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International
Foundation
for Election
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**IFES Pollworker Training
and the Parliamentary Elections
in Yemen**

1997

Final Report

by

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Acknowledgments

This report describes the International Foundation for Election System's (IFES') 1997 pollworker training project in Yemen. The project included a pre-election assessment mission to Yemen in October 1996, a planning mission in January 1997, and in-country project activities, in collaboration with Elections Canada, from March through the April 27, 1997 election. The report includes a discussion of the pre-election political environment in Yemen, a description of IFES' pollworker training program, and recommendations for improving future training projects, and the broader electoral process, in Yemen. The pollworker training manual, election day checklist, and other training materials designed by IFES-Elections Canada and Yemen's Supreme Election Commission are provided in their Arabic originals and in English translation in the appendix to the report.

The authors of the report are Dr. Ronald Wolfe, IFES Yemen project manager and a Yemen specialist and independent consultant, and Amy Hawthorne, IFES Program Officer for the Middle East and North Africa, who oversaw the project from Washington. Elections Canada's Gladys Teske and Gary Ouellet, members of the training team, made major contributions to the project assessment and recommendation sections. Yemeni team members Mazen Luqman, Naguiba al-Mahdi, and Hefdhallah al-Gabali made important observations and added an essential perspective to the issues discussed in the report. In Washington, IFES Program Assistant Mutale Chilangwa provided crucial editorial support for the report. All those involved in the mission gave most enthusiastically of their time, energy and talent.

Very special thanks are due to Elections Canada for its generous contribution, which resulted in an exciting, and highly successful, collaboration between Elections Canada and IFES, and without which the project would not have been possible.

IFES would also like to thank the numerous people who extended themselves so graciously to assist the team. At the US Embassy in Sana'a, Deputy Chief of Mission Margaret Scobey, Political Officer Richard Jarvis, and Democracy Officer Abdulali al-Shami provided crucial support from the beginning of the project. At the UNDP/Sana'a, Onder Yucer, Jacques Carrio, and Donna Stefano were very helpful.

Finally and perhaps most important, IFES offers its gratitude to the numerous Yemenis whose participation in the project were the key to its success. The SEC commissioners, particularly IFES' primary partner Amin Ali Amin and his staff, exhibited a truly uncommon level of cooperation, assistance and enthusiasm, and gave hours of their time most generously to IFES from October 1996 through the election. The dedication and professionalism of the project's sixty-six core trainers, and the thousands of pollworkers they trained, are remarkable, particularly when one remembers that Yemen is only recently emerging from a turbulent political history without meaningful or regular elections. All these Yemenis are an essential resource for future elections, and for the democratization process in general, in Yemen.

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Chapter 1

Executive Summary

The Republic of Yemen held multiparty parliamentary elections on April 27, 1997, the second such elections since the unification of North Yemen and South Yemen in 1990 and the first since the 1994 civil war. Yemen's "experiment" in competitive elections has attracted attention because it is the only Arab country with an independent election commission, the Supreme Elections Committee, and the only one on the Arabian Peninsula to allow women to participate as voters and as candidates. Despite the Yemeni Socialist Party's (YSP's) boycott, and concerns about violence in the weeks leading up to the election, election day was generally peaceful (although incidents of violence occurred in some areas) and smoothly-run. As a second election, it helped to consolidate a system of regular, relatively competitive elections in a part of the world where these are rare.

Like many countries holding a second election, Yemen focused on conducting the 1997 elections in a professional manner, so as to foster public confidence in the process. One of the Yemeni Supreme Elections Committee's (SEC's) greatest needs in this regard, and the focus of the International Foundation for Election System's (IFES') 1997 technical assistance project in Yemen, was training to ensure that the country's 39,000 pollworkers administered voting in a competent and impartial manner. In the 1993 election, training was uneven. Many pollworkers were not trained, causing confusion and procedural irregularities at a number of polling places.

In May 1996, the SEC made a formal request to the US Embassy in Sana'a for IFES' assistance in improving the 1997 training effort. In response to this request, IFES received funding from the United States Agency for International Development (USAID), through the Consortium for Election and Political Processes Strengthening ("CEPPS"), to improve the 1997 training effort.

Additional funds were provided through Elections Canada/the Canadian International Development Agency (CIDA) and the United States Department of State's Economic Support Fund (ESF) (administered as CEPPS add-on funds).

During an October 1996 pre-election assessment mission to Yemen, IFES recommended that the SEC adopt a cascade system, through which IFES would train a core group of trainers, who would train officials in each of Yemen's 301 constituencies, who in turn would train the pollworkers.¹ The SEC also requested IFES' assistance in producing written training materials, including detailed manuals for all pollworkers and a reminder checklist for every polling station. Written materials are the most appropriate training tools in Yemen, where video-cassette recorders, and regular electricity, are not always available.

During a January 1997 follow-up visit to Yemen, IFES/Yemen project manager Dr. Ronald Wolfe planned many of the organizational aspects of the IFES project, and prepared and signed a Memorandum of Understanding with the SEC outlining the terms of IFES-SEC cooperation. The full IFES training team, led by Dr. Wolfe, and including international training specialists Barbara Croken, Gary Ouellet and Gladys Teske and Yemenis Mazen Luqman, Naguiba al-Mahdi and Hefdhallah al-Gabali, began its in-country work in mid-March and remained in Yemen through late April 1997. Elections Canada generously provided funding for Mr. Ouellet and Ms. Teske, both Canadian election experts, and other key project expenses, thereby making the project financially viable and contributing essential technical expertise.

¹ At the invitation of the SEC and with funding from USAID/CEPPS, IFES Middle East Program Officer Amy Hawthorne and IFES consultant Dr. Ronald Wolfe, a Yemen specialist, traveled to Yemen from October 4 through October 14, 1996 to conduct an assessment of election preparations and of the pre-election political climate. During the mission, the IFES team met with election and government officials, political party leaders, members of Parliament, diplomats and others to assess the progress of preparations, and to determine what assistance IFES could provide to enhance the electoral process. The results of this mission are presented in an IFES report, *Yemen: 1996 Pre-Election Technical Assessment*, authored by Dr. Wolfe and Ms. Hawthorne.

While in Yemen, the team worked closely with the SEC to prepare in Arabic, revise, print, and disseminate manuals for trainers and pollworkers and election day checklists for each polling station. The manuals, an innovation in Yemen, contained explanations of pollworkers' duties with reference to the election law and by-laws, samples of polling station forms, instructions for "what if" scenarios, and questions to test trainees' comprehension.

In early April, the team trained sixty-six core trainers, an enthusiastic and impressive group of professors, teachers and others selected by the SEC, at a three-day workshop in Sana'a. The sixty-six then spread out throughout Yemen to train 1,204 constituency-level officials. In the week before the election, these 1,204 replicated what they had learned in classes for the more than 39,000 pollworkers.

The IFES-Elections Canada team spent two weeks observing the second and third stages of training at locations throughout Yemen, and was gratified by the overall success of the effort. In debriefings, core trainers praised the logistical and substantive aspects of their training and expressed confidence that they had imparted their knowledge to the next level.

The best indication of the training's impact, however, was election day itself. Voting generally proceeded smoothly, with many fewer cases of overcrowding and disorganization than noted in the 1993 election. International observers stated that most pollworkers were committed to conducting their duties in a transparent manner, and well aware of election procedure and administered voting correctly, efficiently and fairly. In many cases, the manual was the most comprehensive resource available to resolve disputes over contentious aspects of the vote or the count. Because election workers were drawn from the different parties, tensions sometimes ran high at the polls. The use of the manual demonstrated how providing easy-to-use, authoritative written information to all can contribute to an orderly process.

*IFES' Pollworker Training Project
For Yemen's 1997 Parliamentary Elections
Final Report*

Despite Yemen's challenging environment, which required a combination of careful preparation and constant flexibility from the IFES-Elections Canada team, the project met its fundamental objective: to help the SEC train all pollworkers to administer the vote in a neutral and uniform manner in accordance with the election law. Through the efforts of all who participated, and through a truly remarkable level of cooperation, latitude and enthusiasm on the part of the SEC, a new training method was introduced to Yemen. IFES hopes this method will take hold locally. The 1,270 Yemeni trainers involved in the project now constitute Yemen's first corps of experienced election trainers. They are a valuable, and indeed essential, resource for all future elections in Yemen.

Chapter 2

The 1997 Elections: Political Background

I. Democratization in Yemen

Formed through the 1990 merger of the Yemen Arab Republic ("YAR," or North Yemen) and the People's Democratic Republic of Yemen ("PDRY," or South Yemen), the Republic of Yemen is a topographically diverse country --with steep terraced hills, mountains, desert, and Red and Arabian Sea coastline-- of approximately 14 million people. It shares borders with Oman and Saudi Arabia, with whom it frequently has had tense relations. Both the former North and South Yemens have a history of political turbulence and settling of accounts through violence. Yemen is the most tribalized Arab society; the northern tribes in particular remain a major social and political force. As the tribes are well-armed, Yemen is anecdotally cited as the most heavily armed country, per capita, in the world. The tribes' political and military strength creates numerous centers of power beyond the central government. To maintain control, the government has relied upon coalition-building and deal-making.

The controlled political liberalization underway in Yemen since unification, with competitive, multiparty elections as a centerpiece of this process, has taken many observers by surprise, and has attracted the attention of those following trends in democratization in the Arab world. Yemen's elections in particular have several regionally-distinctive characteristics. It is the only Arab country with an independent election commission, and the only one on the Arabian Peninsula to allow women to participate as voters and as candidates. And unlike Islamic-oriented opposition parties in some other countries in the region, Yemen's powerful Islamist party, Islah, can compete openly in elections.

Why has unified Yemen, the product of a merger of two less-than-democratic regimes, embarked on the path of more inclusive politics and regular, relatively competitive elections? There was no significant international pressure on Yemen to open up politically. Although some "indicators" of democratization, such as elite pressures for reform and public demands for increased participation, were present in the early 1990s, when President Ali Abdallah Salih began to lift political restrictions and raise the prospect of multiparty elections, other factors seem to have been greater catalysts moving Yemen toward liberalization.

For one, President Salih astutely recognized that letting diverse elements compete would be less costly, or less risky, than trying to suppress them. The president and other leaders viewed multiparty parliamentary elections as the best way to form governing institutions, and to restructure national power-sharing, in the new country. In this way, Yemen's elections and indeed, its degree of pluralism, can be seen more as tools for managing conflict and releasing tensions peacefully than as mechanisms meant to produce major changes in power. This may be particularly true since the 1994 civil war.

Furthermore, the great need for foreign investment and international aid, and the role that political liberalization plays in attracting these, has influenced the Yemeni government's policies. Yemen is among the world's most economically poor countries. An estimated one-quarter of its potential workforce is working abroad (many Yemenis are guest workers in Saudi Arabia) due to the shortage of jobs with sufficient wages in Yemen. To date, its oil discoveries have been fewer than hoped, although exploration continues. Compounding economic difficulties was the 1994 civil war, estimated to have cost Yemen at least \$5 billion. Many parts of southern Yemen, particularly the former PDRY capital Aden, suffered immense destruction. Investment activities, particularly in the oil industry, halted during the war, and continue to be limited by concerns about stability. After the war, when it was clear that urgent economic measures were required, the government agreed to embark on a major economic restructuring program proposed by the International

Monetary Fund. The economic reform package, which began in March 1995, includes lifting of subsidies on foodstuffs, raising prices on gasoline, electricity, water and telecommunications, and increasing interest rates and direct taxes. While deemed essential to the long-term economic health of the country, the imposition of these policies has inflicted a tremendous social cost in terms of the economic livelihood and standard of living of many Yemenis.

A more subjective, but nonetheless significant, factor has been national pride. Yemen is the only country on the Arabian Peninsula with a republican form of government and universal suffrage. Holding multiparty elections in close proximity to the non-democratic regimes of the Gulf Cooperation Council countries has satisfied Yemenis' felt need to retaliate, albeit peacefully, against these regimes' often poor treatment of Yemen, which they view as impoverished, backward and unacceptably friendly with Iraq. In the words of one commentator, Yemen's elections are "a slap in the face to Saudi notions that a ballot based on universal suffrage is not appropriate for the Arabian Peninsula."² As Yemenis might say, "They have oil, but we have votes."

II. *Unification, the 1993 Elections and the Civil War*

The 1990 unification of South and North Yemen represented the realization of a long hope for unity among the Yemeni people, most of whom felt that Yemenis' cultural and historical ties superseded any modern political or ideological divisions. In the mid-1800s, Yemen had been divided between the Ottoman Empire, whose control was centered in Sana'a, and Britain, whose colonial presence was based in Aden. The YAR was formed in 1962, after a military coup overthrew the imamate. A five-year civil war ensued between republican forces, backed by Egypt, and royalists, supported by Saudi Arabia. Meanwhile, in 1967, British rule ended in South Yemen, and the PDRY Marxist state emerged.

² Deborah Pugh, "Yemen: Seams of Unity Unravel," in *The Christian Science Monitor*, May 17, 1994.

Although popular desire for unity was generally strong, throughout the 1960s and 1970s Saudi interference, border clashes, and larger cold-war policies (the USSR was a major supporter of South Yemen) impeded sporadic attempts toward unification. Movement toward a merger was finally accelerated by the end of the Cold War and the withdrawal of Soviet financial support for the PDRY, and oil discoveries in the disputed border regions. After several years of negotiations of varying intensity, unification was finally accomplished in May 1990. A new constitution was promulgated and a transitional government formed, headed by a five-man presidential council led by President Salih and former PDRY President Ali Salim al-Bidh.

In spite of tensions created by Saudi Arabia's animosity toward the merger (it was fearful of the influence of a unified Yemen on its own domestic stability) and by the Kingdom's expulsion of hundreds of thousands of Yemeni guest workers in the wake of Yemen's refusal to endorse Arab participation in the force to drive Iraq from Kuwait, soon after unification a vigorous civil society began to emerge in Yemen. The 1990 constitution lifted many restrictions on political organization and public expression, and a large number of political advocacy groups were allowed to form. In advance of the April 1993 election, Yemen's first such multiparty balloting, more than forty political parties were established. The three main parties to emerge in the new pluralistic political scene were the General People's Congress (GPC), the Yemeni Socialist Party (YSP), and the Yemeni Grouping for Reform ("Islah") party.

After the GPC, which won 123 seats in Parliament, the surprise winner in the 1993 election was the Islah party, which garnered sixty-two seats to the YSP's fifty-seven (although several of the forty-seven independents elected were thought to be ideologically sympathetic with or otherwise tied to the YSP). In the wake of the election, the GPC and YSP formed a ruling coalition, in fulfillment of plans in motion since unification.

The coalition showed signs of severe strain from the beginning, however, building on tensions

already simmering beneath the surface. Some contend that the elections, though historic and generally successful as a democratic process, in fact destabilized North-South political relations (and Yemen's political system as a whole) by more accurately reflecting the relative strengths of the contending parties in a somewhat fragile unification arrangement. In any case, a number of factors, including personal animosity between President Salih and the YSP leader and Vice-President Ali Salim al-Bidh; failure to merge northern and southern armies; imbalance in population and economic distribution between north and south, in favor of the north (the north has three times the population of the south); and a large number of political killings and assassination attempts on YSP leaders, all contributed to al-Bidh's declaration of southern secession from the union and formation of a new southern state in May 1994. President Salih's army prevailed in two months of fighting, aided by the defection of key southern brigades. Many top leaders of the discredited YSP fled the country, and the GPC formed a new coalition government with Islah in fall 1994. The dissolution of the presidential council system in favor of a single president (Salih), amendments to the constitution later that year that enhanced the president's powers, and the north's victory in the war all left President Salih in a strong position, despite the need to share power with Islah. A new cabinet was formed, and Islah was assigned a number of ministries, mostly in the service sector. With this series of acts, the struggle for political dominance was resolved in favor of the GPC, with the strong backing of Islah, which had acted swiftly and often harshly to take over YSP party offices in the south and government positions formerly held there by YSP members.

III. *Political Parties and the 1997 Elections*

The 1992 election law stipulated that elections be held at four-year intervals. By the time of preparation for the 1997 elections, many smaller parties formed before the 1993 elections simply proved not to be viable, having been built around a single personality. In addition, the elections

and the war had clearly altered the balance of power, leaving many parties, especially the YSP, with little room to maneuver.

Eleven political parties registered in time to field candidates in the 1997 elections. These included the GPC, YSP, Islah, the Arab Socialist Baath Party ('Abd al-Wahhab Mahmoud's wing), the Democratic National Front, the Democratic Nasserist Party, the Liberation Front Party, the Sons of Yemen League, the Nasserist People's Corrective Organization, the Nasserist Unionist Organization, and the al-Haqq Party. Some observers argue that beneath public rhetoric, Yemeni parties in fact lack strong ideological differentiation. A patronage-based system, in which many people have personal or family links, rather than ideological ties, to local party leaders, is indeed a salient feature of Yemeni political life. Nonetheless, the fact that such a range of parties is allowed to operate and compete in elections is significant.

The General People's Congress is the ruling party, drawn from the former ruling coalition of North Yemen; President Salih served as secretary general of the party prior to unification. The GPC encompasses a range of forces, including civil servants, businessmen and tribal leaders. Many view the GPC's members as generally lacking strong ideological motivation, apart from wanting to identify with and be part of the ruling elite. The party is very well-organized and enjoys strong financial backing. For the 1997 elections, the GPC established a web site, as well as massive data bases on voters, potential candidates and potential election workers from across the country. The GPC also conducted polling to assess the mood of the electorate and to test where candidate sympathies lay. While some see such activities as a potential source for the abuse of power, these practices may spill over into other Yemeni political parties, leading to heightened political sophistication among all the contenders.

The Yemeni Socialist Party is the former ruling party of South Yemen, with a Marxist-Leninist heritage and a history of close ties with the USSR and Soviet client states. It controlled South

Yemen as a one-party state, although in the waning years of the PDRY it began to relax slightly its authoritarian ways. Ali Salih Abbad Muqbil is its secretary general. Since the 1994 war, with its power greatly diminished, the moderate YSP members remaining in the country have been trying to regain strength and to secure return with amnesty for its leaders who fled abroad in 1994. Both objectives have proved elusive, as the party has not regained its power base and the sixteen YSP leaders deemed responsible for secession are still being sought for extradition and trial inside Yemen. Although high-level negotiations have been held on this matter, it remains unresolved, and is one of the most sensitive issues in Yemen today. The YSP has also sought to hold the government to its pledge to compensate southern victims of the war and to return confiscated YSP offices, property and funds. These as-of-yet unfulfilled promises are a continuing source of GPC-YSP tension and southerners' bitterness. Although there is popular support for southern grievances against the north, even among some northerners, the YSP itself is seen as having little grassroots support.

The Islah party, officially founded in 1990, after unification, is frequently glossed as Yemen's "Islamic" party. It is actually a more complicated grouping of forces including tribal leaders, such as party head Sheikh Abdallah bin Hussein al-Ahmar, the Speaker of Parliament and leader of the powerful Hashid tribal confederation; different "wings" of the Islamist movement such as the relatively moderate Muslim Brotherhood led by Sheikh Abdul Mujeed al-Zindani, and the *Salafin*, a more hard-line faction; and intellectuals, businessmen and other elites seeking an alternative to the GPC. The tribal contingent is current the most important power base in the party. Particularly through client tribes near Yemen's north-west Saudi border, Islah has financial, and to a lesser extent ideological, ties to the Saudi Arabian government. Islah's power greatly increased in the wake of the civil war, during which it gave strong military support to the GPC; the decline of the YSP created a political space into which Islah quickly maneuvered. Yet its gaining control of nine ministerial posts, many in the social services sector, has been a mixed blessing. Islah has relied heavily on its promises of managerial competence and anti-corruption in its drive to power. Its

performance in these ministries, however, became a source of considerable embarrassment to the party, as it was ultimately seen as equally corrupt and inept, if not worse than the GPC and YSP, in its management. The serious inadequacy of electricity supply in Sana'a, for example, worsened under Islahi direction. Local wags were fond of saying that the Islahi Minister of Electricity was in charge of the "distribution of darkness" (darkness being synonymous with the Arabic term for injustice), because brownouts or blackouts were a nightly occurrence in various parts of the capital following the civil war.

Most **smaller parties** are secular and leftist, and several have an Arab nationalist bent. Such parties include the Unionist Bloc, the Democratic Nasserist Party, the Nasserist Popular Unionist Party, and two Baathist-oriented parties. Al-Haqq is a moderate Islamist party. Yemen's small parties fall into two types: those lacking distinctive platforms and grass-roots support, and commanding influence through their leaders' charisma and ties to the establishment, and those that have greater organizational capacity and a deeper ideological base. Several smaller parties joined with the YSP to form the Higher Opposition Coordinating Council (HOCC) to monitor election preparations and to "ensure that the elections will be free and fair."³

IV. *The Pre-Election Environment*

In the months leading up to the election, issues of stability, YSP grievances, and north-south tensions were all on the public's mind. There was an underlying concern among some Yemenis that the elections might be postponed if the environment grew too tense. Implementation of IMF-mandated economic restructuring worsened economic conditions among many sectors of society.

³ Including the Nasserist Union Organization, al-Haqq, the Arab Socialist Baath Party (Qasim Sallam's wing), the Union of Popular Forces Party, the Yemeni Unionist Congregation Party, and the Constitutional Liberals Party. Only the first two parties registered for the 1997 elections by the October 1996 deadline.

Continuing disputes with Saudi Arabia over boundary lines, and a flare-up with Eritrea over the contested Hanish islands in the Red Sea, also occupied Yemen's leaders. Yet somehow, in spite of all this, Yemen proceeded to prepare to hold the April 27, 1997 elections on schedule.

Through to election day, the level of high politics saw maneuvering, hurling of accusations and deal-making among political forces. The GPC moved to assert its strength, opposition parties complained about the lack of a level playing field, and Islah shifted between alliance with the GPC and finger-pointing at its ruling party rival. The forming and re-forming of alliances, often between forces at opposite ends of the spectrum, is a dominant feature of Yemeni politics, and it was much in evidence in the pre-election period.

Significant factors in this period included promulgation of a revised election law; controversy surrounding the SEC and the election preparations it oversaw, particularly registration; shifting alliances among opposition and coalition members to counter what many expected to be a major GPC victory; the YSP's decision to boycott the election; and parties' attempts, ultimately failed, to forge agreements dictating constituencies in which they would not run candidates against one another.

A. The 1996 Election Law

In August 1996, Yemen's parliament promulgated the amended election law, Law No. 27 of 1996, as a revision of the election law of 1992 which had governed the 1993 elections. The 1992 law provided a good legal basis for a transparent and competitive election. Numerous checks, balances and safeguards present in the 1992 law were preserved and even elaborated in the 1996 version. These safeguards include requiring a balance of parties on all election committees, guaranteeing the rights of candidates' agents to monitor the vote and the count, and mandating the use of indelible ink to prevent multiple voting. New features in the 1996 law reflected administrative lessons

learned in 1993. For example, as a result of intensive lobbying by civic activist groups and opposition parties, the law was revised to include symbol ballots, on which each candidate is identified by a symbol or mark. These ballots facilitate voting by illiterate voters, estimated to be at least 65 percent of the population. These are a major improvement over the ballots used in 1993, on which voters had to write in the name of their chosen candidate, effectively nullifying the right of secret ballot guaranteed by the Yemeni constitution since most voters had to seek assistance in marking their ballots. The new law also recognizes the rights of domestic and international monitors to observe the election (but left it to the SEC to develop observation guidelines). Some election deadlines were also revised to fit more realistically within the election preparation time-frame.

B. The Supreme Elections Committee

To signal its commitment to an open and inclusive election process overseen by a balance of forces, the government in 1992 established an independent commission, the Supreme Elections Committee (SEC). Under the election law the SEC is a "fully independent" body and its members are required to "freeze" party activity following their nomination by Parliament. The SEC is the only independent election commission in any Arab country. The SEC's mandate includes:

- ▶ zoning of constituencies, based on "equal population distribution";
- ▶ revision of the existing voters' list and registration of new voters;
- ▶ selection and appointment of all election workers;
- ▶ preparation of the executive regulations (a supplement to the election law);
- ▶ establishing the rules for campaigning;
- ▶ conducting voter education and information campaigns;
- ▶ supervision of the official media during the elections;
- ▶ provision of forms, schedules, documents, election cards, indelible ink, ballots, ballot boxes, and distribution of these materials;
- ▶ arranging security to ensure the honesty and freedom of the elections.

The SEC is a permanent institution, but its membership changes after each election. After the 1993 election, fifteen new commissioners (eleven of them active) were nominated by the President and

then selected by a two-thirds vote of the Parliament to oversee the 1997 election.⁴

For an election commission to be effective in conducting a free and fair election, and to gain legitimacy as it carries out this task, it must above all be perceived as impartial. It must have a diverse membership, so that all major political forces have a voice in election decisions. A credible commission should be institutionally strong and politically independent enough to shield itself from excessive government influence or interference in its work. The members of the commission must have adequate organizational experience and capacity to administer the many complex and controversial components of the electoral process.

In numerous areas the 1997 SEC was more highly organized and administratively-competent than its predecessor, indicating that important lessons were learned and that consolidation of a competitive election process was taking place. The SEC met many more election deadlines and recruited more experienced staff. In one positive move, it quickly reversed an initial decision to restrict domestic and international observers' movements and access to polling places on election day after complaints by non-governmental organizations, political parties and diplomats in Sana'a. Its willingness to work so closely with the IFES-Elections Canada team, and to try the completely new method of cascade-style training, were admirable and unusual signs of openness.

Yet the 1997 SEC, deservedly or not, did not enjoy a reputation for impartiality. For the 1993 election, the SEC had a broad-based membership of seventeen, nearly all of whom had credibility as significant, powerful political leaders. A spirit of non-partisanship emerged within this SEC, most of whose members were seen to put the successful organization of unified Yemen's first election above narrow political interests. In contrast, the 1997 SEC was top-heavy with GPC

⁴ According to the election law, nominees are required to be at least 35 years old, born of two Yemeni parents, have a university degree, "possess competence and expertise," and "be of good conduct and ethics." Members of the SEC have ministerial rank.

appointments and struck many as a much more quotidian and pliable body of bureaucrats in the service of the government. Such perceptions made the SEC a primary focus of political contention and opposition grievances throughout the election process. Beginning in the summer of 1996, opposition parties, joined at times by Islah, launched complaints about the SEC's lack of neutrality and transparency in decision-making, its alleged violations in the registration process, and its exceeding the number of members stipulated in the 1996 election law.

C. Controversies Surrounding Voter Registration

Allegations of improper registration practices plagued the SEC through the fall of the 1996. The updating of the voters' registry compiled for the 1993 election and registry of new voters took place in July and August of 1996. Under the SEC's auspices, 1,949,405 new voters registered, of whom 42 percent were men and 58 percent were women. This brought the total number of registered voters to 4,634,236, of whom 29 percent were women and 71 percent were men. With Yemen's voting-age population at roughly seven million, this meant that about 65 percent of the electorate was registered for the 1997 election.

Although registration evidently succeeded in adding great numbers of voters, especially women, to the rolls, the process was marred by allegations of impropriety. The SEC was criticized for allegedly concentrating registration efforts in regions that are GPC strongholds and for failing to set up an adequate number of registration centers in other parts of the country. The SEC was also charged with failure to provide voter identification cards to all voters (apparently due to a lack of Polaroid cameras to take the photographs needed for the cards), and with allowing military contingents to register in certain constituencies where they might tip the balance in the election. Based on these alleged violations, many opposition parties called for registration to be re-done. Legal charges were brought against the SEC, some of which resulted in court orders mandating specific SEC action, although evidence was not presented to support all claims. At times, Islah

joined in criticizing the SEC for partisanship and incompetence.

Ultimately, however, the registry was accepted for use.⁵ This was mainly due to two political factors. First, re-doing registration would have required postponing the elections by several months. Use of an allegedly flawed registry was, apparently, ultimately deemed preferable to the political turmoil that might have resulted from delaying the elections. Second, Islah itself was accused of committing its own violations of the registration process, which eventually lessened its credibility in leading the charge against the SEC. Such accusations included use of government vehicles to transport registrants to registration sites; registering underage citizens; monopolizing registration committee membership; and attacking registration centers in rival parties' strongholds. Whatever the short-term political merits of overlooking the serious doubts raised about the validity of the registry, however, the failure to investigate the charges and to implement court decisions is clearly a bad portent for the rule of law in Yemen.

Complaints about registration were eventually eclipsed by assertions that the SEC should be disbanded because its membership of eleven active commissioners exceeded the number allowed by law, or that its membership be reduced to the seven members stipulated in the new election law. The later demand ultimately prevailed.⁶ On January 25, 1997, the GPC and Islah signed a coordination agreement that reduced the SEC members to seven. The resulting political composition of the SEC was two GPC members (including the chairman), one Islah member, one (former) YSP member, two Democratic Nasserist Party members, and one Arab Socialist Baathist Party member. After this reduction, complaints about party representation on the SEC subsided,

⁵ Various parties did, however, forge agreements with the SEC for it to take specific corrective measures (such as reviewing registration figures for certain constituencies). Generally these were not carried out.

⁶ The SEC defended itself by arguing, some said with validity, that it had been formed in 1993 according to the terms of the 1992 election law, which stipulated eleven to fifteen members, and that the 1996 law pertained only to the commission to be appointed after the 1997 election.

although some criticism of its competence and independence continued.

D. Other Party Complaints

Parties raised a number of other issues as they jockeyed for position during the months leading up to the election. HOCC, joined at times by Islah, made numerous demands of the Yemeni president to ensure a fairer election process. These demands expanded beyond issues of the SEC and registration to include guaranteeing the neutrality of public funds and the media in the election, forming a consultative committee to coordinate between the opposition and the SEC, redistricting constituencies, returning YSP property confiscated in the 1994 war, and granting amnesty to the YSP leaders who had fled abroad during the war. Some in the HOCC felt that some of these demands were too biased toward the YSP to be accepted by the government, and argued that insisting on trying to implement such terms by the date of the election was unrealistic. The more hard-line members of the HOCC, such as the YSP and the Unionist Congregation Party (Omar al-Jawi's party), contended that they should not abandon these important causes simply to participate in a "flawed" election. Eventually, the government (in its January 25 agreement with Islah and in other meetings) agreed to meet some of the demands, such those concerning neutrality of public funds and the media, allowing international and domestic observation, and appointing a board to "oversee" the SEC.⁷

⁷ The January 25 agreement provided for the appointment of a six-member Elections Advisory Board [EAB] to be attached directly to the SEC in an oversight capacity, with members to be selected from the GPC, Islah, HOCC, and other opposition groups. Under the terms of the agreement, EAB decisions would be binding on the SEC. The real purpose of the EAB was to fulfill coalition promises made to HOCC parties not represented on the SEC to ensure they would not boycott the elections. SEC members (along with outside observers) considered this to be a violation of Yemen's constitution and the election law in regard to the SEC's independence in its relationship with the two ruling parties. They asserted that an agreement by two political parties, whether they be the parties in power or not, could not overrule constitutionally and legally established national institutions in a state governed by the rule of law. In a letter to President Salih published on February 16, the seven SEC members stated their belief that this provision of the agreement was unconstitutional and announced their intention to resign as a body should the plan be carried out. In reaction, President Salih delayed appointing the six advisors until late March, at which time they were attached to the President's office rather than to the SEC, where they ultimately

Islah performed quite strategically during the months of pre-election bickering between the GPC and the opposition. At times, it behaved like part of the opposition, joining HOCC in alleging GPC and SEC malfeasance. At others, it negotiated with the GPC to enhance its own electoral chances. This involved tacitly agreeing not to raise the issue of some alleged violations. Such maneuvering was an interesting demonstration of how this "Islamist" party, which often tries to set itself apart ideologically from the regime and other contenders by emphasizing its fidelity to "higher religious values," plays the political game just like any other party.

The underlying objective of such alliances and favor-trading is to settle matters in such a way as to avoid violent conflict over contentious issues of power. In a country such as Yemen, with a heavily-armed populace (the Islah party alone exerts control over thousands of armed tribesmen), this is understandable and perhaps even desirable for the sake of short-term stability. In the long term, however, such an approach can weaken public confidence in the election system, and move Yemen away from the direction of institution-building and accountability essential to a democracy.

E. The YSP Boycott

Realizing that the government was unlikely to accept the party's hard-line demands, and failing to find acceptable terms to justify taking part, the YSP Central Committee (approximately 120 members) decided by majority vote on March 5 not to participate in the elections and called on party members to boycott voting altogether. (In an interesting glimpse of party divisions, an earlier vote in the smaller YSP Politburo had favored participation.) Four more of HOCC's eight member parties later joined the YSP in withdrawing from the election. YSP sympathizers viewed the boycott as a principled stand against a flawed election process. Others, however, interpreted the decision as a face-saving measure taken when the party realized its weak position might result in an

played no significant role in determining election policy. This episode proved to be the high mark in the SEC's assertion of its independence.

embarrassingly poor showing in the election. Despite the Central Committee's decision not to participate, numerous YSP members later crossed the boycott lines to run as independent candidates, including three members of the Politburo itself.

F. Candidate Coordination Agreements

GPC and Islah's (and occasionally other parties') efforts to coordinate the constituencies in which they would not run candidates against each other is one example of the deal-making described above. The purpose of such agreements, rumored to have been formally negotiated between the GPC and Islah beginning in January 1997, was to avoid the risk of splitting the vote in closely-fought constituencies. Yemen's single-member district, first-past-the post election system certainly heightens parties' concerns about vote-splitting. Obviously, however, any arrangements that excessively limit voters' choice are not positive indicators of a truly competitive election.

As part of the January 25, 1997 GPC-Islah agreement, never made public, apparently 250 of the 301 constituencies were to be "divided up" between them, meaning they would not compete against each other, in a two-to-one ratio in favor of the GPC. In the remaining fifty-one constituencies, competition would be open.

With the passage of time, however, the coordination agreements proved increasingly difficult to preserve. In part, the GPC may have decided it was in a stronger position than it had originally believed, and therefore that it was no longer in its interest to "guarantee" a large number of seats to Islah. For its part, Islah may have felt that with some opposition parties threatening to join the YSP boycott, it could press for GPC concessions by threatening to boycott as well.

In any case, from mid-March onward, the Yemeni and Arab presses reported a steadily decreasing number of agreed-upon constituencies and increasing tensions between the GPC and Islah. In early

April, only a few weeks before the election, the Arab newspaper *al-Hayat* reported that the head of Islah, Speaker of the Parliament Sheikh al-Ahmar, was threatening to withdraw his candidacy due to "practices that...raise suspicion about whether elections can be conducted in a free and fair manner." Analysts interpreted this action variously as signs that Islah was under pressure to boycott the election, that it was having significant trouble convincing its party rank-and-file to adhere to coordination plans, or that it believed it could use such tactics to exact greater concessions from the GPC now that the YSP was no longer taking part. For one full week, at the request of the Islah party itself, the Yemeni media broadcast no Islah campaign commercials or information about the party's platform. But nine days before the election, Islah re-emerged on the public scene. Apparently SEC chairman Muhsin al-Olofi had assured Sheikh al-Ahmar that he would make serious attempts to address Islah's concerns.

Coordination agreements continued to break down just before the election, perhaps reflecting the desire of the parties to test their "true" electoral strength at the polls. In addition, as the candidate withdrawal date neared, coordination efforts were not always respected by candidates themselves. Not surprisingly, the use of heavy-handed tactics, including intense pressure or financial enticements, to persuade candidates not to run in deference to senior-level party commitments, did not sit well with many potential candidates. On some occasions, it was reported, a candidate would relinquish his party candidacy as required, but decide to run as an independent in the same constituency, only to be subjected to continued heavy pressure from party leaders to withdraw as an independent. Such pressure bred resentment among ambitious local party cadres who were eager to compete in their home districts regardless of deals brokered in Sana'a. In addition, these arrangements worried other opposition parties, who, sensing they were being squeezed out, promptly initiated new discussions to ensure that they too would be "guaranteed" a certain number of seats.

Just prior to the election, coordination figures were claimed to be sixty-three constituencies for the

GPC and thirty-six for Islah, but it is unclear whether these agreements were in fact honored. Approximately 1,500 candidates withdrew, with some 3,000 remaining in the race until the end.

V. Election Results and Significance

When the votes were finally tallied, the GPC won nearly four times as many seats as Islah, one hundred and eighty-seven to fifty-three.⁸ Fifty-four independent candidates won. The Nasserist Unionist People's Party captured three seats, and the Arab Socialist Baath Party won two. Two women were elected to Parliament. Two constituencies were unable to complete voting due to election-related violence and are required to hold new elections within six months of election day.

The 1997 election clearly consolidated the GPC's power in a number of ways beyond expanding its presence in Parliament. After withdrawing from the election, the YSP effectively removed itself as a significant political force for progressive, socialist-oriented social change for at least the near future. Islah failed to win enough seats to ensure a place for itself as a coalition partner with the GPC, which may mean that its agenda of social conservatism and religiously-based policies will be more difficult to achieve. Some predict increased tensions between the 'pragmatist' and 'ideological' wings of Islah as the party assumes a formal opposition role. It is difficult to predict in what direction the new GPC-headed government will head. The more secular GPC members of parliament could, to distinguish themselves from their rivals, begin pushing for greater adherence to human rights norms and to social liberalization, including more government participation and educational opportunity for women, but this is unlikely.

Observers are of mixed opinions about the GPC's rule without the need for a coalition partner.

⁸ Chapter 3 of this report contains a fuller description of election day activities.

Some are concerned that the GPC will now move to further consolidate its power and govern with minimal constraints, perhaps a risky strategy in a country in which the politics of coalition and consensus have long been necessary to make the center hold. In contrast, others believe that shifting, even a bit, away from the constant need to bargain and appease will mark a new stage in Yemen's political development. As one analyst commented,

This might be a more advanced formula for Yemeni political life, whereby there would be one major party with a sufficient majority that would enable it to rule and assume full responsibility for decisions, and a major opposition party present in parliament that would rigorously hold the government accountable.⁹

For many Yemenis, the immediate significance of the 1997 election may be simply that it took place as scheduled, only a few years after a civil war and in the wake of bitter secessionist sentiments. The fact that Yemenis turned out to vote in large numbers, with few incidents of disorder, and that the results were accepted soon after they were announced are important signs of the consolidation of a competitive election process. Holding two sets of elections in four years has demonstrated that Yemen remains committed to a form of democratic practice which, though flawed in important ways, is greatly preferable to most Yemenis than the more autocratic and repressive forms of government found elsewhere in the region.

⁹ *Al-Sharq al-Awsat*, May 1, 1997, p. 9.

Chapter 3

The 1997 Pollworker Training Effort

I. *Election Administration in Yemen*

Yemen's eighteen governorates are divided into 301 electoral constituencies, each of which has 47,000-48,000 citizens.¹⁰ Yemen employs a single-member-district, first-past-the-post system. This means that each constituency is represented in Parliament by one MP, the winning candidate who received the simple majority of votes. This system means that constituencies with strong support for the two large parties --GPC and Islah-- face fierce competition for votes. Leaders of some smaller parties desire to switch to a proportional representation system, which would strengthen their electoral chances.

The Supreme Elections Committee (SEC) supervises the planning and conduct of elections from its headquarters in Sana'a.¹¹ The next administrative level are the five-person (three members and two clerks) supervisory committees [*lijaan ishrafiyya*] that oversee election administration within each governorate; beneath these, 301 "basic committees" [*lijaan asassiyya*]¹² of three are responsible for overseeing constituency-level activities, including registration of voters and candidates, arrangements for pollworkers, and the vote tally and tabulation in each constituency. "Branch committees" [*lijaan far'iyya*], otherwise known as registration and polling station committees, are the final level of election administration. Each branch committee has three

¹⁰ According to 1990 population figures. No redistricting has occurred since the 1993 election.

