



National Electoral Commission - Sierra Leone

MARCH 2018 ELECTIONS



Presidential Run-Off Election Polling and Counting Procedures Update

27 March 2018

Chapter 1 Background

Election type

Run-off Presidential Election

Date: 27 March 2018

Times of Polling: Opening 7:00 am, Closing 5:00 pm

Staffing

Polling Centre Staff: two persons

Polling Centre Manger -PCM

Polling Centre Queue Controller -PCQC

Polling Station Staff: Five persons

Presiding Officer-PO

Voter Identification Officer –VIO

Ballot Paper Issuer-BPI

Ballot Box Controller –BBC

Polling Station Queue Controller -PSQC

Dealing with Agents and Observers

- **Do not allow** Agents and Observers to touch sensitive materials including ballot papers.
- **Do not allow** Agents and Observers to collect the Voter ID cards from voters.

Chapter 2 Electoral Materials

Polling Centre Kit and Polling Station Kit

- The new Kit will contain some materials from the used kit
- Two Voting Screens and one Ballot Box
- Printed materials will be received: ballot papers, forms and this run-off update of the procedures in addition to the Polling and Counting Procedures Manual. Ballot papers will be sealed in plastic packets for each station and allocated by the Polling Centre Manager before the opening of polling.
- A short guidance document to give to agents in the centre
- Posters on how to mark the ballot paper to be displayed in the station

Centre and Station Forms

Polling Centre Forms

- Polling Centre Manager Summary of Responsibilities
- **MTF1,2,3,4,5:** most of the Material Transfer Forms have the same content, and are used for the same purpose as in the previous procedures manual.

The use of MTF2:

- 1- This form is specifically used by Polling Centre Manager to hand over all polling materials to Presiding Officer.
- 2- The form is duplicate, each PCM will receive a set of 20 of this form, the first copy white stay with the PCM and the second copy BLUE stay with PO.
- 3- All total number of listed item in MTF2 must be written in the quantity column.
- 4- Pay attention to record the total number of received/handed over Presidential ballot paper and the serial number of the first ballot paper booklet and the last ballot paper booklet.

The use of MTF 5:

- 1- The purpose of this form is to track and record the Contingency Ballot Papers which will come in a separate sealed package for the Centre level.
- 2- **Polling Centre Manager MUST contact the DEO or NEC HQ Situation Room in case** he/she needs to use the contingency ballot papers, indicating for which station and the reason behind.
- 3- The MTF 5 form has three copies. The last copy to stay with PCM.

The use of contingency ballot papers

Polling centres will have the following quantities of contingency ballot papers:

Polling Centre Size	Number of contingency ballot papers in centre box
PC with 1-3 stations	50
PC with 4-5 stations	100
PC with 6-10 stations	150
PC with more than 10 stations	300

Last Station only will receive extra presidential ballot papers to accommodate voting by the Centre polling staff and security personnel.

Regular station can only receive extra presidential ballot papers if:

- 1- Ballot papers are damaged or many were spoiled
- 2- If the number of ballot papers is below the number of registered voters

In both above cases the PCM to use a new MTF2 and detail that additional ballot papers was issued to this particular station.

The use of the contingency RRF

The Polling Centre Manger will issue the contingency RRF upon request from Presiding Officer and for one of the two reasons:

- if the original RRF is missing from station set
- if the RRF is damaged or completely filled wrong and become unreadable

Polling Centre Manager MUST contact the DEO or NEC HQ Situation Room in case he/she needs to use the contingency RRF, indicating for which station and the reason behind.

In both above cases the PCM to use a new MTF2 and detail that replacement RRF was issued to this particular station.

In case of damaged RRF, The PO to place original station damaged RRF in TEE6 inside the presidential ballot box.

Polling Station Forms

Result and Reconciliation Form – RRF, one set only, one original and five copies:-

- Original in white to Regional Tally Centre
- 1st copy **PINK** to District Office
- 2nd copy in **BLUE** to agent No 1
- 3rd copy in **BLUE** to agent No 2
- 4th copy in **YELLOW** to National Tally Centre
- 5th copy in **Orange** to be placed on the wall outside the Polling Station

Record of Seals Form

Chapter 3 Polling

Voting Steps

Same voting steps except:

1. One ballot paper only to be issued to each voter by the Ballot Paper Issuer.
2. The Ballot Paper Issuer **must** carefully explain how to mark the ballot correctly.
3. The voter will be asked to ink the little finger of the left hand by the Ballot Box Controller.

The BPI must ensure that all ballot papers are stamped before issuing. The BPI should not mark anything else on the ballot paper, only the official NEC stamp.

Note: The Presiding Officer should sit in for any polling station staff during an absence. This includes the Polling Station Queue Controller PSQC who must be in place to provide assistance to voters joining the queue.

Special procedures in the last station: Voting by Security Personnel and NEC staff

Security personnel includes:

- RSLAF
- Sierra Leone Police
- Correction Centre Officers
- Fire Force Officers
- Chiefdom Police
- Immigration Officers
- Traffic Wardens

All security personnel will be uniformed when on duty. The last station in each centre will receive information directly on the number of security personnel and NEC staff expected to vote in that station. The Presiding Officer of the last station **MUST** not allow any voting on the supplementary list beyond these numbers. The Polling Centre Manager will monitor the situation.

