents who feel this range is not sufficient should add further justification for their proposed expenses.

Dates of Training

The ETI would like the TOT's to take place during the month of December, 1995.

ETI Commitments

The ETI will take responsibility for the following:

- Reviewing each proposal fairly and equitably.
- Working closely with the institution awarded the contract to ensure the goals and objectives of the project are fulfilled.
- Providing each participant with a transportation allowance and a small honorarium.
- Monitoring and evaluating the TOT programme.

Proposed Budget for TOT

(Assumes 375 participants)

	High	per person - piece - class	Low	per person - piece - class
Food	140,000	360	106,250	270
Accommodation	156,250	125/night	125,000	100/night
Materials				
Folder	9,375	25	9,375	25
Writing pad	5,625	15	5,625	15
Ball pen	1,125	3	1,125	3
Hand outs	7,500	20	7,500	20
Subtotal Materials	23,625		23,625	
Classroom	75,000	5,000	45,000	3,000
Key Trainer Pay	120,000	8,000	96,000	6,400
Subtotal	664,875		508,375	
Contingency	66,488	10%	50,838	10%
Total	731,363		559,213	

Other Costs				
Transportation	150,000	400	112,500	300
Incentive	75,000	200	56,250	150
Total	225,000		168,750	
Grand Total	956,363		727,963	

APPENDIX D

CODE OF CONDUCT AND PLEDGE FOR ELECTION OFFICIALS

CODE OF CONDUCT FOR ELECTION OFFICIALS

As an Election Official I will aspire to the highest ideals and ethical principles and hold myself accountable to the most honorable standards of personal conduct in fulfilling my duties in service to the electors assigned to the area for which I am responsible. To meet the obligations with which I am entrusted I will commit myself to the following.

- I will educate myself about my responsibilities by learning about the laws governing the elections, attending training sessions, and reading training materials and instructions given to me by the Election Commission and my Returning Officer.
- I will follow all election procedures as directed by the Election Commission.
- I will resist pressure from friends, officials, political competitors or others to violate the integrity and fairness of the election.
- I will protect the secrecy of each elector's vote.
- I will not engage in any act to influence the result of the election.
- I will summarize the votes cast in the area for which I am responsible and report the results accurately and promptly.
- I will not abuse the authority granted to me as an appointed election official, including the exercise of my authority over police; nor will I misuse funds or other commodities entrusted to me for the election.
- I will not show favoritism toward any elector or candidate, or intimidate any citizen.
- I will report irregularities in the election to the Election Commission honestly and promptly.
- I will be judicious in any exercise of my authority to adjourn the polls when conditions exist which jeopardize the integrity of the election or cause the results to be unreliable.
- I will be courteous and respectful of voters, observers, monitors, polling agents, election agents, candidates, police and other election officials.

Signature of Official

Date

ELECTION OFFICIAL PLEDGE

During the term of my appointment as an election official

I _____ pledge to:

- Preserve and abide by the Constitution, laws and rules of the People's Republic of Bangladesh.*
- Perform my duties in a manner which ensures the integrity and fairness of the election.*
- Act in a non-partisan manner making no attempt to persuade or influence any voter to vote for or against any candidate.*
- Faithfully serve my fellow citizens and protect their right to vote.*

To these principles I commit myself. On my honor.

Signature of Official

Date

APPENDIX E

QUICK REFERENCE GUIDE FOR POLLING BOOTHS (ENGLISH)

ELECTORAL TRAINING INSTITUTE

1. POLLING BOOTH QUICK REFERENCE GUIDE FOR CONDUCT OF THE POLL

A. GETTING READY

1. Who May Be Present for the Poll

Partisan Observers

- ◊ Contesting Candidates
- ◊ Election Agents
- ◊ Polling Agents

Neutral Watchers

- ◊ Journalists
- ◊ International Observers
- ◊ Domestic Watchers Representing Non-Governmental Organizations
- ◊ Other Persons Given Permission by the Returning Officer

2. Set Up Polling Booth

- ◊ Set up polling booth to ensure a smooth flow of voters through the process.
- ◊ Provide adequate view for authorized observers.
- ◊ Make secrecy area for voters to mark ballot papers in private.
- ◊ Place ballot box in plain view.
- ◊ Ensure ballots and materials are secure.

3. Before Voting Begins

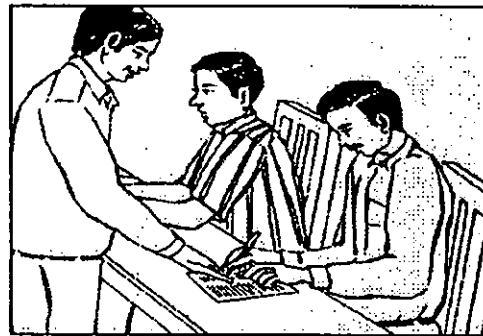
- ◊ Ensure ballot box(es) are empty.
- ◊ Show empty ballot box(es) to everyone present.
- ◊ Write serial # of ballot box(es) on Recording Ballot Boxes. (Form XIA)
- ◊ Allow observers to sign the form and affix seal if they choose.
- ◊ Announce # of voters on list and # of ballot papers received.