¹¹ A chart depicting the election administration system is included as Appendix A.

¹² These are also frequently referred to in English as "main committees."

members: chairman, committee member, and clerk. Pollworkers are tasked with ensuring the free and peaceful conduct of elections in accordance with the election law. This includes:

- ▶ setting up the polling station correctly for ease and secrecy of voting and for observation of the process by candidates' agents and domestic and international observers, and ensuring receipt of and properly assembling all voting materials (ballots, ballot boxes, voters' lists, indelible ink, etc.);
- ▶ verifying voters' eligibility to vote and disqualifying any illegitimate voters (such as those whose names are absent from the voters' list for that polling station, or whose thumbs have been inked, indicating they have already voted);
- ▶ enforcing the correct implementation of voting procedures, including provisions for assisting illiterate or disabled voters and overseeing security forces;
- ▶ recording complaints and requests of voters, candidates, or candidates' agents and taking any appropriate action necessary, including submitting required documents to the SEC;
- ▶ at the close of voting, accounting for all ballots provided, sealing ballot boxes and transporting them to the counting centers (basic committee headquarters) and assisting the basic committee in the counting of the ballots.

There is one polling station for every three hundred and fifty to five hundred voters. Voting takes place mostly at voting "centers" such as schools or other large public buildings whose separate rooms are assigned as polling stations. Because in conservative Yemeni society many women prefer to vote separately from men, the election law states that if more than one hundred women are registered to vote at a voting center, a women's polling station must be formed, staffed by a committee of three women. Otherwise, women vote with men.

To ensure a balance of political forces on each branch committee, parties nominate lists of individuals to serve on the committees. The election law states that no committee can include more than two members of affiliated parties. All pollworkers must have a high-school diploma to ensure their literacy. The SEC is responsible for final approval of the nominees.

Branch committees are also charged with distributing permanent voting cards (only voters already registered in 1993 could receive their card at the time of registration in July-August 1996; those

registering in 1996 had to return after the end of the registration challenge process to receive cards). The branch committees, who remained in place through election day, when they served as pollworkers, were deployed several months before the election to Yemen's two thousand voting centers. The SEC provided training in procedures for distributing the cards. Soon before election day, more than nine thousand so-called "additional branch committees" were set up to supplement the branch committees as the polling stations within the voting centers.

The number of polling stations, and thus the number of pollworkers, is determined by the number of registered voters in each constituency. A significant increase in the number of voters registered for the 1997 election (1,949,405 new voters were registered in the July-August 1996 registration campaign, of whom 826,171 were women, for a total of 4,634,236 registered voters) and last-minute reductions in the number of voters assigned to some voting centers brought the final number of polling stations in 1997 to 13,000, requiring about 39,000 branch and additional branch committee members, or an average of about forty committees (120 pollworkers) per constituency.¹³

II. *Pollworker Training in Yemen: IFES' Approach*

Well-trained, competent pollworkers are the "front line" of a fair and transparent election day process. No matter how sufficient the legal provisions for a fair voting process, it is the pollworkers who implement these provisions, or fail to safeguard them, on election day as voters cast their ballots. Pollworkers who are not adequately familiar with voting procedure or with how to execute their responsibilities at the polls can inadvertently disenfranchise voters (by mistakenly turning away voters who are eligible to vote, for example) or commit technical errors (such as failing to seal ballot boxes properly) that could affect the results of the election. A comprehensive

¹³ In comparison, for the 1993 election, there were approximately 7,500 polling stations and 22,000 pollworkers.

training program for all pollworkers helps ensure that they will apply the election law and regulations in a uniform fashion, and handle any unexpected problems that arise on election day fairly and efficiently, thereby inspiring confidence among the electorate that voting takes place in a free and impartial atmosphere.

Organizing a successful pollworker training program is an immense and complex undertaking: trainers must be selected and trained, thousands of pollworkers mobilized, and training materials that explain the basics of election day procedure written and distributed, all in a matter of weeks, in the midst of many other election preparations. In Yemen, pollworker training involves these and additional challenges. Travel is difficult because the country is not served by a reliable transportation system. The communications infrastructure does not work well throughout the country, which complicates the task of notifying election officials and pollworkers of training schedules and locations in a timely fashion. The multiparty nomination process for pollworkers, while probably politically necessary, is not completed until a few days before the election. This makes any training effort dependent upon last-minute coordination.

Effective election training is especially crucial in Yemen because many of the thousands of Yemenis serving as pollworkers are doing so without previous experience. Furthermore, as in many countries undergoing a process of democratization, training is necessary to reduce some voters' concerns that election officials from parties other than their own cannot be impartial in overseeing the voting process.

A. Pollworker Training For the 1993 Election

Unfortunately, the pollworker training conducted for the 1993 election was not fully effective. Some shortcomings lay in the design of the training. SEC officials decided that they themselves should conduct first-level training of supervisory committee members at a central site in Sana'a.

The SEC was unable, however, to give training their full attention due to the heavy administrative burden of coordinating last-minute election preparations. Most also did not use effective training methodology: training sessions mainly involved reading aloud to the assembled audience from the election law and the regulations. Second-level training was conducted by members of the supervisory committees at just a few central locations. This made it difficult for some pollworkers to travel to the training classes, and meant that classes had hundreds of trainees (or even as many as 1,200 in some cases) drawn from a large geographic area. The lack of emphasis on audience participation and of demonstrations of election day exercises hindered pollworkers in absorbing the vast amount of material presented. In addition, the agenda of most training sessions expanded to cover administrative issues that were outside the scope of pollworkers' duties *per se*; this took precious time away from training. Finally, no pollworkers' manual was provided, with the result that pollworkers lacked detailed written material to explain or clarify election day procedure.

Other problems were related to timing. According to the election law, parties had until a week before training was to begin to submit their lists of branch committee nominees. As of this late deadline, only one party had actually submitted its list of nominees. Adding to the confusion, a notification process by which names of selected pollworkers were read aloud over the radio for several days meant that many pollworkers were informed too late, both of their selection as pollworkers and of assigned training dates, to attend any training session at all. Many had to learn their duties on the spot on election day, which even in the best of circumstances can lead to procedural errors.

B. IFES' Role in 1993

For Yemen's 1993 elections, IFES provided technical assistance to the SEC, focusing on pollworker training.¹⁴ The timing of the IFES project, however, was such that the IFES team arrived in Yemen too late (three weeks before election day) to make the greatest possible contribution to the design of the training process. The SEC had already formulated its training plans and was not in a position to make substantive changes. Although IFES helped the SEC prepare training materials, there was not sufficient time to print and distribute training manuals to the 22,000 pollworkers. An election day checklist for each polling station was produced and disseminated; IFES and Yemenis felt, however, that a detailed manual was necessary to provide a full explanation of pollworkers' duties.

C. Improving the Training Effort in 1997: Cascade Training

During an October 1996 pre-election assessment mission to Yemen, IFES consultant and Yemen project manager Ronald Wolfe and IFES Middle East Program Officer Amy Hawthorne held extensive discussions with SEC members about how to improve the 1997 training program, and about the kind of expert assistance IFES could provide in this regard. To address the three main weaknesses of the 1993 training --high level election officials having to conduct training, a rushed training schedule, and oversized training classes-- the IFES team recommended implementing a "cascade-style" training system. Under such a system, training would begin earlier and take place in three stages over a three-to-four week period. In the first stage, a group of about seventy-five trainers, from outside the regular election administration structure and selected for their training or

¹⁴ In January 1993, a combined delegation from IFES and the Electoral Reform Society (ERS) of Great Britain traveled to Yemen to assess election preparations and needs for the April 1993 election (the first post-unification election). As a direct outcome of that visit, IFES undertook a program of election support with funding from USAID and the Government of Holland that included the provision of ballot box seals and the dispatch of a four-person team to Sana'a to assist the SEC with the training of pollworkers and to advise it on other technical election matters. The results of these missions are presented in two reports entitled *The Republic of Yemen - Pre-Election Preparations: Report of the [IFES-ERS] Delegation, 25 January-1 February 1993* and *Preparing for Elections in Yemen: Final Activity Report on IFES Pollworker Training Project*.

teaching ability, would be given intensive training both in election day procedure and in training technique. Using such a group of "dedicated" trainers would eliminate the need for SEC members to serve as first level trainers and would improve the quality of training. Second, the core trainers would be deployed throughout Yemen to train about 1,200 constituency-level election officials over a period of several days. Each trainer would be responsible for training approximately twenty election workers from five districts (four from each district), thereby covering the 301 constituencies, for a total of 1,204. Finally, in the week before the election, these 1,204 would conduct one training session each of thirty students, thereby reaching all of the anticipated 36,000 pollworkers.¹⁵ IFES also recommended that the lecture-style training be abandoned in favor of interactive classes, in which trainers would use simulations of election day procedure and question-and-answer sessions to test pollworkers' understanding of the material.

The IFES team also emphasized the importance of preparing comprehensive written guides for all trainers and pollworkers, and making such guides available during the training period so they could be used as the basis of training. IFES recommended producing an election day checklist --a quick reference card outlining the basics of voting and counting procedure-- for every polling station, as in 1993. The checklist would serve as a reminder of the material covered in training classes, and as a concise set of instructions for pollworkers who for some reason did not receive training. Finally, so that the problem of late notification that plagued the 1993 training would not recur, IFES stressed the need for political parties to submit lists of proposed pollworkers early, and for the SEC to enforce stringently submission deadlines.

¹⁵ The number of pollworkers later expanded to 39,000 after more polling stations were added.

D. IFES Project Design

Although the methodology proposed by IFES represented a major change in training design, the SEC recognized the benefits --a decentralized system, wider geographic reach, and smaller classes fostering greater comprehension-- associated with this approach. After the SEC indicated that it both needed and welcomed IFES assistance, Dr. Wolfe and Ms. Hawthorne presented a formal proposal to the SEC. The proposal described how IFES would help select, train and deploy up to seventy-five core trainers and assist with the preparation of all written training materials.¹⁶ It was agreed that the SEC would retain responsibility for training members of the supervisory committees and basic committees. IFES also proposed to prepare, in coordination with the SEC, manuals and other written training aids, as well as an election day checklist for every polling station.

With funding from USAID and Elections Canada, IFES agreed to cover costs associated with the core trainers (training stipends, travel expenses, and per diem allowances); the preparation and printing of 39,000 pollworker training manuals, 1,300 special manuals for use of the trainers, and 13,000 election day checklists; rental of training space in Sana'a and supplies; and four pollworker training experts and three Yemeni assistants.

Drawing on lessons learned in 1993, IFES designed its 1997 project to facilitate building a working relationship with the SEC sooner, which would permit the entire training program to begin much earlier. Accordingly, the project included a planning trip to Yemen (in January 1997) and the training team's arrival in mid-March, a full six weeks before the election (as compared to three weeks before in 1993).

¹⁶ IFES envisioned using sixty or so trainers to conduct the second level of training, with the remainder on standby to fill the places of dropouts or no-shows.

III. Project Implementation

A. January 1997 Planning Visit to Yemen

During his late January-early February 1997 trip to Sana'a, Dr. Wolfe met with SEC commissioners to discuss project design and timing and IFES' ability to fund portions of the training effort. These discussions culminated in the signing of a Memorandum of Understanding (MOU) between IFES and the SEC.¹⁷ The MOU outlined the financial and technical components of the IFES project, as well as its timing and objectives. Once signed, it represented a formal commitment by both parties (IFES and the SEC) to carry out the project as agreed. At various points during the project, when inevitable questions arose as to IFES' role and the extent of available IFES funding, the MOU proved to be an essential point of reference to resolve any misunderstandings quickly.

Dr. Wolfe's visit was also timely because in late January the SEC announced that it would train branch committees in March to distribute the remaining voting cards to the electorate. These branch committees, stationed in Yemen's two thousand voting centers, were to remain in the field through election day, when they would serve as pollworkers. Pollworkers for the nine thousand polling stations located within these voting centers and stand-alone stations, designated as "additional branch committee members," were to be selected and deployed just before the election.

Based on this scenario, IFES decided that those to be trained during second level training should be constituency-level officials, along with some branch committee members already at work throughout the country distributing voter identification cards, rather than only members of the supervisory and main committees as originally envisioned. Upon discussion with the SEC, it

¹⁷ The MOU is provided as Appendix K.

became clear that not all members of the supervisory and basic committees could be released from their many administrative duties long enough to be trained and to conduct training in the weeks just before the election. Therefore, to select an appropriate target group, IFES recommended that the 1,204 second-level trainers be selected as follows: one chairman or member from each main committee, plus three of the most competent members to be chosen from different branch committees distributing voter cards in that district.

Dr. Wolfe also used the visit to make important advance logistical arrangements, which freed up much of the team's schedule during the project implementation stage. He chose the Modern American Language Institute (MALI) in Sana'a as IFES office space and as the location for the training of core trainers. In 1993, IFES had worked directly inside the SEC headquarters, but a much smaller SEC building in 1997 precluded this option. Dr. Wolfe also selected Yemeni team members, including a local liaison, Mazen Luqman. Mr. Luqman represented IFES in Yemen before the full team's arrival in-country. He made arrangements for printing materials and training logistics, monitored election developments, and met regularly with the SEC. His role was crucial as funding limitations prevented IFES from having a full-scale presence in Yemen until mid-March.

B. The Team's Arrival in Yemen

After a two-day project orientation at IFES/Washington on March 13-14, training experts Gary Ouellet, Gladys Teske, (both of Elections Canada, and both members of the 1993 IFES/Yemen team) and Barbara Croken and project manager Ron Wolfe departed for Yemen. Immediately after their arrival on March 16, the full team, joined by Yemeni team members Mazen Luqman, Dr. Naguiba al-Mahdi, and Hefdhallah al-Gabali, began its work. With the exception of Barbara Croken, all team members had worked on the 1993 IFES project, making start-up extremely easy.

C. Mission Objectives

The team had four main objectives for its six weeks in-country, mid-March through late April: to prepare, have printed, and ensure distribution of all training materials (March 16-April 12); to prepare and carry out training of core trainers (April 7-9); to observe the second and third stages of training (April 12-25) in as many locations as possible; and to conduct technical observation of election day, focusing on pollworkers' performance (April 27). The schedule was designed to be flexible, to allow for inevitable delays and changes in dates. This proved useful it was realized that one of major Islamic celebrations, Eid al-Adha, was to fall two weeks before election day, requiring the delay of many election preparations.

Another aspect of the mission's objectives deserves mention here. The IFES-Elections Canada mission to Yemen was technical in nature, focused on the goal of training pollworkers on how to conduct a fair and transparent voting process. For this reason, it was crucial to establish a solid working relationship with IFES' SEC counterpart (Amin Ali Amin, a member of the Islah party) and other members of the SEC so the team would not be viewed as influenced by, or biased in favor of, any of the competing parties. It was also necessary that the team avoid political meetings or discussions with the parties. In this regard the mission was highly successful. The IFES-Elections Canada team was viewed by Yemenis as a non-political, international group of professionals working in Yemen in a purely technical capacity.

1. Preparation of Written Training Materials

Providing trainers and pollworkers with written materials that condense all relevant instructions for election day procedure into one or two accurate, clear, easy-to-use sources is essential to helping them perform their duties properly. Written training manuals are the best way of explaining pollworkers' duties in sufficient detail; they also serve as an official, uniform source of information

about all matters related to the vote and the count should disputes erupt on election day. The process of preparing such materials, however, is time-consuming and ideally is begun well in advance to allow ample time to ensure clarity and accuracy.

To help meet the SEC's need for such written materials, the team's objective was to prepare (in English draft and Arabic final version), submit for the SEC's comments, revise and print three sets of training documents: a guide for trainers, a manual for pollworkers, and an election day checklist for each polling station. The sources of information for these materials were the 1996 election law, the executive regulations issued by the SEC in January 1997, and a speech by the chairman of the SEC (referred to as the "chairman's speech") on pollworkers' duties.

Planning sufficient time to print and distribute the materials to all trainers and pollworkers in the field was crucial to the success of the training effort. In 1993, training guides for SEC trainers were still being printed after training began; due to the shortness of time, pollworkers did not receive any manuals. To avoid repeating this unfortunate scenario, IFES set deadlines of March 30 for the manuals (1,300 for core trainers and second-level trainers and 39,000 for pollworkers) and April 15 for election day checklists (one for each of the 13,000 polling stations) to be delivered in camera-ready form to the printer. This would allow time for all materials to be printed, organized for distribution in Sana'a, and delivered to the constituencies so as to be in the hands of trainers and pollworkers in time for the training sessions.

The first task after the team's arrival was to finalize arrangements with a local printer. To ensure that a printer would be available during the weeks before the election when most Sana'a printing houses would be overwhelmed with the business of printing thousands of campaign posters and other election paraphernalia, IFES solicited bids from local printers in February. All that remained after the project manager's arrival in mid-March was to select the best offer, finalize the contract and establish a payment schedule.

a. *The Training Manual*

The second task was to prepare a draft of the manual for submission, by March 22, to the SEC for its review and approval. The first step was to gain a thorough understanding of all parts of election day procedure. To accomplish this, the team conducted a thorough review of the election law and the executive regulations and culled from these all information relating to pollworkers' duties. Although team members were familiar with these documents, having read them in Arabic and in an official English translation before departing for Yemen, the process of review proved more time-consuming than expected. Upon close reading, the available translations turned out to be poor, requiring the team to refer to the original Arabic to find out exactly what the law said, and to produce a new, more accurate English translation for its use. This re-translation slowed down the materials preparation time line by several days, but was essential.

The next step was to clarify with the SEC all matters on which the election law or the regulations were silent, vague or contradictory. Compared to laws in many other democratizing countries, Yemen's election law and regulations generally provide a solid legal foundation for a free, fair and transparent election process. Some sections however, lack sufficient detail. For example, the team noted that there were no clear instructions for what pollworkers should do if a voter came to the polling station having lost his voting card. Should the branch committee turn him away automatically, or could he prove his eligibility to vote by producing two witnesses to his identity? Since it was difficult to prepare training materials without clarifying such matters, the team decided to compile a list of questions for discussion with the SEC.

It was not easy, however, to obtain in a timely manner definitive answers to questions about gaps or inconsistencies in the election law. Delays in responding to questions resulted from the extremely heavy workload imposed on SEC commissioners, making it difficult to get new topics added to their nightly meeting agenda. In addition, commissioners did not necessarily agree on

election procedure or on the interpretation of the election law, with the result that the team would receive conflicting answers depending upon with which commissioner it met. The process of pointing out such inconsistencies, though time-consuming, did call attention to unclear aspects of election procedure and encourage the SEC to issue some directives. Some issues were not clarified until a late date, and therefore could not be addressed in the manual. Just two days before the election, for example, the SEC decided that all registered voters whose names appeared on the voters' list would be permitted to vote, regardless of whether they had received their permanent voting card.

After receiving as much clarification as possible under the circumstances, the team divided into two smaller groups, each of which included an Arabic speaker, to write the manuals. Each group was assigned to write certain sections, first in English draft, then in Arabic. The team, drawing upon its experience in election training, carefully designed the manual to be as easy to use as possible. Instructions were listed in bullet-point form, with references to the relevant sections of the election law or the executive regulations provided should the reader desire further explanation. Long discourses on democracy or on election matters falling outside of pollworkers' aegis were omitted, as such information was extraneous to the task at hand and would distract the reader. The sections of the manual were:

- ▶ an introduction, discussing the importance of neutrality and competency among pollworkers, as well as the civic responsibility held by pollworkers;
- ▶ chapters on the pollworkers' main tasks, including:
 - before election day, covering advance preparation of the polling station, such as receipt of ballots, ballot boxes, indelible ink, and other supplies;
 - opening of the polls, explaining how to set up the polling place, process candidates' agents, display the empty ballot box, and commence voting;
 - processing of voters, covering verifying voters' eligibility, issuing ballots, assisting illiterate voters, and handling complaints;
 - closing the polls, outlining when to announce the end of voting, how to seal the ballot box and transport all materials to the district counting center;

- and a chapter on counting procedures at the counting center, explaining the counting and tabulation process, the guidelines for invalid ballots, and the documentation and reporting of results. Since counting is conducted by the basic committees in the presence of pollworkers, IFES felt that pollworkers should have a thorough understanding of the process.

Also included was a diagram of how the polling station should be arranged (placement of the ballot box and voting booth, for example, to ensure the secrecy of the vote) and samples of all the many forms pollworkers are required to complete. It is important for pollworkers to become familiar with these forms in order to fill them out correctly on election day. A set of questions at the end of each section tested trainers' and trainees' comprehension of the material.

During the writing stage, daily team meetings of up to three hours were held to critique and revise the draft sections. These meetings were necessary to ensure a common understanding of election procedure and to test the effectiveness of the manual's explanations. While the drafting stage was extremely time-consuming, especially with the frequent re-writes required by changing information provided by the SEC, even more so was the process of translating the materials into Arabic. Here it should be noted that it was essential that the project manager was not only fluent in Arabic and English, but also experienced in written translation from English into Arabic. This was crucial to make sure that the manual was not only grammatically accurate, but also that it employed the terminology of the election law and had an appropriate tone and style for the intended audience.

Thanks to hard work and long hours, the team submitted a final draft of the manual to the SEC on March 23 (just one day past the target date). While the SEC commissioners were reviewing the draft, the team prepared other materials for the manual, such as sample election forms, sketches of polling station layout and other information for trainers and pollworkers.

By the following week, the draft had been reviewed by all members of the SEC and returned with changes and comments. Twenty-eight pages of additional IFES- and SEC-developed material had

been prepared in camera-ready form, so that by Saturday, March 29, the full forty-eight page manual was sent to the printer. The quality and accuracy of the work that went into the manual was confirmed during a series of meetings with individual SEC commissioners. All commissioners had reviewed the draft copy of the training manual modules and made favorable comments on its contents. They expressed appreciation of the team's ability to gain a detailed understanding of the complexities of Yemeni election law in such a short period of time, and to demonstrate this understanding in the manual. The manual, in Arabic and English translation, is included as Appendix B.

b. *The Simulations Guide*

The team also prepared a simulations guide for the core trainers and the 1,204 second-level trainers. The guide was designed to aid trainers in leading, during training sessions, simulations or role-plays of pollworkers' duties and of challenging election day situations they might encounter. IFES had 1,300 copies of the simulations guide printed. Appendix C includes the simulations guide.

c. *The Election Day Checklist*

The SEC also asked IFES to help prepare a quick reference checklist for each polling station, as IFES had done in 1993. The checklist, to be printed double-sided on cardstock, was to serve as a reminder of key procedures and duties covered by the training sessions, from setting up the polling station to sealing the ballot box after the voting had ended. In the event that a branch committee member for some reason had not received training, the checklist would provide a "crash course" in election day procedure.

The process of coordinating with the SEC on the checklist turned out to be a greater challenge than expected, and nearly prevented the printing of this key pollworkers' aid. The comments here are meant not as criticism of the SEC, but rather as an example of the difficulty, despite good intentions, of producing well-designed written materials under tight deadlines and in the midst of a hectic pre-election environment. IFES submitted for the SEC's approval a draft of the checklist, in Arabic, on April 10. By April 15, despite repeated telephone calls and visits to the SEC, and a looming printer's deadline, IFES still had not received comments on or corrections to the checklist. After arriving at the SEC on April 16, IFES found SEC staff members sitting on the floor of one of the offices, re-writing the two-page checklist into a five-page, single-spaced version. Several hours of discussion ensued, eventually including the printer, who was anxious to print the checklist in a rapidly-narrowing window of time. At a very late hour of the evening, IFES persuaded the SEC members that the level of detail they wanted in the checklist would add so much extraneous information so as to negate the utility of the document; pollworkers would have the manual if they needed further explanation. A compromise was reached, such that the checklist was edited to fit on two pages, but included so much information that a very small type face was required. The checklist is included as Appendix D.

2. *Training of Core Trainers*

IFES had three main objectives in training core trainers. First, the training aimed to give core trainers a thorough knowledge of pollworkers' duties and to instill in them a respect for the "rule of law" that is integral to the development of a democratic election system: the concept that the election law and the regulations, not arbitrary or ad-hoc decisions made by individuals, are the basis of the electoral process. Second, IFES wanted to expose the core trainers to effective techniques for teaching the material covered in the manual. These techniques, many of which are not widely used in Yemen, include interactive teaching, question and answer sessions, and simulations, in which election day procedures are acted out, with participation from the audience,

so that trainees can learn directly how the election process works. IFES hoped that the training session would convey both procedural information and training pedagogy so clearly that the core trainers would pass both on to the next level of trainers with as little dilution as possible. Finally, IFES hoped to foster a sense of pride and enthusiasm in the core trainers: as an elite group chosen for their teaching ability, they represented Yemen's first specialized body of election trainers. Their effectiveness as trainers would determine the success of the entire cascade training system, and therefore would have a direct impact upon pollworkers' performance on election day.

a. *Schedule and Preparations*

IFES and the SEC scheduled training of core trainers in Sana'a for April 7, 8 and 9, with the goal of deploying them to the constituencies to train the targeted 1,204 second level trainers April 12-14. This would allow time to complete this stage of training before the start of one of Yemen's major holidays, the Eid al-Adha. The Eid, celebrated seventy days after the end of Ramadan, was scheduled to begin on April 17, in the midst of final election preparations. The target was for the final stage of pollworker training to be carried out from April 23-25, just after pollworkers were to be notified of their selection. This was a tight schedule indeed, but was necessary to accommodate the Eid and so that training of pollworkers would take place as close to the election as possible. If training occurs too far in advance, pollworkers are likely to forget some or much of what they have been taught.

Before core training began, the team sent invitations to local dignitaries and election officials to attend the opening of the training on April 7. Numerous logistical tasks also had to be completed. These included renting sound system equipment, erecting a tent under which plenary sessions would be held, making up training kits and name badges, preparing the posters and training materials to be used in the classrooms, borrowing ballot boxes and other training aids from the

SEC, making luncheon arrangements for all trainers, and arranging security (a necessary precaution after a violent shooting occurred at a language school near MALI).

b. *Selection of Trainers*

The SEC decided against allowing IFES to control core trainer selection, choosing instead to have each SEC commissioner nominate about ten trainers for an initial pool of seventy (anticipating some withdrawals and no-shows).¹⁸ Only the night before training began did the SEC finally provide IFES the names, occupations and cities of residence of the core trainers. Unfortunately, contrary to IFES' hopes and requests, none of these were women. Despite this disappointment, and despite initial misgivings that the SEC might not have used proper selection criteria, the trainees turned out to be a well-educated, enthusiastic, and highly competent group that met IFES' recommendations of selecting those with a background in teaching, training, or previous election experience. Twelve held Ph.D. degrees, five had Master's degrees, and the rest were college graduates. Only a very few, however, had worked on the 1993 election. IFES and SEC set strict rules whereby anyone who failed to show up for training by 12:00 noon on the first day of training would be dropped from the register. Sixty-six of the seventy selected trainers arrived on time and therefore were included in the program.

c. *Core Training: April 7-9*

The training program began on April 7 with opening ceremonies, attended by the core trainers, SEC Vice-Chairman Mahmoud al-Arasi, SEC commissioners Amin Ali Amin and Said al-Hakimi, the Dutch Ambassador (representing the European Union), and representatives of the US Embassy

¹⁸ Although IFES was concerned that this would mean that personal connections might outweigh qualifications, it also recognized that the SEC was the most appropriate body to oversee selection.

and the United Nations Development Program mission in Sana'a.¹⁹ Amin and al-Arasi addressed the assembled, and Dr. Wolfe delivered a speech in Arabic on the importance of election training. (See Appendix F.) Yemeni radio and television covered the entire program, with a Yemeni television announcer serving as the master of ceremonies. Excerpts of the opening ceremony were shown that evening on the Yemeni nightly news, and a full-length presentation of the ceremonies was aired later in the week.

The group was then divided into two classes of thirty-three, each headed by a Yemeni team member (Mazen Luqman and Naguiba al-Mahdi). Canadian and American team members conducted simulations of all election day procedures, while Mr. Luqman and Dr. al-Mahdi were the "front-line" trainers. This was so that all training would be conducted directly in Yemeni Arabic. Translating from English to Arabic would slow down the pace of training, make core trainers feel uncomfortable, or perhaps convey inaccurate information.

The training followed a three-day syllabus, beginning with a session on the importance of neutrality and professionalism in election administration and followed by units on each step of election day procedure as outlined in the manual. Since much of the information was completely new to the audience, the IFES-Elections Canada trainers emphasized hands-on training with the manual used to reinforce the material. Quizzes and question-and-answer sessions at the end of each unit measured trainees' comprehension. Teaching techniques were demonstrated to prepare core trainers to use them while conducting their own classes.

At the end of the final day, April 9, all trainers assembled under the tent to observe a simulation of the entire election day operation. This was useful as a final demonstration of pollworkers' duties and of an effective teaching technique IFES wanted the core trainers to replicate in the field.

¹⁹ The syllabus for the training program and an article on IFES training appearing in the Yemeni press are included as Appendices E and G respectively.

Furthermore, the final plenary session provided an essential opportunity for the two training classes to compare information and for IFES-Elections Canada to make sure that all trainers had similar understandings of election procedure. IFES and the SEC had hoped that this simulation would be filmed by Yemeni television for civic education purposes, but unfortunately the film crew failed to arrive at the time scheduled.

Overall, the three-day training program was lively, interesting and clearly instilled a sense of pride and enthusiasm in the core trainers. The quality of the core trainers was outstanding. It is indicative of the success of the program that all sixty-six completed the IFES training (and later successfully carried out their own training, as well). The core trainers were also pleased with the program, as indicated by their responses on the evaluation forms IFES requested they complete before receiving the per diem and travel allowance stipend. (See Appendix H for a sample evaluation form.)

d. *Financial and Travel Arrangements*

Pay arrangements for core trainers were an important consideration. IFES needed to offer a stipend and compensation that would compel core trainers to attend the training and to complete their training assignments, but that was not too much or little in relation to typical local salaries or more than the salaries SEC officials and staff themselves received. After consultation with the SEC about an appropriate stipend level, it was agreed that core trainers would receive compensation of \$280: \$40 per day for the three days of IFES training, one day of travel time, and the three days of their training in the field. Only one core trainer complained to IFES that the stipend was too low.

The payment system IFES adopted worked very well, and is strongly recommended for future projects of this type. As an incentive to carry out the assigned training, core trainers were paid only *after* they had completed their assigned training. Each was required to present IFES with a

letter, endorsed by the basic committee chairman in the constituency in which training was carried out, certifying that the training had been satisfactorily completed. This post-training payment system was feasible because the vast majority of the core trainers were from the Sana'a environs; therefore it was not inconvenient for them to return to IFES headquarters to collect their stipends. In the case of the few core trainers who lived in and were assigned to training locations a great distance from Sana'a (and therefore for whom returning the capital was a hardship), team members observing training in those parts of the country made payment directly to them in the field.²⁰ The fact that most core trainers had to return to the IFES office to receive their compensation also offered an excellent opportunity for informal debriefing sessions, enabling IFES to bring any problems to the SEC's attention quickly.

Core trainers' travel allowance and per diem, on the other hand, were paid as a lump sum at the conclusion of the IFES training program, to facilitate the core trainers' travel to their training sites. At the conclusion of training, each trainer received a transportation allowance of between \$20 and \$60, based on the distance between the core trainer's residence, Sana'a, and the assigned training site. A detailed transportation allowance schedule was prepared, with Yemeni team members confirming that the allowance amount for each location was appropriate. For the five core trainers assigned to the remote eastern provinces of Hadramawt and al-Mahra, additional funds were provided for the purchase of airplane tickets. The sixteen core trainers who came to Sana'a from other cities for training received \$10 per day for lodging and per diem for three days. Core trainers from Sana'a received no per diem allowance during IFES-Elections Canada training. During the training, three days of luncheons were provided for the core trainers at a nearby restaurant. The travel day and the three days of training in the field were calculated at a \$20 per diem rate. IFES prepared a financial and administrative arrangements policy handout to ensure that all trainers understood their entitlements.

²⁰ See below for more information about observation of second and third level training.

IFES asked the core trainers to assemble on the second day of training to indicate their preferred training locale. Those who did not volunteer to travel to a particular region of the country were informed that they would be assigned according to a lottery. After some initial hesitation, the core trainers responded well. The SEC was pleased because the core trainers were able either to choose, or to come to terms with, the locations to which they were to travel without the assignment coming as a complete surprise. After the list was completed, IFES presented it to the SEC for approval.

3. Second and Third Level Training

After completing the IFES training, the sixty-six core trainers, armed with a thorough knowledge of voting procedure and simulation-based teaching techniques, and ready to instill in their trainees the message, "if in doubt, refer to the election law," departed Sana'a for their assigned training locations. As described above, each trainer was responsible for leading a two-to-three day training course for twenty to twenty-five branch committee members drawn from several constituencies. IFES provided each core trainer with a sufficient number of manuals for his trainees to ensure delivery of the manuals in time. The SEC agreed to deliver manuals for third-level training, to notify supervisory committee members of when training was to begin, and to arrange for training aids --ballot boxes, indelible ink, sealing wax-- to be available at the training sites.

Second-level training began as scheduled on Saturday, April 12, in most but not all cases, depending on whether scheduled transportation was available from Sana'a to the training site. In some cases, such as the very remote al-Mahra and Hadramawt governorates, training began on April 13 due to transportation difficulties. In several instances it proved necessary to change the original training site to make the location more convenient to all trainees but little disruption resulted.

The Eid began the day after second level training concluded on April 14, leaving nearly a week's break until the final level of training began April 22 to 24. The holiday delayed the start of training in some locations. The 39,000 branch committee members trained in the third stage of training were trained at the most suitable center of ten to eleven nearby branch committees, with a target of thirty students per class.

a. *Assessment of Second and Third Level Training*

The IFES-Elections Canada team divided up into three teams of two to travel to twelve of Yemen's eighteen governorates --Sana'a City, Sana'a Governorate, Hajja, al-Hodeida, al-Mahwit, Aden, Ibb, Taizz, Lahij, al-Mahra, Hadramawt and Dhamar-- for observation and assessment of second and third level training. While in the field, team members met with the supervisory committees in governorates to seek their impressions of how training was progressing. This was a crucial component of the project. It allowed IFES to ensure that training was taking place as planned, to monitor quality, to provide feedback to the SEC, and to offer guidance to trainers if necessary. IFES had informed the core trainers that it would monitor their training, but did not tell them which sessions would be visited to maintain the element of surprise.

b. *Second Level Training*

Regarding second-level training, the IFES-Elections Canada teams reported that the core trainers observed performed most commendably under what many would have found to be difficult circumstances. Fortunately the temperature was still reasonably moderate in most locations, because none of the training facilities was air-conditioned. Attendance was high in all classes observed, corresponding with an overall high turnout of 1,160, very close to the goal of 1,204 to be trained at this stage. All sessions visited were lively and participatory. The most pleasing observation was the outstanding performance of the core trainers. They demonstrated in their own

training sessions they had indeed absorbed what the training had aimed to instill in them: full proficiency in election procedure and knowledge of the election law and the regulations, familiarity with and effective use of the manual as a teaching tool, use of simulations and role-plays, and emphasis on interactive classes. This was very encouraging, given that these techniques are not common in Yemen. The manual was in evidence at all training sessions visited, with trainees --as IFES had hoped-- reading along and taking notes in the margins.

c. *Shortcomings*

IFES-Elections Canada noted four main shortcomings at this stage. First, although several instances of women being trained were observed, the vast majority of the 1,160 trained were men. The SEC's decision not to select any female core trainers clearly negatively impacted the training of women election officials and pollworkers. Second, in some instances, information about time and place of training was not accurately relayed to the basic committees, generally because the supervisory committees had failed to pass along schedules sent to them by the SEC. Although the schedule had enough built-in flexibility to allow for a one-day delay in getting started without causing major inconveniences, in some cases the core trainers arrived and had to convince the committees to allow them to conduct the training. Third, in some cases the SEC did not send training aids to each region. Although the core trainers were able to improvise, the lack of materials was still a hindrance. Fourth, the SEC's last-minute changes about election procedure --for instance, its decision to have pollworkers cross out with ink markers the names of withdrawn candidates on the ballot, after first deciding that special stickers would be provided for this task-- were not transmitted clearly and made trainers unsure of what information to pass on.

d. *Third Level Training: Training the Pollworkers*

At the stage of third level training, the concern was the extent to which the training content, methodology, and quality of the previous two levels would be relayed to the 39,000 pollworkers themselves. Consistent with the degree of degradation expected at this stage, IFES-Elections Canada team members encountered some disorganization, and a few sessions that did not take place as scheduled. In most cases this resulted from poor communication between the SEC, the supervisory committees and the basic committees; the further removed the training from the SEC's direct influence, the weaker centralized control. This should not be surprising in Yemen, which lacks a reliable communications network. The task of communicating with 301 constituencies, and these committees' communications with thousands of branch committees, is indeed daunting.

In general, however, the vast majority of sessions were held as planned. Although IFES was concerned that the SEC would not announce the names of pollworkers in time for training, as occurred in 1993, it appeared that most pollworkers knew of their selection, and their training assignment, in time. This was no small feat considering that training was taking place for tens of thousands of Yemenis throughout the country in a very short window of time, right after a major religious holiday during which most Yemenis had returned to their home villages. Third level training sessions observed by team members were excellent. All trainees had manuals and were taking notes in them. Question and answer and participatory teaching techniques were everywhere in evidence. Simulations were done with great effect and good humor. Most of the class sizes were as targeted --about thirty students. Even in the largest classes (one that IFES visited had about sixty students), all were engaged in the trainers' presentation, and were following along in the manual.

One striking observation was that all the training sessions that IFES visited for female pollworkers were led by male trainers. This reflected the lack of female core trainers and the small number of

female second-level trainers. In Yemeni culture it is not unusual for a class of women to be taught by a man. Yet if Yemen seeks to increase women's electoral participation as election workers, voters or even as candidates, it will be necessary to place far more emphasis on women's special role in the election process by providing and encouraging, among other things, female trainers.

4. *Election Day*

The best measure of the training's success was election day itself, Sunday, April 27. In general, the day proceeded smoothly and peacefully, although incidents of violence in two constituencies were serious enough to require a re-vote. As in the weeks preceding the 1993 election, before the 1997 vote Yemenis were speculating as to whether Saudi Arabia would try to "spoil" the election by fomenting instability, particularly in the south. In anticipation of such unrest, security was heavy, with military checkpoints outside of each city and armed security personnel omnipresent. In most cases, security forces played an important role in maintaining order at voting centers, although their presence could have been intimidating to some voters.

a. *Voter Turnout*

Official turnout was reported at 67 percent of registered voters.²¹ Although the SEC has not issued region-by-region statistics, anecdotal evidence pointed to longer lines and more voter enthusiasm in the northern regions of Yemen than in the south. This is not surprising given the difficult conditions in the south, frustration toward the northern-based government, and the YSP boycott (although the last seems to have had less impact than some predicted).

²¹ In contrast, close to 85 percent turnout was reported for the 1993 election. Unfortunately, official figures for women's turnout in 1997 were not available at the time this report was published. Such figures will be important in order to examine the impact of great increase in the number of women registered for the 1997 election and the actual voter turnout among women.