Use the procedures as detailed on page 43 of the manual

- 1- Last Station of each Centre is to be used for polling staff and security personnel
- 2- Add the voter name to the supplementary list of the last station and ask the voter to sign (see annex four for example of supplementary list)
- 3- If the voter is registered in the same Centre then they should vote in the station he/she belongs to.

Chapter 4 Counting

Preparation for Counting

No counting will take place unless all polling materials are packed away (temporarily-not sealed) including unused ballot papers, stubs of the used ballot papers and stamps.

Counting steps

1. No Screening or Reunification steps needed
2. Complete the Reconciliation step, fill out Section A of the RRF as follows
Before opening the ballot box record:
 - The number of received ballot papers in Row D, unused ballot papers in Row E, and spoiled ballot papers in Row G.**After opening the box record:**
 - The number of ballots inside the box in Row H
 - Record discrepancy if any in Row I
3. Sorting steps:
 - make three signs (Kamara, Samura Matthew Wilson), (Bio, Julius Maada) and (invalid)
 - Place the three signs on the table and start the sorting process.
4. Counting the votes:
 - Count the votes for each candidate and write the result in Section B in the RRF.
 - Fill in Rows (J,K,L and M).
 - Ask the agents and observers to sign the RRF. Agents are to receive a copy of the RRF.
 - The Presiding Officer MUST sign and stamp the RRF.

The differences between invalid and spoiled ballot papers?

Invalid Ballot Paper

- The ballot paper was inside the ballot box
- The intention of the voter is not clear
- There is a signature or name instead of the mark
- More than one mark
- Blank ballot paper
- A ballot paper without NEC stamp

Spoiled Ballot Paper

- The ballot paper was outside the ballot box.
- The ballot paper was found in the 'spoiled ballots envelope'
- The ballot paper was marked wrongly and the voter asks for new ballot
- The ballot paper was torn while the BPI was detaching it and was replaced.

Chapter 5 Packing

Tamper Evident Envelopes: TEEs

- There will be TEEs for each station and centre, the TEEs will be preprinted as in first round.
- In TEE1 you will place the RRF (original copy)
- The last station only must also put their station Register of Voters containing the supplementary list of voters in TEE1
- In TEE2 and TEE 3 you will only have RRF1 copies to put in the TEE.

IMPORTANT NOTE: New arrangements for RRF Copies for Distribution and Packing:

- ❖ **Pack** the Original **WHITE** sheet of the RRF inside TEE1-To the Regional Tally Centre
- ❖ **Pack** the 1st **PINK** copy of the RRF inside TEE2-To the District Office
- ❖ **Give** the 2nd **BLUE** copy of the RRF to agent number 1
- ❖ **Give** the 3rd **BLUE** copy of the RRF to agent number 2
- ❖ **Pack** the 4th **YELLOW** copy inside TEE3-To the national Tally Centre
- ❖ **Place** the 5th **ORANGE** copy of the RRF on the wall outside the Polling Station, allow the observers to snap the result using the tape from the polling kit.

See update of Packing diagram on the next page, write the same numbers of the TEEs and the content as the diagram indicates.

Packing the TEEs	
<i>Items</i>	<i>TEE</i>
<ul style="list-style-type: none"> • RRF 1 - Presidential election - Original copy WHITE • Register of Voters (Last station only) 	<p>TEE 1 To: Regional Tally Centre</p>
<ul style="list-style-type: none"> • RRF 1 - Presidential election Run-OFF, 1st copy PINK 	<p>TEE 2 To: District Office</p>
<ul style="list-style-type: none"> • RRF 1 - Presidential election Run-Off, 4th copy YELLOW 	<p>TEE 3 To: National Tally Centre</p>
<ul style="list-style-type: none"> • Used Stubs, Spoiled ballots (in envelope) and Unused ballots (with stubs) • Place TEE 6 in Presidential Ballot Box • Any damaged RRF 	<p>TEE 6 To: District Office</p>
<ul style="list-style-type: none"> • Presiding Officer's Journal • Record of Seals Form (RSF) • Tactile Ballot Guide TBG • Register of Voters (except for the last station) 	<p>TEE 4 To: District Office</p>
<ul style="list-style-type: none"> • Indelible ink • Official stamps • Inkpad • Unused plastic seals 	<p>TEE 5 To: District Office</p>
<ul style="list-style-type: none"> • Polling Centre Manger Journal • Polling Centre RV • Polling Centre Manger Summary of Responsibilities Form • MTF 5-Contingency ballot paper - original and 1st copy. 	<p>TEE 7 To: District Office</p>



Annexes:

- 1- Presidential Ballot Paper Run-Off Sample
- 2- Result and Reconciliation Form Run-Off
- 3- MTF 2
- 4- MTF 5- dealing with Contingency Ballot Paper
- 5- Supplementary Register of Voters sample