B. ROUTINE PROCESSING OF VOTERS

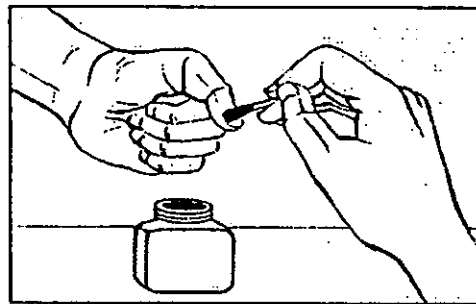
STEP 1: Voter shows Identification Card.



STEP 2: Find voter's name on voter list and mark and make a tic mark by it.



STEP 3: inspect voters fingers and apply ink to base of thumb nail.

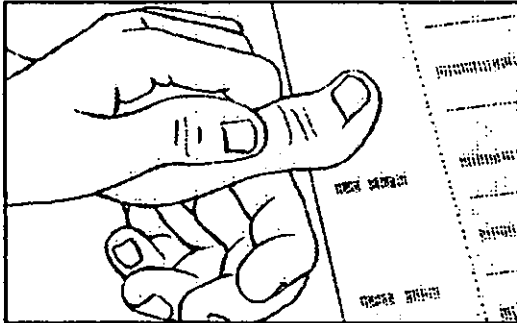


Continued On Reverse Side

2. POLLING BOOTH QUICK REFERENCE GUIDE FOR CONDUCT OF THE POLL Continued

ROUTINE PROCESSING OF VOTERS Continued

STEP 4: Place voter's signature or thumbprint on counterfoil.



STEP 5: After writing voter's name and serial # on the counterfoil, stamp the back of the ballot paper with the official mark. Issue the stamped ballot to the voter.



STEP 6: Voter marks his ballot paper in secrecy area before depositing it in ballot box.



C. VOTERS NEEDING SPECIAL PROCESSING

1. Tendered Ballot Papers

Who? A voter who presents an ID Card, but whose name has already been checked on the voter list.

What? Voter must vote Tendered Ballot Paper.

How?

- ◊ Inform voter his name is already marked.
- ◊ If voter still wants to vote, add voter's name to Tendered Votes List.
- ◊ Process voter in normal manner and issue ballot paper.
- ◊ Instruct voter to return voted ballot paper to the Assistant Presiding Officer.
- ◊ Upon voter's return with voted ballot, write voter's name and serial # on back of ballot paper.
- ◊ Put ballot paper in Tendered Ballot Paper Packet for candidate receiving voter's vote.

2. Challenged Ballot Papers

Who? Voter whose identity is challenged by candidate or agent, or who is alleged to have already voted.

What? Voter must vote Challenged Ballot.

How?

- ◊ Inform voter his vote is being challenged.
- ◊ Challenger deposits fee of 5 Taka.
- ◊ Issue a receipt for the fee.
- ◊ Warn voter of consequences.
- ◊ Add vote's name to Challenged Votes List.
- ◊ Process voter in normal manner and issue ballot paper.
- ◊ Voter returns voted ballot to Assistant Presiding Officer.
- ◊ Place voted ballot in Challenged Ballot Paper Packet.

APPENDIX F

QUICK REFERENCE GUIDE FOR COUNTING CENTERS (ENGLISH)

ELECTORAL TRAINING INSTITUTE

1. COUNTING CENTER QUICK REFERENCE GUIDE

A. CLOSING THE BOOTH

1. Close the Poll at 4:00 p.m.

- ◊ Waiting voters are allowed to vote.
- ◊ Close the doors and turn late voters away.
- ◊ When the last voter present has voted, seal the opening of the ballot box.
- ◊ Announce where the counting will take place.

2. Transfer Materials to the Counting Center

- ◊ Pack supplies and put them away.
- ◊ Organize ballot boxes, voter lists, tendered and challenged ballot packets, and documents for delivery to the counting center.
- ◊ Carry materials to counting area with security officer. Allow observers to accompany you.

3. Who May Be Present for the Count

- ◊ All officers assigned to the Polling Station
- ◊ Contesting Candidates
- ◊ Election Agents
- ◊ Polling Agents

Due to limited space, ask each candidate to select only one of his agents to remain for the counting.

4. Assignment of Counting Duties

- ◊ The Presiding Officer supervises the count and assigns officials to assist.
- ◊ Assistants work in teams of two to promote accuracy.

B. COUNTING PROCEDURES

1. Count the Ballots in the Ballot Boxes



- ◊ Empty all ballot boxes and mix ballots together.
- ◊ Count the total ballot papers before sorting.
- ◊ Write the total on the Ballot Paper Account Form.

2. Sorting Ballots by Candidate



- ◊ Make separate stacks for each candidate and for Invalid Ballot Papers.
- ◊ Read, then pass each ballot to the appropriate stack.
- ◊ Once sorted, count the ballots cast for each candidate by 100s.
- ◊ Write the number of votes each candidate received on the Statement of the Count Form.