The SEC's last-minute change in requirements for voting drew attention to the issue of turnout. Two days before the election, the SEC suddenly announced that all registered voters would be able to vote, even if they had not received their voters' card. This was a direct reversal of the established policy (as well as a contradiction of the message of an extensive voter education campaign aired on Yemeni television and radio) that only voters presenting their voting card were permitted to vote. Indeed, it was for the purpose of encouraging all registered voters to obtain these cards that the SEC had extended card distribution until April 25. The reasons for the change in policy were not made clear. Many speculated that contrary to official proclamations, voter card pick-up had been slower than expected, causing officials to worry about turnout. There were also rumors that the Saudi Arabian government had provided funds to buy up voting cards. IFES was concerned that notification of the change in policy would not reach pollworkers in time, but on election day it appeared that most branch committees were aware of it. It also appeared that very few voters who did not have their permanent voting card took advantage of the new policy and showed up to vote. As one Yemeni remarked, "Voters had two months to pick up their voting cards. If they hadn't done so by April 25, two days before the election, chances were they didn't really want to vote!" At the very least, such a last-minute announcement about a central feature of the election --Yemenis' eligibility to vote-- made the SEC look disorganized.

b. *Voting and Pollworkers*

In terms of the voting itself, the 1997 election took place with many fewer incidents of overcrowding, disorganization and procedural irregularities than were reported in 1993. Reflecting this positive development, international observers remarked that most pollworkers were well aware of their duties and administered voting correctly, efficiently and impartially. The official statement, for example, of the Joint International Observer Group in Yemen ("JIOGY"), an international observation group including delegates from more than fifteen countries, reported that:

The observers were impressed with the work of the election committees at all levels, and with the commitment and efforts of the pollworkers who were often dealing with difficult conditions. The layout of polling stations was generally good...the election materials appear to have arrived in time. The mission was also impressed by the substantial efforts to train pollworkers...the majority of the polling station committees appeared to manage the voting process efficiently, fairly and in accordance with the provisions of the 1996 election law.²²

IFES-Elections Canada team members, who conducted observation in Sana'a, its environs and Aden, observed that the great majority of pollworkers performed their duties knowledgeably and fairly and promoted transparency throughout the voting process. Team members were especially pleased to witness many pollworkers following correct procedures in assisting illiterate or disabled voters. Women's branch committees were particularly impressive in this regard. Team members also noted that when tensions ran high among the pollworkers, who were drawn from the GPC, Islah, and smaller parties, the IFES-Elections Canada-designed manual and checklist were the most comprehensive resources available to resolve disputes over contentious aspects of the vote or the count. The use of these materials demonstrated the importance of providing authoritative written information to all election workers.

Team members, along with some international observers, noticed several procedural shortcomings that, although none appears to have influenced the outcome of the vote, should nonetheless be considered in preparing for future elections. Only two such shortcomings fall under the category of pollworkers' duties.

²² Joint International Observer Group in Yemen, Observation Findings, statement by JIOGY Spokesperson Ms. Fre Le Poole, at post-election press conference at Taj Sheeba Hotel, Sanaa, 30 April, 1997. The JIOGY included delegates from Denmark, the European Commission, the European Parliament, Finland, France, Germany, Indonesia, Ireland, Italy, Netherlands, Norway, the Palestinian Territories, Poland, Russia, and the United Kingdom.

c. *Ballots*

As mentioned earlier in this report, the 1997 symbol ballot design was far more appropriate in Yemen than that used in 1993, on which voters had to write in the name of their chosen candidate. Though clearly a vast improvement, however, the 1997 ballot was still problematic. Because the ballots were printed before all candidates had withdrawn from the race, pollworkers had to cross out --with pen, tape, or whatever was available-- the names of withdrawn candidates on election morning. The SEC never provided clear or consistent instructions for this task. The results were a very messy looking ballot, with the ink bleeding through to the back (a problem for double-sided ballots), and in some cases, a delayed opening of the polls and confused voters. It is also possible that pollworkers in some of Yemen's 13,000 polling stations crossed out the wrong names in their rush to prepare the ballots for voters.

d. *Indelible Ink*

A second problem concerned the overzealous application of indelible ink, used for the first time in Yemen to prevent multiple voting. Pollworkers were instructed to dip just the tip of the voter's thumbnail in the ink. Often, though, they submerged voters' entire thumbs in the ink jar. Many voters clearly were not comfortable with this large purple stain, which dripped on clothing and remained for at least one week. IFES-Elections Canada team members observed one water fountain outside a voting center in Aden where so many voters had tried to rinse some of the ink off their hands that the adjacent wall and ground were stained purple. Clearly, proper application of the ink and an effective public information campaign explaining its purpose are necessary for the next election.

e. *The Vote Count*

The third and perhaps most significant problem area was the vote count and consolidation of results. In Yemen, pollworkers are responsible for accounting for all ballots used and not used, sealing the ballot box with wax and a lock or numbered seal, and transporting the box, accompanied by security forces and by candidates' agents and observers, to a public location, such as a school, that serves as the counting centers for each constituency. No counting of ballots from any branch committee may commence until all ballot boxes, from both men's and women's committees, are delivered and accounted for and all branch committee members are present. Basic committee members count the ballots from each box in full view of all present. This system is considered essential in a political environment in which lack of trust among political forces, and in some cases the public, requires the counting of the ballots to occur in full view of all involved in order to deter fraud and to lend credibility to the process.

While this system clearly provides transparency, it can also hinder the efficiency of the count. This in turn delays vote consolidation for each constituency and the announcement of the final results. Such delays add tensions and suspicions to the immediate post-election environment, during which time the public is eagerly awaiting the outcome of their votes. Delays in the counting process occurred for several reasons. Some polling stations closed several hours past the 6 p.m. closing time mandated in the election law. Some branch committees were located far from counting centers, and members had to wait hours for transportation and security escorts. Most noticeable to IFES was many basic committees' lack of familiarity with the counting procedure, especially with the new style of ballots. Unfortunately, not all basic committee members, whose training was carried out by the SEC separately from the IFES-Elections Canada project, were thoroughly trained in this aspect of the election. This led to some tense situations in which pollworkers were better versed in the complicated counting procedure than their superiors, to whom they ultimately had to defer. Arguments about technicalities that should have been well-known to all further delayed an

already slow counting process. Such episodes reconfirmed that comprehensive, professional training for all levels of election workers is critical.²³

²³ IFES-Elections Canada team members observed one count in which the basic committee chairman, who was not at all familiar with the counting process, particularly with who should be present at the counting table and how to determine invalid ballots, kept a room of one hundred and fifty branch committee members waiting until he had clarified the procedures. This involved reading and discussing the manual and checklist since no copy of the election law was available. When team members departed at midnight, the count had just begun. It continued until the following night; most branch committee members left before the end due to exhaustion.

Chapter 4

Recommendations

I. *Recommendations on Training*

If the Yemeni government intends to continue on a path of gradual political liberalization, with regular, competitive multi-party elections as a centerpiece of this policy, it will need to focus on institutionalizing and professionalizing election administration. This is necessary to develop an election system that is sustainable beyond one or two elections and to build public confidence in the process. Institutionalizing election training, particularly of pollworkers, should be a major part of this effort. Pollworkers are the largest single group to be trained. If future election cycles elicit increased numbers of registered voters, thousands more pollworkers will need to be trained to conduct voting at the polling stations accommodating these voters. As well as contributing directly to well-run elections, well-trained pollworkers will also form a corps of Yemenis exposed to the concepts of transparency and rule of law (the election law, in this case) --two concepts central to a democratic system.

Drawing on observations and lessons learned in its 1997 pollworker training project, IFES offers a number of recommendations for future election training efforts.

A. Make Training a Priority.

This is the most important area for improvement. Perhaps the greatest challenge faced by IFES was that training is not yet universally viewed as basic and essential a part of election preparation, as, for example, printing ballots. Although the team formed (and benefitted greatly from) an excellent working relationship with the SEC, and SEC commissioners found the cascade system innovative and practical, the concept of a training program requiring the efforts of thousands of

people was not accepted at all levels of election administration. To insure that the training took place, IFES had to assume full responsibility for several logistical aspects that ideally should have been the province of a training sub-committee. IFES strongly recommends that Yemeni election authorities make a long-term commitment to election training, beginning with heightening its importance in the election process. Two practical first steps in this direction would be:

- ▶ **Add to the election law a clause listing training of election workers as one of the SEC's formal duties.**

The present version of the law contains no mention of training. One example of the many countries that have made training the explicit responsibility of election commissions is Ethiopia. Its election law includes a simple clause stating that among the powers and duties of the [election commission] is "to organize and train the manpower required for conducting the election."²⁴

- ▶ **Develop a discrete, adequately-staffed training committee or sub-committee of the SEC.**

Currently, training falls under the aegis of the planning and technical committee, which is responsible for many vastly different areas of election preparation. Establishing a separate training committee staffed by experienced trainers would make training less of an ad-hoc activity or last-minute task and help to professionalize training design.

²⁴ 1993 Election Law of Ethiopia, Article 5)1 b.

B. Utilize Core Trainers.

The sixty-six core trainers trained by the IFES project are an extremely valuable resource. They constitute the first group of proven "election training experts" in Yemen. The SEC should tap into this group as a key resource for future training endeavors. All core trainers expressed to IFES their desire to participate in such activities in the future and to share their expertise not only in election procedure, but also in interactive teaching techniques and cascade-style training.

C. Focus on Women.

Approximately half the electorate is female. Although the number of women registered to vote is currently low, it may well increase during the next registration process. The election law reflects the government of Yemen's admirable desire to encourage women to register and to vote by stipulating separate registration and facilities for women; this means that large numbers of female pollworkers will need to be recruited and trained to accommodate them. As previously noted, the group of core trainers selected by the SEC did not include any women. IFES is aware that it is difficult if not impossible for most Yemeni women to travel far from their homes to attend training sessions or to conduct their own training. Recognizing this constraint, a concerted effort should be made in future training programs to select female core trainers from the Sana'a region (assuming that core training will be conducted in the capital) and to assign them to train there. An effort should also be made to include women in the group of second level trainers. To identify qualified women trainers and election workers and to design effective training programs, the SEC should draw upon the expertise of Yemeni female civic activists, such as Dr. Raoufa Hassan of Sana'a University and the Arab Democratic Institute.

D. Improve Coordination with Constituency-Level Election Administration.

To succeed in reaching the local level --the pollworkers themselves-- any training effort must include effective communication from the SEC to the constituencies. In the 1997 election, the SEC demonstrated an impressive ability to communicate quickly to supervisory committees.

Communication sometimes broke down, however, between the governorate level and the basic committees within each governorate. In some cases this caused unnecessary confusion about the location and timing of training, as well as last-minute changes in policy and procedure.

E. Coordinate with Domestic Observer Groups and Political Parties/Candidates' Agents.

Domestic observers, organized by the Arab Democratic Institute, the Elections Monitoring Committee, and the Yemeni Labor Federation, were present in polling stations throughout Yemen in impressive numbers, as were candidates' agents. All exhibited great dedication to their cause and enthusiasm for their mission. Not all observers and monitors, however, had the thorough command of election procedure, as delineated in the election law and the regulations, that is necessary to make a close, and therefore a valid, assessment of the voting and counting process. Ultimately the responsibility of preparing observers must fall on observer groups themselves. To encourage a better knowledge of the election process, however, the SEC should strive for closer coordination and better information-sharing with non-governmental organizations fielding observers and with political parties training candidates' agents. This will help ensure observers and election administrators are "reading from the same book." This is especially important in the immediate pre-election period when misinformation spreads quickly. The SEC, for example, might invite domestic observer groups to attend pollworker training sessions, or distribute the training manual to such groups and to political parties as a guide to election procedure.

F. Continue to Develop Training Materials.

Despite some people's suggestions that video-based training would be a more "interesting" training method, IFES believes that written materials will continue to be the most cost-effective and appropriate basis for training in Yemen. Not only are the great majority of pollworkers literate, but video-cassette players are not common outside private homes of the limited upper class, and regular electricity cannot be relied upon. Unlike videos, training manuals can be taken home and studied and brought to the polling station on election day for reference. IFES recommends that future manuals and training guides include more diagrams and illustrations. There are a number of excellent cartoonists in Yemen, as well as graphic artists, who could assist with materials design. To simplify the process of preparing manuals for each election, IFES recommends that the SEC prepare, well ahead of time, a set of templates that contain basic election information. Any changes in the process (such as revisions to the election law) could be made closer to the election.

G. Consider Timing.

While the cascade training schedule developed by IFES and the SEC proved realistic, with everything taking place more or less on time, the training calendar can be further improved. Given the immense training requirements of the Yemeni election process, IFES recommends that training of core trainers begin at least one month before the election. Core trainers should be selected, notified and briefed on their mission six weeks before the election. In terms of the IFES-Elections Canada project, the team would have benefitted from arriving in Yemen one week or so earlier. The team succeeding in meeting all its objectives, but not without working at a breakneck pace the first three weeks in-country. Additional time would have provided a cushion for the time-consuming tasks of re-translating portions of the election law and executive regulations from Arabic into English, gaining clarification from the SEC of inconsistent and vague sections of these

documents, receiving the SEC's revisions to drafts of training materials, translating the materials into Arabic, and preparing the core training program.

II. *General Recommendations for Improving the Electoral Process*

Based on the IFES-Elections Canada team's close observation of the 1996-97 electoral cycle, IFES would like to offer several recommendations about how to improve the technical aspect of elections in Yemen. This aspect, is of course, only one of the many factors, such as freedom of the press and access to the media, freedom in ballot access and campaigning, neutrality of public funds, and independence and strength of the judiciary, that affect the legitimacy of an election process and indeed can influence the outcome of an election. The scope of IFES' mission, and of this report, however, is limited to the technical and organizational realm. Yet this realm is not insignificant. Technical and organizational improvements will professionalize the conduct of elections, and thereby increase the transparency of the election process. This in turn is key in enhancing the confidence of the electorate --for whose participation elections are organized-- in the credibility and efficacy of voting as a peaceful means of selecting their leaders and of having direct input into the political system. As the euphoria of the 1993 elections clearly has subsided, and as the "novelty" of elections begins to wear off, maintaining the public's faith and interest in elections will be essential.

Recommendations:

A. The Supreme Elections Committee.

Yemen has taken an important step in establishing an independent elections commission, one of the key factors in gaining the public's trust that elections are conducted in a neutral and fair manner.

While according to law the SEC itself is a permanent body, its members change every four years: the SEC that oversaw the 1997 elections will soon be dissolved and new members nominated. In and of itself a changing group of commissioners is not undesirable, but in practical terms it means that commissioners are rotated out just after they have gained election administration experience, and that new members are selected who likely lack such experience. As noted earlier in this report, administrative and public relations problems undermined the SEC's credibility in some quarters. For this reason, the SEC should consider developing a training program for new commissioners to build their capacity to oversee elections. The greater the technical capacity and election knowledge of election officials, the greater the chances that they can act autonomously from political forces that want to limit their independence. Training should focus on developing a realistic election calendar, recruiting and training staff, and conducting effective public relations and coordination with political parties and with the broader Yemeni public.

B. Deadlines for Candidates' Registration and Withdrawal.

One of the major organizational issues in the 1997 election related to the design and printing of ballots to accommodate candidates who withdrew their candidacy within the date specified in the election law, seven days before election day. After much consideration of its options, the SEC decided to print the ballots before the withdrawal date; indeed, this was the only feasible way to ensure that ballots would be ready in time for election day. The need to cross off from the ballots withdrawn candidates' names and symbols (as many as one-third to one-half of candidates in some constituencies), however, resulted in nothing short of a mess in many polling stations on election morning as pollworkers rushed to cross out names with heavy magic markers, white out, or in some cases masking tape. Although IFES-Elections Canada did not witness any instances of pollworkers crossing out the wrong names, it is certainly possible that this occurred, thereby inadvertently disqualifying candidates and limiting voters' choice. For a variety of reasons, such as the prevalence of last-minute deal making, the date for candidates' withdrawal is unlikely to be

changed. Therefore, to avoid this problem in future elections, IFES recommends making the deadline for registration of candidates earlier by two weeks or so, which would also shift the candidate withdrawal date back to about three and one half weeks before the election. Though still rushed, this time frame would allow for local printing of ballots.

C. Candidates' Agents.

The willingness of Yemeni authorities to allow candidates' agents access to all parts of the vote and count is commendable and contributes directly to the transparency of the process. IFES-Elections Canada and other international observers witnessed large numbers of candidates' agents in polling stations and counting centers throughout Yemen on election day. IFES' only recommendation in this area is to amend the election law and the regulations to shift the burden of ensuring the presence of candidates' agents from the branch committees to the party or the candidate himself. The law requires that if not all candidates on the ballot have an agent present at the opening of the poll at 8:00 a.m., voting cannot commence until the branch committee has appointed a voter to fulfill this duty. This can delay the start of voting and is an unreasonable demand to place upon voters. Rather, in a democratic election the onus should be on the candidates and/or the parties to make sure that representatives are stationed at every polling place. The branch committee's responsibility should be only to make sure that a minimum number of representatives are present.

D. Polling Station Forms.

These include opening of the polls, registry of candidates' agents, removal of troublesome persons from the polling station, and closing of the polls. Although such forms are very important, as they serve as the official record of the polling station and can be used as documentation in a legal challenge, the forms used in the 1993 and 1997 elections were quite difficult to read, understand, and complete. The closing of the polls form is particularly complicated. These forms should be

re-designed to make them more simple and "user friendly." This will increase the possibility that pollworkers will fill them out correctly. A sample of a simpler design of the closing form is included in the Appendix L of this report.

E. Ballots.

Ballots are one of the most basic yet most important parts of an election. Special thought, therefore, should be given to their design and production, taking into consideration security, accountability, ease of use for voters, and ease of use in counting. As noted above, the 1997 election witnessed a major improvement in ballot design. Several matters, however, deserve attention in future elections.

- ▶ The ballot printing process should be open to monitoring by all political parties. Such openness is critical to quell rumors and suspicions, often rampant just before an election, of ballot tampering or other abuses.
- ▶ As noted above, marking the ballots to designate withdrawn candidates is extremely problematic. To ensure ballot integrity, the only marks that should appear on a printed ballot are that of the voter and any security mark required to be made by the chairman of the polling station at the opening of the polls. To avoid the problems with marking ballots experienced in the 1997 election, IFES recommends, as detailed above, moving back some candidacy deadlines so that ballots could be printed after the list of candidates is finalized.
- ▶ To enhance ballot control and security, particularly control over how many ballots are distributed to and used in each constituency, the ballot paper should be printed with a numbered stub and counterfoil. The counterfoil is removed by the chairman of the branch committee prior to depositing the ballot in the ballot box. The chairman of the branch

committee should initial or stamp all ballots before the opening of the polls. These "checks" help keep track of the number of ballots used against those delivered to the polling station and ensure that only ballots issued at that polling station on election day are inside the ballot box and accepted at the time of the vote count. Ballots should be packaged in booklets of one hundred to facilitate accurate distribution.

► Provisions in the law and regulations should be added to provide and account for "spoiled" ballots, that is, ballots that voters have marked incorrectly and returned to the polling station committee. This is important in a country like Yemen where many voters do not have much experience in the process of marking a ballot. As the law now stands, there is no mechanism to provide a voter a new ballot if she or he marks it incorrectly and requests a new one, and no way for pollworkers to account for the number of spoiled ballots at the close of the polls. Members of the IFES-Elections Canada team witnessed one particularly heated disagreement over this issue during the close of the polls at a women's branch committee in Aden. In the process of trying to reconcile the number of ballots inside the ballot box and the number of ballots used with the number received by the committee, the committee members realized there was a discrepancy of fifteen ballots. They knew these to be spoiled ballots, but there was no provision on the closing of the polls forms to mark this number. The candidates' agents and domestic observers were accusing the branch committee members of fraud since the numbers would not reconcile at first glance.

► More consideration should be given to ballot design. The ballot, when folded, could barely fit into the opening slot of the ballot box because the paper was too large and too heavy. This difficulty may have annoyed voters, or more important, discouraged them from folding their ballot before leaving the voting booth. This compromises the secrecy of the vote if the markings are easily visible to all present. In addition, special efforts must be made to print the ballot on one side only. Although most constituencies had fewer than

eighteen candidates (the number of names and symbols that could fit on one side of the ballot), those with more had ballots with a few candidates on the other side of the ballot paper. This can put those candidates at clear disadvantage.

F. The Vote Count.

The count is often the most overlooked, yet most crucial, phase of an election. A counting system marked by slowness and lack of transparency can decrease public confidence in the entire election, even if many other aspects of voting have gone smoothly. As noted earlier in the report, the Yemeni counting system is quite transparent, but also quite slow. The fact that counting was still going on two days after the election is a sign that the process must be improved; the long delay in announcing provisional and final results added great tension to the immediate post-election period and fueled unsubstantiated rumors of tampering with results. IFES understands why the basic features of the counting process --counting for the entire constituency done at a centralized location with all committee members, candidates, agents, and observers allowed to be present (several vote counts were even broadcast on Yemeni television)-- are likely to be maintained, but recommends that adjustments be made to accelerate the process. One adjustment would be to open and close the polls an hour earlier, so that the closing of the polls, transport of the ballot box to constituency headquarters, and counting process could begin earlier. This would help with the problem of fatigue among election workers and candidates observed on election night when in many cases counting did not begin until midnight. Training should also be given to training basic committees in counting procedures. In addition, Yemen should consider allowing counting of each ballot box to begin as soon as it is delivered to the counting center, rather than having to wait until all boxes have arrived to commence.

A:

Chart: Administration of Elections in Yemen

ADMINISTRATION OF ELECTIONS IN THE REPUBLIC OF YEMEN

Parliamentary Elections - April 27, 1997

Supreme Elections Committee

7 Members appointed by the President of the Republic upon recommendation from Parliament



Supervisory Committees

18 Committees, one for each Governorate in Yemen
(Three (3) Members per Committee)

Appointed by the Supreme Elections Committee

Responsibilities

Administer all aspects of Elections in the Governorate (Province)



Main Committees

301 Committees at the Election District Level
(Three (3) Members for each Committee)

Appointed by the Supreme Elections Committee

Responsibilities

Administer the total elections process in their respective Electoral District

Direct responsibility for Vote Count after close of voting in their District

Chair the Tally (Count) after close of the Polls in their District



Branch Committees

12,000, number estimated in the Republic of Yemen

Nominated by political parties (cannot all belong to same party)

(Three (3) members for each Committee)

Responsibilities

Registration of Voters in their respective district *

Providing the Permanent Voter Cards to Registered electors *

Administer the elections at the Voting Center

With the Main Committee, responsible for the Tally after closing of voting

Electorate - Republic of Yemen

B:

Pollworker Training Manual

قبل الاقتراع

يتم التأكد من :

- ١- إسماء المرشحين والمنسحبين قد وضعت على باب المقر.
- ٢- وجود المرشحين أو مندوبيهم (سبق تحديدهم قبل ٤٨ ساعة).
- ٣- وجود لاصق على اسم المرشح المنسحب ورمزه في ورقة الاقتراع.
- ٤- إعلام الناخبين بالأصوات التي ستكون باطلة وفقاً للقانون.
- ٥- إشهار خلو الصندوق أمام الناخبين والمرشحين أو مندوبيهم ثم إقفاله.
- ٦- تعيين كاتب سر للمحاضر.

تذكر أن

- ١- بدء الاقتراع في تمام الساعة الثامنة صباحاً وينتهي في تمام الساعة السادسة مساءً ويجوز تمديده إلى الثامنة مساءً فقط في حالة وجود ناخبين.
- ٢- بعد الاقتراع مباشرة تحمل الصناديق فوراً إلى مقر اللجنة الأصلية مع جميع الوثائق والمرشحين أو مندوبيهم ، وبقية أعضاء اللجنة والأمن.
- ٣- تتواصل عملية الفرز في مقر اللجنة الأصلية دون توقف حتى يتم الانتهاء من جميع الصناديق.
- ٤- تشكل لجنة الفرز من رئيس اللجنة الأصلية رئيساً وعضوية عضويتها ورؤساء وأعضاء اللجان الفرعية وحضور المرشحين أو مندوبيهم.

أثناء الاقتراع

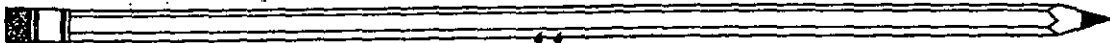
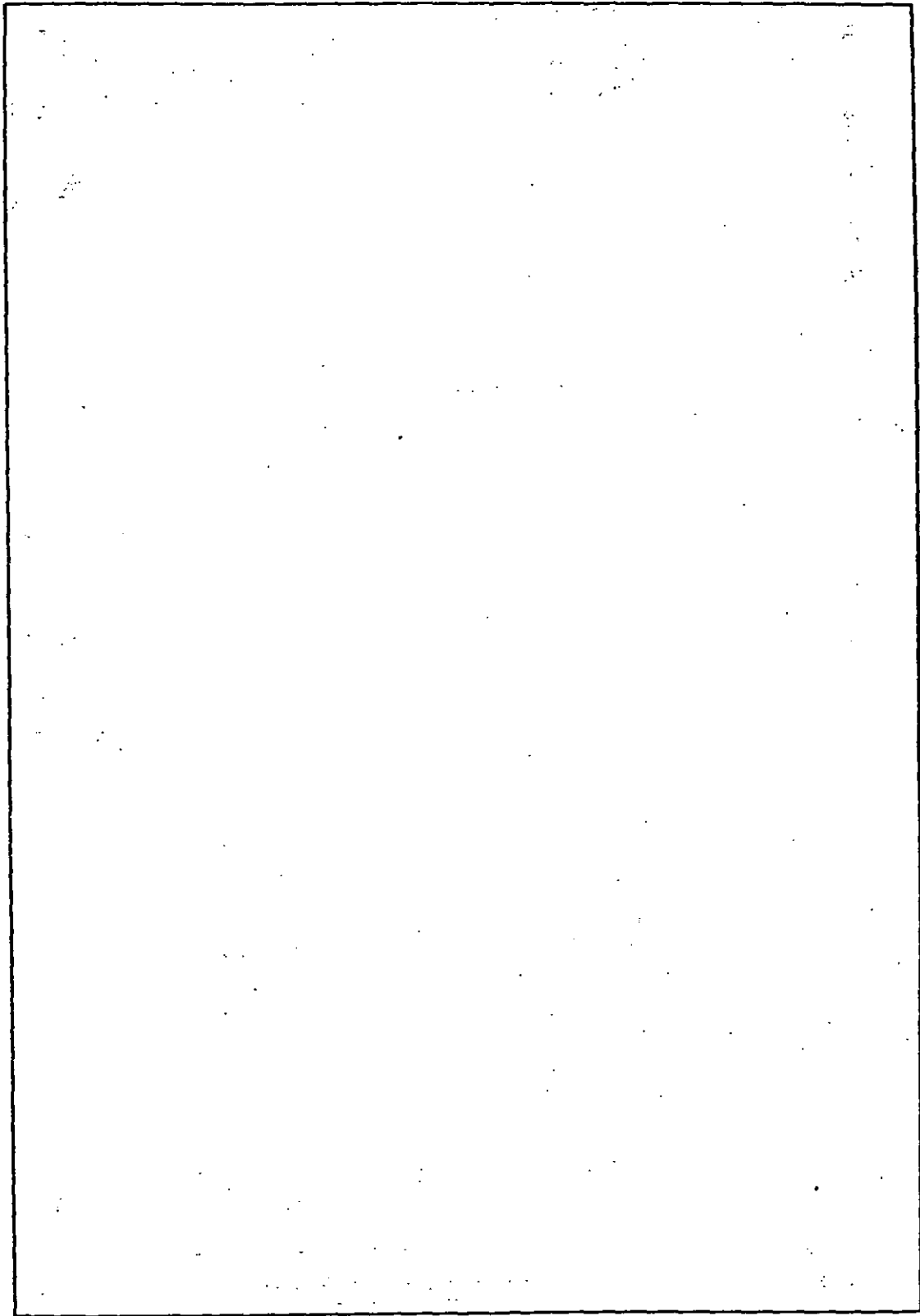
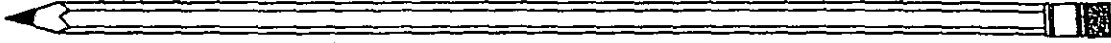
يتم التأكد من :

- ١- شخصية الناخب أنه فعلاً صاحب البطاقة الانتخابية.
- ٢- عدم وجود حبر في إبهامه اليسرى.
- ٣- قادر على التأشير بمفرده خلف الستار وليس معاق.
- ٤- الشخص الذي استعان به المعاق مثل إرادة الناخب.

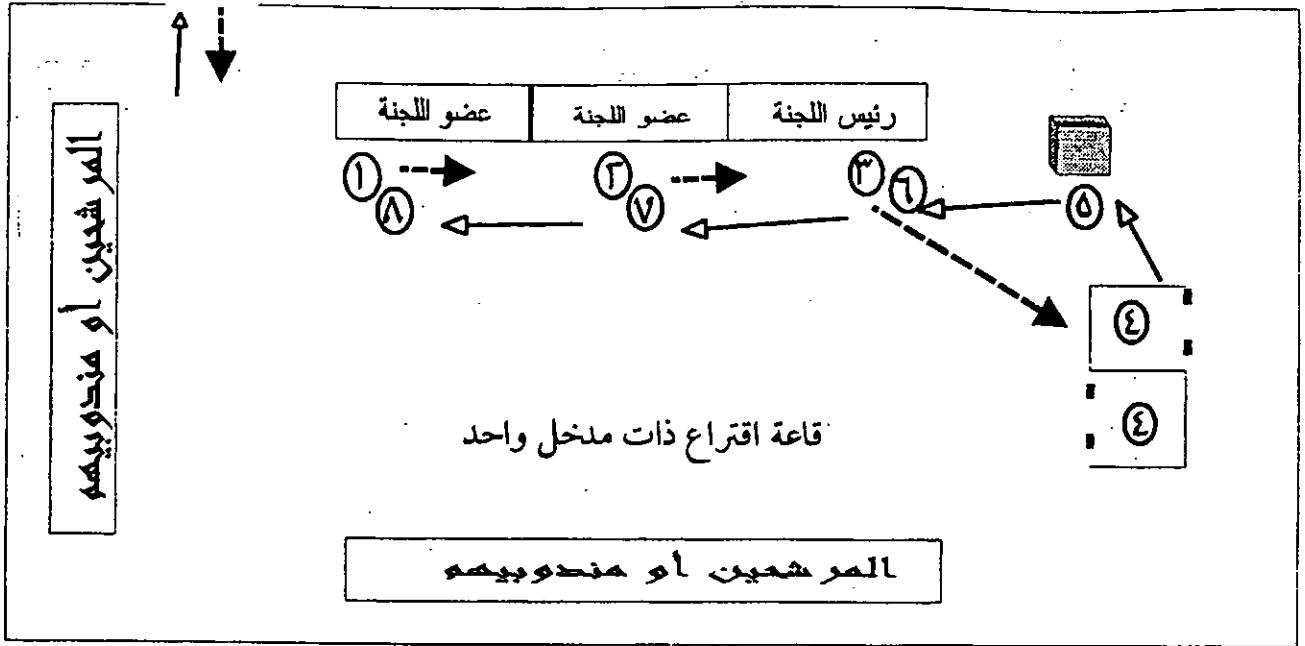
تأشيرات وتوقيعات

- ١- التأشير أمام اسم الناخب عند وجود اسمه في جداول الناخبين.
- ٢- التأشير عند تسليمه ورقة الاقتراع والإدلاء بصوته.
- ٣- التأشير عند وضع الناخب بصمته أمام اسمه وتغمس إبهامه اليسرى بالحبر الخاص.
- ٤- التوقيع على بطاقة الناخب الذي مارس حقه الانتخابي.
- ٥- التأشير في ورقة كل ناخب عند تفريغها إلى كشف أسماء المرشحين أثناء عملية الفرز.
- ٦- توقيع المحاضر.
- ٧- توقيع ختم الصناديق.

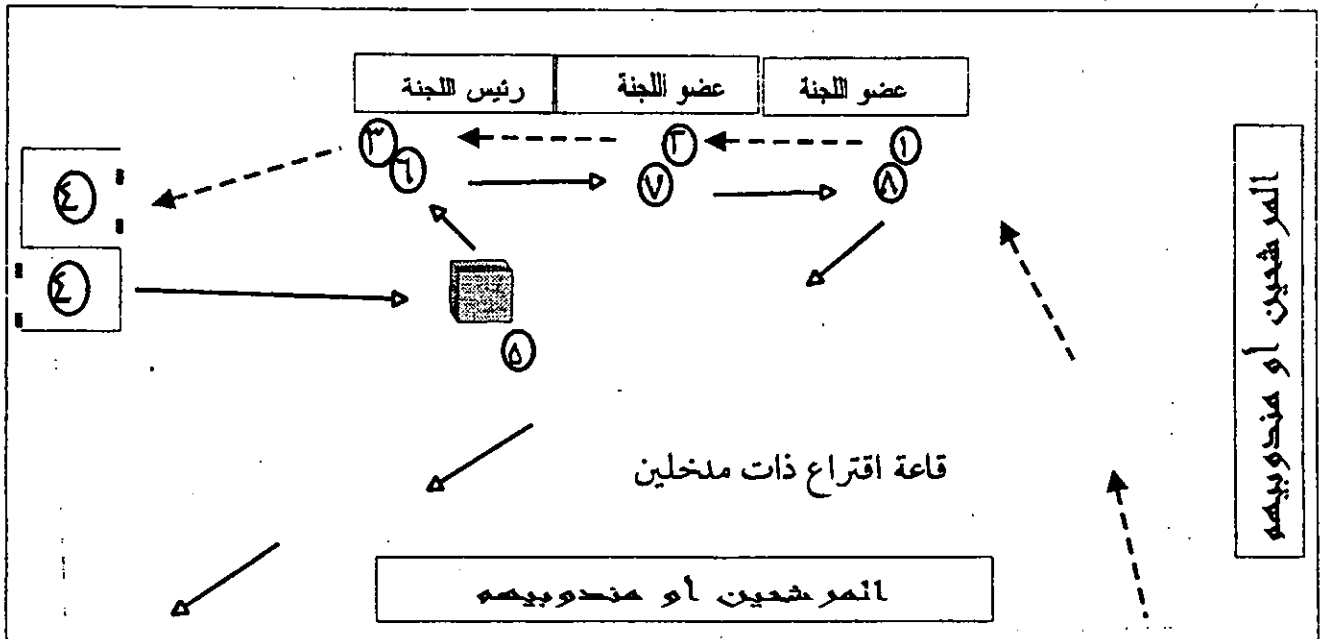
مذكرة المتدربين



خارطة قاعة الاقتراع



- (١) طلب البطاقة الانتخابية وفحص لوجود حبر - في حالة فقدان البطاقة لا يمكن الإدلاء بالصوت
- (٢) تأشير على الاسم في السجل
- (٣) رئيس اللجنة يعطي الناخب بطاقة الاقتراع
- (٤) يضع الناخب علامة على إختياره بسرية داخل الكبينة
- (٥) يضع الناخب البطاقة في الصندوق
- (٦) يوقع رئيس اللجنة على البطاقة الانتخابية
- (٧) تأشير مرة أخرى على الاسم في السجل والبيصمة
- (٨) تُعاد البطاقة الانتخابية لناخب بعد غمس إبهامه اليسرى في الحبر



قائمة المعلومات المهمة للجان الفرعية

رقم الدائرة _____ رقم المركز _____ رقم لجنة الاقتراع _____
(رقم صندوق الاقتراع)
عنوان المركز الانتخابي _____

١. أعضاء اللجنة الفرعية الخاصة بك:
اسم رئيس اللجنة _____ تلفون _____ عنوان _____
اسم عضو اللجنة _____ تلفون _____ عنوان _____
اسم عضو اللجنة _____ تلفون _____ عنوان _____

٢. مسئولك المباشر في اللجنة الأصلية في الدائرة:
الاسم _____ رقم التلفون _____
عنوان مقر تسليم صناديق الاقتراع _____

٣. مسئولك المباشر في اللجنة الإشرافية في المحافظة:
الاسم _____ رقم التلفون _____

٤. الأمن (في حالة الإخلال بالأمن وعدم وجود حارس) رقم التلفون _____
٥. المسئول المباشر في حالة احتياجك إلى مواد إضافية . _____
رقم التلفون _____
٦. بمن تتصل في حالة مرضية طارئة ؟ رقم التلفون _____

بعد اختتام عملية التصويت سيتم نقل صندوق الاقتراع والمظروف المحتوي على الوثائق والنماذج المهمة والموقعة بحماية أمنية مع بقية صناديق المركز بمرافقة أعضاء لجان المركز والمرشحين أو مندوبيهم .

نموذج رقم (٨)

نموذج لأغراض للتدريب فقط

م	إسم المرشح	مندوب المرشح	التوقيع	ملاحظات
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رئيس اللجنة

الاسم:

التوقيع:

عضو اللجنة

الاسم:

التوقيع:

عضو اللجنة

الاسم:

التوقيع:

الجمهورية اليمنية
اللجنة العليا للانتخابات
اللجنة الفنية
اللجنة الأصلية

نموذج لأغراض التدريب فقط

المحافظة:
الدائرة الانتخابية رقم:
المركز الانتخابي:
اللجنة الانتخابية رقم:

محضر ختام عملية الاقتراع

في الساعة من مساء يوم تاريخ / / ١٤٠٤ هـ الموافق / / ١٩٩٩ م
وبرئاسة الأخ / وعضوية كل من الأخ /
والأخ / عضو اللجنة وبحضور المرشحين / مندوبي
المرشحين وهم :

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اعلن رئيس اللجنة الانتخابية رقم () بالمركز الانتخابي () في الدائرة الانتخابية رقم () ختام عملية الاقتراع وفقا لنص المادة (٦٥) من القانون رقم (٢٧) لسنة ١٩٩٦ م بشأن الانتخابات العامة. وقامت اللجنة بإحكام إغلاق فتحة الصندوق بالسمع الأحمر، ووقع على الإغلاق رئيس اللجنة وعضواها والمرشحون/ مندوبوا المرشحين، بعد ذلك قامت اللجنة بمراجعة دقيقة لجدول ووثائق الانتخاب الخاصة بهذه اللجنة وقد أسفرت عملية المراجعة عن النتائج التالية :

أولا: العدد الإجمالي للمسجلين في جداول قيد أسماء الناخبين بهذه اللجنة ()

ناخبا (رقما وكتابة) مقيدون بالجدول من رقم () إلى رقم () :
ثانيا: بلغ عدد الناخبين الذين أدلوا بأصواتهم في صندوق الاقتراع ()

.....
ناخبا (رقما وكتابة) :
ثالثا: بلغ عدد الناخبين الذين غابوا ولم يدلوا بأصواتهم () ناخبا (رقما وكتابة) طبقا للتأشير من اللجنة أمام اسم كل منهم وفي ختام الجول تم تبين عددهم .
رابعا: بلغ عدد بطاقة اقتراع التي منحتها اللجنة للناخبين الذين أدلوا بأصواتهم ()
..... بطاقة اقتراع (رقما وكتابة) بينما بلغ عدد بطاقة اقتراع المتبقية لدى اللجنة والتي لم تمنحها لأحد () (رقما وكتابة) بطاقة اقتراع، وبهذا تم إقفال المحضر في الساعة

والله الموفق

وسيلة ايضاحية تنفيذ/ قطاع التخطيط والإحصاء

المحافظة /
الدائرة الانتخابية رقم /
المركز الانتخابي /
اللجنة رقم /

نموذج لأغراض التدريب فقط

محضر أمر القبض على /

إنه في يوم تاريخ / / ١٩٩٩م حررت هذا الأمر بصفتي رئيساً للجنة الانتخابية رقم في الدائرة الانتخابية رقم واستناداً إلى المادة (٦٠) من قانون الانتخابات العامة رقم (٢٧) لسنة ١٩٩٦م قررنا بموجب ذلك الأمر بالقبض عليه وتسليمه إلى رجال الشرطة وذلك لإقترافه واقعة وعلى رجال الشرطة سرعة تنفيذ الأمر ورفع الموضوع بصفة مستعجلة إلى النيابة العامة لإتخاذ الإجراءات القانونية طبقاً لقانون الانتخابات والقوانين العامة النافذة .

رئيس لجنة الانتخابات

الاسم /

التوقيع /

بسم الله الرحمن الرحيم

الجمهورية اليمنية
اللجنة العليا للانتخابات
اللجنة الفنية
اللجنة الأصلية

نموذج لأغراض التدريب فقط

المحافظة /
الدائرة الانتخابية رقم /
المركز الانتخابي /
اللجنة رقم /

محضر إخراج مرشح أو مندوب مرشح من قاعة الانتخابات لإخلاله بالأمن

نظراً لما أحدثه المرشح/ مندوب المرشح من إخلال بالأمن بقاعة
الانتخابات باللجنة رقم () التابعة للمركز الانتخابي () بالدائرة الانتخابية رقم ()
بمحافظة

فقد قررنا نحن رئيس وأعضاء اللجنة إخراجه من قاعة الانتخابات باللجنة واختيار الأخ/
..... الذي يحمل بطاقة إنتخابية رقم () بدلاً عنه .

والله الموفق؛؛؛

رئيس اللجنة

عضو اللجنة

عضو اللجنة

الاسم:

الاسم:

الاسم:

التوقيع:

التوقيع:

التوقيع:

المرشحون أو مندوبيهم					
١	الاسم/	التوقيع/	٢١	الاسم/	التوقيع/
٢	الاسم/	التوقيع/	٢٢	الاسم/	التوقيع/
٣	الاسم/	التوقيع/	٢٣	الاسم/	التوقيع/
٤	الاسم/	التوقيع/	٢٤	الاسم/	التوقيع/
٥	الاسم/	التوقيع/	٢٥	الاسم/	التوقيع/
٦	الاسم/	التوقيع/	٢٦	الاسم/	التوقيع/
٧	الاسم/	التوقيع/	٢٧	الاسم/	التوقيع/
٨	الاسم/	التوقيع/	٢٨	الاسم/	التوقيع/
٩	الاسم/	التوقيع/	٢٩	الاسم/	التوقيع/
١٠	الاسم/	التوقيع/	٣٠	الاسم/	التوقيع/
١١	الاسم/	التوقيع/	٣١	الاسم/	التوقيع/
١٢	الاسم/	التوقيع/	٣٢	الاسم/	التوقيع/
١٣	الاسم/	التوقيع/	٣٣	الاسم/	التوقيع/
١٤	الاسم/	التوقيع/	٣٤	الاسم/	التوقيع/
١٥	الاسم/	التوقيع/	٣٥	الاسم/	التوقيع/
١٦	الاسم/	التوقيع/	٣٦	الاسم/	التوقيع/
١٧	الاسم/	التوقيع/	٣٧	الاسم/	التوقيع/
١٨	الاسم/	التوقيع/	٣٨	الاسم/	التوقيع/
١٩	الاسم/	التوقيع/	٣٩	الاسم/	التوقيع/
٢٠	الاسم/	التوقيع/	٤٠	الاسم/	التوقيع/

نموذج رقم (٤)

المحافظة :
الدائرة الانتخابية رقم :
المركز الانتخابي :
اللجنة رقم :



الجمهورية اليمنية
اللجنة العليا للانتخابات
اللجنة الفنية
اللجنة الأصلية

نموذج لأغراض التدريب فقط

محضر حرمان شخص من الإقتراع لوجود حبر بيده

حيث تبين لدى اللجنة رقم : () بالمركز الانتخابي رقم : () بالدائرة الانتخابية رقم : ()
بمحافظة : () أن الناخب : () المسجل بجدول اللجنة برقم : ()

توجد بيده آثار حبر مما يدل دلالة قاطعة على أنه قد مارس حقه الانتخابي في لجنة أخرى .. لذا :

لقد قررت اللجنة منعه من الإقتخاب لديها وإحالة للجهة المختصة للتحقيق معه ..

والله ولي التوفيق

رئيس اللجنة

عضو اللجنة

عضو اللجنة

الاسم : () الختم : () التوقيع : ()
الاسم : () التوقيع : ()

٢	اسم المرشح	اسم مندوب للمرشح	التوقيع	٢	اسم المرشح	اسم مندوب المرشح	التوقيع
١			٢١				
٢			٢٢				
٣			٢٣				
٤			٢٤				
٥			٢٥				
٦			٢٦				
٧			٢٧				
٨			٢٨				
٩			٢٩				
١٠			٣٠				
١١			٣١				
١٢			٣٢				
١٣			٣٣				
١٤			٣٤				
١٥			٣٥				
١٦			٣٦				
١٧			٣٧				
١٨			٣٨				
١٩			٣٩				
٢٠			٤٠				

نموذج لأغراض التدريب فقط

م	اسم المرشح	اسم مندوب المرشح	التوقيع	م	اسم المرشح	اسم مندوب المرشح	التوقيع
١				٢١			
٢				٢٢			
٣				٢٣			
٤				٢٤			
٥				٢٥			
٦				٢٦			
٧				٢٧			
٨				٢٨			
٩				٢٩			
١٠				٣٠			
١١				٣١			
١٢				٣٢			
١٣				٣٣			
١٤				٣٤			
١٥				٣٥			
١٦				٣٦			
١٧				٣٧			
١٨				٣٨			
١٩				٣٩			
٢٠				٤٠			

رئيس اللجنة

الاسم:

التوقيع:

عضو اللجنة

الاسم:

التوقيع:

عضو اللجنة

الاسم:

التوقيع:

الجمهورية اليمنية
اللجنة العليا للانتخابات
اللجنة الفنية
اللجنة الأصلية

المحافظة /
الدائرة الانتخابية رقم /
المركز الانتخابي /
اللجنة رقم /

نموذج لأغراض التدريب فقط

محضر مباشرة عملية الاقتراع

في الساعة السابعة من صباح يوم بتاريخ / / ١٤٠٥ هـ الموافق / / ١٩٨٩ م
باشرت اللجنة الانتخابية رقم () بالمركز الانتخابي () التابع للدائرة الانتخابية رقم ()
() عملها في المقر المحدد من قبل اللجنة العليا .
وذلك برئاسة الأخ / رئيس اللجنة
وعضوية كل من الأخ / عضو اللجنة. والأخ /
عضو اللجنة . وبحضور المرشحين / مندوبي المرشحين وهم :

وعملًا بأحكام المادة (٦٥) من القانون رقم (٢٧) لسنة ١٩٩٦م بشأن الانتخابات العامة قامت
اللجنة في الساعة السابعة قبل الشروع في عملية الانتخاب بفتح صندوق الانتخاب أمام الناخبين
والمرشحين / مندوبي المرشحين .
وبعد أن تأكد الجميع من خلو صندوق الانتخاب من أية أوراق قامت اللجنة بإغلاق الصندوق
أمام الجميع وقفلة بالقفل الخاص به وختم فتحة قفله بالشمع الأحمر والإحتفاظ بالمفاتيح لدى
رئيس اللجنة والقيام أيضاً بسد الفتحات ما بين غطاء الصندوق وجسم الصندوق بالورق
اللاصق وتشميع نهاية الورق اللاصق بالقطعة المعدنية الحاملة لقفل الصندوق بالشمع الأحمر
والإيضاح للمرشحين / مندوبي المرشحين عن عدد المقيدین بجدول اللجنة وعدد بطاقات
الإقتراع المسلمة للجنة وإطلاعهم على ذلك . وبعد تأكد الجميع من خلو مقر اللجنة من
الأشخاص الذين لا يجوز لهم دخول القاعة ، وفور إنتهاء اللجنة من تنفيذ الإجراءات القانونية
السالفة الذكر أعلن رئيس اللجنة بدء استقبال الناخبين للإقتراع وتم استقبالهم ابتداء من الساعة
الثامنة صباح نفس اليوم .

الجمهورية اليمنية
اللجنة العليا للانتخابات
اللجنة الفنية
اللجنة الأصلية

بسم الله الرحمن الرحيم

نموذج لأغراض التدريب فقط

نموذج رقم (٣)

المحافظة /
الدائرة الانتخابية رقم /
المركز الانتخابي /
اللجنة رقم /

خطاب تعميم توكيل المرشح للمندوب الذي اختاره

الأخ/ الأخت/ رئيس اللجنة الفرعية لإدارة الانتخابات بالمركز () اللجنة رقم () المحترم

بعد التحية :-

تقدم الينا الأخ/ الأخت/ أحد المرشحين بالدائرة بطلب اعتماد توكيله
للحضور نيابة عنه يوم الاقتراع لدى لجننتكم .
وعليه: يتم اعتماد المندوب المذكور .

عضو اللجنة	عضو اللجنة	رئيس اللجنة
الاسم/	الاسم/	الاسم/
التوقيع/	التوقيع/	التوقيع/

صورة تصلم للمرشح.
صورة للحفظ لدى اللجنة الأصلية.

نموذج رقم (٨)

نموذج لأغراض للتدريب فقط

م	إسم المرشح	مندوب المرشح	التوقيع	ملاحظات
١	سيد احمد سيد		٩	
٢	أحمد اكفط على ناجي		٩	
٣		نصر فاضل على	٩	
٤				
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٣٠				

رئيس اللجنة

عضو اللجنة

عضو اللجنة

الاسم: ناجي بن قاسم الاسم: هيثم بن علي

الاسم: صالح بن صالح

التوقيع: [Signature]

التوقيع: [Signature]

المحافظة: صنعاء
الدائرة الانتخابية رقم: ٢٥٠٠
المركز الانتخابي:
اللجنة الانتخابية رقم: ١.....

نموذج لأغراض التدريب فقط

الجمهورية اليمنية
اللجنة العليا للانتخابات
اللجنة الفنية
اللجنة الأصلية

محضر ختام عملية الاقتراع

في الساعة ٥:٠٠ ص. من مساء يوم تاريخ / / ١٤٠٧ الموافق ٢٧ / ٤ / ١٩٩٧ م
وبرئاسة الأخ / هيثم محمد علي... وعضوية كل من الأخ / صالح محمد صالح...
..... والأخ / ناجي بن هاشم... أعضاء اللجنة وبحضور المرشحين / مندوبي
المرشحين وهم :

محمد علي ناصر	محمد علي ناصر
أ. م. هيثم محمد علي	محمد علي ناصر
	محمد علي ناصر
	محمد علي ناصر
	محمد علي ناصر
	محمد علي ناصر
	محمد علي ناصر
	محمد علي ناصر
	محمد علي ناصر
	محمد علي ناصر

اعلن رئيس اللجنة الانتخابية رقم (١) بالمركز الانتخابي (٢) في الدائرة الانتخابية رقم (٢٥٠) ختام عملية الاقتراع وفقا لنص المادة (٦٥) من القانون رقم (٢٧) لسنة ١٩٩٦ م بشأن الانتخابات العامة. وقامت اللجنة بإحكام إغلاق فتحة الصندوق بالشمع الأحمر، ووقع على الإغلاق رئيس اللجنة وعضواها والمرشحون/ مندوبوا المرشحون، بعد ذلك قامت اللجنة بمراجعة دقيقة لجدول ووثائق الانتخاب الخاصة بهذه اللجنة وقد أسفرت عملية المراجعة عن النتائج التالية :

أولاً: العدد الإجمالي للمسجلين في جداول قيد أسماء الناخبين بهذه اللجنة (٣٥٠) ناخباً.

ثانياً: بلغ عدد الناخبين الذين ألقوا بأصواتهم في صندوق الاقتراع (٢٨٠) ناخباً (رقماً وكتابة) مقيدون بالجدول من رقم (٢٨٠) إلى رقم (٢٤٠).

ثالثاً: بلغ عدد الناخبين الذين غابوا ولم يلقوا بأصواتهم (٢٠) عشرون ناخباً (رقماً وكتابة) طبقاً للتأشير من اللجنة أمام اسم كل منهم وفي ختام الجدول تم تبين عددهم .

رابعاً: بلغ عدد بطاقة اقتراع التي منحتها اللجنة للناخبين الذين ألقوا بأصواتهم (٢٨٠) بطاقة، بينما بلغ عدد بطاقة اقتراع المتبقية لدى اللجنة والتي لم تمنحها لأحد (٢٠) عشرون. (رقماً وكتابة) بطاقة اقتراع، وبهذا تم إقفال المحضر في الساعة ٥:٠٠ مساءً .

والله الموفق

وسيلة إيضاحية تنفيذ/ قطاع التخطيط والإحصاء

نموذج رقم (٧)

بسم الله الرحمن الرحيم

الجمهورية اليمنية
اللجنة العليا للانتخابات
اللجنة الفنية
اللجنة الأصلية

المحافظة /
الدائرة الانتخابية رقم /
المركز الانتخابي /
اللجنة رقم /

نموذج لأغراض التدريب فقط

محضر أمر القبض على / هادي محمد علي

إنه في يوم تاريخ ٢٧/٤/١٩٩٧م حررت هذا الأمر بصفتي رئيساً للجنة الانتخابية رقم في الدائرة الانتخابية رقم ٥٥٥. واستناداً إلى المادة (٦٠) من قانون الانتخابات العامة رقم (٢٧) لسنة ١٩٩٦م قررنا بموجب ذلك الأمر بالقبض عليه وتسليمه إلى رجال الشرطة وذلك لإقترافه واقعة إتهامه بالضرب على عضو اللجنة / ن. ج. س. ح. ل. س. م. وعلى رجال الشرطة سرعة تنفيذ الأمر ورفع الموضوع بصفة مستعجلة إلى النيابة العامة لإتخاذ الإجراءات القانونية طبقاً لقانون الانتخابات والقوانين العامة النافذة .

رئيس لجنة الانتخابات

الاسم / هادي محمد علي

التوقيع / هادي محمد علي

المحافظة /
الدائرة الانتخابية رقم /
المركز الانتخابي /
اللجنة رقم /

بسم الله الرحمن الرحيم

الجمهورية اليمنية
لجنة العليا للانتخابات
اللجنة الفنية
اللجنة الأصلية

نموذج لأغراض التدريب فقط

محضر إخراج مرشح أو مندوب مرشح من قاعة الانتخابات لإخلاله بالأمن
نظراً لما أحدثه المرشح / مندوب المرشح من إخلال بالأمن بقاعة
الانتخابات باللجنة رقم (٢٠) التابعة للمركز الانتخابي (٢) بالدائرة الانتخابية رقم (٢٥٠)
بمحافظة


فقد قررنا نحن رئيس وأعضاء اللجنة إخراجهم من قاعة الانتخابات باللجنة واختيار الأخ /
..... الذي يحمل بطاقة إنتخابية رقم (٠٠٠) بدلاً عنه .
والله الموفق !!!


عضو اللجنة عضو اللجنة رئيس اللجنة
الاسم: صالح بن صالح الاسم: ناجي بن قاسم الاسم: هيثم بن علي
التوقيع: التوقيع: التوقيع:


مرشحون أو مندوبهم			
١	الاسم /	التوقيع /	٢١
٢	الاسم /	التوقيع /	٢٢
٣	الاسم /	التوقيع /	٢٣
٤	الاسم /	التوقيع /	٢٤
٥	الاسم /	التوقيع /	٢٥
٦	الاسم /	التوقيع /	٢٦
٧	الاسم /	التوقيع /	٢٧
٨	الاسم /	التوقيع /	٢٨
٩	الاسم /	التوقيع /	٢٩
١٠	الاسم /	التوقيع /	٣٠
١١	الاسم /	التوقيع /	٣١
١٢	الاسم /	التوقيع /	٣٢
١٣	الاسم /	التوقيع /	٣٣
١٤	الاسم /	التوقيع /	٣٤
١٥	الاسم /	التوقيع /	٣٥
١٦	الاسم /	التوقيع /	٣٦
١٧	الاسم /	التوقيع /	٣٧
١٨	الاسم /	التوقيع /	٣٨
١٩	الاسم /	التوقيع /	٣٩
٢٠	الاسم /	التوقيع /	٤٠

نموذج لأغراض التكريب فقط محضر حرمان شخص من الإقتراع لوجود حبر بيده

حيث تبين لدى اللجنة رقم: (١) بالمركز الانتخابي رقم: (٢) بالدائرة الانتخابية رقم: (٢٥٠)
بمحافظة : صنعاء ان الناخب : جميل احمد جميل المسجل بجداول اللجنة برقم : (٥٥١)
توجد بيده اثار حبر معايد دلالة قاطعة على انه قد مارس حقه الانتخابي في لجنة اخرى .. لذا :
لقد قررت اللجنة منعه من الانتخاب لديها وإحالة للمجهة المختصة للتحقيق معه ..
والله ولي التوفيق

عضو اللجنة: الاسم: صلاح بن صالح التوقيع: 

عضو اللجنة: الاسم: مناجي بن قاسم الختم التوقيع: 

رئيس اللجنة: الاسم: هشام بن عاي التوقيع: 

٢	اسم المرشح	اسم مندوب المرشح	التوزيع	٢	اسم المرشح	اسم مندوب المرشح	التوزيع
١			٢١				١
٢			٢٢				٢
٣			٢٣				٣
٤			٢٤				٤
٥			٢٥				٥
٦			٢٦				٦
٧			٢٧				٧
٨			٢٨				٨
٩			٢٩				٩
١٠			٣٠				١٠
١١			٣١				١١
١٢			٣٢				١٢
١٣			٣٣				١٣
١٤			٣٤				١٤
١٥			٣٥				١٥
١٦			٣٦				١٦
١٧			٣٧				١٧
١٨			٣٨				١٨
١٩			٣٩				١٩
٢٠			٤٠				٢٠

نموذج لأغراض التدريب فقط

م	اسم المرشح	اسم مندوب المرشح	التوقيع	م	اسم المرشح	اسم مندوب المرشح	التوقيع
١	عبد الرحمن			٢١			
٢	أمة (عبد الرحمن)			٢٢			
٣	نصر فاضل			٢٣			
٤				٢٤			
٥				٢٥			
٦				٢٦			
٧				٢٧			
٨				٢٨			
٩				٢٩			
١٠				٣٠			
١١				٣١			
١٢				٣٢			
١٣				٣٣			
١٤				٣٤			
١٥				٣٥			
١٦				٣٦			
١٧				٣٧			
١٨				٣٨			
١٩				٣٩			
٢٠				٤٠			

عضو اللجنة

الاسم: صلاح بن صالح

التوقيع:

عضو اللجنة

الاسم: ناجي بن قاسم

التوقيع:

رئيس اللجنة

الاسم: هيثم بن علي

التوقيع:

(१) प्र. ७३३

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

சுலபிரி / சிவபிரி

المدافعة الانتخابية رقم /.....

المركز الانتخابي /

المجلة رقم / آ

الجمهورية اليمنية
الخزينة العامة للنفقات

الاجنبية الافريقية

النجدة الامنية

محاضر مباشرة عملية الإقتراع

في الساعة السابعة من صباح يوم بتاريخ / / ١٤٤٠هـ الموافق ٢٧/٤/١٩٩٧م

بأمرات اللجنة الانتخابية رقم (١) بالمركز الانتخابي (٢) التابع للدائرة الانتخابية رقم

(٥٠٥) عملها في المقر المحدد من قبل اللجنة العليا .

وذلك برئاسة الأخ / هبيلو... رئيس اللجنة

وعضوية كل من الأخ / محمد ط. بن. محم. لم... عضو الجنة، والأخ / بنا ج. بن. ق. الأ.

عضو اللجنة . وبحضور المرشحين / مندوبي المرشحين وهم :

مجلس اخصائى

1920

وہاں سے

مجلس القضاة

أحمد بن محمد بن عبد الوهاب

عبدی بن جری

السلامة العامة

154 2071 20121 1115

சாலைச் சாலை

1070-1071

بسم الله الرحمن الرحيم

وعملًا بأحكام المادة (٦٥) من القانون رقم (٢٧) لسنة ١٩٩٦م بشأن الانتخابات العامة قامت

اللجنة في الساعة السابعة قبل شروع في عملية الانتخاب بفتح صندوق الانتخاب أمام الناخبين

والمرشحون / مندوبي المرشحين .

وبعد أن تأكد الجميع من خلر صندوق الانتخاب من أية أوراق كانت اللجنة بإغلاق الصندوق

الأحمر والاحتفاظ بالمغايير لدى
إمام الجميع وقلة بالمثل الخاص به وختم فتحة قلبه بالشمع

رئيس اللجنة والقيام أيضاً بعد الفتح ما بين غطاء الصندوق وجسم الصندوق بالورق

الاصق واصق نهاية الورق الاصق بالقطعة المعنية الحاملة للقل المصنوق بالشمع الاصق

والإيضاح للمرشحين / منووبي المرشحين عن عدد الناخبين بجدول اللجنة وعدد بطاقات

الإقتراع المسلمة للجنة وإعلامهم على ذلك. وبعد ناك الجميع من خلر مقر اللجنة من

الأشخاص الذين لا يجوز لهم دخول القاعة، وفور إنتهاء اللجنة من تنفيذ الإجراءات القانونية

الساعة
الساكنة الذكر أعلن رئيس اللجنة بدء استقبال النازحين للاجتماع وتم استقبالهم ابتداءً من الساعة

بسم الله الرحمن الرحيم

الجمهورية اليمنية
اللجنة العليا للانتخابات
اللجنة الفنية
اللجنة الأصلية

نموذج لأغراض التدريب فقط

نموذج رقم (٣)

..... صنعاء / المحافظة
..... ٢٥٠٠ / الدائرة الانتخابية رقم
..... ٢ / المركز الانتخابي
..... / اللجنة رقم

خطاب تعميم توكيل المرشح للمندوب الذي اختاره

٢٠١٢ م / ١٤٣٤ هـ

الأخ/ الأخت/ رئيس اللجنة الفرعية لإدارة الانتخابات بالمركز (٢) اللجنة رقم (١)
المحترم
بعد التحية :-

تقدم الينا الأخ/ الأخت/ ~~أحمد محمد~~ أحد المرشحين بالدائرة بطلب اعتماد توكيله
للحضور نيابة عنه يوم الاقتراع لدى لجننتكم .
وعليه: يتم اعتماد المندوب المذكور .

عضو اللجنة	عضو اللجنة	رئيس اللجنة
الاسم/ صالح بن صالح	الاسم/ خافي بن قاسم	الاسم/ هيثم بن علي
التوقيع/ صالح بن صالح	التوقيع/ صالح بن قاسم	التوقيع/ هيثم بن علي

صورة تسلم للمرشح.
صورة للحفظ لدى اللجنة الأصلية.

النماذج وكيفية استخدامها

رقم النموذج	المنوان	التوقيع الختم	كيفية الاستخدام
2	خطيب مسجد توكول للشيخ للتدرب الذي اختاره	توقيع رئيس واعضاء اللجنة للجمعية	تحرره اللجنة الأصلية وتحتفظ بصورة واحدة للشيخ تقديم صورة للتدريه بقمها للتدرب الى اللجنة للجمعية
3	مباشرة عملية الاقتراع	توقيع رئيس واعضاء اللجنة للجمعية توقيع المرشحين او مندوبيهم ختم رئيس اللجنة	تحرره اللجنة للجمعية ترسله من اللجنة للجمعية الى الاصلية ومن ثم ترسله الى اللجنة للعلم
4	حرمات شخص من التصويت لوجود عذر يوده	توقيع رئيس واعضاء اللجنة للجمعية توقيع المرشحين او مندوبيهم ختم رئيس اللجنة	تحرره اللجنة للجمعية ترسله من اللجنة للجمعية الى الاصلية ومن ثم ترسله الى اللجنة للعلم
6	الخروج مرشح او محسوب بسبب الاختلال بالامن	توقيع رئيس واعضاء اللجنة للجمعية توقيع المرشحين او مندوبيهم ختم رئيس اللجنة	تحرره اللجنة للجمعية ترسله من اللجنة للجمعية الى الاصلية ومن ثم ترسله الى اللجنة للعلم
7	امر القبض على	توقيع رئيس اللجنة للجمعية	تحرره اللجنة للجمعية ترسله من اللجنة للجمعية الى الاصلية ومن ثم ترسله الى اللجنة للعلم

النماذج وكيفية إستخدامها

رقم النموذج	العنوان	التوقيع الختم	كيفية الاستخدام
8	عناية لختام الاقتراع	توقيع رئيس وأعضاء اللجنة الفرعية توقيع المرشحين أو مندوبيهم ختم رئيس اللجنة	تحرره اللجنة الفرعية ترسله من اللجنة الفرعية الى الاصلية ومن ثم ترسله الى اللجنة العليا
9	إستلام ولحص وفرز صندوق الاقتراع	توقيع رئيس وأعضاء اللجنة الاصلية توقيع المرشحين أو مندوبيهم ختم رئيس اللجنة	تحرره اللجنة الاصلية يرسل من اللجنة الاصلية الى اللجنة العليا
10	كشف تفريغ اصوات الناخبين التي حصل عليها كل مرشح في كل صندوق	توقيع رؤساء وأعضاء اللجان الاصلية والفرعية في الدائرة ختم رئيس اللجنة	تحرره اللجنة الاصلية ومن ثم ترسله الى اللجنة العليا
12	كشف تجميعي لعدد الاصوات الصحيحة التي حصل عليها كل مرشح	توقيع رئيس وأعضاء اللجنة الاصلية توقيع المرشحين أو مندوبيهم	تحرره اللجنة الاصلية ومن ثم ترسله الى اللجنة العليا
13	تقرير مرفوع من اللجنة الاصلية واللجان الفرعية الى اللجنة العليا للانتخابات	توقيع رؤساء وأعضاء اللجان الاصلية والفرعية في الدائرة	تحرره اللجنة الاصلية ومن ثم ترسله الى اللجنة العليا

الاسماء الواردة في نماذج التدريب وهمية ولغرض التدريب فقط

٢. على لجنة الفرز إعداد تقرير نهائي وتوقيع وختم نموذج رقم (١٣) مع توقيع المرشحين أو مندوبيهم.

هـ. إعلان الفائز: [ق. ٧١.د / ٧٢.٧١.د] بعد انتهاء عملية الفرز لجميع المراكز الانتخابية في الدائرة يقوم رئيس لجنة الفرز :

١. في حالة التساوي في عدد الأصوات على لجنة الفرز إجراء القرعة في ما بينهم لإعلان الفائز.
٢. يتم إعلان الفائز بعد الانتهاء من عملية الفرز.

٣. من المهم أن تقوم لجنة الفرز بإعداد معلومات صحيحة عن النتائج في الدائرة لإرسالها إلى اللجنة الإشرافية. سوف تحصل على توجيهات خاصة بذلك من اللجنة العليا للانتخابات.

و. وضع الأوراق والوثائق داخل الصناديق ونقلها:

١. على لجنة الفرز جمع كل أوراق الاقتراع والوثائق ذات العلاقة لكل لجنة فرعية ووضعها بحرص داخل صناديق الاقتراع وقلعها وتشميعها بالشمع الأحمر.
٢. على اللجنة الأصلية أن تستلم الصناديق وجميع الوثائق وأن تحرر محضر استلام عنهم لكل لجنة فرعية على حده ويوقع عليه رئيس وعضوي اللجنة الأصلية ورئيس وعضوي اللجنة المعنية.
٣. على اللجنة الأصلية نقل كل الوثائق وصناديق الاقتراع والتقرير النهائي والنموذج (١٣) إلى اللجنة العليا واستلام إخلاء العهدة بذلك.

نقاط للمناقشة

١. بأي تسلسل يتم فتح وفرز صناديق الاقتراع ؟
٢. هل تؤشر لجنة الاقتراع على كل بطاقة اقتراع بختم أم بقلم ؟

د. يتعاون أعضاء اللجنة الأصلية والفرعية يتم وضع البطاقة الخاصة بكل مرشح في شكل رزم.

هـ. تأجيل البطاقات غير الصحيحة التي سلمت لرئيس اللجنة للبت فيها بعد انتهاء الفرز.
و. يقوم أحد أعضاء لجنة الفرز بوضع علامة على بطاقة الاقتراع التي قد تم فرزها.

ز. يتم البت في البطاقات الباطلة والصحيحة بموجب القوانين التالية:

البطاقات الباطلة هي: [ق. ٧٠ / د. ٦٨]

- التي فيها أكثر من إشارة على البطاقة.
 - بطاقة الاقتراع التي تحتوي على آراء مغطاة بشرط.
 - البطاقة الخالية من أي علامة.
 - الرأي الذي يثبت في بطاقة غير التي سلمت للناخب.
 - وفي كل الأحوال بعد صحيحا كل رأي دل على إرادة الناخب.
- ح. يتم مراجعة الرزمة التي تحوي الأصوات الباطلة والمشكوك فيها للتأكد نهائيا من وضعها .

ط. إذا اختلف أعضاء لجنة الفرز على العدد يتم إعادة عملية حساب كل رزمة على حده مع إظهار إشارة كل بطاقة حتى تقتنع اللجنة من صحة العدد.

ي. لف كل رزمة وكتابة اسم المرشح عليها.

ك. يتم إكمال نموذج رقم (١٠) والتوقيع عليه من جميع أعضاء لجنة الفرز.

ل. يتم إدخال البيانات في الكشف التجميعي (نموذج ١٢)

م. يتم إكمال النموذج رقم (١٢) وتوزيعه على النحو الآتي:

- يبقى الأصل مع اللجنة الأصلية
- صورة الى اللجنة العليا للانتخابات
- صورة الى اللجنة الإشرافية
- تعطى نسخ لأي مرشح يطلب ذلك

ن. على لجنة الفرز إعداد التقرير النهائي (نموذج رقم ١٣) وتوقيعه بعد أن يوقع عليه المرشحين أو مندوبيهم.

- إرسال أصل التقرير الى اللجنة العليا للانتخابات في مظروف خاص محرز بالشمع الأحمر ومختوما بختم الدائرة.

يحتفظ رئيس اللجنة الأصلية بنسخة من التقرير [معالجة]

د. تسجيل النتائج:

١. على لجنة الفرز أن تدون النتائج في النماذج الخاصة بها ويوقع عليها جميع أعضاء اللجنة والمرشحين أو مندوبيهم:

- نموذج رقم (١٠) محضر معاينة وفرز صندوق اللجنة الانتخابية رقم () التابعة للمركز الانتخابي () في الدائرة ()
- نموذج رقم (١٢) كشف تجميعي لعدد الأصوات على مستوى المركز.
- نموذج رقم (١٢) كشف تجميعي لعدد الأصوات على مستوى الدائرة.

٢. عملية الفرز:

أ. استلام صناديق الاقتراع في مركز الدائرة للفرز: [ق. ٦٧ / د. ٦٩ ك. ص ١٤، ١٥]

١. تبدأ إجراءات الفرز بعد وصول كل صناديق الاقتراع والأشخاص التاليين:
 - أ. جميع أعضاء اللجان الفرعية.
 - ب. جميع أعضاء اللجنة الأصلية.
 - ج. المرشحون أو مندوبيهم.

٢. تتألف لجنة الفرز من:

- أ. اللجنة الأصلية
- ب. أعضاء اللجنة الفرعية المسنولة عن الصندوق بجميع مراكز الدائرة الانتخابية.
- ج. المرشحون أو مندوبيهم
- د. تتم عملية الفرز برئاسة رئيس اللجنة الأصلية

ب. معاينة وفتح صناديق الاقتراع: [د. ٦٩]

١. فرز لكل صندوق اقتراع على حده بالترتيب ويتم البدء بصناديق اللجان النسائية .
٢. يجب على لجنة الفرز بوجود المرشحين أو مندوبيهم القيام بمعاينة صندوق الاقتراع للتأكد من سلامة الأختام والقفل.
٣. في حالة سلامة الأختام والقفل تقوم لجنة الفرز بملء النموذج رقم (٩) ثم:
 - أ. فتح صندوق الاقتراع.
 - ب. فرز بطاقات الاقتراع والتأكد من مطابقة إجمالي الأصوات بالعدد التي دونته اللجنة الفرعية (راجع نموذج (٨) [محاكاة])
٤. إذا تبين سلامة ختم فتحة الصندوق وختم فتحة قفله يحرر محضر ويوقع عليه من جميع أعضاء لجنة الفرز.

ج. فرز الأصوات: [ق. ٦٧ / د. ٦٩]

- تتم عملية الفرز كل صندوق على حده. ولا يسمح بأي حال للمرشحين أو مندوبيهم بتداول أو لمس بطاقات الاقتراع أثناء الفرز بينما يسمح لهم النظر في بطاقات الاقتراع ومتابعة تفريغ الأصوات. وإذا كانت هناك أي خلافات فيتم تدوينها في محضر في الحال.
١. يقوم رئيس لجنة الفرز بـ:

- أ. تفريغ صندوق الاقتراع على الطاولة وأمام جميع الحاضرين.
- ب. تفريغ كل بطاقة على حده وإظهارها للجميع.
- ج. يتعاون أعضاء اللجنة الأصلية والفرعية يتم تفريغ الأصوات الى كشف يسجل فيه أسماء المرشحين (نموذج ١٠)

الحلقة السادسة: إجراءات الفرز

١. الغرض: يغطي هذا الجزء المواد التالية:

- أ. استلام صناديق الاقتراع والوثائق الخاصة به في مركز اللجنة الأصلية (أ).
- ب. معاينة وفتح صندوق الاقتراع.
- ج. فرز الأصوات.
- د. تسجيل النتائج.
- هـ. إعلان الفائز.
- و. التقرير النهائي.
- ز. تجميع الوثائق والأوراق ووضعها في صناديق الاقتراع ونقلها إلى اللجنة العليا.

احتياجات التدريب

النماذج

- رقم (٩) محضر استلام صناديق الاقتراع.
- رقم (١٠) كشف تفريغ أصوات الناخبين
- رقم (١٢) كشف تجميعي لعدد الأصوات بالمركز.

المواد

- صندوق الاقتراع.
- أقفال ، الشمع الأحمر
- نماذج بطاقة الاقتراع
- ختومات لجنة الفرز

- و. عدد البطاقات التي استخدمت.
 ز. عدد البطاقات التالفة
 ح. عدد البطاقات التي لم تستخدم [محاكاة وتمارين باستخدام النماذج]

٢. محضر الاختتام نموذج (٨):
 أ. توقيعات أعضاء اللجان والمرشحين ومندوبيهم.
 ب. ختم المحضر بختم اللجنة.
 د. نقل صندوق الاقتراع والوثائق المتعلقة به إلى اللجنة: [ق. ٦٦ - ٠ - ٦٧.د / ك. ص ١٤، ١٣]
 ١. جميع الاستمارات والوثائق والبطاقات الغير مستعملة يجب أن تغلف وتوضع في المظاريف الخاصة بها.
 ٢. المظاريف يجب أن تختم بالشمع الأحمر وأن تعظم برقم الدائرة ولجنة الاقتراع.
 ٣. فور الانتهاء من عملية الختام يجب على اللجنة والمرشحين ومندوبيهم بشكل جماعي:
 أ. أن يأخذوا صناديق الاقتراع والمظاريف المحتوية على جميع الوثائق إلى مقر اللجنة الأصلية.
 ب. يكون ذلك بمرافقة الحراسة الأمنية التابعة للمركز الانتخابي .
 ج. التحرك فورا الى مقر المركز (أ) من الدائرة الانتخابية .

نقاط للمناقشة

١. ما العمل إذا ما زال في الساعة الثامنة هناك ناخبون لم يدلوا بأصواتهم؟
 ٢. كيف تكون عملية ختم وإغلاق صندوق الاقتراع؟
 ٣. ما الذي يتم نقله الى مقر لجنة الفرز؟

٢. وقت اختتام عملية الاقتراع: (ق. ٦٥ - ٦٦.د)

أ. وقت اختتام عملية الاقتراع:

١. تستمر عملية الاقتراع حتى الساعة السادسة مساءً إلا :
 - أ. في حالة انتهاء جميع الناخبين المقيدون من الإدلاء بأصواتهم وحينها تنتهي عملية الاقتراع بإدلاء آخر ناخب بصوته .
 - ب. في حالة وجود ناخبين بعد الساعة السادسة:
 - يسمح لهم بالإدلاء بأصواتهم
 - تختتم عملية الاقتراع الساعة الثامنة مساءً - أو
 - عندما يدلي بصوته آخر ناخب متواجد في ساحة الاقتراع
 - ج. وفي جميع الحالات لن تستمر عملية الاقتراع بعد الساعة الثامنة مساءً

٢. عندما تقرر اللجنة وقت اختتام الاقتراع

- أ. يعين رئيس اللجنة ختام عملية الاقتراع.
- ب. يدون كاتب السر الوقت في المحضر.

ب. غلق صندوق الاقتراع: [ق. ٦٦ - ٠ - ٦٧.د / ك. ص ١٢]

١. بدون أن تفتح اللجنة صندوق الاقتراع عليها بالآتي:

- أ. تلصق فتحة الصندوق وغطائه بالشرائط اللاصق بحيث يكون الإغلاق محكمًا.
- ب. يضع الشمع الأحمر على اللاصق فوق الصندوق.

٢. يجب على أعضاء اللجنة والمرشحين ومندوبيهم التوقيع على اللاصق.

ج. مراجعة البطاقات الغير مستخدمة: [ق. ٦٦ - ٠ - ٦٧.د]

١. يجب على كاتب السر أن يكمل نموذج رقم (٨) - اختتام عملية الاقتراع - والتي تشمل البيانات التالية:

- أ. وقت ختام عملية الاقتراع.
- ب. عدد الناخبين المقيدون
- ج. عدد الناخبين الذين أدلوا بأصواتهم.
- د. عدد الناخبين الذين لم يدلوا بأصواتهم.
- هـ. عدد بطاقات الاقتراع التي أرسلت من اللجنة العليا.

الحلقة الخامسة: اختتام الاقتراع

١. الغرض: سوف نغطي في هذا الجزء النقاط التالية:

- أ. موعد الإغلاق
- ب. غلق فتحة صندوق الاقتراع.
- ج. مطابقة عدد الناخبين مع عدد بطاقات الاقتراع المستخدمة والباقية.
- د. نقل صناديق الاقتراع والوثائق المتعلقة بها إلى مقر اللجنة الأصلية.

احتياجات التدريب

الـنـمـوذج
رقم (٨). اختتام عملية الاقتراع

- الـمـواد
١. صندوق الاقتراع.
 ٢. مفاتيح الصندوق
 ٣. الشمع الأحمر.
 ٤. جدول الناخبين
 ٥. قائمة الأعمال المناطة .
 ٦. مظاريف الإستمارات والوثائق
 ٧. الشريط اللاصق
 ٨. الرسومات البيانية للتدريب
 ٩. دفتر المحاضر

في حالة ضرورة القبض على شخص يستوفي نموذج رقم (٧) محضر القبض على شخص في قاعة الاقتراع. [محاكاة]

- ٤ . لا يسمح بإجراء حملة دعائية داخل قاعة الاقتراع أو خارجها ويجب إخراج جميع المنشورات الدعائية التي قد تتواجد داخل القاعة فوراً.
- ٥ . يمنع منعاً باتاً حمل أي سلاح ناري داخل قاعة الاقتراع.

نقاط للمناقشة حول مباشرة عملية الانتخاب

- ١ . ماذا تعمل اللجنة إذا كان الناخب يحمل بطاقة اقتراع ولا يوجد اسمه في جدول الناخبين ؟ [د. ٦٢]
- ٢ . ما عمل اللجنة إذا تبين وجود حبر على يد الناخب ؟
- ٣ . ماذا يحق للناخب عمله في حالة فقدان بطاقته مع وجود اسمه في جدول الناخبين ؟
- ٤ . ماذا يجب على رئيس اللجنة في حالة عدم حضور المرشح أو مندوبه إلى قاعة الاقتراع ؟
- ٥ . ما عمل اللجنة إذا كان للناخب المعاق مساعدان غير مسجلين في جدول الناخبين ؟

٢. يذهب الناخب إلى كابينة الاقتراع بالبطاقة بسرية تامة ثم:
- يضع الناخب علامة في الفراغ امام إختياره (في مربع التأشير).
 - يأخذ الناخب البطاقة ويضعها في صندوق الاقتراع أمام أنظار أعضاء اللجنة والمرشحين أو مندوبيهم.
 - يعود إلى طاولة اللجنة.