2. COUNTING CENTER QUICK REFERENCE GUIDE

Continued

3. Invalid Ballot Papers

Exclude Ballot Papers Which:

- ◊ Do not have official mark
- ◊ Contain extra handwritten words or markings
- ◊ Have other papers or objects attached
- ◊ Is marked by means other than rubber stamp
- ◊ Does not give clear indication of voter's intent.

4. Counting Challenged Ballot Papers

- ◊ Remove ballot papers from all Challenged Ballot Packets and mix them together.
- ◊ Sort by candidate, excluding invalid ballots.
- ◊ Count the Challenged Ballots for each candidate.
- ◊ Write the total for each candidate on the Statement of the Count Form.
- ◊ Put all counted Challenged Ballots together in the Challenged Ballot Packet.
- ◊ Put Invalid Challenged Ballots with all other Invalid Ballots taken from the Ballot Box.

C. REPORTING AND PACKAGING

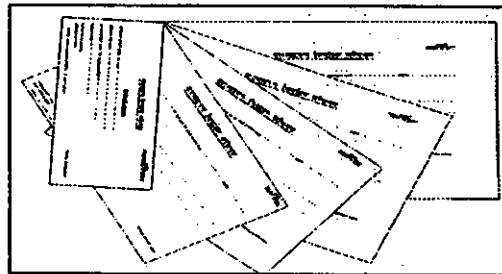
1. Statement of the Count (Form XIV)

- ◊ Write the number of regular votes and Challenged Ballot counted for each candidate on the Statement of the Count.
- ◊ Add the numbers of regular ballots with the Challenged Ballots, and write the totals for each candidate.
- ◊ Sign the Statement of the Count Form.
- ◊ Allow candidates and agents to sign and affix their seals if they choose.

2. Ballot Paper Account (Form XV)

- ◊ Write the number of all ballot papers received.
- ◊ Write serial numbers of all ballot papers received.
- ◊ Write total of ballot papers found in ballot boxes.
- ◊ Write total of all counted Challenged Ballot Papers.
- ◊ Sort Tendered Ballots by candidate, count and write total of all Tendered Ballots cast at station.
- ◊ Write total number of spoilt ballot papers.
- ◊ Count and write serial numbers and quantities of Unissued ballot papers.
- ◊ Add totals on Lines 2,3,4,5. Write sum on Line 6.
- ◊ Add lines 6 and 7. Write sum on Line 8.
- ◊ Sign the Ballot Paper Account Form.
- ◊ Allow candidates and agents to sign and affix their seals if they choose.

3. Packaging/ For Delivery to Returning Officer



- ◊ Put counted ballots in Packet 1 by candidate.
- ◊ Put ALL invalid ballots in Packet 2.
- ◊ Put Packets 1 and 2 in Principle Packet 3.
- ◊ Put inissued ballots in Packet 4
- ◊ Put spoilt ballots in Packet 5.
- ◊ Put Tendered Ballot Packets in Packet 7.
- ◊ Put Challenged Ballot in Principle Packet 8.
- ◊ Put each type of list or form in its own packet.

Deliver all materials to the Returning Officer. Send copy of Statement of the Count to the Election Commission in Special Packet 16.

APPENDIX G

TELEVISION ANNOUNCEMENT TRANSCRIPTS

**(VIDEO TAPES AVAILABLE FOR VIEWING AT THE
IFES/WASHINGTON RESOURCE CENTER)**

BANGLADESH ELECTION COMMISSION

PUBLIC SERVICE ANNOUNCEMENT

:60 TV

"THE PEOPLE'S PROCESS"

VIDEO	TIME	SOUND EFFECT	VOICE OVER
BARS INFINITY BLUE COMPUTER ANIMATION BEGINS		MALE ANNOUNCER	HERE IS AN IMPORTANT MESSAGE FROM YOUR ELECTION COMMISSION
		Signature Tone Up	
ANIMATION CONTINUES MILLING PEOPLE FROM STREETS TO PEOPLE MOVING UP AND OVER THE STAIRWAY OF THE ROAD		FEMALE ANNOUNCER	ELECTIONS ARE A PRECIOUS RIGHT FOR CITIZENS. A WONDERFUL BLENDING OF PEOPLE WORKING TOGETHER HELPING TO INSURE A FREE AND FAIR PROGRAMME. ALL OF YOU ARE PART OF THIS REMARKABLE EVENT. EACH AND EVERY CITIZEN HAS A ROLL IN THE ELECTION PROCESS.