د. بعد التصويت [ق. ٦٤ / د. ٦٦]

١. يقوم عضو اللجنة بالتأشير أمام اسم الناخب مرة أخرى.
٢. يقوم الناخب بالبصم أمام اسمه في المكان المخصص في جدول الناخبين بإبهامه اليسرى.
٣. اطلب من الناخب أن يضع إبهامه حتى المفصل الأول من يده اليسرى فسي الحبر الخاص (وهي نفس الإبهام التي بصم بها).
٤. يقوم رئيس اللجنة بالتوقيع على بطاقة الاقتراع إثباتاً على أنه قد أدلى بصوته ويعودها إلى الناخب .
٥. يقوم الناخب بمغادرة قاعة الاقتراع.

هـ. الناخب المعاق الذي يحتاج للمساعدة عند التصويت : [د. ٦٥]

١. يحق للناخب أن يختار ناخباً آخر مدوناً في جدول الناخبين ليؤشر عنه.
٢. يقوم أحد أعضاء اللجنة بقراءة أسماء المرشحين عليه ويمكنه وصف الرموز أيضاً.
٣. يتأكد رئيس اللجنة أو أحد أعضائها من مطابقة ما يكتبه مساعد الناخب مع ما اختاره الناخب وذلك بمراقبتها.
٤. لا يجوز لأي من المساعد أو عضو اللجنة أن يحاول التأثير على اختيار الناخب.

و. السلوك العام داخل قاعة الاقتراع : [ق. ٤٢، ٦٠ / د. ٦٠، ٥٠]

١. رئيس اللجنة مسئول عن الحفاظ على النظام في جميع الأوقات.
- أ. في حالة قيام ناخب أو مرشح أو مندوب بعمل مخل بالنظام يمكن إخراجه من قاعة الاقتراع.
- ب. استيفاء نموذج رقم (٦) الخاص بمحضر إخراج مرشح أو مندوب مرشح لإخلاله بالأمن في حالة تطبيق ذلك. [محاكمة]
- جـ. في حالة دخول شخص غير مصرح له إلى قاعة الاقتراع على رئيس اللجنة أن يطلب مغادرته فوراً.
٢. لايجوز للمرشح أو مندوبه التكلم مع الناخبين أو التعرض لعملية الاقتراع.
٣. يحق لرئيس اللجنة أن يطلب مساعدة رجال الأمن أو الشرطة إذا تطلب الأمر لذلك.

٢. مباشرة الانتخابات - الناخبون

أ. من المصرح لهم بالتواجد أثناء التصويت ؟ [٥٩،٦٠.د / ٦١،٦٠]

١. الناخب وهو يدلي بصوته.
٢. الشخص الذي يساعد الناخب المعاق.
٣. المعروفون الذين يساعدون الذين فقدوا البطاقة الانتخابية الدائمة.
٤. المرشحون أو مندوبيهم.
٥. المصرح لهم من قبل اللجنة العليا ولديهم الوثائق وبطاقات التعريف الخاصة بما فيهم المراقبون المحليون والدوليون (لاحظ لون البطاقة).
٦. لا يجوز لأفراد قوات الأمن والجيش الدخول إلا بطلب رئيس اللجنة.

ب. التأكد من أهلية الناخب: [ق.٦٣ / ٦٢.د ٦٣،٦٥،٦٦]

١. يقوم رئيس اللجنة أو أحد أعضائها بمعاينة البطاقة الانتخابية الدائمة في جدول الناخبين للتأكد من وجود اسمه.

- أ. اطلب البطاقة الانتخابية من الناخب و يحتفظ بها الى أن يدلي الناخب بصوته
- ب. يقوم كاتب سر اللجنة بوضع علامة أمام اسم الناخب في جدول الناخبين .
- جـ. إذا حصل الناخب المعاق على مساعدة في التصويت يجب وضع علامة عند اسم الناخب الذي ساعده.

٢. معاينة اليدين لخلوها من الحبر لضمان عدم إلقاء الناخب بصوته أكثر من مرة.

- أ. يدل وجود حبر في الأصبع والظفر خاصة على أنه قد أدلى بصوته فعليك أن تمنعه من استكمال إجراءات التصويت.
- ب. استيفاء نموذج رقم أربعة والخاص بمحضر حرمان شخص من الانتخاب لوجود حبر في يده. [معالجة]
- جـ. يحصل الناخب على بطاقة الاقتراع

٣. في حالة فقدان البطاقة الانتخابية وثبوت وجود اسمه في جدول الناخبين:

- أ. في حالة ثبوت اسمه في جدول الناخبين:
 - له أن يستخدم البطاقة الشخصية أو العائلية.
 - إذا لم تتوفر لديه أي إثبات شخصية فيمكن الاستعانة بشخصين موثوق بهما ومقيدين بجدول المركز للتعريف به.
 - أشر أمام اسم الناخب في جدول الناخبين.
 - يحصل الناخب على بطاقة الاقتراع.
- ب. في حالة عدم وجود اسمه في جدول الناخبين: لا يسمح له بالإقتراع .
- جـ. إصدار البطاقة والتصويت: [ق. ٦٤ / د. ٦٤]
١. يعطي رئيس اللجنة بطاقة الاقتراع للناخب

الحلقة الرابعة: مباشرة الانتخابات - الناخبون

١. الغرض: سوف نغطي في هذا الجزء المواضيع التالية :

١. من يصرح له بالحضور أثناء الاقتراع.

٢. التأكد من أهلية الناخب.

٣. إصدار بطاقات الاقتراع والتصويت والتوثيق.

٤. بعد إدلاء الناخب بصوته.

٥. الناخبون المحتاجون للمساعدة.

٦. السلوك العام داخل قاعة الاقتراع.

احتياجات التدريب

المنموذج

رقم (٤) محضر حرمان شخص ممن الانتخابات
لوجود حبر بيده.

رقم (٦) محضر إخراج مرشح أو مندوبه لإخلاله
بالأمن.

رقم (٧) محضر القبض على شخص داخل قاعة
الاقتراع.

الواد

١. عينة من بطاقة الاقتراع.

٢. عينة من جدول الناخبين.

٣. الحبر الخاص بإبهام الناخب.

٤. عينة من الختم الخاص وحبره.

٥. كابتينة الاقتراع.

ب. عدد بطاقات الاقتراع التي استلمتها اللجنة من اللجنة العليا: [١٢]

٣. إغلاق الصندوق الفارغ وإقفاله بالقفل ووضع المفتاح عند رئيس اللجنة.
[محاكاة وتمارين باستخدام نموذج ٣]

٤. استيفاء نموذج رقم (٣) وهو مباشرة عملية الانتخاب.

٥. دون وقت معاينة وإقفال وتشميع صندوق الاقتراع ووقت مباشرة عملية الانتخاب في المحضر ويوقع من رئيس وأعضاء اللجنة والمرشحين أو مندوبيهم ويختم بختم اللجنة.

د. إعلان مباشرة عملية الانتخاب: [ق. ٦٠، ٦١، ٦٥ / د. ٥٩، ٦١]

١. التأكد من عدم وجود أي أشخاص ما عدا المصرح لهم بالتواجد في مقر الاقتراع.

٢. إعلان مباشرة عملية الاقتراع.

نقاط للمناقشة عند فتح الاقتراع وقبل التصويت

١. ما العمل عند نقص بعض المواد ؟ من أين تحصل عليها ؟

٢. ما العمل في غياب المرشح أو مندوبه لمعاينة صندوق الاقتراع الفارغ ؟

٣. ما هو أنسب مكان لوضع صندوق الاقتراع ؟

٤. ما هو أنسب مكان لجلوس المرشحين أو مندوبيهم ؟

٥. هل يسمح للناخبين بإصطحاب أطفالهم داخل مكان الاقتراع ؟

٦. ما العمل في حالة عدم وجود بطاقات اقتراع في الصندوق ؟

١. عند فتح الاقتراع وقبل بداية التصويت:

أ. تحضير مكان الاقتراع:

١. الوصول مبكراً عند الساعة السادسة صباحاً.
٢. التأكد من رقم تلفون مسئول الانتخابات إذا استدعى الأمر الاتصال به . ستساعدك في ذلك قائمة المعلومات في هذا الدليل .
٣. تجهيز الغرفة.
 - أ. التأكد من صلاحيتها لتسهيل عملية اللجنة لتصويت الناخبين.
 - ب. ترتيب مكان جلوس المرشحين ومندوبيهم بحيث يمكنهم من رؤية عملية التصويت بوضوح وحتى لا يعيق عملية تصويت الناخبين.
 - ج. التأكد من وجود صندوق الاقتراع في مكان يمكن للجميع رؤيته ومراقبته بسهولة من قبل أعضاء اللجنة.
 - د. وضع كباين التصويت في مكان يمكن رؤيته بينما يقلل إمكانية سماع تعليمات الناخب المعاق لمساعديه أو رؤية ما يشير عليه الناخب من قبل الآخرين في قاعة الاقتراع.
٤. تحضير المواد اللازمة للاقتراع:
 - أ. راجع قائمة المستلزمات التي مع المظروف للتأكد من وجودها جميعاً.
 - ب. رتب المستلزمات على طاولة اللجنة بحيث يسهل عملية مرور الناخبين بنفس ترتيب الخطوات. (انظر الخارطة)
٥. يختار رئيس اللجنة كاتب سر من بين أعضائها لتحرير محاضر الانتخاب. [ق.٥٩.د/٥٩.د]
 - أ. يوقع المحضر من قبل جميع أعضاء اللجنة والمرشحين أو مندوبيهم.
 - ب. يجب ختم المحضر بختم لجنة الاقتراع.

ب. الاستعداد للمرشحين أو مندوبيهم: [ق. ٦١.٥٩.د/٦٠.٥٩.د]

١. اطلب من كل مندوب مرشح إبراز نموذج تصيد التوكيل من قبل المرشح.
٢. احتفظ بكل نموذج (٢) عن كل مرشح كوثيقة من الوثائق الانتخابية.
٣. من حق المرشح أن يدخل إلى قاعة الاقتراع ويعين خطياً ناخباً ليندبه بشرط أن يكون مقيداً في جدول الناخبين.
٤. في حالة عدم تواجد المرشح أو مندوبه على رئيس اللجنة أن يختار أحد الناخبين المسجلين في الجدول لينوب المرشح.

ج. معاينة صندوق الاقتراع ووثائق مباشرة الاقتراع: [ق.٦٥.د/٥٩.د]

١. في الساعة الثامنة صباحاً يفتح الصندوق لاجراء محتوياته ويعرض للجميع لإثبات خلوه من أي شيء.
٢. أعلم المرشحين أو مندوبيهم بالآتي:
 - أ. عدد الناخبين المسجلين في الجدول.

الحلقة الثالثة: عند فتح الاقتراع وقبل بداية التصويت

١. الغرض: سوف نغطي في هذا الجزء النقاط التالية:

- أ. تحضير مكان الاقتراع.
- ب. الاستعداد لاستقبال المرشحين أو مندوبيهم.
- ج. معاينة صندوق الاقتراع والوثائق الخاصة ببدء عملية الاقتراع.
- د. إعلان افتتاح عملية التصويت.

احتياجات التدريب:

المنفذ
أ. رقم (٢) تعميم توكيل مندوب المرشح.
ب. رقم (٣) محضر مباشرة عملية الانتخابات.

المواد
١. خارطة مقترحة لقاعة الاقتراع.
٢. صندوق الاقتراع.
٣. قفل ومفاتيح صندوق الاقتراع

د. تتأكد من أنك قد استلمت :

١. جدول الناخبين المسجلين.
٢. قائمة بأسماء المرشحين ورموزهم .
٣. قائمة بأسماء المرشحين المنسحبين.

يتم وضع نسخ من قائمة المرشحين عند مداخل قاعات الاقتراع وفي داخلها. [ق. ٥٦.د / ٥٩.د]

ملاحظة: ق. = قانون د. = الدليل التنفيذي ك = كلمة رئيس اللجنة

نقاط للمناقشة قبل يوم الاقتراع

١. كم يوماً عليك أن تخصص للمشاركة في الانتخابات ؟
٢. كم بطاقة اقتراع يجب توافرها لكل لجنة ؟
٣. ما هي الخطوات للتأكد من جاهزية مكان الاقتراع ؟
٤. إذا نقصت عدد بطاقات الاقتراع .. كيف الحصول على المزيد ؟

الحلقة الثانية: قبل يوم الاقتراع

١. الغرض: سوف نغطي في هذا الجزء النقاط التالية:

- أ. الاستعداد للعمل
- ب. التخطيط لترتيب المقر الانتخابي
- ج. استلام المواد وبطاقات الاقتراع

احتياجات التدريب:

- خارطة لقاعة الاقتراع (في هذا الدليل)
- نموذج من بطاقة الاقتراع
- النماذج الانتخابية الضرورية

٢. قبل يوم الاقتراع

أ. الاستعداد للعمل

- ١. التأكد من تفرغك التام ليوم الاقتراع وجميع مواعيد العمل.
- ٢. مراجعة جميع مواد التدريب قبل يوم الاقتراع.

ب. التخطيط لكيفية العمل في مقر الاقتراع:

- ١. التأقلم مع المركز الذي حدد لك العمل فيه.
 - معرفة المكان وأي غرفة ستستخدم.
 - معرفة المسئول عن المركز لمباشرة عملك. من عنده المفاتيح ؟
 - البحث عن وجود تلفون تحت تصرفك يوم الاقتراع وضمان إمكانية استخدامه.
 - التنسيق مع مسئول المركز على توفير ما يتطلبه العمل من طاولات وكراسي تحت التصرف. ما هو العدد المطلوب ؟
 - التنسيق مع مسئول المركز على تنظيف الغرف وإخلاءها من محتوياتها غير اللازمة والتي قد تكون عقبة أمام عملية الاقتراع. (راجع الخارطة)

٢. وضع تصور لتهيئة مكان الاقتراع بصورة منظمة ومناسبة لضمان إنسيابية المرور:

- أ) تحديد المدخل والمخرج.
- ب) تحديد أماكن الطاولات وصناديق الاقتراع وكابينات ومكان التصوير السري وأماكن جلوس المرشحين و مندوبيهم لضمان سرية التصويت.

ج. استلام المواد وبطاقات الاقتراع:

- ١. معرفة تاريخ ومكان استلامك للوثائق وصندوق الاقتراع والمستلزمات الأخرى.
- ٢. التوقيع على استلام صندوق الاقتراع إذا طلب منك ذلك.
- ٣. التأكد من وضع صندوق الاقتراع في المكان الآمن الذي حدد له ويظل إلى يوم الاقتراع.

٢. الشئون الإدارية:

أ. خطوات عامة خاصة بأعضاء اللجان الانتخابية.

١. دفتر حضور التدريب.
 ٢. تحديد مقرات العمل.
 ٣. التعرف على السلطة الإشرافية والتسلسل الإداري.
 ٤. البطاقات والتصاريح - تأكد من حصولك على بطاقتك وأيضاً وقت ومكان الإصدار.
- وصف لأغوان البطاقات الصادرة عن اللجنة العليا للانتخابات للهيئات المحلية والأجنبية والإعلامية للإطلاع على سير العملية الانتخابية.

- الأبيض .. الهيئات الشعبية المحلية
- الأخضر .. أجهزة الإعلام المقروءة المسموعة المرئية المحلية.
- الأزرق .. الهيئات والمنظمات والشخصيات العربية والأجنبية.
- الأحمر .. أجهزة الإعلام المقروءة المسموعة المرئية الأجنبية.

ب. المواصلات:

١. نقل أعضاء اللجان من وإلى مقرات عملهم في اللجان الانتخابية.
٢. نقل صناديق الاقتراع ومستلزمات الانتخابات قبل يوم الاقتراع.
٣. نقل أعضاء اللجان الانتخابية وصندوق الاقتراع إلى اللجنة الأصلية في الدائرة للفرز بعد ختام عملية الاقتراع.
٤. نقل البطاقات التي فرزت والصناديق والمستلزمات من لجان الفرز إلى اللجنة العليا للانتخابات.

ج. التسهيلات :

١. تسهيلات للإقامة لأعضاء اللجان أثناء القيام بواجبهم.
 ٢. الاحتياجات الشخصية أثناء العمل.
- أ. المصلى
 - ب. الطعام والمشروبات ليوم الاقتراع.
 - ج. دور المياه.

الحلقة الأولى: المقدمة

١. الترحيب ونظرة عامة عن دور اللجان والصفات المطلوبة في أعضائها من قبل اللجنة العليا للانتخابات:

أ. الترحيب

١. كلمة عن أهمية الانتخابات كحدث تاريخي في الجمهورية اليمنية .
٢. الناخب هو أهم شخص في الانتخابات.
٣. أهمية دور أعضاء اللجان في انتخابات حرة ونزيهة.
٤. الحياد التام لكل العاملين في الانتخابات أهم عنصر في إتجاحها وشكرهم على التضحيات والجهود التي بذلوها وبذلونها من أجل ضمان الحياد في الانتخابات.

ب. نظرة عامة عن دور اللجان:

١. دور رؤساء وأعضاء اللجان الفرعية يوم الاقتراع.

٢. الواجبات العامة:

- الحفاظ على النظام داخل قاعة الاقتراع.
- التأكد من أهلية الناخب للإدلاء بصوته.
- تسليم بطاقات الاقتراع وحساب عدد البطاقات المسلمة.
- التأكد من خلو إيهام الناخب من أي مادة دهنية أو حبرية .
- مساعدة الناخبين بالقيام بحقوقهم في الإدلاء بأصواتهم.
- التأكد من إدلاء الناخبين بأصواتهم مرة واحدة فقط.
- الحفاظ على دقة العمل في الجداول والوثائق.
- فرز بطاقات الاقتراع وتسجيل النتائج.
- إعداد البطاقات والمواد الانتخابية والحفاظ عليها وتخزينها ونقلها.

جـ. الصفات المطلوبة في عضو اللجنة:

١. دة السياسة جاتبا - لتكن خدمة الوطن هدفك الأول.
٢. التعامل مع الناخبين والمرشحين ومندوبيهم بصبر وحزم واحترام.
٣. وكذلك بين أعضاء اللجان .
٤. يجب على العضو مساعدة واحترام جميع الناخبين وخاصة كبير السن والمعاق والمحافظة على السرية التامة لأصواتهم.
٥. العدالة في التعامل مع جميع الناخبين والمرشحين وحل المشاكل طبقا للقانون وتعليمات اللجنة العليا للانتخابات.
٦. التزام الهدوء حتى عند مواجهة ضغوط أو مشاكل أو استفزازات.
٧. كن فخورا بما تقوم به.

الانتخابات العامة - ٢٧ إبريل ١٩٩٧م

اللجنة العليا للانتخابات

الدليل الإرشادي للمدربين واللجان الفرعية ليوم الاقتراع

الحلقة التمهيدية - الإعداد للتدريب

مستلزمات المدربين:

- في هذا الدليل: - سبع حلقات للتدريب.
- نماذج المحاضر (الإستمارات).
- خارطة مقترحة لترتيب قاعة الاقتراع.

(أ) حلقات التدريب هي :

مواد تدريبية مصنفة كخطوط عريضة لكل مدرب حتى يستطيع متابعة المحاضرة . ولقد أشير الى مواد القانون والدليل التنفيذي وصفحات من كلمة الأستاذ/محسن محمد العلفي رئيس اللجنة العليا للانتخابات في الخطوط العريضة حتى يستطيع المدرب أو عضو اللجنة أن يرجع إلى المصدر بسهولة.

- ١ . المقدمة:
- ٢ . الشئون الإدارية.
- ٣ . قبل يوم الاقتراع.
- ٤ . قبل بداية التصويت وعند فتح الاقتراع.
- ٥ . بداية التصويت - الناخبين.
- ٦ . ختام عملية الاقتراع.
- ٧ . عملية الفرز.

(ب) نماذج المحاضر :

يجب شرح وظيفة كل نموذج بالتفصيل.

إضافات مقترحة: صندوق الاقتراع ونماذج للمواد

يجب توفير نموذج لصندوق الاقتراع محتوياً على كل المستلزمات التي سوف تستخدمها لجنة الاقتراع في يوم الاقتراع حتى يستعين بها المدرب عند التدريب. يجب أن يكون المدرب على استعداد لشرح مبسط لكابينة التصويت.

محاكاة: على المدربين أن يكونوا مستعدين لمحاكاة أعمال يوم الاقتراع.

لاتفتي باجتهادك وعندك
القانون واللوائح...

دوام اللجان ملزم لايقبل
الإجازات والاستئذان

بسم الله الرحمن الرحيم

لقد أطلعنا على الحليل الإرواحي للمدرسين واللجان الفرعية ووجدنا فيه جصاً طيباً أحسنه
وخارك فيه الخبراء في مجال الانتخابات بالتعاون مع الأخوة المحترمين في اللجنة العليا.

والمناخ والإرواحات المرفقة عامة جداً وينبغي على الجميع - مدرسين ومدرسين - الالتزام التام
بما مع أهمية استيعاب القانون والحليل التنظيمي وكافة الوثائق الانتخابية .

وإني إذ أقدم الشكر والتقدير لكل من أسهم في إعداد هذا الحليل لأحسوا الله عز وجل أن يحلل
هذا العمل الوطني بالتوفيق والنجاح.

محسن محمد العلفي

رئيس اللجنة العليا للانتخابات

الغرض من هذا الدليل

(١) تم إعداد هذا الدليل لتوضيح العملية الانتخابية في يوم الاقتراع ٢٧ إبريل ١٩٩٧م والغرض الأساسي منه هو التوقف عند النقاط الصعبة أو المنداخلة التي قد تكون موضع شك لدى العاملين في المراكز الانتخابية للاقتراع والفرز.

(٢) سيستخدم المدربون الانتخابيون هذا الدليل لمساعدتهم في نقل المعلومات المكتسبة في اللورات التدريبية المقامة في جميع أنحاء الجمهورية اليمنية خلال شهر إبريل ١٩٩٧م حيث أنه يحتوي على المادة العلمية لوراثهم التدريبية المستندة على القانون الانتخابي رقم ٢٧ لسنة ١٩٩٦م والدليل التنفيذي وكلمة الأخ/ رئيس اللجنة العليا للانتخابات كما يشمل على بعض المساعدات المقترح إدخالها في المنهج التدريبي. سيجد المدربون في بداية كل حلقة تدريبية من هذا الدليل كشافاً بالمواد والنماذج المطلوبة لكل حلقة تدريبية ولهم الحرية في تعديل هذا الكشف حسب ما يرونه مناسباً لإتمام التدريب على أحسن وجه.

(٣) كما أن أعضاء اللجان الفرعية سيستخدمونه كدليل ومرجع لأعمالهم البالغة الأهمية في يوم الاقتراع باعتباره أداة قيمة إذا حسن استخدامها ومن ثم سيجعل عملية الاقتراع تجربة مفيدة ومصدر إرتياح لكل من عضو اللجنة الانتخابية والناخب. لقد أثبتت تجربتنا أن نجاح العملية الانتخابية يعتمد اعتماداً كبيراً على أعضاء اللجان الانتخابية الذين تم إعدادهم إعداداً جيداً.

(٤) لقد كان إعداد هذا الدليل من دواعي سرور فريق المؤسسة الدولية للأنظمة الانتخابية (IFES) ومؤسسة كندا للانتخابات ونأمل أن يضيف شيئاً ولو قليلاً إلى الجهد الكبير المبذول والمواد الممتازة الصادرة عن اللجنة العليا للانتخابات وكادرها ذات الكفاءة العالية.

أعضاء فريق المؤسسة الدولية للأنظمة الانتخابية (IFES) في اليمن.

١	الفهرس
٢	الغرض من هذا الدليل
٣	كلمة الترحيب
	حلقات التدريب
٥	١- الحلقة التمهيدية - الإعداد للتدريب
٦	٢- الحلقة الأولى - المقدمة
٨	٣- الحلقة الثانية - قبل يوم الاقتراع
١٠	٤- الحلقة الثالثة - عند فتح الاقتراع وقبل بداية التصويت
١٣	٥- الحلقة الرابعة - مباشرة الانتخابات - الناخبون
١٧	٦- الحلقة الخامسة - اختتام الاقتراع
٢٠	٧- الحلقة السادسة - إجراءات الفرز
٢٥	■ ملخص استخدام النماذج
٢٦	■ نموذج رقم ٢
٢٧	■ نموذج رقم ٣
٢٩	■ نموذج رقم ٤
٣٠	■ نموذج رقم ٦
٣١	■ نموذج رقم ٧
٣٢	■ نموذج رقم ٨
٣٤	- نماذج إضافية للتمارين العلمية
٤٢	- قائمة المعلومات المهمة للجانب الفرعية
٤٣	- خارطة قاعة الاقتراع
٤٤	منكرة المتدربين

شكر وتقدير

قامت اللجنة العليا للانتخابات بالجمهورية اليمنية بتوفير التدريب التفصيلي اللازم لأعضاء اللجان الانتخابية على كافة المستويات وذلك استعداداً لإجراء الانتخابات النيابية المقررة في ٢٧ إبريل ١٩٩٧م. ولقد كان اسهام أعضاء اللجنة العليا للانتخابات في إعداد هذا الدليل قيماً وعظيماً وفي هذا السياق نود ان نخص بالشكر والتقدير الأستاذ / أمين علي أمين رئيس قطاع الإحصاء والتخطيط والذي لم يتوان في تقديم كل المساعدة والتسهيل والذي كان له الأثر الكبير في إتجاح مهمتنا وأعضاء اللجنة العليا هم:

محسن محمد العلفي	رئيس اللجنة العليا للانتخابات
محمود العراسي	نائب رئيس اللجنة العليا للانتخابات
أمين علي أمين	عضو اللجنة رئيس قطاع التخطيط والإحصاء
سعيد محمد الحكيمي	عضو اللجنة رئيس قطاع الإعلام
خالد غيلان سعيد	عضو اللجنة رئيس قطاع السكرتارية
عبد الفتاح البصير	عضو اللجنة رئيس قطاع الشؤون القانونية
عبد الله سبعة	عضو اللجنة رئيس اللجنة الفنية
علي محمد صلاح	رئيس اللجنة الأمنية

لقد تم أعداد وطبع هذا الدليل بتمويل وتعاون فني مقدم من عدد من الهيئات الدولية وهي:

- الوكالة الأمريكية للتنمية الدولية (USAID)
- سفارة الولايات المتحدة الأمريكية في صنعاء (US EMBASSY - SANA'A)
- المؤسسة الدولية للأنظمة الانتخابية (IFES)
- الوكالة الكندية للتنمية الدولية (CIDA)
- مؤسسة انتخابات كندا (ELECTIONS CANADA)

كما نود أن نوجه خالص الشكر والتقدير الى زملائنا أعضاء فريق (IFES) اليمنيين الذين عملوا معنا كثفاً الى كثف عام ١٩٩٣ والذين عاونوا للعمل معنا هذه السنة حيث كرسوا خبرتهم وجهودهم وأخلاقيهم العالية لضمان الانتهاء من إعداد هذا الدليل في موعده المقرر وهم الأستاذ/مازن لقمان ود. نجيبة المهدي والأستاذ/ حفظ الله علي الجبلي.

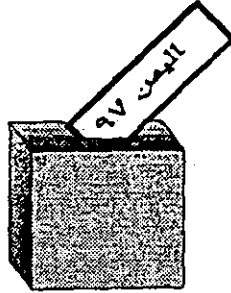
فريق (IFES) في اليمن

- جاري ولات (كندا)
- جلايس تسكي (كندا)
- د. بربرة كروكن (الولايات المتحدة)
- د. رونالد وولف (الولايات المتحدة)



الجمهورية اليمنية
الجنة العليا للانتخابات

الدليل الإرشادي للمدرسين واللجان الفرعية
ليوم الاقتراع



الجمهورية اليمنية

الانتخابات النيابية

٢٧ إبريل ١٩٩٧م

Pollworker Training Manual
English Translation

POLLWORKERS MANUAL
AND GUIDE FOR TRAINERS OF POLLWORKERS
(English translation of original Arabic version)

REPUBLIC OF YEMEN
PARLIAMENTARY ELECTIONS

27 APRIL 1997

PREPARED BY THE YEMENI SUPREME ELECTIONS COMMITTEE
IN COLLABORATION WITH
THE INTERNATIONAL FOUNDATION FOR ELECTION SYSTEMS (IFES)
AND ELECTIONS CANADA

NOTE: THIS IS AN ENGLISH TRANSLATION PREPARED BY IFES AND ELECTIONS CANADA OF THE ORIGINAL ARABIC VERSION OF THE MANUAL. INFORMATION IN THE MANUAL WAS ACCURATE AS OF MARCH 30, 1997.

CHAPTER ONE: INTRODUCTION

I. DUTIES OF THE BRANCH COMMITTEE [POLLING STATION COMMITTEE] AS DEFINED BY THE SUPREME ELECTIONS COMMISSION

A. WELCOME

1. Statement regarding the significance of this historic second multi-party election in the Republic of Yemen.
2. The voter is the key ingredient in the election.
3. Importance of the committee member's role in a free and fair election.
4. The committee members absolute neutrality is a key factor ensuring that the election is administered impartially.

B. OVERVIEW OF THE BRANCH COMMITTEE'S ROLE

1. Role of chairperson and members of the branch committees at the poll.
2. General responsibilities:
 - a.) To maintain order in the polling station.
 - b.) To verify voter's eligibility to vote.
 - c.) To issue and to account for all ballots.
 - d.) To verify that voter's thumb is free of substances such as oil and grease so that ink can be applied after voting.
 - e.) To assist disabled voters in voting.
 - f.) To ensure that voters only vote once.
 - g.) To maintain accurate records and to complete all required forms carefully and fully.
 - h.) To count the ballots and record the results.
 - i.) To prepare ballots and other materials for transport to the tallying committee for safekeeping and storage until the count takes place.

C. ATTITUDE

1. Put politics aside. This is an opportunity to serve your country.
2. With all voters, candidates, and their representatives, be patient, respectful, and firm.
3. Be courteous and patient with one another.
4. Be helpful and respectful to all voters and help to maintain the secrecy of their vote. Be especially concerned for the disabled, blind and elderly.
5. Be consistent in the manner in which voters and candidates and/or their representatives are treated and issues are resolved: always refer back to the Election Law and the Regulations (the by-laws).
6. Be calm under pressure, when provoked, or when difficulties arise.
7. Take pride in your work.

II. ADMINISTRATIVE ISSUES FOR TRAINING

A. GENERAL PROCESSING OF BRANCH COMMITTEE AND ADDITIONAL BRANCH COMMITTEE MEMBERS

1. Assignment of training sites.
2. Taking attendance at training sessions.
3. Identification of supervisory authority and chain of command.
4. Description of badges and authorization for observers:

Color coding of badges issued by the Supreme Elections Commission (SEC):

White: Domestic (National) Observers
Green: Domestic (National) Media
Blue: Arab and International Observers
Red: International (Foreign) Media

B. TRANSPORTATION (your responsibility to know)

1. Transportation for branch committee members to and from the polling stations to which they are assigned.
2. Delivery of ballot boxes and other election materials before Election Day.
3. Transportation of branch committee members accompanying ballot boxes to main committees/counting centers after close of polls for counting.

C. AMENITIES

1. Accommodations for branch committee members while on assignment (this is your responsibility).
2. Personal needs while on duty:
 - Prayer
 - Food and beverages on Election Day
 - Relief breaks

CHAPTER TWO: BEFORE ELECTION DAY

I. **PURPOSE:** In this section we will cover:

- A. Getting yourself ready.
- B. Arranging the polling station.
- C. Delivery of ballots & other election materials.

TRAINING NEEDS:

- Sample diagram of voting station layout
- All required election forms: forms 2, 3, 4, 6, 7 8
- Sample ballots

QUESTIONS FOR DISCUSSION (if time allows)

- 1. How many days should be reserved for working on the election?
- 2. How many ballots should a polling station have?
- 3. If for whatever reason a branch committee runs out of ballots, how can these be obtained quickly? From whom?
- 4. What steps should be taken to make sure the site is ready and available on Election Day?

II. BEFORE ELECTION DAY

A. GETTING YOURSELF READY

1. Make sure your schedule is free for all dates and times you are needed.
2. Review your training materials before Election Day.

B. ARRANGING THE POLLING STATION

1. Familiarize yourself with the polling station where you will be working.
 - a.) Know where it is and what room(s) you will need to use.
 - b.) Know whom to contact for entry to polling station should keys be needed.
 - c.) Find out where nearest telephone (radio) is, and make sure you will have access to it on Election Day, if possible.
 - d.) Arrange with contact person for enough tables, chairs to be available.
 - e.) Arrange to have room cleared of unnecessary furniture or other items which could interfere with the voting process. [Refer to diagram of sample voting station.]
2. Give thought to how the room might best be arranged for smooth traffic flow on Election Day.
 - a.) Identify entrances and exits.
 - b.) Consider where committee tables, voting booths, ballot box table, and candidates/representatives tables and chairs should be placed to ensure a functional arrangement and the secrecy of the vote.

C. DELIVERY OF MATERIALS AND BALLOTS

1. Learn the date and place where you will pick up required materials, ballot box, supplies etc.
2. Sign the form(s) acknowledging receipt of your ballot box as required.
3. Be sure to store your ballot box in the secured place provided at your

polling station until it is needed on Election Day.

D. MAKE SURE YOU HAVE ALREADY RECEIVED:

- a.) Voters' List [List of Registered Voters].
- b.) List of candidates and their symbols.
- c.) List of candidates who have withdrawn.

- **The lists of candidates (both current and withdrawn) are to be posted at all the entrances and in the premises of each polling station.** [Election Law, Article 56; Executive Regulations, Article 59(1,3); SEC Chairman's Address. p. 12]¹

¹ References are as follows: "Election Law" refers to the 1996 Election Law; "Executive Regulations" refers to the 1997 Executive Regulations issued by the SEC; "SEC Chairman's Address" refers to an address delivered by SEC Chairman Muhsin al' Ulufi. Hereafter, references to these will be abbreviated as "Law", "Reg.", and "Addr.", with numbers of articles (or page numbers in the case of the Chairman's Address) following directly after.

CHAPTER THREE: OPENING THE POLLS BEFORE VOTING BEGINS

I. PURPOSE: In this section, we will cover:

- A. Preparing the voting area.
- B. Preparing for candidates/candidates representatives.
- C. Checking the ballot box and preparing the required form (FORM 3).
- D. Declaring the polling station open for voting.

TRAINING NEEDS:

Materials:

- Voting area layout plan
- Ballot box
- Ballot box lock and keys [Reg. 59(4)e]

Forms:

- FORM 2 - Official Authorization for Candidates Representative
- FORM 3 - Opening the Polling Station

QUESTIONS FOR DISCUSSION (if time allows)

1. What happens if some materials or supplies are missing?
2. What is done if a candidate's representative is not present for viewing the empty ballot box?
3. Where is the best place to put the ballot box?
4. Where should candidates/candidates representatives sit?
5. Is it permitted for mothers to bring their children into the polling station with them?
6. What is the process with regard to ballots when candidates have withdrawn?

7. What if the number of ballots found in the ballot box is not same as the number indicated on checklist?
8. What would delay the 8:00 AM official opening of the polling station?

II. OPENING THE POLLS: BEFORE VOTING BEGINS

A. PREPARING THE VOTING AREA

1. Arrive early - by 6:00 a.m.
2. Make sure the telephone number of a supervisor is readily available in case there is need to call during the day. The Information List in the back of this manual will be of help to you.
3. Set up room:
 - a.) Make sure it is functional to facilitate committee's work and voting.
 - b.) Arrange sitting area for candidates/candidates' representatives so they have a clear view of voting activity but are not in a place that will obstruct the voting process.
 - c.) Make sure ballot box is in plain view and can be monitored easily by the branch committee members.
 - d.) Place voting screens where they are in plain view but in a way that the voter's instructions to his/her helper (if a helper is necessary in the case of a disabled voter) is less likely to be heard by others in the polling station.
 - e.) Voting screens should be placed so that no one in the polling station, including the committee members, can see how the voter marks the ballot.
4. Prepare supplies and materials needed for voting:
 - a.) Go through checklist of materials to make sure everything needed is on hand.
 - b.) Organize supplies and materials on the committee's table in a way that will facilitate the processing of voters (See diagram).
5. Chairperson appoints one member of the branch committee as secretary to fill out all the required forms. [Law 59, Reg. 59(4), Addr. p. 12]
 - a.) All forms are to be signed by all members of the branch committee and candidates/representatives.

b.) All forms must be stamped with the polling station stamp.

B. PREPARING FOR CANDIDATES/REPRESENTATIVES

[Law 59, Reg. 59(4)b]

1. Every candidate has the right to enter the voting area and to appoint a voter to represent him/her at the polls. However, that voter must be listed in the voters' list.
2. Ask each candidate's representative for his/her authorization form - FORM 2 - Official Authorization for Candidates Representative.
3. Retain every candidate's FORM 2 as part of the record.
4. If the appointed representative does not appear at the polling station, the Chairperson should appoint someone in writing --one of the voters registered on the voters' list-- to act as his/her representative.
[Law 61, Reg. 60]

C. BALLOT BOX REVIEW AND PRELIMINARY DOCUMENTATION

1. At 8:00 a.m., open the ballot box and remove all contents.
2. Show voters and candidates/representatives that it is empty.
[Law 65, Reg. 59(4)e]
3. Inform candidates/their representatives of: [Reg. 59(4)f]
 - a.) The number of voters on the voters list for that polling station.
 - b.) The number of ballots received from the SEC for that polling station.
4. Count ballots. Reconcile number of ballots with checklist supplied in ballot box.
5. Close the empty ballot box and apply lock supplied by SEC for that purpose. Chairman will keep custody of the keys. [Law 65, Reg. 59(4)b]
6. Complete FORM 3 - opening the polling station.
7. Record that the empty ballot box has been reviewed and locked, and note the time in Form 3. The form is signed by the Chairman, committee members, and candidates/their representatives, and stamped with committees numbered stamp.

D. DECLARING THE POLLING STATION OPEN FOR VOTING

1. Make sure that only authorized persons are present in polling station: committee members, voters (and voter's assistant if she/he is disabled), candidates/their representatives, domestic observers, international observers. [Law 60-61, Reg. 59].
2. Announce that voting may begin. [Law 65, Reg. 61]

CHAPTER FOUR: VOTING BEGINS

- I. **PURPOSE:** in this section we will cover:
- A. Who may be present during voting.
 - B. Verifying the eligibility of the voter.
 - C. Issuing the ballot and voting.
 - D. After the voter has cast his/her vote.
 - E. Voters requiring assistance to cast their ballots.
 - F. General conduct at the polling station.

TRAINING NEEDS:

Materials:

- sample ballot
- sample voters list
- indelible ink
- sample stamp pad and ink
- voting screen

Forms:

- FORM 4 - Prohibiting Vote Due to Presence of Ink on Thumb
- FORM 6 - Removal of Candidate or Representative for Causing Disturbance
- FORM 7 - Arrest Form

QUESTIONS FOR DISCUSSION (if time permits)

1. How does the branch committee proceed if a voter has a voter's card but his/her name cannot be located on the voters' list?
2. If the voter appears to have ink on his/her finger/hands, what should the committee do?
3. What can a voter do if he/she is on the voters' list, but he/she has lost his/her voter's card?

4. What must the committee do if a candidate/candidate's representative is not present ?
5. What should the committee do if a handicapped voter brings two friends to help him but they are not voters?

II. VOTING BEGINS - PROCESSING OF VOTERS

A. WHO MAY BE PRESENT DURING VOTING [Law 60-61, Reg. 59-60]

1. Voter while casting his/her ballot. **Accept one voter at a time.**
2. Person assisting a disabled or handicapped voter.
3. Persons who will identify voter who has lost his/her voters card.
4. Candidates/their representatives.
5. Other persons authorized by the SEC and possessing proper documentation and identification. This includes national and international observers. (Note accreditation/colored badges described in Section II A 4 of this manual.)
6. Military and security personnel and government officials **may not** be present except when requested by the Chairperson of the branch committee. [Law 60, Reg. 60(a,b)]

B. VERIFYING ELIGIBILITY OF THE VOTER [Law 63, Reg. 63, 65, 66]

1. Branch committee Chairperson or member checks voter's card, then the voters' list for his/her name.
 - a.) Member asks voter for his/her voter's card **(and retains it until after the voter has voted).**
 - b.) Member locates voters name on the voters' list and makes a mark in front of his/her name. [Law 63, Reg. 63]
 - c.) A handicapped voter may have an assistant in marking his/her ballot, but that assistant must be a registered voter listed on that polling stations voters' list. [Reg. 65]
2. Check voter's hands for ink marks to verify that voter has not already voted. [Reg. 63]
 - a.) Ink on the fingers, especially on the nails, indicates that the person has already voted. You must refuse to process such a voter further.
 - b.) If ink is present, complete FORM 4 - Prohibiting Voting Due to Presence of Ink on Thumb. [Reg. 62]

3. If voter has **lost** his/her voter's card, **and**:

a) **his/her name is IN the voters' list:**

- He/she must present a valid personal identification card,
OR
- He/she may ask two voters registered in that polling station to attest to his/her identity. Member will make a mark in front of the voters name in the voters list
- Voter is handed a ballot

b) **his/her name is NOT in the voters list:**

- He/she may not vote in this election.

C. **ISSUING THE BALLOT AND VOTING** [Law 64(d), Reg. 63-64]

1. Chairperson issues ballot to voter.

2. Voter goes to voting booth with ballot to mark it in secret, and:

- a.) Marks ballot in the space indicated next to the candidate of choice.
- b.) Deposits ballot in ballot box in full view of the committee and candidates/their representatives.
- c.) Returns to the committee table.

D. **AFTER THE VOTER HAS CAST HIS/HER VOTE** [Law 64, Reg. 66]

1. Member indicates in the voters' list that the voter has voted by adding a second mark by his/her name.

2. Voter applies left thumbprint next to his/her name in the voters' list.

3. **Special indelible ink is applied to the left thumb of the voter to indicate that he/she has voted.** [Same thumb used for the thumbprint.] [Reg. 66(b)]

4. Chairperson signs the voter's card and returns it to voter. [Reg. 66(c)]

5. Voter leaves the polling station.

E. VOTERS REQUIRING ASSISTANCE TO CAST A BALLOT [Reg. 65]

1. A disabled voter has the right to select a voter listed in the voters' list to mark the ballot for him/her.
2. A member of the committee reads the names of the candidate's to the voter in the booth. The symbols (or party affiliations) may also be described.
3. A committee member is present with assistant and voter to confirm that the assistant marks the voter's ballot as instructed by the voter.
4. Neither the committee member nor the assistant may attempt to influence the voter's choice.

F. GENERAL CONDUCT AT THE POLLING STATION

1. Chairperson of the committee is responsible for maintaining order at all times:
 - a.) If a voter, candidate, or candidate's representative engages in disruptive behavior, he/she may be expelled from the polling station.
 - b.) Complete FORM 6 - Removal for Causing Disturbance, as appropriate. [Reg. 60(b)]
 - c.) If any unauthorized person enters the polling station, the Chairperson must request that he/she leave immediately.
2. **Candidates/Candidates' representatives may not talk to voters or interfere with the process in any way.** [Reg. 60]
3. The Chairperson may request police or security forces for assistance if necessary.

If arrest is necessary, complete FORM 7 - Arrest Form. [Reg. 60(c), Addr. p. 13]
4. No campaign materials are allowed either in the polling station, or outside it. Immediately remove any such materials which are found.
5. No firearms are allowed inside the polling station. [Reg. 60(a)]

CHAPTER FIVE: CLOSING THE POLLS

I. **PURPOSE:** This section covers:

- A. Closing times
- B. Sealing of Ballot Box
- C. Audit of Ballot usage
- D. Transfer of Ballot Box and related documents to DISTRICT Counting Centre.

TRAINING NEEDS:

Samples of:

- ballot box
- keys for ballot boxes
- sealing wax
- Voter Register
- check list
- lesson plan
- envelope for packing forms and documents
- tape
- wall charts
- minute books

Forms:

- FORM 8 - Election Closing Report

II. CLOSING THE POLLS

A. CLOSING TIMES [Law 65, Reg. 61]

1. The polls shall remain open until 6:00 p.m, unless;
 - a) all voters on the Register have voted, in which case, the poll will be closed when the last voter has voted
 - b) there are still voters in the voting area
 - They shall be allowed to vote
 - The polls will then be closed at 8:00 p.m., or
 - When the last voter remaining in the voting station has voted
 - c) In no case shall the pol remain open after 8:00 p.m.
2. When the Committee has decided on the closure time
 - a) The Chairperson announces the closure of the poll
 - b) The Secretary notes the time in the minutes

B. SEALING THE BALLOT BOX [Law 66, Reg. 67, Addr. p. 13]

1. The Committee shall, without first opening the Ballot Box:
 - a) Seal the openings (slot and cover) with tape and sealing wax to the lock.
 - b) Wrap adhesive tape around the cover of the Ballot Box.
 - c) Place red sealing wax on tape at the top of the Ballot Box.
2. The Committee and the candidate / representative shall place their signatures on the tape.

C. AUDIT OF BALLOTS NOT USED [Law 66, Reg. 67]

1. The Secretary shall complete FORM 8 - Election Closing Report, which shall include the following information:
 - a) Time of closure
 - b) Total number of voters registered
 - c) Number of voters who have voted
 - d) Number of electors who have not voted
 - e) Number of Ballot Papers received from the SEC
 - f) Number of ballot papers used (*Spoiled, also?*)
 - g) Number of ballot papers that were not used

(Do simulation, using sample forms)

2. FORM 8 shall be: [Law 66, Reg 67, Addr. pp. 13-14]
 - a) Signed by Chairperson and both Members of Election Committee and the candidates / representatives.
 - b) Stamped with Committee's stamp.

(Do simulation, using form)

D. TRANSFER OF BALLOT BOX AND RELATED DOCUMENTS TO THE MAIN COMMITTEE: [Law 66; Reg 67, Addr. pp. 13-14]

1. All FORMS, documents and unused ballots shall be placed in the envelope provided for that purpose.
2. The envelope shall be sealed with wax and marked with the District and Branch number.
3. As soon as the closing process is completed, the Committee and the candidates / representatives, shall as a group:

- a) Carry the Ballot Box, the envelope containing all related documents and the unused ballots to the MAIN DISTRICT COUNTING CENTRE, immediately.
- b) The security contingent for the Polling Station shall accompany the Ballot Box.
- c) Upon closing the Polling Station, the Committee shall immediately go to Center A in the District.

QUESTIONS FOR DISCUSSION (if time allows)

1. What happens if voters present at 6:00 p.m. still have not had the opportunity to cast their ballots by 8:00 p.m.?
2. How should the Ballot Box be sealed after the polls close?
3. What materials are transported to the Counting Centre?

CHAPTER SIX: COUNTING PROCEDURES

I. **PURPOSE:** This section covers:

- A. Receiving of Ballot Boxes at DISTRICT COUNTING OFFICE
- B. Checking and opening of Ballot Box and tally of ballots
- C. Tally of Ballots
- D. Candidate is declared
- E. Results are recorded
- F. Final Report
- G. Packing, closing and transport of Ballot Boxes and relevant documents to SEC.

TRAINING NEEDS:

Sample Forms:

- FORM 9 Receipt, Verification, and Count of Ballot Box
- FORM 10 Report of Votes Received by Each Candidate per Ballot Box
- FORM 12 Total Votes Received by Candidate per District
- FORM 13 Report by Main Committee and Branch Committees on District Election Results

Materials:

- Ballot Box
- Seals, wax
- Sample Ballot Papers

II. COUNTING PROCEDURES

A. RECEIVING OF BALLOT BOXES AT THE DISTRICT COUNTING CENTRE [Law 67, Reg. 69, Addr. pp. 14-15]

1. Counting procedures begin only when all Ballot Boxes have been delivered and these people are present:
 - a) The three Members of all Branch Committees
 - b) The three Members of the Main Committee
 - c) The candidates / representatives
2. The Tallying Committee consists of: [Reg. 69]
 - a) The three Members of the Main Committee
 - b) The three Members of all relevant Branch Committees in the District
 - c) The candidates / representatives for each Branch Committee

The Tally Committee is under the chairmanship of the Chairperson of the Main Committee [Law 67, Reg. 69, Addr. p. 15]

B. CHECKING AND OPENING OF BALLOT BOXES [Law 67, Reg. 69, Addr. p. 15]

1. Each Ballot Box is counted separately, women's first.
2. Tally Committee in the presence of candidates / representatives, shall check Ballot Box to determine if seals are intact.
3. If wax seals on the box and the lock are intact, Tally Committee shall prepare FORM 9 and then:
 - a) Open Ballot Box
 - b) Count ballot papers; compare count to number recorded by Branch Committee on (FORM 8)

(Simulation and Training Exercise)

4. If wax seals are broken, record on FORM 9 and have all Counting Committee sign as required.

C. TALLYING THE BALLOTS [Law 67, Reg. 69]

The following count process will be done one ballot box at a time. Under no circumstances will the candidates / representatives handle or touch any ballot slips during the count. They are permitted to look at the ballot slip only and use their tally sheets. Any unresolved disputes will be entered in minutes accordingly.

1. President of Tally Committee shall:

- a) Empty the ballot box on the table in full view of all present;
- b) Open the ballot slips one by one, and show all present the marking on the ballot;
- c) With the assistance of the Members of the Main Committee and Branch Committee, mark the tally sheet as each ballot is opened and placed on the table in respective bundles (see below D 1);
- d) With assistance of Members of the Main Committee and Branch Committee, place the ballots in separate bundles for each candidate;
- e) Place the "rejected" or questionable ballot slip in separate bundle - for review again after all ballots for that box are tallied.

(Candidates / representatives will also mark their own respective tally sheets.)

- f) One Member of the Branch Committee or a Member of the Main Committee shall mark each tallied ballot with Ballot Box number.
- g) Decide which ballots are valid/invalid by these determining rules:

INVALID BALLOTS ARE THOSE WHICH CONTAIN:

- A ballot that has been marked for more than one candidate
- A ballot subject to conditions
- A paper that is not a valid ballot slip provided by SEC

"In all events, ballot slips which clearly expresses the opinion of the voter shall be deemed valid." [Law 70, Reg. 68(b)3]

- h) Review the "rejected" and questionable ballot bundle to make final determination of the validity of the ballot - follow rules set out in g) above (Article 68 - Law) Place ballot slip on appropriate bundle.
- i) If all the Members of the Tally Committee (Main Committee, Branch Committee, candidates / representatives NOT agree on the tally, the Committee will recount the ballot papers one by one, bundle by bundle, showing the marking of each ballot as the count proceeds. until all Members of the Committee are satisfied that the count is correct.
- j) Wrap and label each stack accordingly.
- k) Complete forms (FORM 10 & FORM 12) and all Members of the Tally Committee must sign accordingly.
- l) Enter pertinent data on Consolidated Statement. [Reg. 69(d)]
- m) After above is completed, carefully reinsert all materials, used and unused ballot slips and other election documentation in the ballot box and reseal the box for return to SEC as instructed.

Every ballot box count will have a new committee composed of the three Members of the Main Committee, the three Members of the respective Branch Committee, and the candidates / representatives. THE PROCESS DESCRIBED IN C) ABOVE WILL BE REPEATED UNTIL ALL THE BALLOT BOXES FOR THE DISTRICT ARE COUNTED.

D. RESULTS ARE RECORDED:

1. The Tally Committee shall indicate results on appropriate forms:

FORM 10 Report of Votes Received by Each Candidate per Ballot Box (must be signed by all indicated and stamped)

FORM 12 Total Votes Received by Candidate per District (per voting center and per district) (must be signed by all indicated and stamped).

2. The Tally Committee shall prepare the FORM 13 - Report by Main Committee and Branch Committees on District Election Results - sign and STAMP the form as required. The Candidates or their representatives will also sign this Report..

E. CANDIDATE IS DECLARED:

When tally process for all the Voting Centre Ballot Boxes of the Electoral District is complete, the Chairperson of the Tally Committee shall

1. In the event of a tie, hand draw the winner by lot. [Reg. 71]
2. Announce the name of the winning candidate. The final results to be officially announced by the SEC no later than 72 hours from the time voting officially ended.. [Law 71(a), Reg. 72(a)] Reg. 71 (a)]
3. It is important that you obtain information with regards reporting the results of the count of your Electoral District to the Supervisory Committee. You will receive special instructions for this from the SEC on this matter.

F. PACKING, CLOSING AND TRANSPORT OF BALLOT BOXES:

1. Tally Committee shall collect all relevant documents, pack them carefully inside the Ballot Boxes, then lock and seal the boxes with red sealing wax. This function is done as each individual Ballot Box count is completed.
2. The Main Committee shall take receipt of all the Ballot Boxes and all related documents and write a receipt for such, to each Branch Committee individually, to be signed by the Main Committee Chairman and Members and all Branch Committee Members.
3. The Main Committee shall transport all documents and Ballot Boxes, with FINAL REPORT, FORM 13 to SEC, and obtain a receipt for them.

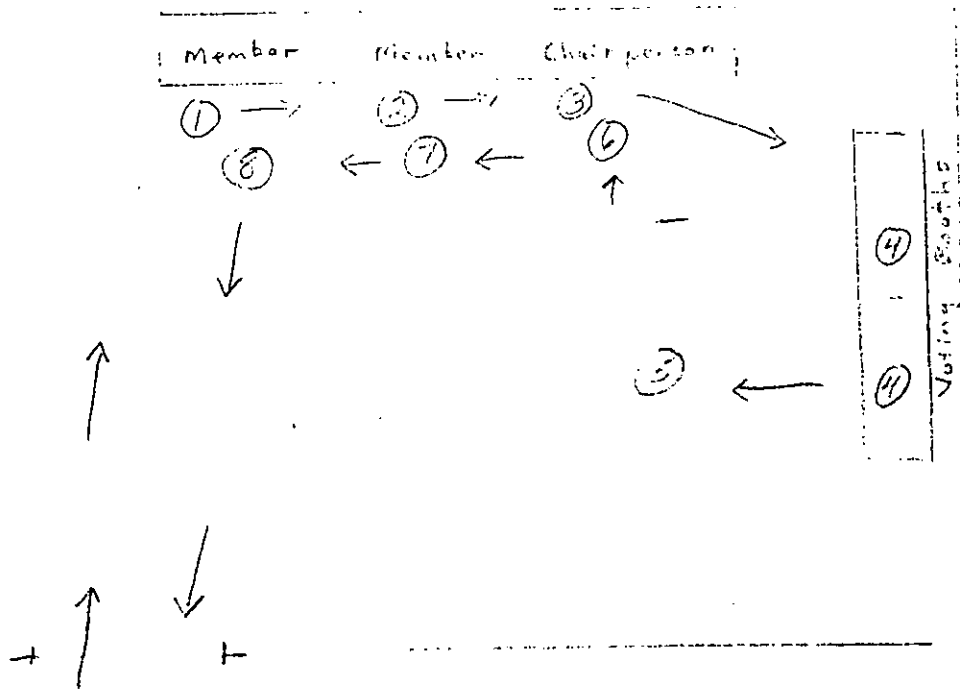
ELECTION IS OVER

QUESTIONS FOR DISCUSSION (if time allows)

1. In what order are the ballot boxes opened and counted? Is it in order of arrival or in numeric order?
2. As the Team understands it, the Ballot Boxes are sealed with special seals which are numbered. Where are the numbers of the special seals for the Ballot Boxes recorded?
3. Does the tallying committee mark each counted ballot with a stamp or handwritten notations/numbers?

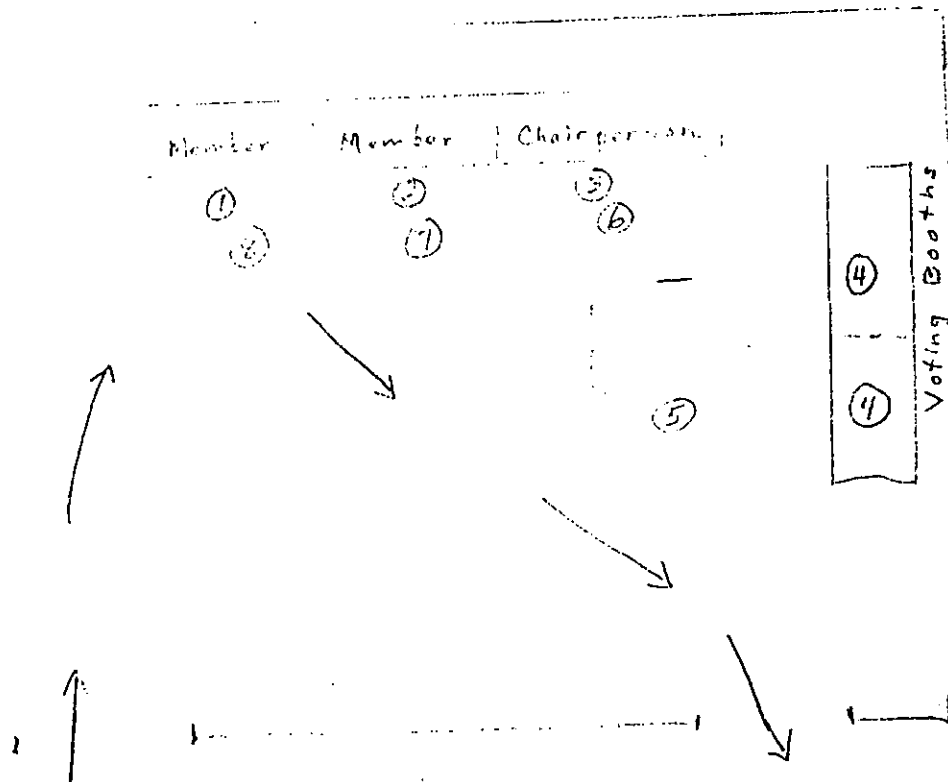
Polling Station Set-ups:

1
door



1. Voter presents voting card to Committee member
2. Member finds and marks name on Register
3. Chairperson gives ballot paper to voter
4. Voter goes into booth to mark ballot
5. Voter places folded ballot into ballot box
6. Chairperson signs voter's Registration card
7. 2nd mark placed in Register, and thumbprint
8. Special Ink applied to thumb; card given to voter

2
doors



C:

Simulations Guide for Trainers

التقييم الذاتي النهائي

١. من يصرح له بالمراقبة داخل قاعة الاقتراع؟
٢. كم شخصا يسمح للمرشح الواحد أن ينتدبه؟
٣. ما هو وقت مباشرة الاقتراع طبقا للقانون؟
٤. هل يستطيع أن يصوت الناخب المسجل والذي لم يستلم بطاقته الانتخابية؟ نعم/لا
٥. إذا أثيرت في بطاقة الاقتراع لمرشحين اثنين هل يحتسب الصوت للمرشح الاعلى؟ نعم/لا
٦. هل يحق للمرشحين أو مندوبيهم أن يساعدوا الناخب المماق؟ نعم/لا
٧. هل تحتسب اللجنة الصوت الذي يسجل في ورقة غير بطاقة الاقتراع الممنوحة للناخب؟ نعم/لا
٨. هل يمكن للمرشحين أو مندوبيهم إعانة أعضاء اللجنة في تادية عملهم؟ نعم/لا
٩. هل يمكن للناخب أن لا يضع إبهامه في الحبر بعد التصويت إذا اراد ذلك؟ نعم/لا
١٠. هل البصم بالإبهام اليسرى مهم عقب التصويت؟ نعم/لا
١١. لا يسمح للناخب بالبقاء في قاعة الاقتراع للتحدث مع المرشحين أو مندوبيهم ؟ نعم/لا
١٢. إذا لم يوجد ناخب في قاعة الاقتراع الساعة الثالثة ظهرا هل يمكن إغلاقها؟ نعم/لا
١٣. هل يمكنك ترك قاعة الاقتراع الساعة ١٠:٣٠ يوم الاقتراع للغداء؟ نعم/لا
١٤. هل يمكن للمرشحين أو مندوبيهم أن يأمرؤا أعضاء اللجان بعمل ما؟ نعم/لا
١٥. هل عملية الفرز هي مسئولية اللجنة الأصلية فقط ويمكن للجان الفرعية أن تذهب؟ نعم/لا
١٦. هل يحق لرئيس اللجنة أن يسلم صندوق الاقتراع لرجال الأمن لإيصاله إلى مقر لجنة الفرز؟ نعم/لا
١٧. إذا لم يكن لديك ختم برقم اللجنة فهل يمكن أن تستخدم ختم اللجنة المجاورة؟ نعم/لا
١٨. في حالة وجود أكثر من قاعة اقتراع واحدة في المركز الواحد، هل يحق للناخب أن يدلي بصوته حيث شاء؟ نعم/لا
١٩. إذا كملت بطاقات الاقتراع هل يمكنك أن تستخدم أي اوراق أخرى؟ نعم/لا
٢٠. هل لك أن تسمح للناخب بالتصويت إذا نسي البطاقة الانتخابية الدائمة في البيت؟ نعم/لا

إجراءات الاقتراع

صواب أم خطأ

- () ١. لا يمكن للناخب أن يدي بصوته إذا لم يستلم البطاقة الانتخابية الدائمة.
- () ٢. إذا جاء الناخب المعاق بصديق له لمساعدته في تأشير بطاقة الاقتراع، فليس من الضرورة أن يكون الصديق من الناخبين المقيدين في السجل.
- () ٣. إذا قدّم الناخب بطاقته الانتخابية الدائمة فلا حاجة لمراجعة اسمه في سجل الناخبين المقيدين.
- () ٤. تحتفظ اللجنة بالبطاقة الانتخابية إلى أن يدي الناخب بصوته وتوضع الإشارة في سجل الناخبين المقيدين وتفرض الإبهام اليسرى في الحبر الخاص.
- () ٥. في حالة وجود أثر الحبر في إبهام الناخب، يجب على رئيس اللجنة إكمال نموذج (٤).
- () ٦. حتى ولو ضاعت من الناخب بطاقته الانتخابية، يستطيع الإدلاء بصوته ما دام معه وثيقة هوية رسمية أخرى (رخصة قيادة سيارة، مثلاً).
- () ٧. يدخل الناخب كابينة الاقتراع مع صديقه الموثوق به لتأشير بطاقة الاقتراع، ولا حاجة لوجود شخص ثالث.
- () ٨. يحق للمرشح أو مندوبه أن يتحدث إلى الناخبين شريطة أن لا يحاول أن يؤثر عليهم.
- () ٩. يجب على أحد أعضاء اللجنة من حين لآخر أن يدخل كابينة الاقتراع للتأكد من عدم وجود مواد الدعاية الانتخابية التي قد يضمها فيها بعض الناخبين.
- () ١٠. لا يحق لأحد إصدار بطاقات الاقتراع إلا رئيس اللجنة فقط.

مباشرة عملية الاقتراع

ملئ الفراغات:

١. تتم مباشرة الاقتراع في الجمهورية اليمنية في الساعة _____ صباحاً في ٢٧ ابريل ١٩٩٧.
٢. الأشخاص الذين يجب تواجدهم عند مباشرة عملية الاقتراع هم: _____

٣. تفتح اللجنة صندوق الاقتراع الساعة _____ صباحاً وتخرج وتعد بطاقات الاقتراع.
وفي حالة انسحاب بعض المرشحين بعد طبع البطاقات، على رئيس اللجنة أن يتأكد من أن

٤. قبل مباشرة الاقتراع يجب على رئيس اللجنة أن يعين عضواً واحداً بصفة _____
لإكمال النماذج اللازمة.
٥. يجب توقيع كافة النماذج المستخدمة يوم الاقتراع من قبل _____
و _____، ثم ختمها بـ _____
٦. النموذج (٢) هو: _____
٧. في حالة عدم وجود المرشح أو مندوبه عند فتح الاقتراع، على رئيس اللجنة أن

٨. على رئيس اللجنة أن يفيد المرشحين/المندوبين بـ: (أ) _____
و(ب) _____
٩. بعد إظهار الصندوق الخالي للمتواجدين، يقله الرئيس ثم يكمل نموذج _____ اسم هذا
النموذج هو _____ ويوقعه _____
١٠. يعلن _____ مباشر الاقتراع!

(اجراءات الفرز)

محاكاة (٦)

• المدة المطلوبة: ٢٠ دقيقة

• نماذج رقم (٩، ١٠، ١٢): (اجراءات الفرز)

• الأهداف: القدرة على بيان فهمهم لإجراءات الفرز، بما فيها:

لأعمال قبل الفرز

كسر القفل وفتح صندوق الاقتراع

فرز ووضع البطاقات في الرزم الصحيحة

عد أصوات كل مرشح

قبول التعليمات من رئيس اللجنة الأصلية

التأكد من أن لا أحد يلمس البطاقات إلا أعضاء اللجنة الأصلية واللجان الفرعية

المختصة

معرفة إكمال نماذج (٩، ١٠، ١٢) بالاشتراك مع اللجنة الأصلية

• المواد: صندوق الاقتراع المشع؛ مطاريق فيها المواد؛ بطاقات الاقتراع (غير مستخدمة، وتالفة)؛ نماذج

الفرز؛ كشاف للإضاءة؛ مطروف فيه نموذج (٨) (ختم عملية الاقتراع)؛ نماذج (٩)، (١٠)،

(١٢)، (١٣)

• الأفراد: ٣ أعضاء اللجنة الفرعية؛ ٣ أعضاء اللجنة الأصلية؛ ١٠ مرشحين أو مندوبيهم؛

• الإجراءات:

أ. تجلس اللجنة على الطاولة دون أن تحجب أنظار المرشحين/ المندوبين

ب. فتح الصندوق وإخراج البطاقات واحدة تلو الأخرى ثم فتحها ووضعها على الطاولة

ج. يقرأ رئيس اللجنة الاسم المشار إليه في البطاقة جهراً ويبينها للحاضرين

د. توضع البطاقات بشكل رزم على أساس رزمة لكل مرشح

هـ. توضع البطاقات الباطلة في رزمة خاصة

و. يتابع المرشحون الفرز وتدوّن اللجنة النتائج في كشف تفريغ أصوات الناخبين

ز. في حالة عدم التوافق يعيد العد!

ح. عند الوصول إلى التوافق في العد، تكمل نماذج (١٢) و(١٣) ويتم التوقيع عليهما.

ط. إعادة كافة المواد إلى صندوق الاقتراع - نموذج (١٣) في مطروف خاص

تقييم: هل تشعر بارتياح في العملية؟ وإن لا، ماذا يحتاج إلى التغيير، ولماذا؟ هل إجراءات الفرز واضحة

لجميع؟ هل كانت الإجراءات سهلة؟ وإن لا، ما الذي كان الإجراء الأصعب؟

تقييم:

هل أفرط أعضاء اللجنة في الوقت اللازم لختام عملية الاقتراع؟

هل توفر عنصر الكفاءة في الأعمال؟

في حالة عدم إتمام العملية بكفاءة، ما هي اقتراحاتك؟

هل تشعر بارتياح في العملية؟ وإن لا، ماذا يحتاج إلى التغيير، ولماذا؟

(اختتام الاقتراع)

محاكاة (٥)

- المدة المطلوبة: ٢٠ دقيقة
- نموذج رقم (٨): ختام عملية الاقتراع
- الأهداف:
 - القدرة على إنجاز الأعمال التالية بسهولة:
 - إعلان اختتام الاقتراع طبقاً للقانون
 - السماح للناخبين الباقين في الطابور في الساعة السادسة بالتصويت
 - الحسم في تطبيق القواعد
 - معرفة إكمال نموذج (٨) - ختام عملية الاقتراع وتوقيع جميع الأعضاء والمندوبين/المرشحين
 - إدخال كافة المواد في المظاريف الخاصة بها
 - تشميع صندوق الاقتراع بالطريقة الصحيحة
 - تنظيم القافلة الأمنية لنقل الصندوق إلى اللجنة الأصلية في الدائرة للفرز
- المواد: صندوق الاقتراع؛ بطاقات الاقتراع؛ (مستخدمة، غير مستخدمة، وتالفة)؛ نماذج مستخدمة وغير مستخدمة؛ ختم اللجنة؛ إسطبة؛ حبر؛ أقفال؛ مظارييف؛ لاصق
- الأفراد: ٣ أعضاء اللجنة الفرعية؛ ٥ مرشحين أو مندوبيهم؛ ٤ ناخبين معهم بطاقات انتخابية؛ ٢ حارس (١ على الباب)؛ ١ ناخب حضر متأخراً
- الإجراءات:
 - أ. تجلس اللجنة على الطاولة
 - ب. إعلان الساعة السادسة
 - ج. في حالة وجود ناخبين في الطابور، يعلن رئيس اللجنة أن للمتواجدين في الطابور فقط لهم الحق في التصويت
 - د. في حالة عدم وجود ناخبين في الطابور، تغلق الأبواب (وعليها حارس)
 - هـ. تشمع اللجنة الصندوق في الحال؛ إكمال وتوقيع نموذج (٨)؛ التوقيع على اللاصق من قبل جميع الأعضاء والمرشحين/المندوبين
 - و. فرز بطاقات الاقتراع غير المستخدمة والتالفة وإدخال العدد لكل منهما في النموذج (٨)
 - ز. تصنيف كافة المواد وإدخالها في المظاريف الصحيحة
 - ح. الانتقال جماعياً إلى مركز لجنة الفرز (مقر اللجنة الأصلية)

(إجراءات الاقتراع)

محاكاة (٤)

- المدة المطلوبة: ١٥ دقيقة
- نموذج رقم (٧): السلوك في قاعة الاقتراع
- (محاكاة وتدريب باستخدام نموذج (٧) - أمر القبض على ...)
- الأهداف: التأكيد على أهمية دور رئيس اللجنة في ضمان السلوك الصحيح في قاعة الاقتراع
- إدراك أهمية أدوار الأمن والشرطة في عملية الاقتراع
- معرفة إكمال نموذج (٧) - أمر القبض على ...

- المراجع: الدليل: ٦٠ جـ

المواد التي ستستخدم: نموذج رقم (٧) (نسخة لجميع المتدربين)

الأفراد: ٣ أعضاء اللجنة الفرعية؛ ٣-٤ مرشحين أو مندوبيهم؛ ٢ أو ٣ ناخبين؛ ٢ حارس

- الإجراءات: (قد يحدث قي أي وقت أثناء عملية الاقتراع)
- أ. تجلس اللجنة على الطاولة والناخبين في الطابور. (يكتب البقية ملاحظاتهم ويمدون الأسئلة).
- ب. يدخل ناخب ويشق طريقه الى رأس الطابور حيث يطلع الجميع على الحزب المنتمي اليه ويهددهم إذا لم يصوتوا لحزبه ويتصرف بعنف.
- ج. يطلب رئيس اللجنة دخول الأمن لإلقاء القبض على الناخب المخل بالأمن؛ وذلك فقط بعد أن يطلب من الناخب مغادرته قاعة الاقتراع
- د. يكمل رئيس اللجنة نموذج (٧)، توقيع جميع أعضاء اللجنة وجميع المندوبين/المرشحين

تقييم:

يطلب من المتدربون غير المشتركين في المحاكاة أن يقيموها وتقديم النقد البناء حول ما دار فيها. يمكن تقسيم الفصل إلى مجموعتين للبحث عن أية إشارات في القانون والدليل إلى ما تم. (نقطة واحدة للمجموعة عن كل إشارة تعثر عليها).

(إجراءات الاقتراع)

محاكاة (٣)

- المدة المطلوبة: ١٥ دقيقة
- نموذج رقم (٦): السلوك في قاعة الاقتراع
(إخراج مرشح أو مندوب من قاعة الاقتراع لإخلاله بالأمن)
- الأهداف: التأكيد على أهمية السلوك الصحيح في قاعة الاقتراع
مساعدة رئيس اللجنة على التعامل مع أي أحداث مخلة بالأمن
المقدرة على إكمال نموذج (٦) بسرعة وبسهولة عند الضرورة

• المراجع: الدليل: ٦٠، ٦١ ب

المواد التي ستستخدم: نموذج رقم (٦) (نسخة لجميع المتدربين)

الأفراد: ٣ أعضاء اللجنة الفرعية؛ ٤ مرشحين أو مندوبيهم؛ ٢ أو ٣ ناخبين؛ ١ حارس

• الإجراءات: (قد يحدث قي أي وقت أثناء عملية الاقتراع)

- أ. تجلس اللجنة على الطاولة والناخبين في الطابور. (يكتب البقية ملاحظاتهم ويمدون الأسئلة).
- ب. يسلك مندوب مرشح سلوكاً مخلاً بالأمن (المشاجرة مع الناخب، كلام عنيف، التهديد بالأذى، لا يستطيع الغير دخول الغرفة)
- ج. يطلب رئيس اللجنة من المندوب مغادرته قاعة الاقتراع
- د. قد يطلب رئيس اللجنة مساعدة الأمن (أو الشرطة) لإخراج المندوب
- هـ. يطلب رئيس اللجنة من ناخب أن يحل محل المندوب ويكتب اسم المندوب الجديد في النموذج ٦
- و. يجب إكمال النموذج ٦ الآن:

اسم المندوب المطرود _____

اسم الناخب المحل _____

رقم الدائرة/المركن/اللجنة _____

توقيعات المندوبين/المرشحين الباقين وجميع أعضاء اللجنة

تقييم: يعلق المتدربون الذين لم يشتركوا في المحاكاة على سلامة الإجراءات المتخذة - الجيد وغير الجيد منها!

يوجه المتدربون أسئلتهم للذين اشتركوا في المحاكاة.

قد تستخدم صحيفة صواب إم خطأ (حول عملية الاقتراع) هنا.

(إجراءات الاقتراع)

محاكاة (٢)

• المدة المطلوبة : ١٠ دقائق

• نموذج رقم (٤) : (التأكد من عدم وجود حبر - خاصة في الاصبع والظفر)

[محاكاة باستخدام نموذج رقم (٤) - محضر حرمان شخص من الاقتراع لوجود حبر بيده]

الاهداف : الإلمام بعملية الفحص لوجود حبر في الإبهام اليسرى ، الإلمام باستخدام نموذج رقم (٤) ، القدرة

على تعبئة نموذج (٤) بسرعة وبسهولة

• المراجع : الدليل : ٦٣، ٦٢ (يقرأ الفصل المادتين)

• المواد التي ستستخدم : نموذج (٤) والقانون والدليل التنفيذي أيضاً

الأفراد : ٣ أعضاء اللجنة الفرعية ، ٤ المرشحين أو مندوبيهم ، ٢ ناخبين (بحبر / وبدون حبر على أيديهم)

• الإجراءات :

أ. تجلس اللجنة على الطاولة

ب. يدخل الناخب قاعة الاقتراع ويقوم بالخطوة الأولى (إعطاء بطاقته الانتخابية لمعضو اللجنة وليقوم بالتأكد من وجوده في سجل الناخبين)

ج. الناخب الأول : التأكد من خلو إبهام الناخب اليسرى من الحبر - لا يوجد

د. الناخب الثاني : التأكد من خلو إبهام الناخب اليسرى من الحبر - يوجد

هـ. يقوم رئيس اللجنة بالتأكد من صحة وجود الحبر

و. يخبر الناخب إذا كان يسمح أو لا يسمح له بالاقتراع (بموافقة رئيس اللجنة)

ز. يطلب من الناخب مغادرة قاعة الاقتراع إذا لم يسمح له بالتصويت (ويمكن للجنة الاستعانة بالأمن إذا

استدعى الأمن)

ح. يجب الان إكمال نموذج (٤) :

الاسم :

رقم القيد :

المحافظة : الدائرة : اللجنة الفرعية :

توقيعات أعضاء اللجنة والمرشحين أو مندوبيهم.

التقييم : تتم مناقشة مثل هذه الحالات ... كمية الحبر ؟ هل هناك لون معين للحبر ؟ ما العمل في حالة الشك ؟

ماذا لو أعترض أحد المرشحين أو مندوبيهم ؟

الإجراءات:

- أ. ترتب اللجنة الفرعية قاعة الاقتراع
- ب. حوالي الساعة السابعة وبعد حضور الجميع يتم فتح الصندوق لمطابقة محتوياته مع الكشف
- ج. يتم حصر عدد بطاقات الاقتراع
- د. وضع اللاصق على أسماء المرشحين المنسحبين في بطاقة الاقتراع
- هـ. نموذج رقم (٢) - جمع هذه النماذج (تعميد التوكيل)
- و. عرض صندوق الاقتراع على الجميع لبيان خلوه من أي محتويات
- ز. إغلاق صندوق الاقتراع وتفحصه من الجميع
- ح. إكمال نموذج رقم (٣) محضر مباشرة عملية الاقتراع
- ط. يجلس الجميع في أماكنهم ويستمع لأول ناخب بمباشرة عملية الاقتراع وعلى رئيس اللجنة وأعضائها تحمل مسؤولياتهم والقيام بواجباتهم على أكمل وجه.

• التقييم :

هل أنت مقتنع بأن المحاكاة تمت بنجاح ؟

ما الذي تقترح أن يتغير في العملية ؟

(فتح الاقتراع)

محاكاة (١)

• المدة المطلوبة : ٣٠ دقيقة

• نموذج رقم (٣) (فتح قاعة الاقتراع)

• الأهداف : القدرة على إيضاح التالي :

السماح للمرشحين أو مندوبيهم بتفقد قاعة الاقتراع

التأكد من إجمالي عدد الناخبين المسجلين والذين تسلموا بطاقاتهم الانتخابية الدائمة

التأكد من عدد بطاقات الاقتراع التي أرسلت من اللجنة العليا للانتخابات

وضع اللاصق على أسماء المرشحين المنسحبين في بطاقة الاقتراع

عرض صندوق الاقتراع على الجميع للتأكد من خلوه من أي محتويات ومن ثم إغلاقه

السماح للجميع بفحص الصندوق للتأكد من إحكام إغلاقه

وضع الصندوق في مكان يتيح للجميع رؤيته ومراقبته

تركيب ووضع كابينة الاقتراع بشكل صحيح

إكمال نموذج رقم (٣) والتوقيع عليه من قبل جميع المختصين

• المراجع : القانون : ٦٥،٦١،٦٠ الدليل : ٦١،٦٠،٥٩

• المواد التي ستستخدم :

صندوق الاقتراع ، بطاقات الاقتراع ، ختم وقفل ، قائمة بالناخبين المسجلين ، لاصق ، شمع أحمر ، والنماذج التالية :

نموذج رقم (٢) خطاب تعميم توكيل المرشح للمندوب الذي أختاره

نموذج رقم (٣) محضر مباشرة عملية الاقتراع

نموذج رقم (٤) محضر حرمان شخص من الاقتراع لوجود حبر بيده

نموذج رقم (٦) محضر إخراج مرشح أو مندوب من قاعة الانتخابات لإخلاله بالأمن

نموذج رقم (٧) محضر أمر قبض على

نموذج رقم (٨) محضر ختام عملية الاقتراع

الأفراد : ٣ أعضاء اللجنة الفرعية ؛ ١ حارس ؛ ٥ مرشحين أو مندوبيهم

٤ ناخبين مسجلين وحاصلين على البطاقة الانتخابية الدائمة ؛ ١ ناخب ليس مسجلاً ولا حاصلًا على

البطاقة الانتخابية الدائمة

حالات افتراضية

فيما يلي قائمة ببعض الحالات الافتراضية التي قد تصادف أعضاء اللجان الفرعية أثناء تأديتهم لمهام عملهم يوم الاقتراع فيجب علينا كمدرسين أن نعد هؤلاء الأعضاء لعدد من الأحداث المحتملة لكي يكونوا قادرين على معالجتها.