VIDEO	TIME	SOUND EFFECT	VOICE OVER
<p>SLO HARD WIPE TO PRINT MACHINE ROLLERS, & BALLOT PRINTING..FADE TO CUTTER...FADE TO STAPLERS...</p> <p>SLO HARD WIPE: MEN PUTTING BALLOTS INTO BURLAP BAGS.</p> <p>SLO HARD WIPE: LOADING BAGS OF BALLOTS</p> <p>SLO HARD WIPE: TO R.O. REP AND SECURITY MEN.WATCHING LOADING OF BALLOTS ON TRANSPORT.</p> <p>SLO HARD WIPE: TRANSPORT LEAVING THE PRNT SHOP</p> <p>SLO HARD WIPE: POLING STATON SHOTS OF VOTERS AND POLLING OFFICIALS</p>		<p>MALE ANNOUNCER :08</p> <p>MALE ANNOUNCER :</p> <p>MALE ANNOUNCER</p>	<p>FOR SECURITY REASONSTHE GOVERNMENT PRINTER AND OTHER OFFICIALS TAKE GREAT CARE IN THE PRINTING.</p> <p>FROM THE PRINTER WHO CAREFULLY PREPARES YOUR BALLOTS...TO WORKERS WHO ARE ENGAGED IN SHORTING AND PACKING.</p> <p>BALLOT PAPERS AND OTHER ELECTION MATERIALS ARE SENT THROUGH THE SUPERVISION OF THE REPRESENTATIVE OF THE RETURNING OFFICER AND THE HELP OF THE SECURITY FORCE..</p> <p>DURING TRANSPORT THE SECURITY FORCE WILL INSURE PROTECTION OF ALL THE MATERIALS TO THE POLLING STATION..</p> <p>IN THE POLLING STATION, RESPONSIBLE OFFICERS AND THEIR STAFF ARE THERE TO HELP YOU ON VOTING DAY.</p>
		FEMALE ANNOUNCER	EVERYBODY SPONTANEOUS PARTICIPATION WILL INSURE FAIR ELECTION.
SLO Computer Graphic Back into Logo Box		CHORUS :03	"I'LL CAST MY VOTE FOR WHOM I LIKE"
		SIGNATURE TONE	

VIDEO	TIME	SOUND EFFECT	VOICE OVER
Computer graphic ends in top of logo box, medium zoom to CU of logo with graphic overlay: Fade to Black BARS		MALE ANNOUNCER	YOUR ELECTION COMMISSION...COMMITTED TO A FREE, FAIR, AND IMPARTIAL ELECTION

BANGDALESH ELECTION COMMISSION

PUBLIC SERVICE ANNOUNCEMENT

:90 TV

"THE PLEDGE"

VIDEO	TIME	SOUND EFFECT	VOICE OVER
BARS INFINITY BLUE		MALE ANNOUNCER	HERE IS AN IMPORTANT MESSAGE FROM YOUR ELECTION COMMISSION
COMPUTER ANIMATION BEGINS		Signature Tone Up	
ANIMATION CONTINUES		FEMALE ANNOUNCER	THOSE WHO WILL BE SERVING YOU AT THE POLLS KNOW HOW IMPORTANT FREE, FAIR AND IMPARTIAL ELECTIONS ARE FOR ALL OF US
BALLOTS SCATTER AND FADE TO BLACK INTERLUDE:		MALE AND FEMALE ANNOUNCERS IN UNISON	TO THAT END WE MAKE THIS PLEDGE
EDITORS' NOTE: LAP DISSOLVES BETWEEN FACES OF NINE TALENTS.			ON MY HONOR.I PLEDGE TO CONDUCT MYSELF WITH HIGH IDEALS, ETHICAL PRINCIPLES, I FULFILL MY DUTY TO SERVE THE VOTERS ASSIGNED TO MY POLLING STATION. I WILL PERFORM MY DUTIES TO ENSURE THE INTEGRITY, THE SANCTITY OF EACH VOTERS' BALLOT. I WILL NOT ALLOW ANY PERSON TO PRESSURE ME INTO VIOLATING THE INTEGRITY AND FAIRNESS OF THE ELECTION. I WILL PROTECT THE SECRECY OF EACH VOTERS' VOTE AND INSURE THEIR BALLOTS ARE COUNTED ACCURATELY AND PROMPTLY. TO THESE PRINCIPLES, I COMMIT MYSELF ON MY HONOR

DISOLVE TO GROUP MEDIUM SHOT			OUR PLEDGE TO EVERY VOTER.
COMPUTER GRAPHIC BEGINS			"I'LL CAST MY VOTE FOR WHOM I LIKE"
COMPUTER GRAPHIC CONTINUES		SIGNATURE TONE	
FREEZE ON LOGO FADE TO GRAPHIC FADE TO BLACK BARS.		MALE ANNOUNCER	YOUR ELECTION COMMISSION...COMMITTED TO A FREE, FAIR, AND IMPARTIAL ELECTION.

EDITORS' NOTE:

There should be approximately 10 seconds work time for graphics,
dissolves, and other edits and effects.

APPENDIX H

RADIO ANNOUNCEMENT TRANSCRIPTS

**(AUDIO TAPES AVAILABLE AT THE IFES/WASHINGTON
RESOURCE CENTER)**

"YOUR CHANCE FOR CHANGE"

**HERE IS AN IMPORTANT MESSAGE FROM YOUR
ELECTION COMMISSION:**

**DO YOU KNOW ... YOU HAVE MANY CIVIC RIGHTS
AND ONE OF THE MOST IMPORTANT IS YOUR
RIGHT TO VOTE!**

**NOT ONLY IS IT YOUR RIGHT, IT IS YOUR
OBLIGATION. AN OBLIGATION TO YOUR NATION
YOUR FELLOW CITIZENS AND MOST OF ALL TO
YOUR SELF. GOOD CITIZENS MAKE A GOOD
NATION. FREEDOM OF THE VOTE IS LIKE A CANDLE
IN THE DARKNESS, IT CAN FLOURISH OR DIE OUT IN
THE DARKNESS. YOUR INDIVIDUAL VOTE IS THE
CHANCE TO CHANGE YOUR FATE (OR FUTURE)**

**A CHANCE TO HELP BUILD THE DIRECTION OF YOUR
NATION, YOUR COMMUNITY, YOUR PEOPLE AND
YOURSELF. YOUR SINGLE VOTE MATTERS. IT IS
YOUR VOICE, YOUR CHANCE TO SPEAK OUT AND BE
HEARD. WHEN YOU DON'T VOTE YOU ARE
CHOOSING TO BE SILENT AND GIVING AWAY YOUR
CHANCE FOR CHANGE.**

I WILL CAST MY VOTE FOR WHOMEVER I CHOOSE.

**YOUR ELECTION COMMISSION ... COMMITTED TO A
FREE, FAIR AND IMPARTIAL ELECTION.**

"YOUR VOICE"

Audio :60

**HERE IS AN IMPORTANT MESSAGE FROM YOUR
ELECTION COMMISSION:**

**AMONG YOUR CITIZENS RIGHTS, ONE OF THE MOST
IMPORTANT IS YOUR RIGHT TO VOTE!**

**NOT ONLY IS IT YOUR RIGHT, IT IS YOUR
OBLIGATION. AN OBLIGATION TO YOUR NATION
YOUR FELLOW CITIZENS AND MOST OF ALL TO
YOURSELF. GOOD CITIZENS MAKE A GOOD NATION.
FREEDOM OF THE VOTE IS LIKE A CANDLE IN THE
DARKNESS, IT CAN FLOURISH OR FLICKER AWAY.**

**YOUR INDIVIDUAL VOTE IS THE CHANCE TO
CHANGE YOUR FUTURE (FATE). A CHANCE TO HELP
BUILD THE DIRECTION OF YOUR NATION, YOUR
COMMUNITY, YOUR PEOPLE AND YOURSELF. YOUR
SINGLE VOTE MATTERS. IT IS YOUR VOICE, YOUR
CHANCE TO SPEAK OUT AND BE HEARD. WHEN YOU
DON'T VOTE YOU ARE CHOOSING TO BE SILENT....
AND SILENCE SAYS NOTHING AT ALL.**

DON'T THROW AWAY YOUR RIGHT TO VOTE!

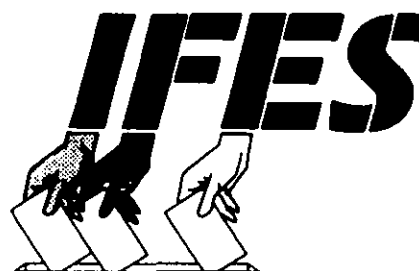
I WILL CAST MY VOTE FOR WHOMEVER I CHOOSE.

**YOUR ELECTION COMMISSION ... COMMITTED TO A
FREE, FAIR AND IMPARTIAL ELECTION.**

APPENDIX I

IFES/WASHINGTON COMPENDIUM OF WEEKLY REPORTS ON BANGLADESH

BANGLADESH WEEKLY REPORT COMPENDIUM



The International Foundation for Election Systems

January - November 1995

Reports on Activities:

January - February 1995

Starting January 1995, IFES sent Linda Edgeworth, an election administration specialist, to Dhaka to perform a Pre-Election Technical Assessment (PETA) in Bangladesh. Ms. Edgeworth worked closely with Fmr. Ambassador Fakhruddin Ahmed, former Foreign Secretary and Chairman of an NGO coalition for election monitoring, to observe election administrative structures in place in Bangladesh and determine where international technical assistance and training might be best applied. The final Assessment outlined several significant areas where the international community can assist in the process of properly training the one-half million officials presiding over elections. An Election Official Training & Public Awareness Campaign Project was recently approved by the USAID/Global Bureau which includes the following major elements:

- A motivational component designed to nurture an attitude of civil responsibility among election officials, with a recommendation that each official be required to take an oath of office, and subscribe to a *Code of Conduct*;

- Design and preparation of simple-to-follow training materials including a trainer's manual, poll worker's handbook, and quick reference guide to be on hand at each polling site;
- Development of a calendar and strategy for multi-tiered, pyramidal scheme utilizing a senior corps of mobilized trainers who would train returning officers and teams of local trainers who would conduct workshops for the poll workers in their respective constituencies;
- Encouragement of a formalized program whereby party agents, candidate's representatives and authorized observers could be present at scheduled training sessions; and
- A public relations/voter education campaign that strengthens the perception of fairness of the process by informing voters of the role which polling place officials are by law required to play in safeguarding their right to vote in a free and fair election.