المحاكات التي تم الإشارة إليها في الدليل الإرشادي هي:

١. الحلقة الثالثة (عند فتح الاقتراع ج-٦)
[محاكاة وتمارين باستخدام نموذج ٣]
فتح قاعة الاقتراع
٢. الحلقة الرابعة (مباشرة الانتخابات - ب٢ب)
[محاكاة وتمارين باستخدام نموذج ٤]
التأكد من وجود حبر
٣. الحلقة الرابعة (مباشرة الانتخابات - ١٥، ١٦)
[محاكاة وتمارين باستخدام نموذج ٦]
السلوك في قاعة الاقتراع
٤. الحلقة الرابعة (مباشرة الانتخابات - ٣):
[محاكاة وتمارين باستخدام نموذج ٧]
السلوك في قاعة الاقتراع
٥. الحلقة الخامسة (اختتام الاقتراع - ج١، ج٢):
[محاكاة وتمارين باستخدام نموذج ٨]
تقرير اختتام عملية الاقتراع
٦. الحلقة السادسة (إجراءات الفرز - ب٣)
[محاكاة وتمارين باستخدام نموذج ٩]

على مقولة الفيلسوف الصيني قديماً

أسمع فأنسى...

أرى فاتذكر...

أعمل فأفهم!

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IFES International Foundation for Election Systems

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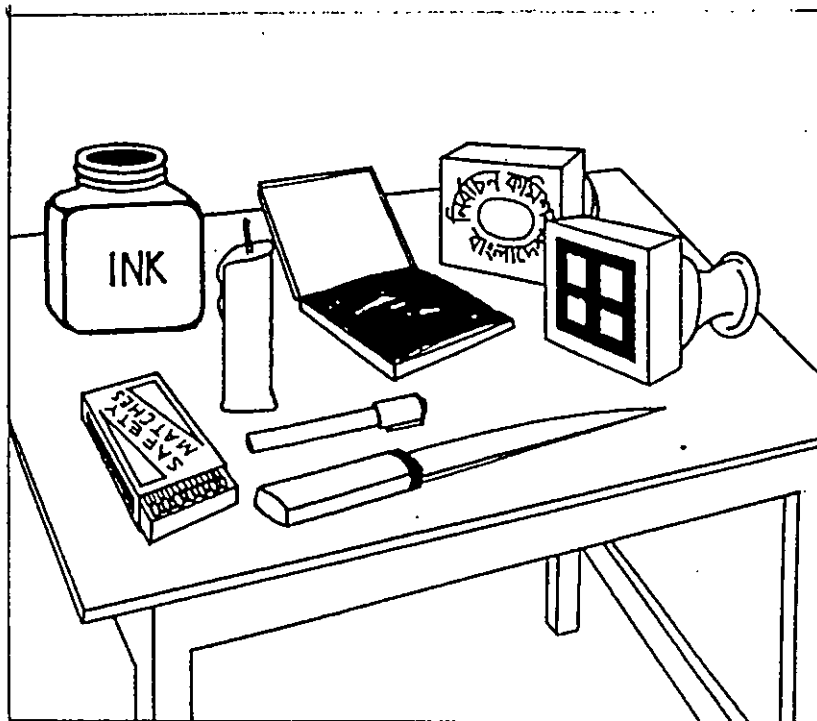
كراسة المدربين للانتخابيين

المحاكات والاختبارات المقترحة

الانتخابات النيابية اليمنية

٢٧ إبريل ١٩٩٧

Simulations Guide for Trainers
English Translation



SIMULATIONS

and other

TEACHING AIDS

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Situational Scenarios:

A List of possible 'scenarios' that could play out during election day proceedings. As Trainers, we will need to prepare the poll-workers for any number of possible incidents. As we practice, and become familiar with these potential disruptions in the election process, we will be more able to handle *any*, if not *all*, events occurring unexpectedly.

Simulations noted in the Training Manual:

1. Chapter 3 - Opening the Polls Section *Man.C(6):* Opening the Polling station
Simulation and exercise using FORM 3
2. Chapter 4 - Processing the votes *Man.B(2)b:* Checking for Ink on fingers; nails
Simulation and exercise using FORM 4
3. Chapter 4 - Processing the votes *Man.F(1) and F(2):* Conduct at the Poll
Simulation and exercise using FORM 6
4. Chapter 4 - Processing the votes *Man.F(3):* Conduct at the Poll
Simulation and exercise using FORM 7
5. Chapter 5 - Closing the Polls *Man.C(1)h and C(2):* Election Closing Report
Simulation and exercise, using FORM 8
6. Chapter 6 - Counting Procedures *Man.B(3):* Counting Procedures
Simulation and exercise, using FORM 9 -

As an Ancient philosopher/educator, Confucius, reminds us:

*"I hear, and I forget
I see, and I remember
I do, and I understand!"*

Simulation No. 1: (Opening the Poll)

Time Needed: 30 minutes • **FORM 3: Man.C(6)**

Objectives: (to be able to demonstrate how to:)

- confirm number of electors in register; total; and those with Perm Cards
- confirm by actual count, the number of ballots received from SEC
- place stickers on names of Candidates who withdrew after ballots printed
- show empty ballot box to all present - close and seal ballot box
- place ballot box so it is visible to all in the polling station
- properly set up and locate voting screen
- complete and have FORM 3 signed by all participants

References:

Law: 60, 61, 65

Regulations: 59, 60, 61

Materials Needed:

Ballot Box, Ballot Papers, Seals & Lock, Register of Electors, Tape, Red Sealing Wax, and these forms:

Form 2 - Official Authorization of Candidate Representative

Form 3 - Opening the Polling Station

Form 4 - Prohibiting Vote due to presence of Ink on hands

Form 6 - Removal of Candidate or Representative for Causing Disturbance

Form 7 - Arrest Form

Form 8 - Election Closing Report

People:

- 3 Volunteers to Form Branch Committee
- 1 Guard at the door
- 5 Candidates/Representatives
- 4 Voters with Permanent Cards and in Register
- 1 Voter without card - not on register

Procedure:

- a) Branch committee arranging the polling station
 - b) at about 7:00 a.m., when all present, ballot box is opened and audited
 - c) ballot papers are counted in the presence of Candidates or Reps
 - d) apply stickers to names of withdrawn candidates, if any
 - e) Forms #2 - Candidate Authorizations are collected
 - f) ballot box is shown to be empty; then sealed & examined by all present
 - g) Form #3 - 'Opening of Polling Station' form is completed
 - h) everyone takes respective position; and 1st elector of the day is processed
- Chairperson must demonstrate ability to provide leadership in the Polling Station, and Members must demonstrate the sharing of these responsibilities.*

Evaluation: (Questions:)

- Are you satisfied that the process was done well & efficiently?
- If you would have done this, what would you have done differently?

Simulation No. 2: (Processing the Votes)

Time Needed: 10 minutes

FORM 4: Man. B(2)b *Prohibiting Vote Due to Presence of Ink on Thumb*

Objectives:

*to gain confidence with the process of checking for Ink marks on left thumb; to have confidence in the use of FORM 4;
to be able to fill out FORM 4 easily and quickly*

References:

Regulations: Articles 62 and 63 (Class finds and reads)

Materials Needed:

Form 4(also Law and Regulations)

Number of people needed for simulation:

Branch committee (3)

Candidates/Representatives (3 or 4)

2 voters (demonstrate without/with Ink on thumb)

Procedure: (2nd step in Voting Procedures)

- a) Committee is seated at table*
- b) Voter enters, and goes through 1st step (gives card to Member; Member checks Register for voter's name; OK)*
- c) 1st Voter; left thumb is checked for Ink stains; OK!*
- d) 2nd Voter; left thumb is checked for Ink stains; NOT OK!*
- e) Member refers Voter to Chairperson; verifies findings (or not).*
- f) Voter is told that he/she can not vote at this poll, at this election;
(or; continue voting process, if OK'd by Chairman).*
- g) Voter is asked to leave the room, if he/she can't vote. (Committee may call on Security if there is any objection or any disturbance.*
- h) FORM 4 must now be filled out.*

Name of Elector: _____

Number on Register: _____

Name/Number of Governorate; District; Branch Committee; _____

Signatures: (of all Committee members; Candidates/Representatives)

Evaluation:

Some class discussion after the simulation, is probably all that is needed, here:

"How much of an Ink stain? Is there a definite color to look for? If there is any doubt, what do you do? What if a Candidate/Rep. objects to the decision?"

Simulation No. 3: (Processing the Votes)

- Time needed: *15 minutes*
- **FORM 6: Man.F(3)** 'Removal of Candidate/Representative for Causing Disturbance'
- **Objectives:**
 - to emphasize the importance of orderly conduct at the Poll*
 - to assist Committee chairperson in being able to handle disturbances*
 - to be able to fill out FORM 6 when needed, easily and quickly*
- **References:**
 - Regulations: Articles 60 and 60(b) (Electoral Law and Regulations)*
- **Materials Needed:**
 - Form 6(also a sample for each member of class)*
- **Number of People needed for simulation:**
 - Branch Committee (3)*
 - Candidates/Representatives (3 or 4)*
 - Some voters (2 or 3)*
 - Security (1)*
- **Procedure:** *(could occur any time during Election Day)*
 - a) *Committee seated at table; voters are queued up for voting; rest of the class will take notes and have questions ready for after simulation*
 - b) *Candidate's representative engages in disruptive behavior*
(Arguing with voter, loud violent language with serious threats of injury; other voters cannot get into room to vote)
 - c) *Chairperson requests representative leave the voting station*
 - d) *Chairperson may request security (or police) to help remove person*
 - e) *Chairperson asks a voter to replace the Representative; put the name Of the new representative on Form 6*
 - f) **FORM 6 must now be filled out:**
 - Name of elector _____*
 - Name of replacement _____*
 - Name/Number of governorate; District; and Branch Committee; _____*
 - Signatures: (of remaining Cand/ reps and all Committee Members) _____*
- **Evaluation:**
 - The observing members of the class can offer their evaluation of process; the good and not-so-good!*
 - Questions can now be asked of the 'acting' participants.*
 - "True and False" sheet (on Voting Process) can be used here. (Page 16)*

Simulation No. 4: (Processing the Votes)

- **Time Needed:** *15 minutes*
- **FORM 7:** **Man.F(3)** **Arrest Form**
- **Objectives:**
to emphasize the importance of Chairperson's role in orderly conduct at poll
to realize the importance of security and police roles in the election process
to be conversant with filling out and using FORM 7 - Arrest Form
- **References:**
Regulations: Articles 60© *(Electoral Law and Regulations)*
- **Materials Needed:**
Form 7(also a sample for each class number)
- **Number of People needed for simulation:**
Branch Committee (3)
Candidate 's/Representatives (3 or 4)
Some voters (2 or 3)
Security/Police (2)
- **Procedure:** *(could occur at any time during Election Day)*
 - a) *Committee is seated at table; voters are in queue; the rest of the class will take notes; have questions ready for after simulation)*
 - b) *Voter comes in; pushes his way to the front of the queue; telling everyone which party he belongs to the 'TOYOTO' party, and threatening everyone there to vote for that party, or else there would be repercussions! Continues to react violently!*
 - c) *Chairperson asks Security to enter poll and arrest the person creating the disturbance; but, only after asking disruptive person to leave*
 - d) *Chairperson fills out FORM 7; all members of the Committee must sign; also all Candidates/representatives*
- **Evaluation:**
 - The observing members of the class can be asked to review the process out loud; giving positive insight into the process they observed
 - 'Law and Regulations' can be played, here. (Divide class in half; look for any references in the Electoral Law book, and/or the Regulations book; 'one point' for every reference to above incident!)

Simulation No. 5: (Closing of Polls)

- **Time Needed:** 20 minutes

- **FORM 8:** Man. C(1)(2) Closing of the Polls

- **Objectives:**

To be able to perform the following tasks comfortably and successfully:

- call the closing of the polls in accordance with the law
- permit voters who are in queue, at 6:00 p.m., to vote
- be firm with the administration of the rules
- **know how to complete Form #8 Election Closing Report;**
and obtain the signatures of all Members, Candidates/representatives
- pack the materials in the right envelopes
- seal the ballot box properly
- organize convoy to bring ballot box to Counting Centre of the District

- **Materials:**

Ballot Box; Ballots: used, unused, and spoiled; **Forms:** used and unused;
Register; Polling Station stamp; Ink pad; Indelible Ink; Seals and Locks;
Envelopes; Tape;

- **People:**

3 volunteers for Branch Committee

1 Guard at door

5 Candidates/Representatives

4 voters with Permanent Card

1 voter comes late

- **Procedure:**

- a) Committee at table
- b) 6:00 PM is called!
- c) if voters in queue, Chairperson declares that only those in queue can vote
- d) If no voters, doors are closed (guard at door)
- e) Committee immediately seals box; completes & signs **Form 8**; signs the seal and tape on ballot box; *(also Candidates/ Reps sign)*
- f) count unused ballots; spoiled ballots; enter on **Form 8**
- g) sort materials and enclose them in the proper 2 envelopes
- h) proceed as a group to Counting Centre

- **Evaluation:**

- Was the time taken in closing the polls, excessive?
- Could the work have been done more effectively?
- If yes, what would *you* have done differently?
- Are you comfortable with the process? If not, what would you change; Why?

Simulation No. 6: (Counting Procedures)

Time Needed: 20 minutes

FORMS 9, 10 & 12 **Man. A,B,C & D** **Counting Procedures**

Objectives:

be able to demonstrate their understanding of the counting procedures, including:

- pre-count activity
- breaking seal and opening of ballot box
- sorting and separating the ballot papers; placing on correct bundle pile
- counting the ballots for each candidate
- complete Forms 9, 10 and 12; in conjunction with the Main Committee
- make certain that no one, other than the members of the Main Committee and the Members of the Branch Committee, can touch the ballot!

Materials:

Sealed ballot box	Unused Ballots Papers
Envelopes of Supplies	Spoiled Ballots
Emergency Light	1 large table
Unused Ballot Papers	Felt markers
Tally Forms	
Envelope with Form 8 - Report on Closing	
Form 9 - Receipt, Verification and Count of Ballot	
Form 10 - Report of Votes Received by Each Candidate per Ballot Box	
Form 12 - Total Votes Received by Each Candidate per Ballot Box	
Form 13 - Main and Branch Committee Report on District Election Results	

People:

6 Volunteers (3 Main Committee & 3 Branch Committee)
10 Candidates/Representatives

Procedure:

- a) Sit/stand at table (do not block view of Candidates/Representatives!)
- b) Unseal box - take out ballots one by one - unfold and place on table
- c) Chairperson reads name out loud; shows ballot to all
- d) Chairperson places ballots in proper bundles for each candidate
- e) Rejected ballots (*not acceptable*) placed in separate bundle
- f) Counting Committee & Candidate/rep keep count on Tally sheet
- g) When agreement reached; Forms #12 and Form 13 completed; signed
- h) Repack all materials in Ballot Box - Form #13 in Special Envelope

Evaluation:

Are you all comfortable with the method proposed by the volunteers?
If not, why not? What would you change? Why would you suggest this change Is everyone clear on what the procedure is for counting?

'Mini-Simulations'

Other Possible situations: ("What if's?")

(Ideas to be used for 'extra' simulations; as time allows or as "Questions" to ask the class)

Political:

- Candidate/agent insisting on special seat/place @ the Poll
- Candidate/agent trying to control voters/committee/electors/queue, etc.
- Chairperson always asking advice & directions from one particular candidate/agent
- Voter insists he/she is candidate's agent, but committee has not received authorization in writing or in person, from candidate.

Practical:

- It's 6:00 a.m. on April 27th, and your committee has not yet received the ballot box or the list of candidate's agents.
- Your committee has not arranged for meals on April 27th; it is now noon and you will need something to eat/drink soon.....

Committee Members:

- As Chairperson, you have found out that one of the other members is seriously sick, and the election day is tomorrow.
- One of the members wants to do things 'unofficially'. As chairperson, how would you handle it?

Before Election Day:

- Your committee arrives at the polling place, but there is no furniture (tables, chairs, etc.) The site is obviously not ready. What do you do/
- It is late Saturday night, the 26th, and your committee has not yet received your list of nominated candidates and their symbols, or the list of candidates who have withdrawn (if any), or the List of registered voters. What do you do?

Observers/Monitors/Pollwatchers:

- There are people at your poll who claim to be election monitors, and tell you that they have the authority to make some changes if they think that your committee is doing things improperly. They are wearing authorized badges, signed by the SEC. What do you do?

Opening the Polls:

- Everyone necessary for the Opening of the Polls is at your polling station by 7:00 a.m. They want to get started; open the ballot box; count the ballots; and do all the paper work, with plenty of time to open the Poll by 8:00 o'clock. As chairperson, what would you do?
- Some of the candidates and agents that are present at your poll for the Opening, insist that you draw a line through one of the candidate's name on each ballot, as they claim he has withdrawn from the election. But, you have not received any notice of this. What do you do?
- Your committee has opened the ballot box, and found it is empty of supplies such as the ballots, etc. It is 15 minutes before 8:00 a.m., and there are voters already in line to vote. What do you do?
- Your committee is ready to open the ballot box at 8:00 a.m., and you notice the seal is broken. What is your next step?
- It is 8:00 a.m. and one of the candidate's agents has not shown up. Should your Committee have to do anything?
- The number of ballots found in the ballot box does not correspond to the 'number' recorded on the Checklist of Supplies sent with the ballots. There will not be enough ballots for the voters at your polling station. What is your next step?

Processing the votes:

- A voter comes in with a permanent Voter's card, but you can not find his name on the Register? What might have happened? What action do you take?
- A voter comes in to vote, but you find traces of Ink on his fingernails. He claims it's from his 'work site'. What do you do?
- A voter is handicapped and brings a friend to help him mark the ballot. The assistant is not on the voter's list. Can he be allowed to help his friend?
- A person comes in and claims that he lost his Permanent voter's card. Can he vote?
- Your committee has run out of the Special Ink to put on the voter's thumb. Where will you find more Ink? How will you arrange to get it to your poll?
- A voter (woman) refuses to put Ink on her thumb; what can you do?
- A highly placed government Official of Yemen enters your poll to observe the proceedings. He is talking to one of your committee members, and holding up the line of voters. What should you as chairperson, be doing?
- A voter has voted, and then slipped out the door without getting the Ink put on his thumb. What can be done?
- A voter brings you his ballot paper and claims that he spoiled his ballot with the wrong mark. What do you do?
- Two agents for candidates are arguing fiercely and threaten to take violent action. What should the Chairperson be doing?
- Some people are passing out sample 'marked' ballots to the voters in queue, outside the poll. These ballots are obviously trying to show the voters in line who to vote for. Can something be done about this?
- Mothers are taking their children into the polling stations. OK?
- Some voters refuse to leave their firearms outside the door to the polling station. Is it OK?

Closing the Polls:

- All the voters on the List have voted; it is 2:30 p.m., and your committee wants to close the ballot box and go to the Counting Centre. Is this possible?
- One candidate's agent refuses to sign the tape on the ballot box because he disagreed with the closing process. All signatures must be on the ballot box. What happens next? One committee member insists that ALL materials must be locked into the ballot box before you take things to the Counting Centre. What is the correct process?
- No matter how many times you add up the numbers, they just don't balance in the Election Closing Report. What do you do? What could have happened?

Counting Procedures:

- The Tally Committee opens the ballot box from your poll, and count the ballot papers. Their count does not jive with yours...the one on FORM 8. What happens?
- Some of the candidates who are at the Counting Centre insist on holding and looking carefully at every ballot paper. What is the right procedure?
- A candidate is loudly objecting to every ballot that isn't for him. It is becoming impossible to call out the names on the ballots. What can be done?
- There is a tie for the winning number of votes cast. The chairman is to hold a draw for the winner. He is to go outside to get someone one (who has not witnessed the counting, up to this point) , and ask them to 'pick the winner'! What possibilities do you see here for corruption?

Other Possibilities:

- There are female voters on the list, but not one has showed up to vote. What could be the reason? What could be done?
- The TV camera-men wish to come into your poll to take some action shots of people voting. What do you tell them?
- Some security personnel keep coming into the polling station; checking the ballot box, and the polling booth. They tell you they have been given instructions to do this. What do you do (as chairperson)?

Activities that could accommodate the teaching and research of these 'situations':

1. **Small groups:**

Class divides into small groups of 5 or 6 people. They pick a leader, and a recorder. Each group will take 2 or 3 'situation's; discuss them;, keeping in mind what they have just learned about that topic. They will come to a consensus (if possible); and report back to the group as to what their decisions were, and why they decided in this way. (Any use of the LAW or REGS, gets extra points!). Several questions can be covered quite efficiently and well, using this method. Discussion coming from their research can be encouraged for all participants.

2. **"Pairs" (Q & A Box)**

Every '2nd' person draws one question from the 'question box'; they turn to the person beside them and ask the question. Between the 2 of them, they must come up with the CORRECT answer as soon as possible, write the answer on the reverse of the 'question' and place it face down on their desk. Stand. When most are standing, ask everyone to sit down and ask one pair (probably the 1st;) to stand up and **read their question**, and then **read their answer**. (If some other 'pair' had the same question, they will stand also, and read their answer, if it was different.) *Discussion should follow, if the answers are not clearly answering the questions!*

3. **"LAW and REGULATIONS"**

Divide the class in half. Place a 'situation' on the whiteboard. (Eg. **Handicapped person comes to vote.**) Ask the 2 sides to find as many references as possible, in the LAW and/or the REGULATIONS, that mentions or helps clarify this situation (and covers details) for the Committees sitting at the Polling Station. Stand when they are sure that they have covered all bases. As soon as they stand, ask for their answers. Write them on the Board. If their answers are not complete (as challenged by the Opposition), or incorrect, the OTHER TEAM gets the point!

First team to get 5 points, wins!

4. "Situation - Stimulation"

Trainer passes out different '*situations*' occurring at the Poll on Election Day to a few volunteers or Trainees that he chooses (probably because they have already displayed some eagerness to be visible in the class, or have indicated good confidence in themselves and their abilities.) Ask them to "act" out their role as well as they can. The 'Committee' will be volunteers from the class. Volunteers can also be the Candidates/Representatives. The rest of the class will take notes. When they have finished role-playing, the class will discuss what went well and what didn't go so well! (And why!)

5. "TALLY COMMITTEES"

As the 'volunteer' Tally Committee counts the ballots for their district, at the front of class, the rest of the class will have 'TALLY' sheets (*they can be the Candidates/Representatives*) and they can mark off the columns as the names, etc. are being called out by the 'Committee chairperson'. (The chairperson will hold up the ballots so that all can see; object; or just count.) This would be a good time to practice filling in FORM NO. _____ (Results of Each Candidate in District.)

6. DIAGRAMING:

Diagraming is a useful tool for teaching the necessity of a viable and functional Polling station. This is especially important for this election in Yemen, because of the many intricate steps that must be taken.

3 diagrams are presented to the trainees:

The *1st* is a standard layout for the Polling station.

The *2nd* is the same layout, but with directional arrows placed to indicate the circulation pattern of the voter as he/she comes in to vote, and then leaves the Polling station.

The *3rd* is a blank diagram of the Polling station, which the Trainee can now use to draw up a possible diagram for the poll where he/she will be working.

Diagraming: *(Polling Station layout practice)*

(This can also be a small group activity.)

Two essential activities that take place during an election training project are:

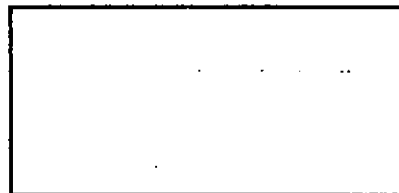
1. Setting up the Polling station
2. Simulation of the actual voting process

The first one, *diagraming*, is a useful tool for teaching the necessity of a viable and functional Polling station. **This is especially important in Yemen, because of the many intricate steps that must be taken.** The 3 diagrams are as follows:

- The **first** shows the layout of a Polling station; the seating arrangement; the positioning of the tables, chairs and other furniture; the location of the ballot box; the voting screens; the working documents (Forms, Ink, stamp); and the ballot papers.

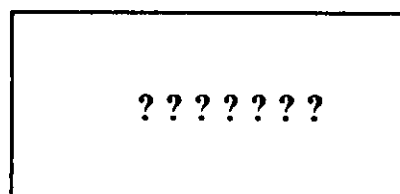


- The **second** diagram is a copy of the first with the addition of arrows indicating the circulation pattern of voter traffic in the station. The voter should not have to retrace his steps, but because of the many steps required in this election, the voter must pass the Committee once more. The procedure will be: **Voter follows the Card!** *(The CARD will be presented at one end of the table; passed up to the Chairperson. After voter votes, it will be signed by the Chairperson; he will pass it back to the original end of the table, where it will be picked up by the voter, after the Register is marked and the Indelible Ink is applied to the left thumb.)*



- The **third** diagram will be a simple outline of the polling station. The trainee is asked to draw the layout of a possible Polling station in his/her centre. *(20 minutes)* Then, one or two individuals may wish to present what they have drawn up, with their explanations.

Emphasis will be on the way the **Voter follows the Card!** *(In the case of a Lost Card, the voter still follows the same process.*



Opening the Polls

Fill in the Blanks:

1. In the Republic of Yemen, the Polls will open at _____ a.m. on April 27th, 1997.
2. The people who must be present at the Opening of the Poll are: _____
_____ and _____
3. The Committee will open the Ballot Box at _____ a.m.; take out the ballots and count them. If a Candidate(s) have withdrawn from the election after the ballots were printed, the Chairperson must make sure that: _____

4. Before the polls are open, the Chairperson must appoint one member as :
_____ to fill out the required forms.
5. All forms used on Election Day must be signed by: _____
_____ and _____,
and stamped with the _____
6. FORM 2 is the _____
7. If a Candidate, or his representative, is not present for the Opening of the polls, the Chairperson must _____
8. The Chairperson must inform the Candidates/Representatives of: a) _____
_____, and b) _____
9. After the Ballot Box has been reviewed (*found empty*); it is locked by the Chairperson. Then Chairperson must fill out FORM # _____. It is called the _____, and it is signed by: _____

10. _____ declares that the Polls are OPEN!

Voting Process

True (T) or False (F):

- () 1. A person cannot vote if he didn't obtain a Permanent Voter's Card.
- () 2. If a handicapped person brings a friend to assist him with marking his ballot, that assistant doesn't have to be a voter on the Register.
- () 3. When a voter presents a Permanent Voting Card, it is not necessary to check the Register for his/her name
- () 4. The Voter Identification Card is retained by the Committee until the voter has voted; the Register marked, and the thumb dipped into the Ink.
- () 5. If there are traces of Ink on a voter's thumb, the Chairperson must fill out FORM 4.
- () 6. Even if a voter has lost his Voter's card, he/she can vote as long as he/she has some kind of ID; preferably a PHOTO ID.
- () 7. A disabled voter may go into the voting booth with a trusted friend, who can mark the ballot for him/her; no one else is needed there.
- () 8. A Candidate's representative may talk to the voters, but he/she cannot try to influence their votes.
- () 9. Periodically, one of the Committee members should go into the voting booth and check for campaign materials, which may be placed there, by voters.
- () 10. The Chairperson is the only one who may handle the ballot papers.

The Total Election Process - SIMULATION

Chairperson in charge of the Polling Station. It is therefore important that he maintain good relationships with all election officials, candidates, candidates representatives, monitors, observers and electors. A good election day will be one where the Chairperson initiates a positive environment early on Election Day!

Time Allocation: 1 hour +

People:

3	BC Members
3	Main Committee Members
5	Electors
1	Person not on list insisting on voting
5	Representative
1	Member SEC
2	guards

Materials:

<input checked="" type="checkbox"/> Ballot Boxes (2)	<input checked="" type="checkbox"/> Place Mats
<input checked="" type="checkbox"/> Voting Booth	<input checked="" type="checkbox"/> Name Tags
<input checked="" type="checkbox"/> Ballot Papers	<input checked="" type="checkbox"/> Plastic Seals
<input checked="" type="checkbox"/> Forms - All	<input checked="" type="checkbox"/> Locks
<input checked="" type="checkbox"/> Indelible Ink	<input checked="" type="checkbox"/> Poster Paper
<input checked="" type="checkbox"/> Voter Register	<input checked="" type="checkbox"/> Stickers (for withdrawn candidates)
<input checked="" type="checkbox"/> ABC List	<input checked="" type="checkbox"/> Audit Form that accompanies Ballot Box
Ink pad	

NOTE: Above materials will not always be available. Do your best to improvise.

Procedure:

Volunteer Trainees are divided into three groups

Poll workers

Electors

Candidates Representatives (need their Form #2)

President is selected

Polling station is set up

- ☒ Arrival with seal ballot box
- ☒ Ballot box opened
- ☒ supplies checked against Checklist
- ☒ Forms completed
- ☒ Ballots counted (stickers applied, as required)
- ☒ Poster at door indicating who has withdrawn
- ☒ Empty ballot box shown empty to all present, closed and sealed

Voting begins!

Possible Scenarios:

The trainer supervises the simulation. If mistakes are made and the trainer can stop the exercise to bring the mistake to everyone's attention, OR let the simulation continue, and see how many 'trainees' can pick out these mistakes. (Interruptions sometimes cause chaos!)

Normally, if the trainees are reasonably clear on the Elections Law and Regulations, the trainers will simply serve as a referee. It must be made clear that the trainees are not in any position to revise elections procedures, and at all times, they must follow the Elections Law, and any instructions they may have received from SEC.

- ☒ Voter is not on list
- ☒ Voter votes then refuses to have his thumb marked with indelible ink
- ☒ Voter's Permanent Voter Card is already signed, he has no ink on hands (name on list)
- ☒ Member of SEC walks in the Polling Station - no identification card
- ☒ Candidate Representative goes to talk to voter when he's about to vote
- ☒ Disabled voter comes in to vote with assistant
- ☒ Voter does not want his card signed by the Chairperson
- ☒ Voter keeps his ballot and leaves polling station
- ☒ Ballot box is exchanged during the voting process
- ☒ Voter comes in with child to vote
- ☒ Voter returns ballot indicating that he has accidentally marked his ballot for someone other than the one he intended to vote for
- ☒ Military walks in the polling station without authorization and armed
- ☒ Ballot box is full and ballots and additional ballots will not fit inside
- ☒ 6:00 PM and there are no voters in the queue
- ☒ Chairperson takes partisan moves when handing out ballot paper
- ☒ Candidate representative keep talking to poll workers during election process
- ☒ Candidate representative walks out of the polling station
- ☒ Observer walks in polling station without any accreditation
- ☒ Camera crew strolls in the polling station to film process
- ☒ Candidate representative does not provide the Chairperson with proper Authorization
- ☒ Poll worker is ill and must leave polling station
- ☒ Poll worker must leave to pray
- ☒ Poll worker leaves at 1:00 PM for lunch and confirms he will return at 2:30 PM

Counting Procedures:

- ☒ Prepare two boxes (pre-counted by the Training Team)
- ☒ Divide the group into two teams
- ☒ Proceed with the count
- ☒ See how close they arrive at the correct result
- ☒ Make sure the procedure is timed
- ☒ Should results of count not match the pre-count results, return on the process and identify where trainees failed, why, and how it may have been avoided.

FINAL SELF-EVALUATION:

1. Name the persons allowed in the Polling Station to watch the polling process?
2. How many persons are allowed to represent a candidate?
3. The Elections Law makes provision for voting to start at what time?
4. A registered voter who did not obtain his Voter Card can vote?
Yes ☐ No ☐
5. A Ballot Paper marked for two candidates can be counted for the candidate which is the highest on the ballot? Yes ☐
No ☐
6. Candidates representatives can assist disabled voter to vote?
Yes ☐ No ☐
7. The name of a candidate written on a piece of paper (not a ballot paper) in the ballot box can be counted for that candidate? Yes ☐ No ☐
8. Candidates representatives can help the Branch Committee do their work?
Yes ☐ No ☐
9. Voter can leave the Polling Centre without getting his left thumb marked with special ink if he so wishes? Yes ☐
No ☐
10. A left thumb print in the Register after the voter has voted is not necessary?
Yes ☐ No ☐
11. A voter is allowed to stay in the Polling Centre to chat with Candidates after he has voted?
Yes ☐ No ☐
12. If there is no elector by the polling station at 3:00, you can close the Polling Station?
Yes ☐ No ☐
13. At 1:30 PM on Election Day, you can leave the Polling Centre and go for lunch?
Yes ☐ No ☐
14. Candidates or their representatives can tell the Branch Committee what to do?
Yes ☐ No ☐
15. The Count at the Counting Centre is the sole responsibility of the Main Committee and the Branch Committee can go home after the polls close? Yes ☐ No ☐
16. The Chairperson of the Branch Committee gives the Ballot Box to a police officer to take it himself the Counting Centre. Is this acceptable? Yes ☐ No ☐
17. You do not have a Polling Station numbered stamp. Can you use the one of the Polling Station next to you? Yes ☐
No ☐
18. Where there are several Polling Stations in a school, the voter can place his ballot in any of the Ballot Boxes at that location? Yes ☐ No ☐
19. If you run out of ballot paper, you can simply use a pieces of paper?
Yes ☐ No ☐
20. You can permit a voter to vote if he forgot his Permanent Voter Card at home?
Yes ☐ No ☐

D:

Election Day Checklist Provided to Each Polling Station

× ختام عملية الانتخاب :

- إختتم عملية الانتخاب الساعة السادسة مساءً إلا في حالة تواجد ناخبين لم يدلو بأصواتهم وهم داخل إطار المركز الانتخابي ولا يستمر بأي حال بعد الساعة الثامنة مساءً.
 - إعلان ختام عملية الاقتراع.
 - يدون كاتب السر ختام عملية الانتخاب في المحضر نموذج رقم (٨).
 - إختتم فتحة صندوق الاقتراع بالورق اللاصق مرجزم من اللاصق من الفتحة الى القفل.
 - ضع الشمع الأحمر على أجزاء من اللاصق حول فتحة الصندوق وعلى سطح الصندوق.
 - يتم التوقيع على اللاصق من قبل أعضاء اللجنة والمرشحين او مندوبيهم.
 - جميع الإستمارات والوثائق والبطاقات الغير مستعملة يجب إن تغلف وتوضع في المظاريف الخاصة بها.
 - المظاريف يجب إن تختم بالشمع الأحمر.
 - يتم نقل صندوق الاقتراع وجميع وثائق الاقتراع الى اللجنة الأصلية في الدائرة من قبل أعضاء اللجنة وبمرافقة المرشحين او مندوبيهم على أن تقوم اللجنة الأمنية بتوفير الحماية اللازمة لذلك.
 - إحرص على كافة الإجراءات الأمنية أثناء الانتقال.
- ### × إجراءات معاينة صندوق الاقتراع والفرز :

- بمعاينة صندوق الاقتراع والفرز وبعد تواجد جميع المشاركين المطلوبين ووصول جميع صناديق الاقتراع يلزم التقيد بالإجراءات التالية كل صندوق إقتراع على حدة وبالترتيب العددي للصناديق في إطار كل مركز على أن تبدأ عملية الفرز بصناديق اللجان النسائية.
 - معاينة التجميع - التوقيعات - القفل.
 - في حالة سلامة الأختام والقفل ، تقوم لجنة الفرز بعمل النموذج الخاص بمحضر معاينة وإستلام صندوق الاقتراع.
- ### × فتح صندوق الاقتراع :

- تفريغ صندوق الاقتراع على الطاولة وأمام الحاضرين.
- البدء بفرز إجمالي عدد بطاقات الاقتراع ومطابقتها مع الرقم المدون في نموذج (٨).
- فرز عدد البطاقات الصحيحة لكل مرشح على حدة وبشكل رزم.
- يقوم أحد أعضاء لجنة بوضع علامة بطاقة الاقتراع التي قد تم فرزها.

× البطاقات الباطلة هي :

- التي فيها أكثر من إشارة على البطاقة.
- البطاقة الخالية من أي علامة.
- البطاقة المعلقة بشرط.
- وفي كل الأحوال يعد صحيحاً كل رأي دل على إرادة الناخب.
- يتم مراجعة الرزمة التي تحوي الأصوات الباطلة والمشكوك فيها.
- يتم إكمال نموذج رقم (١٠) والتوقيع عليه من جميع أعضاء لجنة الفرز على مستوى كل لجان المركز.
- إكمل النموذج رقم (١٢) كشف تجميعي للأصوات التي حصل عليها كل مرشح في إطار كل مركز بالدائرة.
- يتم إعداد التقرير النهائي ونموذج رقم (١٢) وتوقيعه بعد أن يوقع عليه المرشحين او مندوبيهم بالإضافة الى توقيعات رؤساء وأعضاء لجان الاقتراع في الدائرة.

- إعلان اسم المرشح الفائز.

- في حالة التساوي في عدد الأصوات لمرشحين أو أكثر على لجنة الفرز إجراء القرعة فيما بينهم لإعلان الفائز.

- إقفل الصندوق بما يحويه من مستلزمات ووثائق بموجب التعليمات الواردة في التقرير النهائي.

- بعد إكمال الفرز في اللجنة الأصلية في الدائرة تنقل اللجنة الأصلية جميع الصناديق والوثائق والمستلزمات الى اللجنة العليا للإنتخابات وإستلام إخلاء العهد بذلك.

- إحرص على إتباع الإجراءات الأمنية أثناء النقل.



الجنة الوطنية للانتخابات اللجنة العليا للانتخابات

دليل مختصر للأعمال المناطة (ليوم الاقتراع)

تتواجد لجان الاقتراع في المراكز الانتخابية يوم ٢٥/٤/١٧ م لترتيب وتجهيز ما يخص تنفيذ الأعمال والمهام المناطة بها استعداداً ليوم الاقتراع.
يوم الاقتراع ٢٧/٤/٢٠٢٧ م يتم اتباع الخطوات التالية ،
- التواجد الساعة السادسة صباحاً .

- جهاز مكان الاقتراع (غرفة الاقتراع) بما فيها (صندوق الاقتراع + الكابينة + أماكن المندوبين + قائمة بأسماء المرشحين) .
- حضر المستلزمات وبطاقات الاقتراع والنماذج للإستخدام .
- بدءاً من الساعة السابعة تعيين عضو ككاتب للسرد لتحرير محاضر الانتخاب على أن يكون خطه واضحاً .
- إخلاء القاعة من الأشخاص الغير مصرح لهم .
- إستلام التوكيل من مندوبي المرشحين (نموذج رقم ٢) .

- في حالة عدم تواجد المرشح او مندوبه على رئيس اللجنة أن يختار أحد الناخبين المسجلين في الجدول لينوب المرشح .
- إعلام المرشحين او مندوبيهم بعدد الناخبين في الجدول وعدد بطاقات الاقتراع المستلمة .
- وضع علامة (X) على اسم ورمز المرشح المنسحب بالقلم المخصص لذلك (قلم علامة) .
- × معاينة صندوق الاقتراع (إظهار الصندوق للجميع) .

- إغلاق الصندوق وإقفاله بالقفل وتشميعه ووضع المفتاح لدى رئيس اللجنة .