The IFES Project will formally begin this fall as Bangladeshi officials prepare for elections which could be held as early as November. In the meantime, Ms. Edgeworth is scheduled to visit Dhaka to initiate contact with the Election Commission and select government officials to formalize a Memorandum of Understanding covering counterpart assistance and on-site in-kind donations.

July 1995

Second On-Site Visit

IFES Election Administration Specialist Linda Edgeworth, fresh from an IFES on-site operation in Armenia, arrived in Dhaka, Bangladesh to initiate discussions between IFES and the Election Commission pertaining to the newly approved IFES on-site project scheduled for the fall of 1995.

As a follow-up to an IFES Pre-election Technical Assessment delivered in February 1995, IFES/Washington submitted a proposal to USAID/Dhaka and USAID/Global to support a 6-week, on-site "Election Official Training and Public Awareness Campaign Project" in Bangladesh. Parliamentary elections are anticipated as early as November 1995.

Ms. Edgeworth thus far has reported the following information preparing IFES for its on-site work:

- The voter lists have been completed, which in January 1995, seemed an impossible task.

- The Election Commission leadership has changed somewhat in that a new Chief Commissioner and Secretary have been installed. Edgeworth met with both new members had been able to clearly define IFES' objectives with a very positive response from each as to the work ahead.
- Election Commissioner Zakaria indicated his assurance that IFES will be given office space in the Commission's recently opened *Pilot Training Institute*.

IFES believes the success of this ambitious voter education and poll worker training program hinges on a clear understanding of programmatic and "Counterpart" support by the Election Commission. As part of this support, a clear delineation of duties and responsibilities have been ascertained through the commitment of Bangladeshi officials to bridge a concrete relationship between IFES specialists and the Election Commission representatives and trainers.

As the IFES Pre-election Technical Assessment stated, "Any program developed...should include a component that is specifically designed to contribute to nurturing a new mind set stressing independence of election officials, and promoting individual integrity and civic responsibility."

September 1995

IFES continues its efforts in Bangladesh as

this populous nation edges closer to midterm elections late this calendar year. IFES has begun fielding a four-person team that is working closely with the Election Commission and a local Bengali *Training Institute* whose daunting mandates include properly training more than 500,000 poll workers throughout the country using IFES-developed training materials and a pyramidal structure. IFES' will also provide initial training guidance to the election officials of Bangladesh to enhance their skills and will undertake a public awareness campaign to increase understanding among the public at large as to the role of election officials.

The team's specific projects will encompass the following objectives:

- Build professionalism within the Election Commission and subordinate election bodies;
- Provide support to the Election Commission through the development of formalized and sustainable instruction programs and materials designed to strengthen fundamental administrative institutions;
- Develop the model for a comprehensive training program for polling place officials which can be institutionalized and replicated for all future elections;
- Nurture an attitude of civic responsibility among election officials through motivational training, and development of an Election Official

Code of Conduct;

- Improve transparency and raise citizen awareness of the role and responsibility of election officials in safeguarding their right to vote in safe and honest elections; and
- Raise the standards of professionalism to which election officials at all levels aspire in carrying out their duties.

October (# 1) 1995

On-Site Project Comments

Various reports continue to be debated concerning the actual timing of Parliamentary elections. According to a few reports, mid-term elections may be delayed until general elections are called - sometime in March of 1996. Other reports have indicated that due to the legal requirement to replace the ½ of Parliament, which departed earlier this year, mid-term elections must occur prior to the general elections. IFES has continued to keep both contingencies in mind as programming and training in-country has proceeded.

Team Leader Linda Edgeworth shared the following comments regarding the final phases of the IFES on-site effort in Bangladesh as the country prepares for what could be a crucial next step in the administration of its electoral process:

"The Oath of Office"

The development of an "oath of office" (or pledge to circumvent legal implications) and a "Code of Conduct" for election officials have been integral parts of IFES' on-site effort. Documents were drafted early on in the visit resulting in limited, yet useful feedback and input, including comments from a Bangladeshi Deputy Assistant Secretary. The final version was included in the poll worker manual and training modules in addition to television pieces on the "Code of Conduct."

Mass Media Campaign

The primary focus of the television and radio production has been to raise public confidence in election officials, while at the same time raising the standard to which officials would hold themselves accountable. One of the major thrusts has been to try to overcome the perception that election officials are elitist and government bureaucrats in whom little trust could be placed. To soften this image, IFES has developed a concept for a television spot intended to remind voters that the people involved in preparations for the elections and those serving at the polling stations are citizens, school teachers, printers, drivers, police officers, "...neighbors, fellow citizens, and fellow voters." The final script is now with Bengali officials for comment and editing prior to public airing.

Future Programming

The team has been in contact with USAID/Dhaka during the final stages of the project in order to ascertain next steps with regard to on-site work. One vision that has

gained the most acceptance includes continued assistance to the *Election Training Institute*. Long-term assistance in the areas of strategic planning and organizational management for the *Institute* seems to be the next logical step. Fundamentally, the *Institute* is a worthwhile enterprise and has the potential to fulfill a very important need in Bangladesh. IFES believes that such investment of time and effort should be investigated if future work is to be pursued.

The relative newness of the *Institute* could provide a fertile location for strengthening the organization due to the fact that their focus is narrow enough to allow for a single focus strategic planning development. The Election Commission and Secretariat want this Institute to succeed.

October (# 2) 1995

On-Site Technical Assistance

Training Modules

Training Specialist Steven Gray has worked daily with his Bengali counterparts at the Election Training Institute. Gray has worked to develop an interactive approach in which the core staff of the Institute is participating in the development of the training modules for the training of the Presiding Officers and Assistant Presiding Officers. He has incorporated classroom training to prepare these staff members to understand fundamental training principles including the development of training objectives, methodologies and performance evaluation techniques. Through this strategy he has been

able to make assignments which have resulted in individual staff members attempting to create sample training session plans. Based on his follow up evaluation and discussion of their drafts, Gray is attempting to strengthen their confidence and ability to facilitate this kind of exercise independently.

Gray has had to take on most of the burden of developing the finalized training modules, but throughout his work with the staff at the Institute, he has tried to use the exercise as a mechanism for institutional training. The training modules for poll workers are nearly completed. Gray has begun planning for the "training of trainers" modules which are the next phase of his work.

Media Campaign

Tom Edgeworth, who arrived on October 23, met with his counterparts at the Secretariat. Since his arrival, he has developed concept storyboards for two sixty-second television announcements: the first announcement focusses on the Election Official Pledge and Code of Conduct; the second will establish a connection between the voters and their polling officials, not as bureaucrats, but as private citizens, neighbors and fellow voters.

Although options for private production are limited in Dhaka, Tom has met with representatives of three production companies to determine their equipment capabilities and production expertise. He is considering one particular company on the basis of their proven track record and the quality of their production. He has also identified a production specialist with experience in the

U.S. whom IFES may hire as a facilitator to help recruit talent and arrange locations for media shooting.

Training Handbooks

The progress on the handbooks has been moving forward, albeit slower due to accessibility of officials during the *hartals*. Dana DeBeauvoir was successful in putting together a comprehensive draft of the poll worker training manual which has been edited and expanded. I have arranged for a review team of three people with one representative from the Secretariat and two from the Institute - translation into Bengali to begin next week. Typesetting services from a facilitation firm have been contracted and will begin this coming weekend.

The manual for Returning Officers will require care in integrating it with the training modules since the responsibilities of these officials are quite different from those of the polling officials. The scope of the manual has been approved by the Secretariat and Institute and will be in final by next week.

Code of Conduct and Oath of Office

The Code of Conduct has been written, edited, and presented for approval to the Election Commission. One issue that became apparent was that the concept of an "oath of office" appears to have a legal connotation that may limit our ability to have it approved. However, it is a fundamental component of our proposal in view of the negative atmosphere surrounding previous elections. Therefore, we have altered our approach to

ease our way to accomplishing the same goal without bumping into a sensitive area. Instead of calling it an oath, we are calling it a "pledge." In this way we should be able to ensure its inclusion in the overall formula for the training of officials without stepping into the political quagmire that could potentially arise with our original concept.

November 1995

Technical Assistance Project

The IFES Election Official Training Assistance Project undertaken in October/November and completed in the last two weeks, focused primarily on providing technical assistance and minimal commodities support to the Secretariat for its newly established Electoral Training Institute. In particular, IFES proposed a multi-tiered project to help prepare the new Institute in developing a comprehensive training program for election officials throughout Bangladesh for the upcoming Parliamentary Elections tentatively scheduled for the winter of 1995/1996.

Throughout preliminary meetings, emphasis was placed on the development of materials and training techniques that would give polling station officials an improved understanding of the procedures to be followed in the conduct of the poll. Key to the proposal was an intent to design components which would also serve to strengthen their confidence and ability to work effectively and impartially within the difficult political environment which continues to hinder the smooth conduct of

free, fair and safe elections. Integral to the proposal was a desire to elevate the standards of conduct to which polling station officials would feel compelled to aspire, and to help promote public confidence in their integrity and competence.

Toward these ends, the project encompassed several components which were completed over the past two weeks:

- Preparation of an Instructional Manual and Quick Reference Guides
- Development of an Election Official Pledge and Code of Conduct
- Assistance in Formulating a Training Plan
- Preparation of a Trainer's Manual

- Production of a Media Campaign Designed to Promote Public Confidence in their local Election Officials

- Provision of Necessary Computer and Communication Equipment to Improve the Capacity of the Training Institute to Conduct its Activities

To the greatest extent possible, IFES team members worked closely with personnel at the Secretariat and at the Institute in fulfilling these objectives. From the outset, IFES recognized that full partnership in this endeavor would be critical to its success, especially over the long term. In spite of extraordinary demands on their time and the continuing pressures created by the strained political climate, the Additional Secretary devoted a significant effort to ensure that