- إستيفاء النموذج رقم (٢) الخاص بمباشرة عملية الانتخاب .

- الساعة الثامنة صباحاً إعلان مباشرة عملية الاقتراع .

× بداية التصويت - الخطوات الخاصة بالناخبين :

- التأكد من شخصية الناخب .

- إطلب البطاقة الانتخابية من الناخب - إبحث عن اسم الناخب في جدول الناخبين .

- ضع علامة أمام اسم الناخب في جداول الناخبين .

- إذا كان الناخب معاقاً واحتاج لمساعدة في التصويت يجب وضع علامة (*) عند اسم الناخب المعاق .

- إنظر إبهام الناخب (اليسرى) لخلوها من الجبر لضمان عدم إدلاء الناخب بصوته أكثر من مرة ويتم مسحها بقطعة القماش المعدة لذلك .

- إستيفاء النموذج الخاص بحرمان شخص من الانتخاب لوجود جبر في يده (نموذج رقم ٤) .

- يحصل الناخب على بطاقة الاقتراع .

× بعد أن يصوت الناخب ويضع بطاقة الاقتراع في الصندوق :

- التوقيع على بطاقة الناخب من قبل رئيس اللجنة .

- أشر بعلامة أخرى أمام اسم الناخب في جدول الناخبين على أن ييضم الناخب أمام اسمه بإبهام اليد اليسرى .

- ضع إبهام الناخب اليسرى في الجبر الخاص حتى المفصل .

- في حالة عدم وجود الاسم في جداول الناخبين لايسمح له بالإقتراع .

× ماذا ينبغي عليك أن تفعله في الحالات التالية :

١- ناخبين يحتاجون للمساعدة ،

- يحق للناخب المعاق أن يختار مساعداً له شريطة أن يكون مدوناً في جدول الناخبين ليؤشر عليه وتحت إشراف رئيس اللجنة أو أحد أعضائها .

- التأكد من مطابقة مايكتبه مساعد الناخب مع ما اختاره الناخب وذلك بمرافقتها .

٢- إخلال بالنظام في قاعة الاقتراع ،

- في حالة قيام ناخب أو مرشح أو مندوب بعمل مخل بالنظام على رئيس اللجنة إخراجهم من قاعة الاقتراع وإستيفاء النموذج رقم (٦) .

- في حالة دخول شخص غير مصرح له الى قاعة الاقتراع على رئيس اللجنة أن يطلب مغادرته فوراً .

- يحق لرئيس اللجنة أن يطلب مساعدة رجال الأمن أو الشرطة إذا تطلب الأمر ذلك .

Election Day Checklist Provided to Each Polling Station
English Translation

**REPUBLIC OF YEMEN
SUPREME ELECTIONS COMMITTEE**

Election Day Checklist

- * Pollworkers will report to polling centers on 4/25/97 to arrange and prepare for their assigned duties on election day.
- * On election day (4/27/97) the following procedures will be followed:
 - * Arrive by 6:00 a.m.
 - * Prepare the polling station, including the ballot box, voting booth, places for the candidates' representatives, and the list of voters.
 - * Arrange the supplies, ballots, and forms so they are ready to be used.
 - * At 7:00 a.m. appoint a Clerk with legible handwriting to fill out the election forms.
 - * Have all unauthorized personnel leave the room.
 - * Collect the Candidate's Representative Forms (Form 2) from the representatives.
 - * If the candidate or his representative is not present, the Chairman must select a voter registered on the list to represent the candidate.
 - * Announce the number of voters on the list and the number of ballots received to the candidates and/or their representatives.
 - * Place an [X] on the name and symbol of any withdrawn candidate using the special pen (marking pen).

Inspecting the Ballot Box (Showing the Box to All Present)

- * Close and lock the box with the lock, apply sealing wax to it, and give the key to the Chairman.
- * Complete Form 3 - Opening the Polls.
- * At 8:00 a.m. declare the polls open.

Voting Begins - Procedures Related to Voters

- * Check the voter's identity.
- * Ask the voter for his voting card. Find the name on the voter registration list.
- * Place an [X] in front of the voter's name on the list.
- * If the voter has a handicap or needs assistance, place an [*] by his name on the list.
- * Check the voter's left thumb for the absence of ink to be sure he has not already voted. Wipe the thumb with the cloth provided for that purpose.
- * Complete the form related to preventing the voter from voting due to the presence of ink on the thumb (Form 4) [if necessary].
- * Voter receives a ballot paper.

After the Voter Has Voted and Placed His Ballot in the Box

- * The Chairman signs the voter's voting card.
- * Place another mark in front the voter's name on the voters register and have the voter place his left thumbprint in front of his name.
- * Dip the voter's left thumb into the special ink up to the first knuckle.
- * If the voter's name is not in the voters register, he may not vote.

What Must You Do in the Following Cases?

1. Voters requiring assistance:

- * A handicapped voter may select someone to mark the ballot for him in the presence of the Chairman or other pollworker provided the assistant is registered in the voters register.
- * With both present, make sure the voter's assistant correctly marks the voter's choice.

2. When a disturbance is created in the polling place:

- * If a voter, candidate, or representative creates a disturbance, the Chairman must remove him from the polling place and complete Form 6.
- * If an unauthorized person enters the polling place, the Chairman must ask him to leave immediately.
- * The Chairman is entitled to request the assistance of security personnel or the police if so required.

Closing the Polls

- * The polls shall close at 6:00 p.m. unless voters who have not voted are present inside the polling center. In no case will voting continue beyond 8:00 p.m.
- * The polls are declared closed.
- * The Clerk records the closing of the polls on Form 8.
- * Seal the ballot box opening with adhesive tape, passing a section of the tape from the opening down over the lock.
- * Place red sealing wax on parts of the tape over the opening and on the box surface.
- * The tape is signed by all members of the committee and the candidates or their representatives.
- * All unused forms, documents, and ballots must be wrapped and placed in the envelopes for that purpose.
- * The envelopes must be sealed with red sealing wax.
- * The ballot box and all voting documents must be transported to the district's Main Committee by the members of the committee, accompanied by the candidates or their representatives. The Security Committee must provide required protection.
- * Observe all security measures during transport.

Procedures for Ballot Box Inspection and the Tally

- * The ballot box is inspected and tallied after all participants and ballot boxes have arrived. Each ballot box is tallied separately and in numerical order by polling center, beginning with the women's committees.
- * Inspect the sealing wax, the signatures, and the lock.
- * If the seals and locks are in proper condition, the Tally Committee completes the Ballot Box Receipt and Inspection Form.

Opening the Ballot Box

- * The ballot box is opened onto the table in front of everyone present.
- * Begin by counting and comparing the total number of used ballots against that recorded in Form 8.
- * Tally the number of valid ballots for each candidate and place in separate stacks.

- * One committee member marks each ballot that has been tallied.

The Following Ballots Are Invalid:

- * Ballots marked more than once; Unmarked ballots; Conditional ballots
- * In all cases, any ballot indicating the intent of the voter shall be valid.
- * The stack containing invalid or doubtful ballots shall be reviewed a second time.
- * Form 10 shall be completed and signed by all Tally Committee members at the Polling Center level.
- * Complete Form 12 (Consolidated Tally Sheet) for the votes received by each candidate for each centers in the district.
- * Prepare and sign the final report on Form 13 after it has been signed by the candidates or their representatives and the chairmen and members of the district's polling committees.
- * The name of the winning candidate is declared.
- * In the event of a tie vote for two or more candidates the Tally Committee must conduct a draw to declare the winner.
- * Lock up the ballot box with the supplies and documents inside following the instructions on the final report.
- * After the tally is completed at the district's Main Committee, this committee shall transport all the boxes, documents, and supplies to the Supreme Election Commission and be relieved of its responsibility.
- * Carefully observe all security measures during transport.

E:

Syllabus for IFES Training of Core Trainers, April 7-9, 1997

Yemen's Supreme Elections Commission: Training of Trainers for the Branch Committee Pollworkers for Election Day; April 27th, 1997; in cooperation with IFES and Elections Canada

Program and Training Schedule for April 7, 8 & 9, 1997 (Staff copy)

Day One: (Monday, April 7th)

7:00 a.m. (Staff) Arrive early for last minute arrangements

8:00 a.m. complete **Trainer Registrations:** Trainees enter and sign in at guard desk; pick up training packages; Name tags; informal greetings, etc.

10:00 a.m. **OPENING CEREMONIES:**

Koran Reading

Welcome to Mali

Mazen Loqman

IFES Project Manager.....Ronald Wolfe

Welcome; explanation; funded by USAID, IFES, EC;
Thank-you's.....Introduce Special guests
Introduce Staff; some background; experience, etc.
Training Schedule; Review of agenda for 3 days;

(Introduce Amin Ali Amin...M.L.)

Overview of Committee's Role.....Amin Ali Amin

Closing of Ceremonies.....Ron Wolfe

11:00 a.m. Tea Break

11:30 a.m. **First Session: Before Election Day:**

Personal preparation;
Review of Committee's duties
Planning the polling place (*Diagraming*)
Materials; other needs for Election Day
Observers; others

12:30 p.m. Lunch break

1:30 p.m. **Second Session; Before Voting Begins:**

Preparing voting area
Preparing for Candidates/Representatives
Ballot box review; Count/preparation of ballots
Completion of Form 3; Signatures
Announce Opening of Polls

3:00 p.m. **Simulation**

3:30 p.m. Tea Break

4:00 p.m. Administrative arrangements (*Tent*).....Hifdhallah Ali al-Gabali

Day Two:

8:00 a.m. **Third Session: *Processing of voters:***
 Eligibility of voters
 Issuing of ballots
 Assisting voters; general conduct

10:00 a.m. Tea break

10:30 a.m. **Fourth session: *Processing of voters (continued)***
 "What if's....?" (*Possible Interruptions*)

12:00 a.m. ***Simulations***

12:30 p.m. Lunch Break

1:30 p.m. **Fifth Session: *Closing of the Polls:***
 Declaring Polls closed (*possible times*)
 Ballot box sealed; Audit of ballots
 Complete Form 8; Closing of Polls
 Transfer of Ballot box to Counting Centre (*Security*)

3:00 p.m. ***Simulation***

3:30 p.m. Tea break

4:00 p.m. Complete Administrative arrangements (*Tent*)

Day Three:

8:00 a.m. **Sixth session: *Counting Process:***
 Receiving of Ballot boxes;
 Checking; Tallying of ballots
 Completing Forms: 9,10, 12 & 13
 Packing & Closing

10:00 a.m. Tea Break

10:30 a.m. ***Simulations: (Review Complete Election Process)***
 ALL GROUPS TOGETHER UNDER TENT

12:30 p.m. Lunch Break

1:30 p.m. ***Question and Answer time; EVALUATIONS!***
 ALL GROUPS TOGETHER UNDER TENT

2:30 p.m. ***Closing:***
 Abdul fattah al Baseer
 IFES - Elections Canada team

F:

**IFES Project Manager's Speech
at Opening Ceremonies, Training of Core Trainers**

**Translation of Arabic Remarks to Opening Ceremonies for TOT Training
Yemen Pollworker Trainers Program Held at MALI, Sanaa, Yemen
April 7, 1997**

Ronald G. Wolfe

Members of the Supreme Elections Commission,
The Dutch Ambassador in Sanaa,
The Public Affairs Officer of the American Embassy in Sanaa,
The UNDP Advisor for Yemen Election Affairs,
and guests:

On behalf of the IFES team working in Yemen, I have the great pleasure to thank deeply the Supreme Election Commission [SEC] and all its members for the technical and administrative facilities they have placed at our disposal since my first visit in October of last year. I would like to direct special thanks to Mr. Amin Ali Amin, Head of the SEC's Planning and Statistics Sector, and to the technical staff working there, for the true cooperation they have provided and continue to provide for the purpose of implanting the principles of democracy in Yemen by organizing a fully free and fair election.

I would also like to direct thanks to the international institutions that provided the funding for this training program. They are:

U.S. Embassy, Sanaa
USAID, Sanaa
CIDA
Elections Canada

It is also a pleasure on this occasion to present the members of the IFES/Elections Canada Team. The Canadian members, representing a total of over 35 years of experience in the field of elections in Canada and around the world, are:

Gladys Teske and Gary Ouellet

The Yemeni team members are:

Dr. Nagiba Abdullah al-Mahdi, Mr. Mazen Shawqi Loqman, and Mr. Hefdhallah Ali al-Gabali

This is a truly unique team, in the Arab World at least, in that is multinational and in that these very same team members all worked together during the Yemen elections in 1993. I would also like to stress that our Yemeni team members represent the highest example of energetic, enlightened, youthful leadership, as I might add do the members of the SEC, and I consider them to be excellent examples of the democratic society emerging in Yemen.

We began thinking about the program whose inauguration we celebrate today as soon as the 1993 elections were over. Those elections represented a historic

transformation and were a significant event in Arab politics for several reasons, the most important of which relates to the independence of the SEC as a national institution.

I would like to briefly review the team's accomplishments in the brief three weeks we have been here. During this time we have been able to prepare and publish the Guide to Trainers and Branch Pollworker Committees for Election Day, as well as an additional manual to serve as a training syllabus for the trainers. When this training course is concluded, you will all travel to election centers throughout the country and in turn provide training to over 1200 trainers for the final phase of this major training program. Those 1200 trainers will be responsible for training all the rest of the branch pollworkers in election day procedures.

I have full confidence that you represent an elite group of proficient trainers and the finest people we could hope to find to comprehend and employ the training materials that will be presented to you in the lectures and to master the practical simulations in which you will be trained. When that has been accomplished, you will transmit the knowledge you have gained by training the trainers of the next phase. By doing this in the most complete manner possible, you will have participated in further embedding the principles of democracy on which your country has so earnestly embarked.

As an old Chinese philosopher once said:

I hear, and I forget.
I see, and I remember.
I do, and I understand!

In conclusion, in my name and in the name of all my colleagues on the IFES team, I thank you and the SEC for providing us with this unique and valuable opportunity to participate in building a new democratic society in Yemen and simultaneously further consolidating the ties of American-Canadian-Yemeni friendship. Peace be upon you.

G:

Article on IFES training in *Al-Thawra* Newspaper

في افتتاح دورة تأهيل مدربي اللجان الفرعية الانتخابية:

التأكيد على أهمية دور اللجان في إدارة عملية الاقتراع



كتب / احمد نعمان عبيد

بدأت في صنعاء أمس أعمال الدورة التدريبية لمدربي اللجان الفرعية استعداداً للانتخابات النيابية في السابع والعشرين من إبريل الجاري والتي تنظمها اللجنة العليا للانتخابات بالتعاون مع المؤسسة الدولية للأنظمة الانتخابية «IFES» ومؤسسة كندا

لانتخابات خلال الفترة من ٧ من الشهر الجاري بمشاركة ٧٥ متدرباً يمثلون مختلف محافظات الجمهورية .. وفي حفل الافتتاح ألقى الأخ / محمود عراسي نائب رئيس اللجنة العليا للانتخابات كلمة أكد فيها أن اللجنة العليا وهي تؤدي مهامها الكبيرة قد ركزت على عملية التدريب والتأهيل منذ بداية المرحلة الأولى من الانتخابات وهو الاتحاد الذي يأتي في إطار السياسة العامة للدولة في الاهتمام بالكاادر الوطني وتأهيله ليأخذ مكانه الطبيعي في عملية التنمية الشاملة في البلاد وعلى كافة الأصعدة..

مشيراً في سياق كلمته الى أهمية الدورة في شرح وتوضيح كل مايتعلق بإدارة العملية الانتخابية والمتمثلة بيوم الاقتراع حيث ستقوم هذه المجموعة بتدريب مجموعات كبيرة في المحافظات والتي ستستوي بدورها تدريب لجان الصناديق..

وحدث الأخ محمود عراسي المشاركين في الدورة على أهمية الاستفادة في الدورة والاستيعاب الكامل لكل مايطرح فيها من معلومات قيمة تخدم عملية الانتخابات ومسيره الديمقراطية في بلادنا .. مؤكداً أن سعادة الإنسان تتحقق عندما يستطيع ان يختار بإرادته الحرة من يعثله في مجلس النواب والسلطة المحلية..

وشكر نائب رئيس اللجنة العليا للانتخابات كل من أسهم ويسهم في دعم العملية الديمقراطية في اليمن وخاصة الولايات المتحدة الأمريكية وكندا وهولندا لدعمهم الفاعل والمتواصل للجنة العليا خلال المرحلتين الأولى والثانية في الانتخابات النيابية لعام ٩٧م..

من جانبه استعرض الأخ أمين علي أمين عضو اللجنة العليا للانتخابات رئيس

الاقتراع والمنهج التدريبي للمدربين مشيدة بالجهود المبذولة من قبل اللجنة العليا للانتخابات لترسيخ ديمقراطية عبر انتخابات حرة ونزيهة..

ونوهت الكلمات ان البرنامج التدريبي الذي ينفذ الآن قد بدأ التفكير به فور الانتهاء من انتخابات ٩٣ التي مثلت تحولاً تاريخياً وحداثاً هاماً في السياسة العربية لعدة اعتبارات يأتي في مقدمتها استقلال اللجنة العليا كمؤسسة وطنية

تعتد ذلك بدأت أعمال الدورة بتوزيع المشاركين الى مجموعتين حيث تناول البرنامج التدريبي ليوم أمس دور اللجان وتخطيط مقعر الاقتراع والاحتياجات الضرورية لذلك وشرح كيفية التأكد من الصندوق وحصر اعداد بطاقات الاقتراع والاستعداد للمرشحين والندوبين وطريقة اعلان مباشرة الاقتراع وستواصل الدورة أعمالها اليوم..

حضر حفل الافتتاح الأخ / سعيد الكيبي عضو اللجنة العليا للانتخابات رئيس قطاع الاعلام والعلاقات باللجنة والسفير النرويجي بصنعاء ومستشار البرنامج الإنمائي للأمم المتحدة لشؤون الانتخابات والمستشار الثقافي والإعلامي بالسفارة الأمريكية بصنعاء..

قطاع التخطيط والأحصاء باللجنة المتباد التي يجب ان يقوم بها مدربي اللجان الفرعية في المحافظات حيث سيتوجهون الى مالايقل عن ٦٤ مركز تدريب وسيقدم كل فرد بتدريب عشرين آخرين وإرشادهم الى الأمور المتعلقة بيوم الاقتراع..

وفود الأخ أمين علي أمين الى أهمية الدليل التنفيذي للمرحلة الثانية من الانتخابات في تفسير قانون الانتخابات رقم ٢٧ لعام ٩٦ إضافة الاديبيات الأخرى التي تشكل في مجموعتها مصدراً ومرجعاً مهماً للجان الانتخابية في كيفية إدارة يوم الاقتراع دون أية مشاكل او معوقات وتوفير كل المتطلبات لذلك في صندوق وبطاقة وكابينة اقتراع وغيرها من المستلزمات الضرورية..

وأشار عضو اللجنة العليا للانتخابات الى ان هذه الدورة ماهي الا ثمرة من ثمار مذكورة التفاهم الموقعة بين اللجنة العليا ومؤسسة ايفس للأنظمة الانتخابية في الرابع من فبراير عام ٩٧م للتعاون في مجال تدريب لجان صناديق الاقتراع..

كما أقيمت في حفل افتتاح الدورة كلمتان من قبل د/ روناالدولف / مدير مشروع ايفس في اليمن ومارزن لقمان مدير معهد مالي اشارتا الى الإنجازات التي حققتها الفريق المختص بتدريب المدربين والمتعلقة باعداد الدليل الارشادي ليوم

Article on IFES training in *Al-Thawra* Newspaper
English Translation

Al-Thawra Newspaper, April 8, 1997

Importance of Role of Pollworker Committees in Administering the Election Process Stressed at Opening of Training Course To Prepare Pollworker Trainers

Training course activities to prepare pollworker trainers for the parliamentary elections to be held on April 27 began yesterday in Sana'a. The course is being organized by the Supreme Elections Commission [SEC] in cooperation with the International Foundation for Election Systems [IFES] and Elections Canada from April 7-9 for 75 trainers representing the nation's various governorates.

During the opening ceremonies SEC Vice-Chairman Mahmoud Arasi pointed out that in performing its important work since the very first phase of the elections, the SEC has focused on the training and preparation process. This focus is in line with the government's overall policy and interest in the preparation of a national cadre to assume its natural place in contributing to comprehensive national development in all fields.

Arasi pointed out the importance of the course in explaining all matters related to election administration on voting day since this group of trainers will be training an even larger group of trainers in the governorates who will in turn be training the pollworkers themselves. He also stressed the importance of participants deriving maximum benefit from the course and fully absorbing the valuable information that would be presented in service to the elections process and the course of democracy in our country. The happiness of mankind, he assured the audience, is realized when people are able of their own free will to choose their representatives to parliament and to local government.

The SEC Vice-Chairman thanked all who played a part in supporting the democratic process in Yemen, especially the United States, Canada, and Holland, through their active and continued support during the the first and second phases of the 1997 parliamentary elections.

Amin Ali Amin, SEC member and head of its Planning and Statistics Sector, reviewed the tasks assigned to the pollworker trainers in the governorates, inasmuch as they will travel to at least 64 training centers, with each trainer training and providing guidance to 20 additional trainers on all matters related to election day.

Amin referred to the importance of the Executive Regulations for the second phase of the elections in explaining Election Law 27 of 1996, in addition to other written materials which together are significant resources for the pollworker committees on how to administer election day without any difficulties or obstacles. All of the required materials will be provided, including the ballot box, the voting booth, ballots, and other election items.

SEC Commissioner Amin pointed out that this course is one of the fruitful outcomes of the Memorandum of Understanding signed between the SEC and IFES on February 4

1997, for cooperation in the pollworker training field.

The course ceremonies were also addressed by Dr. Ronald Wolfe, IFES/Yemen Project Manager, and Mr. Mazen Loqman, Director of the MALI Institute. They spoke of the accomplishments of the team responsible for training the trainers in terms of preparing the Election Day Training Manual and the Training Syllabus and praised the efforts made by the SEC to implant democracy through free and fair elections.

Both speakers said that thinking about the training program now being carried out had begun immediately following the 1993 elections, which constituted a historic turning point and a major event in Arab politics for a number of reasons, chief of these being the independence of the SEC as a national institution.

Following the ceremonies, training activities got underway with the participants divided into two groups. Yesterday's training program dealt with the role of pollworkers, planning the polling station, and related requirements. Other parts of yesterday's training included checking the ballot box, counting the number of ballots received, getting ready to receive candidates or their representative, and how to declare the polls open. Course activities will resume again today.

The opening ceremonies were attended by Mr. Said al-Hakimi, SEC member and head of the Media and Foreign Relations Sector, the Dutch ambassador in Sana'a, the election matters advisor of the United Nations Development Program, and the Public Affairs Officer of the American Embassy in Sana'a.

H:

Core Trainers' Evaluation Form for IFES Training

Evaluation Form
Core Trainers' Evaluation of IFES-Elections Canada Training
April 7-9, 1997

Name (Optional)

1. Training Material Excellent ____ Good ____ Acceptable ____

Was the training manual lacking anything? (Explain) _____

2. Administrative arrangements were:

Excellent ____ Good ____ Acceptable ____ Unacceptable ____

If you responded "unacceptable," please explain why. _____

3. Were three days sufficient for your training? Yes ____ No ____

4. The trainer's explanation of election procedure and training technique was:

Excellent ____ Good ____ Acceptable ____ Unacceptable ____

5. The number of trainees in the classroom was: Appropriate ____ Too Many ____

6. Were the training aids sufficient? _____

7. How would you evaluate the training team on a scale of 1 to 5, 1 being the highest?

A. Knowledge of the material: 1 2 3 4 5

B. Method of presentation: 1 2 3 4 5

C. Trainer effectiveness: 1 2 3 4 5

D. Interaction with the trainees: 1 2 3 4 5

If you have additional comments to make, please use the lines below and the reverse of this sheet.

I:

**IFES/Elections Canada Form
for Observation of Pollworker Training Sessions**

Governorate: _____ Training Centre: _____ (Male __ Female __)

3rd-tier Training Questionnaire

(for gathering information from trainers of the pollworkers)

1. Attendance of trainees at this centre (*pollworkers*):
Expected number _____ Actual number _____ % _____
Reasons why number is high or low? _____

2. The trainees are:
Branch Comm. _____ Add. Branch Comm. _____ Main Comm. _____
Other (*such as SuperV.*) _____ Male (*no.*) _____ Female (*no.*) _____
3. Sufficient materials supplied: (*technical*).
Manual _____ Law _____ Regs _____ Pres. Speech _____
Others? (*Name*) _____
4. Extra Training Materials supplied by trainer: (*Such as ballot box; diagrams; posters; sample ballot paper?*)

5. Plans for training: (*no. of days; extra trainings; use of simulations; etc.*)

6. List any notable points of confusion: (*Questions asked which were not resolved satisfactorily*)
A) _____
B) _____
C) _____

IFES Comments: (Notes)

(Did you have trouble finding the centre? What did you see as the strong points, here? Any noticeable problem areas? Etc.)

Signatures: (below)
(IFES Election Consultants)

Time: _____

Date: _____ /97

1. _____
2. _____

J:

IFES/Elections Canada Election Day Observation Form

IFES Observation Team - April 27, 1997 - Republic of Yemen

Observer:		Observer:	
Governorate:	District #	Poll Centre	Poll Station No.

Before Polls Open:

1. Arrived at Polling station atAM / PM
2. Were all three Branch Committee members present? Yes No
3. Was layout of Polling Station adequate for voting process? Yes No
4. Were all materials there and displayed properly? Yes No
5. Were any of these present? ☐ Manual ☐ Pink Checklist ☐ Law ☐ Regs.
6. Did you observe the use of the above items? Yes No
7. Were there problems encountered before poll actually opened? Yes No
8. Total registered electors on Alpha List?
9. Of these, how many have picked up their Perm Voter Card.....
10. How many ballots received from SEC?
11. How many candidates on the ballot for this District?
12. How many withdrawn candidates on this ballot?
13. Any problems in crossing out these candidates from ballot? Yes No
14. How were names deleted - marker - pen - sticker - other
15. Did every candidate have an agent present? Yes No
- If not, what action was taken?
16. When were the withdrawn candidates names crossed out from ballot?
☐ Before Poll opened ☐ during voting ☐ other
17. Was the list of withdrawn candidates listed outside Polling Station? Yes No
18. Was the Ballot Box sealed properly? Yes No
19. What method was used to lock box? ☐ Numbered Seal ☐ Padlock ☐ Tape
20. Was red wax used for sealing of ballot box? Yes No

Comments:

Opening the Poll:

21. What time was the poll declared open?AM/PM
22. Approximately how many voters at polling station at opening time?
23. Any difficulty in completing Form #3(Opening of Polls)? Yes No
24. Is security present outside of polling station? Yes No
25. Were there any unauthorized persons present at opening? Who? Yes No
26. Were there any observers? Yes No
- EMC ADI INTERNATIONAL NDI Other
- 26.1 Was their presence accepted by poll workers and cand/agents? Yes No
27. Did they have proper ID? (i.e. coloured badges) Yes No
28. Were they following the accepted Rules of Observation? Yes No

Comments:

Voting Process:

29. Were voters processed in an orderly manner (i.e. one by one)? Yes No
30. Was the "voter-follow-the-card" process followed? Yes No
31. Were persons WITHOUT VOTER CARDS allowed to vote? Yes No
32. Was any one refused a vote while you were present? Yes No
33. Did you observe any objections by candidates or their agents? Yes No
34. Did double-sided ballot affect the secrecy of the vote? Yes No
35. Did elector have difficulty folding ballot & inserting into the ballot box? Yes No
36. Was the secrecy of the vote compromised in any way? Yes No (over)

37. Were handicapped/illiterate voters assisted according to the Law/Regs. Yes No
38. Was intimidation observed, in or out of polling station? Yes No
39. Was illegal political activity observed, in or out of polling station? Yes No
40. Was the register properly marked as the voter voted? Yes No
41. Registers used at this Polling Station: ☐ Alpha List ☐ 1993 ☐ 1996 ☐ other
42. Was there any difficulty in finding names in Registers/Lists? Yes No
43. Did elector apply his left thumb by his name after voting? Yes No
44. Was indelible ink applied to left thumb of voter as required? Yes No
- 44.1 Did you observe any problems with the indelible ink? Yes No
- 44.2 Did you receive any comments on the design of the ballot? Yes No
- by: ☐ BC ☐ Cand/Agent ☐ Observer ☐ Elector ☐ others
- Comments:

Closing of Polling Station:

45. At what time did this polling station close?AM / PM
46. Were there still voters in line at 6:00 PM? Yes No How many?
47. Were voters still in line allowed to vote? Yes No
48. Were closing procedures respected? Yes No
49. Was the ballot box properly sealed with tape and red sealing wax? Yes No
50. Were all authorized persons allowed to accompany ballot box? Yes No
51. Was transportation provided by SEC to ensure that all authorized persons travel together with ballot boxes and electoral materials? Yes No
52. Any difficulties observed with travel arrangements to counting centre? Yes No
53. Was security adequate? Yes No
54. At what time did the personnel and ballot box leave Polling Station?PM / AM
- Comments:

Counting Process:

55. What time did you arrive?PM / AM
56. Was counting centre sufficiently adequate for counting process? Yes No
57. Had counting procedures already begun? Yes No
- If not, approximately what % of boxes is yet to be delivered?
58. Were all Counting Officials present?(Main & Branch) Yes No
59. Were women's ballot boxes counted first? Yes No
60. What time did count actually begin? PM / AM
61. Were ballots counted from: ☐ Ballot Box ☐ Pile on Table ☐ other method
62. Name all who kept tally? ☐ Member(s) ☐ Cand/Agents ☐ Observers ☐ others
63. Mark difficulties observed during Counting Process?
- ☐ Arrival of Ballot Boxes ☐ Authorized/unauthorized persons ☐ Rejected ballots
- ☐ difficulty of consensus about disputed ballots ☐ Tally agreement ☐ other

Security:

64. Were security measures adequate throughout election process? Yes No
65. Did Chairperson enforce prohibition on firearms in this polling station? Yes No

Overall Assessment of Voting Process and/or Counting at this Polling Station:

- A. (Please check one)
- ☐ None or very few irregularities observed
- ☐ Normal, but with significant number of irregularities; does not affect integrity of process
- ☐ Normal, but with significant & serious irregularities which could affect integrity of process
- ☐ Major irregularities

Perception:

- B. Did you feel that the Branch Committee had adequate training? Yes No
- C. How would you grade the technical competency of the Pollworkers at this Polling Station?
- ☐ Poor ☐ Fair ☐ Good ☐ Very Good ☐ Excellent

K:

**February 1997 Memorandum of Understanding
Between IFES and the SEC
(English Version; Original Presented to the SEC in Arabic)**



International Foundation for Election Systems

1101 15th STREET, N.W. • THIRD FLOOR • WASHINGTON, D.C. 20005 • (202) 828-8507 • FAX (202) 452-0804

February 3, 1997

٣ فبراير ١٩٩٧ م

Mr. Muhsin al- Olofy
President
The Supreme Election Commission
Sana'a, Republic of Yemen

الأستاذ / محسن العلفي
رئيس اللجنة العليا للانتخابات
صنعاء، الجمهورية اليمنية

Dear Sir,

On behalf of the International Foundation for Election Systems (IFES) I am pleased to enclose under cover of this letter a proposed memorandum of understanding setting forth our recommendations and obligations with respect to a poll-worker training program for the April 27, 1997 parliamentary elections in cooperation with your distinguished commission.

تحية طيبة وبعد،
يسرني ان ارفق لكم نيابة عن المؤسسة الدولية للانتظمة الانتخابية (IFES) مذكرة تفاهم مقترحة تقدم تصورها والتزاماتنا في ما يخص تنظيم برنامج التدريب لجان الانتخابية المشاركة في الانتخابات النيابية المقرر إجراؤها في ٢٧ ابريل ١٩٩٧ م بالتعاون مع بختكم الموقرة.

It has been a pleasure to work closely with Mr. Amin Ali Amin, Chairman of the Planning Committee and other members of the commission in developing this proposal. With your approval, we look forward to returning to Yemen as a team in mid-March 1997 to carry out the training program envisioned herein.

لقد كان شرفا لي أن اتعامل مع كسب مع السيد / أمين علي أمين رئيس قطاع التخطيط وأعضاء اللجنة الآخرين في وضع هذا البرنامج المقترح وبعد موافقتكم نتطلع الى العودة الى اليمن كفريق عمل لتنفيذه طبقاً للتصور الموضوع أمامكم.

With very best regards.

Sincerely,

مع خالص الشكر وأطيب التمنيات.

Ronald G. Wolfe
Yemen Project Director

د. رونالد وولف
مدير مشروع (IFES) في اليمن

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**Memorandum of Understanding
Between
The Supreme Election Commission
and
The International Foundation for Elections Systems
Organizing Branch Committee Training for Polling Day**

Section One - Preface

Pursuant to the meeting of January 26, 1997, with Mr. Amin Ali Amin, Chairman of the Planning Sector at the Supreme Elections Commission [SEC], attended on behalf of IFES by Mr. Ronald Wolfe and by Mr. Amin Abdel-Karim Said and Mr. Abdel-Wahhab al-Iryani, to study the timetable for the second phase of the elections agreement (for training purposes), and to submit proposals to ensure proper conduct of the elections during the second phase by having election committee members receive the training needed to perform their tasks in the best manner possible, the above-named individuals and Mr. Mazen Shawki Loqman, the IFES local coordinator, held a series of meetings to study the timetable presented by the SEC and related training requirements and to prepare our recommendations in this regard.

Section Two - General Training Principles

The timetable for the second stage of the parliamentary elections and relevant guidelines were carefully examined during these meetings. We are pleased to present below the principles on which our recommendations have been based, which are as follows:

1. It is important to stress implementation of the timetable set for training.
2. It is essential that training not interfere with the performance of committee activities while committee members are stationed at their centers, thereby having a negative impact on their assigned duties.
3. Adequate periods of time must be made available for trainers and trainees to move from the locations where they are trained to their assignment posts.
4. It is important that those who will be training the committees on polling day activities be trained only a short time prior to election day.
5. It is important that training cover practical application of all committee activities.
6. It is important that the number of participants in training sessions be small enough to ensure training effectiveness and proper performance.

Section Three - The Overall Organizational Framework for Training

1. Pursuant to decisions of the SEC, the training of supervisory and principal committees will be centrally conducted by the SEC itself in Sana'a following its own schedule.
2. Training of branch and additional branch committees shall be conducted on a decentralized basis for election day activities. The IFES American-Canadian team shall participate in cooperation with the SEC as follows:
 - A. The IFES team shall arrive during the middle of March sufficiently ahead of when training begins to permit it to cooperate with the SEC in preparing the training materials for SEC approval.
 - B. Seventy-five trainers of trainers [TOT] shall be trained, 15 to be in reserve, following their selection by the SEC. They shall have experience in the teaching and training field and shall be knowledgeable about the practical aspects of elections. They shall train 1204 trainers, whom we recommend be selected as follows:
 - The chairman or a member of the principal committee of the district.
 - Three members of the branch committees who have demonstrated their effectiveness during the previous phase.
 - C. The training period of this group of 1204 shall be four days, averaging six hours daily split into two periods. The first day shall be assigned for completion of administrative procedures.
 - D. Because not all members of the supervisory and principal committees can free themselves to be trained and to conduct training due to their having to perform other activities during this critical period, including receiving candidate applications, selecting electoral symbols, receiving election publicity programs and challenges, etc., we believe the chairman of the principal committee and three of the most competent members of the existing branch committees should be trained to serve as trainers. They would train the additional branch committees, as well as members of the existing branch committees at district centers. We have based this proposal on the fact that branch committee activities end one week before election day pursuant to the provisions of Article 18.D of the Election Law.
3. Based on the elements explained above, we recommend the changing of certain dates for announcing the names of committee members so they will have sufficient time to arrive for training, as indicated in Appendix A - Proposed Timetable for the Second Phase of the Elections (Training Aspect).

Section Four - International Foundation for Election Systems Financing

1. To carry out the activities referenced in Section Three, Para 2.A.-D. above, related to training members of the branch and additional branch committees, IFES will bear the cost of all the items indicated below within the limits of its established budget of \$285,000. This includes:
 - Four election poll-worker training experts, two of whom are from Elections Canada with Canadian financing, including compensation, travel expenses, accommodations, and local expenses.
 - 3-4 Yemeni assistants, including compensation, travel expenses, accommodations, and local expenses during travel.
 - Training of 75 TOT, including compensation, travel expenses, accommodations, and local expenses during their training and when they train others.
 - 36,500 printed training manuals for committee members and 12,000 copies of the Polling Day Summary of Assigned Activities.
 - Rental of a training site for the TOT.
 - Salaries and direct expenses at the IFES head office in Washington.

In closing, we would like to stress that proper training of poll-workers to carry out tasks as required is a major concern of both the Supreme Elections Commission and the International Foundation for Elections Systems.

Dr. Ronald G. Wolfe
Project Manager, IFES Yemen
International Foundation for Election Systems

Supreme Elections Commission

Dated: February 4, 1997

Appendix A - Proposed Timetable for the Second Phase of the Elections (Training Aspect)

1. **15-16 Feb 97.** Announcement of the names of chairmen of supervisory committees and their secretariats and the principal committees and specification of the date and locations where they will be.
2. **16-17 Feb 97.** Training trainers for practical training of supervisory and principal committees.
3. **18-20 Feb 97.** Announcement of the names of members of the branch committees.
4. **19-23 Feb 97.** Training of chairmen, members, and secretariats of supervisory committees and principal committees will take place. They will be given all documents and materials needed for the second stage of the elections by the SEC in the capital.
5. **25-27 Feb 97.** The supervisory committees and their secretariats and principal committees travel to centers in the governorates to arrange for receiving and training the branch committees there.
6. **1-4 Mar 97.** The supervisory and principal committees receive and train the branch committees and turn over all documents and materials needed for their work.
7. **16-18 Mar 97.** The international IFES team arrives for polling day training activities.
8. **29-31 Mar 97.** Seventy-five TOT trained by the international team.
9. **2-4 Apr 97.** 1204 members of principal and branch committees are trained to do the training of the additional branch committees.
10. **9-13 Apr 97.** Names of the additional branch committee members are announced.
11. **20-22 Apr 97.** 1204 previously-trained principal and branch committee member trainers at district centers train the additional branch committees for the polling centers.
12. **22-24 Apr 97.** The branch and additional branch committees travel to their posts at the centers in all electoral districts.
13. **25 Apr 97.** All principal, branch, and additional branch committees will be present at their headquarters at all election centers.
14. **27 Apr 97.** At 8:00 a.m. on the morning of 27 April the voting process begins in all election centers in all electoral districts of the Republic to elect members to Parliament.

L:

Example of Re-Designed Form for Closing of the Polls

ELECTION CLOSING REPORT

Form 8

Time this polling station actually closed: _____

() District () Centre () Poll

Ballot Papers		Electors		Possible (on Register)	<u>Balance Sheet</u>
before vote	after vote	Eligible Picked up Cards before vote	after vote		
500					No of ballots received from SEC
				482	No of voters registered on list
		420			No. of eligible voter with cards
			400		No of voters who voted
			20		No of voters who have NOT voted
	400				No of ballot papers used
	5				No of ballot papers spoiled
	95				No. of ballot papers NOT used
500	500	420	420	482	TOTALS

We declare that the above information is correct, complete and occurred exactly as recorded here, on
 Election Day, April 27, 1997 @ _____ Time

Signature	Name	<u>Committee</u>
		Chairperson
		Member
		Member

Signature	Name	<u>Candidates/Representatives</u>
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10
		11
		12
		13
		14
		15



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