IFES was well supported. At IFES' suggestion, selected staff members and teams of counterparts were assigned to work on various aspects of the project. Although routine duties and constantly changing priorities often made it difficult to find adequate time for the kinds of concentrated work sessions which would have been optimum, Secretariat and Institute staff made every attempt to be fully responsive to IFES' concerns, suggestions and practical needs. It has been IFES' intention to provide these materials in a manner which makes them useful in the immediate time frame. But, more importantly, it is hoped that these initial offerings will serve as a spring board from which the Secretariat and the Institute will develop an ongoing evolution of training materials and strategies. Toward that end, IFES has provided materials not only in hard copy but also on a diskette so that they can be improved and modified as needed. The manuals and the Quick Reference Guides (see below) have also been translated into Bangla so that Institute staff can follow through with duplicating production in the national language. In addition, IFES has provided copies of some samples of training materials from other countries which might be useful as the Institute embarks on its own manual production efforts. In particular, both hard copies and diskette copies of the Ghana Trainers Manual have been provided for reference purposes. They offer examples of formats which might be useful in the development of training objectives and session plans for other target groups for whom the Institute intends to provide training. In particular, it may be useful as the Institute staff prepares for the Training of

Trainer's program.

The computers purchased and installed are equipped with enhanced software to allow for production of camera-ready materials in house. The equipment and software are appropriate for production of training or voter education materials in English or in Bangla.

More than 30 illustrations have been created especially for Bangladesh and left in their original form and on computer so that they can be used in future handbooks, instruction sheets and flyers as needed. Many of them will be appropriate, not only for materials focusing on official training, but also for voter education programs as they are accomplished.

As part of its production of television announcements, IFES has also prepared computer animated video signatures utilizing the Commissions print logo, which can be used for any future video production work or television programming produced. These animated video versions of the logo are presented in both opening and closing configurations that can be used together, or separately. All video/audio productions may be researched at the IFES/Washington Resource Center.

IFES will include comments regarding general findings and recommendations in a final report to be released and offer the Commission's consideration which we believe will strengthen the election process and further promote free, fair, impartial and accountable elections to which the

Commission, Secretariat and Institute are firmly committed.

Electoral Update

According to a FBIS report, *Dhaka Radio Bangladesh Network* interviewed Prime Minister Khaleda Zia on November 24, in which she asked the President to dissolve Parliament. According to the interview, the PM "...expressed hope that after the dissolution, the Election Commission would begin to make all necessary arrangements to hold general elections..." According to the PM, "...the Election Commission has been greatly strengthened to prevent any

government or anti-government force from illegally influencing the election process."

According to a FBIS report on November 24, "Polling will be held on December 15 to elect Members of Parliament for filling up the 145 vacant seats. The Election Commission has appointed 54 returning officers and 300 assistant returning officers to conduct [these] elections."

General Parliamentary elections have yet to be set, however the term of office for seated parliamentarians is to expire on April 4, 1996.



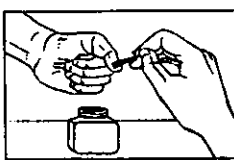
December 1995

General Elections Rescheduled

According to *Dhaka Radio Bangladesh Network*, the Election Commission has rescheduled general elections from January 18 to February 7 and was revised "...in view of a meeting between the Commission and representatives of political parties [on December 15]." January 3 has been reset to be the last day to final nomination papers to returning officers and assistant returning officers and the last day to withdraw has been reset to January 9.

IFES On-Site Field Staff:

Linda Edgeworth, Team Leader
Steven Gray, Training Specialist
Dana DeBeauvoir, Poll Worker Manual Specialist
Thomas Edgeworth, Media Specialist □

ELECTORAL TRAINING INSTITUTE	
1. POLLING BOOTH QUICK REFERENCE GUIDE FOR CONDUCT OF THE POLL	
<p>A. GETTING READY</p> <p>1. Who May Be Present for the Poll</p> <p>Partisan Observers</p> <ul style="list-style-type: none"> Contesting Candidates Election Agents Polling Agents <p>Neutral Watchers</p> <ul style="list-style-type: none"> Journalists International Observers Domestic Watchers Representing Non-Governmental Organizations Other Persons Given Permission by the Returning Officer <p>2. Set Up Polling Booth</p> <ul style="list-style-type: none"> Set up polling booth to ensure a smooth flow of voters through the process. Provide adequate view for authorized observers. Make secrecy area for voters to mark ballot papers in private. Place ballot box in plain view. Ensure ballots and materials are secure. <p>3. Before Voting Begins</p> <ul style="list-style-type: none"> Ensure ballot box(es) are empty. Show empty ballot box(es) to everyone present. Write serial # of ballot box(es) on Recording Ballot Boxes (Form XIA) Allow observers to sign the form and affix seal if they choose. Announce # of voters on list and # of ballot papers received. 	<p>B. ROUTINE PROCESSING OF VOTERS</p> <p>STEP 1: Voter shows Identification Card.</p>  <p>STEP 2: Find voter's name on voter list and mark and make a tic mark by it.</p>  <p>STEP 3: Inspect voters fingers and apply ink to base of thumb nail.</p> 

Continued On Reverse Side

